



Intents Emergency Response LLC Employee Safety Handbook (ESH & IIPP)

Annual Safety Orientation
Updated 2024

This document provides policies, individual roles and responsibilities, general and specific training requirements and procedures necessary to ensure a safe work environment and safety program. Each employee will review this entire packet and will initial or sign as indicated in the packet to confirm individual review and understanding of the contents.

(Public Copy)



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(Employee Copy)

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SECTION ONE: Safety & Health Policy

Intents Emergency Response LLC will comply with all appropriate environmental, health, and safety laws and regulations such as those established by OSHA, EPA, DOT, and all other applicable federal, state, and local safety and health regulations. We believe that the safety of employees is of utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community.

Scope

California operations

Purpose

It is a primary concern of Intents Emergency Response LLC to provide a safe and healthful work environment for each of its employees. This policy defines the responsibilities necessary to ensure that safe and healthful environment and the process for documenting the written safety and health procedures.

General

Proper employee safety and health requires continuous involvement of management personnel at all levels. For the protection of all employees, Intents Emergency Response LLC provides a broad and carefully planned safety and health program in which all employees and management at every level work together toward a goal of maximizing employee safety and health.

Principals & Values

Intents Emergency Response LLC has adopted the following principles to guide our decision making when it comes to safety and health in our workplace:

- The safety and health of our team members is the most important part of anything we do.
- Management leads the way by providing a safe work environment, creating a safety culture of zero tolerance, and the encouragement to continuously improve safety.
- Working safely is a condition of employment.
- All injuries and work-related illnesses are preventable.
- Identifying and correcting unsafe acts or conditions is the responsibility and obligation of everyone.
- All employees will receive the training necessary to safely perform their work.
- Great safety is great business and an essential component of the excellent quality and high productivity of Intents Emergency Response LLC.
- We will never compromise safety for any reason.

Responsibilities

Responsibilities – President

- A. The President has ultimate authority and responsibility for safety throughout the company. It is his responsibility to provide the resources necessary to maintain a safe and healthful work environment.

Responsibilities – Safety Manager

- A. The Safety Manager is delegated by the President and is primarily responsible for the creation, maintenance, and implementation of those procedures and practices that are required by company directives, regulatory agencies, and common sense to achieve the goal of providing a safe and healthy environment in which to work.
- B. In this capacity, the Safety Manager will conduct regular audits of various departments, make recommendations for improvement, provide training in safety and health to all employees and provide safety training and briefing materials to all department managers and supervisors suitable for training employees on a regular basis.
- C. The Safety Manager will act as liaison to the regulatory agencies which affect employee safety and health and will monitor changes in regulatory and legislative codes for application as appropriate.
- D. The Safety Manager is responsible for the development, training, and distribution of the medical protocols as well as the Workers' Compensation program to ensure that adequate occupational health care is provided.
- E. The Safety Manager manages the Safety Incentive Program and publicity of the Safety Program.
- F. The Safety Manager will ensure follow-up accident investigations are completed.
- G. The Safety Manager is responsible for the environmental aspects and engineering controls of safety such as safe facilities, hazardous waste equipment, high noise levels etc. as defined in regulatory guidelines and standards.

- H. The Safety Manager is responsible for the development and implementation of documentation necessary for the handling, temporary storage and disposal of hazardous waste products as well as conducting training on the safe handling of such materials.
- I. The Safety Manager will act as the regulatory agency coordinator between Intents Emergency Response LLC personnel and outside regulatory agencies.

Responsibilities – Managers, Foreman, Supervisors and Leads

- A. Managers, Foreman, Supervisors and Leads are responsible for all aspects of the safety and health program and will exert leadership in establishing safety goals by demanding accountability for safety and health performance.
- B. Managers, Foreman and Supervisors are directly responsible for the safe work habits of their employees and are tasked with individual training and disciplinary measures for those employees in accordance with the Company Code of Safe Practices.
- C. Managers will conduct constant daily employee and equipment safety observations and train and document employees on personal safety equipment and equipment operation.
- D. Managers will conduct and document area hazard evaluations and attenuation, accident investigations, and facility safety inspections.
- E. Managers will ensure safety discipline is maintained in accordance with our company's Code of Safe Practices.
- F. Managers and Supervisors are accountable for injuries to employees as well as the economic impact of Workers' Compensation and material losses incurred as the result of accidents.
- G. Managers and Supervisors are responsible for the environmental aspects and engineering controls of safety such as safe facilities, hazardous waste equipment, reduction of high noise levels etc. as defined in regulatory guidelines and standards
- H. Managers and Supervisors are responsible for the development and implementation of documentation necessary for the handling, temporary storage and disposal of hazardous wastes as well as conducting training on the safe handling of such materials.

Responsibilities – Employees

- A. Safety is a condition of employment. The safety of everyone depends upon the attention, knowledge, and prudent action of each employee. Employee acceptance of responsibility for their own safety, the safety of others, and of our company's facilities is a condition of employment.
- B. Employees must adhere to published Company codes of safe practice.
- C. Employees must immediately report any known or suspected safety hazards that they cannot immediately safely correct themselves to their supervisor.
- D. Employees must immediately report to their supervisor any workplace injury or illness that they experience.

SECTION TWO: Injury & Illness Prevention Program (IIPP)

Management Commitment to Safety

The safety and health of each employee is of primary importance to us. As a company, we are committed to maintaining a safe and healthful working environment. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries.

To achieve this goal, we have developed and implemented a comprehensive Injury and Illness Prevention Program (IIPP) tailored for Intents Emergency Response LLC. This program is designed to prevent workplace accidents, injuries, and illnesses that result from daily activities. A complete copy of the program is maintained at our main office. You may ask to review it at any time. You may also contact the Safety Manager if you have any questions or concerns.

It is the intent of Intents Emergency Response LLC to comply with all laws relating to occupational safety and health. To accomplish this, we require the active participation and assistance of all employees. The policies and procedures contained in the following IIPP are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that he or she knows is not safe. Never hesitate to inform your supervisor of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers, visitors and other trades. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum.

Intents Emergency Response LLC is committed to becoming the safest company in our industry and operating with zero injuries.

Safety Communication System

Intents Emergency Response LLC recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

1. New employee safety orientation and provision of the IIPP and safety rules.
2. Periodic safety meetings with employees that encourage participation and open, two-way communication.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or the Safety Coordinator, including memos, postings, payroll stuffers, and newsletters (as applicable).
5. Safety tailgate meetings will be used to communicate with employees about pertinent safety issues and accident/injury data.
6. Tailgates, as well as direct communication with management will be our primary means of identifying suggestions and comments.
7. Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the Safety Coordinator.

All employees are encouraged to bring any safety concerns they may have to the attention of management who will not discriminate against any employee for raising safety issues or concerns. Please use the Employee Safety Contact Report.

