CRAFTLINE BUILDERS LLC

SAFETY AND HEALTH PROGRAM

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CRAFTLINE BUILDERS
SAFETY AND HEALTH PROGRAM

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The policies and procedures outlined in this safety manual are intended to represent Craftline Builders Inc. and all Craftline Builders Inc., herein referred to as the “The Company.” or “the Project.”

Reviews of this document should be conducted annually, and revisions should be made when suggested by the review or when changes are necessary due to updated processes, equipment, or regulations.

LEGAL DISCLAIMER

TRADEMARKS & SERVICE MARKS

CRAFTLINE BUILDERS' HEALTH AND SAFETY MISSION

HSE is a fundamental value and is integral to every decision we make. A positive HSE mindset goes beyond being a mere aspect of our Projects; it is an essential requirement. We recognize that all incidents and injuries are preventable, though mistakes can still happen.

The foundation of Craftline Builders' philosophy is:

Providing a safe work environment, with emphasis on safeguarding high-risk hazards.

1. Heights Work
    a. Falls
    b. Trips / Slips
    c. Scaffolds
    d. Ladders
2. Trenching / Excavation / Ground Collapse
3. Struck By / Crushed Injuries
4. Energized Equipment – Caught By / In / Between
5. Shock / Arc Flash
6. Lifting / Suspended Loads / Stored Energy Sources
7. Hazardous Chemicals, Gases, and Atmospheres
8. Confined Spaces

Craftline Builders commits to maintaining safe environmental conditions across all Projects for every employee of Craftline Builders and our subcontractors. Employee safety and the safety of all Project personnel on our sites will always take precedence over other priorities. Their program has been designed with the primary focus on the safety and health of all affected personnel.

Craftline Builders is committed to ensuring the safety and health of all employees. Their management will address both employees' physical and mental well-being through policies and safeguards. We will make safe-related decisions based on the well-being of the workforce and compliance with applicable federal, state, and owner standards. Proper PPE must always be worn, and safety measures must always be followed. We will not perform a task unless it can be done safely.

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Craftline Builders maintains an open-door policy for reporting unsafe conditions and acts, encouraging employees to participate in safety and health matters actively. We encourage everyone to be proactive and report hazards, as awareness of hazards is the first step toward reducing risk.

Craftline Builders promotes environmental stewardship through systems that prevent harm and promote respect for the environment.

While no safety or loss-prevention program can eliminate all risks, adherence to the procedures outlined in their manual will significantly minimize risks to workers. We strive to comply fully with all applicable federal and state occupational safety and health regulations, as well as our owners' safety and health policies.

Their manual serves as a vital tool for a robust loss prevention program. Although it does not encompass every scenario, it complements your State OSHA programs. Safe work practices are effective safeguards that emphasize hazard awareness and the avoidance of negative consequences. Awareness and understanding of job procedures and safety protocols are essential before starting work. Always remain vigilant about changing or unusual conditions.

Craftline Builders’ partners with subcontractors who share our commitment to high safety and health standards. Our subcontractors must ensure that their practices, programs, and procedures align with our philosophy in creating a safe work environment for everyone. A subcontractor’s specific health and safety policy or rule may supersede a particular policy or rule under this program only if the subcontractor’s policy or rule is stricter than the Craftline Builder policy or rule and does not create any additional health or safety hazards or conflicts. This applies throughout this health and safety program.

In addition, the project owner/client may require project personnel, including Craftline Builders, our subcontractors, vendors, service providers, consultants, and visitors, to follow the owner/client's specific operational, safety, environmental, and/or security procedures while on the owner/client's property.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Craftline Builders is committed to providing equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, physical or mental disabilities, or veteran status. We believe adherence to these principles ensures a qualified and fair workforce.

To their end, Craftline Builders will:

1. Recruit, hire, and promote qualified individuals without regard to race, color, religion, sex, national origin, disability, or veteran status.
2. Base employment and promotion decisions are on merit and in support of equal employment principles.
3. Administer all personnel actions—such as compensation, benefits, transfers, layoffs, training, and recreational programs—fairly and without discrimination.

Achieving a non-discriminatory employment environment requires cooperation between management and staff. Management will lead by establishing procedures and practices that promote equitable employment opportunities for all.

Their HSE Plan applies to employees of Craftline Builders and to their Contractors/Subcontractors at all levels performing work on the Project. All personnel must conduct their activities in a manner consistent with the following requirements.

All applicable Federal and State Health, Safety, and Environmental (HSE) requirements.

1. U.S. OSHA 1926 standards as minimum requirements.
2. ADOSH - Arizona Department of Occupational Health and Safety
3. USACE EM 385-1-1
4. U.S. National Electrical Codes.
5. U.S. National Fire Protection Codes
6. American National Standards Institute References
7. Other applicable organizations or associations

Their HSE Plan will be the only HSE Plan for Craftline Builders' Projects and applies to all Craftline Builders' personnel and Contractors/Subcontractors associated with the Project. All Contractor/Subcontractor site HSE programs must be aligned with this plan

SAFETY POLICY

It is the policy of Craftline Builders to strive for the highest possible safety standards. Safety doesn't happen by chance; it results from all employees working together to ensure that Craftline Builders' safety policies are fully understood, consistently enforced, and effectively implemented.

Safety happens when the decision is made to always work safely and to always take the time to complete the task the correct way: **THE SAFE WAY**.

This program has been developed to ensure compliance with all Federal, State, and local occupational safety and health regulations and owner standards. It is the responsibility of all employees to be knowledgeable of and implement the safeguards contained in their handbook.

If each of us believes that accidents are preventable and undesirable, we will be better equipped to control hazards, prevent accidents, and enhance the overall performance of Craftline Builders and our subcontractors. The safe work practices outlined in our safety program must be adhered to without exception.

If you think that a task or work procedure is potentially unsafe, discuss it immediately with your supervisor or Craftline Builders' Project Management Team. We strongly encourage any recommendations to improve our safety program.

SAFETY PROGRAM OBJECTIVE

Each Craftline Builders' and subcontractor employee has a personal obligation to themselves, their family, their co-workers, Craftline Builders, and the Project to ensure that their work is carried out safely and efficiently.

Regard for the safety of the public, our own employees, and our subcontractors' employees is everyone's number one responsibility in our organization. Accidents, regardless of their nature or severity, can cause severe physical and mental pain as well as property loss. Therefore, the prevention of all work-related injury, illness, and loss is our goal.

Along with other responsibilities, safety awareness must be a constant part of your thinking and planning. You must not only avoid obvious unsafe acts, but you also need to anticipate potential hazards. After an accident happens, it is too late to prevent it. One of your most important responsibilities is to demonstrate safety leadership by setting a good, safe example for others to follow.

EMPLOYEE COMPLIANCE

To ensure our safety approach is effective and consistent across Craftline Builders' projects, all subcontractors must comply with Craftline Builders' safe work practices and any project-specific health, safety, and environmental policies.

Issuing safety rules, practices, and procedures for every potential hazard on a job site is impractical. Therefore, it is essential that everyone stays constantly alert for hazards not included in written procedures, but that could cause injuries or property damage.

When there is doubt regarding the correct procedures to follow, consult with your supervisor before proceeding.

Safety is an ongoing process. Following established safety rules, practices, and procedures provides the best protection an employee can have against accidents. Unsafe acts rather than unsafe conditions cause most injuries. Therefore, to reach our goal of zero injuries, all safety rules must be followed and safeguards used without exception.

SAFETY RESPONSIBILITIES

Management Responsibilities (includes subcontractor management)

1. Has the authority to stop work for any unsafe action.
2. Provide a safe and healthy working environment.
3. Ensure that all employees are adequately trained to perform their jobs safely and productively.
4. Ensure that personal protective equipment (PPE) is in proper working condition and used in accordance with the manufacturer's recommendations.
5. Ensure that safety rules and safe work practices are established, implemented, and enforced.
6. Conduct accident investigations and implement any corrective measures that will prevent injuries from recurring.

Field Supervisor Responsibilities (includes subcontractor supervision)

1. Field Supervisors have the authority to stop work for any unsafe action or job site conditions.
2. Implement and enforce all job site safety requirements, including Craftline Builders and owner safety rules.
3. Actively participate in scheduled safety programs.
4. Conduct documented pre-job and weekly safety meetings.
5. Ensure that new and re-hired employees read and become familiar with the safety and health rules and are trained in all procedures that may apply to their work assignment.
6. Conduct and document pre-job and weekly (minimum) safety inspections of the job site.
7. Take prompt, responsible, and appropriate action on any unsafe condition or recognized potential hazard.
8. Plan all work to ensure the lowest level of risk possible, consistent with the work to be done.
9. Ensure that all job-related injuries and illnesses are promptly treated and properly reported.

10. Investigate all incidents and provide the Safety Department with all pertinent data. File a complete Close Call/Accident Investigation report with the Safety Department and implement corrective action that may be recommended.
11. Ensure that all tools and equipment are properly maintained, inspected before each day's use, and safe and suitable for the work to be performed.
12. Communicate clear expectations.
13. Address issues as soon as aware.
14. Focus on coaching and mentoring to achieve safe production.
15. Encourage good performance by acknowledging safe behavior and always correcting unsafe behavior.
16. Support workers using their STOP WORK AUTHORITY. Listen to and address their safety and health concerns promptly.

Employee's Responsibilities (includes subcontractor employees)

1. All the authority to stop work for any unsafe action or job site condition that could result, in their opinion in any of the following:
    a. the possibility of loss of life; the possibility of loss of limb
    b. harm to themselves or coworkers; equipment & property damage.
2. Attend and actively participate in scheduled safety programs and all pre-job and weekly safety meetings.
3. Safely perform all work.
4. Understand and follow the safety procedures that may be required to perform the job safely.
5. Ask for clarification if instructions are unclear.
6. Warn anyone observed violating Craftline Builders or owner rules or working in an unsafe manner.
7. Eliminate unsafe working conditions as they occur and immediately report potentially unsafe conditions to the supervisor.
8. Observe good housekeeping practices at all times.
9. Correctly use all personal protective equipment (PPE).
10. Comply with the Company's Fit For Duty Policy.

SAFETY ETHICS

Personal Conduct

Employees are expected to be alert and professional when performing their duties. They should be courteous and considerate in all work-related interactions.

Employees must conduct themselves in a positive manner, meeting or exceeding the Owner's and Project's requirements.

Such conduct includes:

1. Reporting to work on time at the designated station, prepared to begin work;
2. Notifying your supervisor in advance if you are unable to work or will be late;
3. Following all safety and security regulations set by Craftline Builders;
4. Smoking only in designated areas and times that are not restricted by company, owner rules, or local laws;
5. Wearing clothing suitable for the work being performed;
6. Treating all owners, visitors, and coworkers respectfully;
7. Avoiding behavior or conduct that is considered offensive, undesirable, or against the company's best interests;
8. Completing assigned tasks efficiently and in accordance with safety, quality, and workmanship standards;
9. Reporting any suspicious, unethical, or illegal conduct by coworkers, owners, or suppliers to management;
10. Assisting the company with investigations of near-misses, incidents, or injuries.
11. Report any irregular conditions promptly if they could harm people, property, or the environment. Involve the appropriate personnel in safety-related decisions.
12. Report to work rested, physically fit, and capable of performing safely and with control.
13. Use equipment, tools, and machinery within their intended design and scope, considering environmental limitations.
14. Follow safe work practices and procedures, including written plans for high-risk tasks. If you're uncertain about any work rule, procedure, or instruction, ask your supervisor right away.
15. Wear the appropriate safety gear required for your task, inspect it before use, and keep it in good condition.
16. Ensure all safety systems and safeguards are intact.
17. Arrive at your assigned start time and workstation prepared to work. Follow Project protocols for reporting absences.
18. Behavior that disrupts operations or shows disrespect to the Project is not acceptable and will not be tolerated.

Fit For Duty Policy

All individuals must report to work and remain fit for duty throughout their shift. Being fit for duty means being physically, mentally, and emotionally capable of safely performing essential job functions, sufficiently rested, and free from impairment of any kind. Impairment includes (but is not limited to) the effects of alcohol, illegal drugs, non-prescribed controlled substances, misuse or improper use of prescription or over-the-counter medications (including those that may cause drowsiness, dizziness, reduced alertness, or other safety concerns), fatigue, illness, injury, or any other physical, mental, or emotional condition that could affect safe job performance.

The use, possession, sale, distribution, or being under the influence of alcohol or illegal drugs is strictly prohibited at any time while on duty, on company property, operating company vehicles or equipment, or performing any company-related work. Misuse of medications that may impair safe performance is also prohibited.

Employees and subcontractors must immediately report to their supervisor if they are, or believe they may be, unfit for duty for any reason (including fatigue, illness, injury, medication effects, or other factors). Individuals taking prescription or over-the-counter medications with potential impairing side effects should inform their supervisor so that safety considerations can be addressed.

Craftline Builders' reserves the right to require drug, alcohol, or fitness-for-duty evaluations (including medical examinations) in circumstances such as post-accident/near-miss events, reasonable suspicion of impairment (based on observable indicators such as unsteady gait, slurred speech, odor of alcohol or marijuana, erratic behavior, or declining performance), return-to-work following relevant absences, or other situations where safety may be at issue.

Refusal to participate in a required evaluation will be considered a policy violation. All testing will be conducted in accordance with applicable federal guidelines (where relevant) and Arizona law, with results handled confidentially as required by law.

Violation of this policy may result in disciplinary action up to and including immediate removal from the jobsite, termination of employment, and/or disqualification of subcontractors from future work with Craftline Builders, as the Company determines appropriate in each case.

We encourage confidential reporting of fitness-for-duty concerns regarding co-workers to a supervisor or safety officer. Reports made in good faith will not result in retaliation.

SAFETY PERFORMANCE

No one wants to see a coworker hurt by an accident. As a result, it is essential to plan every operation thoroughly in order to recognize and address potential risks.

To accomplish that goal, the following rules will apply:

1. All employees and subcontractor employees must follow Craftline Builders' safe work practices and rules.
2. Employees should report any unsafe conditions or practices to their supervisor, and if necessary corrective action is not taken, report it to the Project Management Team.
3. A good way to identify hazards is to use the 20-20-20 method. Every 20 minutes, spend 20 seconds looking around 20 feet in every direction to actively search for hazards in your work area. Hazards found must be safeguarded or corrected.
4. Subcontractors are responsible for implementing this Health and Safety Program by making sure their employees follow all applicable rules and regulations for a safe, healthy, and hazard-free workplace.
5. Keeping the work area clean and organized is essential. If housekeeping standards are not maintained, Craftline Builders will halt scheduled work so subcontractors can clean their work areas.
6. Appropriate clothing and footwear should always be worn. This includes sleeved shirts, closed-toe work boots (some projects or areas may require ANSI safety-toed or metatarsal protection), and long pants.
7. Personal protective gear (hard hats, respirators, eye protection, hearing protection, etc.) must be worn in all posted areas or when directed by a supervisor. A reflective safety vest is required when working on or near mobile equipment.
8. Supervisors will hold a documented safety meeting at the start of each new job and at least once every week afterward, and employees are required to attend.
9. All workers must be fit for duty, meaning they are not under the influence of alcohol, drugs (including prescribed medications that impair judgment or motor skills), and are properly rested and mentally prepared for safe work.
10. Horseplay, scuffling, and other acts that could compromise safety or the well-being of coworkers are strictly prohibited.
11. Work must be properly planned and supervised to prevent injuries.
12. No one should work if their ability or alertness is impaired by fatigue, illness, or other reasons that could lead to injury.
13. Employees should verify that all guards and protective devices on machinery and equipment are properly installed and adjusted, and report any deficiencies immediately.
14. Employees must not handle or tamper with tools, equipment, or machinery beyond their scope of duties unless qualified and trained to do so.
15. All injuries and illnesses must be reported to a supervisor immediately to ensure proper medical or first aid treatment.

Note: Additional safety rules will be spelled out with the Project Site Specific Safety Plans.

Coaching and Disciplinary Action

As a general rule, supervisors should initially engage in coaching employees and using pro-active methods to engage employees in making good safety decisions.

Proactive methods for worker safety compliance include:

1) recognition of employees who follow safe work practices
2) encouraging participation in safety meetings
3) requiring crew participation in JHA creation
4) conducting regular inspections and risk assessments,
5) providing comprehensive and ongoing employee training,
6) establishing strong safety policies and procedures,
7) fostering a positive safety culture where employees are encouraged to report hazards
8) implementing preventive maintenance for equipment

A progressive disciplinary system is in place when coaching and other pro-active methods have not proven effective.

All safety-related disciplinary actions being considered for employees must first be thoroughly investigated by the employee's supervisor, with the findings and recommendations being reviewed by the respective manager and the HSE Department.

The following must be considered during the evaluation process:

1) Is the infraction training-related and is the appropriate resolution additional training? additional training?
2) Is formal discipline warranted, based on a review of the Investigative findings and the Disciplinary Action Guidelines?
3) Based on the investigative findings, what level of discipline is recommended to correct the problem based on the Disciplinary Action Guidelines?

Disciplinary Action Guidelines

The following safety violations may result in a verbal warning on the first offense, a written reprimand on the second offense and suspension on the third offense:

1) Failure to wear all required Personal Protection Equipment (PPE) such as, but not limited to:
    a. Hard hats.
    b. Safety glasses (Z87) with side shields.

   c. Hearing protection.
   d. Fire Retardant Cotton (FRC) coveralls.
   e. Goggles or spoggles where hazards indicate.
   f. Face shield.
   g. Proper foot protection.
   h. Cutting goggles, etc.
2) Violations of posted or required speed limits.
3) Improper use of tools.
4) Failure to follow instructions related to safety.
5) Poor housekeeping or contributing to unsanitary conditions.
6) Failure to complete required written forms such as, but not limited to:
   a. Fall Protection
   b. Work Plans
   c. Job Safety Analyses (PTRAs)
   d. Supplied-Air Checklist, etc.
7) Failure to report unsafe conditions.
8) Failure to observe posted safety requirements.
9) Use of electrical equipment that is out of ground fault compliance (improper color coding) or without the use of a Ground Fault Circuit Interrupter (GFCI).
10) Improper flagging procedures.
11) Misuse or abuse of safety equipment.
12) Operation of mobile equipment in an unsafe manner.
13) Improper use of ladders.
14) Improper manual lifting procedures.
15) Running anywhere on the job site except during an emergency.
16) Posting, altering, or removing safety-related subject matter on bulletin boards or Company/owner property.
17) Failure to use approved safety lock-pins on pneumatic tools.

The following safety violations may result in a written reprimand on the first offense, suspension on the second offense, and termination on the third offense:

1) Supervisor’s failure to enforce the Company's or the owner’s safety requirements.
2) Operation of any mobile equipment without valid training or authorization.
3) Operating or using machines, tools or equipment that the employee is not qualified to operate.
4) Failure to follow pre-operation mobile equipment inspection procedures.
5) Failure to inspect or follow proper scaffold procedures such as:
   a. Tagging system.
   b. Inspections.
   c. Modifications.

6) Horseplay (serious in nature).
7) Failure to follow instructions related to safety.
8) Failure to report serious unsafe conditions.
9) Failure to inspect rigging equipment prior to use.
10) Failure to inspect fall protection equipment prior to use.
11) Failure to follow required evacuation procedures.
12) Failure to observe flagged-off areas such as, but not limited to:
13) Crane or overhead lift flagging.
14) Supplied-air work.
15) Radiation zones.
16) Lead and asbestos work areas.
17) Failure to use specialized Personal Protection Equipment (PPE) when required, such as, but not limited to:
    a. Knee/elbow pads.
    b. Metatarsal protection
    c. Respiratory protection.
    d. Acid gear.

18) Deliberately committing an unsafe act or instructing employees to perform work in an unsafe manner.
19) Failure to report job-related injuries.
20) Violation of excavation/shoring procedures.
21) Violation of Bloodborne Pathogen procedures.
22) Failure to follow safe welding/cutting procedures.

Unless circumstances discovered as a result of the investigation process warrant otherwise, the following safety violations will result in immediate suspension and possible termination:

1) Violation of Project permitting procedures, such as, but not limited to
    a. Failing to issue a work permit (and use) as required by Project policy.
    b. **Permit-required** Confined Space Entry:
    c. Hot work.
    d. Excavation which, on a more probable than not basis, would have resulted in an “imminent danger” situation for employees.
2) Violation of the fall protection policy and procedures; such as, but not limited to:
    a. Failing to use appropriate fall protection procedures while performing work from a tank wind-girder, jumping tank scaffolding, working from tank scaffolding or ladders, working from shell buggies, spiders, etc.
    b. Failing to use appropriate fall protection procedures while connecting or hanging iron, i.e. use of “girder grips,” beamers, static lines, etc.

   c. Failing to use appropriate fall protection procedures for any elevated work that on a more probable than not basis would result in a serious or fatal injury should a fall occur.
3) Violation of lockout/tag-out procedures.
4) Violation of Company or owner Drug and Alcohol Policy.
5) Smoking in unauthorized areas that, on a more probable than not basis, do have the potential for causing serious injury or property damage from fire, or explosions.
6) Possessing firearms or explosives on Craftline Builders' or Project property without authorization.
7) Deliberate disregard of hazardous energy control procedures (LOTO) procedures.
8) Gross or deliberate violation of safety rules, practices, or directions.
9) Provoking or instigating a fight or fighting during working hours while on Craftline Builders or Project or owner property.

SAFETY MEETINGS

Safety meetings are a key part of The Company's Injury and Illness Prevention Program. These meetings provide effective ways to communicate hazards and suggest solutions employees might face while on the job. They also foster two-way communication between crew members and their supervisors for hazard identification and reporting.

Topics discussed during safety meetings will be documented on the designated safety meeting form.

Responsibilities

Project Management/Site Management

1) Shall be responsible for ensuring consistent implementation and compliance with this program by all site supervision, employees, and subcontractors.
2) Shall take the lead as the speaker during the "all hands" weekly (or daily as the project may require) site safety meeting if they are present on the project.
3) Site HSE Supervisors
4) Shall be responsible for providing support to the Project Operations Team related to safety meeting topics and speakers for the meetings.
5) Shall participate as a speaker at the safety meetings as may be required to communicate project safety concerns.
6) Shall document the safety meeting for the project using the Company Safety Meeting sign-in sheet.
7) Supervisor Responsibilities
8) Supervisors shall schedule, conduct, and document weekly safety meetings with their employees to discuss occupational health and safety issues.
9) Shall hold daily tailgate meetings to review JHAs, permits, weather, site activities, SimOps and other safety, health and operation information as needed.
10) Shall ensure that personnel under their direction attend and actively participate in the daily or weekly safety meetings for the project.
11) Shall ensure that issues or concerns voiced by employees in the safety meetings are acted upon or raised to a higher level of management for resolution.

Employees

1) Will be responsible for attending and actively participating in weekly safety meetings and daily tailgate meetings.
2) Will use the safety meetings as an opportunity to share knowledge and concerns about health and safety.

3) Will be responsible for signing their names on the employee safety meeting sign-in sheet to document attendance.

SAFETY COMMITTEE (PENDING)

An effective safety committee promotes safety awareness, encourages many employees to participate actively in the safety program over time, and motivates employees to follow proper safety practices. A strong employee safety structure offers a feedback system to identify and fix new safety hazards early.

Leadership

The Site Safety Manager shall lead the Project Safety Committee and ensure the participation of contractors and Company personnel. The Site Safety Manager will initially serve as Chairperson for the committee until it is established, at which point the members may elect a chairperson. On short-term projects, the Project Safety Manager will remain the Chairperson. The Site Safety Manager shall keep records of Safety Committee meetings, activities, and audit records.

Members

The Project Safety Committee should be comprised of a representative membership of subcontractors on the Project. Subcontractors with 15 or more workers are required to participate in the committee. Membership should be balanced between Company representatives and subcontractors AND between labor, craft, supervisory, and HSE personnel.

Committee Role

The role of the safety committee includes:

1) Set a good example. Committee members must set a good example, demonstrate safe work habits, and show positive attitude about safety.
2) Be visible.
3) Committee members work directly with supervisors on safety issues.
4) Identify unsafe conditions and initiate safeguards.
5) Committee members are empowered to stop unsafe behavior, tag-out unsafe equipment, and report unsafe conditions to the supervisor and the safety coordinator.

6) Conduct safety audits.
7) Practice positive coaching
8) Committee members will be trained to conduct safety audits utilizing the Project site audit form.
9) Hazard mitigation and Job Hazard Analysis (JHA). Safety committee members will assist with hazard mitigation by developing (JHA's) from their respective companies.
10) Hold regular meetings. Safety committees will meet formally at least twice monthly.
11) Sounding board. Be a sounding board for safety and health activities.
12) Assist in investigations.
13) Take the lead in implementing new safety rules, assessing the effectiveness of the Job Hazard Analysis process, reviewing changes to personal protective equipment, participating in safety fairs, and promoting safety recognition days.

Safety Committee Member Role

An effective safety committee member will have the following role:

1. Actively participate in identifying hazards and proactively respond to protect workers and property.
2. Acknowledge safe work habits of project workers.

To give your best efforts to make the department free from accidents and occupational health problems. The foundation for members of the committee revolves around five functional elements:

1. Carrying out assignments between meetings.
2. Adhering to the committee ground rules: attendance, promptness, participation, interruptions, assignments, agendas and minutes.
3. Working with group problems.
4. Basing decisions upon good data.
5. Assisting in developing a strategic plan for improvement.

Safety Committee Meeting Guide

1. Meeting frequency.
2. Selection of chairperson and alternate.
3. A prepared agenda in advance of the meeting will:
    a. keep discussions on track

   b. allow members to prepare for the meeting
   c. serve as written documentation of efforts
   d. allow management to track efforts
   e. conduct safety training activities
4. Minutes - Chairperson will distribute the minutes to members then post on the Project bulletin board for employees to include the following:
   a. written summary discussion
   b. names of attendees
   c. open safety issues
   d. discussion of any clearance issues
   e. completed recommendations
   f. new business
   g. accident review
   h. safety training activities

Duties

1. Work safely yourself—set the example in the department.
2. Attend and actively participate in safety committee meetings, notify your supervisor if you cannot attend so that your alternate can attend.
3. Share information regarding meetings and activities with your co-workers.
4. Work with your supervisor to eliminate hazardous conditions and unsafe work practices in the department.
5. Speak to your fellow employees if you believe that they are engaged in an unsafe work practice; report things which you feel you can't handle to your supervisor for further action.
6. Participate in the review of close calls, accidents or industrial illnesses on the project department.
7. Listen to employee suggestions about safety and bring those that appear to have merit to your supervisor for review.
8. Each quarter, participate with a supervisor in a safety audit.
9. Before each safety committee meeting, review all minutes and open items affecting your department and have answers or a progress report on each item.

SAFETY AUDITS AND INSPECTIONS

The Company aims to provide personnel with a workplace free from recognized hazards. By performing regular inspections at the job site, hazards can be identified and eliminated before they cause injuries or damage to the owner or company equipment.

This HSE Policy shall apply to all employees of the Company and its subcontractors.

Responsibilities

Project Management/Site Management

1) Shall be responsible for ensuring uniform implementation and compliance with this program by site employees and subcontractors.
2) Shall verify that Safety Inspections are being performed in accordance with the requirements and this Policy.

Site HSE

1) Shall be responsible for providing support and guidance as needed to ensure that site personnel are instructed in and trained to the requirements of this program and to applicable site-specific requirements.
2) Shall be responsible for ensuring at least one area safety audit is conducted by the Project Safety committee monthly.
3) Shall verify that Safety Inspections are being performed in accordance with this Policy.
4) Supervisor (Foreman) Responsibilities
5) Shall conduct at least one (1) documented Safety Inspection each week.
6) Shall ensure that all items identified on the Safety Inspection are corrected immediately or as soon as possible.

Employees

An employee representative shall participate in the Field Safety Inspection Program as a representative of the workforce and to provide insights from their perspective.

Process

Project audits shall be conducted at the job site or location by the Project Safety Manager, Project Manager, Superintendent, General Foreman and Foreman based on the schedule listed below:

- Monthly (Project Manager, Project Safety Manger)
- Weekly (Project Superintendent)

Supervisors must conduct weekly safety audits of their areas of responsibility and/or contractors they are responsible for. To encourage employee participation in the shared responsibility for job site safety, the supervisor should select a different crew member or contractor employee each week to participate in the safety

audit. All unsafe conditions must be corrected immediately, regardless of whether the inspection is formal or informal. After the inspection has been discussed with the crew, the original form should be filed with Project Safety and a copy posted on the work area for a week.

Safeguards

Inspection items that cannot be immediately corrected must be discussed with the HSE Department. Employees must be notified of any recognized hazards that cannot be immediately corrected and informed regarding how they are expected to avoid the hazard until it can be corrected.

All hazards identified must be corrected promptly, and any “imminent danger” hazards must be corrected immediately. A **Stop Work Authority must be exercised** for any observed hazards that pose an imminent danger that can’t be immediately safeguarded.

