Accident & Injury Prevention Program
– Part 2 –

ACCIDENT & INJURY PREVENTION PROGRAM
MANUAL SECTIONS

Alcohol & Substance Abuse Awareness & Prevention Policies & Procedures

ALCOHOL & SUBSTANCE ABUSE AWARENESS & PREVENTION

SCOPE

Gordon H. Baver, Inc. is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- Gordon H. Baver, Inc. has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

COVERED EMPLOYEES

Any individual who conducts business on behalf of Gordon H. Baver, Inc., is applying for a position, or is conducting business on the organization's property, is covered by our drug-free workplace policy. Our policy includes, but is not limited to:

- Executive Management
- Supervisors
- Full-Time Employees
- Part-Time Employees
- Off-Site Employees
- Contractors
- Volunteers
- Interns

APPLICABILITY

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during:

- All working hours.
- Whenever conducting business or representing Gordon H. Baver, Inc..
- While on-call.
- Paid standby.
- While on organization property.
- At company-sponsored events.

PROHIBITED BEHAVIOR AND/OR ITEMS
It is a violation of our drug-free workplace policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or other intoxicants.

NOTIFICATION OF CONVICTIONS
Any employee who is convicted of a criminal drug violation in the workplace must notify the main office in writing within 4 calendar days of the conviction. Federal contracting agencies will be notified when appropriate.

SEARCHES
Entering Gordon H. Baver, Inc's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of:

- Pockets and clothing
- Personal property such as: wallets, purses, briefcases, backpacks and lunch bags or boxes
- Desks and work stations
- Vehicles and equipment

DRUG TESTING
To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody. All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in:

- Pre-employment
- Pre-duty
- Periodic
- Random
- Post-accident
- Reasonable suspicion
- Return-to-duty
- Follow-up

The substances that will be tested for upon request of management are:

- Amphetamines
- Cannabinoids (THC)
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Alcohol
- Barbiturates
- Benzodiazepines
- Methaqualone
- Methadone
- Propoxyphene

Testing for the presence of alcohol will be conducted by analysis of breath, saliva or blood. Testing for the presence of the metabolites of drugs may be conducted by the analysis of urine, breath, blood, hair, saliva, and sweat. Any employee who tests positive will be handled as per Employee Drug and/or Alcohol Policy.

CONSEQUENCES

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. If an employee violates the drug-free workplace policy, he or she will be handled as per Employee Drug and/or Alcohol Policy.

RETURN-TO-WORK AGREEMENTS

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

SHARED RESPONSIBILITY

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the Supervisor's Safety Committee / Management responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

COMMUNICATION

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy and assistance programs will be reviewed at safety meetings.
- All employees will receive an update of the policy annually with their paychecks.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.

- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

EMPLOYEE ASSISTANCE PROGRAM

Gordon H. Baver, Inc. recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- Offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

All information received by Gordon H. Baver, Inc. through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Ergonomics Program

ERGONOMICS PROGRAM

SCOPE
The scope of this program is to identify and correct any ergonomic risk factors for the employees of Gordon H. Baver, Inc.. This program applies to all departments and operations.

GOAL
The goal is to prevent the occurrence of work-related musculoskeletal disorders by controlling or eliminating those risk factors which may cause them. This program ensures that all affected employees are made aware of job-related risk factors and will provide them with information and solutions to alleviate them.

RESPONSIBILITIES

MANAGEMENT & SUPERVISORS
The prevention of work-related accidents and injuries resulting from ergonomic exposures is the responsibility of each manager or supervisor. Each manager or supervisor will ensure that all employees within their scope of authority receive information regarding ergonomic risk factors and will receive the appropriate training to reduce or eliminate these risks. All managers and supervisors will be held accountable for the enforcement of this program.

ALL EMPLOYES
It is the duty of each and every employee to report any concerns regarding ergonomics to their supervisor or manager. Any affected employee must comply with the required training.

JOB HAZARD IDENTIFICATION
There are a number of methods that can be utilized to identify potential ergonomic risk factors that are likely to result in a disorder. Each job will be evaluated for the following risk factors:

- **Repetition:** This includes performance of the same motion or patterns of motions every few seconds, lasting more than two hours at a time.
- **Posture:** Fixed or awkward postures, including overhead work, twisted or bent lumbar, bent wrist, stooping, or squatting, which lasts for more than two hours.
- **Vibration:** The use of any tools or equipment that vibrates or is used for impact, which lasts for more than two hours.
- **Lifting:** The manual lifting, carrying, or lowering of anything that weighs more than 25lbs (11.34 kg) more than once during a single work shift.
- **Push/Pull:** The continuous motion of pushing or pulling objects.
- **Stationary Work:** Includes piece rate or machine paced work for more than four hours at a time (legally required breaks cannot be included when totaling the four hour limit).

CONTROL MEASURES

ENGINEERING CONTROLS

Engineering Controls are the preferred method for controlling work-related musculoskeletal disorders (WMSD). These controls are designed to make physical changes to jobs in order to control WMSD hazards and may include changing, modifying, or re-designing workstations, tools, facilities, equipment, materials, or processes.