Employee Compliance and Enforcement of Safety Policies

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

All employees are responsible for using safe work practices, for following all directives, codes of safe practice, policies and procedures, and for assisting in maintaining a safe work environment. Employees are also responsible for reporting any known or suspected safety hazards that they cannot immediately safely correct themselves to their supervisor. Employees must also immediately report to their supervisor any workplace injury or illness that they may experience.

The compliance of all employees with Intents Emergency Response LLC's IIPP is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Disciplinary action
- Optional safety incentive programs

Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures established by Intents Emergency Response LLC can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Safety Rules. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should ensure that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the IIPP are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with Intents Emergency Response LLC system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Oral warning. Document it, including date and facts on the Employee Safety Communication Form. Add any pertinent witness statements. Restate the policy and retrain as to correct procedure/practice(s).
2. Written warning. Retrain as to correct procedure/practice.
3. Final written warning with suspension. Retrain as to correct procedure/practice.
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety.

Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Manager, Safety Manager or other designated individual using the Jobsite Inspection Checklist.

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the Supervisor.
- Periodically by the Safety Coordinator.
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- Compliance with the safety rules.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Provision of first aid equipment and emergency medical services.
- Job hazard assessments will be performed on all routine jobs/task to identify potential hazards and to recommend engineering controls and personal protective equipment.
- Analysis of accident and incident data will be performed as necessary to identify trends and to develop prevention programs.
- Employees shall report every hazard that they cannot immediately safely correct to their supervisor.
- Any and all hazards identified will be corrected as soon as practical
- If imminent or life-threatening hazards are identified which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard. Any employees responsible for hazard correction will be provided necessary safeguards.

Documentation of Inspections

Safety inspections will be documented using a Jobsite Inspection Checklist and will include the following:

- Date on which the inspection was performed.
- The name and title of person who performed the inspection.
- Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.
- Signature of the person who performed the inspection.
- One copy of the completed form should be sent to the office. All reports shall be kept on file for a minimum of three (3) years.

Accident Investigation

The Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and "near accidents", as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel or customers, damage to equipment, facilities or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Supervisor, Manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations:

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage

Procedures for Investigation of Accidents

Immediately upon being notified of an accident the Supervisor, Manager, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details, and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.
4. Report the accident to the Safety Manager. Accidents will be reported to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
8. All accidents involving death, disfigurement, broken bones, amputation, loss of consciousness or hospitalization must be reported to Cal/OSHA immediately (**within 8 hours**). If you are unsure about contacting Cal/OSHA, error on the side of caution and make the call.
9. Every investigation must also include an action plan. How can such accidents be prevented from recurrence?
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Procedures for Correcting Unsafe / Unhealthy Conditions

To assist in the identification and correction of hazards, Intents Emergency Response LLC has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace.

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

- When observed or discovered;
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the appropriate forms.
- Administrative and/or engineering controls will be considered as a method of hazard correction.

Additionally, the following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Periodic scheduled safety inspections
- Regulatory requirements for our industry
- Outside agencies such as the fire department and insurance carriers

Loss Analysis

Periodic loss analyses may be conducted by the Safety Manager.

These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Supervisors and managers shall be continually observing employees for unsafe actions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee of Intents Emergency Response LLC is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of may be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Manager or the internet.

Outside Agencies

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal/OSHA.

Safety & Health Training

California law requires that employees be trained in the safe methods of performing their job. Intents Emergency Response LLC is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Field employees will be provided with tailgate training at least every 10 days on various accident prevention topics. Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two-way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Cal/OSHA requirements

Employee training will also be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of the IIPP and Code of Safe Practices and be required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever Intents Emergency Response LLC is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics can include, but are not limited to:

- Employee's safety responsibility
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Ergonomics
- Safe lifting and material handling practices
- Use of hazardous materials
- Emergency procedures
- Contents of safety program

Recordkeeping and Documentation

Intents Emergency Response LLC will ensure the maintenance of all Safety Manual and IIPP records, for the listed periods, including:

- | | |
|--|----------------------|
| 1. New Employee Safety Orientation forms | length of employment |
| 2. Injury & Illness Prevention Program Receipt | length of employment |
| 3. Code of Safe Practices Receipt | length of employment |
| 4. Disciplinary actions for safety | 3 years |
| 5. Safety inspections | 3 years |
| 6. Safety meeting reports | 3 years |
| 7. Safety Communication Forms | 3 years |
| 8. Accident investigations | 5 years |
| 9. Cal/OSHA log of injuries | 5 years |
| 10. Inventory of Hazardous Materials (if any) | forever |
| 11. Employee exposure or medical records | forever |

Records are available for review in our main office at 6 Turtle Bay Drive, Newport Beach, CA

SECTION THREE:

Code of Safe Practices

In order to maintain a safe and productive work place it is necessary to have rules that govern employee behavior and job performance. Intents Emergency Response LLC has established specific safety rules that all employees must follow. Violation of these rules may result in disciplinary action and possibly immediate dismissal.

A single list of general safety rules cannot be all-inclusive. The rules shown below are common rules. Additional rules can be added or these rules revised, to meet specific requirement of the operation.

Violation of safety rules can result in discipline up to and including termination. The importance of safety rules can best be shown through consistent enforcement. The following list of safety rules is not a complete list. Your supervisor will inform you of other rules when appropriate.

Emergency Procedures

An emergency is any situation that poses an immediate threat to life or property. This would include but not be limited to collapse of a building or a portion thereof, fire, explosion, equipment failure such as collapse of a crane, release of exposure to toxic fumes or smoke, presence of gas or other explosive fumes, flood, etc. the company Safety Manager, shall be notified immediately of any emergency situation.

In the event of an incident (fire, injury, etc.) requiring the assistance of outside personnel, craft persons shall contact a Intents Emergency Response LLC management person immediately. If the situation requires immediate outside attention and there is no time to contact a management team member, individuals shall dial # 911.

Upon calling, the person shall state their name, their contractor's name, the location of the emergency, and the type of emergency. Immediately after this emergency call is made, the person shall contact the Intents Emergency Response LLC management team and their direct superiors.

The Intents Emergency Response LLC management team will continually develop appropriate evacuation procedures as the job progresses. For emergencies involving building evacuation all craft persons shall follow the developed, posted evacuation routes to the designated rally point. Evacuation will be signaled by three (3) long reports from an air horn maintained by Intents Emergency Response LLC, Inc. personnel. Craft persons shall remain at the rally point until they are accounted for by their supervision and an "all clear" is given to return to the project, or leave for the remainder of the shift. Contractors are required to provide to Intents Emergency Response LLC the name(s) of their employees which will account for their personnel and inform Intents Emergency Response LLC of any person(s) missing.

In the occurrence of an emergency, the contractor shall ensure that all proper Incident reports are completed and distributed in the required time.