PROJECT STATISTICS

The Corporate Safety Director will maintain internal OSHA recordkeeping documents for all Craftline employees. The Project Safety Manager will collect and analyze the following statistical data from Project Contractors:

Daily

1. Number of personnel onsite
2. Safety Meeting/Tailgate held

Weekly

1. Employee hours worked:
    a. Regular
    b. OT
2. Number of Project Incidents/Events by category:
3. Recordable
4. First Aid
5. Property Damage
6. Spills
7. Close Calls
8. Audits
9. Regulatory Inspections/Citations

Monthly

1. Project to Date
    a. TRIR (TRIR = (Number of recordable incidents x 200,000) / Total number of employee hours worked),
    b. DART Rate (DART =(Number of Days Away, Restricted, Transferred x 200,00)/ total employee hours worked)
    c. Subcontractor running annual TRIR and Dart
2. Safety Meeting Summary
3. Employee hours worked,
    a. Regular
    b. OT
4. Number of Project Incidents/Events by category:
    a. Recordable
    b. First Aid
    c. Property Damage
    d. Spills
    e. Close Calls
5. Audits
6. Corrective Action Log

INCIDENT REPORTING (PENDING)

1. Incidents and close calls will be reported per this incident notification process
2. All events will be reported to Craftline Builders' immediately via a dual reporting system after the event scene has been secured and first response activities allow:
3. Subcontractors will immediately notify the Project Safety Manager and their contact.
4. The Project HSE Manager will contact the owner according to contractual agreement.
5. The Project Safety Manager will notify the Project Manager and Project Operational staff.
6. Level of immediate communication (note that event severity levels will be discussed in subsequent subsections):
    a. Level 1: verbal and initial written report of incident. Investigation report within 72 hours.
    b. Level 2 and initial written report of incident. Investigation report within 48 hours
    c. Level 3: verbal only. Investigation report within 24 hours

Event severity levels will be determined based on

Level 1 (Critical) Response: Immediate, 24/7, "all-hands-on-deck" response, including executive notification**.**

1) Outcomes: Death, permanent disability, or catastrophic failure that threatens the entire operation or organization.

Examples:

a) On-site or off-site fatality
b) Major security breach or data loss
c) Client-facing service completely down for all customers

Level 2 (Major) Response: High-priority, immediate escalation to on-call professionals, with frequent updates.

1) Outcomes: Serious injury requiring hospitalization, significant but not total system failure, or a critical function failing for a subset of users.

Examples:

a) Significant on-site or
b) Off-site injury
c) Client-facing service down for a subset of customers
d) Degraded performance that significantly impacts a large number of users

Level 3 (Minor) Response: Can be handled during normal business hours and may involve logging the issue for future resolution rather than an immediate all-hands response.

1) Definition: Incidents with minor impact that cause limited disruption or harm.

Examples:

a) Minor injuries requiring only first aid,
b) minor functional issues, or
c) slow performance that doesn't stop operations.

Other Considerations

Hazardous materials: For incidents involving hazardous materials, severity is determined by factors like the type of release, area affected, and need for evacuations.

INCIDENT INVESTIGATION

Define the problem

- Clearly define the problem with a specific, detailed statement.
- Focus on what happened, when, and where without assuming the cause.
- Identify the symptoms and gather key stakeholders' input to ensure a comprehensive understanding.

Gather data

- Collect all relevant information and evidence, such as incident reports, logs, or interviews.
- Include data that helps understand the problem's impact, duration, and circumstances.

Identify possible causes

- Brainstorm potential contributing factors based on the data collected.
- Use methods like a fishbone diagram or the "Five Whys" technique to break down the problem and explore different causal factors.

Determine the root cause(s)

- Analyze the possible causes to find the underlying one that triggered the issue.
- Ask whether fixing this cause would have prevented the problem from occurring. If not, keep digging deeper.
- A skilled facilitator can help the team stay focused on system and process issues rather than assigning blame.

Develop and implement solutions

- Once the root cause is identified, brainstorm and develop potential solutions.
- Create an action plan for implementation, outlining steps, responsibilities, and a timeline.

Monitor results

- After implementing the solutions, monitor the situation to ensure the problem is resolved and the fix is working as intended.
- Be prepared to make adjustments or return to earlier steps if the issue persists or if a new problem arises.

Recordkeeping - Injury and Illness Data (OSHA Injury and Illness Recordkeeping)

The Project Safety Manager will maintain records of all work-related injuries and illnesses involving Company personnel on the Project. and will audit Project subcontractors for recordkeeping compliance.

The following records are applicable only to work related injuries and illnesses. Applicable forms or records:

- OSHA 300, Log of Work-Related Injuries and Illnesses.
- OSHA 301, Injuries and Illnesses Incident Report or equivalent. OSHA 300A, Summary of Work-Related Injuries and Illnesses Record of first aid or other non-recordable accidents/incidents.
- The OSHA 300 Log of Work-Related Injuries and Illnesses or an equivalent record will be maintained for each physical location that is in operation for more than one year.
- The OSHA 301 Injuries and Illnesses Incident Report or an acceptable equivalent will be completed for each recordable injury or illness entered on the OSHA 300 Log. A case number correlating with a case identifier on the OSHA 300 Log will be established along with all pertinent and required information. The information contained or entered on these records will be maintained current within seven calendar days of a recordable accident.
- The completed OSHA 300A Summary Log will be posted in a conspicuous location for employee review no later than each February 1, for the previous calendar year and will remain in place until April 30.
- All data pertaining to injuries or illnesses that did not require medical treatment, or were otherwise not recordable on the above-mentioned documents, will be maintained in written record form. This will include first aid treatment of any kind.
- All injury and illness documentation and records will be reviewed on during the month of January by management and supervisors to analyze occurrences, identify developing trends, and plan courses of corrective actions.

These records will be maintained a minimum of five years after the end of the calendar year in which the records covered.

ADOSH/OSHA INSPECTIONS

On most projects, the designated representative to accompany an OSHA inspector will be the Project Safety Manager.

The representative's responsibilities include:

1) Verifying the credentials/identity of the inspector
2) Attending the opening and closing conferences.
3) Accompanying the OSHA inspector and recording all aspects of the walk-around inspection, including:
    a. areas of the workplace inspected,
    b. names of all employees and supervisors interviewed and
    c. identification of any photographs, measurements, and samples taken.
4) *The representative's notes from the inspection should remain confidential. Take photographs of all areas inspected at the facility and include "side-by-side" photos of any areas photographed or videotaped by OSHA.*
5) Respond to all document and information requests from the OSHA inspector.
6) Ensure employees are aware of their rights during an OSHA interview.
7) Attend and assist with all interviews with management employees.
8) Maintain control during inspections. The Occupational Safety & Health Act states that inspections should occur at "reasonable times and within reasonable limits." Use sound judgment to prevent inspections from unnecessarily interfering with work or lasting longer than usual hours. Avoid letting partial inspections unexpectedly turn into full facility or worksite inspections.
9) Never admit violations or unsafe practices, but address observed violations quickly. Consult your company's legal team about complex or special issues like search warrants or subpoenas. Have counsel speak directly with the OSHA inspector if needed.
10) Be courteous and respectful but confidently uphold your company's legal rights.

The Opening Conference

Routine OSHA inspections begin with an opening conference. The purpose of the opening conference is to discuss what will happen during the inspection.

Guide:

1) Ask to see the inspector's official credentials if they are not offered.
2) Identify the company representative you have designated to supervise the inspection, and inform the inspector that all inspection activities should be coordinated through your designated representative, not anyone else.
3) Don't be afraid to ask questions, including why your facility or worksite was chosen for inspection (employee complaint, referral by another agency, etc.).
4) Ask to see a copy of the written complaint if there is one.
5) Confirm with the inspector what they want to see and do, and how long they expect to be at your workplace.
6) Be courteous, but keep the inspection moving toward completion.
7) Even during a "complaint" inspection, the OSHA inspector will investigate other observed violations if they are in "plain view" during the investigation. Still, your company representative should not be afraid to object if the inspector wants to expand a limited investigation into a lengthy "wall-to-wall" inspection, without justification.
8) Discuss any safety issues that may arise during the inspection, including any personal protective equipment required by your company.
9) Require the inspector to abide by all company safety rules.
10) Identify areas in the workplace or documents that might reveal confidential trade secrets and get the inspector's confirmation that photographs of confidential areas or documents will be noted as "trade secret" in OSHA's file. Send a confirming letter or email if necessary.
11) Take good notes of all matters discussed at the Opening Conference.

Handling Record Requests

Required Vs. Non-Required Documents

1) During the Opening Conference, or sometime during the inspection, the inspector will ask to see certain records and documents. As a general rule, do not volunteer documents that were not explicitly requested. If served with a subpoena for the production of records or witness testimony, you should consult your company's legal counsel.

2) In responding to document requests, you should distinguish between those records that are required to be maintained and produced under OSHA's standards and those that are not. Examples of required documents include official injury and illness logs (OSHA 300, 301, and 300A) or your company's Hazard Communication Program.

3) Failure to produce the required records in a timely manner may result in citations and penalties.

4) Production of records not required to be kept by OSHA's standards should be avoided if possible, and the request should be submitted to the Corporate Safety Director before providing non-regulated documents to the inspector.

Responding To Document Requests

Take the following steps when responding to document requests:

1) To avoid later misunderstandings, have the inspector put all document requests in writing or in an email.
2) Ask when and in what form the inspector wants the documents to be produced.
3) Keep a copy or a list of all documents provided.

Overseeing the Walk-Around Inspection

OSHA's actual inspection of your workplace – known as the "walk-around" – is one of the most important parts of its investigation.

During the walk-around inspection, the OSHA inspector will look for evidence of whether a violation exists.

1) Accompany the Inspector: The company representative has the right to be present during the inspection. If the designated representative (Project Safety Manager) is not immediately available when the OSHA inspector arrives, the Project Manager may assign a different representative, preferably themselves.
2) Employee Representative May Attend: This is usually a union steward or an employee-selected representative.
3) Photographs, Videotapes, Measurements, and Environmental Sampling: Typically, the inspector will photograph or videotape the workplace, take critical measurements, and conduct environmental sampling, such as air or noise tests, depending on the type of inspection. Unless trade secrets are involved, you generally have no right to object.
4) Video or Audio Taping Employees: Caution should be used when the inspector tries to videotape or audio record statements by your employer representatives. They can choose to tell the inspector they do not want their comments recorded.

5) Take Your Own Photographs and Measurements: Your employer representative should take their own photographs and measurements either during or immediately after the OSHA inspection. They should also take detailed notes of what the inspector does during the process.
6) Third Party Hygiene Experts: During complex health inspections, involving air contaminants or noise, an industrial hygienist, to accompany and oversee the inspection, and, if necessary, perform side-by-side testing and observation, is recommended.
7) Correct Unsafe Conditions as Soon as Possible: Many unsafe conditions are often found during the walk-around inspection. Correct unsafe conditions observed during the inspection as soon as possible, preferably before the inspector leaves. This proactive step will demonstrate good faith and could lead to a reduced penalty if a citation is issued. Conversely, failing to address an unsafe condition identified by the inspector may result in higher penalties or a willful violation.

The Closing Conference

At the conclusion of the inspection, the inspector will hold a closing conference to discuss observed violations. The inspector does not issue citations but will take their recommendations back to their supervisor who will determine whether the violations will be cited and will issue any citations.

The closing conference may occur immediately following the walk-around inspection, or several days or weeks later closing conference:

1. Ask questions: What specific standards are being cited? Why? What is the classification (serious, repeat, etc.)? How much is the penalty?
2. Attempts to argue or settle the citations with the inspector at the closing conference are usually unsuccessful. Instead, the inspector will encourage you to attend an informal settlement conference after receipt of the citations.
3. Even if you agree with the proposed citations, avoid admitting violations or recognizing hazards. There may be defenses to the citations that you have not considered.
4. Tell the inspector where to send citations.
5. Take good notes.

After the Inspection

1. Correct Violations or Other Safety Hazards, if not already corrected during the walk-around inspection, correct violations or other safety hazards observed during the inspection.
2. Failure to correct an unsafe condition pointed out by the inspector could result in a willful violation and significantly higher penalties.

Receiving the Citations

1. Citations are mailed anytime within several days to several weeks after the closing conference. All citations must be issued within six months of the start of the inspection.

2. Upon receipt of the citations, post a copy at the workplace that was inspected. If the work has been completed at the site of the inspection, then the citations should be posted at the Project office. The citations must be posted until the violations are abated, or for three working days, whichever is longer. Failure to observe these posting requirements may result in additional citations.
3. Informal Settlement Procedures
4. The deadline is 15 working days from the receipt of a citation to contest it.
5. Before that time, an informal settlement conference with the OSHA Area Office to negotiate a settlement can be requested. A reduction in the assessed penalty or a change to the abatement date may be granted during the informal conference. It may also be possible to have the citation withdrawn or reclassified to a lesser category, such as from “Serious” to “Other.” Settlements can also be made after contesting the citations.
6. Appeal Procedures
7. Formal appeals are initiated by filing a “Notice of Contest” with the OSHA Area Director within 15 working days of receipt of the citations. The violation, the proposed penalties, the abatement deadline, or all three may be contested.
8. The best practice is to contest all three.
9. Citations not timely contested may not be appealed, and no extensions of time are available.

SAFETY RECOGNITION PROGRAM (PENDING)

Safety Bingo

Bingo cards have positive safety actions, such as participating in safety meetings, performing safe work observations, and contributing to JHA, among others. Authorized persons, such as supervisors and HSE sign or stamp the worker’s bingo card for completing positive actions. Awards are given to the first (or first three or five) employees to complete their card each month or quarter.

Caught In the Act of Safety

Category 1

Recognizes safety behaviors that lead to a significant improvement in performance or directly prevent a serious incident from occurring. A serious incident is typically defined as an incident that is likely to result in an injury with 4 or more lost days, that would be permanently disabling, or could result in death.

Outstanding safety behavior deserves exceptional recognition. Awards could be breakfast with the Project manager, additional PTO etc.

Examples:

- Identification and implementation of a safety improvement opportunity which delivers a safer work procedure.
- Prevention or avoidance of a probable serious incident through direct intervention.
- Consistent demonstration of safety leadership well beyond that of peers.
- Key enabler of crew culture change through mentoring etc.

Category 2

Recognizes behaviors that are above and beyond normal expectations. Awards could be gift cards, company bling, movie passes

Examples:

- Repeated intervention or coaching that improves the behavior of coworkers
- Contributing to the creation or modification of Best Practices
- Demonstrated leadership on a safety-related activity
- Participation in safety education courses

Safety KPIs

Use safety-related goals for a portion of employees' annual or semi-annual evaluation process.

Examples of safety KPIs are:

- Observations
- Leading toolbox safety meetings

Safety Challenge

Set weekly, monthly, or quarterly safety challenges (such as providing a safety meeting topic, wearing PPE, or correcting hazards). All employees who meet the challenge have their names entered into a pool, and names are drawn for a “CASH” reward. There could be one or multiple winners.

SAFE WORK PRACTICES

The following provisions outline the fundamental safety requirements of Craftline Builders. Employees should discuss any safety concerns related to their assigned tasks with their supervisor.

Employees will be given instructions by their supervisor on how to perform tasks safely and correctly, ensuring their safety and health are not compromised.

If you do not understand these instructions or have any questions about how to perform your job safely, please ask your supervisor for additional information and assistance.

HOUSEKEEPING CFR 29 1926.25

1. Employees are expected to maintain work areas in a clean and orderly condition.
2. Walkways, aisles, stairways, fire escapes, and all other travelways and access points shall be kept clear of all obstructions.
3. Tools and materials should not be placed where they will cause tripping hazards or placed where they may fall and strike personnel working below.
4. Spills or an accumulation of oil or water on floors represent slip hazards and shall be cleaned up promptly.
5. Nails in boards (such as pallets, scaffolding, and forms) should be removed.
6. All materials (boards and unused pallets, etc.) should be stacked properly to prevent unwanted trip hazards.
7. Safeguarding the Public
8. When work is in progress, every effort shall be made to protect others by the use of signs, flagging, barricades, or other personnel warning devices.
9. Barricades shall be placed at all open manholes, exposed open ditches and excavations; and at the entrances to all permit-required confined spaces.
10. During the night and in all dark locations, all obstructions, excavations, or openings which may be likely to cause injury to employees or the public will be barricaded and/or illuminated.

EMERGENCY RESPONSE AND ACTION PLAN (EAP) (ADD STANDARD)

Project Specific Information shall be posted at key locations at each project site.

Emergency Contact Form (Pending)

First Aid/Response Procedures

The Company advocates a strong accident prevention program because it prevents human suffering, damage to property, and the environment. Superior HSE performance also directly contributes to improvement of morale, which in turn results in better productivity and quality.

Employee Responsibilities in Health, Safety, and Environmental (HSE) Practices

All employees, regardless of their position, are expected to take an active role in supporting Health, Safety, and Environmental (HSE) initiatives. This involves consistently participating in safety processes and remaining vigilant for any unsafe activities, hazardous conditions, or environmentally harmful practices. Employees are required to either stop unsafe acts themselves or promptly report them to management for corrective action.

In situations where there is an imminent danger—such as risks related to falling from heights, exposure to electrical hazards, or encountering excavations that lack proper protection—immediate action must be taken to eliminate the hazard. The safety and well-being of all personnel and the protection of the environment are paramount, and prompt correction of such conditions is mandatory.

Project Manager

1) Shall be responsible for ensuring uniform implementation and compliance with this program by site employees and contractors.
2) Shall be responsible for providing support and guidance as needed to ensure that site personnel are instructed in and trained to the requirements of this program and to applicable site-specific requirements
3) Shall maintain appropriate documentation as evidence of the training program and comprehension level of the personnel

Supervisors

1) Shall ensure that personnel under their direction attend and receive appropriate training and that they maintain compliance with this program
2) Shall ensure that only trained employees assume active roles and perform related work(s) in accordance with this program

Employees

1) Responsible for ensuring they understand and comprehend this program and maintain full compliance with its contents. All employees choosing to provide aid shall do so within their training, knowledge, and skill, and shall act only with the intent to cause no further harm.

Medical and First Aid Services

The Company will ensure the availability of medical personnel for advice and consultation on matters of occupational health. The Company will make provision, prior to beginning each project, for prompt medical attention in case of serious injury. In the absence of an infirmary, clinic, hospital, or physician that is reasonably accessible in terms of time and distance to the worksite for the treatment of injured employees, an employee who has a valid certificate (American Red Cross, American Heart Association, or equivalent) in first aid training will be available at the worksite to render first aid.

First Aid supplies will be available and easily accessible to any employee. A first aid kit will consist of materials appropriate for the environment in which they are used and approved by the consulting physician.

First aid supplies will be maintained in a weatherproof container with individually sealed packages for each type of item.

Subcontractors are required to provide an adequate number of fully stocked first aid kits in work areas and each company vehicle. The contents of the first aid kit shall be checked by the supervisor on each job initially and at least weekly to ensure that the depleted supplies are replaced.

At a minimum, each first aid kit should contain:

1. Antiseptic solutions and wipes
2. Eyewash solution (8 ounce minimum)
3. Sterile dressings
    a. 4” x 4” gauze pads
    b. 2” x 2” gauze pads
    c. Non-stick pads
    d. 4” gauze roll
    e. 2” gauze roll
4. Bandages
    a. Adhesive bandage assortment (strips, fingertip, knuckle etc.)
    b. Self-adhering bandage (aka vet-wrap)
    c. Israeli trauma bandage
    d. Haemostatic dressings
    e. Burn dressings
5. Medical-grade mechanical tourniquets (arm and leg sizes)
6. Adhesive tape
7. Resuscitation bag mask
8. Clothing shears
9. Tweezers
10. Cold Packs
11. SAM Splint or equivalent soft splint

A communication system for contacting an ambulance service will be provided to facilitate the transport of an injured person to a physician or hospital. It is the supervisor's responsibility to make sure that in non-911 areas, the emergency telephone numbers for the physician, hospital or clinic, and ambulance service are posted at the jobsite.

Facilities for quick eye and body flushing should be available in the work area for immediate use if there is a risk of exposure to caustic or corrosive materials.

Employees who have received first aid and CPR training and may use these skills in responding to medical emergencies at work are considered at risk of potential occupational exposure to blood and other infectious materials. Although not officially classified as health care workers, first responders face the potential for exposure to infectious blood, blood products, blood components, and other body fluids.

First-responders often face unpredictable, uncontrollable, dangerous, and possibly life-threatening circumstances. Anything can happen in an emergency, including exposure to blood and contaminated equipment. The informed judgment and awareness of a first-responder is of extreme importance when unusual circumstances or events arise that can jeopardize his or her safety or health.

PROCEDURES

Before starting first aid

1) **Check**: Ensure the scene is safe for you and the victim.
2) **Call**: Immediately call for professional help. Provide your name, location, and a brief description of the situation.
3) **Care:** Give care based on your training. Remember to use personal protective equipment (PPE) like gloves if available, especially if bodily fluids are present.

Training records shall be maintained for employees who have been trained in first aid/CPR/AED for the duration of employment plus 3 years.

First aid/CPR/AED renewal training shall be conducted at the frequency determined by the certifying organization (ex. American Red Cross, American Heart Association, etc.).

EXPOSURE CONTROL

Employees who respond to medical emergencies involving blood or other potentially infectious materials shall maintain compliance with and receive training in Bloodborne Pathogens.

The appropriate controls shall be used to prevent employee exposure to blood or other potentially infectious materials.

These controls may include:

1) Universal Precautions – Treating all human body fluids as if known to be infectious for HIV, HBV, or other bloodborne pathogens.
2) Engineering and Work Practice Controls.
3) Work practice controls - Altering the manner in which a task is performed.
4) Personal Protective Equipment (PPE) - In addition to work practice controls, appropriate Personal Protective Equipment also must be used by first-responders to reduce the risk of exposure.
5) Housekeeping - Ensure that work sites are maintained in a clean condition, including cleaning contaminated work surfaces.

SPECIFIC EMERGENCY PROCEDURES

Severe Bleeding:

Apply direct pressure to the wound with a clean cloth or hand.

1) Elevate the injured body part if possible.
2) If the cloth soaks through, add more on top without removing the first one.
3) Use a medical-grade mechanical tourniquet for life-threatening bleeding from an arm or leg when direct pressure has failed.

Choking:

1) Conscious Victim: Encourage the person to cough. If they can't speak, cough, or breathe, perform abdominal thrusts (Heimlich maneuver).
2) Unconscious Victim: Call 911 and begin CPR. You may also be able to clear the airway by opening the mouth and sweeping for an object.

Unresponsive and Not Breathing (Cardiac Arrest):

1) If you are trained, perform CPR, which includes chest compressions and rescue breathing.
2) If an Automated External Defibrillator (AED) is available, use it as soon as possible. Continue compressions while the AED is being readied.

Fainting, Shock, and Unconsciousness:

1) Help the person lie down and rest.
2) Keep them warm and comfortable.
3) Elevate their legs and feet slightly if there are no head, neck, or spinal injuries.

Heart Attack:

1) Help the person to a comfortable position.
2) Loosen tight clothing.
3) Administer CPR or use an AED if necessary. You may also be asked to give an aspirin if the person is conscious and can swallow.

Burns:

1) Cool the burn with cool (not cold) running water for at least 10 minutes. Do not use ice or butter.
2) Cover the burn with a clean, non-stick dressing or plastic wrap.
3) Do not remove any burned clothing that is stuck to the skin.

Shock

1) Call 911 immediately.
2) Have the person lie down, and if their injuries allow, raise their legs.
3) Keep them warm with a coat or blanket.
4) Do not give them anything to eat or drink

For detailed, step-by-step guidance on various emergency situations, employees are encouraged to download the American Red Cross First Aid App.

EMERGENCY SIGNALS AND RESPONSES

Site Emergency Signals

In the event of a fire, medical, or other emergency, help may be summoned in several ways:

1. Radios: Radios are provided by some owners.

2. Cell Phone/Landlines: Posted emergency numbers may be used to summon help. P ost emergency response procedures at each Project Operations Building, Lunch rooms and Other?.

Evacuation Procedures

All owner or facility-specific evacuation procedures shall be followed in conjunction with the evacuation and emergency procedures listed below:

1) If you hear a fire or evacuation alarm, turn off all equipment. If you are driving, pull your vehicle off to the side of the road, turn the engine off and leave the keys in the ignition. Be sure your vehicle does not obstruct the roadway or any fire hydrant. Walk to the designated evacuation area and check in with your supervisor.
2) If you become isolated from your crew, check in with any Craftline Builders or owner personnel with a radio and let them know who you are, the name of your Company if a subcontractor, and your supervisor's name. Request that they notify your supervisor of your exact location.
3) If you are working as a confined space attendant (Hole Watch, Safety Watch), you must terminate the entry and must not leave the work area until all confined space entrants have safely exited the confined space.
4) Any time work is stopped for emergency purposes, supervisors are required to account for their crew members.
5) Evacuation routes and assembly areas (rally points) must be identified by the supervisor and communicated and understood by all employees before starting work at any job site.
6) Maps of evacuation routes and assembly points must be posted inside facilities and employee gathering points.

SEVERE WEATHER

Weather conditions forecasted for the day will be discussed during the morning tailgate safety meeting. This discussion will include PPE considerations for the day.

1. Workers will be encouraged to acclimate to the hot or cold weather.
2. This will include wearing the correct clothing/PPE, hydration, and employing the appropriate body mechanics.
3. The need for breaks will be evaluated based on wind chill factors or the heat index.

Site Preparation and Securing the Site

1) **Secure all loose materials:** Tie down or move loose construction materials, tools, and equipment to prevent them from becoming airborne.
2) **Secure structures:** Take down or secure temporary structures like fencing and tarps.
3) **Suspend operations:** Immediately suspend all work involving cranes, scaffolding, or other high-risk activities. Lower crane booms and secure them properly.
4) **Protect openings:** Cover all windows and openings with plywood or storm shutters.

Flooding

Prevent Flooding:

1. Ensure drains are clear of debris and that any water pumps are working correctly.
2. Disconnect power:
3. Disconnect temporary power sources and secure them safely.

Wind

Roles and Responsibilities.

- Supervisors, foremen, and safety professionals should try to maintain communications and plan accordingly when it appears that high winds could cause potential issues. If necessary, a pre-start contingent should be sent up the mountain to determine whether the current conditions will allow the full workforce to safely operate.
- High wind advisories from reputable weather sources should be communicated in the global safety meeting, with a brief recap of this procedure when applicable.
- Foremen and safety professionals should collaborate to ensure conditions of this procedure are met if high winds are present, to include monitoring and communication as conditions worsen.
- The determination to shut down an area of operations shall be the responsibility of the foreman and safety professional, with potential input from the HSE Manager, Superintendent(s), and General Superintendent.

Metrics and Criteria**.**

Wind Value	Timeframe	Action	Continued Winds After 30Min
30MPH	Sustained 10min Average	Stop work and hold for 30 minutes	Shut down affected work area
35MPH	10Min, 3 Gusts or more	Stop work and hold for 30 minutes	When observed in stockpile areas or work areas where trucks are being loaded, the loading operation should be moved to another area less affected by wind, at the discretion of operations management and HSE
40MPH	10Min, 3 Gusts or more	Shut down the area for 30 minutes	All travel shall cease through areas unless necessary to depart work area

Other Circumstances: If wind is observed picking up rocks, debris, or other items that could potentially injure personnel or damage equipment, or knocking tree branches and other items down, HSE and Supervision shall discuss shutting down, and make a collective decision with the safety of affected personnel at the forefront.

Equipment Considerations and Preparation

1. If work is shut down, operators are to proceed to the line up and wait in their equipment until safe transport arrives, to eliminate exposure from flying rocks or debris. Before operators exit the cab, all standard PPE should be in place.
2. Operators should use extreme caution when opening doors in high winds.
3. Operators should avoid routes to the lineup that have the potential to have flying rocks, debris, branches, falling trees or other wind related hazards in the path of travel, if possible.
4. If no definable safe route is identified, proceed with caution on the normal route to the respective lineup for your work area.
5. When operators arrive at lineup, all feasible attempts should be made to park equipment in a manner that minimizes exposure to potential high winds and flying debris, to minimize broken glass and equipment damage.

Lightning

Monitoring Weather

Local weather will be monitored daily as part of Daily Tailgate Meeting and periodically throughout the workday. Employees will understand the location, time, and percent chance of a storm developing.

Stop work notifications will be made by radio and/or other appropriate means to ensure all employees are aware of conditions and the appropriate steps that need to be taken to secure the work/site. My Lighting App will be the primary site resource for monitoring the local weather. Lightning meters will be used as a back up to the My Lighting App .

If signs of a thunderstorm are present (e.g., high winds, dark clouds, rain, distant thunder, or lightning), or if there is a chance of thunderstorms in the daily weather report, no task will be started that cannot be stopped quickly and therefore secured.