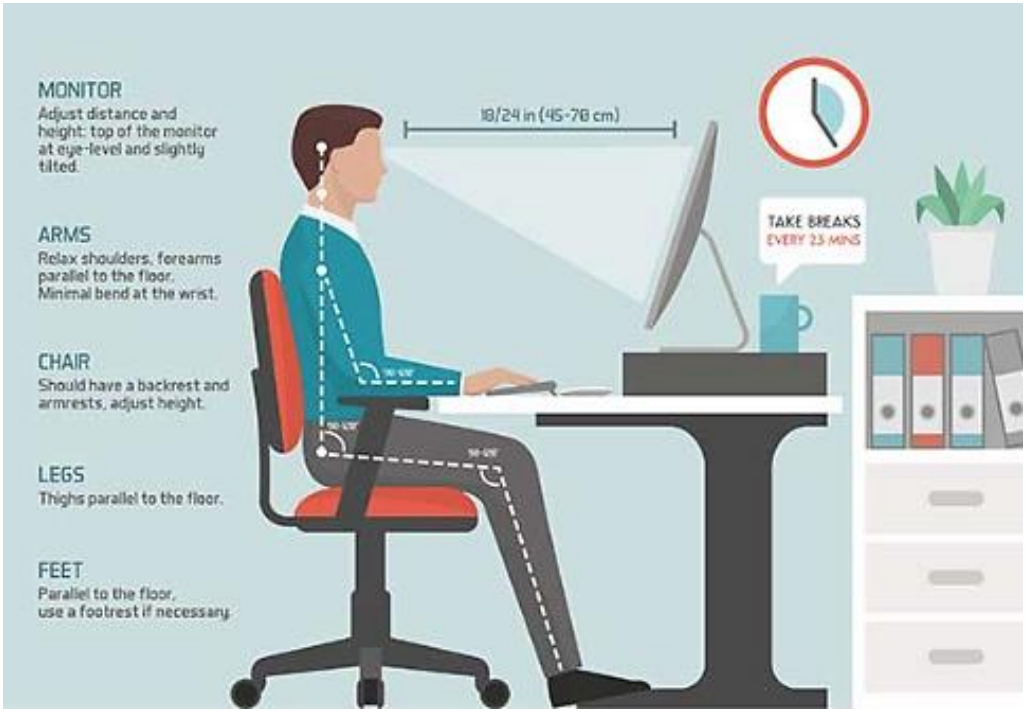
ADMINISTRATIVE CONTROLS

Administrative Controls are those procedures developed and implemented by Gordon H. Baver, Inc. that are designed to significantly reduce the exposure to WMSD hazards, by changing the way work is performed. These controls may include employee rotation, job sharing, adjusting the pace of work, providing additional rest breaks, and training.

OFFICE SETTINGS

The following procedures should be followed in setting up or adjusting your workstation:

- Adjust your computer screen in order to minimize glare.
- Eyes should be looking downward at the computer screen without bending the neck.
- The head should be upright and over the shoulders.
- The computer screen should be positioned 20 – 25" away from the operator.
- The table height should be approximately at elbow height.
- The keyboard should be located so the operator can type comfortably, while keeping the elbows bent at a 90° angle and his/her wrists in a neutral (straight) posture.
- The backrest should support the natural curve of the lower back.
- Thighs should be horizontal with a 90°-110° angle at the hip.
- The operator's feet should be supported and flat on the floor. If this cannot be accomplished, use a footrest to fully support the feet.
- Ensure the seat has five legs with adequate lumbar support.



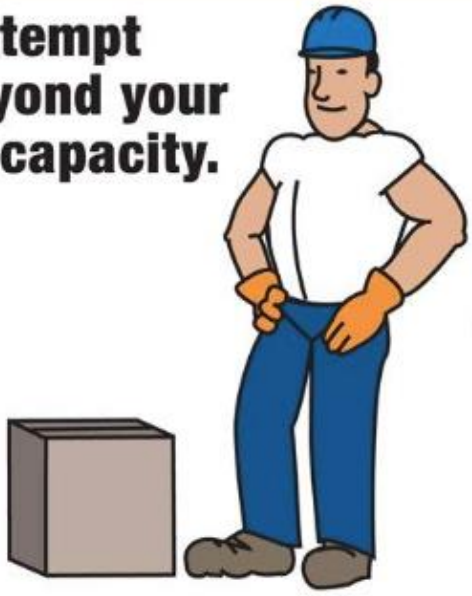
PROPER LIFTING TECHNIQUES

Before attempting a lift, ask yourself if there is a mechanical lifting device (forklift, pallet jack, hand truck, etc.) that can be used. If the use of a mechanical lifting aid is not possible, Gordon H. Baver, Inc. employees are instructed to utilize the following proper lifting techniques:

- Utilize a team approach for heavier objects. Do not attempt to lift anything by yourself that is >50 lbs.
- Maintain a wide-base stance. Keep your feet shoulder-width apart, with one foot just slightly ahead of the other.
- Squat down, bending at the hips and knees only.
- Maintain good posture. Look straight ahead, keep your back straight, chest out, and shoulders back.
- Lift slowly be straightening your hips and knees (not your back). Do NOT twist as you lift!
- Hold the load as close to your body as possible, at the level of your belly button. To not carry any objects that are blocking your line of vision.
- Use your feet to change direction. Do NOT twist your body. Take small steps.
- Lead with our hips as you change direction and keep your shoulders in line with your hips as you move.
- Set the load down carefully by squatting with the knees and hips only.

SAFE LIFTING TECHNIQUES

Do not attempt to lift beyond your strength capacity.



Stand close to object with feet spread shoulder width apart snd one foot slightly in front of the other for balance.

Squat down, bending at the knees (not the waist). Tuck your chin and keep your back as straight as possible.

Get a firm grasp on the object before beginning the lift.

Lift with your LEGS by straightening them.

After lifting, keep the package as close to the body as possible.