For Incident involving personal injury, in addition to completing the project Incident reports, shall also complete an Employer's First Report of Injury/Illness and forward it to the designated insurance carrier.

Air Compressors

- Unless it's powered electrically, always use an air compressor outdoors. Gas air compressors should never be used indoors, as they produce toxic fumes in the form of carbon monoxide.
- Ensure that the machine is plugged into a properly grounded outlet. If your machine is plugged into an outlet without the properly grounded electrical circuits, there may be damage to the electrical panel of the compressor as well as the possibility of a fire.
- Never apply compressed air to your skin or directly at another person. Even air pressure as low as 15 PSI can cause serious injury.
- For personal protective equipment (PPE), wear impact-resistant eyewear and gloves.
- Use an air compressor with a self-retracting cord. Allowing long cords to lie on the floor creates a tripping hazard.
- Use an OSHA-approved nozzle with your air compressor. If the nozzle is bad, it may release excess air at extremely high pressures; potentially increasing the risk of bodily injury. OSHA-approved nozzles feature safety mechanisms to better control the flow of air and reduce the risk of injury.
- Ensure that all hose fittings are tight. Loose fittings can not only damper you compressors performance, but also cause personal and equipment damage.
- Keep all hoses clean of dirt and debris. This will not only lengthen the life of your hose, but your air compressor as well.
- Check your air compressor for both oil and air leaks each time before using it. Even if a leak is small, using the air compressor could cause the hose or other components to blow due to the change in pressure. If you find a leak, do not use the air compressor and report the issue to your supervisor. Do not use it until it is repaired or replaced.
- Never add or change the oil or refuel when the compressor is running or has just recently been used. This will help avoid smoke, fire, and other concerns.

- To avoid severe personal injury, never point tools towards your face or body.
- Always be sure that the trigger on the tool is not pulled when turning on the air compressor.
- Follow the manufacturer's recommendations regarding maintenance of the air compressor. It may include checking for safe operating temperature, changing the oil, checking for differentiate pressure in the air filter, etc.

Compressed Gas Cylinders

- While being transported, cylinders shall be secured on a cradle, sling-board, or pallet.
- Chokers, slings, or electric magnets shall not be used to transport or lift cylinders.
- Cylinders shall always be secured in a vertical position while being used or stored. Valve protection caps shall always be replaced when cylinders are not being used. Regulators shall always be used when working with compressed gas cylinders.
- Regulators shall be removed, and valve protection caps replaced when cylinders are moved even short distances unless the cylinders are secured to a cart designed specifically for moving them.
- A chain or other suitable securing device shall be used to secure cylinders in an upright position and prevent them from being knocked over.
- Cylinder valves shall be open only when work is being performed. Valves shall be closed immediately after work with the cylinder stops.
- Hoses shall be bled out after the cylinders are shut off.
- All torches shall be equipped with anti-flash-back devices while being used.
- All hoses, hose connections, valves, torches, and flash back arresters shall be inspected before each use.
- Defective equipment shall be taken out of service immediately and tagged with "Do Not Use Tags."
- Cylinders shall be kept away from sparks or flames.
- Cylinders shall not be placed where they could become part of an electrical circuit.
- Oxygen and acetylene cylinders shall be separated by a minimum of 20 feet or by a 2-hour rated 5-foot-high non-combustible barrier.
- Oxygen cylinders shall be kept away from oil and grease to prevent fires and explosions.
- Empty cylinders shall be marked as empty and stored in a secured upright position with valve cover caps secured in place.

Drug & Alcohol Policy

The following rules represent the Company's longstanding policy concerning substance and alcohol abuse, effective immediately.

- The use of alcoholic beverages by employees prior to the start of the workday, during work hours, during lunch, or during other work breaks is inconsistent with the objective of operating in a safe and efficient manner. Accordingly, no employee shall use or possess alcoholic beverages on Company premises, the premises of the Company's clients, or during working hours. No employee shall report to work or continue to work under the influence of alcoholic beverages or after having consumed alcoholic beverages.
- Employees must report suspected violations of this Policy to management.
- As a condition of continued employment, employees must abide by this Policy. As a further condition of continued employment, any employee who is convicted of a violation of any criminal drug statute related to the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace must inform the Company no later than five (5) days after such conviction of the fact of the conviction. Any employee who is so convicted shall be subject to disciplinary action, up to and including, but not limited to, termination of employment. Intents Emergency Response LLC in its sole discretion may require an employee who is convicted of any offense set forth above to satisfactorily participate and complete a drug use/abuse assistance or rehabilitation program as a condition of continued employment with the Company.
- An employee who refuses to consent to such an inspection may be subject to disciplinary action up to and including termination.

Reasonable Suspicion Based Testing:

If Intents Emergency Response LLC has a reasonable suspicion that an employee is: (1) intoxicated or under the influence of drugs or alcohol; or (2) has used drugs or alcohol on Company premises, the premises of the Company's client, or during work hours, the employee will be asked to submit to a test for drugs and/or alcohol. Reasonable suspicion-based testing may also be triggered when an employee is involved in, and not limited to:

- Any Accident. If the employee works in a position where an accident may put the public, the employee, or a co-worker in danger of serious harm, then the employee may be tested after any accident. If the employee is not employed in such a position, testing as a result of an accident will occur when the accident results in any of the following: (1) the death of a person; (2) permanent or partial disability; (3) a personal injury requiring medical attention away from the scene of the accident; or (4) damage to Company property greater than \$500, unless the Company has determined that, without any dispute, the incident is totally the fault of others; or
- Any Industrial Injury. An employee injuring himself or herself on the job or causing injury to another person (employee or third party) shall constitute reasonable suspicion and shall be a basis for requiring the employee to be tested for drugs and alcohol.
- Any Physical or Verbal Altercation. Any physical or verbal altercation with another employee or with a non-employee during working hours or at any time on Company premises or the premises of the Company's clients unless the Company has determined that, without any dispute, the incident is totally the fault of others.

Earth Moving / Skid Steer

- Dust Control.
 - Action shall be taken to prevent dust from seriously reducing visibility. In dusty operations, equipment operators shall use adequate respiratory protection.
- Equipment Control
 - Equipment shall be under control at all times and shall be kept in gear when descending grades.
 - No vehicle shall be driven at a speed greater than is reasonable and proper, with due regard for weather, traffic, intersections, width and character of the roadway, type of motor vehicle, and any other existing conditions.
- Exhaust.
 - Arrangements shall be made to direct exhaust gases away from the operator's breathing zone.

Electrical

Use of electricity on the jobsite poses serious hazards, with employees potentially being exposed to such dangers as electric shock, electrocution, fires and explosions. Recognizing the importance and widespread use of the National Electrical Code (NEC) in promoting electrical safety, OSHA has incorporated those parts of the NEC that relate to employee safety on construction sites directly into its regulations covering this area.