Stoppage of Work

Work must be stopped when the threat of lightning is imminent within the work area. Lightning will be monitored by the Project Safety Manager and Field Supervision in each work area. Any lighting detected or observed near a work area by the designated person will be communicated to the Project Safety Manager to be broadcast to all work zones.

The final decision to stop work will be made by the Project Safety Manager (or delegate) with input from the Project Manager, or Superintendent at the red alert (8 miles).

1. When lightning is detected 20 miles away (GREEN) – A site alert/communication will be issued to inform workers that lightning has been observed or detected. Workers will consider what activities they are performing and not start tasks that will be difficult to shut down and secure quickly.
2. When lightning is detected 14 miles away (YELLOW) – The Project Safety Manager (or delegate will notify field supervisors of lightning in the area. Field Supervisors to continuously monitor weather and verify storm direction using the lightning detection app and other resources available.
3. When lightning is detected within 8 miles of the work area (RED) – All production work must stop once 30/30 has been relayed to all personnel. Any ground personnel must proceed to the cab of a vehicle immediately. All production work must be suspended, for example, all heavy equipment activities.
4. Light duty vehicles are allowed to move during the 30/30 for team support. Any work necessary to ensure safeguards are in place and accesses are open to secure the work areas, such as:
5. Berm Placement (protecting edges and stormwater management),
    a. Barricade Placement/Signage Placement
    b. If confirmed severe weather (storm cell) is approaching supervision will consider moving the crew to a secure safe location and stand by until cleared.
    c. These safeguards shall not be prolonged activities. These safeguarding activities shall be conducted in a progressive manner to ensure safety, security, and to shelter in place, or prepare for departure from the worksite if directed by supervision.

30/30 Lightning Rule Explained:

1. Stop all outdoor work if you hear thunder within 30 seconds of a red zone lightning strike within 8 miles.
2. Seek shelter: All personnel must immediately go to a designated safe shelter, such as a fully enclosed building with electrical wiring and plumbing, or a hard-topped metal vehicle with windows rolled up.
3. Remain sheltered: Do not resume work for at least 30 minutes after the last red zone lightning strike detected.

PERSONAL PROTECTIVE EQUIPMENT CFR 29 1926.28

Craftline Builders LLC is responsible for supplying our employees with PPE as required by OSHA/ADOSH/USACE regulations. Craftline Builders is responsible for ensuring that subcontractors provide OSHA/ADOSH/USACE-required PPE to their employees, as well as any Project-specific PPE. Task-related PPE requirements are evaluated during the JHA process.

Work Clothing

1. Employees are expected to wear clothing that is appropriate for the hazards and work environment. Shirts with sleeves less than 3” in length, tank tops, and short pants are not acceptable.
2. High-visibility vests or shirts (minimum Class 2) are required where mobile equipment is operated.
3. Loose sleeves, long shirt tails, or other loose-fitting clothing shall not be worn near moving machinery.
4. Clothing contaminated with flammable liquids, corrosive substances, irritants or oxidizing agents shall be removed immediately and not worn again until properly cleaned.
5. Polyester clothing should not be worn around open flames, energized electrical equipment, hot piping, welding and cutting operations or in other areas where the material may be ignited.

Head Protection

1. American National Standards Institute (ANSI) approved head protection shall be worn by all personnel in designated areas. Employees assigned to construction, repair, or maintenance crews are required to wear hard hats at all times.
2. Hard hats shall be worn by all visitors in designated hard hat areas.
3. Holes shall not be drilled in hard hats. An exception may be made for manufacturer-approved accessories attached in accordance with the manufacturer’s written instructions.
4. The exterior of hard hats shall not be defaced by stamping, scratching, cutting, or painting.
5. No object shall be attached to a hard hat unless approved by the Safety Department. Welding hoods and grinding shields specifically designed for attachment to a hard hat are excluded from their requirement.

Eye Protection

1. Eye protection shall conform to the ANSI standard for occupational eye and face protection Z87.1. Safety glasses with rigid side shields will be worn at all times on the job site.
2. The Craftline Builders will furnish non-prescription eye protection to all employees.
3. Z87.1 prescription safety glasses provided by the employee must have rigid side shields.

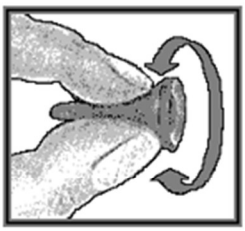
4. Both safety glasses with side shields and a full-face shield must be worn when employees are grinding or using a wire buffing wheel.
5. Safety glasses with side shields and a welding hood must be worn by welders.
6. Face shields shall be worn whenever the possibility of injury exists due to: chipping, grinding, boring, breaking, drilling, cleaning with compressed air, chemical handling, etc. It must be understood that it is impossible to list all situations that may require a full face shield or monogoggles. Your supervisor should be consulted for further determinations.
7. Appropriate eye protection for prevention of flash-burn must be worn by employees assigned to work in close proximity to welding operations.
8. Employees shall not wear contact lenses if doing so creates an additional risk to the employee. Wearing of contact lenses while working with chemicals or around any welding operation could result in eye injury.

Hearing Protection

Hearing protection shall be worn by every employee in designated hearing protection areas. Your supervisor will provide the appropriate hearing protection device for your assigned tasks. Typically, disposable hearing protection devices are provided. These devices should be discarded at the end of the workday or whenever they become soiled due to handling.

Hearing protection such as earplugs are only effective if *worn* and inserted CORRECTLY !!!

Directions:



1. Roll the earplug down with fingertips to a small diameter.

2. Keeping the earplug rolled, insert with fingertips. **

3. Press the earplug well into ear and hold until plug expands.

*** It may be necessary to open the ear canal by reaching overhead and pulling up and out on ear as shown.*

NOTE: When removing and re-inserting earplugs it is important to keep the plugs as clean as possible. Their can be done by washing hands before inserting the plug, and by carrying unused plugs in the their original package.

Situations that require hearing protection when performed outside the shop include:

1. Performing or working in close proximity to arc gouging, chipping, grinding, steel plate fit-up,
2. Working in close proximity to diesel generators, air compressors, welding machines, facility machinery, and air inductors (air horns, Coppus blower).
3. Areas that have a steady and/or repeated high impact noise level, such as steel fabrication areas, require the use of hearing protection.

As a rule-of-thumb, if you must raise your voice to be heard at a distance of 2' from another person, hearing protection is needed.

NOTE: Hearing protection may be temporarily removed during critical situations requiring clear communications, such as between a signalman and equipment operator.

Foot Protection

The use of closed-toed boots is required for all workers. It is highly recommended that the footwear have a steel shank, be at least 6" tall to provide full ankle support and have a fully sewn tongue with no vent holes to minimize the potential for skin contact with harmful materials.

If your job may involve climbing ladders, your boots must have a defined heel.

Metatarsal protection is required where there is a substantial risk of a crushing injury, such as the use of a "jumping jack" tamper.

Respiratory Protection CFR 29 1926.103

Respiratory protective equipment (NIOSH approved) shall be used when work must be accomplished in an atmosphere containing concentrations of toxic or irritating dusts, vapors, or gases that are in excess of permissible exposure levels. When the atmospheric concentration of oxygen is 19.5 % or less, a supplied air respirator (SAR) or self-contained breathing apparatus (SCBA) must be used.

Only trained and authorized employees will be allowed to use respiratory protection.

Employees will not be assigned nor allowed to use any respiratory protective equipment unless they are:

1. Clean-shaven.
2. Trained.
3. Authorized, with a current pulmonary function test and fit test on file.

Respirators that are in service (issued to an employee) must be marked with the users name. Sharing of issued respirators is strictly forbidden. A previously - issued respirator may not be assigned to another employee until it has been thoroughly cleaned, disinfected and inspected. When not in use, an issued respirator must be placed in a storage bag that will provide protection from dust, dirt, chemicals and other contaminants. Before re-use, respirators must be clean to remove crude-oil, petroleum products, or any other contaminants. During use, the facepiece must be periodically wiped-off with a 70% alcohol solution disinfectant.

Each employee is responsible for the proper inspection of protective equipment prior to its use. Defective equipment must not be used and shall be reported to the supervisor immediately.

The following protective methods must be followed to protect against silica exposure:

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

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

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

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

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

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

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

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

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

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Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?•**
		≤ 4 hours /shift	**> 4 hours /shift**	
(xii) Handheld grinders for uses other than mortar removal 	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None None None	None None APF 10	Water Controls[5]: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. Dust Collection Systems: ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.

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

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

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

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

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

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does *full and proper* implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica-containing materials 	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None None	None None	The following scenarios are examples of when the employer must use water and/or dust suppressants as necessary to minimize dust emissions: ■ Equipment for grading and excavating is not equipped with enclosed, pressurized cabs. OR ■ Employees other than the operator are engaged in the task. If water or dust suppressants are applied as necessary to minimize visible dust, the employer need not provide an enclosed, filtered cab for the operator.

Use and Care of Personal Protective Equipment

Personal protective equipment (PPE) must be worn and used according to the manufacturer's instructions and as prescribed for each job by the supervisor and/or the Safety Department.

PPE Training Requirements

1. What PPE is required for the Project and for each assigned task
2. How to inspect assigned PPE
3. How to use assigned PPE
4. How to care for and store PPE
5. Training will be documented, and the record will be retained for the duration of the worker's employment plus 3 years

Training frequency

1. Annually for respirator use
2. Prior to use or if PPE procedures change.

MANUAL LIFTING AND CARRYING SECTION 5(A)(1) OF THE OSH ACT

1. When lifting objects, footing should be secure, the back should be kept nearly straight, with the load as close to the body as possible. Avoid lifting while the body is twisted or off balance. If the legs cannot lift it, then it is too heavy for you. **Lift with your leg muscles**.
2. All loads should be carried in a manner that permits an unobstructed view ahead. Exercise caution when carrying objects over rough or slippery surfaces.
3. When two or more persons are lifting or pulling together, one person should give the signal for the group to coordinate all movements.
4. Pipes, conduits, reinforcing rods, and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.

Manual Lifting Training Requirements

1. Recognize hazards: Train employees to identify tasks that may lead to pain or injury, understand the health risks of improper lifting, and recognize the symptoms of musculoskeletal disorders.
2. Safe lifting techniques: Teach proper lifting practices, such as:
3. Using legs and keeping the load close to the body.
4. Staying within the "power zone" (mid-thigh to mid-chest height) for lifting.
5. Avoiding twisting the torso; instead, move feet to turn.
6. Equipment use: Train workers on how and when to use mechanical aids like lifts, aerial lifts, and other equipment to avoid manual lifting.
7. Reporting procedures: Establish and communicate clear procedures for reporting work-related injuries and pain.

Training Frequency

1. Initially then every 2 years
2. Training will be documented, and the record will be retained for the duration of the worker’s employment plus 3 years

FALL PROTECTION CFR 29 1926.501

A. When working in elevated locations that involve the danger of falling, a Personal Fall Arrest System (PFAS) consisting of an ANSI-approved full-body harness with a firmly attached shock-absorbing lanyard or Self-Retracting Lanyard (SRL) must be used. It must be secured to a lifeline or directly to an appropriate anchorage point.

B. When working at a height of 6’ or more above the ground and not on approved scaffolding, a PFAS with a appropriate shock-absorbing lanyard or SRL must be worn, and the lanyard must be attached to an adequate (capable of supporting a 5000-pound load) anchorage point. When a tie-off is required while working from scaffolding, the anchorage point must be independent of the scaffold.

C. A PFAS with an appropriate shock-absorbing lanyard or SRL shall be worn when:

    a. Working from manlifts, personnel cages or baskets, shell buggies, automatic girth welders, and while working on scaffold or other elevated work platforms..

D. **NOTE: A 100% tie-off requires the worker always to be tied off when working at height. Their is achieved by using double lanyards or a continuous attachment to a retractable lifeline or other compliant types of fall arrest systems**.

E. When working from approved scaffolding, fall protection (PFAS with a shock-absorbing lanyard) must be worn; however, a tie-off is not required, as long as the scaffold system is complete. The scaffold must be inspected and tagged as safe by a the competent person. Scaffolds must be inspected each shift..

F . When working on a leading edge, a fall protection system (PFAS with an appropriate shock-absorbing lanyard or SRL must be worn.

G. If perimeter guarding is not provided (posts extending at least 42 inches above the roof line and spaced no more than 8 feet on center with a 3/8-inch wire rope top-rail and mid-rail), each employee’s lanyard must be attached to a lifeline that effectively limits the employee’s movement to the outside edge of the roof or the leading edge of the work surface, such as when laying roof decking. .

H. Lifelines must be properly maintained with no splices or visual defects.

I. Fall protection equipment (harnesses, lanyards, lifelines, retractable lifelines, rope grabs, etc.) must be inspected by the employee before each use and annually by a competent person.

Training Requirements CFR 29 1926.503

Employees may not participate in any work activity requiring the use of fall protection unless they have received fall protection training. The training will include:

1. Explanation of Project fall protection procedures.
2. Project-specific fall protection requirements.
3. Hazard recognition: Identifying the specific fall hazards present in the work area

4. Fall protection systems: The correct procedures for erecting, maintaining, and inspecting the fall protection systems that will be used:
    a. Guardrail systems
    b. Personal fall arrest systems (PFAS)
    c. Safety net systems
    d. Warning line systems
    e. Controlled access zones
    f. Safety monitoring systems
    g. Inspection and care of equipment.
5. Proper use of the Personal Fall Arrest System (PFAS). Their training must include the use and operation of each specific piece of equipment that employees will use.
6. Proper tie-off procedures.
7. Equipment handling: Correct procedures for handling and storage of fall protection equipment and materials.
8. Employee roles: Each employee's role in the fall protection plan and in any safety monitoring system being used.
9. Symptoms of suspension trauma
10. Self-rescue and assisted rescue techniques.
11. Relevant standards: The applicable OSHA standards for fall protection, CFR 29 1926.501.

Training Frequency

1. Prior to working at heights
2. Every 2 years
3. Training will be documented, and the record will be retained for the duration of the worker’s employment plus 3 years

ENTERING VESSELS AND CONFINED SPACES CFR 29 1929.1203

Before entering any vessel, tank, or enclosed area that is designated as a confined space, employees must:

1. Be trained in the Project's confined space entry policy and procedures.
2. Complete or obtain an Entry Permit and any other required permits from the Project or if applicable the owner.

Entry Supervisor Duties

1. Know the hazards that may be faced during entry of a permit space, including how exposure occurs, and the signs, symptoms, and consequences of exposure.
2. Before the entry permit can be endorsed, and prior to entry, you must verify that:
    a. all tests specified by the permit have been conducted.
    b. all procedures and equipment specified by the permit are in place.
3. Verify that rescue services are available and that a procedure exists for summoning them when necessary.
4. Remove unauthorized individuals who enter or attempt to enter the permit space during entry operations.
5. Ensure that entry activities remain consistent with the terms of the entry permit and that acceptable conditions are maintained.
6. Terminate the entry and cancel the permit as required by Craftline Builders or by the owner.

Authorized Entrant Duties

1. Know the hazards that may be faced during entry of a permit space, including how exposure occurs, and the signs, symptoms, and consequences of exposure.
2. Properly inspect, maintain and use equipment.
3. Communicate with the attendant as needed so that the attendant can:
    a. monitor your status,
    b. alert you of the need to evacuate the permit space.
4. Alert the attendant whenever you recognize:
    a. any warning sign or symptom of exposure to a dangerous situation
    b. a prohibited condition.
5. Exit a permit space as quickly as possible whenever:
    a. An order to evacuate is given by the attendant or the entry supervisor

b. you recognize any warning sign or symptom of exposure to a dangerous situation,

c. you detect a prohibited condition, or

d. an evacuation alarm is activated.

Attendant Duties

1. Know the hazards that may be faced during entry of a permit space, including how exposure occurs, and the signs, symptoms, and consequences of exposure.
2. Be aware of possible behavioral effects of hazard exposure in authorized entrant.
3. Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrants accurately identifies who is in the permit space.
4. Remain outside the permit space during entry operations until relieved by another attendant.
5. Communicate with authorized entrants as necessary to monitor their status and to alert them of the need to evacuate the permit space.
6. Monitor activities inside **and** outside the space to determine if it is safe for authorized entrants to remain in the space. Order the authorized entrants to evacuate the permit space immediately under any of the following conditions:
    a. if you detect a prohibited condition,
    b. if you detect the physical or behavioral effects of hazard exposure in an authorized entrant,
    c. if you detect a situation outside the space that could endanger the authorized entrants, and/or
    d. if you cannot effectively and safely perform all your duties.
7. Summon rescue and other emergency services as soon as you determine that authorized entrants may need assistance to escape from permit space hazards.
8. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:
    a. warn the unauthorized persons that they must stay away from the permit space,
    b. advise the unauthorized person that they must exit immediately if they have entered the permit space,
    c. inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
9. Perform non-entry rescues as specified by Craftline Builders' rescue procedure.
10. Perform no duties that might interfere with your primary duty to monitor and protect authorized entrants.

Confined Space Rescue Plans and Emergency Response CFR 29 1926.12.11

A Confined Space Rescue Team must be at the space or on standby for Permit Required Confined Spaces that have the potential for entrapment or engulfment, or spaces where you'd be unable to safely remove an entrant should they become unconscious.

Standby rescue teams must be close enough to respond in a timely manner. It is generally understood to be less than a 5-minute response time or standing by at the space for more difficult rescue scenarios.

Confined Space Training Requirements CFR 29 1926.1207

1. Definition of a confined space and a permit required confined space
2. Identifying hazards
3. Hazardous atmospheres
4. The roles and responsibilities of confined space entrants, attendants, supervisors and rescuers
5. Confined space procedures
6. Permitting process
7. Review of permits

Frequency of Training

1. Prior to performing any confined space role.
2. Every 2 years
3. Training will be documented, and the record will be retained for the duration of the worker's employment plus 3 years

CONTROLLING HAZARDOUS ENERGY 29 CFR 1910.147 1926.417 Subpart K NFPA 70e 110.2 CFR 29 1926.962

When personnel adjust, re-energize, repair, service or work near machines or equipment where unexpected movement or release of energy could cause bodily injury, or equipment and material damage, they shall first apply a lock, block or chock device to the source of power which controls such movement. Situations requiring lockout/tagout include possible exposure to:

1. Suspended, inclined or jammed parts of equipment,
2. Equipment or machinery being installed or modified,
3. Mobile equipment under repair
4. Lines, including electrical, carrying hazardous substances, pressure or energy.

Locks and tags will be provided by the Supervisor.

Controlling Hazardous Energy Training Requirements

General Requirements

Employees shall receive instructions on the job-specific lockout/tagout procedures as part of the pre-job orientation and set-up process.

1. Definitions of an affected employee and an authorized employee
2. Recognizing an active isolation device (tag and lock)
3. Removal of isolation devices by other than the employee the lock belongs to is prohibited

Affected employees

1. Purpose and use
2. General awareness of hazards associated with energy
3. Prohibition of attempting to start, energize or engage isolated energy sources or machines, equipment

Authorized employees

1. Types of energy
2. Energy sources
3. Hazard identification
4. Control methods
5. Application, use and removal
6. Verification
7. Abandoned lock policy

Training Frequency

1. Prior to involvement or exposure to an isolation of hazardous energy procedure.
2. Every 2 years (Qualified electrical workers are required to be trained in electrically safe working conditions at least every 3 years.)
3. Training will be documented, and the record will be retained for the duration of the worker's employment plus 3 years

TOOLS AND EQUIPMENT

Ladders CFR 29 1926.1053

1. All ladders should be inspected prior to use and maintained in safe working condition. Defective ladders shall not be used. A ladder which has been struck or dropped should be removed from service and thoroughly inspected for damage before reuse.
2. Except for "hook ladders" and "shell ladders" used in tank work, ladders of all metal construction shall not be used.
3. The bottom of an extension ladder should be placed out from the vertical edge at a maximum of a 4 to 1 pitch (one (1) foot out for each four (4) feet of vertical height), and shall be securely tied at the top or held by another employee before commencing work.
4. A ladder placed to permit access to a roof or platform shall extend at least 3 feet above the point of support to provide an adequate hand hold.
5. If ladders must be placed in front of doors or in walkways or on roadways, the doors should be secured or guarded and the ladder protected against pedestrian and vehicle traffic.
6. Employees will face the ladder when climbing or descending and shall use both hands while climbing. Each rung shall be used. ***Do not skip rungs***.
7. Never climb a ladder while carrying parts or tools. Hand lines or tool bags should be used to hoist or lower parts and tools.
8. Do not work higher than the third rung from the top of a straight or extension ladder nor the third tread from the top of a step ladder.
9. Avoid excessive side reach when working from a ladder.
10. Employees working from a step or extension ladder at heights greater than six (6) feet above the ground level shall be required to wear a PFAS equipped with a shock absorbing lanyard and be tied-off at all times to an appropriate anchorage point. Lanyard length must be adjusted to prevent contact with ground or working surface.

Ladder Training Requirements CFR 29 1926.1060

1. Hazard recognition related to ladders and stairways,
2. Procedures to be followed to minimize ladder/stairway hazards.
3. The nature of fall hazards in the work area
4. The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used;

5. The proper construction, use, placement, and care in handling of all stairways and ladders;
6. The maximum intended load-carrying capacities of ladders used

Frequency of Training

1. Prior to ladder use
2. Every 2 years
3. Training will be documented, and the record will be retained for the duration of the worker's employment plus 3 years

Scaffolds CFR 29 1926.451

1. All scaffolding must be inspected by the supervisor prior to use. If any defects are found, the equipment is not to be used until the deficiency is corrected.
2. Tank scaffolding must be inspected by the supervisor and an inspection tag completed and attached to the access ladder before employees may work from the scaffold.
3. The foreman will designate who is permitted to weld tank scaffold bracket clips. All scaffold bracket clips will be initialed by the welder.
4. Other types of scaffolds must be inspected and properly tagged by the person or company responsible for its construction. A color coded tagging system such as the following is typically used:
    a. Red tag - Danger - do not use,
    b. Yellow tag - Caution - fall protection required,
    c. Green tag - Approved.
5. **Remember**: Scaffolding not equipped with a tag means **DO NOT USE**.
6. Erection crews must check each scaffold member during erection. Defective parts are not to be used in scaffold assembly.
7. All work platforms (where possible) shall be provided with a proper toprail (handrail) not less than 39" nor more than 45" above the working surface, with a midrail and toe boards, and must be inspected and tagged before use.
8. Planking with cracks or knots shall not be used.
9. Planks shall extend over their end supports to not less than 6 inches and have at least a 12 inch overlap.
10. Plank tie-down binders will be used where the planks over-lap at the scaffold bracket.
11. Tube and frame scaffolds must be tied off to the structure at intervals of 30 feet horizontally and 26 feet vertically.
12. The height of mobile scaffolds shall not exceed four times the minimum base dimension, or the outriggers dimension, and the casters shall have positive locking devices.

Training Requirements for Users

1. Hazard recognition: Employees must be trained to identify hazards specific to the type of scaffold being used, including fall, electrical, and falling object hazards.
2. Procedures: Training must include correct procedures for:
3. Erecting, dismantling, moving, operating, repairing, and maintaining the scaffold.

4. Properly using the scaffold.
5. Handling materials on the scaffold.
6. Erecting and using fall protection systems.
7. Design criteria: Employees should understand the maximum intended load-carrying capacity and intended use of the scaffold.

Training for those erecting, disassembling, moving, repairing, maintaining or inspecting scaffolds, must be conducted by a competent person and include:

1. Design criteria
2. Load capacity
3. Intended use
4. Training Frequency

Training will be documented, and the record will be retained for the duration of the worker's employment plus 3 years

Hand Tools CFR 29 1926.301

1. Hand tools shall be used for their intended purpose and not as a substitute for the proper tool required for a job.
2. The size or capacity of a tool should be matched to the requirements of the job. Badly worn or damaged tools shall not be used:
3. Impact tools, such as hammers, wedges, bullpins, and star drills with mushroomed or split heads shall not be used.
4. Tools such as hammers with loose or damaged handles shall not be used.
5. Wrenches having sprung jaws or defective adjustment devices shall not be used.
6. Pipe wrenches having dull jaws shall not be used.
7. Never make repairs to tools or equipment unless authorized by your supervisor to do so.
8. Do not use compressed air for cleaning purposes except when the pressure is reduced to less than 30 PSI and only then with effective chip guarding and proper personal protective equipment. Watch out for other employees working nearby.
9. When passing parts or tools from one elevation to another beyond reaching distance, hand lines and appropriate containers (tool bags) shall be used.
10. Buckets with wire handles are not acceptable containers for tools or parts.

11. Employees must accept the responsibility to take care of Craftline Builders or Project tools and ensure they are stored, used and maintained in a manner that prevents damage to the tool or possible injury to the user.

Any tool in need of repair must be reported to your supervisor, taken out of service, and tagged **"UNSAFE - DO NOT USE".**

Power Tools CFR 1926.302

1. Power tools (pneumatic, hydraulic or electrical) shall not be used when any part of the device is defective.
2. Tools equipped with protective guards, such as grinders, shall not have their guards removed except when making repairs or if specifically authorized by the supervisor.
3. Disconnect tools from their power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
4. Always wear suitable eye and face protection where a potential for injury to the eye or face may exist. (i.e. safety glasses with side shields, face shield, monogoggles, etc.)
5. When handling rotating tools such as drills, impact wrenches and similar equipment, care must be taken to keep the tools under control. Make sure rotation has stopped before setting the tool down.
6. When operating a drill press, use a clamp, jig or vise to hold down small pieces. Do not operate a drill press while wearing gloves. Keep your hands away from metal shavings while the drill bit and spindle are rotating.
7. Use only grinding wheels or discs with speed ratings that match or exceed the speed rating of the motor.
8. When replacing grinding wheels on bench top grinders, a "ring-test" of the wheel must be performed prior to installation.
9. Use extreme caution around metal shavings to prevent lacerations caused by razor sharp edges.
10. Loose clothing must not be worn around equipment with rotating parts such as hand-held grinders and drills, lathes, threading machines, drill presses and power rolls.

Powder Actuated Tools CFR 29 1926.302(e) ANSI A10 3-1970

1. Loading and driving fasteners
2. Follow the tool manufacturer's operating instructions.
3. Use only fasteners, power loads, and accessories recommended by the manufacturer.
4. Do not point the tool—loaded or unloaded—at anyone.
5. Load the tool just before firing it.
6. Do not leave loaded tools unattended.
7. Use the lowest velocity tool that will set the fastener.
8. Hold the tool perpendicular to the work surface when fastening.
9. If the tool misfires, hold it firmly against the work surface for 30 seconds, then follow the manufacturer's instructions for misfires.
10. Do not place the tool where unauthorized people could use it.
11. When driving fasteners through existing holes, use a guide that ensures proper alignment and is recommended by the manufacturer.
12. Do not drive fasteners closer than:
13. One-half inch from the edge of steel unless the manufacturer approves it.
14. Three inches from the unsupported edge of masonry materials unless the manufacturer approves it.
15. Do not drive fasteners into:
16. Very hard or brittle materials such as cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile.
17. Easily penetrated materials unless backed by another material to prevent passing completely through.
18. Concrete unless it is at least three times the penetration depth of the fastener shank.
19. Flaking or brittle materials.

Training Frequency

1. Prior to use
2. Every 2 years
3. Training will be documented, and the record will be retained for the duration of the worker's employment plus 3 years

EXCAVATIONS CFR 29 1926.651-652

1. Except in solid rock, the sides of trenches and excavations, including embankments, five (5) feet or more in depth shall be sloped, benched, shored, sheeted, braced, or otherwise supported to protect employees from cave-ins.
2. Trenches and excavations less than five (5) feet in depth shall be effectively protected when there are indications that possible ground movement is possible (i.e. water, cracks, scaling, etc.)
3. Excavated or other materials shall be stored at least two (2) feet away from the edge of the excavation or trench.
4. Heavy equipment shall be kept back from the edges of all excavations.
5. Excavations four (4) feet or more in depth shall considered a confined space. An on-site “Competent Person” must authorize employees to enter the excavation.
6. Employees required to enter an excavation four (4) feet or more in depth shall be provided with an adequate means of entry and exit, such as a ladder or steps, Ladders or steps shall be located within 25 feet (lateral travel) of any employee working in the excavation.
7. All sloping, benching and shoring systems shall be in accordance with the prevailing safety regulations and approved by an on-site "Competent Person" prior to employees being allowed to enter the excavation.
8. Excavations and trenches will be inspected on a regular basis, especially during and after adverse weather conditions, and approved by an on-site "Competent Person" prior to employees being allowed to enter the excavation.