EMPLOYEE TRAINING
Gordon H. Baver, Inc. will provide training to all affected employees who are exposed to ergonomic risks. Training will consist of the following components:

- How to recognize risk factors associated with musculoskeletal disorders and ways to reduce exposure.
- How to recognize signs and symptoms of work-related musculoskeletal disorders.
- The importance of early reporting and medical management.
- How to report WMSD signs, symptoms, and hazards.
- Gordon H. Baver, Inc's Ergonomics Program, including roles and responsibilities.
- How to practice the proper use of any implemented control measures.
- Gordon H. Baver, Inc's Ergonomic Program and their role in it.

Training will be provided for all affected employees when they are initially assigned to jobs that have been identified as having ergonomic risk factors, whenever new control measures are implemented that affect their jobs, whenever there are changes to processes or the work environment that may affect or change ergonomic risk factors, or periodically as needed or required by management.

ENFORCEMENT
Awareness and adherence to this program, and compliance with all safety rules, are considered conditions of employment. Failure to adhere to the procedures outlined in this program may lead to disciplinary warnings, up to and including termination.

MEDICAL MANAGEMENT
When an employee reports signs or symptoms of a WMSD, the supervisor or manager, in conjunction with the Safety Chair, will determine whether medical management is necessary. Medical management, including work restrictions, will be provided at no cost to the employees.

RECORD RETENTION REQUIREMENTS
Employee reports and responses will be retained for a period of three (3) years. Results of job hazard analysis and evaluations of the program and controls will be retained for a period of three (3) years or until replaced by updated records. Any medical management records will be retained for the duration of the injured employee's employment plus three (3) years.

PROGRAM EVAULATION PROCESS
The effectiveness of this program will be evaluated periodically by the Safety Committee. The following procedures will be used to determine the effectiveness:

- Ensuring all elements of the Ergonomics Program are functioning as intended.
- The effectiveness of all implemented controls.

Energy Control Procedures
Lockout/Tagout

HAZARDOUS ENERGY LOCKOUT/TAGOUT PROCEDURES

SCOPE

This procedure is for the lockout of energy isolating devices whenever maintenance or servicing is done on machine or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of store energy could cause injury.

DEFINITIONS

AUTHORIZED EMPLOYEE: These are the only persons authorized to lockout or tagout machines or equipment in order to perform servicing or maintenance on that machine or equipment.

AFFECTED EMPLOYEES: An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

ALL OTHER EMPLOYEES: Anyone whose work operations are or may be in the area where energy control procedures may be utilized.

RESPONSIBILITIES

ALL EMPLOYEES: All employees are required to comply with the policies and procedures outlined in this section. Failure of any employee to adhere to the policies/procedures will lead to disciplinary action as determined appropriate by management, up to and including possible termination of employment.

AUTHORIZED EMPLOYEES: These employees will be trained in recognition of hazardous energy sources, the type and magnitude of the energy, and the methods and means necessary for energy isolation and control.

Authorized employees are responsible for their issued tags and locks and are not to utilize them for any purpose other than machine lockout/tagout.

Authorized employees are responsible for ensuring that affected employees and other employees, including guests and outside contractors are at a safe distance from machines or equipment that has been locked out or tagged out for servicing or maintenance. The authorized employee must notify employees prior to the machine shutdown and prior to the re-energization or startup of the machine.

AFFECTED EMPLOYEES: Affected employees who operate the specific machine or equipment that is being serviced or maintained must not attempt to restart or reenergize the machine or equipment, until the authorized employee has instructed the employee that it is okay to resume and has removed all locks and tags.

OTHER EMPLOYEES: All other employees whose work may be in an area where energy control procedures are utilized must not attempt to restart or reenergize any machine or equipment that has been locked out or tagged out. Failure to adhere to this policy will lead to disciplinary action, including possible termination.

DISCIPLINARY ACTION
Any employee not adhering to the safety policies/procedures outlined in this program are subject to disciplinary action by management, up to possible termination of employment.

IDENTIFYING LOTO EQUIPMENT/MACHINES
Safety Chair will identify those pieces of equipment and machines that fall within the scope of this energy control program through a variety of means including: consulting the manufacturer's guidelines,

LOCKS & TAGS
Locks and tags are to be used exclusively to control and prevent the unexpected startup of machines and equipment during service or maintenance work. They are not to be utilized for any other purpose, regardless of circumstance.

Locks and tags are issued to and should be used solely by authorized employees. No other employee, guest, outside contractor, or anyone other than the authorized employee is allowed to affix or remove a lock or tag.

Locks and tags are standardized in color, shape, and size throughout our Company. These devices will be purchased and issued to authorized employees by Safety Chair. All locks and tags will be identifiable to the specific authorized employee to whom they were issued.

GENERAL (NON-SPECIFIC) ENERGY CONTROL PROCEDURES

- All sources of hazardous energy must be identified prior to commencing work. This allows the authorized employee to properly lockout/tagout the equipment to prevent the accidental start-up or re-energization of the equipment/machinery.

- Both the Contractor and GHB representative must be present to conduct the lockout/tagout.

- Notify all affected employees that a lockout or tagout system is going to be utilized. The authorized employees shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

- If the machine/equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

- Operate switch, valve, or other energy-isolating device so that the equipment is isolated from its energy source. Stored energy such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc. must be dissipated or restrained by methods such as repositioning, block, bleeding down, etc.

- LOTO the energy isolating devices with assigned individual lock(s). Locks shall indicate identity of the employee applying LOTO. If tags are used, they should be affixed in a manner that will clearly indicate that the operation or movement of the energy-isolating device from the "safe" or "off" position is prohibited. Each worker shall place their own tag and lock and shall sign and date the tag and also include their badge number.

- A construction electrician shall lock and tag all electrical switches first, prior to placing the tag.