Electric Tools

- All employees shall have system in place for routine testing and maintaining of electrical tools, equipment, extension cords, and other equipment in safe working condition.
- All portable electric tools such as saws, hammers, drills, vibrators and float machines, shall bear the label of a nationally Certified Testing Agency, such as Underwriters Laboratories, CSA, ETL, or the like.
- Single-phase motors shall have three-wire cable; two for current to motor and one (insulation GREEN) connected from motor casing in a suitable ground. Three-pronged plugs shall be used on extension cords, which carry a third or ground wire.
- Three-phase current requires fourth wire for grounding. This ground is connected to outlet of temporary wiring system which itself shall be grounded to a water pipe or copper rod driven into the earth.
- Certain small electric tools may only provide a two-pronged connector as supplied from the factory. These are categorized as "double insulated." However, double insulated tools shall be

identified by the manufacturer's rating label attached to the tool, not simply because only two prongs are present.

- All tools shall be maintained in their original condition. This includes damage to the case or housings of a tool, condition of the power cord, etc. One vital item is that the third (grounding) pin on a power plug shall remain in place. If a tool is damaged severely or has the grounding pin removed from its plug, physical removal of the power plug shall be taken by the a qualified person.

Extension Cords

- Only round, heavy duty (type S, ST, SO, STD) are acceptable on this project. Cords shall be maintained in their original designed configuration. Any cord which is damaged or has a grounding pin removed shall be positively removed from service by cutting off the male plug by the Contractor. The employee shall remove cords that have been spliced or repaired from project site.
- Whenever an extension cord is plugged into an existing building outlet for construction work, a GFCI is required between the extension cord and the tool.

Emergency Medical Services and First Aid

- Emergency Medical Services (EMS) shall be contacted immediately whenever any worker is having difficulty breathing, has uncontrolled bleeding or is showing signs of shock. If there is any question about whether to call, EMS shall be called immediately.
- Workers shall be provided with the emergency telephone number for EMS.
- Where necessary, workers shall be trained in basic first aid procedures which include:
 - CPR / mouth-to-mouth resuscitation, controlling severe bleeding and treating for shock.
- All workers who are designated to render first aid shall receive bloodborne pathogens training.
- Each first aid kit shall contain Personal Protective Equipment to protect first aid responders from bloodborne pathogens. The kits shall have, at a minimum, hypoallergenic rubber gloves, a one-way breathing mask for CPR and mouth-to-mouth resuscitation and eye glasses with side shields.
- Any first aid kit used in an emergency shall be restocked immediately.

Fall Protection

- All employees are required to wear safety harnesses when working on scaffolds or hydraulic boom lifts when working above the protection system at floor openings, unprotected perimeters, and whenever a fall of more than 6 feet could occur. This does not include operations that have separate trigger height requirements beyond that of Fed OSHA, for example ironworkers connecting during erection operations have a trigger height of 15'-30' before positive fall protection must be utilized.
- Lifelines shall be a minimum of 3/4" manila or equivalent secured above the point of operation to an anchorage or structural member capable of supporting a minimum of 5,000 pounds.
- Lanyards shall be a minimum of 5/8" nylon or equivalent with a shock absorbing system and a maximum length to provide for a fall of no longer than 6 feet plus deployed shock absorber. The rope or cable shall have a nominal breaking strength of 5,000 pounds.
- There will be a 6'-0" positive fall protection rule on each project. This means the use of guard rail, roof warning line and safety harness with a personal fall protection device must be employed at all times when a fall of 6' or more is a possibility.

Fall Rescue

Conscious worker rescue:

- All work in the immediate area must stop during fall rescue operations.
- A fellow worker in the area will immediately notify Intents Emergency Response LLC. personnel and an accident/incident investigation must begin as soon as the affected worker is retrieved.
- If the worker is conscious, no less than three (3) fellow workers will work together to retrieve him/her. The workers should work together to pull the fallen worker back to a point that he/she can regain their footing on their own and return to the work surface. An alternative to this method would be to access the worker from below in either a scissor or Boomlift and allow them to be lowered to the next level in that device.
- After the incident, all workers involved will be debriefed and included as part of the accident investigation. The affected worker should be given a thorough medical exam to ensure that there

are no lasting effects from the incident. The worker will not be allowed to return to work until cleared by a licensed physician.

- All fall protection equipment and components of the system that were activated will be taken out of service and not returned to service unless their function can be verified by a factory representative of the company that made the equipment. Such an inspection and verification must be documented and such documentation must be presented to Intents Emergency Response LLC personnel for record maintenance at the jobsite trailer before the equipment is returned to duty.

Unconscious worker rescue:

- In the case of a fallen worker that is unresponsive, a fellow worker from that area will immediately notify Intents Emergency Response LLC personnel.
- All work in the immediate area must stop during fall rescue operations.
- Intents Emergency Response LLC personnel will immediately summon rescue services so that the worker can be evaluated once retrieved. The retrieval method for this situation is similar to the conscious worker rescue except that an evaluation must be made regarding access to the worker. If access to the worker cannot be gained safely then the High Rescue division of the Fire Department must be summoned by Intents Emergency Response LLC personnel immediately.
- While the rescue team is in route, a worker with a “cool head” will be assigned to monitor the condition of the fallen worker. If the worker regains consciousness it will be the responsibility of that worker to calm the fallen employee and alert the remaining workers as to his/her condition. At that time, an evaluation of the situation will be taken by Intents Emergency Response LLC personnel and a manual rescue may be attempted as described above if the situation warrants it.
- After the incident, all workers involved will be debriefed and included as part of the accident investigation. The affected worker should be given a thorough medical exam to ensure that there are no lasting effects from the incident. The worker will not be allowed to return to work until cleared by a licensed physician.
- All fall protection equipment and components of the system that were activated will be taken out of service and not returned to service unless their function can be verified by a factory representative of the company that made equipment. Such an inspection and verification must be documented and such documentation must be presented to Intents Emergency Response LLC personnel for record maintenance at the jobsite trailer before the equipment is returned to duty.

Environmental Hazards

Silica Dust

In order to determine whether a product contains silica, the Safety Data Sheet shall be obtained and inspected by the Supervisor. In the event silica is present in the products, the following safe working procedures shall be followed to eliminate or control silica dust exposure:

- Engineering controls shall be utilized to eliminate the hazard whenever feasible.
- Air tests or historical data are required to confirm the controls in place are working and whether PPE is or is not required.
- After working with products that contain silica, each individual will be required to thoroughly wash their hands before eating, drinking or smoking.
 - Eating, drinking or smoking near silica is strictly prohibited.
- Wet down dry materials and surfaces before cutting, chipping, grinding, sanding, sweeping or cleaning. All block cutting operations shall be performed by the wet cut method.
- Use power tools with built-in dust extraction units to capture the dust before it is released into the air.
- All individuals performing tasks involving sanding, chipping, grinding, scraping, cutting, crushing or drilling are required to be trained in the proper use of such tools, in addition to the proper methods of reducing or eliminating silica dust.