Excavation 5, 4, 3, 2, 1, Rule

Number	Requirement	Description
5	Protective systems	For trenches 5 feet deep or more, a protective system (like shoring, trench boxes, or sloping) is required to prevent cave-ins, unless a competent person determines one is not needed in stable rock.
4	Access and egress	Trenches 4 feet deep or deeper must have a safe means of entering and exiting, such as a ladder, ramp, or stairs.
3	Ladder extension	Ladders must extend at least 3 feet above the top of the trench for safe entry and exit.
2	Spoil piles	Spoil piles (excavated material) and equipment must be kept at least 2 feet away from the edge of the excavation.
1	Competent person	At least 1 competent person must be on-site to identify hazards and ensure safety regulations are followed. This person is also responsible for daily inspections of the excavation.

Competent person means an employee (or contracted employee) who can identify existing or predictable hazards in the workplace that are unsanitary, hazardous or dangerous to employees, and who also has the authority to take prompt corrective measures to eliminate them. The competent person shall also be knowledgeable in the requirements of state and federal regulations dealing with excavations and shoring.

General Training Requirements

1. Protective systems
    a. Trenches 5 feet or deeper: Must have a protective system unless the excavation
    b. is made entirely of stable rock.
    c. Trenches over 20 feet deep: The protective system must be designed or
    d. approved by a registered professional engineer.
    e. Types of systems: Options include sloping, benching, shoring, or shielding.
2. Safety requirements
    a. Entry and exit: Trenches 4 feet or deeper must have a ladder or other safe
    b. means of egress no more than 25 feet away.
    c. Atmospheric hazards: Trenches deeper than 4 feet must be tested for hazards like low oxygen or toxic gases, and adequate ventilation or respiratory protection must be provided.
    d. Materials and equipment: Keep all materials and equipment at least 2 feet from the edge of the excavation.
    e. Barriers and warning signs: Use barriers, warning signs, or flaggers to protect against falling into the excavation or from hazards of nearby vehicular traffic.
    f. Underground utilities: Determine and mark the location of all underground utilities before digging to avoid them.
3. Inspections and training
    a. Competent person: A "competent person" must inspect excavations daily, after rainstorms, or after any other hazard-increasing event.
    b. Daily inspections: Inspect the excavation at the beginning of each shift and as needed throughout the day.

Additional Requirements for the Competent Person

1. Conduct and document daily inspections
2. Soil classification
3. Atmospheric testing
4. Employee removal

Training Frequency

1. Prior to working in or near an excavation/trench
2. Every 2 years

Training will be documented, and the record will be retained for the duration of the worker's employment plus 3 years

ASSURED GROUNDING CFR 29 1926.404

1. All new tools, cords and electrical equipment shall be tested for ground continuity of the circuitry prior to use.
2. Electrical tools, cords and equipment returned to service following repairs shall be tested for grounding continuity before being used.
3. Installed equipment required by the manufacturer to be grounded must be ground checked after installation, repairs and annually after installation. The ohm reading must be documented and retained. Records for owner owned equipment must be provided to the owner.
4. When using GFCI protection, the monthly continuity testing procedures for all corded tools and equipment requiring continuity testing under this program is unnecessary.
5. If GFCI protection is unavailable, the following procedure must be adhered to.
    a. Ground continuity testing of all electrical tools, cords, and equipment shall be conducted at monthly intervals and shall include:
        i. Visual inspection for defects.
        ii. Ground continuity test by a qualified person.
6. Tested tools, cords, and equipment shall be identified by use of a color coding system, with two colors being used as follows:
    a. The first color is to identify the quarter of the testing and the first month of the quarter.
    b. The second color is to identify the second or third month of testing within the quarter.

The following color scheme will be used:

MONTH	COLOR
January	White only
February	White & Yellow
March	White & Blue
April	Green only
May	Green & Yellow
June	Green & Blue
July	Red only
August	Red & Yellow
September	Red & Blue
October	Orange only
November	Orange & Yellow
December	Orange & Blue

7. Electrical tools, cords, and equipment must be visually inspected each day before use for external defects, including deformed or missing pins, damaged insulation, and signs of possible internal damage.
8. Defective tools, cords, and equipment must be reported to your supervisor, removed from service, tagged "UNSAFE, DO NOT USE," and must not be used until they are repaired, retested, and properly color-coded according to the Assured Grounding Program.

Static Electricity

Electricity is the flow of free electrons. When these electrons build up in unequal amounts on two different objects, and when that buildup becomes large enough, electricity flows in the form of a spark, which is commonly known as Static Electricity.

Note; A worker just walking to a work area wearing a pair of crepe-soled shoes is building up a static charge between 3,000 and 4,000 volts; that can ruin a piece of expensive equipment as soon as it is touched.

The static charge on one object can be transferred to another through conduction or induction. With conduction, the objects must be touching for the charge to transfer. In induction, the objects do not need to be touching.

A charged object will transfer electrons to a non-charged object until there is a balance of charges on both items. Their balance is known as equilibrium.

Charges build up on everything.

1. Gases,
2. Dust particles,
3. Liquids,
4. Pipes,
5. Machinery,
6. People.

Achieving Equilibrium Safely

Explosions have been attributed to the discharge of static electricity. To minimize the potential for an explosion and the associated possibility of injury to workers and destruction of product and equipment, static buildup must be discharged to a non-charged object. Their return to equilibrium can be safely done by **BONDING** and **GROUNDING**.

BONDING is achieved by using a bonding wire or cable that connects two or more objects. Bonded objects are also grounded so that static charges can be entirely dissipated.

GROUNDING is an electrical path into the earth, a large metal structure, or a building that allows charges to dissipate. Grounding is the most reliable method of controlling static charges.

BONDING AND GROUNDING SYSTEMS SHOULD BE CHECKED AT REGULAR INTERVALS TO ENSURE ELECTRICAL CONTINUITY.

Preventing Static Explosions

To prevent an explosion caused by static electricity:

1. Monitor to ensure that a flammable/explosive atmosphere does not exist.
2. Control the amount of static charge generated.
3. Relax the static charges that have been generated.

To control or reduce static charge buildup in liquids:

1. Transfer liquids slowly from one container to another.
2. Reduce the amount of misting, spraying and splashing of the liquid.
3. Make sure pipes, pumps, containers and filters are clean.
4. Allow time for the charges to go into equilibrium.
5. When transferring flammable liquids, such as fuel from a storage tank to a portable fuel can always use a bonding strap.

CRANES & RIGGING CFR 29 1926.753, 1926.1425

Cranes, boom-trucks and other related hoisting equipment shall only be operated by employees trained in hazard recognition and certified to operate the equipment.

Operators must:

Requirement	Details
Compliance Training	CFR 29 1926.1427(a)
Operator's Manual Understanding	Boom attachments, use/load charts, reeving cables and blocks, inspection and maintenance
Written Examination	Cranes, boom-trucks, rigging procedures, load weight calculations, use of related equipment
Authorization	Specifically authorized by Craftline Builders or Project representative, hands-on demonstration
Medical Physical & Eye Exam	Up-to-date medical physical and yearly eye exam on file with the Project
Operational Rules	Follow all rules and procedures established by Craftline Builders or the Project
Operator's Card	Valid card on person when operating equipment over 2000 lbs; renewed every 12 months with yearly eye exam
Exemptions	Derricks and side boom cranes may be exempted per CFR 29 1926.1436/1440

1. Good rigging is essential for moving construction materials and equipment, and at the same time, keeping the load safe and under control.
2. Qualified riggers are required for hoisting during assembly and disassembly work. Additionally, qualified riggers are required whenever workers are within the fall zone and hooking, unhooking, or guiding a load, or doing the initial connection of a load to a component or structure
3. Always inspect rigging equipment prior to each use.
4. Employees shall familiarize themselves with proper knots, ties, and hitches, safe working loads for ropes, cables, slings, and rigging-related equipment such as shackles, Crosby clips, eye-bolts, etc., as well as the proper methods of hooking and slinging required to make a safe lift.
5. Never swing loads over the heads of workers in the area.
6. Only trained flagmen and signalmen, using standard hand signals, shall direct lifting or craning operations.

Note: *Prior to the start of any lifting where hand signals are to be used, a quick review of the signals shall be done by the individuals giving and receiving them. Hand signal charts are located on each crane and should be understood by both the operator and the flagman.*

7. Only one person in the rigging crew will direct the operator with standard hand signals. If more than one person is directing an operator with hand signals, the operator shall cease all craning operations until it is determined which one person in the rigging crew is responsible for directing the craning operations.
8. Tag lines must be used to control loads and as a means to keep workers from beneath suspended loads.
9. Do not overload your rigging. Check loads with a trial lift for balance and stability before hoisting.
10. Never leave a suspended load unattended.
11. Wire ropes or cables shall not be allowed to kink. Protective pads (softeners) shall be used where cables are wrapped around sharp objects or corners.
12. Corner pads or wood blocks shall be used to prevent cable kinks. A kinked wire rope or cable shall be removed from service.

Note: Wire rope or cable shall be considered kinked to the point of rejection when the core of the wire rope is exposed.

Cable Clamps

Cable clamps shall not be used for vertical lift applications. Cable clamps are only to be used for tiedowns, handrails, and horizontal applications.

When applying "U"-bolts (Crosby-clips) to cables, a sufficient number shall be used (refer to Table 1) and the "U"-bolt should press against the dead end of the rope, their is the end of the rope that is turned back to form the loop.

1) Refer to Table 1 in following these instructions. Turn back specified amount of rope from thimble or loop. Apply first clip one base width from dead end of loop. Apply U-Bolt over dead end of wire rope -- live end rests in saddle **(NEVER saddle a dead horse!).** Tighten nuts evenly, alternate from one nut to the other until reaching the recommended torque.

2) Apply the second clip as near the loop or thimble as possible. Tighten nuts evenly, alternating until reaching the recommended torque.

3) When three or more clips are required, space additional clips equally between first two -- take up rope slack -- tighten nuts on each U-Bolt evenly, alternating from one nut to the other until reaching recommended torque. Proceed to Step 4.

4) Apply first load to test the assembly. This load should be of equal or greater weight than loads expected in use. Next, check and retighten nuts to recommended torque (See Table 1).

IMPORTANT -Load test the rigging assembly prior to use. The test load should be of equal or greater weight than the actual load. Next, check and re-tighten nuts to recommended torque. In accordance with good rigging and maintenance practices, the wire rope end termination should be inspected periodically for wear, abuse, and general adequacy.

Table 1

Clip Size (Inches)	Rope Size (Inches)	Minimum No. of Clips	Amount of Rope to Turn Back in Inches	* Torque in Ft. Lbs.
1/8	1/8	2	3-1/4	4.5
3/16	3/16	2	3-3/4	7.5
1/4	1/4	2	4-3/4	15
5/16	5/16	2	5-1/4	30
3/8	3/8	2	6-1/2	45
7/16	7/16	2	7	65
1/2	1/2	3	11-1/2	65
9/16	9/16	3	12	95
5/8	5/8	3	12	95

*The tightening torque values shown are based upon the threads being clean, dry and free of lubrication.

13. Complicated rigging and picks must be discussed and planned with the Supervisor and all parties involved before the lift is executed.

14. All critical lifts must have a "critical lift checklist" completed and reviewed with the Supervisor before the lift is performed.

    Critical lift is defined as:

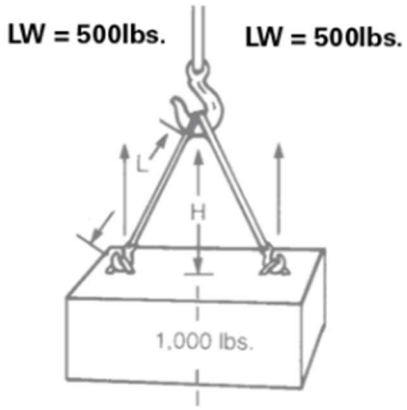
    - Any lift that is within 85% of the capacity listed on the equipment's load chart.
    - Any tandem crane pick conducted within an operating unit.
    - Any lift exceeding fifty tons.
    - Operators and employees assigned to the rigging crews shall have a full understanding of proper procedures used to determine the "weight of the load", (such as formulas, bills of lading, vessel stamp, etc.) and shall use these procedures prior to making any lift.

Safe Rigging Operating Practices

1. Whenever any sling is used, the following practices shall be observed:
2. Slings that are damaged or defective shall not be used.
3. Slings shall not be shortened with knots or bolts or other makeshift devices.
4. Slings shall not be kinked.
5. Slings shall not be loaded in excess of their rated capacities.
6. Slings used in a basket hitch shall have the loads balanced to prevent slippage.
7. Slings shall be securely attached to their loads.
8. Slings shall be padded or protected from the sharp edges of their loads.
9. Suspended loads shall be kept clear of all obstruction.
10. All employees shall be kept clear of loads about to be lifted and from under suspended loads.
11. Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
12. Shock loading is prohibited.
13. A sling shall not be pulled from under a load when the load is resting on the sling.

Slings

INCREASED TENSION



Example

Load Weight = 1,000lbs

Rigging = 2 slings in vertical hitch

Lifting Weight (LW) per sling = 500lbs

Measured Length (L) = 10ft

Measured Height (H) = 5ft

Tension Factor (TF) = 10(L) ÷ 5(H) = 2.0

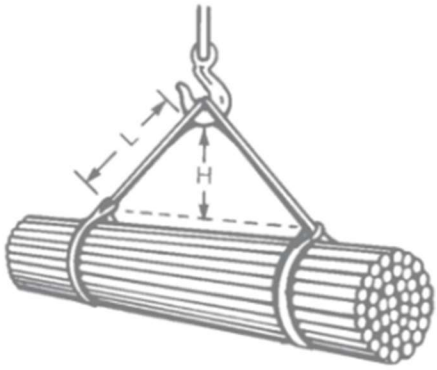
Minimum Vertical Rated Capacity required for this lift = 500 (LW) x 2.0 (TF) = 1,000lbs per sling

Effect of Angle Chart

Tension Factor (TF)	Angle from Horizontal	Reduction Factor (RF)
1.000	90°	1.000
1.004	85°	0.996
1.015	80°	0.985
1.035	75°	0.966
1.064	70°	0.940
1.104	65°	0.906
1.155	60°	0.866
1.221	55°	0.819
1.305	50°	0.766
1.414	45°	0.707
1.555	40°	0.643
1.742	35°	0.574
2.000	30°	0.500

Sling capacity decreases as the angle from horizontal decreases. Slings angles of less than 30° are not recommended

REDUCED CAPACITY



Example

Vertical Choker rating of each sling = 6,000lbs

Measured Length (L) = 6ft

Measured Height (H) = 4ft

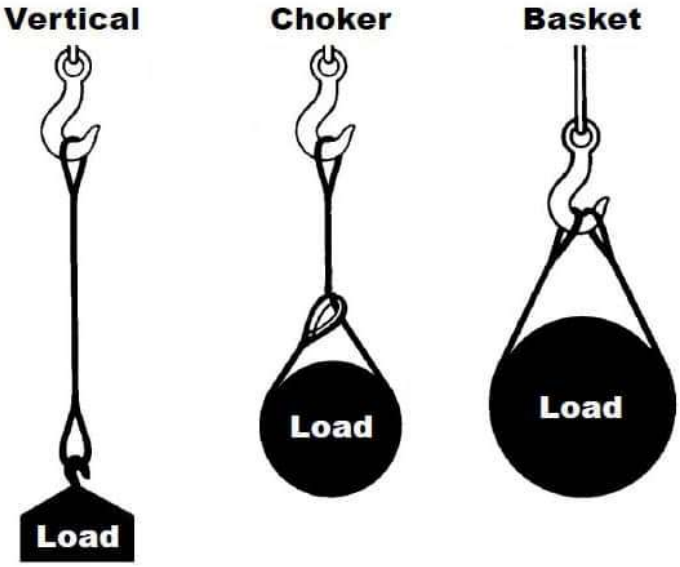
Reduction Factor (RF) = 4(H) ÷ 6(L) = .667

Reduced Sling Rating in this Configuration = .667

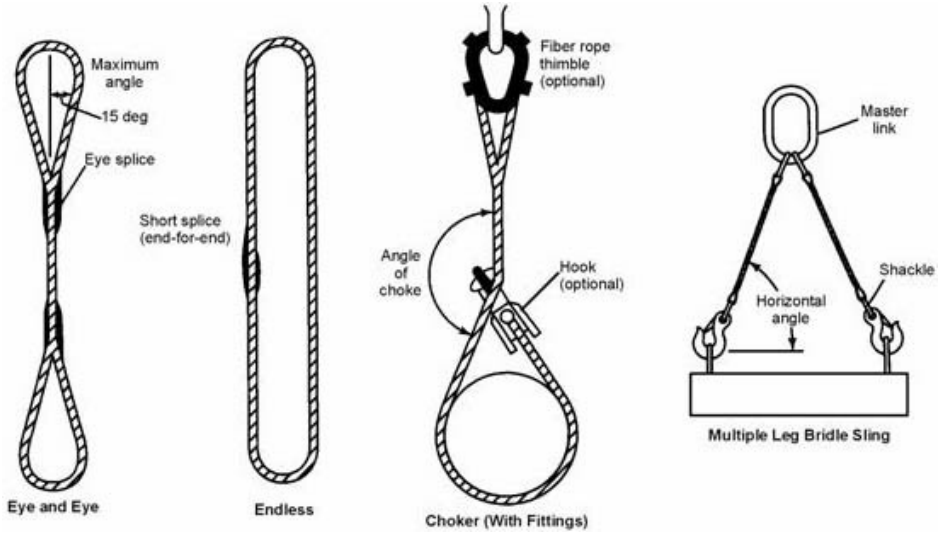
(RF) X 6,000lbs = 4,000lbs of lifting capacity per sling

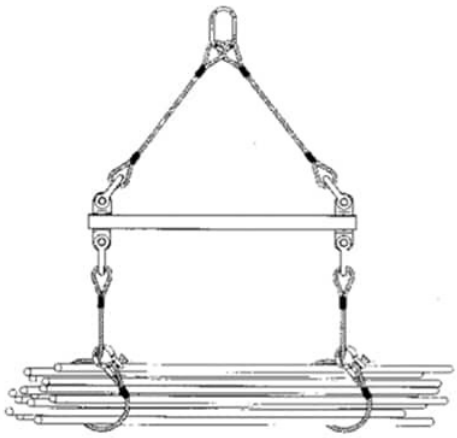
Forms of common hitches:

1. Vertical Hitch (Straight or Single Leg) The sling is attached directly from the hook to the load in a straight vertical pull. This provides the full rated capacity of the sling (no reduction). Ideal for balanced, centered loads.

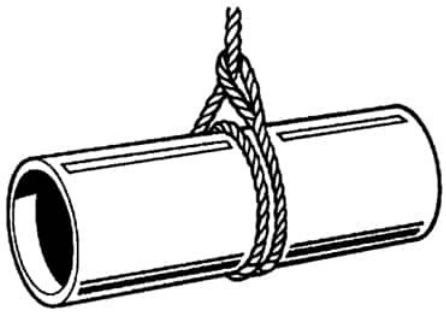


2. Choker Hitch The sling loops around the load and chokes back on itself (forming a noose-like grip). Capacity is typically reduced to about 75-80% of vertical rating due to bending stress. Use for cylindrical or irregular loads; avoid sharp edges without padding.



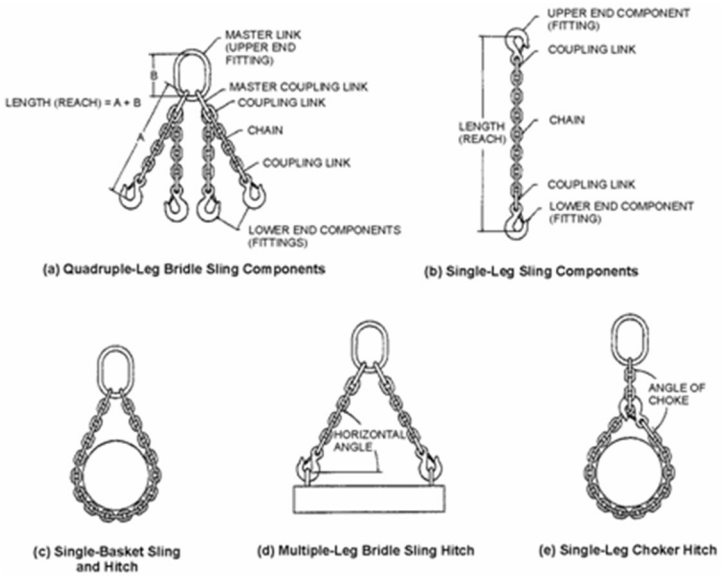


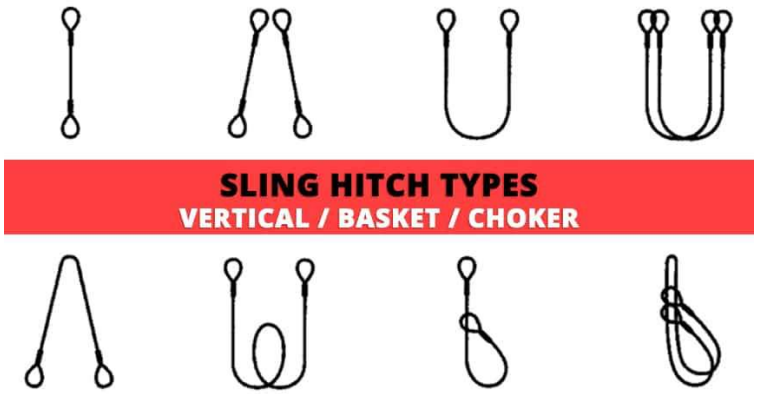
Double Choker Hitch



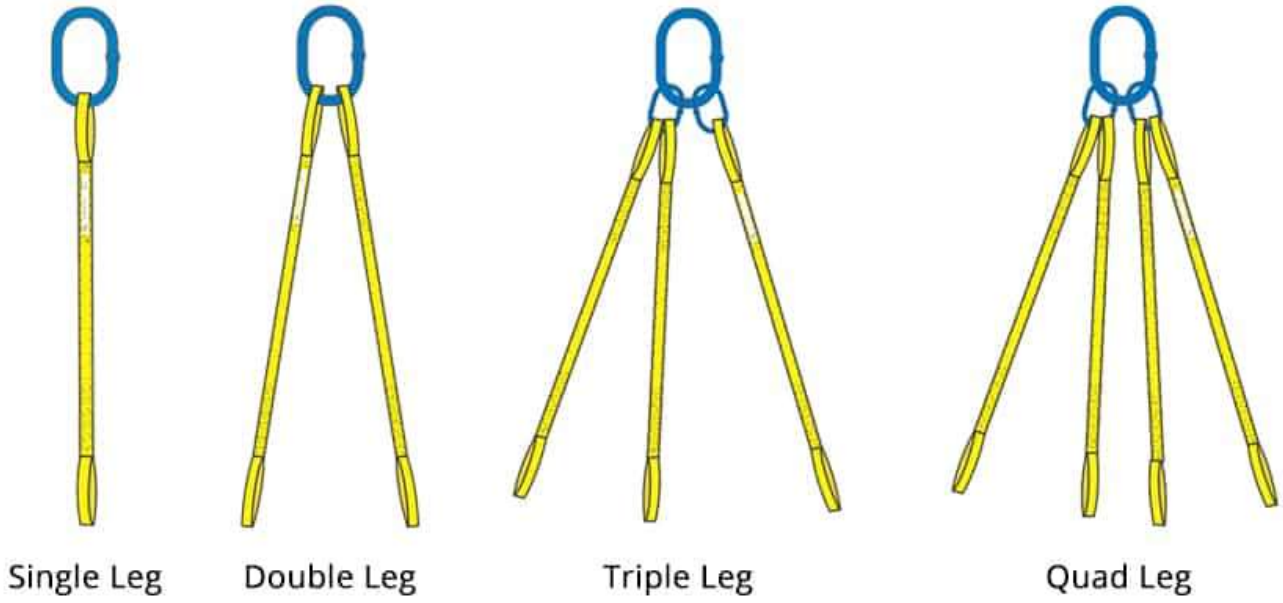
Double Wrap Choker Hitch

3. Basket Hitch The sling passes under the load and both ends connect to the hook, cradling the load like a basket. This often doubles the capacity (up to 200% of single vertical) when angles are proper, but requires good contact and no sharp edges.





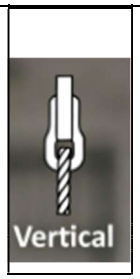
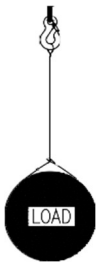
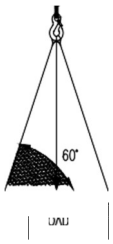
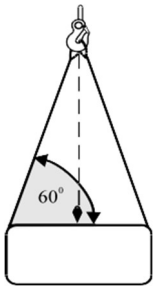
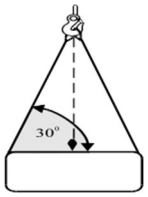
4. Bridle Hitch (Multi-Leg) Uses two or more legs (e.g., double or triple bridle) for stability on unbalanced or long loads. Capacity depends on the number of legs and sling angles—shallower angles reduce effective strength significantly.



Additional Notes

- Always use padding/protectors on sharp corners to prevent cutting or crushing.
- For multi-leg bridles, keep legs equal length and angles balanced to avoid overload on one leg.
- Refer to manufacturer load charts or OSHA guidance for exact capacity adjustments.

Wire Rope (IPS IWRC)* Sling Capacities *SAFE WORK LOAD IN POUNDS*

Sling Diameter in Inches	 Vertical	 Choker	 Two sling Basket	 60^0	 45^0	 30^0
1/4”	**1,100**	**840**	**2,200**	**1,940**	**1,580**	**1,100**
5/16”	**1,700**	**1,300**	**3,400**	**3,000**	**2,400**	**1,700**
3/8”	**2,400**	**1,860**	**4,800**	**4,200**	**3,600**	**2,400**
7/16”	**3,400**	**2,500**	**6,800**	**5,800**	**4,800**	**3,400**
1/2”	**4,400**	**3,200**	**8,800**	**7,600**	**6,200**	**4,200**
9/16”	**5,500**	**4,200**	**11,000**	**9,600**	**7,700**	**5,500**
5/8”	**6,800**	**5,000**	**13,600**	**11,800**	**9,600**	**6,800**

* [Improved Plow Steel]

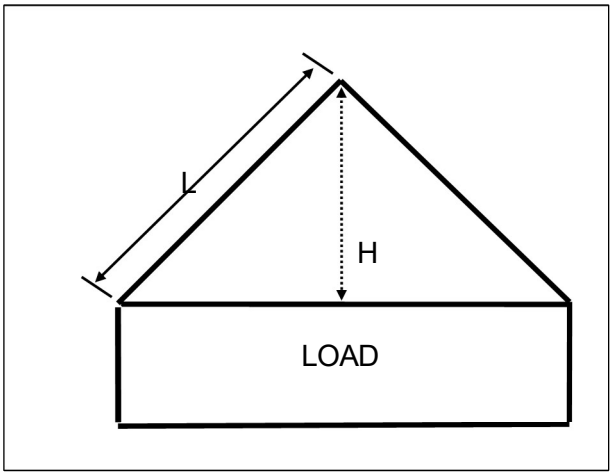
Note: Their Load Chart applies to Wire Rope Slings constructed of 6X36 IWRC wire rope. The rated capacity of slings will vary depending on the construction, end fitting, type of splice, and manufacture of the wire rope. Consult your supervisor for the correct capacity prior to selecting any sling.

Load Factor Calculation

If you cannot determine the slings angle (i.e. 60^0) you can use the following formula to calculate the Safe Working Load (SWL) of a multi- sling rigging application.

1) Determine the sling length (L); their is the distance from both points of attachment.
2) Determine the height (H); from the point of attachment to the crane hook.
3) Determine the slings rated capacity (refer to sling load chart).
4) Divide the height by the length to give you the Angle Factor .
5) Multiply their factor into the slings rated capacity for the type of hitch to be used (vertical, choker or basket - refer to the chart).

Their will give you the SWL their sling will be able to pick up at their configuration at their angle.



To find the Safe Working Load (SWL) : H = height

L = length

H ÷ L = Angle Factor

Angle Factor **X** Slings Rated Capacity = SWL

Example;

If H = 4’ & L = 6’ Then 4’ ÷ 6’ = .67 .67 X Rated Capacity = SWL

Vertical hitch rated capacity = 1,100 # 4’ ÷ 6’ = .67 .67 X 1,100 # = 737 #

Choker hitch rated capacity = 840 # 4’÷ 6’ = .67 .67 X 840 # = 562 #

Basket hitch rated capacity = 2,200 # 4’ ÷ 6’ = .67 .67 X 2,200 # = 1,474 #

NOTE:

- If two or more single slings are being used then their calculation needs to be done on **each** sling.
- DO NOT LIFT MORE THAN THE COMBINED RATED CAPACITY OF **3** SINGLE LEG SLINGS REGARDLESS OF THE NUMBER OF SLINGS BEING USED.
- Their calculation needs to include the SWL of all hardware (shackles, hooks, com-a-longs, ect.)
- For a multiple leg sling application their calculation can be used to determine the SWL.