- If there is a possibility of re-accumulation of stored energy, verification shall be performed and continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists. **CAUTION: RETURN OPERATING CONTROLS TO NEUTRAL OR "OFF" POSITION AFTER EACH TEST.**

- Equipment is now locked out.

RESTORING EQUIPMENT TO NORMAL OPERATIONS – GENERAL PROCEDURES
Before lockout or tagout devices are removed and energy is restored to the machine or equipment, the following procedures shall be followed and actions taken by the authorized employee(s):

- The work area shall be inspected to ensure that nonessential items have been removed and to ensure that the machine or equipment components are operationally intact.

- The work area shall be checked by the authorized employee to ensure that all employees have been safely positioned or removed from the area.

- After the lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified by the authorized employee(s) that the lockout or tagout device(s) have been removed.

- Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. Each worker shall destroy their tag when they remove it and use a new one for the next lockout/tagout.

- The machine may not be energized or started up according to normal startup procedures.

PROCEDURE FOR ELECTRICAL PLUG-TYPE EQUIPMENT

- Unplug the electrical equipment from the wall socket or in-line socket.

- Attach a "Do Not Operate" Tag and Plug Box & Lock on the end of the power cord.

- Test the equipment to ensure the power source has been de-energized.

- Perform the required repair/maintenance.

- Replace any guards that were removed during the process.

- Remove lockout/tagout devices.

- Inspect the power cord and socket before plugging the equipment in.

AFFECTED EMPLOYEES: Each affected employee shall be instructed in the purpose and importance of the energy control procedure, as well as the significance of lockout and tagout devices. They will be informed about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

Affected employees shall also be trained in the limitations of tagout devices and instructed that their removal without authorization by the authorized employee is strictly prohibited.

OTHER EMPLOYEES: All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out. All other employees shall also be trained in the limitations of tagout devices and instructed that their removal without authorization by the authorized employee is strictly prohibited.

Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals or whenever the employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

Safety Chair shall certify that employee training has been accomplished and is being kept current, including the employee's name and the date(s) training took place. The trainer will be required to be signed by the qualified trainer.

Electrical Work

ELECTRICAL WORK

Gordon H. Baver, Inc. is committed to the health of safety of all of their employees. Further, it is the intent of our Company to protect those employees working with or around electrical equipment from shock or injury. All electrical work, installation and wire capacities shall be in accordance with the pertinent provisions of NFPA 70 (latest revision). The construction and installation of electrical power transmission and distribution lines shall comply with OSHA regulations.

Dielectrically tested rubber gloves must be worn on all power line work or wherever contact is possible with energized circuits. In addition, dielectrically tested suits, face shields and standby personnel may be required.

ELECTRICAL

a. The Safety Director is responsible for complying with the National Electrical Code and all Federal, State, and local codes. Any electrical work not in compliance should be brought to the Safety Director's attention immediately.
b. Only knowledgeable, certified electricians are to perform electrical work.
c. Employees should not work close to any unprotected electrical power circuit unless that circuit is de-energized and grounded.
d. All switches must be enclosed and grounded. Panel boards must have provisions for closing and locking the main switch and fuse box compartment.
e. Extension cords used with portable electric tools and appliances must be heavy duty (no less than 12 gauge conductors) of the three wire grounding type, and must conform to OSHA standards. NO FLAT ELECTRICAL CORDS ARE ALLOWED ON SITE.
f. All electrical tools and cords must be protected by a ground fault circuit interrupter.
g. Voltages must be clearly labeled on all electrical equipment and circuits. Circuits must also be clearly marked for the areas of service they provide.
h. Prior to performing any work, electricians must "lockout and tagout" the equipment or machinery. The only exception is when power is required for "megging" circuits.
i. Electrical cords and trailing cables should be covered, elevated or otherwise protected from damage. Any exposed wiring and cords with frayed or deteriorated insulation must be reported immediately.
j. Extension cords should be used as little as possible and all plugs must be the dead front type.
k. The Safety Director must oversee the performance of monthly Electrical Grounding Testing with trade contractors on all electrical cord and plug connected equipment.
l. Temporary lighting should be used in areas where there is not adequate natural or artificial lighting. Temporary lights must be equipped with guards to prevent accidental contact with bulbs.
m. Working spaces, walkways, and similar locations must be kept clear of cords.
n. Electrical tools and equipment must be appropriately protected with GFCI when used in wet or damp areas.
o. Subcontractors must obtain advanced approval from the Safety Director before bringing any heavy equipment over 18 feet high on site. Any wide load over ten feet requires an escort. A power outage approval must also be obtained.

Hazard Communications Program

INTRODUCTION

Gordon H. Baver, Inc. is committed to the health of safety of all of their employees. Further, it is the intent of our Company to comply with Title 34, Part XIII, Chapters 301 – 323, Labor & Industry regarding the Worker & Community Right-To-Know. The purpose of this program is to ensure that the hazards of all chemicals are made known to every employee working with or around them. The requirements of this program are intended to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and OSHA regulation 29 CFR 1910.1200 (OSHA HCS 2012). This program outlines the procedures as they relate to container labeling, safety data sheets, and employee training.

SCOPE

As the employer, it is our responsibility to provide information to our employees about the hazardous chemicals to which they are exposed through our written hazard communication program, labels, other forms of warning, safety data sheets, and training. It is our intent to communicate our formal hazard communication program's policies and procedures in this section.