Fire Prevention and Protection

- The first action to be taken in case of fire is the protection of lives. The fire protection program must provide for the ability of all workers to exit in case of an emergency. Key considerations include:
 - Stairways and ladders used for egress must be kept free of combustible and flammable materials.
 - Stairways and ladders shall not be used for storage of materials.

- Appropriate action is the key to the prevention of loss of life and property damage. This action in the first minute is worth tons of water 10 minutes later.
- If a fire occurs, notify the Safety Manager immediately after evacuating personnel. If it is a fire, which cannot be extinguished immediately, notify the Fire Department by dialing 911.
- Remove or shut off fuel supply such as removing debris or stored material or shutting off propane.
- Extinguish the fire with non-combustibles such as sand or an available fire extinguisher, only if you are not putting yourself or others in harm's way.

General Safety Requirements

- All "No Smoking" signs and other fire or explosion warning signs shall be obeyed.
- Oily or greasy rags shall be disposed of in approved metal containers with self-closing lids.
- Flammable liquids or solvents such as carbon tetrachloride, benzene, gasoline and paint thinner shall not be used for cleaning pipe or other materials.
- Objects to be welded, cut or heated shall be moved to a safe location whenever possible. Where objects can't be moved, flammable/combustible materials must be removed or protected from sparks and heat by non-combustible or fireproof barriers.
- No motors or machinery shall be left running during non-working hours except as specifically directed by Intents Emergency Response LLC management.
- All heating equipment shall have necessary safety devices and shall be wired, piped, and operated according to all applicable Codes, Rules and Regulations.
- All fuel and solvent containers shall be placed on drip pans.
- All gas cylinders such as propane, oxygen and acetylene shall be stored and tied in a vertical position in areas designated by Intents Emergency Response LLC management. All stored cylinders shall be capped. Oxygen will not be stored within 20 feet of any other gas.
- All gas cylinders in use shall be tied in the vertical position and capped at the end of the working day.
- All oxygen and acetylene in use shall be on proper carts with required separations (5' fire rated) and with a fire extinguisher readily available.
- During welding or cutting operations, a fire extinguisher will be required and shall be the responsibility of the Contractor performing this work.

Flammable/Combustible Liquids

- Portable quantities of flammable/combustible liquids shall be kept in approved, self-closing containers.
- Flammable/combustible liquid containers shall be properly labeled. Labels that are defaced shall be replaced immediately.
- Flammable/combustible liquids shall be kept away from sparks, flames, slag, excessive heat and other ignition sources.
- Flammable/combustible liquids shall be kept away from other chemicals and sources of ignition.
- When transferring a flammable/combustible liquid from a drum to a smaller container the drum shall be grounded first. Then the drum and container shall be bonded by attaching a conductive wire from the drum to the container.

Fire Extinguisher Use:

- **PASS Procedure**
 - **P = Pull** the pin located in the extinguisher's handle
 - **A = Aim** the nozzle, horn or hose at the base of the fire
 - **S = Squeeze** or press the handle
 - **S = Sweep** from side to side at the base of the fire until it is out

Fleet Safety

- Conduct regular vehicle safety inspections
- Practice defensive driving
- Observe all rules of the road
- Use Headlights (not parking lights) during times of reduced visibility
- Allow only authorized persons to operate or ride in vehicles
- Never use the vehicles for personal use

- External speaker and microphone must be included to allow hands-free operation.
- Phone number memory and programming capabilities are to be included.
- Drivers are to refrain from placing outgoing calls or responding to pagers while the vehicle is in motion.
- Incoming calls should be limited.
- For any vehicle equipped with cellular telephone that does not meet the above equipment specifications, use of the telephone/pager is authorized when the vehicle is safely parked.
- Employees are prohibited from using iPod's or similar audio devices while operating a motor vehicle.
- Employees are not permitted to:
 - Pick up hitchhikers.
 - Accept payment for carrying passengers or materials.
 - Use any radar detector, laser detector or similar devices.
 - Push or pull another vehicle or tow a trailer.
 - Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
 - Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
 - Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.

Hazard Communication

- Workers shall be informed about their right to know about chemical substances in the work place.
- Workers shall not begin work until they are trained about the chemical substances they could be exposed to while working including: what the substances are, what the health, fire, reactivity and other hazards are: and how they can protect themselves from those hazards.
- All chemical substance containers shall be properly labeled.
- A copy of the company's written hazard communication program shall be kept on site.
- A Material Safety Data Sheet (MSDS & SDS) for each chemical substance used by the workers shall be made readily available to them.
- Workers shall be trained how to quickly access the written hazard communication program and the MSDS's.
- Missing container labels and labels that are no longer legible shall be replaced immediately.
- The Intents Emergency Response LLC Superintendent with the help of his staff is responsible for obtaining and maintaining the on-site file of all MSDS's / SDSs supplied by distributors, manufacturers, and subcontractors. While all MSDS's / SDSs may not be uniform in appearance, they shall convey the same message:
 - Identity of the product
 - Known acute and chronic health effects
 - Exposure Limits Threshold Limit Values (TLV's)
 - If the product is a suspected carcinogen
 - Personal protective equipment to be used
 - Emergency and First-Aid Procedure
 - Identification of the party responsible for the MSDS/SDS
 - Target organ affected
- Intents Emergency Response LLC shall ensure that an MSDS/SDS is obtained with each shipment of any material on the hazard substance survey list, shall one not be obtained at that time, they shall follow-up in writing to the parties involved to obtain one within 72 hours of the notification.

Health Hazards

Bloodborne Pathogens

- Workers shall be trained about: the bloodborne pathogens they could be exposed to while working: specifically when and where they could be exposed and how to protect themselves from those hazards.
- The training shall focus on proper work practice controls and use of proper personal protective equipment to prevent exposure to bloodborne pathogens.

- A copy of the company's bloodborne pathogen exposure control plan shall be accessible to all workers.

Heat Illness Prevention

- Workers shall be permitted to take frequent breaks in cool places when working in hot environments.
- Workers shall be provided with plenty of drinking water and trained/encouraged to drink it throughout day (individual drinking cups shall be provided for each worker).
- Workers shall be trained to wear lightweight, light colored clothing with a breathable fabric whenever the job allows it.
- Any employee showing signs of a Heat Illness event should immediately be taken to the Job Trailer and treated using basic First Aid procedures.
- During High-heat (95 degrees Fahrenheit and above):
 - Employees shall maintain effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
 - Employees shall be observed for alertness and signs or symptoms of heat illness.
 - Employees shall throughout the work shift to drink plenty of water.
 - Close supervision of a new employee by a supervisor or designee for the first 14 days of the employee's employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.
 - Provisions for shade shall be made that are clean and away from the work areas of all workers using them.