Electrical Clearances

Accidental electrocutions are among the most frequently repeated crane accidents. Most of these are caused when the boom contacts or approaches too close to overhead power lines. The fatality rate is high among riggers guiding the load. Inexperienced boom truck operators are another cause of high fatalities.

While the danger is greater from high voltage transmission lines, where flash over can occur without actual contact, fatal accidents have resulted from contact with 440 volts and 220 volt service lines and strut lighting systems.

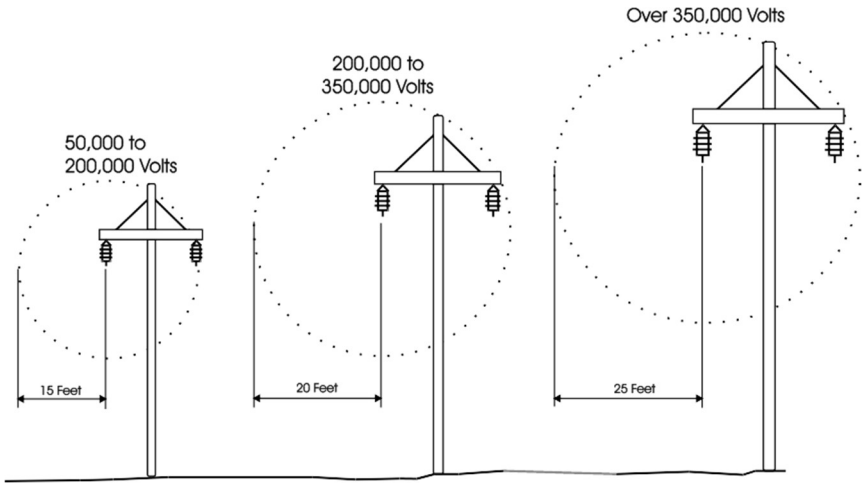
The safest procedure is to request the local electrical authority to cut off the power. If, for any reason, it is not possible or practicable to contact the electrical authority, and it is necessary for cranes to be under or near energized (hot) power lines, maintain the minimum clearances listed in the following table.

Electrical Hazards Clearance Guide

OPERATING NEAR HIGH VOLTAGE POWER LINES							
Normal Voltage (Phase to Phase)					Minimum Required Clearance		
		to	50	kV	10	ft.	(3.05 m)
Over	50	to	200	kV	15	ft.	(4.60 m)
Over	200	to	350	kV	20	ft.	(6.10 m)
Over	350	to	500	kV	25	ft.	(7.62 m)
Over	500	to	750	kV	35	ft.	(10.67 m)
Over	750	to	1000	kV	45	ft.	(13.72 m)
IN TRANSIT WITH NO LOAD AND BOOM LOWERED							
Normal Voltage (Phase to Phase)					Minimum Required Clearance		
		to	75	kV	4	ft.	(1.22 m)
Over	75	to	50	kV	6	ft.	(1.83 m)
Over	50	to	345	kV	10	ft.	(3.05 m)
Over	345	to	750	kV	16	ft.	(4.87 m)
Over	750	to	1000	kV	20	ft.	(6.10 m)

Absolute Limit of Approach

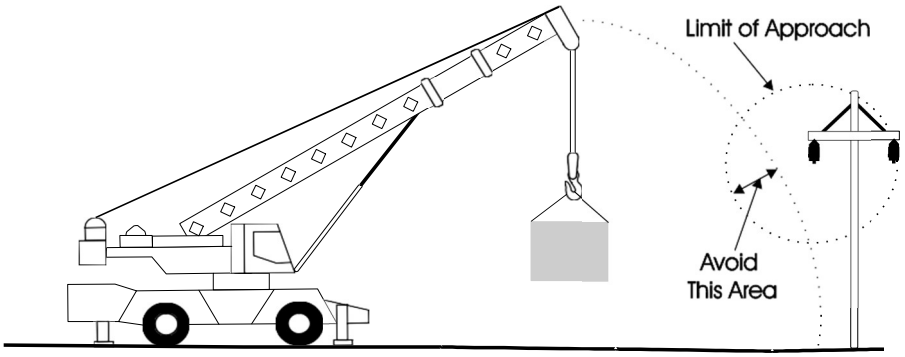
Every live powerline has "limit of approach." A crane boom, load line, or load cannot operate in their area without the power being cut off. Their is an absolute, no exception rule.



The absolute limit of approach area will vary somewhat with provincial, state, federal, or other regulating bodies. However the guidelines shown on the previous table and illustrations are close to those regulations.

Powerline Limit of Approach

If a crane component or the load can swing within the limits of approach, a signalman is required.



Powerline Approach Guidelines

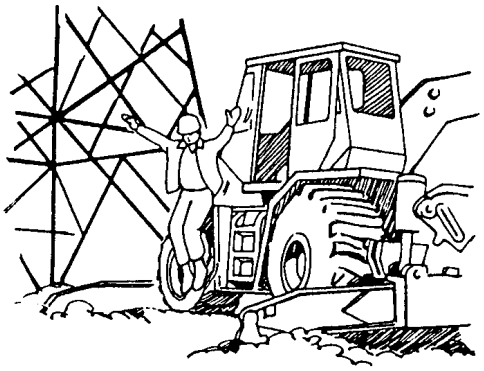
1. Maintain a safe operating distance and always observe the absolute limit of approach.
2. A signalman must be used when the crane boom or the load can swing within the limit of approach. The signalman must be positioned to estimate the minimum distance and warn the operator as the boom approaches the minimum distance. The person giving the signals must not have any other duties.
3. All powerlines must be considered live. Do not change their assumption until proven otherwise by a reliable source.
4. Always attempt to notify the utility company when operating near a powerline.
5. All personnel (except the operator) must stay away from the crane when it is near the limit of approach. Do not touch the crane.
6. Only use tag lines to control the load or keep it from spinning. All ropes conduct electricity, although dry polypropylene rope is less conductive than the other types.
7. The operator should slow the crane operation near a powerline.
8. Warning devices and various types of insulators are not fail-safe. They all have limitations.
9. The absolute limit of approach should be increased when operating near a long-span powerline, as these lines will sway with the wind.
10. Use extreme caution when traveling with a crane under a powerline.
11. Rough terrain can cause the boom to undulate.
12. Use synthetic web slings.

Powerline Contact

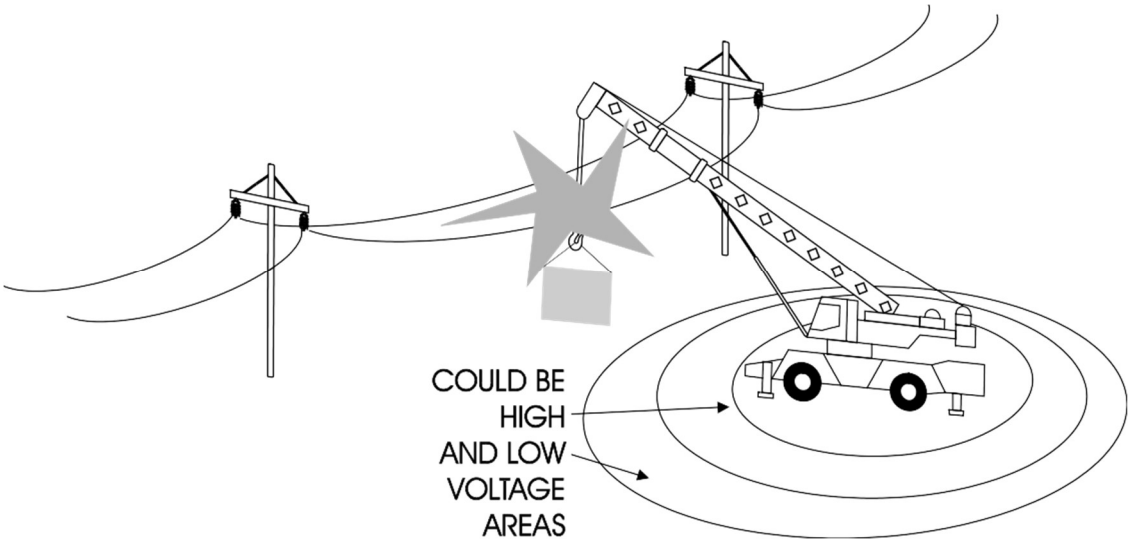
The operator should remain in the cab after powerline contact until power is disconnected. If remaining in the cab becomes imminently unsafe, the operator must not step from the crane. Instead, they must jump clear with both feet together, being careful not to touch the crane after jumping away.

After jumping clear, the operator must hop or shuffle to a safe area. The area around the crane will be energized, and a normal step could cause the operator to become the conductor between high and low voltage areas.

Jumping Clear of Crane After Contact

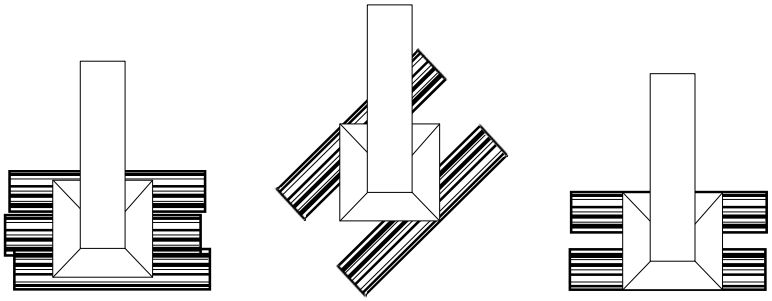


Energized Zone Around Crane

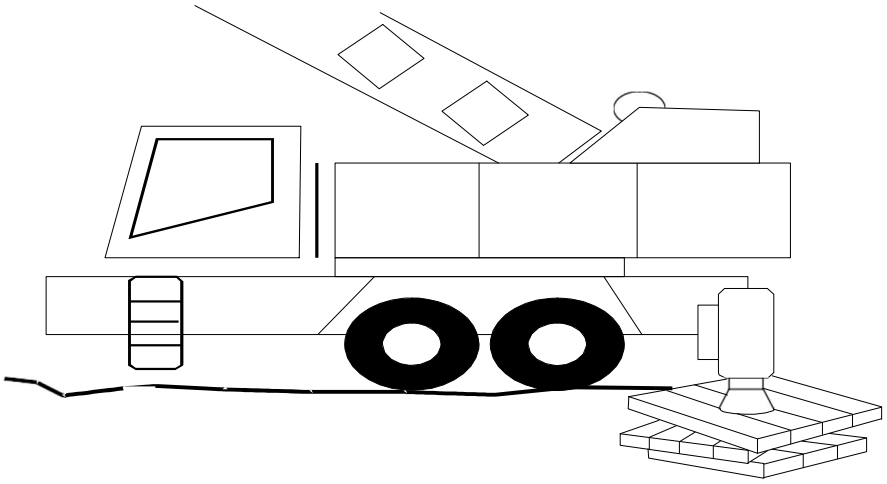


Outrigger Blocking

Any blocking under the outrigger float should be at least three times larger in area than the float, it should be rigid and completely support the total area.

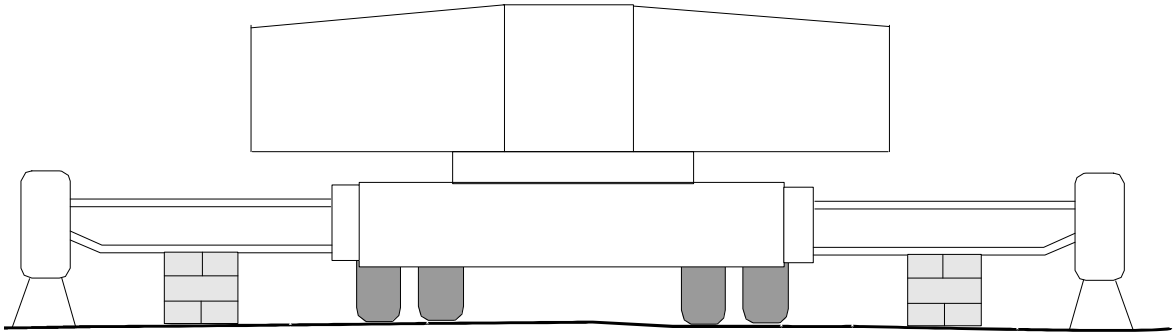


RIGHT WRONG WRONG



Be sure blocking is stable.

Never Block Under The Outrigger Beams.



WRONG WRONG

Crane and Rigging Training Requirements

Each crane operator must be trained, certified/licensed, and evaluated in accordance with CFR 29 1926.1427

Qualified riggers must receive formal training in:

1. Rigging Equipment: Selection, inspection (for defects like a frayed sling or bent hardware), proper application, working load limits (WLL), and maintenance.
2. Load Management: Accurately calculating load weights, determining the center of gravity, understanding load dynamics, and selecting appropriate lift points.
3. Rigging Techniques: Identifying and attaching rigging using various hitch configurations (e.g., bridle hitch, basic knots), understanding sling angles and the tension they create.
4. Communication Protocols: Proficiency in standard hand signals and/or voice communication methods for coordinating with crane operators.
5. Safety Regulations: Knowledge of relevant OSHA standards (e.g., 29 CFR 1926 Subpart CC for construction) and ASME B30.5 standards.
6. Hazard Identification: Recognizing potential job site hazards, such as overhead power lines or unstable ground, and taking appropriate precautions

Training Frequency

1. Prior to performing rigger functions
2. Then every 5 years
3. Training documents should be maintained throughout the workers employment plus 3 years after separation.

COMPANY VEHICLES/DRIVER QUALIFICATIONS (PENDING)

Only authorized Craftline Builders' employees are permitted to operate Craftline Builders' vehicles.

Employees operating Company vehicles are required to:

1. Possess a valid and current State driver's license on file with the Company.
2. Perform a pre-trip walk-around inspection to confirm that the vehicle is safe to operate. Any unsafe conditions must be corrected before the vehicle is used.
3. Follow all Craftline Builders, Project and state operating procedures and regulations.

Project Vehicles/Driver Qualifications

Only authorized Craftline Builders' and sub-contractor employees will be permitted to operate vehicles on Project sites.

Employees operating Company vehicles are required to:

1. Possess a valid and current State driver's license on file with the Company.
2. Perform a pre-trip walk-around inspection to confirm that the vehicle is safe to operate. Any unsafe conditions must be corrected before the vehicle is used.
3. Follow all Craftline Builders, Project, and state operating procedures and regulations.
4. Operators shall not use motor equipment having an obstructed rear view unless the vehicle has an audible reverse signal alarm or the vehicle is backed up with the assistance of an observer.
5. An employee acting as a spotter must be in clear view of the operator at all times.
6. If the operator loses sight of the spotter, they must **STOP** immediately.
7. Vehicles operated near mobile equipment (aka yellow iron) must be equipped with a lighted buggy whip or buggy whip and strobe light
8. Vehicles that are equipped with proximity alarms, cameras or other collision avoidance systems shall have those systems maintained in functioning condition or the vehicle must be taken from service.
9. Seat belt use is required for drivers and passengers when the vehicle is in motion.
10. Parking brakes shall be set and tire chocks set when vehicles are left unattended.

FORKLIFTS (INCLUDING BOBCAT-TYPE EQUIPMENT)

Only trained and qualified personnel with a valid operator card may operate a forklift.

When in use, forklifts should be inspected regularly. Inspections are required both pre- and post-operation. Any defects must be reported promptly to the supervisor. Equipment with defects that affect safe operation must be removed from service immediately, tagged, and reported.

The equipment shall not be operated until it is repaired and has been released back into service.

Pre-operation and post-operation inspections must be documented, and the completed inspection checklist should be submitted to the supervisor and retained by maintenance for the duration of the project plus two years.

Inspection checklists (or copies) that identify defects must be sent to maintenance immediately. Upon completion of repairs, a copy of the completed work order must be attached to the checklist and retained for the duration of the Project plus 3 years.

1. When parked or not in use, the forks must be in the lowered position.
2. When traveling, the forks should clear the floor or ground surface no more than eight (8) inches and be tilted backward for increased stability.
3. Forklifts shall not be used to hoist personnel unless approved equipment is available and approval from the HSE Department has been obtained.
4. Riders are not permitted on forklifts.
5. Forklift speed shall be regulated to suit the conditions of the area traveled and/or the posted or designated speed limit.
6. Forklift rear wheels shall not be allowed off the ground. If that occurs, or if the truck becomes "light" in the rear end, lower the load and discontinue the operation. “Make-shift” counterweights must not be used.
7. Loads shall be picked up under the center of their weight. If the load is on pallets, the pallets should be loaded with the weight evenly distributed.
8. Loose loads should be secured to prevent them from shifting and toppling while in motion.
9. When descending ramps with a load, keep the load in the rear (never turn sideways on a ramp), engage the lowest gear, and travel at the lowest speed.
10. Never lift, tilt, or lower a load when the forklift is in motion. Employees are not allowed under loaded forks at any time.
11. If routine maintenance and repair are required on the mast and/or fork assembly, with the mast or forks in the raised position, the assembly shall first be blocked, choked, etc., to prevent possible injury.

Remember: An unloaded forklift will tip over more easily than a loaded forklift with its load center of gravity in the proper position.

Training Requirements

1. Forklift training requires a combination of formal instruction (classroom or online), practical hands-on training with the specific equipment, and a final performance evaluation.
2. Operators must be at least 18 years old and must be retrained and re-evaluated every 3 years, or more often if an incident occurs.

Initial Training

Formal instruction:

- This can be done in a classroom or online and covers general forklift fundamentals, safety, and operating instructions.

Practical training:

- This is hands-on training with the specific forklift(s) the operator will use, and must be conducted under the supervision of a qualified trainer.

Performance evaluation:

- A qualified trainer must evaluate the operator's skills in a work environment using the specific equipment, covering tasks such as inspections, loading and unloading, and parking.

Age requirement:

- You must be at least 18 years old to operate a forklift.

Ongoing requirements

- Refresher training: Retraining and re-evaluation are required at least every three years.
- Additional training: Retraining is also necessary if an operator is involved in an accident, is observed to be operating unsafely, or if the type of equipment or workplace conditions change.

Certification

- After successfully completing all phases, the employer must certify that the operator is trained and provide the operator with a certification record.
- A commercial driver's license is not required for forklift operation

Training will be documented, and the record will be retained for the duration of the worker’s employment plus 3 years.

MEWP

Before operating

1. Conduct a pre-operation inspection: Check the MEWP thoroughly for any defects before each shift, using a manufacturer's checklist.
2. Perform a workplace hazard assessment: Identify and mitigate any potential hazards at the job site before operating the machine.
3. Create a rescue plan: Have a detailed plan for emergency situations, especially for potential fall arrest or entrapment scenarios.
4. Have a ground person: Work with a ground person for assistance and to help monitor the situation.
5. Ensure equipment is accessible: The ground key for the MEWP should be readily available at ground level.

Training Requirements

Operator training

1. Formal training: Instruction on machine types, capabilities, and safe operating procedures, including load limits, stability, fall protection, and emergency protocols.
2. Practical evaluation: A hands-on evaluation is required to ensure the operator can safely operate the specific equipment.
3. Familiarization: Operators must be familiarized with any new MEWP, including its controls and operating procedures.
4. Frequency: Retraining is needed every three years or sooner if there is an accident, unsafe operation is observed, or the equipment type changes.

MEWP Occupant training

1. Basic safety: Occupants need to receive a basic site orientation covering hazards and warning signs specific to the job site.
2. Emergency procedure: At least one occupant must be trained on how to operate the MEWP controls to lower the platform in an emergency.
3. Pre-job briefing: An operator must conduct a pre-job safety briefing with all occupants.

Supervisor training

1. Supervisor responsibilities: Supervisors must be trained to recognize hazards, enforce safe practices, and ensure employees are qualified to operate equipment safely.
2. Training content: They need to be knowledgeable about MEWP regulations, safe selection of the MEWP for the job, and proper storage of manuals.
3. General requirements
4. Training should be specific: Training content must be tailored to the specific equipment and work environment.
5. Qualified trainers: A qualified person, familiar with the specific MEWP, should conduct the training.

Training will be documented, and the record will be retained for the duration of the worker's employment plus 3 years

EARTHMOVING AND EXCAVATION EQUIPMENT CFR 29 1926.1400 SUBPARTS W, CC

General Requirements

1. Design and Construction: Equipment must meet applicable design and construction requirements from established standards, such as those from the American National Standards Institute (ANSI).
2. Inspections: The employer must ensure equipment is inspected regularly, following manufacturer procedures. A competent person must conduct daily inspections prior to use.
3. Maintenance: Safety devices and operational aids that are part of the original equipment must be maintained in accordance with manufacturer procedures.
4. Unauthorized Personnel: Only authorized personnel are permitted to operate or ride on the equipment

Operational and safety practices

1. Power lines: Maintain minimum approach distances from exposed power lines.
2. Parking: Set parking brakes and use lights or reflectors for equipment left unattended at night or next to highways.
3. Loading and unloading: Workers on foot should stay clear of the equipment and its suspended load. Operators should stay in the cab when the vehicle is equipped for protection.
4. Outriggers/stabilizers: Extend and firmly set outriggers when required. Operators must verify the correct position before operations begin.

5. Speeds: Do not operate equipment faster than is reasonable and safe given conditions and manufacturer recommendations.
6. Loads: Do not operate equipment with the load suspended if the rated capacity is not accessible. Operators must not leave unattended equipment with a suspended load unless specific conditions are met.

Operating Around Ground Workers

1. Ground personnel working near mobile equipment must wear high visibility vests or shirts
2. In low light conditions ground personnel must wear personal flashing lighting device.
3. Eliminate backing as much as possible during mobile equipment operations. Backing is much more likely to result in an incident in comparison to moving forward.
4. Separate ground personnel work areas or walking paths from mobile equipment operations whenever possible.
5. Remove ground personnel from a work area temporarily if mobile equipment has to complete work in the area.
6. Utilize **spotters** when it is safe to do so to communicate with the operators of mobile equipment.

Operator and Personnel Qualifications

1. Operator Training/Certification: Operators must be trained on the safe operation of the specific type of equipment they will be using.
2. Signal Persons/Spotters: Any personnel acting as a signal person must be trained and qualified in the proper use of signals for the specific equipment.
3. Language and Literacy: Operators must be able to understand the language in which operating manuals and load charts are written. Testing for certification can be administered in any language the operator understands.

HOT WORK AND FIRE PREVENTION CFR 29 1926.150 AND .252

Welding, Cutting and Grinding CFR 29 1926.252

Prior to initiating any hot work, the appropriate permits shall be obtained by the supervisor.

Visually inspect the work area for fire hazards and report any unsafe conditions that you see to your supervisor.

All welding and cutting/burning equipment shall be visually inspected daily before use and maintained in good working condition. Report defective equipment to your supervisor.

A hot work checklist shall be completed each day before hot work is initiated in or around an above ground storage tank. Their requirement includes new tanks after the tub ring is set.

The **NO SMOKING** rule will be observed at all times. Depending on the job site, your supervisor may, with the approval of the owner, designate a special smoking area.

Permits (such as "hot work", mobile entry, etc.) that may be required by the owner shall be obtained prior to performing any welding and cutting/burning operation or entering a diked area. DO NOT start any equipment, strike an arc, light a cutting torch, or otherwise initiate a possible source of ignition before your supervisor has obtained the proper permits and checked the area for fire and explosion hazards.

Clear the area below welding or cutting operations so that you do not drop hot slag on hoses, cables, combustible materials or other employees. Follow fire watch procedures that may be specified on your hot work permit.

Use welding helmets, burning goggles or appropriately shaded safety glasses with side shields for eye protection and to prevent flash burns. Always wear proper eye protection (safety glasses, grinding shield, welding hood, monogoggles) to guard against slag while chipping, grinding and dressing of welds.

Employees working in close proximity of any welding operations shall wear appropriate eye protection to guard against the possibility of flash-burn.

A ground return cable shall have a safe current carrying capacity equal to or exceeding the specified maximum output capacity of the arc welding unit that it services.

Locate cables, leads and hoses so that they will not be damaged or present fire or tripping hazards. Avoid creating "boilermaker spaghetti."

Combustible materials located within 35' of welding and cutting/burning operations must be removed or shielded with noncombustible or flameproof screens.

Keep suitable fire extinguishers readily available whenever welding, cutting or heating, within 35' of combustible materials. A fire extinguisher must be within 25' of such operations.

Be sure that proper ventilation and/or respiratory protection is provided during welding, cutting or heating operations.

Welding lead with manual splices or repairs within ten feet of the electrode holder shall not be used.

Electric welding operators should wear the following equipment or clothing:

1) Welder's helmets (preferably the flip-front type) and safety glasses with side shields.
2) Leather gauntlet-type gloves.
3) Fire-resistant caps and shoulder covers while doing overhead or vertical work.
4) Approved respirators (filter or positive air-line type) wherever the fumes from heated metals, coatings and/or work space require such protection.

Grinder and chipper operators must wear grinding shields and safety glasses with side shields.

Do not dip electrode holders in water because of electrical shock danger. Do not leave electrodes unattended in holders.

Place electrode stubs in metal cans or leather pouches - not on the ground or floor.

Take care not to arc scaffold hand lines and do not hang electrode holders (stingers) on scaffold hand lines.

All employees must be trained or qualified by experience in oxyacetylene cutting safety before they are allowed to use their equipment. Suitable eye and face protection and gloves shall be worn by burners.

Ragged and/or oil soaked clothing shall not be worn.

Materials giving off fumes shall not be burned or heated without sufficient ventilation unless approved respirators are worn.

Oil or grease shall never be permitted to come in contact with oxygen cylinders, valves, regulators or other fittings; nor shall cylinders be handled with oily hands or greasy gloves.

Thaw frozen cylinders and valve outlets with warm water. Never strike the valve.

Do not perform heat-producing work in close proximity to cylinders because of the hazards of slag, sparks and flame. Use fire shields if necessary.

Do not strike the electrode against a cylinder.

Under no conditions shall acetylene be generated, piped or used at a regulator pressure in excess of 15 PSI.

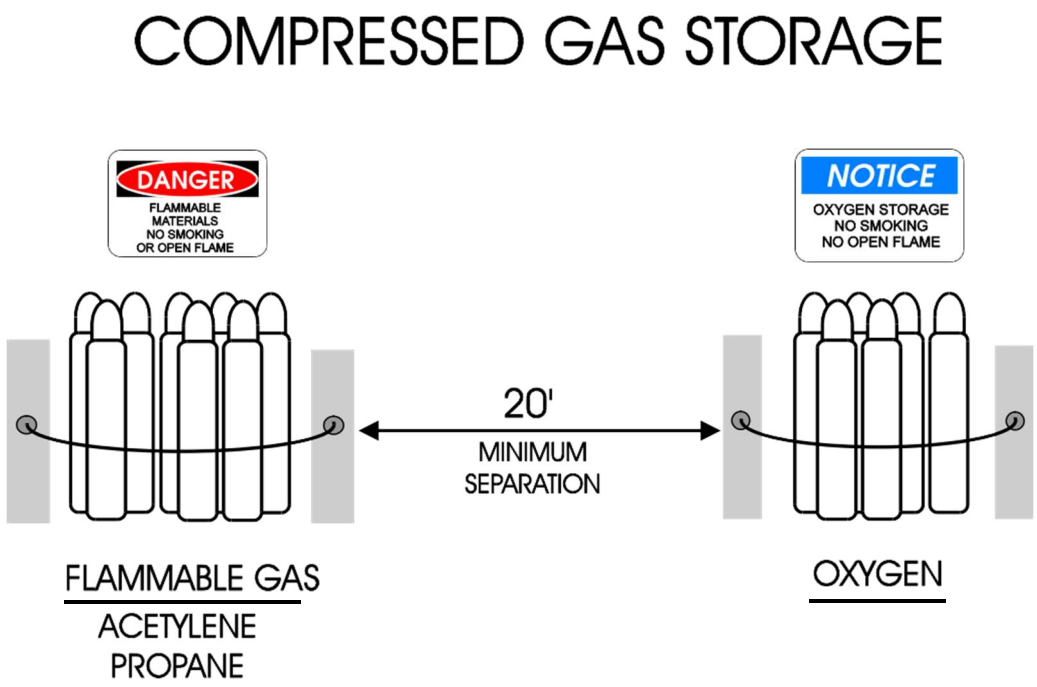
- Cylinders shall not be stored or used in unventilated enclosures such as tanks, tool vans, cargo containers, etc.
- Acetylene cylinders shall be used or stored valve end up at all times.
- An acetylene cylinder valve shall not be opened more than one and one-half turns of the spindle and preferably no more than three-fourths of a turn.
- Close cylinder valves and remove gauges at end of each day.
- Do not leave a cutting torch unattended inside a permitted confined space.

Transportation and Storage of Cylinders

- Valve caps must be in place.

- Fuel gas cylinders (acetylene, propane) must be stored and transported in an upright position so that the pressure relief device is always in direct contact with the vapor space in the cylinder.
- Oxygen and fuel gas cylinders must be stored a minimum of 20’ apart or separated by 5’ high partition that will provided 30 minute burn protection (1/4” steel plate).