RESPONSIBILITIES

The Safety Committee is responsible for administering the hazard communication program. His/her responsibilities will include:

- Identify all hazardous chemicals in Department and every Location.
- Maintain and keep current the "Inventory of Hazardous Chemicals."
- Ensuring that ALL containers are labeled, tagged, or marked properly according the new GHS labeling provisions.
- Provide new-hire and ongoing training for all affected employees.
- Maintain training records for all affected employees.
- Monitor the air concentrations of hazardous chemicals in the work environment and advise upper management if levels exceed the permissible levels and require engineering controls such as increased ventilation, etc.
- Select and maintain the appropriate personal protective equipment.
- Direct the cleanup and disposal operations of the spill control team.
- Inform outside contractors who are performing work on company property about potential hazardous chemicals.
- Review the effectiveness of the hazard communication program and ensuring it satisfies the requirements of all applicable federal, state, or local hazard communication requirements.

Employees are responsible for the following aspects of the hazard communication program:

- Identify hazardous chemicals before starting a job. If you are unsure, ask your direct supervisor.
- Read the container labels and Safety Data Sheets (SDS) before using the chemical.
- Notify Safety Chair of torn, damaged or illegible labels or of unlabeled containers.
- Use appropriate controls and/or personal protective equipment provided by the company to minimize exposure.
- Follow company instructions and warnings pertaining to chemical handling and usage.
- Properly care for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement.
- Know and understand the consequences associated when the procedures concerning the safe handling and use of chemicals are not followed.
- Participating in training.

CONTAINER LABELING

Each container of hazardous chemicals in the workplace will be labeled, tagged, or marked with a GHS formatted label that includes the product identifier, signal word, hazard statement(s), pictogram(s), precautionary statement(s), and supplier information.

No employee shall remove or deface existing labels on containers of hazardous chemicals. Chemical labels are to be legible and prominently displayed on the container. If a hazardous chemical is transferred to another container other than its original container, a GHS formatted label must be affixed to the new container immediately, using a GHS formatted label. If a hazardous chemical is not labeled, the receiver shall refuse shipment.

Labeling of Combustible or Flammable Liquid Storage Containers

Gasoline cans that are labeled by their manufacturer as "gasoline," do not provide adequate warnings and must be labeled in accordance with the new GHS requirements.

EMPLOYEE POSTINGS & EMERGENCY TELEPHONE NUMBERS

9-1-1 is active within Gordon H. Baver, Inc's jurisdiction. It is the responsibility of each supervisor to obtain the local emergency telephone numbers for emergency services if areas in which they are working are not covered by the 9-1-1 service. These contact numbers must be posted in conspicuous areas. Gordon H. Baver, Inc. will rely on the Local Fire Department per Project Location to respond to and handle all such emergencies related to hazardous chemicals. In the event that the hazardous chemical incident exceeds the resources available internally, external aid will be called to assist.

SAFETY DATA SHEETS

Direct Superintendent maintains Safety Data Sheets (SDS) for each hazardous chemical utilized in our job sites. These sheets will be made readily available and are kept in the field offices.

Safety Data Sheets (SDS) are developed by chemical manufacturers and importers and they provide employees with information concerning the hazards presented by each chemical. Manufacturers and importers are required to provide Safety Data Sheets to the employer prior to or at the time of the shipment.

Each Department will stipulate on each order for materials that a Safety Data Sheet must accompany the shipment. Individual purchasing consumer products in a quantity that exceeds the amounts typically used by a household consumer must obtain an SDS. In addition, consumer products that are purchased in small quantities, but will be used in a manner that will result in greater exposure than found in a typical household application, shall also obtain an SDS.

If the SDS is not provided with a shipment that has been labeled as a hazardous chemical, notify your Supervisor and they shall request an SDS. If problems arise in obtaining an SDS a phone call will be made to the manufacturer, importer, or distributor. The phone call will be logged and a letter or email requesting the same will be sent. New Safety Data sheets will be obtained by the receiving department and provided to Gordon H. Baver, Inc. to add to the master file.

There are sixteen (16) required sections in the newly adopted SDS, including:

Section Number	Section Classification
Section I	Product Identification
Section II	Hazard Identification
Section III	Composition (Ingredients)
Section IV	First-Aid Measures
Section V	Fire Fighting Measures
Section VI	Accidental Release Measures
Section VII	Handling and Storage
Section VIII	Exposure Controls and Personal Protection
Section IX	Physical and Chemical Properties
Section X	Stability and Reactivity
Section XI	Toxicological Information
Section XII	Ecological Information
Section XIII	Disposal Considerations
Section XIV	Transport Information
Section XV	Regulatory Information
Section XVI	Other Information

Safety Data Sheets will be updated as new information becomes available. The Safety Committee shall be responsible for updating the old SDS with a new SDS. New information may require supplemental training, as determined by the changes in the hazards presented by the product.

Each employee shall have the right to review an SDS for any hazardous chemical with which they work or come into contact with, by referring to a copy of the SDS in the SDS books. The SDS book will be available in the job trailer. The SDS binder must never be stored in a supervisor's or manager's office! All employees are permitted and encouraged to review the SDS for the products they use. SDS may not be removed from the binder, except for the purpose of photocopying. The sheet(s) shall then be immediately returned to the SDS binder.

The SDS binder must be arranged in a manner that allows for the quick and easy identification of chemicals used in the workplace. This shall be achieved by alphabetizing products or grouping the products by their function. Enough SDS books must be available in the workplace to provide immediate and easy access to all employees.

PERSONAL PROTECTIVE EQUIPMENT

The handling or use of certain chemicals requires the use of Personal Protective Equipment (PPE). To determine the appropriate type(s) of PPE required in the handling of specific hazardous chemicals, please refer to the appropriate Safety Data Sheet. If you remain uncertain about the PPE requirement, please contact your direct Supervisor **BEFORE** working with the chemical.

We have a strict and enforceable policy on PPE for those employees who are exposed to hazardous chemicals, and will not tolerate employees who violate this policy. Any employee found working with a hazardous chemical without the appropriate PPE will be subject to a written warning. Subsequent disregard for this policy may lead to additional consequences, including possible termination of employment.

EMPLOYEE INFORMATION AND TRAINING

Employees will receive information and training on hazardous chemicals in their work area at the time of their initial assignment, whenever a new chemical hazard is introduced into the work area, or the processes in working with that chemical change. Retraining may be required if management feels an employee does not have a good understanding of the hazards and safety precautions in working with hazardous chemicals. Our Hazard Communication training program will include the following:

- Overview of the requirements of GHS and OSHA's Hazard Communication Standard.
- Review of hazardous chemicals present.
- Physical and health risks associated with those chemicals.
- Physical health symptoms of over-exposure to a particular hazardous chemical.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if an employee has been exposed to a hazardous chemical.
- How to read and understand the GHS formatted labels.
- How to read and understand Safety Data Sheets (SDS).
- Location of SDS and written hazard communication program.
- Location of eyewash and shower stations, as well as instruction on how to use both.

NON-ROUTINE TASKS

The Immediate Supervisor of any employee performing a non-routine task, such as cleaning machinery and other process equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task. Employees share in this responsibility by ensuring that their immediate supervisor knows that the non-routine task will be performed.

Special work permits are required for the performance of certain non-routine tasks, such as entry to confined spaces, breaking and opening piping systems, and hot work. For some special tasks, employees are required to follow special lockout/tagout procedures to ensure that all machinery motion has stopped and energy sources are isolated prior to and during the performance of such tasks.

CONTRACTORS

Prior to beginning work, the Direct Superintendent will inform contractors working on company property of any and all hazardous chemicals that the contractors' employees may be exposed to while performing their work. The Direct Superintendent will also inform contractors of engineering or work practice control measures to be followed by the contractor, personal protective equipment to be worn by the contractors' employees, and any other precautionary measures that need to be taken to protect their employees during the workplace's normal operating conditions and in foreseeable emergencies.

Furthermore, the Direct Superintendent advise contractors that they must comply with all OSHA standards while working on company property. Appropriate controls will be established with the contractor to ensure that company employees are not exposed to safety and health hazards from work being performed by the contractor and that company operations do not expose contractors' employees to hazards.

The Direct Superintendent will inform contractors of the availability and location of the Safety Data Sheets for any chemical to which contractors' employees may be exposed while performing their work, as well as the location of all eyewash stations and showers.

RECORDKEEPING

Records pertaining to the hazard communication program will be maintained by the Safety Chair or designate, including:

- Inventory of hazardous chemicals.
- Hazardous material reviews.
- Copies of phone call logs and letters requesting Safety Data Sheets.
- Employee training records.
- Warnings issued to employees for not following Gordon H. Baver, Inc.'s hazard communication program.

EXPOSURE EMERGENCIES

If you have been adversely exposed to a hazardous chemical, please seek emergency medical treatment immediately. Notify your immediate supervisor that you have been exposed to a hazardous chemical. Safety Data Sheets should be provided to emergency responders.

For non-emergencies, refer to the First Aid section (Section 4) of the Safety Data Sheet for treatment in the event of exposures. In all events, employees are required to follow up with a medical evaluation.

Our facility has been equipped with an eyewash station(s) in the event of ocular exposure. The eyewash stations can be found on each project by the First Aid Kits or Job Trailers.

Welding & Cutting

WELDING & CUTTING SAFETY PROCEDURES

INTRODUCTION & SCOPE

Before any welding operations begin they should be reported to onsite superintendent. The contractor shall perform welding and cutting in accordance with OSHA regulation 29 CFR 1926.352. These shall include, but not be limited to:

- When practical, objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects to be welded, cut, or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.

- If the object to be welded, cut, or heated cannot be moved and if all the fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them.

- No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentrations creates a hazard.

- Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.

- When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed, and for a sufficient period of time after completion of the work to ensure that no possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards and how the firefighting equipment provided is to be used.

- When welding, cutting, or heating is performed on walls, floors, and ceilings, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.

- For the elimination of possible fire in enclosed spaces as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch shall be positively shut off at some point outside the enclosed space whenever the torch is not to be used or whenever the torch is left unattended for a substantial period of time, such as during the lunch period. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.

- Except when the contents are being removed or transferred, drums, pails, and other containers which contain or have contained flammable liquids shall be kept closed. Empty containers shall be removed to a safe area apart from hot work operations or open flames.

- Drums containers, or hollow structures which have contained toxic or flammable substances shall, before welding, cutting, or heating is undertaken on them, either be filled with water or thoroughly cleaned of such substances and ventilated and tested. For welding, cutting and heating on steel pipelines containing natural gas, the pertinent portions of regulations issued by the Department of Transportation, Office of Pipeline Safety, 49 CFR Part 192, Minimum Federal Safety Standards for Gas Pipelines, shall apply.

- Before heat is applied to a drum, container, or hollow structure, a vent or opening shall be provided for the release of any built-up pressure during the application of heat.

- The user must inspect all leads, grounds, clamps, welding, machines, hoses, gauges, torches and cylinders before they are put into operation.

- All fittings, couplings and connections are to be "leak-free."

- Provide adequate ventilation while cutting, welding, soldering or working on galvanized material and while working within enclosed shelters. All work must have a separate and adequate ground, pulled from the machine to the work location.

- At the end of each shift or when not in use for extended periods, the welding machine shall be turned off.

- An OSHA approved welding helmet which attaches to a hard hat must be worn. Use no less than a #9 filter with a plastic cover plate on both sides of the filter.

- Electric welding is prohibited from any metal ladder. Compressed gas cylinders must be secured vertically to an adequate support while in storage or transit. The protective cap must be on during storage and transit. Bottle shall be secured in a bottle cart while in use.

- Keep oil and grease away from oxygen regulators, hoses and fittings. Do not store wrenches, dies, cutters or other grease-covered tools in the same compartment with oxygen equipment.

- Approved cutting goggles must be worn. Use a least a #3 filter with a plastic cover plate on both sides of the filter.

- Gloves shall be worn to protect the hands and wrists. Flying chips and weld slag travel a considerable distance and may be dangerous to other personnel in the area, and shall require a screening or shielding. Gloves shall be worn when cleaning and brushing surfaces that are to be welded; also for wire brushing weld metal. Flame-resistant aprons of leather or other suitable material as protection against radiated heat and sparks shall be worn. Clothing should be free of oil and grease.

- Oxygen shall not be used to operate pneumatic tools, pressurize a container, blow-out lines or as substitute for compressed air or other gases.

- Cylinders and hoses shall be placed where they are not exposed to sparks and slag from a welding or cutting operation.

- Cylinders shall be raised to upper levels with approved rigging gear. Do not lift them with slings or by the protective cap.

- Do not strike an arc on cylinders or use them as rollers.

- When welding, or cutting where sparks are generated, a 30 minute firewatch should be provided at the end of the day to ensure there is no smoldering fire in the area.

Cranes & Derricks

CRANES AND DERRICKS

The Contractor shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks. Attachments used with cranes shall not exceed the capacity, rating or scope recommended by the manufacturer. A copy of the crane manufacturers operating manual shall be available in the cab of each crane at all times. Manufacturer's load rating plates shall be attached to all load- hoisting equipment in view of the operator.

Special caution shall be taken when moving or operating a crane in the vicinity of overhead electric power lines so minimum clearances are maintained. The riding of crane hooks and/or "headache balls" is prohibited.

Rigging equipment should be checked and inspected by qualified personnel prior to use and as necessary during its use to ensure that it is safe.

Only personnel qualified by training and experience shall operate cranes or derricks.

One man shall be designated to perform signaling.

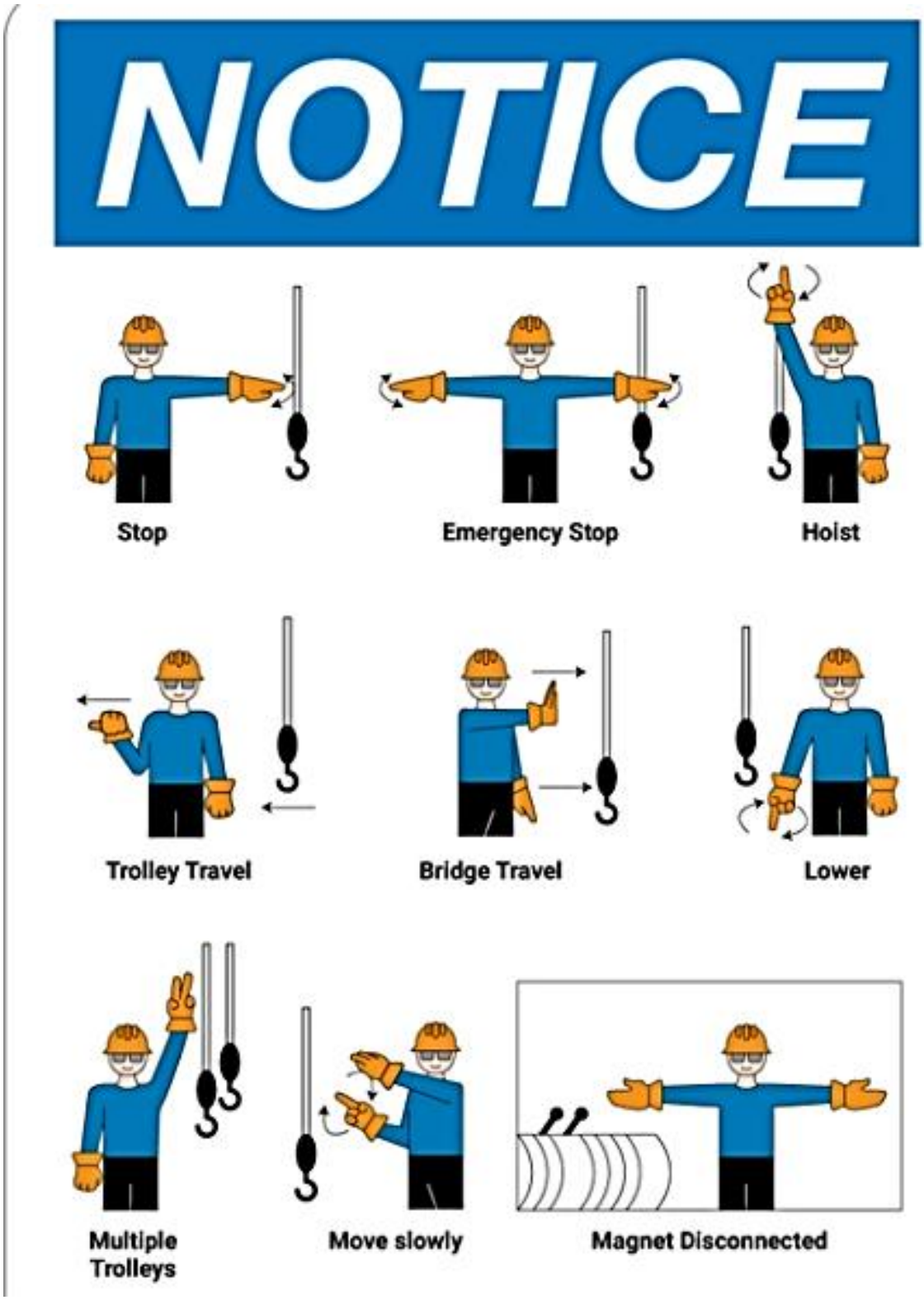
During assembly and disassembly of crane booms and derrick sections, all components shall be adequately supported so that these components will not shift nor fall causing injury to personnel working with or around them.

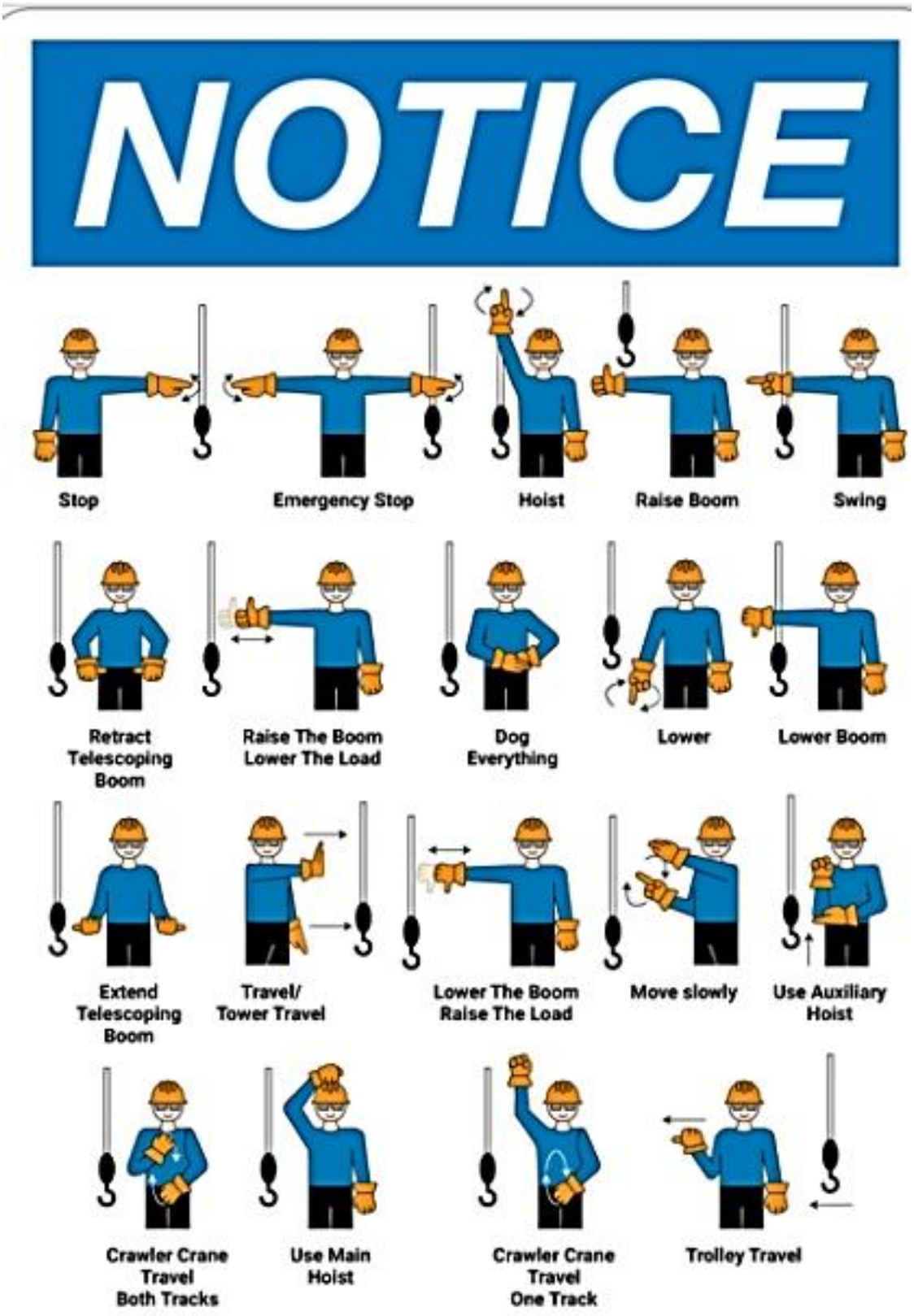
The Contractor, when making a lift with a crane, shall have the area cleared, roped or barricaded off and shall have someone supervising the lift. No one shall stand or pass under suspended loads. Tag lines shall be used for controlling loads.

Cranes and derricks shall not be refueled while operating.

All cranes and derricks not in use shall be properly secured.

Crane signals are posted in the job trailer on every jobsite.


NOTICE
Stop
Emergency Stop
Hoist
Trolley Travel
Bridge Travel
Lower
Multiple Trolleys
Move slowly
Magnet Disconnected


NOTICE
Stop
Emergency Stop
Hoist
Raise Boom
Swing
Retract Telescoping Boom
Raise The Boom Lower The Load
Dog Everything
Lower
Lower Boom
Extend Telescoping Boom
Travel/ Tower Travel
Lower The Boom Raise The Load
Move slowly
Use Auxiliary Hoist
Crawler Crane Travel Both Tracks
Use Main Hoist
Crawler Crane Travel One Track
Trolley Travel