Insect Exposures

- If bitten, wash the area well with soap and water
- Apply an ice pack or a wet compress to the area
- Take over-the-counter pain medicine, if needed
- Consider using antihistamines for severe swelling
- Seek medical treatment with severe symptoms

Unhealthy Air Quality Protection

- Check daily air pollution forecasts in your area.
- Avoid exercising outdoors and the amount of time your child spends playing outdoors too when air quality is unhealthy.
- Always avoid exercising near high-traffic areas. Even when air quality forecasts are green, the vehicles on busy highways can create high pollution levels up to one-third a mile away.
- Use less energy in your home as sources of energy creates air pollution.
- Encourage your child's school to reduce exposure to school bus emissions.
- Walk, bike or carpool. Use buses, subways, light rail systems, commuter trains or other alternatives to driving your car.
- Don't burn wood or trash. Burning firewood and trash are among the major sources of particle pollution (soot) in many parts of the country.
- Use hand-powered or electric lawn care equipment rather than gasoline-powered.
- Don't allow anyone to smoke indoors and support measures to make all public places tobacco-free.

Hearing Conservation

- Intents Emergency Response LLC management recognizes that workers are sometimes exposed to excessive noise levels on the job. Excessive noise can, and often does, cause permanent hearing loss if engineering controls or personal protective equipment is not used.
- Limiting exposure to excessive noise through engineering controls is the preferred method of control. (Engineering controls may be as simple as removing a generator from the work area and using a longer power cord.) Where engineering controls are not feasible, supervisors shall provide and ensure that their employees wear hearing protection. When hearing protection is necessary, the use of protective equipment is required.

- Supervisors will be aware of and will notify personnel who may be exposed to sound levels equivalent to an average of 85 decibels (dB) over an eight-hour period that hearing protection is available and shall be utilized.
- As a rule of thumb, 85 dB may be defined as any level at which one has to shout in order to communicate at a distance of three feet.
- Employees exposed to noise levels of 90 decibels or more over an eight-hour period, shall be provided with and required to **wear hearing protection**, such as ear muffs or ear inserts. Contractors are solely responsible for any required noise testing for their employee(s) in their work areas.
- When protective equipment is necessary; employees shall be given the opportunity to select their hearing protection from two different types of hearing protection. Usually these will be earplugs or earmuffs or a combination of the two. Employees who are issued hearing protective equipment shall receive training which includes informing employees of the effects of noise on hearing and the purpose, use and care of hearing protection.
- Warning signs stating “High Noise Area – Hearing Protection required” will be posted on the periphery of all work areas where employees may be exposed to excessive noise levels.

Housekeeping

- All work areas shall be cleaned as the work progresses.
- Materials shall be stored in a neat and orderly way.
- All scrap material, trash, tools, materials and equipment shall be kept out of walkways and passageways.
- Grease, oil or other chemical spills shall be cleaned up immediately with an absorbent material and disposed of properly.
- Greasy and oily rags and flammable materials shall be disposed of in approved disposal containers with self-closing lids.
- Flammable/combustible liquid spills shall be cleaned up immediately with an absorbent and shall be disposed of properly as required by regulation.
- During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails and other debris, shall be kept cleared from work areas, passageways, and stairs in and around buildings or other structures on a continuous daily basis.
- Combustible scrap and debris shall be removed at regular intervals during the course of construction. Safe means shall be provided to facilitate such removal.
- Containers shall be provided for the collection and separation of waste, trash, oily and used rags, and other refuse. Any dumpster in use shall use an “open door” policy or have a proper step platform built up to its side. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, or harmful dusts shall be equipped with covers. Garbage and other waste shall be disposed of daily.
- The storage of material shall not create hazards. Bags, bundles, and other containers or materials must be stacked, blocked, interlocked, and limited in height so that they do not slide or collapse. Storage areas must be kept free from the accumulation of materials that may cause tripping, fire, explosion, or harboring of rats and other pests.
- All employees are responsible for the cleanup of their immediate work areas on a daily basis. Employees are required to participate in a general cleanup effort on a weekly basis.
- The site will be kept clean at all times!

Industrial Truck / Forklift / Heavy Equipment

Forklifts

General Safety Rules

- Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
- Stunt driving and horseplay are prohibited.
- No riders shall be permitted on vehicles unless provided with adequate riding facilities.
- Employees shall not ride on the forks of lift trucks.
- Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
- Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

- Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).
- No truck shall be operated with a leak in the fuel system.
- Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse — 3 seconds — passing the same point.
- Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
- Grades shall be ascended or descended slowly.
- The forks shall always be carried as low as possible, consistent with safe operations
- When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Fueling

- No internal combustion engine fuel tank shall be refilled with a flammable liquid while the engine is running. Fueling shall be done in such a manner that the likelihood of spillage is minimal. If a spill occurs it shall be washed away completely, evaporated, or equivalent action taken to control vapors before restarting the engine. Fuel tank caps shall be replaced before starting the engine.
- A good metal-to-metal contact shall be kept between fuel supply tank or nozzle of supply hose and the fuel tank.
- No repairs shall be made to equipment while it is being fueled.
- Each fuel storage tank or drum shall have the word "Flammable" conspicuously marked thereon and should also have a similarly sized word indicating the contents of the container.

Repairs on Equipment

- In no case will repairs to equipment be made by other than authorized, trained/certified personnel. In General this means that Intents Emergency Response LLC employees will not work on equipment on the jobsites or in the storage yard. Certain maintenance items (tire pressure, oil service, etc.) may be performed by Intents Emergency Response LLC employees, but only after all safety precautions for the intended service are met and the equipment is safe.
- No repairs shall be attempted on power equipment until arrangements are made to eliminate possibility of injury, caused by sudden movements or operation of the equipment or its parts. When the equipment being repaired is a bulldozer, carryall, ripper, or other machine having sharp or heavy moving parts such as blades, beds, or gates, such parts shall be lowered to the ground or securely and positively blocked in an inoperative position.
- All controls shall be in a neutral position, with the engine(s) stopped and brakes set, unless work being performed requires otherwise.
- Trucks with dump bodies shall be equipped with positive means of support, permanently attached, and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done. In all cases where the body is raised for any work, the locking device shall be used.

Traffic Control

- When operations are such that signs, signals, and barricades do not provide the necessary protection on or adjacent to a highway or street, flagmen, or other appropriate traffic controls shall be provided for completing the operation.