Cylinders Must Be Located Outside Of A Permitted Confined Space.



Hoist cylinders in special racks or in approved burning carts, never by choker slings, ropes or valve caps. Move by rolling on bottom edges and tilted, or in an approved burning cart. If a cylinder must be carried, two (2) men should do so.

- Secure cylinders in an upright position when transported in vehicles.
- Cylinders shall not be used as rollers.

Mark "MT" when contents are used up; remove gauges and replace caps.

The Sleeping Giant - Compressed Gas Cylinder

I stand 57 inches tall.

I am 9 inches in diameter.

I weigh in at 155 pounds when filled.

I am pressurized at 2,200 pounds per square inch (psi).

I have a wall thickness of about 1/4 inch.

I wear a label to identify the gas I'm holding. My color is not the answer.

I transform miscellaneous stacks of material into glistening ships and many other things--when properly used.

I may transform glistening ships and many other things into miscellaneous stacks of material--when allowed to unleash my fury unchecked.

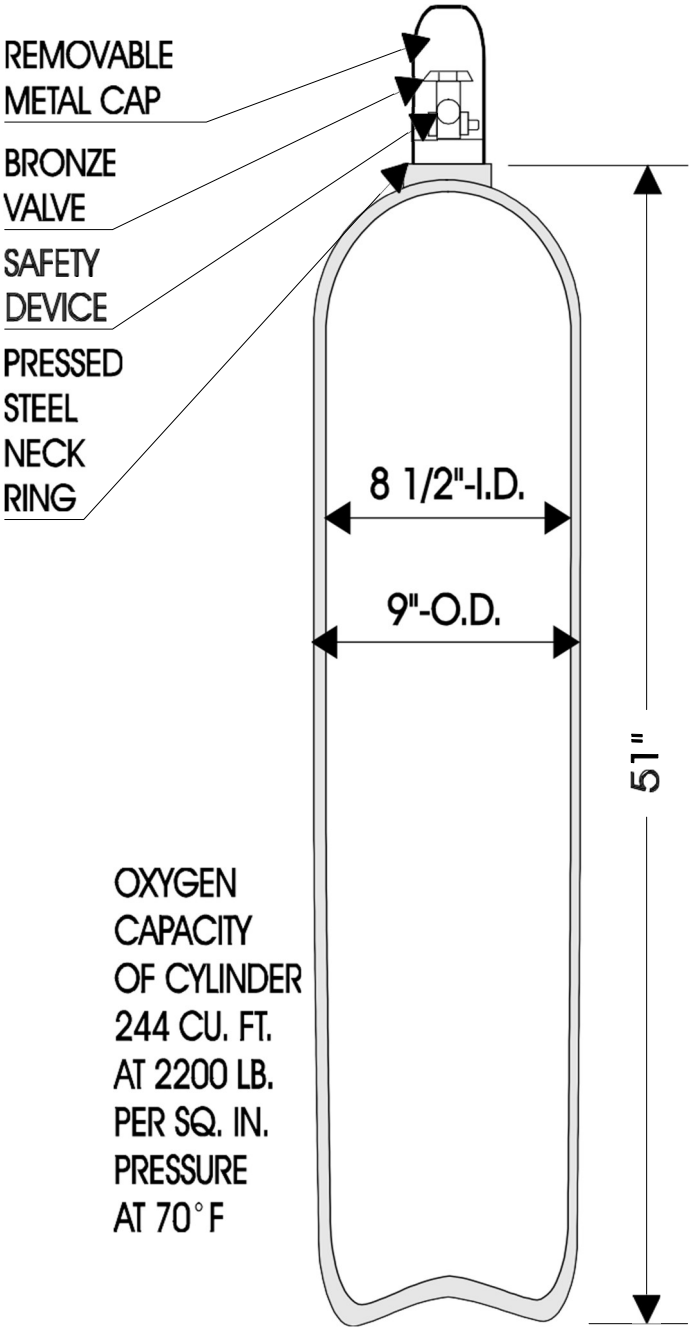
I can be ruthless and deadly in the hands of the careless or uninformed.

I am too frequently left standing alone on my small base without other visible means of support--my cap removed and lost by an unthinking workman.

I am ready to be toppled over--when my naked valve can be damaged or even snapped off--and all of my power unleashed through an opening no larger than a lead pencil.

I am proud of my capabilities--here are a few of them:

- I have on rare occasions been known to jetaway faster than any dragster.
- I might smash my way through brick walls.
- I might even fly through the air.
- I may spin, ricochet, crash and slash through anything in my path.
- You can be my master only under these terms:
- Full or empty--see to it that my cap is on, straight and snug.
- Never leave me standing alone. Secure me so that I cannot fall.



Equipment Set-Up

1. Before a regulator is connected, open or "crack" the valve slightly (while standing to one side) to clean the valve of dust or dirt. Close valve immediately.
2. Connect the regulator gauges using the proper tools.
3. Unscrew the bonnet pressure adjusting screw until zero pressure is felt on screw. (NOTE: Extremely important to prevent injury).
4. Connect hoses. (Acetylene, left hand threads, oxygen right-hand thread) Connect cutting torch with valves closed.
5. Turn on cylinder valve slowly while standing to one side. Do not stand in front of regulator bonnet.

Drop test the system:

1. Turn adjusting screw clockwise.
2. Set pressure (approx. 40# oxygen/5# acetylene).
3. Turn off cylinder valve.
4. Watch for pressure drop in system.

Torch Lighting Procedure

All torches and related equipment (rose-buds, brazing tips, cutting tips, etc.) shall be ignited using the following procedure:

1. Purge lines separately.
2. Turn on the acetylene slightly and ignite (using a proper "striker", not a match or lighter).
3. Increase acetylene fuel until the black soot disappears.
4. Turn on the oxygen and adjust the torch to the desired flame (i.e., neutral, carbonizing, etc.)
5. Reverse procedures to turn off the equipment.

NOTE: Do not mix fuels and then ignite the torch.

Any hose that has experienced a flash-back, other damage, or severe wear shall be tested at twice the normal pressure, but in no case less than 300 psi. Discard if defective.

Oxygen shall not be used for ventilation or blowing off work benches, clothing, equipment, etc.

FIRE PREVENTION CFR 29 1926.150

1. Inquire about and learn the owner permitting procedures covering fire prevention when working in and around commercial and industrial facilities.
2. Do not use a salamander or other open-flamed device in an unventilated confined space or enclosed structure.
3. Vent heaters to the atmosphere and make sure they are located a safe distance from combustible walls, ceilings, and floors. (Meter to manufacturer's instructions)
4. Have fire extinguishers available at all times, along with a fully charged water hose (if the permit requires), before beginning hot work or using any heat-producing equipment.
5. Know the location of fire-fighting equipment in the work area and be knowledgeable of its use and application. Use these devices only in case of fire.
6. Know the location of all emergency alarms, pull boxes, etc., before performing any hot work.
7. Visually inspect fire extinguishers each day and periodically when not in use (including those located in forklifts, Bobcats, cranes, pickups, etc.).
8. The use of gasoline for cleaning tools, hand cleaning, or for any other purpose other than as motor fuel is strictly prohibited.
9. Motorized equipment must be shut down while being serviced or refueled. NEVER SERVICE OR REFUEL EQUIPMENT WHILE IT IS RUNNING.
10. A 30-pound ABC-type fire extinguisher must be located within 50’ of a fueling area and within 25’ of any arc or flame-type operation (welding/cutting/burning) in progress within 35’ of combustible or flammable materials.
11. Combustible materials located under or near welding or cutting/burning operations must be moved a safe distance away (at least 35’) from the operation or covered with fire-retardant material.
12. Only approved safety cans will be used to store combustible/flammable liquids, such as diesel fuel or gasoline.
13. After a fire extinguisher has been used, it must be removed from service until it has been recharged and inspected.

Firewatch

1. Must be trained.
2. Be certain that all required permits have been obtained and that permit procedures are followed (i.e. fire hose charged, cover sewers, fire extinguishers ready, etc.).
3. Check the work area for fire hazards, fumes, etc., and remove or shield all combustible materials.
4. Be alert and ready to evacuate yourself and the welder if the evacuation alarm sounds.
5. Shut off <u>all</u> machines before evacuating the unit.

MATERIAL AND EQUIPMENT STORAGE

When materials are stacked, the underlying layers must withstand the weight of the layers above.

Materials shall be stacked in areas to allow the passage of equipment and personnel without creating a safety hazard.

Combustible or highly volatile material (i.e., paint cans, thinners, epoxy grout, acetone, etc.) shall be stored in a protected and isolated area.

Barrels and other cylindrical containers, pipes, or equipment stored or placed along roadways shall be placed in a safe position away from the edge of the roadway and blocked, if required, to prevent rolling.

(PENDING) HAZARD COMMUNICATION (HAZCOM) 29 CFR 1910.1200 AND 29 CFR 1926.59

Craftline Builders has created a HAZCOM program that meets OSHA standards to ensure workplace safety and comply with Right-To-Know regulations.

The HazCom Program Administrator is:

INSERT NAME,

TITLE AND

CONTACT INFO OF THE RESPONSIBLE PERSON

Typically, this will be the HSE manager

This program applies to all normal and emergency work operations, as required by local, state, and federal regulations.

The Project Site Program Administrator is

INSERT NAME,

TITLE AND

CONTACT INFO OF THE RESPONSIBLE PERSON

Typically, this will be the Project HSE manager

This program applies to all normal and emergency work operations on PROJECT NAME, as required by local, state, and federal regulations.

Chemical Inventory List

The Program Administrator will develop a chemical inventory list. The master list will be kept at the main office.

A Project-specific chemical inventory list will be created for each Project and maintained at the jobsite along with the appropriate SDS for the Project by the . When new chemicals arrive at a Project site, a copy of the SDS will be placed in the Project's site chemical file. Hard copies will be kept in each work area where there is a potential for workers to be exposed, and an electronic copy will be sent to the home office and to Project subcontractors whose employees could potentially be exposed to the new chemical. Any new chemicals will be added to the master file at the home office by the Program Administrator and to the Project's chemical inventory list as required.

It will be the policy of Craftline Builders not to evaluate hazardous chemicals purchased from suppliers or manufacturers. The suppliers and manufacturers will be relied upon to supply the information needed to satisfy standard requirements. The SDS will be reviewed for completeness, and additional information from the manufacturer will be requested if needed.

Safety Data Sheets

All SDSs will be maintained by the Program Administrator at the main office.

As new contracts are awarded, a Project-specific HCS program will be used in the field. The program will consist of this written program, a proposed chemical inventory list (initially generic and modified as the Project progresses), and all appropriate SDSs. The Project Safety Manager or the highest-ranking HSE professional assigned to the project will be responsible and accountable for maintaining the program for the Project's duration. Their name, job title and contact information must be included in the site copy of this program as the Project Program Administrator. When the job is complete, the Project-specific HCS program will be returned to the program administrator for updating as needed.

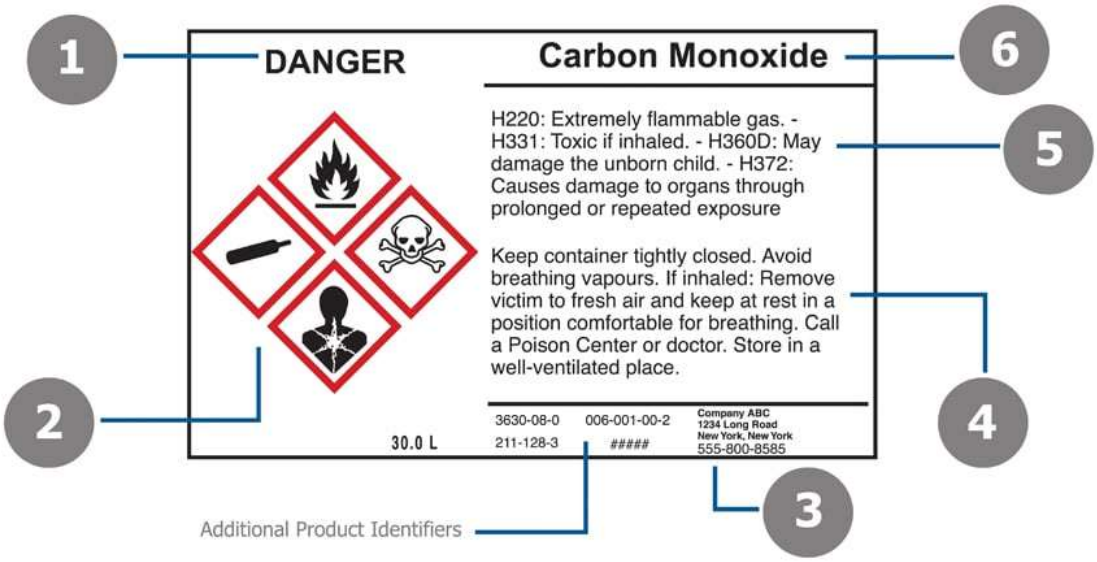
The Project Program Administrator will maintain all SDSs. As new contracts are awarded, a Project-specific HCS program will be developed for use in the field. The program will consist of the written program, a proposed chemical inventory list (generic in nature initially and modified as the Project progresses) and all appropriate SDSs. The Project manager will be responsible for maintaining the program for the Project's duration. When the job is complete, the Project-specific HCS program will be returned to the program administrator for updating as needed.

If a chemical arrives without an SDS, the Project Program Administrator's office will be notified. The Project Program Administrator will begin the process of obtaining the SDS. If the Project is completed before the SDS arrives, the home office will pursue the matter until the SDS arrives. All letters sent to the manufacturer will be copied and sent to the Project site for filing in the Project-specific HCS program.

Container and Warning Labels

The program administrator will be responsible for acquiring hazard warning labels and making them available for each Project. Labels will be consistent throughout the entire company. They will contain, at a minimum, the following information:

1. Signal Word
    a. The signal word indicates hazard level. "Danger" is used for the most severe instances, while "Warning" is less severe. View our GHS Signal Words guide.
2. GHS Symbols (Hazard Pictograms)
    a. These pictograms are used to identify hazardous products and are commonly grouped by chemical/physical risks, health risks, and environmental risks. View our GHS pictogram guide.
3. Manufacturer Information
    a. This identifies the manufacturer's company name, address, and telephone number.
4. Precautionary Statements / First Aid
    a. These are phrases that are tied to each hazard statement. They describe general preventive, response, storage or disposal precautions. These statements are found on the chemical's Safety Data Sheet. Similar to Hazard Statements, Precautionary Statements can be identified by a P-Code (like P100).
5. Hazard Statements
    a. These are phrases that describe the nature of hazardous products and the degree of hazard. Hazard statements are on the chemical's Safety Data Sheet (SDS) and identified by an H-Code (like H100). View our GHS Hazard Statements guide.
6. Product Name or Identifiers
    a. This identifies the product or chemical name. Additional identifiers can be noted to the right of the Manufacturer's information



Each project safety manager or other designated person will be responsible for ensuring that all labels are properly affixed to containers. When new products arrive at the project site, the project manager or designated person will inspect the containers for labels. If a container requires a label, the project manager will attach one. No product will be used until it is correctly labeled.

Secondary containers, which are typically smaller than primary containers, may include spray bottles, jugs, or jars. These containers usually hold chemicals transferred from a primary container. GHS labels for secondary containers must meet labeling requirements unless the following criteria are met:

- The material is used within the work shift of the person transferring it.
- The worker performing the transfer remains in the work area throughout the entire duration of use.
- The container stays within the work area and remains in the possession of the worker who filled it.

All secondary containers must be dedicated to a single chemical and labeled with the appropriate information.

If a label falls off, it will be the responsibility of the Project manager to replace it. If the label falls off in the home office area, it will be the responsibility of the program administrator to replace the label. In both circumstances, the container will be removed from service until a new label is affixed.

Nonroutine Tasks

On occasion, Craftline Builders may be required to perform nonroutine tasks that may involve the use of hazardous substances. If such a need arises, a special training course will be conducted to inform employees of the potentially hazardous chemicals they may be exposed to during the nonroutine operation and measures they can take to avoid those exposures.

Informing Contractors

Any contractor or subcontractor with employees working in the Craftline Builders workplace or on Craftline Builders' Projects will be informed of the hazardous chemicals to which the contractor or subcontractor's employees may be exposed while performing their work.

The contractor or subcontractor will take appropriate protective measures as determined by the SDS. Craftline Builders management will also confer with the contractor or subcontractor's management, as applicable, to discuss any hazards, particularly either to the work the contractor or subcontractor will be performing or the work area in which the work will be performed. Management or the program administrator will describe the labeling system used at Craftline Builders, and the contractor or subcontractor will be provided with this HazCom program.

In addition, Craftline Builders will require any contractor or subcontractor who intends to bring any hazardous chemicals to the workplace to provide an SDS for each such chemical. The contractor or subcontractor will be required to explain (orally or in writing) any precautionary measures necessary to protect employees during normal operating conditions or in foreseeable emergencies. The contractor or subcontractor will also include a written explanation of their company's system for labeling hazardous chemicals in their Haz-Com Program submittal. Craftline Builders will train, or require the contractor or subcontractor to train, any Craftline Builders employee who may be exposed to hazardous chemicals used by the subcontractor, as provided in the employee training section.

Sub-contractors intending to bring a hazardous or potentially hazardous chemical to a project site, must submit a completed chemical request form and the SDS for review and approval by the Project Safety Manager a minimum of 10 days prior to bringing the chemical to the site.

The approval process may be expedited in emergency or urgent situations but all chemicals require the approval of the completed chemical request form prior to coming onsite. When a new chemical is approved for a Project, the SDS submitted by the contractor or subcontractor

Training

Employees who potentially could be exposed to hazardous chemicals will receive training in the elements of the hazard communication standard. During their initial training, they also will receive an overview of the chemicals typically used in the roofing industry. As new hazards are introduced, additional training will be conducted. Occasionally, we will use toolbox safety talks to discuss a specific chemical used at a Project site. The typical training session will address the following:

1. a summary of the company's written program and the OSHA HCS
2. methods of detecting hazardous chemicals, including a description of the hazards' chemical and physical properties
3. health hazards and signs or symptoms of exposure
4. proper work practices for working with a hazardous substance
5. PPE selection
6. emergency procedures and first aid for spills and other exposures
7. locations of SDSs and the written program
8. how to read a SDS
9. the type of labeling system the company uses and how to interpret the information contained on the label
10. how to obtain additional information

The training program will be conducted initially and as new hazards are introduced. Periodic training will be conducted to further inform our employees of hazardous chemicals and the methods of safeguarding themselves. At least annually, refresher training will be conducted to reacquaint everyone with the standard and discuss any changes made to the program.

The training program elements will be reviewed at least annually.

Foremen and superintendents will receive additional training so that all field supervision will feel confident answering any questions the roofing crew may have. At a minimum, field supervision should be able to select the proper PPE for any given chemical and direct technical questions to the safety director.

At the conclusion of each training session, a question-and-answer period will be held so that employees can voice any further concerns on the topic. Each employee will sign an attendance form and write down his social security or employee identification number. The form will indicate where and when the training was conducted, what was covered, and who conducted the session. It will be dated and signed by the trainer. If a particular SDS was discussed, a copy of it will be attached to the attendance form.

All Haz-Com chemical records (SDS, inventories must be retained while the chemical is in use or stored plus 30 years after the chemical is no longer in use. This includes maintaining all Project Haz-Com chemical records for 30 years after the conclusion of the project, even if the chemicals are no longer in use or stored by Craftline Builders, Inc.

All Haz-Com-related training records must be retained for the duration of employment plus 30 years after separation. This includes maintaining training records

CRAFTLINE BUILDERS
SAFETY AND HEALTH PROGRAM

Chemical Inventory List Form

Check if Main Office Master List ☐ **OR** Enter Project Name: _____

Program Administrator Name: _____ Title: _____

Phone: _____ Cell: _____ Email: _____

SDS on file? Y/N	Product ID No.	Product Name	Manufacturer's name, address, city, state ZIP	Mfg's phone emergency phone numbers

CRAFTLINE BUILDERS
SAFETY AND HEALTH PROGRAM

(Sub)Contractor Chemical Inventory List Form

Check if Main Office Master List ☐ **OR** Enter Project Name: _____

Program Administrator Name: _____ Title: _____

Phone: _____ Cell: _____ Email: _____

Company	SDS filed? Y/N	Where will chemical be used?	Affected Contractors Notified?	Product ID No.	Product Name	Manufacturer's name, address, city, state ZIP	Mfg's phone emergency phone numbers

HAZARDOUS MATERIALS HANDLING AND REMEDIATION AND DISPOSAL

Hazardous Materials/Toxic Substances

Hazardous materials handling, remediation, and disposal tasks will be performed only by subcontractors with the proper training, authorization, and certifications required to work with the specific hazardous materials involved.

If a project worker suspects there may be a potential for exposure to a hazardous material not previously reported, they must immediately report the condition to their supervisor or the Project Management Team. Workers should never risk exposure by attempting to clean up or move a hazardous material they have not been trained, authorized, and if applicable, certified to handle.

Occupational Exposure Limits

Various exposure limits found in literature or listed on a material safety data sheet are based primarily on time-weighted average limits, ceiling values, or other parameters. The values indicated in the following table can be used as a reference for determining relative toxicity and can assist in the selection of appropriate personal protective equipment.

Abbreviation	Value	Definition
TLV	Threshold Limit Value	Airborne concentrations of substances and represents conditions under which it is believed that nearly all workers may be repeatedly exposed day after day without adverse effect
TWA	Time Weighted Average	An exposure average over a given time period, often an 8-hour workday.
TLV - TWA	Threshold Limit Value - Time Weighted Average	Same as Permissible Exposure Limits (PEL)
STEL	Short Term Exposure Limit	A 15 - minute time-weighted average that should not be exceeded at any time during the workday even if the 8-hour time-weighted average is within acceptable limits. Exposure to the STEL should not be longer than 15 minutes, should not occur more than four times each day, and should be separated by at least 1 hour between successive exposure.
TLV - STEL	Threshold Limit Value - Short Term Exposure Limit	The concentration to which workers can be exposed continuously for a short period of time (provided that the daily TLV - TWA is not exceeded) without suffering from

Abbreviation	Value	Definition
continued	Continued	continued
TLV - STEL	Threshold Limit Value - Short Term Exposure Limit	irritation, chronic or irreversible tissue damage, or narcosis of sufficient degree to increase the likelihood of accidental injury, impair self-rescue, or materially reduce work efficiency
PEL	Permissible Exposure Limits	The time-weighted average concentration, for a normal 8-hr workday and a 40-hr work week, to which nearly all workers may be repeatedly exposed, day after day, without adverse effect.
IDLH	Immediately Dangerous Life and Health	Highest allowable airborne concentration that is not expected to injure a worker, expressed as a ceiling limit or time-weighted average for an 8- or 10-hr work day.

Hazardous Waste Operations & Emergency Response

It is Craftline Builders' policy that no employee will be allowed to participate in any hazardous waste clean-up and/or remediation activity covered under OSHA 1910.120, unless the Safety Department has approved proof of training.

The OSHA standard covers hazardous waste operations and emergency response that "involve employee exposure or the reasonable possibility for employee exposure to safety or health hazards." Due to the nature of our work, Craftline Builders employees will be considered, ***First Responders at the Awareness Level*** on most Projects.

- *First Responders at the Awareness Level* are workers who are likely to discover a hazardous materials release and have been trained to notify the proper authorities.

If you discover any release of hazardous material, your first concern should be for your own safety. **DO NOT RISK** your safety by rushing in to stop a release. If the spill is an unknown substance in an area where hazardous materials are used, assume that it is hazardous. Keep a safe distance while trying to identify

the release. One way of doing their is to observe labels or placards on containers or vehicles. Notify your supervisor of the release and follow the owner's emergency response procedures. Be prepared to provide information about the release; such as location, smell, color, area affected by the release, and people that may have been exposed.

Important information about the released material:

- Where the release is and for what the spilled chemical was being used.

- Whether the material is a solid, a liquid or a gas.
- Information from workers involved in the release, including vehicle placards.

Project Haz Mat Policy

Proper hazardous waste management is crucial to ensure safe and healthy working conditions for Project personnel, protect the environment, and stay compliant with all relevant federal, state, and local laws and regulations. Every subcontractor and individual involved in the Project plays an important role and bears responsibility in managing hazardous waste.

Environmental Laws and Regulations

- Numerous federal laws and regulations govern the handling, storage, and disposal of chemicals and hazardous waste materials. These include the Resource Conservation and Recovery Act of 1976 (RCRA), Toxic Substances Control Act (TSCA, 1976), Superfund Amendments and Reauthorization Act (SARA, 1986), Clean Water Act
- (CWA, 1972), and the Emergency Planning and Community Right-to-Know Act (EPCRA, 1986), 29CFR 1910.145 and 6CFR Part 27S.
- The Arizona State laws and codes that also oversee proper treatment of Hazardous and Universal Waste include Hazardous Waste Management, TITLE 18. Environmental quality Chapter 8. AZ Dept of Environmental Quality Hazardous Waste Management.
    - Arizona has incorporated CFR 40, 260 into ADEQ standard
    - Dead animals or discolored plants.

DOT color code for labels and placards

Hazard Type	Color
Oxidizers and organic peroxides	YELLOW
Flammable	RED
Explosives	ORANGE
Corrosives	BLACK and WHITE
Poisons and irritants	WHITE
Non-flammable gases	GREEN

ASBESTOS AWARENESS

Asbestos is a naturally occurring family of minerals formed by combinations of magnesium and silicon. These minerals take the form of hollow, microscopic fibers which are nearly indestructible and can be densely packed - making a tough, flexible and very useful material.

The forms of asbestos covered by the final OSHA standards include:

Name	Alternative Name	Uses/Notes
Chrysotile	white asbestos	used as insulation, fireproofing, and soundproofing
Amosite	brown asbestos	used in high friction applications such as brake shoes and clutches
Crocilodite	blue asbestos	not as common as the other two forms
Compounds of "asbestiform" minerals		bond chemically with asbestos

Since its earliest use, asbestos surfacing material was applied for decorative and acoustical purposes in buildings and was later applied as insulation coating to protect structural steel during fires.

Health Effects

When bonded together, asbestos fibers pose little hazard. But if they are released from their bonding material - or Craftline Builders - these fibers can break down into microscopic “fibrils” as small as five microns (five millionths of a meter) in length.

Asbestos fibers of 5 to 10 microns in length are the most hazardous to your health because, when inhaled, they can enter your lungs and lodge in tiny air sacs called “alveoli”. It is through these air sacs that oxygen enters the blood and carbon dioxide is removed.

When asbestos fibers enter the alveoli, they irritate the thin alveoli membrane, leaving scar tissue which oxygen cannot penetrate. Their condition is called asbestosis. As more and more of the alveoli are affected, oxygen starvation sets in, resulting in severe disability or death.

Another area which can be affected is the pleura - the membrane lining the lungs. Asbestos fibers may migrate from the lungs into the pleura and cause a rare form of cancer called malignant mesothelioma.

There are no warning signs that asbestos is causing problems in your body. It doesn't have any acute (short-term) symptoms to alert you. In fact, harmful effects of asbestos exposure generally do not appear for 20 years or more.

Potential Locations

Asbestos can be found in many places. Some of them include:

1. Thermal system insulation (TSI) on furnaces, ducts, boilers and hot water pipes;
2. Sprayed-on or troweled-on surfacing materials on ceilings and walls;
3. Resilient asphalt and vinyl flooring;
4. Suspended ceiling tiles;
5. Fireproof drywall;
6. Roofing felts and shingles;
7. Exterior siding shingles;
8. Sprayed-on fireproofing on metal beams and columns;
9. High-temperature gaskets and valve insulation;
10. Automobile brake pad lining.

Recognizing Friable Asbestos

OSHA records show that almost all asbestos products may in time become hazardous, especially if their bonding material - or Craftline Builders - is disturbed.

Although all asbestos containing materials (ACM) may release fibers when their matrices are disturbed, certain materials are known to be more easily damaged or to suffer more deterioration, and thus cause higher airborne fiber levels than others.

OSHA exposure standards are based on the kind of asbestos work to be done, the type of ACM and the likelihood that its fibers will break loose and become airborne - known as its "friability."

Friable asbestos can be reduced to powder by hand pressure when it is dry. Sprayed-on asbestos insulation falls into their category.

Non-friable asbestos is usually found bonded into other materials. Its fibers are harder to break down into powder but can still be released by cutting, grinding or sanding.

Damage and Deterioration

TSI and surfacing ACM are potentially more friable, are much more common and have more maintenance and repair activities performed on them than other ACM. Remember, every removal activity involving these materials is capable of releasing friable airborne fibers at hazardous levels.

Always avoid **any** contact with ACM that:

Disturbs its position or arrangement Disrupts its Craftline Builders or renders it friable Generates any visible debris.

Visibly damaged, degraded or friable ACM in the vicinity are always indicators that surface debris or dust could be contaminated with asbestos. OSHA standards require you to assume that such dust or debris contains asbestos fibers.

Some sources of damage resulting in fiber release include: Impact from other objects

Exposure to the elements Vibration

- Fans and blowers
- Chemical spills, leaks or fumes.

Who is at Risk?

You don't have to work directly with asbestos to be at risk from exposure to airborne fibers. You may also be exposed to asbestos if you work in a building that contains the material.

Your risk increases if:

- Your work area contains friable asbestos, such as sprayed-on insulation
- You work near a construction or renovation area which contains asbestos
- You are engaged in maintenance activities in areas containing asbestos

When working in an area that contains installed asbestos products, be alert to detect any deterioration of ACM and report it immediately.

Protecting Yourself

Remember these simple rules for your personal protection:

1) Never hang items from insulated pipes or otherwise cut through pipe insulation.

2) Never drill holes or hammer nails in ceilings or surfaced walls.
3) Don't remove ceiling tiles or light fixtures from suspended ceiling grids.
4) Try to avoid scraping floor tiles, walls or ductwork when moving furniture.
5) Don't dust, sweep up debris or vacuum in areas that may contain asbestos-contaminated waste.
6) Heed the labels on asbestos products or asbestos waste that warn against causing dust and breathing airborne fibers.
7) If you see workers dressed in protective suits and wearing respirators, avoid the area.

BENZENE

Benzene is colorless liquid with a sweet odor. It may also be called benzol.

Benzene gets into the environment from human and natural activities. Natural sources like volcanoes and forest fires release small amounts of benzene in the environment. Benzene is also found in crude oil and gasoline. The main release of benzene to the environment comes from the use of oil and gasoline, and it's use as a major industrial chemical.

Industry uses benzene to make chemicals for styrofoam, plastics, resins, nylon and synthetic fibers. It is also used to make some types of rubber, lubricants, dyes, detergents, drugs and pesticides.

How Benzene Exposure Occurs

Exposure to benzene usually occurs from breathing contaminated air from industry, automobile exhaust, tobacco smoke, or gasoline fumes. Breathing very high levels of benzene can be fatal. Breathing lower levels over a long period of time can harm blood cells and cause cancer. The effects of exposure to any hazardous substance such as benzene depends on the dose, the duration, how a person is exposed, personal traits and habits, and whether other chemicals are present.

- The most common exposure is from breathing benzene in the air.
- Tobacco smoke is the source of 50 percent of most people's total exposure.
- Auto exhaust and industrial emissions are the source of 20 percent of most people's total exposure.

- Highest levels in air may be found in the workplace (rubber industry, oil refineries, chemical plants, shoe manufacturing, gasoline storage, shipment and retail).
- Glues, paints, furniture, and detergents are common sources.
- Breathing vapors from contaminated water or soil.

How Benzene Affects a Person's Health

Benzene is harmful, especially to the tissues that form blood cells. Brief exposure of 5-10 minutes to benzene in air at very high levels (500,000 times the average levels) can cause death.

High levels (50,000 times the average levels) can cause drowsiness, dizziness, rapid heart rate, headaches, tremors, confusion, and unconsciousness, In most cases, these effects will stop once exposure ends and you begin to breathe fresh air.

Breathing lower levels for long periods may damage blood cells and bone marrow. Their can cause anemia or excessive bleeding or cancer of the white blood cells (leukemia). Benzene may also harm the immune system and increase the chance for infection.

Eating or drinking high levels of benzene can cause vomiting or irritation of the stomach; dizziness, sleepiness, or convulsions; or rapid heart rate, coma and death.

HYDROGEN SULFIDE (H_2S)

When working around oil fields, tank farms, pipeline terminals and refineries, the presence of H_2S in the working area is a real possibility. H_2S is sometimes referred to as "Sour Gas" or "Sour Crude". We must always be aware of the possibility of having H_2S hindering our work. The most common and dangerous source of H_2S will be leaks from existing sources in pipelines connected to a used tank that you are working on.

The best way to determine whether H_2S may be a potential problem is during the foreman's pre-job orientation with the owner. Ask the owner questions similar to the following.

- "Where are the potential H_2S sources?"
- "Are there warning devices to let us know of an H_2S release?"
- "When is the last time that there was an H_2S release?"

With satisfactory answers to the above questions, you usually can assess the risk involved while working in the area.

General Information on H_2S

- H_2S is a highly toxic, colorless, gas that is heavier than air.
- At low concentrations, H_2S has an offensive odor similar to rotten eggs.
- At slightly higher concentrations, H_2S may have a sickening sweet odor.
- At high concentrations no smell can be detected because H_2S rapidly deadens the sense of smell.
- H_2S is heavier than air and has a tendency to accumulate in low places in potentially dangerous concentrations. Their is especially true on still, foggy days when the air is heavy. H_2S is readily dispersed by wind movement or air currents.

DO NOT DEPEND ON YOUR SENSE OF SMELL TO DETECT H_2S!

Safety Precautions

- Always use an atmospheric monitor when entering areas where H_2S is a potential problem.
- When approaching a site, be observant for "Hazardous Conditions" signs and listen and look for visual and audible alarms.
- Check the wind direction and velocity. Look for a wind sock, flag, smokestack, or dust.
- Be aware of other personnel in the area and observe their activity.
- Decide on at least one escape route; a second escape route is also a good practice. Leaving the same way you came in is usually a good choice if you had no problems on the way in.

Guidelines on H_2S Exposure Limits

- Below 5 parts per million (ppm). No action required. When convenient notify the owner and inquire about where the source might be.
- Above 5 ppm, be alert for any symptoms such as headache, eye irritation, coughing, etc. Alert the owner that you have detected 5 ppm and have him try to locate the source and advise you.
- At 10 ppm clear the job site. If possible, identify the source and move upwind or crosswind from the source. Avoid low lying areas. Go up hill.
- The extent of the urgency that you should take can be guided by the information below. Obviously the higher the concentration the more urgently you should respond.

Effects of H_2S

- At low concentrations, may cause irritation of the eyes, nose and throat along with vomiting.
- A moderate concentration may cause excitement, headache, dizziness, nausea, vomiting and coughing, and loss of equilibrium.
- A high concentration may cause rapid loss of consciousness and death may result unless the victim is moved to fresh air and first aid administered.

- Other effects may include hysteria and violent convulsions with the victim becoming very rigid before collapsing. Some victims have received injuries as a result of falling. Victims may be difficult to handle and will invariably need some form of artificial respiration such as Cardiopulmonary Resuscitation (CPR).
- Individuals who have consumed alcohol within 24 hours of exposure have been overcome by unusually small concentrations of H_2S.
- Some individuals may be more sensitive to H_2S than others. Other health conditions that could cause a person to be more sensitive include emphysema, asthma, high blood pressure, diabetes, or eye infections.

WORKER LEAD PROTECTION

The purpose of the Worker Lead Protection Program (WLPP) is to ensure that appropriate procedures and safe work practices are implemented to protect the health of Craftline Builders' employees exposed to lead on the job.

The WLPP applies to all Craftline Builders Projects and our employees involved with lead Projects as well as to all subcontractors working under the direct control of Craftline Builders involved with lead-based paint removal Projects and activities.

Definitions

- Lead - (elemental lead) all inorganic lead compounds and a class of organic lead compounds called lead soaps. Lead is a heavy metal at room temperature and pressure and is a basic chemical element. It can combine with various other substances to form lead compounds.

- Lead-Based Paint - Although there is no federal guideline for lead-based paint, it is generally accepted to be dry paint that contains 0.06% (600ppm) or greater lead by weight. A more restrictive limit for lead-based paint may be defined for specific Projects by the Project sponsor, Project owner, or federal, state, or local regulation.

- ug/m^3 - Micrograms per cubic meter of air. Common units for reporting airborne concentrations of lead.

- 8 Hour TWA concentration - 8 hour Time Weighted Average concentrations of airborne contaminants. Common units for reporting daily airborne lead exposures. Their is the lead exposure received per day expressed as a constant exposure for 8 hours at a steady state concentration.
- ug/100g - Micrograms per 100 grams of whole blood. Common units for reporting concentrations of lead in blood samples. Also reported as ug/dl (micrograms per deciliter) of whole blood.
- NIOSH/MSHA - National Institute of Occupational Safety and Health / Mine Safety and Health Administration. Federal agencies which conduct research on safety and health issues and test and certify respirators.

- HEPA filter - High Efficiency Particulate Air filter. Filters that remove 99.97% of all particulates 0.3 microns or greater in diameter.

- Competent Person - One who is capable of identifying existing and predictable lead hazards in the surroundings or working conditions and who has authorization to take prompt corrective measures to eliminate them.

Action Level

The action level means employee exposure, without regard to the use of respirators, to an airborne concentration of lead of 30 ug/m^3, calculated as an 8-hour TWA. Whenever workers' airborne lead exposures exceed or are expected to exceed the Action Level, the following will be implemented for the work Project:

- Competent Person
- Employee Information and Training
- Employee Medical Surveillance
- Airborne Lead Exposure Monitoring
- Record Keeping

The Action Level could be exceeded where lead-containing coatings or paint are present and the following activities are performed:

- abrasive blasting and cleanup of expendable abrasives;
- containment movement and removal;
- spray painting with lead-based paint;
- manual demolition of structures;
- welding, cutting, torch burning; and
- lead contamination/emergency cleanup operations.

Permissible Exposure Limit

The Permissible Exposure Limit (PEL) for airborne lead exposure is 50ug/m^3, as an 8 hour TWA concentration. Their is the maximum 8 hour average

concentration of lead that an employee may be exposed to during each work day. No employee is to be exposed to airborne lead above the PEL without the proper protection. The following methods will be used, as feasible and effective, for maintaining airborne lead exposures below the PEL:

- Engineering controls, such as general area ventilation for contaminants, local exhaust ventilation for spot removal, vacuum blasting or vacuum equipped power tools.
- Warning signs
- Hygiene facilities and practices
- Protective work clothing and equipment
- Respiratory protection
- Housekeeping

Competent Person

All work activities where employee airborne lead exposures may exceed the Action Level will include a competent person in both the planning and performing stages of Projects involving lead exposure.

The competent person will be a Craftline Builders foreman with training and experience in conducting jobs involving lead exposure. The competent person will have the capability of identifying hazards and the authority to take immediate corrective action to eliminate or effectively control them.

The competent person will be at the work site at all times while lead exposure activities are in progress. He or she may have other job duties, but must be able to monitor work continuously for hazards or deficiencies.

Employee Information and Training

All employees who work on Projects where airborne lead exposures are known to or expected to be at or above the Action Level will be provided information and training on the hazards of lead and the safe work practices and control measures that will be implemented to control these hazards and protect their health.

Employees will receive initial comprehensive lead training before performing work that may involve airborne lead exposure. Their will be repeated annually as a refresher course.

When conducting lead exposure activities on a multi-employer work-site, Craftline Builders will notify other employers of the nature of the lead exposure system in effect, and the potential need to take measures to protect their employees.

Medical Surveillance

Employees who may be exposed to lead above the Action Level or who may be required to wear a respirator will be provided initial and periodic medical examinations.

Employees who may be exposed to lead above the Action Level will be provided with initial and periodic biological monitoring in the form of blood sampling and analysis for lead and zinc protoporphyrin.

Employees who are temporarily removed from lead exposure due to elevated blood levels or at the recommendation of a physician may be reassigned other job duties at the site that do not involve exposure to lead above the action level.

The specific components, requirements, and frequencies of medical examinations, blood lead tests, and medical removal protection benefits are provided in our Worker Lead Protection Program (WLPP), Appendix A - Exhibit 1 - Medical Surveillance / Examination Program for Lead Exposure and Respirator Use.

Warning Signs

Warning signs will be posted in the work area around activities where lead exposures may exceed the Permissible Exposure Limit. The work area can be demarcated by ropes, tape, walls, or containments. These signs will be easily visible from a distance so that employees can read the signs and take necessary protective measures before entering the work area. Signs will read as follows:

WARNING, LEAD WORK AREA, POISON, NO SMOKING OR EATING

Eating, drinking, smoking, and chewing of tobacco is prohibited in work areas or any other area where lead exposure may exceed the Permissible Exposure Limit (PEL).

Containments

Containments may include any of the following:

- Rigid or flexible barriers or sheets surrounding the work area.
- Complete unventilated enclosures built around the work area.
- Complete enclosures maintained under negative pressure by exhaust ventilation with filtration of the exhaust air.

Personal Hygiene Facilities and Practices

Clean change areas will be provided for employees on all Projects where airborne lead exposures may exceed the PEL. Airborne lead exposures in the change area will be maintained below the Action Level.

When feasible, shower facilities will be provided for all Projects where employee lead exposures exceed the PEL. All employees whose airborne lead exposures may exceed the PEL will, depending on decontamination procedures, shower, or at a minimum, wash their hands and face at the end of each work shift.

Clean lunch areas will be provided for all Projects where employee airborne lead exposures may exceed the PEL. Employees will remove or clean their protective clothing and wash their hands and face before eating, drinking, or smoking.

Airborne lead exposures in the lunch area will be maintained below the Action Level.

Protective Clothing and Equipment

Protective clothing and equipment will be worn by all employees whose airborne lead exposures may exceed the PEL. Protective clothing and equipment will be provided at no cost to the employee.

Where lead-containing coatings or paint are present, protective clothing and equipment will be worn by employees performing the following activities, unless exposure monitoring or previous experience proves otherwise:

- when abrasive blasting;
- cleanup of expendable abrasives;
- abrasive blasting enclosure construction, movement and removal;
- cleaning of tools (with or without dust collection systems);
- manual scraping or sanding;
- manual demolition of structures;
- heat gun applications;
- welding, cutting, torch burning;
- chemical stripping; and
- lead contamination/emergency cleanup activities.

Respiratory Protection

- Respiratory protection will be used, in combination with engineering controls and work practices, to maintain employee airborne lead exposures below the PEL.
- Respirators will be worn by all employees, other contractors, inspectors, or observers who may be exposed to airborne lead at or above the PEL.
  The selection, use, maintenance, and inspection of respirators will be according to our Worker Lead Protection Program (WLPP), Appendix A - Exhibit 2 - Respiratory Protection for Lead Exposure Projects. Qualifications for respiratory users are also contained in WLPP, Appendix A - Exhibit 2.

Project-Specific Requirements

Specific worker requirements for each hazardous materials project will be determined by information identifying hazardous materials supplied by the owner/client during the project planning phase.

Example Appendix A Exhibit 2

Airborne Lead Concentration (µg/m³)	Minimum Respirator Type (NIOSH-Approved)	Assigned Protection Factor (APF)	Notes / Typical Use
Up to 500 (10 × PEL)	Half-facepiece air-purifying respirator (APR) with N100, R100, or P100 filters (including filtering facepieces)	10	Low-moderate exposure tasks (e.g., some sanding, manual scraping). Not for abrasive blasting.
Up to 1,250 (25 × PEL)	Powered air-purifying respirator (PAPR) with loose-fitting hood/helmet or tight-fitting facepiece + HEPA filters OR Supplied-air respirator (SAR) in continuous-flow mode (loose-fitting)	25	Moderate exposure; better for extended wear or facial hair.
Up to 2,500 (50 × PEL)	Full-facepiece APR with N100/R100/P100 filters OR PAPR with tight-fitting facepiece + HEPA filters OR Supplied-air respirator with tight-fitting facepiece (demand or continuous-flow)	50	Higher exposure tasks (e.g., welding, cutting); full-face for eye protection.
Up to 50,000 (1,000 × PEL)	Type CE abrasive-blast supplied-air respirator (loose-fitting hood/helmet, continuous-flow)	2,000 (special for abrasive blasting)	Abrasive blasting only; higher APF per OSHA enforcement policy for CE type.
Above 50,000 or unknown/IDLH	Supplied-air respirator with full facepiece in pressure-demand/positive-pressure mode OR Self-contained breathing apparatus (SCBA) with full facepiece in pressure-	2,000–10,000	Very high or emergency/IDLH conditions; escape or entry into unknown.

	demand/positive-pressure mode		

HAZWOPPER TRAINING

Other Relevant Information

The hazardous materials handling program will be kept available at the worksite for examination by an affected employee or authorized person/agency. The compliance program will be revised and updated at least every 6 months.

All employees working with hazardous substances or responding to hazardous substance spill events must receive HAZWOPPER training.

This includes:

- Workers at Superfund sites:
- All workers regardless of title or job function
- Workers at uncontrolled hazardous waste sites:
- General laborers, equipment operators, and supervisors who are cleaning up contaminated sites.
- Employees at treatment, storage, and disposal (TSD) facilities:
- Workers who handle hazardous waste at these facilities.
- Emergency responders:
- First responders, such as firefighters and police officers, who may encounter hazardous substances during incidents.
- Workers with potential exposure:
- Employees in industrial settings, laboratories, or maintenance roles who could be exposed to hazardous substances above permissible exposure limits (PELs).
- Specific job roles:

- This can include hazardous materials specialists, technicians, geophysical surveyors, and on-site management and supervisory personnel.

Awareness-level employees:

Workers who may encounter a release but are not authorized to respond. They need enough training to know how to alert appropriate personnel and evacuate the area safely

Training levels

- 40-Hour HAZWOPER: Required for workers at uncontrolled hazardous waste sites, those who regularly handle hazardous materials, and those with potential exposure above PELs. This level includes a hands-on component after the online course.
- 24-Hour HAZWOPER: Required for workers with occasional exposure below PELs, such as those working in monitored areas or involved in remediation at fully characterized sites for a limited time.
- 8-Hour Annual Refresher: Required for all employees who have completed the 40-hour or 24-hour courses to maintain their certification.

ENVIRONMENTAL HEALTH HAZARDS

Hypothermia

Hypothermia is known as the "Silent Killer."

It is a potentially deadly condition where there is a drop in the normal body temperature. Their temperature drop occurs when the body is losing heat faster than it is produced. Hypothermia kills almost 1,000 people each year.

Hypothermia can cause its victims to:

- Lose their strength;
- Suffer from impaired judgment;
- Make dangerous mistakes;
- Overestimate how long they can withstand the cold;
- Possibly die.

Anyone can be a victim of hypothermia if they are inadequately protected from winter's extreme conditions: ***Cold; Wet; Wind.***

Alone, severe cold probably will not cause hypothermia. But the combination of cold, wet and windy conditions can cause hypothermia Remember their equation:

COLD + WET + WIND = HYPOTHERMIA.

Certain conditions increase the danger of hypothermia. Risk factors increase if one is:

- In poor physical condition
- Tired and not rested
- Sick or not fully recovered from an illness
- Eating an improper diet
- Using alcohol or drugs

Symptoms

Hypothermia has early symptoms that may be easy to overlook:

1) Intense shivering
2) Muscle tension
3) Fatigue
4) Feelings of cold or numbness.

Other signs of hypothermia include:

Slurred speech; Stumbling; Lethargy; Erratic behavior; Irritability.

Ignoring these early warning signs can be dangerous. If you, experience hypothermia's early symptoms, take action. At the first sign of any of these conditions, go inside and get warm. Do not push yourself to stay outdoors any longer just to finish the task at hand.

Heat Stress

High temperatures put stress on our bodies. When the body's cooling system has to work too hard to reduce heat stress, it can strain itself. Their physical

strain combined with other stresses such as work, loss of fluids, or fatigue may lead to heat disorders, disability, or even death.

Your Body's Cooling System

When more blood is pumped close to the skin for cooling, less blood goes to the brain. Bending, squatting or standing up suddenly can result in dizziness or a momentary blackout, which could cause secondary injuries or accidents at a job site.

If the temperature of the air and surrounding objects in your work area rises above body temperature, then conduction, convection and/or radiation may cause the body to gain heat rather than to lose it. The evaporation of sweat becomes the body's most important-and sometimes only-cooling method.

Sweating can also worsen the situation by causing the body to lose body fluids and minerals. Most people will lose about a quart of sweat an hour while working in extreme heat. Their puts strain on the circulatory system since it actually lowers the amount of blood in your body.

Although a person is sweating, he may not be getting rid of heat, since sweat must evaporate to cool your body. Normally, the faster the air moves over the body, the more sweat evaporates. But if the air is too full of water vapor to absorb any more, a person can work directly in front of a fan and still not lose any heat.

If the body's natural defenses against heat are pushed beyond their limits, they may simply shut down, leading to an uncontrolled and explosive rise in body temperature that can cause heat stroke, permanent damage to the central nervous system, or death.

Minor Heat Stress Disorders

Sunburn

Sunburn is often overlooked as a danger when working outdoors in direct sunlight. In addition to discomfort of the burn itself, sunburn can prevent your body from eliminating heat efficiently and can contribute to one of the more dangerous heat stress disorders.

Causes

- Exposure of unprotected skin to ultraviolet light. Hot, humid environment
- Sweat ducts become plugged Sweat will not evaporate
- Skin stays wet most of the time.

Symptoms

- First degree-red, painful skin.
- Second degree-blistering and/or peeling.

Major Heat Stress Disorders

Heat Cramps

Heat cramps are always a danger signal and they may occur alone or be combined with one of the other major heat stress disorders. These are painful and sometimes severe cramps of the muscles used while working, such as the arms, legs or stomach. They often do not occur until after activity and while relaxing.

Cause

- Sweating heavily
- Replacing water but not salt.

Symptoms

- Sudden onset Hot, moist skin Normal pulse
- Normal to slightly high body temperature.

Heat Exhaustion

Heat exhaustion is a condition that occurs when the body's heat-control mechanism is overactive but has not broken down completely. The victim may also be having heat cramps. There is a high risk that the victim will continue on to a state of heat stroke. Heat exhaustion represents a special risk to older employees or those with coronary artery disease or emphysema.

Cause

- Surface blood vessels that have enlarged for cooling the blood collapse from loss of body fluids and minerals.

Symptoms

- Heavy sweating
- Intense thirst from dehydration Cool, moist skin (clammy and pale) Weak and rapid pulse (120 to 200) Low to normal blood pressure
- Fatigue, weakness or loss of coordination.

Other Symptoms of Heat Exhaustion

- Anxiety or agitation
- Clouded senses, impaired judgment or fainting
  Tingling in hands and feet and/or headache Loss of appetite, nausea or vomiting Hyperventilation (rapid breathing or panting) Oral temperature slightly low (if hyperventilating).

First-Aid Treatment

Move the victim into the shade (or improvise shade). Loosen or remove clothing and boots.

Cool the victim as quickly as possible. Fan the victim.

If necessary, pour water on the victim. Elevate the victim's legs and massage limbs.

Have the victim drink water with electrolytes, if available. Stay with the victim until medical aid arrives.

Victims of heat exhaustion must be examined by a qualified medical practitioner and should not participate in strenuous activity for the remainder of the day. Bed rest and restoration of body fluids (with water or Gatorade) are usually the only needed treatment to recover.

Heatstroke

Heat stroke is a medical emergency requiring immediate attention. It is considered a catastrophic illness and has a high death rate. Outwardly, it may first progress through the symptoms of heat cramps and/or heat exhaustion, with a dramatically sudden onset of heat stroke symptoms, followed by rapid deterioration of the victim.

Cause

When the body depletes its salt and water supplies, sweating stops and heat loss by evaporation of sweat is blocked. The victim's body temperature soars to fatal levels. Heat stroke occurs more readily when the body has suffered a previous heat disorder.

Early Symptoms of Heat Stroke

- High body temperature-above 103 degrees F Absence of sweating in most cases
- Hot, red or flushed, dry skin Rapid pulse
- Difficult breathing
- Constricted pupils
- High blood pressure
- Headache or dizziness
- Confusion or delirium Bizarre behavior Weakness
- Nausea or vomiting.

Advanced Symptoms Seizure or convulsions Collapse

- Loss of consciousness Deep coma
- No detectable pulse
- Body temperature over 108 degrees F.

First-Aid Treatment

The most important step is prompt recognition of heat stroke symptoms and immediate treatment. Follow the same steps as with heat exhaustion, but start the cooling process without delay.

1. You MUST lower the victim's body temperature as quickly as possible.
2. Immerse body in water. Massage body with ice.
3. Don't give liquids to unconscious victims.
4. Call an ambulance and evacuate the victim to a hospital,

NOTE: Heat stroke is even more deadly because its true symptoms can be masked. For example, in heat stroke caused by exertion, the victim may still be sweating. Cool skin may hide a high core body temperature. On the job, collapse from heat stroke is often mistaken for heart attack or head injury.

Controlling Heat Stress

You owe it to yourself and your fellow workers to recognize the signs of heat stress and know the proper first-aid measures. But you can also take precautions to prevent heat disorders including:

- Acclimatization
- Proper work procedures
- Food and water intake.

Acclimatization

If you can't control temperature or humidity in your workplace, you must become acclimatized to it. Acclimatization is the ability to perform a maximum amount of strenuous work in the heat by gradually getting yourself used to the climate you work in.

Good physical condition is an asset. Physical work in the heat is necessary for full acclimatization, but it should consist of increasingly longer work periods each day, alternating with rest or lighter work.

Some workers reach full acclimatization within a week, while others take longer. When going on vacation, your resistance after one week will be down somewhat, but if will be lost completely in one month.

Factors Affecting Heat Stress

Some of the factors affecting heat stress are things that can be controlled. The following is a summary of physical conditions that can harm the body's natural ability to withstand high temperatures:

- Dehydration (water loss)
- Diarrhea and anti-diarrhea medications
- Fatigue (it takes work to lose heat)
- Improper work procedures
- Lack of acclimatization
- Loss of sleep
- Older age (over 40)
- Medications that inhibit sweating, such as antitheirtamines, cold medicines, diuretics and some tranquilizers
- Previous occurrence of heat stroke
- Poor physical conditioning
- Recent immunizations (they can cause a fever)
- Recent drug or alcohol use (within 24 hours)
- Skin trauma (heat rash or sunburn)
- Improper type or amount of clothing. Tight clothes restrict circulation and keep air from flowing over the skin.

ENVIRONMENTAL SUSTAINABILITY

This procedure outlines basic fundamentals for minimizing the environmental impact from Company Projects, facilities, and/or work activities. As part of The Company's commitment to environmental responsibility, we are systematically measuring and continuously improving our impact on the environment.

The information contained in this procedure applies to all subsidiaries and divisions of the Company performing construction, maintenance, and/or repair services.

Project Management/Site Management

- Shall be responsible for ensuring uniform implementation and compliance with this program by site employees and subcontractors.

Site HSE Supervisors

- Shall be responsible for providing support and guidance as needed to ensure that site personnel are instructed in and trained to the requirements of this program and to applicable site-specific requirements.
- Shall maintain appropriate documentation as evidence of the training program and comprehension level of the personnel.

Supervisor Responsibilities

- Shall ensure that personnel under their direction attend and receive appropriate training and that they maintain compliance with this program.
- Shall ensure that only trained employees assume active roles and perform related work(s) in accordance with this program.

Employees

- Shall be responsible for ensuring they understand and comprehend this program and maintain full compliance with this program and its contents.

PROCESS SAFETY MANAGEMENT

An increase in the number of industrial accidents has resulted in a renewed focus on worker safety, public safety and protection of the environment as it relates to the petrochemical industry. Federal OSHA (Occupational Safety and Health Administration) has a standard (29 CFR 1910.119) to regulate process safety management of highly hazardous chemicals.

Employees must be constantly aware of the need to comply with these regulations.

- As a worker on a project, you may be required to work at a job site located within an oil refinery, pharmaceutical, pesticide, medical, research, chemical, or other facility where hazardous chemicals are produced or used. In these facilities, you are required to follow certain rules and procedures to ensure the safety of yourself and your co-workers, such as but not limited to:
- Follow all project and owner safety rules and procedures.
- Always have a clear understanding of the duties you are being asked to perform by your supervisor. If in doubt, ask questions until you fully understand the scope of work.
- Remember the training received during orientation. If, over time, some parts of your training become unclear, consult with your supervisor.
- Never enter or begin work in a “process operating unit” until you have received the proper permits and fully understand the hazards associated with the unit, especially as they relate to your work and job assignment (e.g., control switches, acid/caustic areas, "hot" sewers, H2S alarms, personal protective equipment, nearest evacuation area, etc.).
- Immediately report to your supervisor any conditions you feel may lead to injury, equipment malfunction, or could otherwise disrupt operations within an operating unit.
- It is the responsibility of the facility owner or their representative to instruct the Craftline Builders Superintendent or Foreman on emergency planning, alarms, or any hazardous conditions present. The Craftline Builders Supervisor must then relay this information to the Craftline Builders employees.
- Craftline Builders will share SDS information with other contractors on site, following OSHA Process Safety Management procedures.
- Supervisors are responsible for ensuring their employees receive proper process safety training and information before work begins.

PERMITTING PROCEDURES

On most Craftline Builders job sites, it is standard for Craftline to issue most work permits for the project. However, on some projects, the owner may issue certain work permits, such as:

1) Area work clearance.
2) Mobile equipment entry.
3) Hot work.
4) Confined space entry.
5) Excavation.
6) Line breaking.

7) JHA verification.

Reminder: **DO NOT** begin work or enter any operating facilities or areas, confined spaces, or excavations without the proper permits. When in doubt, **ASK!**

It is standard practice for the supervisor to obtain work permits for their crew. Employees are generally required to stay in a designated area until the supervisor has obtained or prepared the necessary permits. He/she will authorize work to begin and instruct employees on their tasks. Do not start-up equipment or begin work without your supervisor's permission.

Make sure your permits are updated when you are asked to stay late for unscheduled overtime work. If you are asked to work over, be sure to check your permits for the expiration time.

A process unit or plant emergency evacuation will automatically void all permits. Your supervisor or the owner's Safety or Operations Department must review the status of your permits. Do not return to work without your supervisor’s permission.

First, protect yourself by wearing gloves, safety glasses, and monogoggles. Use resuscitation devices from the CPR kits if assisted breathing (mouth-to-mouth) is needed.

Wash hands with antiseptic towelettes if there's any chance of contact with blood or other body fluids from an injured worker.

Contact the Safety Department immediately if there's a possibility of exposure to blood, body fluids, or contaminated equipment from an injured worker.

Be prepared to provide the following information:

1. injured worker's name and the equipment involve
2. time of potential exposure,
3. route of exposure,
4. prevention procedures in use at the time,
5. names of witnesses.

Even though some employees (including supervisors) are trained in First Aid/CPR, it must be clearly understood that providing First Aid/CPR is not part of your primary job duties.

If you choose to provide First Aid, you do so voluntarily, as a "good Samaritan.".

Subcontractor Management

Subcontractor Safety Prequalification Policy

This Policy provides guidelines to be used by Company management when selecting subcontractors, as well as HSE requirements that must be implemented (by the subcontractor) when subcontractors and their employees perform work on Company Projects.

This Policy applies to all Projects and to any and all subcontractors (and their sub-tier subcontractors) that have (or wish to have) a contractual relationship with the Company.

Responsibilities

HSE Department

The Corporate HSE Director (or designee) shall be responsible for the administration of the Subcontractor Safety Prequalification Policy/Program.

Project Safety Managers & Project Field Safety Representatives shall have the responsibility to work with Operations (Managers) to interpret subcontractor HSE data and provide assistance and recommendations in the selection of qualified subcontractors.

Once assigned to a Project, the HSE positions outlined above shall have the responsibility to work with the Project Manager (or other Managers listed below) to make certain the required job-site kick-off meeting has occurred and that the Company subcontractor programs are in full compliance.

Operation Manager(s)

The Project Manager, Construction Manager, Project Superintendent, and Purchasing Managers are responsible for the selection of subcontractors and verification that they have met the requirements outlined within this Policy and that written contracts are initiated in accordance with The Company requirements

Once assigned to a Project, one of the Managers outlined above shall have the responsibility to work with the HSE Department Representatives to make certain the required job-site kick-off meeting has occurred and that the Company subcontractor programs are in full compliance.

Definitions

Subcontractor - Any corporation, partnership, or person, which has a contract with the Company and/or their subcontractor(s), to furnish materials, equipment, or labor as part of their work scope.

Sub-Tier Subcontractor - Any corporation, partnership, or person, which has a contract directly with a subcontractor of the Company.

Subcontractor Safety Performance Questionnaire - A Company document sent to the subcontractor for their use in identifying their HSE Programs, Policies, Procedures; as well as their Experience Modification Rates, MSHA or OSHA Recordable Incident Rates and Total Recordable Incident Rates.

Subcontract Administrator -

Subcontractor Safety Prequalification package - The total package of information the subcontracting firm must complete for review between the Company Safety and Operations so a decision can be reached related to their safety approval or non-approval. The Subcontractor Safety Prequalification package shall contain the following:

Subcontractor Safety Performance Questionnaire

Copy of the Subcontractor Safety Responsibilities and General Requirements

Monthly Subcontractor Accident & Incident Report

The Company Subcontractor Warning Notice of Safety Violations

Subcontractor Notice of Contract Termination

The Company “Written Notice of Work Suspension”

Evaluators - The Safety and Operation Managers assigned the responsibility to review and approve subcontractors (and their information submitted) for use in their regions/or Projects.

Policy

All subcontractors (and Sub-Tier Subcontractors) **performing work** for the Company (hereinafter referred to as Company) shall first be required to successfully complete a safety pre-qualification process. This process is intended to verify the company’s commitment toward providing a safe working environment to all employees, while at the same time complying with Process Safety Management Regulations.

All subcontractors shall be approved through this process (with records on file) and sign all of the required subcontract agreements prior to working at a Company work site.

Note: Vendors and Companies that are simply delivering products or merchandise to the Project site are excluded from the pre-qualification process; however, they are still required to comply with all job site safety requirements.

Pre-qualification procedures are established for two different levels of subcontractors as follows:

Level 1: All subcontractors employing 11 or more employees in their company.

Level 2: All subcontractors employing 10 or fewer employees in their company.

Subcontractor files shall be established and maintained at each Project office and specific project locations for every contracting company. These files will be reviewed annually by the Company Subcontract Administrator (or designee) at each Project site, with information updated as needed (e.g., EMR, MSHA or OSHA Frequency Rate, etc.) for the previous year. A “master list” of approved subcontractors will be kept.

The Corporate HSE Director will develop and maintain a Corporate Master List of qualified subcontractors and make it available (server? Intranet? not sure what they have).

The Corporate HSE Director (or designee) shall be responsible for administration of the Subcontractor Pre-qualification Program.

Project Manager, Construction Manager, Site Manager or Purchasing Managers (or other authorized members of supervision wishing to use an unqualified subcontractor), shall first have the subcontractor placed into the “pre-qualification process”, by notifying the Craftline Builders Subcontract Administrator.

The Subcontract Administrator will send a Safety Pre-qualification package via mail, email, or fax to the requested subcontractor. Once the subcontractor receives the package, they must respond to the information requested and return it to the Subcontract Administrator (or designee).

Once received, the Subcontract Administrator (or designee) shall forward the entire package to the Operations Manager assigned to the Project for review and approval by HSE and Operations.

<u>Subcontractors will be required to:</u>

Complete a Subcontractor Safety Performance Questionnaire, which outlines the company’s safety statistics over the past several years.

Required to complete only the Safety Performance Questionnaire that correctly matches their level of employment as defined above (Level #1 or Level #2).

Level #1 subcontractors submitting Project estimates of $5,000 or less may be allowed to pre-qualify using the Level #2 procedures; however, they are still required to submit MSHA DRS (data retrieval system) and/or OSHA 300 logs as needed for the Level #1 process. If their initial work scope changes as a result of “extra work”, they shall be required to complete the remainder of the Level #1 process at the time of the additional work scope.

Submit written verification of their EMR, USACE, and/or OSHA 300 logs, OSHA Frequency Rates, Lost-Time Frequency Rate, Drug/Alcohol testing, employee safety training and orientation programs, and compliance with all state/federal safety regulations.

After receipt of the information package from the subcontracting company, the Company Subcontract Administrator (or designee) shall forward the entire package to the Operations Manager (as outlined under 2.2 above) assigned to the Project for review and approval between HSE and Operations (Evaluators).

The evaluators will review each of the following categories and supporting documentation:

Verification of the Experience Modification Rate (EMR) over the past 3 years (averaged) through a review of "experience rating statements" provided by the subcontractor's insurance carrier or the state.

Approval based on the following guidelines:

Acceptable: EMR below 1.0

Conditional: EMR between 1.0 and 1.5

Not Acceptable: EMR above a 1.5

Note: Smaller and specialty type companies with lower work hours can be in a higher EMR category based on a single injury claim. The evaluators shall consider this during the evaluation process and base their approval determinations accordingly.

Evaluation of the USACE and/or OSHA 300 logs, OSHA Recordable injury information, and man-hours to determine Total Recordable Incident Rate (TRIR) over a 3 year period averaged.

Approval based on the following guidelines:

Acceptable: TRIR is below 1.5

Conditional: TRIR is between 1.5 and 2.5

Not Acceptable: TRIR is above 2.5

- Review of the completed Subcontractor Safety Prequalification Questionnaire to determine if the subcontracting company is in full compliance with required state and federal safety regulations.
- Review safety compliance history related to violations of MSHA and/or OSHA safety regulations.
- Review the Subcontractors Drug/Alcohol Program to determine if they maintain an active program, and it meets or exceeds the Craftline Builders' Drug/Alcohol requirements.

Note: Subcontractors without a Drug/Alcohol Program or those that have a Program that does not meet the Craftline Builders' requirements must agree to follow the Company Drug/Alcohol requirements throughout their contract or until they submit a revised Drug/Alcohol Program meeting the Company requirements.

Canadian subcontractors should provide a Certificate of Recognition (COR) issued by the relevant province.

Determine during the review process whether the subcontracting company will use sub-tier subcontractors. If so, they need to have a prequalification process in place that meets or exceeds Craftline Builders' requirements and notify the Company in advance before sub-tier contractors are brought onto the Project.

Confirm that the subcontracting companies' New Hire Safety Orientation process has all of the elements identified on the Subcontractor Safety Performance Questionnaire.

The Evaluators shall make a final determination after a complete review of the above and base their decision on the following guidelines:

Approved: Subcontractors who meet or exceed all of the Company's HSE requirements and have proven safety performance. Their company's safety culture should align well within the organization, and they should be considered "preferred subcontractors."

Conditionally Approved: Subcontractors whose safety performance or HSE management systems do not fully meet the Company's requirements. The review shows their safety performance trends are improving but need additional oversight by the Company Project staff to ensure continued progress, or the review indicates that their safety management systems and programs meet the Company requirements, but their TRIR or EMR do not.

“Conditionally Approved" also applies to smaller and specialty contractors with low man-hours who have experienced a Recordable Injury that increased their TRIR or EMR.

Note: All subcontractors designated as “Conditionally Approved" must submit a Safety Mitigation Plan (SMP) specific to the Project for the Company they are requesting approval from. The SMP must be reviewed and approved by the Safety Department before the subcontractor begins work on the Project.

Unacceptable: Subcontractors with a TRIR above 2.5 or an EMR rating above 1.5.

Subcontractors with a history of ADOSH or OSHA citations for repeat violations.

Subcontractors with an OSHA 300 log trend that demonstrates several repeat injuries of the same type, with no indication that applicable HSE programs have been put in place to eliminate or reduce the Trend.

Note: Subcontractors in this category would not usually be considered for use on Company Projects. However, they can be approved on a “probationary status” (in emergency situations) as long as they submit an SMP specific to the Project they are being considered for, and the SMP has been reviewed and approved by the Project Manager and the Project Safety Manager.

Once the Evaluator(s) have reached a final decision, a “Determination Letter” must be sent to the subcontracting company (fax, e-mail, or regular mail) and placed in their file, with copies forwarded to the requesting Company Manager.

Subcontractor Responsibilities

Craftline Builders’ top priority is the safety of our employees. This safety commitment also applies to our subcontractors and their workers. Therefore, we have established basic “Safety Requirements” that our subcontracting firms must follow when working on any Craftline Builder’s project.

The Company’s Subcontractor Safety Program offers guidelines for all subcontractors and lower-tier subcontractors, covering everyone involved in the project. It includes policies for safe equipment operation, safe material handling, and proper employee conduct.

Each subcontractor and each lower-tier subcontractor must implement a proactive safety program that covers all aspects of their work. Doing so ensures that all employees work in a safe environment and comply with all applicable local, state, and federal safety and health regulations.

This Subcontractor Safety Program, as described in this manual, does not exempt subcontractors from developing and maintaining their own safety programs as required by state and federal laws.

Instead, it is meant to supplement each subcontractor’s existing programs and serve as minimum safety guidelines for the duration of the project.

Disregarding or ignoring accepted Health, Safety & Environmental standards, or fire protection regulations issued by authorities will not be tolerated.

Safety must be the primary consideration on any Company Project.

The subcontractor shall be directly responsible for initiating and maintaining an HSE program to prevent employees from working under unsanitary or unsafe conditions that could threaten their safety and health.

Compliance with state and federal regulations is mandatory for the subcontractor. The rules governing safe work practices established by the subcontractor are also mandatory.

Subcontractors found to be non-compliant with Craftline Builders, Owner, State, or Federal safety regulations will be notified by the Company with instructions to take immediate corrective action.

Failure to implement the required corrective measures may lead to termination of the contract between the Company and the subcontractor. In such cases, the Company will exercise any or all rights outlined in the subcontractor agreement signed by both parties.

The subcontractor shall prevent the use of unsafe machinery, tools, materials, or equipment. These items shall be identified as unsafe through tagging, by locking controls to disable them, or by removing them from service.

Only qualified employees, based on training or experience, shall operate equipment and machinery.

The subcontractor shall instruct each employee who handles or uses flammable liquids, gases, toxic materials, poisons, caustics, or other hazardous substances on safe handling and use procedures. Employees shall be made aware of potential hazards, required personal hygiene, and recommended protective measures.

Additionally, the subcontractor shall train employees entering confined or enclosed spaces on the associated hazards, necessary precautions, and the use of protective and emergency equipment.

Subcontractor HSE Representative:

Each subcontractor shall designate in writing the name of its HSE Representative who shall be competent and knowledgeable in construction safety. They shall be responsible for the HSE programs of the subcontractor and lower-tier subcontractors. Project Superintendents or General Foremen may be designated as the HSE Representative for subcontractors with fewer than 25 employees working onsite.

The designated HSE Representative(s) shall have the capability to identify safety hazards on the Project and the authority to implement immediate corrective action to eliminate those hazards.

Subcontractors with 25 or more employees on the Project site are required to provide a full-time HSE Representative to oversee safety for their part of the Project.

- The Safety Representative or their designee's duties include:
- Providing a copy of the subcontractor's HSE programs to the Company for review and approval.
- Participating in the Company's joint Safety Meetings.
- Collaborating with the Company’s Corporate HSE Director or Regional HSE Managers, and local, state, and federal HSE Representatives, as needed.
- Assisting with fire control measures when appropriate.
- Supervising the education and training of employees in recognizing, avoiding, and preventing unsafe conditions and practices.
- Keeping accurate records and statistics as required.
- Cooperating with the Corporate HSE Director or the Company’s Site HSE Supervisor in investigating accidents, incidents, or job-related conditions that could cause injuries to the public or employees.

- Making sure weekly toolbox meetings are conducted for all subcontractor personnel and lower-tier subcontractors.

The subcontractor must designate a qualified individual from their team to oversee the supervision and control of all rigging and crane lifts. For crane lifts over 25 tons, the subcontractor shall provide Craftline Builders with a written critical lift plan at least 24 hours before the lift.

Subcontractors and lower-tier subcontractors are responsible for supplying and enforcing the use of necessary personal protective equipment (PPE) based on the hazards associated with the work.

Additionally, subcontractors are required to ensure their employees have received the necessary training on the use and maintenance of their PPE.

Training records must be available for review if requested by Craftline Builders.

Subcontractors shall perform regular inspections of all equipment in accordance with state and federal regulations. Appropriate records should be maintained at their site office.

Access and Shift Schedules

If a second shift or rotating shifts become necessary, acceptable times shall be established by the subcontractor and approved by the company. Site personnel shall enter and leave the Project through the designated gate and shall not go beyond their assigned work areas or enter any posted zones. Parking is restricted to designated spots. Vehicle operators must observe the posted speed limits on the property. Visitors shall not be permitted on the Project site without proper clearance from the company or its authorized representative.

Enforcement of Employee Conduct Rules

Craftline Builders reserves the right to prevent any subcontractor employees who violate the following rules from entering the work site:

- Project or Owner safety rules and regulations
- Project or Owner drug/alcohol policies
- Smoking in unauthorized areas

- Causing a disturbance, fighting, or horseplay
- Knowingly submitting incorrect reports related to personnel, such as absences, sickness, work hours, or terminations
- Destroying or removing property belonging to others without permission
- Gambling or possessing gambling paraphernalia on the work site
- Carrying firearms or other deadly weapons
- Falsely reporting a job-related injury or illness
- Loitering, wandering, or leaving the work site without permission
- Knowingly falsifying any regulated document.

Abuse, defacement, or destruction of property or posting of unauthorized signs

Craftline Builders reserves the right to inspect vehicles, lunch boxes, packages, or other articles in possession of site personnel entering or leaving the Project site.

Safety Surveillance Policy

Achieving a high standard of safety for human life and property requires full compliance with and acceptance of the requirements imposed on the methods and ways in which work is performed. All personnel, whether employers or employees, must share responsibility for performing work in a manner or under conditions that prevent or minimize the risk of property damage or personal injury to themselves and others. The individual subcontractor, through its Safety Representative, is responsible for its own Safety Surveillance Program and jobsite safety audits. Additionally, Craftline Builders will conduct overall safety surveillance to promote compliance with Project safety rules and state and federal regulations. In case of injury or property damage, it is the subcontractor's designated HSE Representative's responsibility to immediately notify the Project Safety Manager or Representative verbally. They must also complete a written investigation within 24 hours of the incident, outlining corrective actions to prevent recurrence. The Project shall keep a copy of the report in the subcontractor’s job site file.

Safety Violation Policy

When Craftline Builders observes safety concerns related to work on the Project by its subcontractors, the subcontractors shall be notified of those concerns

In the event of a potential safety standard violation, the Project Safety Manager will evaluate the level of risk posed by the violation. The severity of the violation will determine the time allowed for correction. If there is an immediate danger to life, limb, or property, the Project Safety Manager shall require that the affected work stop until the issue is resolved.

The Craftline Builders' Representative to the subcontractor shall notify the subcontractor and request that the issue be resolved in the following manner:.

Non-serious Violations

A non-serious violation is defined as any situation where an incident, accident, or occupational illness could occur as a result of the violation.

Any resulting incident that is not likely to cause death or serious physical harm, but could, however, have a direct or immediate impact on employee safety or health.

In incidents deemed non-serious by the project safety manager, the subcontractor shall be verbally notified, and the violation will be recorded in the daily logs of both Craftline Builders and the Subcontractor.

Serious Violations

A serious violation is defined as any breach of safety policy or State or Federal safety regulations that creates an unsafe working environment for workers and has a high likelihood of causing death or serious physical injury.

In cases deemed serious by the Project Safety Manager, the subcontractor must be informed both verbally and in writing, using a violation form that specifies the violation.

Imminent Danger

Imminent danger shall be defined as: Any condition or practice that could reasonably be expected to cause death or serious physical harm at the time the violation is observed.

Any work performed by subcontractors that causes conditions to develop that the Craftline Builders considers to be creating an imminent danger situation shall be discontinued immediately, and the Company Representative will notify the subcontractor. The subcontractor shall be advised that these portions of the work shall cease until the hazardous conditions are corrected.

In such cases, a Company Representative shall issue a written statement identifying the standard or standards violated and shall approve any Corrective Action acceptable to minimize the hazards specific to the incident before work resumes.

Environmental Violations

In the event of a violation of environmental regulations or project environmental policies, the subcontractor will be notified by their Craftline Builders' Representative.

Repeated Violations of HSE rules and regulations may result in contractual penalties or the removal of accountable subcontractor employees, or in severe cases, be considered a breach of the subcontractors' contract.

Stop Work Authority (SWA)

All subcontractor employees shall be notified in their New Hire Safety Orientation process (or before assignment to a Company Project) of their right to exercise the use of Stop Work Authority for any of the categories outlined above, without the fear of any recourse by the subcontracting Company.

Employee training in the use of a SWA shall be documented in the employee's files and subject to Audit by the Project.

Subcontractor Safety Performance Evaluation

Current Contractual requirements?

Housekeeping

The subcontractor shall always keep work areas free of waste or rubbish. When work in an area is finished, all rubbish, tools, scaffolding, and materials must be removed, and any hazards created during the work must be corrected. The subcontractor shall leave the area in a "Broom Clean" condition or its equivalent unless otherwise specified. Waste material shall be transported to a disposal site designated by the Project.

During work, the subcontractor shall maintain stored materials in good order and keep each work area reasonably clean, with a regular cleanup at least once a week or as directed by Craftline Builders. If a subcontractor claims that rubbish or scrap materials did not come from their work, Craftline Builders' decision on responsibility is final and binding on all subcontractors. If it is impractical to identify which subcontractor is responsible for scrap, debris, or rubbish, Craftline Builders will handle the removal, and the actual costs will be split among the involved subcontractors.

Craftline Builders' decision on the apportionment of these costs shall be final.

Supervisors shall continuously monitor housekeeping conditions. They must promptly correct or clean up any unusual situations and ensure employees uphold good housekeeping standards. They shall plan for orderly operations, give clear instructions to their crews, and enforce cleanup during and after each task.

Employees shall be trained in the fundamentals of good housekeeping, such as:

- Keeping stairways, passageways, and gangways free at all times from materials, supplies, welding leads, etc.
- Securing loose or lightweight materials stored on roofs or floors that are not enclosed.
- Picking up tools, materials, or debris that could cause tripping, slipping, or other hazards.
- Removing, hammering in, or bending over nails in boards, forms, or timbers.
- Maintaining clear access to all firefighting equipment.
- Securing compressed gas cylinders in an upright position.

SAFETY ORIENTATION OF NEW EMPLOYEES

Orientation of new employees is a very important phase of any Safety and Health Program and the development of a project-specific “Safety Culture”.

New Hire and Re-Hire Safety Orientation(s) shall include, but not be limited to, the following:

The following requirements of the Site-Specific Safety and Health Program:

Mission Statement

Project Rules

Project Contacts

Parking

Site Access/Security

Fit For Duty Policy

PPE/Dress Requirements

Open Door Policy

Stop Work Authority

Safety Meetings

Project Employee Responsibilities

Behavior Standards

HazCom

Health Hazards: Dust, Noise

Back and Hand Injury Prevention

JHAs

Project/Owner Work Permit Requirements

Housekeeping

Working at Heights

Controlling Hazardous Energy

Excavation Awareness

Confined Spaces

Mobile Equipment: Operating, Working Near

Lifting

Hazardous Materials: Lead, Asbestos,

Procedures to be followed in case of an accident, emphasizing the requirement to report all injuries to their immediate supervisor immediately.

Safety Equipment/First Aid Kit Locations

Environmental and Spill Prevention/Containment

Fire Protection

Each subcontractor shall be responsible for supplying and maintaining temporary fire extinguishers for the protection of the immediate work area and material storage areas as outlined by governmental agencies that have jurisdiction.

Every fire shall be reported to the Project Safety Manager immediately.

Medical Services and First Aid

Subcontractors must provide first aid facilities during regular working hours and ensure all injuries are treated promptly. All applicable state and federal regulations related to Bloodborne Pathogens must be followed throughout the treatment process. Each subcontractor is responsible for arranging transportation for their own

employees who may need medical treatment at an off-site facility. Additionally, arrangements should be made with local doctors, clinics, or hospitals that are equipped and staffed to handle work-related injuries.

Equipment

All equipment must comply with all State, Federal, Owner, and Company regulations.

All equipment used on the Project shall follow the above regulations and the manufacturer's recommendations.

Equipment shall not be altered in any way without the manufacturer's written approval.

Equipment shall be maintained at all times, with copies of inspection records available for the Company's review upon request.

All scaffolds shall be erected and maintained according to State and Federal safety regulations.

Use either Ground Fault Circuit Interrupters (GFCIs) or have an approved equipment grounding inspection program to ensure electrical tool and equipment safety.

Hazard Communication Program

All subcontracting companies must have a formal, written Hazard Communication Program that complies with State and Federal safety regulations. The program should be effective in practice, including documented employee training available for Project review upon request.

The Company must be informed of any potentially hazardous materials or chemicals before they are brought onto a Project, and such materials must be accompanied by a Safety Data Sheet (SDS). Copies of the SDS should be provided to the Safety and Operations Departments (at the site) for approval before use on the project. All liquids shall be stored in proper containers, labeled according to the requirements of the Hazard Communication Program. Secondary containment must be used to prevent liquids like gas or diesel from contacting the ground. The Company must be notified immediately of any spills or releases of products.

Respiratory Protection Program

Subcontractors who may assign any of their employees a task that may require the use of a respirator must have a written Respiratory Protection Program in compliance with State or Federal safety regulations.

The Company and Owner Permitting

The subcontracting company shall determine in advance, as part of their work scope review and discussions with the Project Safety Manager, which tasks of their scope will require a permit to work.

Such work activities include, but may not be limited to the following:

JHA

Hot Work

Confined Space entry

Excavations

General Requirements

All subcontractors must attend a “pre-job kick-off meeting” with the Craftline Builders’ site management Team to discuss the following:

The above meeting shall be attended by the Company Safety and Operations, with a written copy of meeting attendance and topics discussed placed in the Project files.

All subcontractor supervisors are required to conduct a weekly Safety Audit and submit documentation of the Audit to the Company by the end of the week.

Subcontractors are required to hold weekly safety meetings with their employees at a minimum, and submit documentation to the Company by the end of each week.

Subcontractors are required to complete task-specific JHA’s, with records kept for review by the Company upon request.

Incident investigation reports, including spills, accidents, or near-misses, shall be submitted to the Company Site Safety and/or Operations Manager within 24 hours of the incident. However, any accident resulting in employee injury must be reported immediately. Subcontractors are required to comply with MSHA and/or OSHA requirements related to supervisor training in CPR and First Aid.

Subcontractor employees operating mobile equipment must possess verifiable training and testing that clearly shows their ability to operate the equipment safely.

Subcontractors must complete the monthly Accident & Man-hour report (Monthly Subcontractor Accident & Incident Report) for each month they work on the Project. These reports are due by the 5th day of the month following the work.

All subcontractors are required to enforce safety compliance at all times.

A post-job safety performance review will be conducted on the subcontractor by Project Management and/or Site HSE Personnel. The findings from this review will be communicated to the Corporate HSE Director.

Basic PPE Requirements

Hard hats

ANSI Z87 Safety glasses/side shields

Dual eye protection (grinding and buffing)

Sleeved Shirts

Safety-toed footwear

Gloves for the task

Hearing protection

FRC (depending on Project and location)

Training List

Supervisor	Craft	Training	Duration	Refresher
Initial Onboarding Project Specific Required Training Requirements				
		New Hire Orientation/Onboarding Company Specific Behavioral Programs, and other Start time, Org Chart	8 hours	N/A
		OSHA 40 HAZWOPER	40 hours	N/A
		OSHA 8 HAZWOPER	8 hours	Annually
		Project Specific Orientation		N/A
		Project HASP		As Required
		Owner Requirements		As Required
		EAP		As Required
		PPE		As Required
		HAZCOM		As Required
		Heat /Cold Stress		As Required
		Lightning procedures and protocols		As Required
		Fire Prevention/Extinguishers		As Required
		Defensive Driving/Mobile Equipment/ Passing Protocols		AS Required
		Controlling Hazardous Energy		As Required
		Wildlife		As Required
		Permit Holder/JHA Training		As Required
		Hazard Awareness		As Required

		Equipment Operator Qualification		As Required
		First Aid/CPR/AED		3 years
		Fit For Duty		
		Incident Reporting		
		Environmental		
Task-Specific Training				
		Confined Space Entry		3 years
		Isolation of Hazardous Energy		As Required
		Lifting and Rigging		As Required
		Excavation Competent Person		3 years
		Hot Work		As Required
		Working at Heights		As Required
		Defensive Driving		5 years
		Department of Transportation (Tanker, HAZMAT, Hours of Service, Load Securement, Compliance Safety Accountability, Drug and Alcohol, What Drivers Need to Know)		As Required

NOTES

NOTES

Training Log

DATE: LOCATION: DONE BY:

Important Phone Numbers

NAME	NUMBER

COMPANY FORMS

Left Blank

CHEMICAL REQUEST FORM

User Name:	**Project:**
Date	**Company (if contractor):**
Phone #:	**Email:**

Chemical Name (list all common names):		
CAS #:	**Amount:**	**Form (liquid, powder, solid):**
Manufacturer (Mfr):	**Mfr Phone #:**	
Mfr Address:	**Mfr Website:**	
Purpose:		
Where will the chemical be used? Stored?		
Handling Protocols and Waste Disposal:		

Hazards (check applicable):

- ☐ Acid
- ☐ Carcinogen
- ☐ Corrosive
- ☐ Explosive
- ☐ Flammable
- ☐ Non-Hazardous
- ☐ Oxidizer
- ☐ Toxic
- ☐ Water Reactive
- ☐ Other: _____

Storage Requirement (check applicable):

- ☐ Temp Controlled
- ☐ Humidity Controlled
- ☐ Acid Cabinet
- ☐ Base Cabinet
- ☐ Oxidizer Cabinet
- ☐ Flammable Cabinet
- ☐ Other: _____

Send this Completed Form with SDS to: PROGRAM OR PROJECT PROGRAM ADMINISTRATOR NAME – EMAIL - PHONE

Approved: Yes No	**Comments or Explanation**	
Reviewed By:	**Signature:**	**Date:**

CRAFTLINE BUILDERS

Date	Revision	Section	Notes	By Who
02.10.2026	1	Logo	Updated Logo	KMM MCC