Ladders

- Ladders that appear unsafe, have broken or missing steps or side rails or damaged hardware shall not be used.
- Ladder rungs or steps shall be cleared of mud, grease, ice and other slippery substances before they are used.
- Defective ladders shall be tagged with "Do Not Use" tags and removed from service immediately.
- Ladders shall be used only on firm, level foundations.
- Unauthorized objects shall not be used to level ladders.
- Ladders shall not be painted.
- Ladders shall not be allowed to contact overhead electrical wires or any other electrical source.
- Wooden ladders shall not be considered insulated.
- Only ladders strong enough to support the load safely shall be used.
- Ladder weight ratings (from 200 pounds up to 300 pounds) shall be checked on the side rail of each ladder before use.
- Workers shall not be permitted to overreach while on a ladder.
- Ladders shall be moved from the ground when it is necessary to reach another area.
- Workers shall not be permitted to carry tools or equipment in their hands while climbing ladders.
- A three-point contact shall be maintained by workers climbing up or down ladders.
- Tools and equipment shall be pulled up by hand after workers have safely reached the landing.
- Workers shall carry tools in tool belts while climbing ladders.
- Ladders shall be taken down immediately when work is completed.
- Only one person shall be permitted on a ladder at one time.
- Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). Ladders shall not be used in a horizontal position as platforms, runways or scaffolds.
- Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
- When ascending or descending a ladder, the user shall face the ladder using at least one hand to grasp the ladder. An employee shall not carry an object that could cause the employee to lose balance and fall.
- Portable ladder feet shall be placed on a substantial base, and the area around the top and bottom of the ladder shall be kept clear.
- Portable ladders in use shall be tied, blocked, or otherwise secured to prevent their being displaced.
- When working from ladders, special consideration for fall protection equipment shall be taken when working near the building perimeter or open shafts.
- Portable metal ladders are not permitted on this project. The only exception to this policy is metal ladders designed and used specifically for attachment to scaffolds or skeleton steel during steel erection.

Straight Ladders

- Straight ladders shall be pitched at 1 foot out from vertical for every 4 feet of ladder height.
- Straight ladders shall extend at least 3 feet above the landing.
- Straight ladders shall be secured in place by tying them off at the top and/or supporting them at the bottom.
- Workers shall not be permitted to use the top three rungs of a straight ladder for steps.

Step Ladders

- Step ladders shall not be used as straight ladders.
- Step ladders shall only be used in a fully open position.
- The top two steps of a step ladder shall not be used as steps.

Lockout / Tagout

- Hazardous sources of uncontrolled energy including electricity (such as electrical switches), mechanical energy (such as fans), hydraulic energy (such as aerial lifts), pneumatic energy (such as compressed air) and thermal energy (such as steam lines) shall be locked out to keep them

from releasing stored energy when working with them or around them presents a hazard to workers.

- Sources of uncontrolled energy that cannot be locked out shall be tagged out to warn others not to release the stored energy.
- Only authorized individual who locks and/or tags out a source of energy shall remove the lock and/or tag.
- Affected individuals are prohibited from conducting maintenance on machinery/tools and shall not remove tags from equipment that is locked and tagged.

Machine Guarding

- Management
 - Ensures all machinery is properly guarded
- Supervisors
 - Train employees on specific guard rules in their areas
 - Ensures machine guards remain in place and are functional
 - Immediately correct machine guard deficiencies
- Employees
 - DO NOT remove guards unless machine is locked and tagged
 - Report machine guard problems to supervisors immediately
 - DO NOT operate equipment unless guards are in place
 - Ensure proper PPE is worn as needed

Manual Handling of Materials / LIFTING:

General requirements:

- Hand trucks, carts or other materials handling equipment shall be used whenever possible to move materials.
- Workers shall get help when lifting objects that are too heavy or bulky to be moved safely by one person.
- Workers shall get as close to an object as possible when preparing to lift it. . Workers shall lift objects by placing their butts down, heads up, and lift with their legs.
- Workers shall not twist their backs when lifting or carrying objects.
- Workers shall watch for "pinch points" when lifting or setting down objects.
- Workers shall wear work gloves to protect their hands from materials with sharp ends or edges.
- Stored materials shall be inspected before they are moved to ensure they will not fall off the shelf or rack while pieces are being moved.
- All materials shall be handled and stored with the utmost care. Contractors and Subcontractors shall ensure that their employees are properly trained in proper moving, lifting, grabbing, hoisting, team lifting, and any accessories for handling materials. No employees are to be exposed to material handling that may injure themselves or others in their area. All temporary storage of materials shall be secure, neat, orderly, and out of walkways. Materials shall not be haphazardly piled or strewn about in any work area.
- Any equipment utilized in the movement and storage of materials shall be in good condition and shall meet the manufacturer's specifications, and all applicable federal, state, and local standards and codes. All personnel utilizing such equipment shall be properly trained as to the operation of such equipment.

Material & Personnel Hoists

- All hoists shall comply with the manufacturers' specifications and limitations applicable to their operation. Where manufacturers' specifications are not applicable, the limitations assigned to the equipment shall be based on the determination of using a professional engineer competent in the field. Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be posted on cars and platforms.
- Following assembly or erection of hoists, and before being put into service, an inspection and test of all functions and safety devices shall be completed by a designated Competent Person. A similar inspection and test is required following any major alterations. All hoists shall be inspected at a minimum at 3-month intervals by a Competent Person. Records shall be maintained at the site.

- When hoist platform/cage is on upper level, first floor level shall be guarded to prevent entry of personnel or storage of material.

Pallet Jacks & Floor Jacks:

- Do NOT operate a pallet jack until you have been trained and authorized.
- Always check the pallet jack to see that it is in good working order before attempting to handle a load.
- •Notify your supervisor about any faulty equipment immediately.
- Confirm that the load being lifted is within the capacity limit.
- Always inspect the load before attempting to move it. Determine that the load is secured, evenly distributed and has the proper height to clear doorways.
- Limit the load size. OSHA recommends limiting the force to less than 50 pounds.
- Ensure the jack is centered and straight in the pallet.
- Never attempt to lift a load with one fork.
- Check that your route is clear and be observant for any overhead hazards.
- To prevent muscle strains, use both hands to jack up a manual Pallet Jack.
- If necessary, get help when pulling heavy loads, or when pulling on a wet floor, or on a grade.
- Use extra caution, and never turn sharp when operating a jack on a grade.
- Swing wide on corners to avoid hitting objects.
- To prevent muscle strains, use both hands to jack up a manual Pallet Jack.
- If necessary, get help when pulling heavy loads, or when pulling on a wet floor, or on a grade.
- Use extra caution, and never turn sharp when operating a jack on a grade.
- Swing wide on corners to avoid hitting objects.

Personal Protective Equipment

Eye Protection

- Safety glasses or safety goggles, depending on the hazard, shall be worn at all times while working.
- A welding helmet with an appropriate shaded lens and flash goggles under the helmet shall be worn when welding.
- Face shields shall be worn for protection from flying particles produced from light drilling, breaking, chipping and from power saws, and are particularly effective for employees who wear corrective glasses.

Head Protection

- Hard hats shall be worn whenever there is potential for falling objects or head contact with electrical sources.
- Hard hats shall be worn while on the job site as a condition of employment or visitation.
- Impact resistant hard hats provide protection only when the inside web suspension is intact and is adjusted to correct head size with proper crown clearance.
- All hardhats shall be worn with the brim forward. No “soft top” welding shall be permitted.

Hand Protection

- Proper gloves shall be worn when handling rough, sharp, hot or toxic materials that could cause hand injuries.
- All gloves shall be selected based on the manufacturer's recommendation for protection against the specific exposure.
- Gloves shall not be worn where they could be caught by moving equipment.

Foot Protection

- All employees will wear sturdy work boots with durable side walls, toes, and soles.
- Soft shoes or sneakers are not permitted.
- Visitors shall wear appropriate sturdy shoes or be kept out of the construction area.

Body Protection

- All personnel shall wear shirts and long trousers to protect against the elements and work site hazards.
- No sleeveless shirts, tank tops, mesh shirts, short, or sweatpants will be permitted.
- Sleeves shall extend a minimum of 4” from the top of the shoulder.

Repetitive Motion / Ergonomics

- Adjust your chair to the appropriate height
- Adjust the footrest for leg support and stability
- Position your monitor so that it minimizes head and neck rotation
- Make sure that your keyboard and mouse gelled wrist cushions are in good condition and used appropriately
- Be proactive with ergonomics and utilize the tools that are provided
- Ask for assistance if you need it
- DO NOT rest your arms/forearms on sharp edges that could create a "pinch-point"
- DO NOT overreach for items, walk to them or position them closer to your station
- DO NOT overexert yourself when lifting or carrying heavy objects, ask for assistance
- DO NOT Use broken equipment, be sure to advise your manager
- Use of neutral postures to perform tasks (straight wrists, lifting close to the body);
- Ask for assistance if the load is too heavy to lift (i.e. greater than 50 lbs.)
- Conduct stretching exercises in the morning prior to work to loosen up muscles and prevent strains
- Lift by using your legs, arms and buttocks. Bend your knees and keep your head, back and hips in a straight line. Never bend over to pick anything up without first bending your knees. Never twist while lifting.
- Report any physical discomfort to your supervisor immediately
- Rest wrists, arms, and shoulders by rotating tasks that are repetitive in nature
- Avoid excessive reaching above shoulder level and repetitive work with the arms fully extended
- Minimize side-to-side twisting of the wrists. Use both hands whenever possible
- Take 10-second micro-breaks to change positions or stretch quickly

Return To Work

- All work-related injuries must be reported to your supervisor and Intents Emergency Response LLC.
- If any employee has any doubt as to where to go for medical treatment for a job-related injury, they must contact Intents Emergency Response LLC
- The Intents Emergency Response LLC policy is to return employees to work as soon as possible after a job-related injury or illness has occurred. All possible opportunities will be considered to provide Restricted/ Modified Duty Assignments. Restricted/ Modified Duty Assignments will also be considered for employees injured off the job whenever possible.
- When an injured employee returns to work, all physical and mental limitations must be evaluated so that additional injury or aggravation does not occur. The safety of other employees working with the injured individual must also be considered.
- All injuries and illnesses will be evaluated on case by case basis by the insurance carrier.
- Injured employees may return to work on Restricted Duty under the following circumstances:
 - The employee's attending physician has determined the physical restrictions.
 - The contractor has a task that can be assigned that meets the restrictions.
- The employee must receive full medical release from a physician before resuming normal work activities, which would violate medical restrictions.
- No employee on Restricted/ Modified Duty will be allowed to work more than forty (40) hours per week.
- The injured employee will remain on the project where the injury occurred while on restricted duty.

Tools and Equipment

General

- Manufacturer installed safety devices and guards shall not be removed or bypassed.
- All hand tools, power tools and similar equipment shall be maintained in safe working order.
- Manufacturer's instructions shall be followed regarding proper maintenance.
- All tool and equipment blades shall be kept sharp.
- All damaged tools shall be removed from service immediately and tagged with "Do Not Use Tags."

- No maintenance on a powered tool or piece of equipment shall be performed unless it has been de-energized, i.e. unplugged, etc.

Workplace Violence Prevention

- Management is committed to a zero tolerance for workplace violence.
- Every effort will be made to prevent violent incidents from occurring through the implementation of a Workplace Violence Prevention Program (WVPP).
- All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a secure work environment.
- Employee involvement and feedback enable workers to develop and express their commitment to safety and health.
- All employees are encouraged to participate by assisting with identifying, evaluating, and correcting workplace violence hazards, and reporting and investigating workplace violence incidents.
- Any and all retaliation will not be tolerated, and immediate action will be taken.
- All incidents will be reviewed, documented and corrective action will be taken as deemed necessary.
- All employees will receive training on the Company's WVPP.
- If any employee has a question or concern about the Company's Workplace Violence Prevention Plan, or if they need assistance, please contact your supervisor, HR, or a member of the WVPP Planning Group.

SECTION FOUR: Safety Training

Mandatory OSHA) New Hire Safety Orientation Topics
and Job Related Safety Training

New Hire Mandatory Training - All Employees

THIS SAFETY TRAINING MUST BE ACCOMPLISHED BEFORE EMPLOYEE IS ALLOWED TO WORK UNESCORTED IN OR OFF THE FACILITY.

EMPLOYEES NAME: _____ **DATE:** _____

EMPLOYEES SIGNATURE: _____

OSHA MANDATORY SAFETY COURSES			
SAFETY TRAINING COURSES	TRAINING METHOD	DATE ACCOMPLISHED	MANAGER INITIALS
Company Safety & Health Policy	ESH Module		
Injury & Illness Prevention Program	ESH Module		
Code of Safe Practices and Injuries	ESH Module		
Back Safety/Ergonomic Hazards	ESH Module		
Bloodborne Pathogens & other Biological Hazards	First Aid / CPR Training BBP Policy		
Emergency Action & Fire Prevention Plans	Emergency Action Plan Policy		
Fire Extinguisher Location and Use	ESH Module, Site Orientation		
Good Housekeeping	ESH Module, Site Orientation		
Hazardous Material & Hazardous Communication (HAZMAT/HAZCOM)	ESH Module, MSDS (SDS) Binder		
Personal Protective Equipment	ESH Module, Site Orientation		
Heat Illness Prevention Program	ESH Module, Site Orientation		
Slips, Trips, and Falls Injuries	ESH Module, Site Orientation		
Workplace Orientation: Location of First Aid Kits, Eyewash Stations, Break Rooms etc.	Site Orientation		

MANAGER'S NAME: _____

MANAGER'S SIGNATURE: _____

*****HR to maintain a copy of this checklist in the Employee's file***

Safety Suggestion Communication Form

Employee name (optional): _____

Department: _____

Date: _____ Shift: _____

Suggestion / Hazard:

Solution to the Hazard:

