Paul Johnson Drywall, Inc.
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Phoenix, AZ 85027

SAFETY PROGRAM
Paul Johnson Drywall, Inc.
Revision 7 – June 2023

DOCUMENT CHANGE CONTROL

Date	Version	Requester	Tech. Writer	Change/Review
4/14/2022	April 2022	Morgan Tanner	Greg Powell	Review document to ensure federal compliance
4/14/2022	April 2022	Morgan Tanner	Greg Powell	Corrected errors
6/6/2023	2022	Contract	Morgan Tanner	Annual review; removed Covid policy – replaced by pandemic policy; editing

Modified by: Morgan Tanner 06/06/2023

Reviewed by:

Approved by: _____

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Paul Johnson Drywall, Inc.
Management Policy Statement

It is the policy and belief of Paul Johnson Drywall Inc., that every employee is entitled to a safe and healthy place in which to work. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection, and health preservation.

We at Paul Johnson Drywall Inc. have a basic responsibility to treat the safety of our employees as a matter of priority concern. The successful operation of Paul Johnson Drywall Inc. will depend not only on sales, service and manufacturing, but also how safely each job is performed. **There is no job so important - or service so urgent - that we cannot take time to work safely**. I consider the safety of our personnel to be of prime importance, and I expect your full cooperation in making our program effective. As an employee of Paul Johnson Drywall, Inc., it is your responsibility to uphold and abide by the policies set forth by this company!

Sincerely,

Cole Johnson

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Safety Responsibilities

Project Managers

In effectively executing their safety responsibilities, Managers will:

1. Familiarize themselves with the safety program and ensure its effective implementation.

2. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.

3. Give Maximum support to all programs and committees whose function is to promote safety and health.

4. Actively participate in safety committees as required.

5. Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.

Superintendents

Our supervisors are the foundation of the safety program. Their responsibilities are to:

1. Familiarize themselves with company safety policies, programs and procedures.

2. Provide complete safety training to employees prior to the assignment of duties.

3. Consistently and fairly enforce all company safety rules.

4. Investigate injuries to determine cause, and then take action to prevent repetition.

5. See that all injuries, no matter how minor, are treated immediately and referred to the personnel office or designated doctor to ensure prompt reporting to the insurance carrier.

6. Inspect work areas often to detect unsafe conditions and work practices. Utilize company self-inspection checklists as required.

7. Maintain a level of safety competency through the completion of the OSHA 30-hour construction outreach.

Employees

Employee responsibilities for safety include the following:

1. Adhere to all safety rules and regulations.
2. Wear appropriate safety equipment as required.
3. Maintain equipment in good condition.
4. Report all injuries, no matter how minor, immediately to a supervisor.
5. Encourage co-workers to work safely.
6. Report unsafe acts and conditions immediately to a supervisor.

Code of Safe Work Practices

For the protection and safety of all employees, Paul Johnson Drywall Inc. has established the following rules designed to prevent accidents and injuries. **Compliance with these rules is mandatory for all personnel**.

1. Hard hats, proper footwear and proper clothing shall be worn at all times.

2. Telephone use while driving shall be limited to essential calls only and should use hands free methods only. No searching or texting shall be permitted while driving. **No call is so important that it cannot wait until you are safely pulled over.**

3. Eye protection is required when performing any task which could produce flying particles.

4. Operate all machinery with guards in place. Tampering with safety devices is cause for immediate disciplinary action, up to and including termination.

5. Do not operate any equipment or machinery that you have not been properly trained on.

6. Equipment / Tools must never be cleaned, adjusted or repaired until after it has been turned off, unplugged at the source and the pressure has been discharged.

7. Any defects in material, machinery, tools and equipment must be reported immediately to a supervisor, red tagged and taken out of use.

8. Smoking shall not be permitted in any structure or within 20 feet of any structure on any Paul Johnson Drywall job or office. Smoking shall be limited to breaks and/or lunch. Some job sites will not allow smoking on their property.

1.

9. Do not leave tools, materials or other objects on the floor which might cause others to trip and fall.

10. Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If an object is too heavy to move without strain, ask for help.

11. Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, ear, shoulder, and hip should be aligned before the lift. Grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.

12. Do not distract others while working. When approaching a machine or forklift operator for any purpose, do so from the front or side in a way that he or she will see you coming and will not be shocked or surprised. If conversation is necessary, first make sure the machine is turned off.

13. Do not allow oil, water, or any other material to remain on the floor where you or others may slip. Report any spills to your supervisor.

14. When handling hazardous materials insure you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, they must be labeled as to their chemical contents, hazards and manufacturers' information.

15. Use appropriate gloves when handling materials with sharp or jagged edges which might result in lacerations.

16. Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times - **WALK, DO NOT RUN!**

17. No cooking or heating food inside any structure, other than those specifically designated, on any Paul Johnson Drywall job.

18. All work-related injuries and accidents, no matter how minor, must be reported immediately to your supervisor.

19. If you have any questions and/or concerns about the safety of any operation, do not hesitate to discuss same with your supervisor immediately.

20. 100% Fall Protection shall be required when exposure to falls (a distance of greater than six (6) feet) exists. This means that anytime a person is at risk of falling more than six feet, they will use proper methods to prevent a fall. Methods may include, but are not limited to, re-engineering, personal fall arrest systems, positioning device systems, guardrails, safety nets, monitors, controlled access zones, and fall protection plans.

21. Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.

It is imperative that all employees become thoroughly familiar with the above safety rules. **Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination**.

Disciplinary Procedures

Employees who fail to comply with safety rules will be subject to <u>immediate disciplinary action up to and including termination</u>.

The disciplinary action selected to ensure that safety rules are strictly adhered to will be determined by the facts and circumstances of each individual case. Factors from each incident shall be considered, including but not limited to:

1. The seriousness of the incident and the circumstances.
2. Failure to report accidents immediately.
3. Failure to comply with company policy and procedure.
4. The nature of previous incidents involving the employee, if any.
5. The general practice of the company as it relates to the incident.

Supervisors will be subject to <u>immediate disciplinary action up to and including termination</u> for the following reasons:

1. Repeated safety rule violation by their department employees.
2. Failure to provide adequate training prior to job assignment.
3. Failure to report accidents immediately.
4. Failure to send employee to company designated doctor.
5. Failure to maintain good housekeeping standards and cleanliness in their departments.

Disciplinary action involving those in supervisory positions will be administered pursuant to the same procedural terms and conditions set forth above for other employees.

Employees and supervisors who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

1. **VERBAL COUNSELING**: Must be documented in the supervisor's log and relayed to the personnel manager so that it can be documented in the personnel file.

2. **WRITTEN WARNING**: A written warning will outline the nature of the offense and necessary corrective action.

3. **TERMINATION**: If an employee is to be terminated, specific and documentation communication between the supervisor and the employee, as outlined, must have occurred.

Safety Training

The goal of our safety training program is to develop safe work habits and attitudes. It is critical that new workers understand work rules and procedures prior to being assigned a job. Supervisors are responsible for providing safety training to their department employees utilizing the job instruction training (JIT) method described below.

HOW TO GET READY
TO INSTRUCT

Have a Timetable
how much skill you expect them to have, by what date

Break Down the Job
list important steps, pick out the key points. (Safety is always a key point.)

Have Everything Ready
the right tools, equipment and materials

Have the Workplace Properly Arranged
just as the worker will be expected to keep it.

Remember
when teaching adults, the following points are important:

1. Adults learn best in a warm, friendly atmosphere.
2. Adults don't like to waste time.
3. Adults respond quickly to praise and attention.

JOB INSTRUCTION
TRAINING (JIT)
HOW TO INSTRUCT

1. **Prepare**
   Put the worker at ease.
   Define the job and find out what is already known about it.
2. **Present**
   Tell, show, and illustrate one IMPORTANT STEP at a time.
   Stress each KEY POINT.
3. **Try Out Performance**
   Have person do the job--correct errors.
   Have person explain each key point to you as the job is done again. Make sure the person understands. Continue until YOU know the person knows.
4. **Follow-up**
   Put them on their own.
   Designate to whom to go for help.
   Check frequently.
   Encourage questions.
   Taper off extra coaching and close follow-up.

Safety is always a key point.

The fundamentals of safety practices will be reviewed prior to a new employee's first job assignment. Our safety orientation checklist (see Exhibit C) will be utilized to document this training.

Inspections

Inspections are an essential part of hazard control. It is an important management tool, not a gimmick. We will view inspections as a fact-finding process, not fault-finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace. When uncovered, potentially hazardous conditions will be corrected immediately or a report will be filed (see Exhibit A) to initiate corrective action.

Weekly inspections will be made by the Safety Director, Foremen and Supervisors (or other designated individuals) utilizing the company self-inspection form (see Exhibit B). The report will be reviewed by the safety committee and action will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion dates will be documented in the minutes of the safety committee.

Safety Committee & Safety Meetings

Our company Safety Committee will be compromised of members (managers, supervisors and employees) of the various departments and facilitated by the Safety Director. This committee will meet on a quarterly basis and review the following:

1. Minutes of the previous meeting.
2. Unfinished business of the previous meeting.
3. Self-inspection reports and accident prevention.
4. Accidents / incidents and corrective action taken.
5. Accident / incidents trends.
6. New and outstanding recommendations submitted by outside agencies (insurance carrier, fire department, OSHA, etc.).
7. New business.

All meetings will be documented

In addition to these formal quarterly safety meetings, each job will perform weekly toolbox meetings to go over hot topics and inspect equipment to ensure OSHA compliance.

Group safety meetings - supervisors will be responsible for holding department safety meetings on a regular basis. Employee attendance and discussion topics will be documented.

Accident Investigations and Reports

Purpose

The *Incident Investigation Policy* for Paul Johnson Drywall, Inc. (herein referred to as Paul Johnson Drywall) has been created as a tool to investigate accidents, incidents and near misses (from herein referred to as an incident), which will help to reduce or eliminate the hazard so that the same incident is not repeated. This policy will also assist in the review and revision of polices already in place or the creation of new policies to:

- To prevent or decrease the likelihood of similar incidents.
- To identify and correct unsafe work practices and physical hazards. (Incidents 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 unwanted events.

Definitions

- **Accident** is defined as: *any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.*

Note: For the purposes of this procedure, accident, incident and near-miss are all referred to as an incident.

Duties and Responsibilities

Management

It will be management's responsibility to ensure corrective actions are taken within a reasonable time period.

Safety Director

The Safety Director will review the *Incident Investigation Report(s)* and repair ALL necessary corrective action(s). The Safety Director will also handle any media that may arise from the incident. (If the incident is of great significance, then Paul Johnson Drywall's lawyers will handle all media inquiries.)

The Safety Director will also ensure the OSHA 300/300A log reflects the correct entry(ies).

Safety Committee

The Safety Committee will investigate all work-related accidents in a timely manner. This includes minor incidents, "near misses", unusual illnesses, as well as serious injuries and fatalities. Property damage will also be investigated.

Immediately upon being notified of an injury, illness or accident (including near misses), the Safety Director or Safety Committee shall conduct an investigation. The purpose of the investigation is to determine the cause of the incident and determine a corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

Supervisors

The Supervisor(s) will obtain the employee(s) statement(s) and assist filling out the *Incident Investigation Report*. Supervisors will also gather all statements from witness(es), catalog ALL evidence and take photographs.

Supervisors will also ensure the scene is secure and any damaged property is sectioned off or machinery/equipment is tagged "Do Not Use" until the investigation is over.

Employees

Employees will cooperate with the Supervisor(s), Safety Committee, the Safety Director, ALL members of management involved and if necessary, Paul Johnson Drywall's lawyers.

AT NO TIME IS ANY EMPLOYEE ALLOWED TO TALK WITH THE MEDIA other than the Safety Director, a member of management, or the Paul Johnson Drywall's lawyers.

Practices

Scope

The nature and magnitude of the investigation will depend on the severity of the incident (injury, illness, accident, or near miss situation). It could be as simple as a one or two-page form (included in the safety manual), or as extensive as requiring photographs, video, samples, and interviews, etc. Anyone responsible for conducting an investigation will be trained in investigation procedures.

What types of incidents does Paul Johnson Drywall investigate?

- Fatalities
- Serious injuries
- Unusual illnesses
- Minor injuries
- Property damage
- Near misses

Other incidents

Procedures for Investigation

Immediately upon being notified of any incident, the Safety Director or Safety Committee shall:

- Visit the incident scene as soon as possible.
- Provide any needed first aid or call 911 (depending on location one may need to dial 9 first to get an outside line, then 911) for the injured/ill employee(s).
- If possible, make sure the hazardous condition that caused the incident has been removed or contained.
- Collect facts and evidence while the moment is still fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the incident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible.
- Report the incident to the job site Supervisor or the Safety Director.
    - Incidents will be reported to the insurance carrier within 24 hours.
    - All serious incidents will be reported to the carrier as soon as possible.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Thoroughly investigate to identify all incident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
- All incidents involving death must be reported to Federal and State OSHA within eight (8) hours. All incidents involving disfigurement, amputation, loss of consciousness, in-patient hospitalization of one (1) or more employees, and the loss of an eye must be reported to Federal and State OSHA within 24 hours.
- 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 incident itself, not just the injury/illness.
- Every investigation must also include an action plan. How can such incidents be prevented in the future?
- In the event a third party or defective product contributed to the incident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt Investigations

- Ensures information is available.
- Causes can be quickly corrected.
- Helps identify all contributing factors.
- Reflects management concern.
- Reduces chance of recurrence.

Investigation Tips

- Avoid placing blame.
- Document with photos and diagrams, if needed.
- Be objective, get the facts.

- Reconstruct the event.
- Use open-ended questions.

Questions to Ask

When investigating using open-ended questions such as who?, what?, (i.e., “What were you wearing?”), when?, where?, why?, and how? will provide more information than closed-ended questions (i.e. "Were you wearing gloves?") Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the incident reported?
- Where did it happen?

The single, most important question that must be answered as the result of any investigation is: *"What do you recommend be done (or have you done) to prevent this type of incident from recurring?"*

Completing the Investigation

- Take or recommend a corrective action(s).
- Document the corrective action(s).
- The Safety Director and possibly the Safety Committee will review the results of all investigations.
- Consider ALL safety program modifications.

Certain non-confidential information obtained through investigations may be used to update and improve Paul Johnson Drywall’s current policies.

Training

All employees will train on Incident Reporting by doing “hypothetical” incident reports, to be determined based on previous 300A log reports, with the selection agreed upon by the Safety Committee, at least annually.

Supervisors, the Safety Committee Members, the Safety Director, and members of management will train on Incident Reporting by compiling the “hypothetical” incident reports from the annual employee training.

Recordkeeping

Training records for the practice investigations will be kept for a period of three (3) years.
All other records will be kept for the duration of the employee's employment, plus 30 years.
All records are to be kept at the Corporate Office.

Incident Investigation Report for Paul Johnson Drywall

This report form is to document the findings of an investigation into an accident, incident or near-miss on the jobsite or in the workplace. The form is to be filled out as soon as possible after any accident, incident, or near-miss occurs.

Date event occurred: _____ **Time event occurred:** _____

Employee(s) Involved: _____

Job title(s) and department(s): _____

Specific work area where accident/incident occurred: _____

Supervisor/lead person(s): _____

Witness(es): _____

Witness(es) Contact Number(s): _____

Brief description of the accident or incident: _____

_____

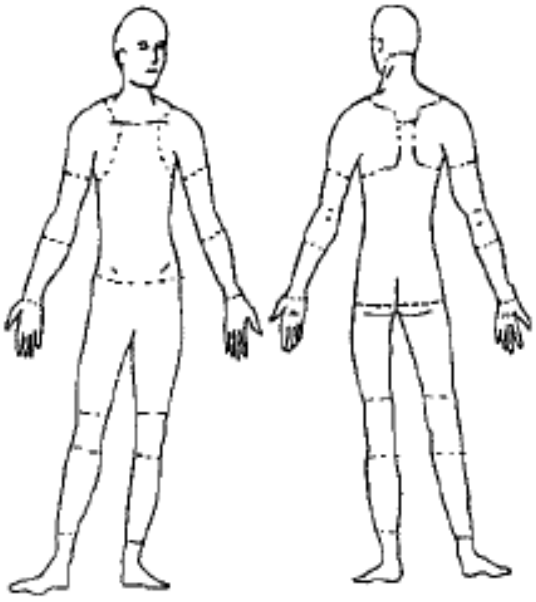
_____

_____

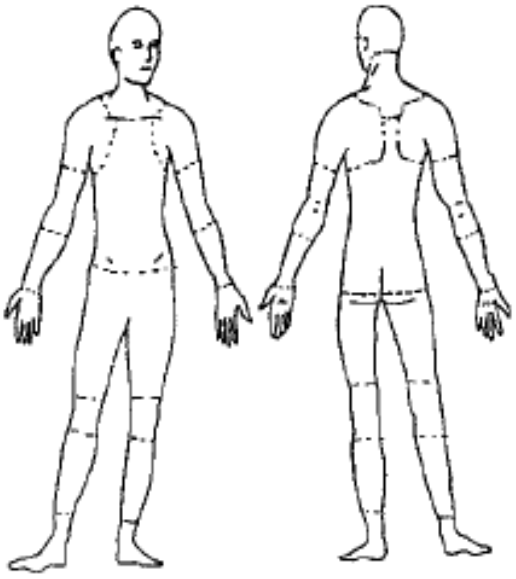
_____

_____

Indicate body part affected or N/A: _____



Employee #1



Employee #2

Incident Investigation Report for Paul Johnson Drywall continued

Was the event considered a near-miss? **Yes** ☐ **No** ☐

Did the injured employee(s) see a doctor? **Yes** ☐ **No** ☐

If yes, did you file an employer's portion of a worker's compensation form?
Yes ☐ **No** ☐

Did the injured employee(s) go home during their work shift? **Yes** ☐ **No** ☐

If yes, list the date and time injured employee(s) left job(s):

_____

What could have been done to prevent this accident/incident?

_____

_____

Have the unsafe conditions been corrected? **Yes** ☐ **No** ☐

If yes, what has been done?

_____
_____
_____
_____
_____

If no, what needs to be done?

_____
_____
_____
_____
_____

_____

Investigators Signature **Investigator's Name Print**

_____

Date: Investigator (above) **Date: Management** (below)

_____

Management's Signature **Management's Name Print**

Additional comments/notes:

_____

Incident Investigation Policy – Employee Acknowledgement

Topics Covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices
    - Scope
    - Procedures for Investigation
    - Accurate and Prompt Investigations
    - Investigation Tips
    - Questions to Ask
    - Completing the Investigation
- Incident Investigation Report
- Training
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Incident Investigation Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Incident Reporting Policy for Paul Johnson Drywall

Purpose

An unfortunate injury or illness has occurred. The employee(s) has been treated, the accident site secured, and, if able, the employee(s) and any witnesses have completed the company's "Incident Report Form." Now it is time to gather those completed forms, compile them into a summary report, notify the proper agencies, and begin the investigation.

Duties and Responsibilities

Safety Director and/or Safety Committee

The following shall be carried out by the Safety Director, however; the Safety Director may choose to delegate on or all duties to a Supervisor(s) or Safety Committee member(s).

1. Call the emergency contact listed in the employee(s) file(s) and make sure they have been notified of the injury/illness.

2. Call the appropriate Manager as well as Human Resources personnel and inform s/he of the injury/illness.

3. Gather all of the completed **Incident Report Forms** (which shall include any photos and/or drawing of the occurrence) and utilize those forms to fill out the applicable sections of the **Incident Summary Report**.

4. Contact the urgent care or hospital the employee(s) was taken to for care and arrange for authorization to have initial diagnosis and updates sent to the company as they become available. (This is for INITIAL care only. Once the employee has been released, providing follow-up visit information, if needed, to the company will be the employee's responsibility.)

5. Notify Paul Johnson Drywall's Worker's Comp Insurance Agency within 10 days via their online portal at Website. (If a death or catastrophe occurs, call the insurance agency immediately, or if after business hours, the beginning of the next day's shift.)

6. Complete and submit the Arizona Industrial Commission's (AzIC) **Employer's Report of Industrial Injury** and submit it to the IC within 10 days (or 24 hours for a death or catastrophe.)
    a. As soon as the injured/ill worker is able, have s/he complete the AzIC's **Worker's Report of Injury Form**. Also give s/he a copy of the booklet Worker's Compensation for the Injured Worker. If employee(s) is unable, have a representative of the worker complete the form (a spouse, family member, attorney, etc.)
    b. If this occurrence was "A Significant Exposure" (an **actual** exposure to any of the categories in the bloodborne pathogens family…blood, body fluid, a

cough at very close range in the face of a known person infected with HIV, Hep B, Tuberculosis, etc., a spit into of saliva into the mouth, etc.):

i. Make sure the recipient of the exposure is also being seen/treated and
ii. Complete the AzIC's **Report of Significant Exposure To Bodily Fluids Or Other Infectious Material** form and submit to the IC within 10 days.

7. Determine if the injury/illness is recordable or reportable on the OSHA Form 300:
    - Recordable – It has to be "recorded" within 7 days from the incident date on the OSHA Form 300 (aka 300 Log).
    - Reportable – has to be "reported" directly to OSHA within 8 hours of the death or catastrophe (3 or more employees hospitalized) **and** "recorded" on the 300 Log.

Booklets and Forms to be Completed

Paul Johnson Drywall

- "Incident Report Form"
- "Incident Summary Report"
- "Medical Records Release" (in case the urgent care or hospital doctor requires more information on the employee(s) health and s/he is unable to speak.

Urgent Care and/or Hospital – *will vary depending on jobsite*

- "Medical Records Release" (signed by the employee(s) or the employee(s) representative; authorizing the urgent care/hospital to release medical status of the employee(s) to Paul Johnson Drywall). *This release, and any medical updates received, is to be kept with the confidential employee files.*

Worker's Compensation Insurance Agency – Website

AZ Industrial Commission – http://www.ica.state.az.us/Claims/Claims_main.aspx

- "Worker's Compensation for the Injured Worker" http://www.ica.state.az.us/Claims/Claims_Downloading_the_Pamphlet.aspx
- "Worker's Report of Injury" http://www.ica.state.az.us/Claims/Claims_Workers_Report_of_Injury.aspx
- "Employer's Report of Injury" http://www.ica.state.az.us/Claims/Claims_Employers_Report_of_Injury.aspx
- "Significant Exposure" forms – http://www.ica.state.az.us/Claims/Claims_SignificantWorkExposure.aspx

OSHA

- OSHA Recordkeeping Forms
  https://www.osha.gov/recordkeeping/RKforms.html

Training

All employees that are involved in the reporting process (other than the injured employee) shall train on Incident Reporting by doing "hypothetical" incident reports, to be determined based on previous 300A log reports, with the selection agreed upon by the Safety Committee, at least annually.

Supervisors, the Safety Committee Members, the Safety Director, and members of management will train on Incident Reporting by compiling the "hypothetical" incident reports from the annual employee training.

Recordkeeping

Training records for the practice investigations will be kept for a period of three (3) years.
All other records will be kept for the duration of the employee's employment, plus 30 years.
All records are to be kept at the Corporate Office.

Incident Reporting Policy – Employee Acknowledgement

Topics Covered:

- Purpose
- Duties and Responsibilities
- Booklets and Forms to be Completed
- Training
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Incident Reporting Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Vehicle Safety Policy

Statement of Company Policy

The purpose of this policy is to minimize vehicle accidents and injuries to employees and the public through an organized loss control effort and to make safe driving practices an important part of our operations. This Policy will address the following elements which when followed, will help control vehicle losses and meet our objectives of production, profitability and public image:

Cost of Vehicle Accidents

The cost of insurance is only one cost of accidents. Other Indirect costs not covered by insurance include:

1. Salary paid and loss of service of the injured employee.
2. Cost of supervisory time spent investigating, reporting and following up after the accident.
3. Loss of use of the vehicle while it is being repaired or replaced.
4. Cost of replacing and training an injured employee.
5. Poor customer and public relations resulting from accidents with company vehicles.
6. Time lost by co-workers in discussing the nature of the accident and extent of damage and/or injuries.

Responsibilies and Duties

The Safety Director will be responsible for implementing and monitoring this Policy and participate in safety activities, including physical inspections, accident investigation and driver training.

Since over 90% of vehicle accidents can be attributed to driver error, the most important aspect of any fleet safety program is the selection of drivers. The following parts shall be incorporated into our driver selection policy and will be kept in each driver's personnel record file:

- Completion of a written application. It should include a place to list all driving violations or accidents within the past 3 years.
- Verification of a current and valid driver's license.
- MVR (motor vehicle record) checks completed at time of hiring and updated annually. This is a tool that management can use to help reduce accidents. MVR's will be used to qualify new hires, while annual reviews will be used to determine whether existing drivers have developed problems or bad habits.
- Reference checks.
- Road tests where appropriate. It is important to confirm the skill levels of the driver and the results should be documented.
- Drug testing (at time of hire and after accidents)
- New driver probationary period.
- Background checks

Driving skills of all employees will be assessed within the first month of employment to insure safe driving behaviors are being followed.

Each driver's record will be reviewed on an annual basis to review moving traffic violations, accident history, public or customers' complaints, etc. This will be used to evaluate whether the employee is still "fit" to operate a company vehicle.

MVR Evaluation Criteria

This is a simple grading system for use in evaluating driver Motor Vehicle Records (MVR's). There are four classifications of drivers based on their most recent three-year driving record. The criteria are based on a point system in which points are assigned to accidents and moving violations. New hires should not have more than 3 points and ideally have clean MVR driving records.

Criteria Point Assignments

Moving MVR Violations:

- Speeding (less than 10 m.p.h. over limit) — 1 & 1/2 points
- Speeding (more than 10 m.p.h., but less than 20 m.p.h. over limit) — Two (2) points
- Failure to yield the right of way — Two (2) points
- Improper lane change — Two (2) points
- Other general moving violations — Two (2) points
- Speeding (more than 20 m.p.h. over limit) — Three (3) points
- Reckless driving — Three (3) points
- Other serious moving violations — Three (3) points

Reckless Endangerment, Alcohol & Drug Violations — Six (6) points

For hired drivers - at fault accidents involving company vehicles:

- All general at fault accidents — Two (2) points

Note: MVR points must be included to determine the driver's overall classification rating.

Driver Classifications:

New Hires:

Acceptable	0 to 2 points
Probation	2 to 3 points
Unacceptable	Over 3 points

Existing Drivers:

Acceptable	0 to 3 points
Marginal	4 points
Probation	5 points
Unacceptable	6 points or more

Action Plans:

The following courses of actions will be taken for each driver classification:

- Acceptable
  - Employee may drive without qualification. In some cases, counseling and a plan for MVR improvement should be developed.
- Marginal
  - Employee may drive, but their updated MVR will be re-evaluated every six (6) months and any increase in points will result in their being placed on probation or removed from a driving position.
- Probationary
  - Employee may drive, but their updated MVR will be re-evaluated every three (3) months and any increase in points will result in their immediate removal from a driving position.
- Unacceptable
  - Employee is not permitted to operate a company vehicle under any circumstances. Any unauthorized use is grounds for immediate dismissal.

Additional Requirements:

- Employees will immediately notify their supervisor of any moving violation or accident.
- Employees who reach the "Marginal" classification will be required to attend a mandatory Defensive Driving Course (or the equivalent training program).
- Drivers who reach the "Probationary" classification will be given a written reprimand and notification that any future moving violations or at fault accidents will result in their removal from driving status. The only exception is if a previous violation or accident has rotated off of their three-year driving record in the meantime.
- Telephone use while driving shall be prohibited. No l, receiving, searching or texting shall be permitted while driving. **NO call is so important that it cannot wait until you are safely pulled over.**
- All traffic violations and citations are the sole responsibility of the driver.

Driving Conditions that Require a CDL Include:

Driving a vehicle designed to carry 16 or more passengers including the driver.

- Driving a vehicle weighing more than 26,000 lbs.
- All drivers operating a vehicle designed to carry 16 or more passengers (including the driver), must possess a commercial driver's license (CDL).
- Training for this license must be obtained through the proper state and local authorities.

Investigation of an accident

Each driver will be held accountable for operating his or her vehicle in a safe and professional manner. Accident investigations are the key in determining the causes of accidents. Each accident will be investigated and reviewed for cause and preventability. Accidents will be determined to be chargeable, preventable or non-preventable on the basis of recognized

defensive driving rules. A preventable accident is one in which the driver failed to do everything reasonable to prevent the accident. He or she did not follow the accident prevention formula:

- Recognize the hazard.
- Understand the defense.
- Act correctly in time.

If an accident is determined to be non-preventable, drivers will be cleared. Accidents determined to be preventable may be used in determining driver disciplinary actions. Accidents determined to have been chargeable shall result in driver disciplinary action as specified in the company safety policy.

For reference purposes, examples of **accidents that are chargeable most of the time and preventable all of the time** using defensive driving techniques are:

- Head On Collisions - The driver must remain in his or her proper lane. When approaching vehicles veer into the driver's lane, the driver must change lanes, slow down or stop, when such action can be taken without additional danger.
- Rear End Collision - The vehicle ahead stopping suddenly is a common road hazard. Drivers must always follow at safe distances and have their vehicles under control at all times.
- Backing Accidents – Drivers should be aware of the conditions and potential hazards before backing.
- Failed to Yield the Right of Way.
- Accidents due to adverse weather conditions such as darkness, fog, rain, snow, sleet, icy conditions, etc. - It is the driver's responsibility to compensate for adverse conditions by remaining alert, slowing down or pulling off the road in a safe area until conditions improve.
- Pedestrian accidents - Drivers should have their vehicle under control at all times and be ready for any unusual circumstances (children playing or riding in the road, jaywalkers, etc.).

Driver Training

Driver training is important and shall be ongoing, addressing the specific needs of the fleet. This will include the following elements:

- Orientation - New employees shall be briefed on company vehicle policy and procedures, safety rules, accident procedures and traffic laws and ordinances.
- Initial training and retraining as needed. This shall include training in safe operations, loading, backing, vehicle inspections and changes in Federal, State and Local Laws.
- Defensive Driver Training
- Periodic driver meetings to discuss problems and safety issues

Preventive Maintenance

Equipment condition frequently impacts the operations and accident history of our fleet. Scheduled preventive maintenance uncovers problems before failures occur, thereby reducing accidents, breakdowns and inefficiency. Schedules are based on mileage, hours of operation and/or calendar days of use. Formal maintenance records will be kept on file for all fleet vehicles.

Vehicle Inspections

Vehicles shall be inspected by their assigned drivers daily. This includes a walk-around inspection of the vehicle and an inside safety check of all gauges, equipment, lighting, emergency devices, etc. Drivers shall use a formal inspection checklist highlighting critical vehicle safety factors. These checklists shall be signed and dated by the drivers and turned in daily to the Safety Director. In the event a critical defect is found by the driver, the vehicle shall not be driven until the deficiency is corrected.

Accident Reporting, Investigation and Review

Each driver is required to fill out a detailed accident report on all accidents in which their vehicle is involved. This should include the following information:

- Date and time of accident
- Names of all drivers and passengers involved and witnesses to the accident
- Vehicle identification number(s)
- Location of the accident
- Brief description of the accident, photos if possible
- A copy of the police report, if available
- Description of the property damage, injuries or fatalities

The camera on the cellular phone provided is an excellent tool for gathering information at an accident scene. Drivers shall take photos of any damage to their company vehicle and any other vehicle or property involved in the accident. Drivers shall be polite and obtain pertinent information, but shall not admit fault.

- Drivers must report all accidents immediately and turn accident reports into the responsible supervisor no later than 24 hours after the accident.
- Drivers must report all arrests and traffic convictions to their company. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action.

Where employees are responsible disciplinary action will be taken. Should it happen again, more disciplinary action will be taken.

Recordkeeping

Good record keeping is a requirement and commitment to the safe operations of our fleet. Drivers must comply with all federal and state regulations on record keeping requirements. This will include records of vehicle maintenance and inspections, driver performance files, accident reports and investigations, etc.

Driver Safety Practices

Drivers shall:

- Always wear a seat belt and require passengers to wear them if the vehicle is equipped with seat belts. Under NO circumstances should the number of passengers exceed the number of seat belts, if provided.
- Be a defensive driver.
- Keep your eyes on the road, your mind on driving and your hands on the wheel.
- Obey the speed limits. Speed shall never be faster than a rate consistent with posted speed limits and road, traffic and weather conditions. Posted speed limits must be obeyed.
- Obey traffic signs and signals.
- Do not tailgate. Never follow another vehicle so closely that a safe stop can't be made.
- Yield the right of way.
- Drive cautiously at night and in bad weather.
- Use headlights and increase your following distance between other vehicles at night and during rain, snow, sleet and fog.
- Use lights, wipers and defrosters in rain, snow and sudden fog.
- Watch out for puddles, icy patches and sudden fog.
- Maintain a constant scanning pattern of the front, sides and rear of your vehicle to spot potential hazards such as changes in road and traffic conditions and vehicles, pedestrians and animals which might pull out or walk/run out in your path of travel. Scanning 1-1/2 blocks ahead in city driving and 1/4 mile ahead for highway driving will allow time to change lanes, reposition your vehicle, slow or stop to prevent an accident. Also, be aware of vehicles driving in your blind spots or if you are driving in the blind spot of others. If observed, adjust your speed to move out of the blind spot area. If you observe a tailgater behind you, increase your following distance from the vehicle in front of you.
- Where possible, drive maintaining a cushion of safety around your vehicle.
- Pass on the left only.
- Dim your high beam lights for oncoming traffic.
- Do not stop on the road at night unless absolutely necessary; then use lights and flashers.
- Expect the unexpected and mistakes of other drivers.
- Vehicles are to be driven by authorized drivers only.
- Do not give rides to hitchhikers or strangers.

- Not use a cell phone while driving unless vehicle is equipped with blue tooth device.
- Not use company vehicles for personal use.
- No drinking of alcoholic beverages and/or use of controlled substances shall be allowed in a Company vehicle at any time.
- The driver of the vehicle must not be under the influence of controlled substances and/or alcohol at any time.
- Report any change of license status immediately (i.e., if your license has been suspended or revoked) to the Safety Director within one working day of any such change. If the license is revoked or suspended, operating privileges will be temporarily terminated accordingly.

Operation of a company vehicle under the influence of alcohol or illegal drugs is strictly forbidden and grounds for dismissal.

Loss of Driving Privileges

The following offenses may result in suspension or termination of driving privileges for those operating Company-owned or leased vehicles along with appropriate disciplinary action:

- Operating a motor vehicle without a valid driver's license.
- Failure to report the suspension or revocation of his/her driver's license.
- Failure to comply with PAUL JOHNSON DRYWALL and local traffic regulations.
- Unauthorized operation of a Company-owned or leased vehicle.
- Operating a Company-owned or leased vehicle in a reckless or unsafe manner.
- Driving which results in the intentional destruction of property.
- Failure to report an accident involving a Company-owned or leased vehicle to your supervisor and Safety Director.
- Operating a Company-owned or leased motor vehicle while under the influence of alcohol or drugs.
- Two ***at fault*** accidents within a 12-month period while operating a Company-owned or leased vehicle.
- Three ***at fault*** accidents within a two-year period while operating a Company-owned or leased vehicle shall result in suspension of driving privileges.

Routine Inspection Checklist Items

- **Brakes** should apply evenly to all wheels so that the vehicle does not swerve when the brakes are applied.
- **Headlights** should function and be properly aimed to avoid blinding other motorists and to give maximum road lighting efficiency. The dimming switch and the upper and lower beams should work properly.
- **Lights** - Brake lights, taillights, turn signal lights, rear and side marker lights should be checked for proper operation.
- **Tires** should be inflated to manufacturer's recommended pressure and checked regularly

for adequacy of tire tread and for cuts or breaks. Dual tires should be well matched.

- **Fluid Levels** should be inspected to see that the oil, transmission, power steering, brake, water and windshield fluid levels are full.
- **Windshield Wipers** should operate properly and wipe clean.
- **Glass** should be free from cracks, discoloration, dirt, or unauthorized stickers, which might obscure vision.
- **Steering Wheel** should be free of excessive play. Front wheels should be properly aligned.
- **Horn** should respond to light touch.
- **Side and Rear-View Mirrors** should be properly aligned for visibility.
- **Instruments** should be in good working order. They are essential to safe and efficient operation.
- **Steering and Suspension System** (be alert for any changes in the steering action). Inspection or service is needed when the steering wheel is hard to turn, has too much free play or strange sounds are heard.
- **Exhaust System** should be checked for leaks to protect against carbon monoxide gas. The exhaust manifold pipe connections and muffler should be inspected periodically and leaky gaskets replaced.
- **Emergency Equipment** in every vehicle should include a fire extinguisher, essential tools for road repairs, spare bulbs, fuses, flares, reflectors, flags and other such equipment deemed necessary in case of a fire, accident, or breakdown. These items should be periodically checked for availability and usability.

All problems should be reported promptly to the mechanic and/or your supervisor for repair.

Vehicle Safety Policy for Paul Johnson Drywall - Employee Acknowledgment

Topics Covered:

- Purpose
- Workplace exposure
- Definitions
- Duties and Responsibilities
- Practices
    - Engineering Controls
        - Preventative Measures
    - Administrative Controls
        - Driver Selection and Training
        - MVR Monitoring Program Standards
        - Driver Qualifications Include
        - MVR Evaluation Criteria
        - Driver Classifications
            - New Hires
            - Existing Drivers
        - Actions Plans
        - Additional Requirements
        - Investigation of an Accident
        - Vehicle Inspections
        - Accident Reporting, Investigation, and Review
        - Driver Safety Practices
- Training
- Recordkeeping
- Forms and Reports
    - Review Driving Record
    - Vehicle Accident Report Form
    - Routine Inspection Checklist

Vehicle Safety Policy for Paul Johnson Drywall - Employee Acknowledgment continued

-I have read and fully understand all the outlined practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Vehicle Safety Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Vehicle Accident Report Form

(Short Form)

If you are in an accident, you must fill out the following:

Date and time of accident:

_____

Names of all drivers and passengers involved and witnesses to the accident:

_____

Vehicle identification number(s):

_____

Location of the accident

_____

Brief description of the accident. **Take all the photos with the camera provided on the cellular phone.**

_____

A copy of the police report, if available:

_____

Description of the property damage, injuries or fatalities:

_____

_____

_____

_____

Return this form immediately to the office!

Paul Johnson Drywall

Daily Vehicle Inspection Checklist

Vehicle description……

Vehicle registration……. Vehicle plate number…….

Date of inspection…… Driver's name: ……..

What should I check before operating the vehicle	Yes	No
Tires checked for proper air level, cracks and tread wear		
Oil level		
Brake fluid level		
Water level		
Windscreen washer level		
Adjust seat and controls		
Seat belts – check for operation (all)		
Parking brake – hold against slight acceleration		
Foot brake – holds, stops vehicle smoothly, should apply evenly to all wheels		
Glass free from cracks, discoloration, dirt or unauthorized stickers		
Clutch and gearshift – shift smoothly without jumping or jerking		
Mirrors clean and adjusted		
Doors and door locks operate correctly		
Steering – moves smoothly		
Lights – clearance, headlights, tail, license plate, brake, indicator turn signals, hazard, reverse (Are they in working order?)		
Dash control panel – all lights and gauges are operational		
Horn should respond to light touch		
Vehicle reverse alarm (if fitted)		
Hydraulic systems – no evidence of leaks and systems operate smoothly		
Check spare tire		
Check tow bar (where fitted)		
Emergency equipment		
Steering wheel should be free from excessive play, and front wheels aligned properly.		
Exhaust system checked for leaks to protect against carbon monoxide gas.		
First aid kit		
Drinking Water		

Name of Worker undertaking vehicle inspection……

Signature……Date:……..

Vehicle faults to be reported immediately……...

REMEMBER – What should I do before vehicle operation?

- **Initially read, understand and follow the manufacturer's operating manual. This will provide a wide range of information relative to the vehicle.**
- **Know how to operate the vehicle and use and related equipment or attachments safely**
- **Be familiar with the location and function of all controls**
- **Develop a routine method of inspecting the vehicle**
- **Before moving off, adjust the seat and mirrors and fasten seat belt**

Fall Protection Plan

Purpose

The purpose of this fall protection program is to establish guidelines to protect all employees engaged in work activities that expose them to potential falls from elevations.

This fall protection program includes all Paul Johnson Drywall employees, vendors, sub-contractors, and staff on all job sites. In particular, those engaged in work activities, which exposes them to falls from heights of 6 feet or greater. This Fall Protection Program has been developed to prevent falls of 6 feet or greater and shall be continually improved upon to prevent all falls from occurring. This goal will be accomplished through effective education, engineering and administrative controls, use of fall protection systems, and enforcement of the program.

OSHA Guidelines

1. Employers must determine if walking/working surfaces meet certain requirements. **(29 CFR 1926.501(a)(2))**
   Has employer determined if the walking/working surfaces on which employees are working have the strength and structural integrity to support employees safely?

   Verify that employees are allowed to work **only** on those surfaces that have the requisite strength and structural integrity.

2. Employees on a walking/working surface must be protected from falling under certain circumstances. **(29 CFR 1926.501(b)(1))**

   Verify that each employee on a walking/working surface (horizontal and vertical) with an unprotected side or edge that is 6 ft or more above a lower level is protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

3. Employees who are constructing leading edges or working nearby must be protected from falling. **(29 CFR 1926.501 (b)(2))**

   Verify that each employee who is constructing a leading edge that is 6 ft. or more above lower levels is protected from failing by the use of guardrail systems, safety net systems, or personal fall arrest systems.
   ALSO: When an employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer must develop and implement a fall protection plan that meets the requirements of 29 CFR 1926.502(k). However, there is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above listed fall protection systems; accordingly, the burden of proof is on the employer to establish that it is appropriate to implement the fall protection plan only.

4 Verify that each employee on a walking/working surface 6 ft. or more above a lower level where leading edges are under construction, but who is not engaged in the leading edge

work, is protected from falling by a guardrail system, safety net system, or personal fall arrest system.

5. Employees in a hoist area must be protected from falling. **(29 CFR 1926.501 (b)(3)**

   Verify that each employee in a hoist area is protected from failing 6 ft. or more to lower levels by guardrail systems or personal fall arrest systems.

   Review work practices to verify that if chains, gates, Guardrail systems, or portions thereof are removed to facilitate the hoist (e.g., during landing of materials), and if an employee must lean through the access opening or out over the edge (e.g., to receive or guide materials), then the employee is protected from fall hazards by a personal fall arrest system.

6. Employees on walking/working surfaces with holes must be protected from falling. **(29 CFR 1926.501 (b)(4))**

   Verify that each employee on walking/working surfaces is protected from falling through holes (including skylights) 6 feet (1.8m) or more above lower levels by personal fall arrest systems or covers or Guardrail systems erected over or around such holes. Verify that each employee on a walking/working surface is protected from tripping in or stepping into or through holes (including skylights) by covers.

   Verify that each employee on a walking/working surface is protected from objects falling through holes (including skylights) by covers.

7. Employees on the face of formwork or reinforcing steel must be protected from falling. **(29 CFR 1926.501(b)(5))**

   Verify that each employee on the face of formwork or reinforcing steel is protected from falling 6 ft. or more to lower levels by personal fall arrest systems, safety net systems, or positioning device systems.

8. Employees on ramps, runways, and other walkways must be protected from falling. **(29 CFR 1926.50(1)(b)(6))**

   Verify that each employee on ramps, runways, and other walkways is protected from falling 6 ft. or more to lower levels by guardrail systems.

9. Employees at the edge of excavations must be protected from falling. **(29 CFR 1926.501(b)(7))**

   Verify that each employee at the edge of excavations 6 ft or more in depth is protected from falling by guardrail systems or fences or, when the excavations are not readily seen because of plant growth or other visual barrier, by barricades. **(29 CFR 1926.501(b)(7)(ii))**

Verify that each employee at the edge of a well, pit, shaft, and similar excavation 6 ft. or more in depth is protected from failing by Guardrail systems, fences, barricades, or covers.

10. Employees above dangerous equipment must be protected from falling. **(29 CFR 1926.501(b)(8))**

Verify that each employee less than 6 ft. above dangerous equipment is protected from failing into or onto the equipment by Guardrails systems or by equipment guards. Verify that each employee 6 ft. or more above dangerous equipment is protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.

11. Employees working on low-sloped roofs must be protected from falling. **(29 CFR 1926.501 (b) (I 0))**

Except as provided otherwise in 29 CFR 1926.501 (b), verify that each employee engaged in roofing activities on low-sloped roofs, with unprotected sides and edges 6 ft.
or more above lower levels is protected from falling, by any of the following:
i) guardrail systems; safety net systems; personal fall arrest systems;
ii) a combination of a warning line system and guardrail system;
iii) a combination of a warning line system and safety net system;
iv) a combination of a warning line system and personal fall arrest system;
v) a combination of a warning line system and safety monitoring system; or
vi) a safety monitoring system alone (on roofs 50 ft. or less in width only).

12. Employees on a steep roof must be protected from falling. **(29 CFR 1926.50 (b)(11))**

Verify that each employee on a steep roof with unprotected sides and edges 6 ft or more above lower levels is protected from failing by guardrail systems with toe boards, safety net systems, or personal fall arrest systems.

13. Employees engaged in residential construction must be protected from falling. **(29 CFR 1926.501(b)(13))**

Verify that each employee engaged in residential construction who is 6 ft. or more above lower levels is protected from failing by any of the following (unless 29 CFR 1926.501(b) provides for an alternative fall protection measure):
i) guardrail systems;
ii) safety net systems; or
iii) personal fall arrest systems.

ALSO: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer can develop and implement a fall protection plan that meets the requirements of 29 CFR 1926.502(k). However, there is a presumption that it is feasible and will not create a greater hazard to implement at least

one of the above listed fall protection systems; accordingly, the burden of proof is on the employer to establish that it is appropriate to implement the fall protection plan only.

14. Employees working on, at, above, or near wall openings must be protected from falling. **(29 CFR 1926.501(b)(13))**
If there are wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 ft. or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, then verify that each employee working on, at, above, or near such openings is protected from falling by any of the following:
i) guardrail systems;
ii) safety net systems; or
iii) personal fall arrest systems.

15. Employers must provide protection from falling objects. **(29 CFR 1926.501 (c)**
Verify that when employees are exposed to failing objects, the employer has each employee wear a hard hat and implements one of the following actions:
i) erects toe boards, screens, or guardrail systems to prevent objects from falling from higher levels;
ii) erects a canopy structure and keeps potential fall objects far enough from the edge of the higher level so that objects will not go over the edge if they are accidentally displaced; or
iii) barricades the area to which objects could fall, prohibits employees from entering the barricaded area, and keeps objects that may fall far enough away from the edge of the higher level so that those objects will not go over the edge if they are accidentally displaced.

Types of Fall Protection Systems

1. Articulating man lifts provided with a restraint system and full body harness to an anchor point below the waist (preferably at the floor level).
2. Guardrails with toe boards.
3. Personal fall arrest systems.
   - Anchor points (rated at 5,000 pounds).
   - Full body harness.
   - Restraint line or lanyard.
   - Shock absorbing lanyard.
   - Retractable lanyard.
   - Rope grabs.
   - Connectors (self-locking snap hooks).
4. Engineered lifelines.
5. Warning lines.
6. Safety nets.
7. Safety monitor systems.

Appropriate fall protection will be determined by the task (job) to be performed.

Fall Protection Guidelines - Options

Engineering Controls

This should always be our first option for selection whenever possible (i.e., any task that might be re-evaluated to be performed at ground level)

Guardrails

On all projects, only guardrails made from steel, wood, and wire rope will be acceptable. All guardrail systems will comply with the current OSHA standards (i.e., withstand 200 pounds of force, 42" high, mid-rail, and toe-board). These guardrails will be placed in the following areas if necessary or feasible based on job location or requirements:

1. On all open sided floors.
2. Around all open excavations or pits.
3. On leading edges of roofs or mezzanines.

See Appendix B for guidelines on guardrails

Personal Fall Protection Systems

All employees on any project that will be required to wear a personal fall arrest or restraint system will follow these guidelines:

1. A full body harness will be used at **all** times.
2. **All personal fall arrest systems will be inspected before each use by the employee.** Any deteriorated, bent, damaged, impacted and/or harness showing excessive wear will be tagged and removed from service.
3. Connectors will be inspected to ensure they are drop forged, pressed, or formed steel or are made of equivalent materials **and** that they have a corrosion resistant finish as well as that all surfaces and edges are smooth to prevent damage to interfacing parts of the system.
4. Verify that D rings and snap hooks have a minimum tensile strength of 5,000 lbs. and that the D rings and snap hooks are proof tested to a minimum tensile load of 3,600 lbs. without cracking, breaking, or taking permanent deformation.
5. Only shock absorbing lanyards or retractable lanyards are to be used so as to keep impact forces at a minimum on the body (fall arrest systems).
6. Only nylon rope or nylon straps with locking snap hooks are to be used for restraints.
7. All lanyards will have self-locking snap hooks.
8. Verify that unintentional disengagement of snap hooks is prevented by either of the following means:
    a. Snap hooks are a compatible size for the member to which they are connected.
    b. Locking type snap hooks are used.

    Effective January 1, 1998, only locking type snap hooks may be used.

Verify that unless the snap hook is a locking type and is designed for the following connections, snap hooks are not engaged in the following manners:

i) directly to webbing, rope, or wire rope;
ii) to each other;
iii) to a D ring to which another snap hook or other connector is attached; to a

horizontal lifeline;
iv) or to any object that is incompatibly shaped or dimensioned in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself.

The maximum free fall distance is not to exceed **6 feet**. Consideration must be given to the total fall distance. The following factors can affect total fall distance:

1. Length of connecting means (i.e., lanyard length, use of carabiners, snap hooks, etc.).
2. Position and height of anchorage relative to work platform/area (always keep above head whenever possible).
3. Position of attachment and D-ring slide on the full body harness.
4. Deployment of shock absorber (max 42").
5. Movement in lifeline.
6. Initial position of worker before free fall occurs (i.e., sitting, standing, etc.).

Calculating Total Fall Distance

It is the total length of shock absorbing lanyard + height of the person + the location distance of the D-ring from the work surface or platform. (See attached diagram in Addendum 1.) Always allow a minimum of 6 feet of clearance above the ground, equipment, etc., at the end of the fall from the fall arrest point.

Engineered Lifeline

Lifeline systems must be designed and approved by an engineer or qualified person.
Lifeline systems must be engineered to have appropriate anchorages, strength of line designed to hold X number of individuals connected to it, line strength to aid in the arrest of a fall, and durability to hold a fallen employee(s) suspended until rescue can occur. See Appendix C for guidelines on lifelines.

Warning Line System

All greater than 50 feet wide flat roof (i.e., roof with less than 4/12 slope) work which is performed 6 feet or further back from the edge of the roof can be completed by installing a Warning Line and using a safety monitor. If the roof is flat and less than 50 feet wide, a competent person safety monitor may be used. Warning Lines will consist of the following:

1. Will be erected 6 feet from the edge of the roof.
2. Be constructed of stationary posts made of wood or metal.
3. Wire or nylon rope and "Caution" tape will be strung from post to post and must be able to withstand 16 pounds of force.
4. The entire perimeter of the roof where work is being performed will be guarded by the warning line. If an employee must access an area within 6 feet of the roof for reasons *other than* exiting the roof via a ladder or fixed industrial ladder, another employee must monitor that individual and warn him/her of any dangers. If another employee is not available to act as a safety monitor, then the employee must don a full body harness and attach a fall restraint lanyard to an anchor point to prevent reaching the edge of the roof.

Inspection of Fall Protection Systems

The following criteria will be utilized to maintain all equipment in good working condition. Please note that there are inspection forms for the various equipment listed below in the attached addendum 2.

Full Body Harnesses

1) Inspect before each use.
   - Closely examine all of the nylon webbing to ensure there are no burn marks, which could weaken the material.
   - Verify there are no torn, frayed, broken fibers, pulled stitches, or frayed edges anywhere on the harness.
   - Examine D-ring for excessive wear, pits, deterioration, or cracks.
   - Verify that buckles are not deformed, cracked, and will operate correctly.
   - Check to see that all grommets (if present) are secure and not deformed from abuse or a fall.
   - Harness should never have additional punched holes
   - All rivets should be tight, not deformed.
   - Check tongue/straps for excessive wear from repeated buckling.
2) Annual inspection of all harnesses will be completed by a *competent person*; documentation will be maintained on file (see Addendum 2).
3) Storage will consist of hanging in an enclosed cabinet, to protect from damage.
4) All harnesses that are involved in a fall will be destroyed.

Lanyards/Shock Absorbing Lanyards:

1) Inspect before each use.
   - Check lanyard material for cuts, burns, abrasions, kinks, knots, broken stitches and excessive wear.
   - Inspect the snap hooks for hook, locks, and eye distortion.
   - Check carabiner for excessive wear, distortion, and lock operation.
   - Ensure that all locking mechanisms seat and lock properly.
   - Once locked, locking mechanism should prevent hook from opening.
   - Visually inspect shock absorber for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard.
   - Verify that points where the lanyard attaches to the snap hooks are free of detects.
2) Annual inspection of all lanyards will be completed by a competent person; documentation will be maintained (see Addendum 2).
3) Storage will consist of hanging in an enclosed cabinet, to protect from damage.
4) All lanyards that are involved in a fall will be destroyed.

Snap hooks:

1) Inspect before each use.
   - Inspect snap hook for any hook and eye distortions.
   - Verify there are no cracks, pitted surfaces, and eye distortions.
   - The keeper latch should not be bent, distorted, or obstructed.
   - Verify that the keeper latch seats into the nose without binding.

- Verify that the keeper spring securely closes the keeper latch.
- Test the locking mechanism to verify that the keeper latch locks properly.

2) Annual inspection of all snap hooks will be completed by a competent person, documentation will be maintained (see Addendum 2).
3) All snap hooks involved in a fall will be destroyed.

Self-Retracting Lanyards

1) Inspect before each use.
   - Visually inspect the body to ensure there is no physical damage to the body.
   - Make sure all back nuts or rivets are tight.
   - Make sure the entire length of the nylon strap is free of any cuts, burns, abrasions, kinks, knots, broken stitches, and excessive wear and retracts freely.
   - Test the unit by pulling sharply on the lanyard to verify that the locking mechanism is operating correctly.
   - If manufacturer requires, make certain the retractable lanyard is returned to the manufacturer for scheduled annual inspections.
2) Monthly inspection will be conducted by a competent person with documentation maintained (see Addendum 2).
3) Service per manufacturer specifications (1-2 years).
4) Inspect for proper function after every fall.

Tie-off Adaptors/Anchorages

1. Inspect for integrity and attachment to solid surface.
2. Annual inspection of all tie-offs and anchorages by a competent person with documentation.
3. All tie-offs and anchorages will be destroyed and replaced after a fall.

Articulating Man Lift

1. Inspect before each use.
2. Inspect/service per manufacturer guidelines. Forklift, scissors lifts, and safety nets will be inspected at the beginning of each shift in use. Structural integrity or forklift basket will be checked per same schedule.
3. Annual inspection of forklift basket will be completed by competent person with documentation maintained.

Horizontal Lifelines

1. Inspect before each use for structural integrity of line and anchors.
2. Annual inspection by competent person.

Guardrails

1. Temporary systems - Daily visual inspection will be completed by a competent person.
2. Temporary systems - Weekly, a complete structural inspection will be completed by a competent person.
3. Permanent Systems - Annual structural inspection will be completed by a competent person with future frequency of inspection defined based on conditions/controls present.

Storage and Maintenance of Fall Protection Equipment

1. Never store the personal fall arrest equipment in the bottom of a tool box, on the ground, or outside exposed to the elements (i.e., sun, rain, snow, etc.).
2. Hang equipment in a cool dry location in a manner that retains its shape.
3. Always follow manufacturer recommendations for inspection.
4. Clean with a mild, nonabrasive soap, and hang to dry.
5. Never force dry or use strong detergents in cleaning.
6. Never store equipment near excessive heat, chemicals, moisture, or sunlight.
7. Never store in an area with exposures to fumes or corrosives elements.
8. Avoid dirt and build-up on equipment.
9. Never use this equipment for any purpose other than personal fall arrest.
10. Once exposed to a fall, remove equipment from service immediately.

Training

Employers must provide a fall prevention training program for each employee who might be exposed to fall hazards. The training program must include recognition of the hazards of failing and procedures to follow to minimize these hazards. Training materials must be reviewed to verify that each employee has been trained, as necessary, by a competent person qualified in the following areas:

a) the nature of fall hazards in the work area;
b) the correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
c) the use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, CAZS, and other protection to be used;
d) the role of each employee in the safety monitoring system when this system is used;
e) the limitations on the use of mechanical equipment during the performance of roofing work on low sloped roofs;
f) the correct procedures for the handling and storage of equipment and materials and the erection of overhead protection;
g) the role of employees in fall protection plans;
h) the requirements contained in 29 CFR 1926 Subpart M.
i) understanding and following all components of this fall protection program and identifying the enforceable OSHA standards and ANSI standards that pertain to fall prevention. Employers must maintain a written certification record for employee training. The record must contain the following information:
   a) the name or other identity of the employee trained
   b) the date(s) of the training; and
   c) the signature of the person who conducted the training or the signature of the employer.

ALSO:

When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by 29 CFR 1926.503(a) the employer must retrain that employee. Retraining is required at least in the following circumstances:

a) changes in the workplace render previous training obsolete;

b) changes in the types of fall protection systems or equipment to be used render previous training obsolete; or
c) inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

Enforcement

1. Subject to discipline.
2. Documentation of any violations will be kept in the employee's personnel file.
3. Any employee not following the fall protection program, or a portion of this procedure will be subject to disciplinary action.

Rescue Procedures

Rescue Methods/Options of Fallen Personnel

In the unlikely event that a fall arrest occurs, all employees will be rescued by on-site personnel with the use of a man lift or ladders where feasible. Alternate rescue would be through the local emergency services.

Communication Issues

In the event of a fall, the following people will be notified as soon as possible:

1. Rescue personnel (i.e., maintenance personnel).
2. Safety Director and Supervisor.
3. Fire Department or emergency medical services if necessary.

At the beginning of any work activity where fall protection is an issue, *rescue plans must be identified in writing* and discussed with all employees in case of a fall. The Safety Director and Supervisor will develop the rescue plan(s).

All employees involved in a fall arrest or fall will be sent for a medical evaluation to determine extent of injuries, if any.

Fall Investigation

All fall investigations will be conducted by the Safety Director.

The following documentation will be completed as part of the fall investigation:

1. Interviews with employee and witnesses.
2. Employee injury/accident report.
3. Supervisory injury/accident report.

Program Evaluation

This fall protection program will be evaluated periodically to determine effectiveness. The following criteria will be used to evaluate its performance:

1. Accident reports, number of accidents.
2. Management/Field compliance with program components.
3. Periodic on-site audits.
4. Employee feedback, interviews.

Sub-contractors and Vendors

All sub-contractors and vendors working on PAUL JOHNSON DRYWALL jobs will be required to follow the guidelines set forth in this fall protection program. Sub-contractors and vendors, in the

pre-job meeting, will be informed of these requirements as well as the on-site construction rules that apply.

Appendix A

Definitions

Authorized Person: A person approved or assigned by the Paul Johnson Drywall to perform a specific type of duty or duties or to be at a specific location or job site.

Competent Person: A person capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees and who has the written authorization to take prompt corrective action to eliminate them.

Qualified Person: An individual, who by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problem relating to the subject matter, work, or project.

Anchor Point: A secure point of attachment for lifelines, lanyards, or deceleration devices. An anchor point must be capable of supporting at least 5,000 pounds (3,600 pounds if engineered/certified by a qualified person) per person and must be independent of any anchorage being used to support or suspend platforms.

Full Body Harness: Webbing/straps which are secured about an employee's body in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system, preferably at the shoulders and/or middle of the back.

Connector: A device which is used to couple (connect) parts of the personal fall arrest system together.

Deceleration Device: Any mechanism, such as a rope grab, rip-stitch lanyard, a specially woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest.

Deceleration Distance: The additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body harness attachment point at the moment of activation of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

Free Fall: The act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free Fall Distance: The vertical displacement of the fall arrest attachment point on the

employee's body harness between the onset of the fall, and just before the system begins to apply force to arrest the fall. Free fall distance must not exceed 6 feet. **This distance excludes deceleration distance and lifeline/lanyard elongation distance.**

Total Fall Distance: The maximum vertical change in distance from the bottom of an individual's feet at the onset of a fall, to the position of the feet after the fall is arrested - including free fall distance and deceleration distance.

Guardrail System: A barrier erected to prevent employees from falling to lower levels. This system includes a mid-rail and toe-board able to withstand 200 pounds applied to the top rail in any direction.

Lanyard: A flexible line of rope or strap that has self-locking snap hook connectors at each end for connecting to body harnesses, deceleration devices, and anchor points.

Leading Edge: The edge of a floor, roof, or other walking/working surface, which changes location as additional floor, roof, etc., is placed or constructed. A leading edge is considered an unprotected side or edge when not under active construction.

Lifeline: A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Low-slope roof: A roof having a slope of less than or equal to 4 in 12 (vertical to horizontal). Approximately a roof with a 19.5-degree slope or less.

Personal Fall Arrest System: A system used to arrest (catch) an employee in a fall from a working level. It consists of an anchorage location, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or any combination of the before-mentioned items.

Rope Grab: A deceleration device, which travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest the fall of an employee.

Roof Work: The hoisting, storage, installation, repair, and removal of materials or equipment on a roof.

Safety Monitoring System: A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards. All other fall protection systems must be deemed "infeasible" (through infeasibility study/review) to select/use a safety monitoring system.

Snaphook: A connector comprised of a hook-shaped member with a closed keeper which may be opened to permit the hook to receive an object and when released, automatically closes to retain the object. Snap hooks must be self-closing with a self-locking keeper which remains closed and

locked until unlocked and pressed open for connection or disconnection, thus preventing the opportunity for the object to “rollout” of the snap hook.

Steep Roof: A roof having a slope greater than 4 in 12 (vertical to horizontal). A roof with a slope greater than 19.5 degrees.

Toe board: A low protective barrier that will prevent the fall of materials and equipment to lower levels, usually 4” or greater in height.

Unprotected Sides and Edges: Any side or edge of a walking or working surface, e.g., floor, roof, ramp, runway, etc., where there is no guardrail at least 39 inches high.

Warning line system: A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which work can be conducted without the use of guardrails, personal fall arrest systems, or safety nets to protect employees in the area. This will be utilized on any roof greater than 50” wide and in conjunction with a safety monitor only where the other forms of fall protection have been deemed infeasible to use.

Appendix B

OSHA Guidelines on Guardrails - 29 CFR 1926.502(B)
Verify that the top edge of top rails or equivalent guardrail system members is 42 inches ± 3 inches above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45inch limit, provided the guardrail system meets all other criteria.

ALSO: When employees are using stilts, the height of the top edge of the top rail or equivalent member must be increased an amount equal to the height of the stilts.
Verify that mid rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members are installed between the top edge of the guardrail system and the walking/working, surface when there is no wall or parapet wall at
least 21 inches high. Mid rails and other intermediate structural members must meet the following requirements:

1) When used, mid rails must be installed midway between the top edge of the guardrail system and the walking/working level.
2) When used, screens and mesh must extend from the top rail to the walking/working level and along the entire opening between top rail supports.
3) When used between posts, intermediate members (such as balusters) must be not more than 19 inches apart.
4) Other structural members (such as additional mid rails and architectural panels) must be installed such that there are no openings in the guardrail system that are more than inches wide.
5) Verify that all Guardrail systems are capable of withstanding, without failure, a force of at least 200 lbs. applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.
6) Verify that when the 200 lbs. test load is applied in a downward direction, the top edge of the guardrail does not deflect to a height less than 39 inches above the walking/working level. (Guardrail system components selected and constructed in accordance with Appendix B to 29 CFR 1926 Subpart M meet this requirement.)
7) Verify that mid rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members are capable of withstanding, without failure, a force of at least 150 lb applied in any downward or outward direction at any point along the mid rail or other member.
8) Verify that guardrail systems are surfaced to prevent injury to an employee from punctures or lacerations and to prevent snagging of clothing.
9) Verify that the ends of all top rails and mid rails do not overhang the terminal posts.
10) Verify that steel banding and plastic banding are not used as top rails or mid rails.
11) Verify that manila, plastic, or synthetic rope being used for top rails or mid rails is inspected as frequently as necessary to verify that it continues to meet the strength requirements of 29 CFR 1926.502(b)(3).
12) Verify that top rails and mid rails are at least 0.25-inch nominal diameter or 0.25 inch thick to prevent cuts and lacerations.

13) If wire rope is used for top rails, verify that it is flagged at not more than 6ft intervals with high visibility material.
14) When guardrail systems are used at hoisting areas, verify that a chain, gate, or removable Guardrail section is placed across the access opening between guardrail sections when hoisting operations are not taking place.
15) When guardrail systems are used at holes, verify that they are erected on all unprotected sides or edges of the hole.
16) When guardrail systems are used around holes used for the passage of materials, verify that the hole has not more than two sides provided with removable Guardrail sections to allow the passage of materials. When the hole is not in use, it must be closed over with a cover or a guardrail system must be provided along all unprotected sides or edges.
17) When Guardrail systems are used around holes that are used as points of access (such as ladder ways), verify that they are provided with a gate, or are so offset that a person cannot walk directly into the hole.
18) Verify that Guardrail systems used on ramps and runways are erected along each unprotected side or edge.

Appendix C

Lifeline Requirements - 29 CFR 1926.502(d)(7) to (d)(14)

1) Verify that on suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline are capable of locking in both directions on the lifeline.
2) Verify that horizontal lifelines are designed, installed, and used under the supervision of a qualified person as part of a complete personal fall arrest system that maintains a safety factor of at least 2.
3) Verify that lanyards and vertical lifelines have a minimum breaking strength of 5,000 lbs.
4) Verify that when vertical lifelines are used, each employee is attached to a separate lifeline. **ALSO**: During the construction of elevator shafts, two employees may be attached to the same lifeline in the hoist way, provided that all of the following conditions are met:
    a) Both employees are working atop a false car that is equipped with guardrails.
    b) The strength of the lifeline is 10,000 lbs. (5,000 lbs. per employee attached).
    c) All other criteria specified in this paragraph for lifelines have been met.
    d) Verify that lifelines are protected against being cut or abraded.
5) Verify that self-retracting lifelines and lanyards that automatically limit free fall distance to 2 ft or less are capable of sustaining a minimum tensile load of 3,000 lbs. applied to the device with the lifeline or lanyard in the fully extended position.
6) Verify that self-retracting lifelines and lanyards that do not limit free fall distance to 2 ft or less, rip stitch lanyards, and tearing and deforming lanyards are capable of sustaining a minimum tensile load of 5,000 lbs. applied to the device with the lifeline or lanyard in the fully extended position.
7) Verify that ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses are made from synthetic fibers.

Appendix H

Fall-hazard checklist

Use this checklist to identify fall-hazard areas at your worksite.

Hoist areas
Holes
Formwork
Rebar
Runways
Excavations
Dangerous equipment
Overhead bricklaying
Floor joists and trussing
Floor sheathing
Erecting exterior walls
Roof trussing and raftering
Roof sheathing
Roofing
Wall openings
Falling objects

Appendix I

Checklist For Inspecting Walking-Working Surfaces

General Work Environment.
Is a documented, functioning housekeeping program in place?
Are all worksites clean, sanitary, and orderly?
Are work surfaces kept dry or is appropriate means taken to assure the surfaces are slip resistant?
Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
Is combustible scrap, debris and waste stored safely and removed from the worksite properly?
Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (1910.1030), discarded according to federal, state, and local regulations?
Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
Are covered metal waste cans used for oily and paint-soaked waste?

Walkways

Are aisles and passageways kept clear?
Are aisles and walkways marked as appropriate?
Are wet surfaces covered with non-slip materials?
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway?
Are spilled materials cleaned up immediately?
Are changes of direction or elevation readily identifiable?
Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
Is adequate headroom provided for the entire length of any aisle or walkway?
Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
Are bridges provided over conveyors and similar hazards?

Floor and Wall Openings

Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?

Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

Stairs and Stairways

Are standard stair rails or handrails on all stairways having four or more risers?
Are all stairways at least 22 inches wide?
Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
Do stairs angle no more than 50 and no less than 30 degrees?
Are step risers on stairs uniform from top to bottom?
Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?

Elevated Surfaces

Are signs posted, when appropriate, showing the elevated surface load capacity?
Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?
Is a permanent means of access and egress provided to elevated storage and work surfaces?
Is required headroom provided where necessary?
Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

Fall Protection from Ladders

1. Only the following ANSI approved ladders shall be used by employees of PAUL JOHNSON DRYWALL:
    a. ANSI A14.1-1990 for Portable Wood Ladders
    b. ANSI A14.2-1990 for Portable Metal Ladders
    c. ANSI A14.5-1992 for Portable Reinforced Plastic Ladders
    d. ANSI A14.5-2007 for Fiberglass Ladders
2. All ladders shall be used in accordance with provisions of 1926.1051 and 1926.1053.
3. When using step ladders, no employee shall stand on the top two steps of the ladder.
4. Portable rung ladders shall be leaned against the structure so that distance between the base of the ladder and the structure is $1/4^{th}$ of the height of the ladder.
5. If it is necessary to work on any ladder, employees shall keep their weight centered on the ladder and shall never extend their center of gravity beyond the vertical rails of the ladder.
6. Fixed ladders shall be provided with cages, wells, ladder safety devices or self-retracting lifelines if the length of climb is less than 24 feet but the top of the ladder extends 24 feet above the lower levels.
7. When portable ladders are used for access to an upper landing surface, the ladder side rails shall extend at least 3 ft. above the upper landing surface to which the ladder is used to gain access; or, when such an extension is not possible because of the ladder's length, then the adder shall be secured at its top to a rigid support that will not deflect, and a grasping device, such as a grabrail, shall be provided to assist employees in mounting and dismounting the ladder. In no case shall the extension be such that ladder deflection under a load would, by itself, cause the ladder to slip off it support.
8. Metal and Plastic ladders shall be washed if overcome with debris or material that can make the ladder unsafe in any manner or shorten the normal lifespan of the ladder.
    a. Fiberglass ladders shall be washed and waxed periodically to prevent fiber bloom (aka slivers.)

Drug-Free Workplace Policy

Paul Johnson Drywall, Inc (Paul Johnson Drywall) is committed to maintaining a workplace that is free of drugs and alcohol and to discouraging drug and alcohol abuse by its employees. Paul Johnson Drywall has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at Paul Johnson Drywall Employees who are under the influence of alcohol or who have any illegal drugs in their system, or who abuse legal drugs while conducting or performing Paul Johnson Drywall business compromise Paul Johnson Drywall's interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of work, inferior quality in service and disruption of resident relations.
It is important for employees to understand that this Policy governs not only the abuse of alcohol and illegal drugs, but also the use and abuse of legal drugs in the workplace. Employees who find the need to use legal drugs, including prescription and over-the counter drugs, should consult with and must comply with those provisions set forth in this Policy that address such use. To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect its business, property, equipment and operations, and to comply with all federal and state requirements, Paul Johnson Drywall has established this Policy concerning employee use of alcohol and drugs. As a condition of continued employment with Paul Johnson Drywall, each employee must abide by this Policy.

Definitions

For purposes of this Policy:

1. Illegal Drugs or Other Controlled Substances: Illegal drugs or other controlled substances means any drug or substance that (i) is not legally obtainable; or (ii) is legally obtainable but has not been legally obtained; or (iii) has been legally obtained but is being sold or distributed unlawfully.

2. Legal Drugs: Legal drugs means any drug, including prescription drugs and over the-counter drugs, that has been legally obtained and that is not unlawfully sold or distributed.

3. Abuse of Any Legal Drug: Abuse of any legal drug means the use of any legal drug (i) for any purpose other than the purpose for which it was prescribed or manufactured; or (ii) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

4. Reasonable Suspicion: Reasonable suspicion means a suspicion that is based on (i) specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; or (ii) information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or (iii) a suspicion that is based on other surrounding circumstances.

5. Possession: Possession means that an employee has the substance on his or her person or otherwise under his or her control.

6. Safety-Sensitive Employees: As defined by the Code of Federal Regulations (CFR), safety-sensitive employees include those who perform, or may be called upon to perform, the following safety-sensitive functions:

    a. Operating a revenue service vehicle, even when it is not in revenue service;

    b. Operating a non-revenue service vehicle when required to be operated by a Commercial Driver's License (CDL) holder;

    c. Controlling dispatch or movement of a revenue service vehicle;

    d. Maintaining (including inspection, repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or

    e. Carrying a firearm for security purposes.

Supervisors are considered safety-sensitive only if they perform, or may be called upon to perform, any of the above safety-sensitive functions.

Consent for Use of Legal Drugs

1. Use of Legal Drugs: Paul Johnson Drywall recognizes that it may be necessary for employees to use legal drugs from time to time. Paul Johnson Drywall also recognizes that an employee who is using legal drugs might become impaired by the drug such that the employee's ability to adequately or safely perform is compromised. In order to accommodate employees who might be required to use legal drugs, and to help assure that no serious adverse consequences in the workplace result from such drug use, employees are required to obtain Paul Johnson Drywall's consent and comply with certain disclosure and work-restriction requirements under the following circumstances.

2. When Consent Is Required: Employees who know or should know that their use of legal drugs might endanger their own safety or the safety of another person, or might pose a risk of significant damage to Paul Johnson Drywall's property, or might substantially interfere with their job performance or the efficient operation of Paul Johnson Drywall's business, are obligated to report such drug use to Jim Marr, Paul Johnson Drywall's Safety Director, to obtain Paul Johnson Drywall's consent to continue working. Paul Johnson Drywall reserves the right to have either a Paul Johnson Drywall physician or the employee's own physician determine whether it is advisable for the employee to continue working while taking such drugs.

3. Duty to Disclose: Employees who operate or who are responsible in any way for the operation, custody or care of Paul Johnson Drywall's property, or for the safety of other employees or other persons, have a duty to disclose the nature of their job duties to any prescribing physician or pharmacist and/or to a Paul Johnson Drywall physician or

pharmacist and to inquire of the physician(s) or pharmacist whether their use of the drugs prescribed might result in the dangers, risks or impairment that this Policy is intended to prevent.

4. Restrictions on Work: Paul Johnson Drywall reserves the right to restrict the work activities of any employee who is using legal drugs or prohibit any employee from working entirely while he or she is using legal drugs.

5. Duty to Refrain from Working: Each employee using legal drugs has a duty to not report for work while impaired by the drug if such impairment might result in serious harm or damage or might interfere with his or her job performance. Accordingly, even if an employee has obtained Paul Johnson Drywall's consent to continue working while taking legal drugs, the employee will not be authorized to work while impaired by the use of such drug if the employee knows or has reason to know that working while impaired might endanger the safety of the employee or some other person, pose a risk of significant damage to Paul Johnson Drywall's property, or substantially interfere with the employee's job performance or the efficient operation of Paul Johnson Drywall's business.

Prohibited Conduct

1. Scope: The prohibitions of this section apply whenever the interests of the Paul Johnson Drywall may be adversely affected, including any time the employee is:

    a. On Paul Johnson Drywall premises;

    b. Conducting or performing Paul Johnson Drywall business, regardless of location;

    c. Operating or responsible for the operation, custody, or care of Paul Johnson Drywall equipment or other property; or

    d. Responsible in any way for the safety of other individuals associated with Paul Johnson Drywall, including, but not limited to, co-employees, management, visitors, residents and vendors.

2. Alcohol: The following acts are prohibited and subject an employee to discharge:

    a. The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol; or

    b. Being under the influence of alcohol blood content of 0.4 or greater, as defined by applicable state law.

3. Illegal Drugs: The following acts are prohibited and subject an employee to discharge:

    a. The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or

    b. Having any illegal drug or other controlled substance in your system.

4. Legal Drugs: The following acts are prohibited and subject an employee to discharge:

    a. The abuse of any legal drug; or

    b. The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription or over-the counter drug in a manner inconsistent with law; or

    c. Working while impaired by the use of a legal drug in violation of Section III above; or

    d. Working without obtaining the required consent in violation of Section III, above; or

    e. Failure to make proper disclosure in violation of Section III, above.

Substance Abuse Screening

1. Job Applicants: Job applicants ***may*** be required to undergo drug and alcohol testing as a condition of employment with Paul Johnson Drywall.

2. Employees: Current employees will be subject to testing if they:

    a. Report to work or, while conducting or performing Paul Johnson Drywall business regardless of location, are suspected of being intoxicated or exhibiting abnormal behavior or performance difficulties associated with substance abuse;

    b. Are involved in a work-related accident;

    c. Exhibit indicators of substance abuse;

    d. Are subject to federal or state regulatory requirements for random drug or alcohol testing; or

    e. Are in safety-sensitive positions or other positions in which impaired performance could have an adverse effect on the health or safety of the employee, his or her co-employees, other individuals or Paul Johnson Drywall.

3. Testing: Paul Johnson Drywall may utilize each or all of the following testing methods:

    a. Pre-employment testing;

    b. Random testing for employees;

    c. Reasonable suspicion testing;

    d. Post-accident testing; and

    e. Testing authorized or required by federal or state regulations, including Department of Transportation regulations.

Disciplinary Action

Violation of this Policy by any employee may result in discipline, up to and including discharge, depending on the circumstances and at the discretion of Paul Johnson Drywall. At a minimum, disciplinary mandates for safety-sensitive positions, as required under Title 49 of the Code of Federal Regulations, will be followed for those individuals in safety-sensitive positions.

1. Effect of Criminal Conviction: An employee who is convicted under a criminal drug statute for a violation occurring in the workplace, while conducting or performing Paul Johnson Drywall business regardless of location, or during any Paul Johnson Drywall related activity or event will be deemed to have violated this Policy.

2. Refusal to Test: Includes circumstances or behaviors such as:

    a. Failure to appear at the collection site in the time allotted;

    b. Leaving the collection site before the testing process is completed;

    c. Failure to provide a urine, breath, or saliva specimen as required by CFR, Part 40;

    d. Failure to permit the observation or monitoring of specimen collection when it is required;

    e. Failure to provide a sufficient amount of urine or breath specimen without a valid medical explanation;

    f. Failure or refusal to take a second test when required;

    g. Failure to undergo a medical evaluation when required;

    h. Failure to cooperate with any part of the testing process. (Example: refusal to sign the testing form when required);

    i. Leaving the scene of an accident without just cause prior to submitting to a test; or,

    j. If the Medical Review Officer (MRO) reports a verified adulterated or substituted test result.

Note: A <u>refusal to test</u> shall be treated as a <u>positive test result</u> for the purposes of administration of this Policy and any resulting disciplinary action.

A. First Violation

An employee who is not discharged for a first violation of this Policy will receive a final written warning. Paul Johnson Drywall reserves the right to suspend the employee without pay for a period of up to five (5) business days.

B. Second Violation

A second violation of this Policy at any time will result in discharge.

Criminal Convictions

Employees are required by this Policy to notify Paul Johnson Drywall of any conviction under a criminal drug statute for a violation occurring in the workplace, while conducting or performing Paul Johnson Drywall business regardless of location, or during any Paul Johnson Drywall related activity or event, not later than five (5) days after any such conviction. When required by applicable law, Paul Johnson Drywall will notify agencies under contract of any employee who has been convicted under a criminal drug statute for a violation occurring while conducting or performing Paul Johnson Drywall business, regardless of location.

Unregulated Or Authorized Conduct

A. Customary Use of Over-the-Counter Drugs: Nothing in this Policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as such activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Policy.

B. Off-the-Job Conduct: Nothing in this Policy is intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or legal drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this Policy.

C. Use of Alcohol or Legal Drugs: Paul Johnson Drywall's Safety Director, will maintain a list of circumstances in which the use or possession of certain legal drugs or alcohol is authorized (such as certain medicine or drugs maintained in company first-aid cabinets or alcoholic beverages served during certain business meetings or social functions) and will communicate the authorization as appropriate. Changes to the authorization require the prior written approval of the Safety Director. Except as otherwise provided in this Policy, no employee may assume that his or her possession, use, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol or drugs is authorized unless the employee has been notified in writing by Paul Johnson Drywall's Safety Director.

Qualified Disabled Employees

A. Commitment to Employ Disabled Individuals: Nothing in this Policy is intended to diminish Paul Johnson Drywall's commitment to employ qualified disabled individuals or to provide reasonable accommodation to such individuals consistent with all federal, state and local laws. As noted above, however, employees are required, under certain limited circumstances, to obtain Paul Johnson Drywall's consent to continue working while using legal drugs.

B. Reasonable Accommodation: If an employee's use of a legal drug is related to a disability and the employee voluntarily self-identifies as a disabled individual to Paul Johnson Drywall in connection with an effort to determine whether it is advisable to continue working despite the use of the drug, and if it is determined that the employee should not continue to work in his or her regular job while using the legal drug, an effort will be made to reasonably accommodate that employee.

Confidentiality

Disclosures made by employees to the Personnel Director or Paul Johnson Drywall's Safety Director, concerning their use of legal drugs will be treated confidentially and will not be revealed to supervisors unless there is an important work-related reason to do so. Disclosures made by employees to the Personnel Director or Safety Director concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

Paul Johnson Drywall's Safety Director and supervisors should restrict communications concerning possible violations of this Policy to persons who have an important work-related reason to know. In addition, Paul Johnson Drywall's Safety Director and supervisors should not disclose the fact of an employee's participation in any drug or alcohol counseling or rehabilitation program.

Counseling

Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged to voluntarily seek diagnosis and to follow through with the treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program are encouraged to contact Jim Marr, Safety Director at Paul Johnson Drywall, who will determine whether Paul Johnson Drywall can accommodate the employee by providing unpaid leave for the time necessary to complete participation in the program.

References

1. Code of Federal Regulations (CFR), Title 49 Parts 40, 382, and 391

Emergency Action Plan

Major disasters must be anticipated and procedures must be developed and mastered if the well-being of our personnel is to be protected and if we are to be ready to serve our community.

The following pages detail the organization structure of our plan and outlines emergency measures to be taken in the event of fire or another emergency.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of others as well.

Definitions

- For the purposes of everyone's safety in an emergency, ***Employees*** are considered:
  - Full and part-time,
  - temporary workers, and
  - contracted workers.
- ***OTC*** refers to over-the-counter pharmaceuticals (i.e., Advil, Excedrin, Tums, Vitamin C, Neosporin, etc.)

General Information

Two important telephone calls need to be made if the facility is to be evacuated for any of the following reasons:

1. A fire or disaster within the facility.
2. An external hazardous condition threatening the facility.

If either of these two situations occur, notify these agencies:

1.	Fire Department	Phone 911
2.	Civil Defense Coordinator	Phone 911

Upon order of management or other person(s) in charge to totally evacuate the facility, the following action will be taken:

1. Initiate evacuation center receiving plan. (It may be necessary to transport company personnel to a local evacuation center.)

2. Priority of evacuation may be necessary if there are handicapped employees.

3. Materials and Supplies to be evacuated:

   A. First Aid Kits
   B. Personnel Roster

Responsibilities

The Safety Committee Shall:

1. Coordinate the Emergency Evacuation Plan throughout the facility.
2. Make certain that all personnel are familiar with the Program and that all new employees are promptly oriented.
3. Schedule fire classes as necessary.
4. Arrange and execute fire drills within the facility.
5. Maintain a log of fire drills conducted. The log shall include the date and time of each drill, the time required to evacuate the building, and the initials of the person making the recording.
6. Report any deficiencies noted during the fire drill.
7. Correct any deficiencies noted during the fire drill.
8. Maintain a file of committee meetings and activities, including committee minutes. All documents are to be signed by the committee chairman.

The Safety Committee Will Be Aided by Supervisors Who Will:

1. Facilitate the Emergency Evacuation Plan.
2. Keep constant check on all personnel to be sure that they are completely familiar with all phases of the Plan which they are required to know.
3. See that all personnel participate in **ALL** fire drills, fire classes, and other practice sessions.
4. Be certain that all personnel are familiar with, and make thorough fire inspections when they are assigned to do so.
5. Take the necessary steps required to correct any fire hazards discovered.

It Is the Duty of Every Employee To:

1. Be completely familiar with the Emergency Evacuation Plan and his or her duties and responsibilities in the program.
2. Participate in all fire drills and practice sessions.
3. Attend all fire training classes when assigned.
4. Learn the location of and how to operate fire alarms systems and all fire extinguishing equipment.
5. Report any fire and/or safety hazards located any place on Company property.

Fire Procedure

"Keep calm...Report all fires and smoke."

Personnel have been assigned to:

1. Sound internal fire alarm.
2. Notify office staff.
3. Remove personnel from the building.
4. Close all doors and windows in the fire area, ONLY if this can be done safely.
5. Notify fire department.

The person reporting the fire to the fire department will provide them with the following information:

1. Paul Johnson Drywall.
2. Address.
3. What is burning (machines, feedstuffs, paper, etc.).
4. Location of fire (roof, plant office, etc.).
5. Type of fire (electrical, liquid, etc.).

Additional assignments have been made to:

1. Attempt to extinguish the fire with the use of on-premises equipment (extinguishers, hoses, etc.). A minimum of two persons is required to fight a fire. To ensure employee safety, this is to be done only during the early stages of the fire.

Working away from the involved area, personnel will be assigned to:

1. Clear the aisles, hallways and other areas of personnel and visitors.
2. Close all fire doors and windows.
3. Check driveways to see that they are clear of entry of firefighting equipment.
4. Wait at the front entrance for arrival of firefighting equipment. Direct the firemen to the fire if necessary.

Re-entry onto the property will not be permitted until it is declared safe to do so by someone with Executive authority or by the local fire/law enforcement officials.

Practices

First Aid and Medical Emergency

Paul Johnson Drywall will ensure the availability of emergency medical services for its employees at ALL times. Paul Johnson Drywall shall also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Safety Director will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits:

All of Paul Johnson Drywall's buildings and company job sites shall have access to at least one (1) first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

OTC drugs, inhalants, medicines, or proprietary preparations shall NOT be included in first-aid kits. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care (also based on remoteness of the job site.)

Contents of First Aid Kit

First Aid kits will contain *at least* the following.

OSHA has adopted ANSI's list of minimal acceptable contents of first aid kits.
16 - Adhesive bandages, 1 in. x 3 in. (2.5 cm x 7.5 cm)
1 - Adhesive tape, 5 yd. (457.2 cm)
10-Antiobiotic Treatment Application, 1/57 oz.
10 – Antiseptic applications 1/57 oz.
1 – Breathing Barrier
1 – Burn Dressing, gel soaked, 4" x 4"
10 - Burn treatment applications, 1/32 oz.
1 – Cold Pack
2 – Eye Covering
1 – Eye Wash, 1 oz.
1 – First Aid Guide
6 – Hand Sanitizer, 0.9 g
2 pairs - Medical exam gloves
1 – Roller Bandage, 2" x 4 yds.
1 - Scissors
2 - Sterile pads, 3 in. x 3 in. (7.5 x 7.5 cm)
2 – Trauma Pad, 5" x 9"
1 - Triangular bandage, 40 in. x 40 in. x 56 in. (101 cmx 101 cm x 142 cm)

Administering First Aid:

To assure that Paul Johnson Drywall employees are provided with necessary medical services in the event of an emergency, employees that are injured, but not requiring an ambulance, should seek medical care at an Urgent Care closest to their office or job site (or location if in-route.)

If the injured employee cannot drive, but is not in immediate danger, they should call their supervisor to come pick them up and transport them to the nearest Urgent Care whenever medical services are not readily available.

Paul Johnson Drywall will provide a certified first-aid employee to be in each location, adequate for the number of employees and exposures presented. These first-aid employees will be certified equal to the training provided by the American Red Cross or the American Heart Association.

The names of such certified employees are available from the Safety Director for office personnel and will be made known to those on job sites via their supervisor(s).

The telephone numbers of the following emergency services in the area shall be posted by the Safety Director at the job site gang box, or otherwise made available to the employees where no job site gang box exists.

Prior to the commencement of work at any site, the Supervisor shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through one or more means of:

- New Employee Orientation,
- toolbox meetings, and/or
- safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily placed and accessible.

Incidents

These procedures are to be followed in the event of a serious employee incident:

- **Call 911** and request the Paramedics (at an office some may need to dial 9 first to get an outside line, then 911).
- Employees shall report ALL work-related incidents to their Supervisor immediately, even if the employee does not feel that they require medical attention. Failure to report

any incident may result in a delay of Workers' Compensation benefits and disciplinary action, up to and including termination.

- The Supervisor, employee, and first aid personnel should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee shall be sent for professional medical care.
- If medical attention is not desired or the employee refuses treatment, Paul Johnson Drywall's *Incident Investigation Report* shall still be filled out in case complications arise later.
- In all cases, if the employee cannot transport them self for any reason, transportation should be provided.
- In the event of a serious incident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness, or a death, then phone contact shall be made with the Safety Director as soon as possible. The Safety Director must also contact the nearest State or Federal OSHA office for a fatality within 8 hours and all work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

Evacuation Routes

Office Locations:

Evacuation route maps have been posted throughout each Paul Johnson Drywall office location.

Job Sites:

On Paul Johnson Drywall's job sites, there may or may not be an actual drawing. Whether or not a drawing exists, the job site Supervisors are to review the evacuation routes with employees on the first day of each job, BEFORE any work begins by walking the route and ending up at the evacuation meeting location. If new employees are brought on the job site, mid-job, the evacuation routes and meeting place is to be reviewed with those employees the first day of their reporting to the job site, BEFORE their work begins in the same way as those employees on the first day of the job.

The following information shall be marked on evacuation route maps:

1. Emergency exits;
2. Stairways if present;
3. Primary and secondary evacuation routes;
4. Locations of fire extinguishers;
    a. Location of fire hose systems if provided.
5. Fire alarm pull stations' location.
    a. Assembly points.

All employees should know at least two evacuation routes.

Emergency Phone Numbers

EMERGENCY: For severe incidents or if you are unsure if medical attention is needed, call 911 (at an office one may need to dial 9 first to get an outside line, then 911).

FIRE DEPARTMENT: 911

PARAMEDICS: _____

AMBULANCE: _____

POLICE: 911

Types of emergencies to be reported by employees are:

Bomb Threat
Extended Power Loss
Fire
Medical
Severe Weather
Workplace Violence
Other Incidents/Accidents

Serious Medical Emergency

Call 911 (at an office some may need to dial 9 first to get an outside line, then 911) ask for one or more of the following:

- ☐ Paramedics
- ☐ Ambulance
- ☐ Fire Department
- ☐ Police
- ☐ Other

Provide the following information:

a. Nature of medical emergency,
b. location of the emergency (address, building, room number), and
c. your name and the phone number from which you are calling.

Do NOT move victim unless it is absolutely necessary.

Call employees trained in First Aid/CPR to provide the required assistance prior to the arrival of the professional medical help.

If employees trained in First Aid/CPR are not available, as a minimum, attempt to provide the following assistance:

- Only if latex or vinyl gloves AND eye protection are available should another employee

render minor assistance:

- Stop the bleeding with firm pressure on the wound(s).
- Clear the air passage using the Heimlich maneuver in case of choking; do **NOT** preform mouth-to-mouth if you do not have a mouth guard.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment (PPE). A master binder for ALL SDSs shall be maintained and available in the corporate office. Also, each company vehicle and/or job site must have a binder containing all current SDSs.

Attempt first aid and/or CPR ONLY if trained.

Training

Paul Johnson Drywall will provide free First Aid/CPR training to those *employees that wish to volunteer as hands-on emergency response personnel.

Those *employees wishing to receive the training, please notify the Safety Director.

Refresher training shall take place every two (2) years at no cost to the *employee.

Those *employees that wish to receive the training, but do not wish to be on the emergency response team can do so at a discounted price.

**For the training of First Aid/CPR, employees are those that are full or part time employees only.*

Emergency Action Plan (EAP)
Contact Sheet for Paul Johnson Drywall

Facility or Job Site Name: _____

Facility or Job Site Address: _____

Emergency Personnel Name and Response Numbers

Designated Responsible Employee:

Name:_____ Phone: _____

Emergency Coordinators:

Name: _____ Phone: _____

Name: _____ Phone: _____

Area/Job Site Monitors (If applicable):

Area/Floor:_____Name:_____Phone: _____

Area/Floor:_____Name:_____Phone: _____

Assistants to the Physically Challenged (If applicable):

Name: _____Phone: _____

Name: _____ Phone: _____

Emergency Action Plan (EAP) Policy - Employee Acknowledgment

Topics Covered:

- Purpose
- Definitions
- Practices
    - First Aid and Medical Emergencies
        - Frist Aid Kits
        - Administering First Aid
    - Incidents
    - Evacuation Routes
        - Office Locations
        - Job Site Locations
- Emergency Phone Numbers
- Emergency Action Plan Contact Sheet for Paul Johnson Drywall
- Serious Medical Emergency
- Training
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Emergency Action Plan (EAP) Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Emergency, Disaster and Severe Weather Policy

Purpose

The purpose of this policy is to establish a plan that will be implemented in the event of a disaster, such as an earthquake or explosion, severe inclement weather, and/or other natural disasters. The plan will decrease confusion during an emergency situation. The policy will define how to respond to any disaster that could occur in the area, such as earthquakes, explosions, extreme weather, flooding, and other natural disasters.

Definitions

Emergency may include occurrences such as: natural disasters (i.e., floods, earthquakes, storms or fires, etc.), explosions, communications systems failures (i.e., disruption of telephone service), loss of personnel due to local disaster and/or damage to the facility (i.e., from earthquake, flood, tornado, etc.).

An ***earthquake*** is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. This shaking can cause damage to buildings and bridges; disrupt gas, electric, and phone service; and sometimes trigger landslides, avalanches, flash floods, fires, and huge, destructive ocean waves (tsunamis).

Floods can be serious catastrophes and they are one of the most common hazards in the United States. Floods can be caused by a variety of factors, including a sudden accumulation of rain, rising rivers, tidal surges, ice jams and dam failures.

Severe Weather refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. Types of severe weather phenomena vary, depending on the geographic location. High winds, hail, excessive precipitation, thunderstorms, downbursts, lightning, waterspouts, tropical cyclones are forms and effects of severe weather. Seasonal severe weather phenomena include blizzards, snowstorms, ice storms, etc.

Duties and Responsibilities

Supervisor

The supervisor will determine what kind of emergency is occurring and declare the level of the emergency. The supervisor will contact all managers to inform them of the emergency status.

Managers

Managers will change their voice mail to include the level of the emergency and contact all their employees. All managers will establish a telephone list of all employees reporting to them in the event of an emergency or disaster. If a large storm is forecast, it may be necessary to contact staff via home phones the night before. The message should include the emergency description/code and plan of action.

Employees

Employees will follow all instructions outlined in this policy. Employees will use the level/type of emergency to guide them on whether to report to work as usual or expect a call regarding assignment. The night before a large storm, employees will turn on their phones in order to be reached for leveling and rearrangement of schedules the day/night before.

Practices

All employees shall receive instruction during orientation and from their manager in planning or an emergency or disaster. It is the responsibility of each employee to be familiar with this policy and to refer to this in the event of an actual emergency.

Employees shall protect their well-being in an emergency and must act in a **calm and professional manner.**

All employees are instructed to report to their designated location (depending on the department) in the event of an emergency.

Always remember, the first responsibility in an emergency is **to protect lives**. This very important responsibility must be considered when making any decision as to how you will proceed with the emergency. **LIFE FIRST, PROPERTY SECOND!**

Earthquake

Personnel Responsibilities

- Know what to do during an earthquake.
- Advise employees to use the stairs instead of the elevators (if facility has elevators).
- When the shaking stops, inspect all water, gas and electrical lines immediately. If damaged, shut them off. Also check that a propane tank (if applicable) did not fall off supports.
- Close off any structurally damaged areas.
- Expect aftershocks, they can cause damage too.
- Advise employees not to flush toilets until sewer lines are inspected.
- In the event of evacuation, managers should take emergency reports and this Emergency/Disaster Policy with them to the safe evacuation site.

When Indoors

- The best protection during an earthquake is to get under a sturdy piece of furniture such as a table, or beside a sofa or bed. Avoid glass windows, glass display cases, and tall objects that could fall on you.
- HOLD ON to a sturdy piece of furniture and be prepared to move with it.

- In buildings, the greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Use caution when exiting buildings. Many fatalities occur when people run outside of buildings only to be killed by falling debris.

When Outdoors

- If you are outdoors, find a clear spot away from buildings, trees, ad power lines. Drop to the ground.
- Stay where you are until the shaking stops and you're sure it's safe to move.

While Driving

- When driving, an earthquake may feel like all four tires have blown out. Carefully navigate out of traffic lanes to the side of the road and stop. Turn off the vehicle ignition. STAY INSIDE YOUR VEHICLE until the shaking stops.
- Avoid parking near bridges, tall trees, light poles, or buildings. Stay in your vehicle. Downed power lines could be deadly.

Additional Safety Information

- It is safe to remain inside a building after an earthquake unless there is a fire or gas leak. There are no open areas in many cities far enough from glass or other falling debris to be considered safe refuge sites. Glass from tall buildings does not always fall straight down; it can catch a wind current and travel great distances.
- Never take elevators after an earthquake.

Explosions

Explosive devices can be highly portable, using vehicles and humans as a means of transport. They are easily detonated from remote locations or by suicide bombers. There are steps you can take to prepare for the unexpected.

Before an Explosion

Management shall ensure that an emergency supply kit is available in the event of an emergency. In addition, management shall:

- Learn what to do in case of bomb threats or receiving suspicious packages and letters
- Ensure employees have up-to-date information about any medical needs you may have and how to contact designated beneficiaries or emergency contacts.

Bomb Threats

If the company receives a telephoned bomb threat:

- Get as much information from the caller as possible. Try to ask the following questions:
    - When is the bomb going to explode?
    - Where is it right now?
    - What does it look like?
    - What kind of bomb is it?

    - What will cause it to explode?
    - Did you place the bomb?
- Keep the caller on the line and record everything that is said.
- Notify the police and building management immediately.
- In the event of evacuation, managers should take emergency reports and this *Emergency, Disaster, and Severe Weather Policy* with them to the safe evacuation site.

Suspicious Packages and Letters

Some typical characteristics postal inspectors have detected over the years, which should trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Have no return address, one that doesn't match the postmark, or can't be verified as legitimate.
- Are marked with restrictive endorsements such as "Personal," "Confidential," or "Do not X-ray."
- Have inappropriate or unusual labeling such as threatening language.
- Have protruding wires or aluminum foil, strange odors or stains.
- Have excessive postage or packaging material, such as masking tape and string.
- Are of unusual weight given their size or are lopsided or oddly shaped.
- Are not addressed to a specific person.

Take these additional steps against possible biological and chemical agents:

- Never sniff or smell suspicious mail.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents.
- Leave the room and close the door or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Report the incident to your building security official or an available supervisor, who should notify police and other authorities without delay.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

During an Explosion

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.
- Do not use elevators.
- Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards.
- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
- If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to rescuers.
- Shout only as a last resort to avoid inhaling dangerous dust.
- Cover your nose and mouth with anything you have on hand.

After an Explosion

- There may be significant numbers of casualties or damage to buildings and infrastructure.
- Heavy law enforcement involvement at local, state and federal levels.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences.
- Workplaces and schools may be closed, and there may be restrictions on domestic and international travel.
- You and other employees may have to evacuate an area, avoiding roads blocked for your safety.
- Clean-up may take many months.

Extended Power Loss

In the event of extended power loss to a facility or on a jobsite, certain precautionary measures shall be taken; depending on the geographical location and environment of the facility or jobsite:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge, causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
    - Fire sprinkler system
    - Standpipes
    - Potable water lines
    - Toilets
- Add propylene-glycol to drains to prevent traps from freezing if available.
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures shall be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
    - Smaller tools should be taken with the employees when they leave the jobsite ONLY if it is safe to gather those tools.

Upon Restoration of Heat and Power

- Electronic equipment shall be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water turned back on.

Other Severe Weather and Natural Disasters

Flash Floods:

If indoors:

- Be ready to evacuate as directed by the Safety Director or jobsite Supervisor and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Get to high ground and stay there.
- Do **NOT** walk or drive through flood water.
- If you are in a vehicle and it stalls, abandon it immediately and climb to a higher ground. If waters are too high, climb on top of the roof of the vehicle and wave your arms.

Wild Fire

- When a warning is issued by sirens, horns, vocally, or other means; look for smoke in the sky, as this will indicate the direction in which **NOT** to travel. It will also give a small indication as to how far away the fire is.
- In the Corporate Office, gather in the front reception area for verbal instructions to be given by management.
- On jobsites:
    - If time allows, quickly and calmly clean up your area, concentration on putting tools into the company vehicle and making sure there are not any trip hazards.
    - If time does not allow, quickly and calmly unplug any equipment, making sure not to cause any trip hazards.
        - Leave the equipment after it is unplugged.
- Meet in the designated meeting area for a head count.
    - On job sites: If time is critical, and the fire is too close or an evacuation has been given, get in your vehicle and drive approximately 15 miles in the opposite direction of the fire, pull over and call your Supervisor.
        - Employees that leave the jobsite and do not check in within one (1) hour following the evacuation notice will be subject to *disciplinary action, up to and including termination.
- All employees are to wait to hear from your Supervisor or the Safety Director before returning to the office, warehouses, or any jobsite.

*Disciplinary action will be taken for those employees that do not check-in within one (1) hour after evacuating a work location because if all employees are not accounted for, it will be assumed that the employee that did not check-in is trapped or hurt and unnecessary manpower will be spent trying to find this employee.

Haboobs (Dust Storms)

If indoors:

- Stay indoors until the dust clears and visibility returns to normal.

If outdoors:

- Quickly and calmly unplug any equipment.
- Get indoors as soon as possible.
- If you are in a vehicle and cannot get indoors, stay there until the dust clears and visibility returns to normal; tuning off the a/c or heater once the vehicle is inside the storm.

Job Site Specific

The above procedures must be incorporated into each job site. On the first day of the job, before any work begins, the jobsite Supervisor shall select a designated meeting location, onsite, but away from any major building structures if possible. This location shall be where the employees will meet in case of an emergency that calls for all work to stop or an evacuation of a structure.

Also, as a precautionary measure, the jobsite Supervisor shall also select be a near-by, off-site location (i.e., fast food restaurant, convenience store, etc.) to meet in case the property is evacuated or there is no way, due to the emergency, for all employees to make it to the on-site meeting location.

The Supervisor shall also appoint a Lead employee on the jobsite or assign another employee the duty of back-up evacuation coordinator (in case the Supervisor is the one with or in the emergency situation.)

Structural Collapse

- Notify the manager. If the manager is out of the area notify his/her designated representative.
- Notify Fire and Rescue at 9-1-1
- Activate alarm system and evacuate facility.
- Shut off all gas and electrical mains.
- Assign teams to fires, aid and evacuation of employees.
- Determine area affected and prepare a list of employees that were occupying that area to give to fire department.
- DO NOT allow employees to reenter the building until cleared by the officer in charge of the fire units.
- Assist fire units/rescue as needed.

Helpful Hints in an Emergency

- **BE CALM AND IN CONTROL**. Reassure other employees that everything possible is being done by the fire/rescue/police.
- **BE POSITIVE AND INFORMATIVE**. Keep employees notified of any current information. Remember you will be asked the same questions numerous times; but, for employees asking the questions, it will be the first time they are asking it.
- **BE ATTENTIVE AND SYMPATHETIC.** Offer assistance and help. Others may appear to be venting on you, but remember, do not personalize it, listen attentively and apologize for the inconvenience. **DO NOT JOKE.**
- **BE EMPATHETIC.** Others may be experiencing anxieties, be empathetic to their plight. You're expected to know "everything". Take charge and reassure them. Use common sense and judgment. Take ownership of the building and the situation. BE PROFESSIONAL, BE POSITIVE AND BE CALM!

Evacuation Procedures

Each company location will have its own evacuation plan which address the unique elements of its site. Evacuation plans should be practiced every six months by all personnel. Update the plan after each practice exercise to address new situations.

On-Site Evacuation Procedures

- **Remain calm!**
- If management personnel are present, they will take control of the situation. If management personnel are not present, maintenance or security personnel will take control of the situation.
- Notify all departments. Assign this task if possible.

- In the event of an evacuation, a designated safe gathering place should be identified. The safe place will be dependent on the type of emergency (generally the parking lot).
- In the event of any emergency, all managers should stay in contact with each other in order to promote cooperative efforts to ensure the effectiveness of this plan, and the safety of guests and employees.
- Evacuate yourself and all remaining personnel, taking the guest register, emergency reports, cash drawer keys, and this *Emergency, Disaster, and Severe Weather Policy*.
- Do not reenter the building or area until it has been declared safe by the official authorities.
- All employees should gather in the parking lot/safe gathering place. It is the responsibility of the head of each department or senior manager to note who is there and who is missing.
- All employees are to remain in the safe place until official authorities provide further instructions.

Training

Paul Johnson Drywall will provide Emergency Disaster and Severe Weather awareness training during orientation and at least every 6 months a refresher training and evacuation drill will be rehearsed.

Awareness training of the various types of natural disasters and severe weather examples will be provided to increase employee comprehension and awareness of procedures to follow in the event of a declared emergency.

Emergency, Disaster, and Severe Weather Policy - Employee Acknowledgment

Topics Covered:

- Purpose
- Definitions
- Practices
- Evacuation Procedures
- Training

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the orientation and training of Inn Apartments' *Emergency, Disaster and Severe Weather Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Fire Prevention and Escape Policy

Purpose

The *Fire Prevention and Escape Policy* for Paul Johnson Drywall, Inc. (herein referred to as Paul Johnson Drywall) shall outline what to do in the event of a fire. Fires can spread fast and cause massive property damage; items can be replaced, people cannot. The procedures outlined in this plan will aid the employees of Paul Johnson Drywall with doing due diligence to prevent fires, as well as what to do to escape a fire safely.

Fire Prevention Practices

Hazardous Chemicals/Materials Storage

Please reference the *Hazard Communication Policy* for Paul Johnson Drywall.

Housekeeping

Good housekeeping practices apply to both office and field employees. When applicable:

- Each employee is responsible to see that their work area is free of debris. The work area should be clean and orderly.
- All spilled materials or liquids should be cleaned up immediately by the employee. If help is needed, the designated onsite Safety Personnel can be advised.
- Metal covered waste cans are to be used for all oily and/or paint-soaked waste and rags.
- All oil and gas fired devices will be equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working or malfunctioning.
- All aisles and passageways shall be kept clear of storage and debris to allow access to exits in the event of an emergency.
- All exits shall remain unlocked or be equipped so that they can be opened from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied.
    - Do **NOT** block any exit (emergency or otherwise) with material or equipment at any jobsite unless that exit is being built or repaired.
- All equipment, tools, machines, etc. shall be properly grounded at all times.
- Flex cords (extension cords) shall **NOT** be used at a permanent source of power.
    - Flex cords shall **NOT** be daisy chained.
    - Flex cords shall **NOT** be plugged into power strips.
- All electrical cords shall be free of loose connectors and damage.
- Power strips shall be mounted and not overloaded.
    - Microwaves and commercial copies/printers shall **NOT** be plugged into power strips or flex cords, but shall be plugged into a permanent power source.

Preventative Precautions

- Check all outlets and light switch covers to insure they have plates or are patched.
- Patch/fill all holes in any walls/doors.
- Check to make sure windows and doors that should open do so at least twice a year.
- Scheduled, annual fire sprinkler/alarm maintenance shall be performed.
- Periodically walk around and ensure outlets, flex cords, power strips, etc. are **NOT** near a water source (i.e., a flex cord plugged in under a water fountain in **NOT** allowed.)

Fire Emergency Practices

Once a fire is discovered:

All Locations

- Employees shall be immediately notified of such situation. An orderly evacuation of the premises shall begin for those NOT specifically trained to use fire-fighting equipment, such as fire extinguishers, water hoses, etc.
- The employee(s) in your department or area identified as able to use fire-fighting equipment and provide First Aid/CPR trained are to be notified.
- If an employee is properly instructed in the proper use of fire extinguishers, and if the fire is identified as still being able to be contained, those employees shall attempt to control and put out the fire with the proper fire extinguisher.
    - In **NO** event, however, will the employee remain to fight the fire if there is imminent peril to their life or health.

Corporate Office/Building/Trailer Locations

ALL employees, visitors, contractors, and vendors shall evacuate the premises according to the nearest posted *Emergency Escape Routes Diagram* for fire escape, contained in this policy and shall meet at the designated place(s) as indicated on the diagrams for each location to escape fire and the dangers a fire can cause. This meeting place shall be the same place that is used in all practice fire drills.

- Activate the nearest fire alarm (if installed).
    - If a fire alarm is not available, notify a Supervisor and all other employees by means of:
        - ☐ Horn, whistles or other noise makers.
        - ☐ Paging System.
        - ☐ Voice/Signal commands.
        - ☐ Other _____
- Notify the local Fire Department by calling _____

    *Do **NOT** assume the contracted alarm company will notify the fire department.*

- The Safety Director is to be notified of ALL fires by the department Supervisor in which the fire started.

- Fire drills shall be held at least annually at all offices/buildings/trailers.

To assist in an orderly evacuation of the premises, the Safety Director has identified the following to oversee the evacuation (and those employees have been advised):
For the Corporate Office: The Safety Director shall oversee the evacuation of the corporate office.

Field/Job Site Locations

The job site Supervisor shall oversee the evacuation at their respective job site.

ALL employees, visitors, contractors, and vendors shall evacuate the premises according to the emergency escape route discussed on the first day at the job site or at the beginning of the visit on the job site.

- The Safety Director is to be notified of ALL fires by the job site Supervisor.
- 911 shall be called and the fire department notified, or other emergency agency, if applicable (such as the police for a serious workplace violence situation), unless specific phone numbers are posted by work phones.
    - At the corporate office, one may have to dial 9 first to get an outside line, then 911.
- Employees or others may contact those identified on emergency phone lists to ask for assistance or for further information on their duties under this plan.
- Fire drills shall be held at least every three (3) months on job sites.
    - Job sites that have shorter than a three (3) month contract only need to be held:
        - The first week of the start of the project. (Fire drills held by a job site General Contractor may also be required.)

To ensure that all employees are properly evacuated, the employee(s) identified to help to assist in the evacuation of the premises, shall take a head count at the beginning of each day's work shift. Whenever an evacuation is necessary, as soon as the employees gather at the designated meeting location outside, another head count will be taken to compare it with the beginning of the day's head count. By this means, all employees will be accounted for. This total count shall then be given to the Safety Director.

NO EMPLOYEE IS TO LEAVE or head home without first being instructed to do so by the Safety Director, job site Supervisor, or designated back-up personnel.

Fire Extinguisher Techniques

For the safety and protection of our people, multiple fire extinguishers are located throughout the facility. As per OSHA regulations, Paul Johnson Drywall has the responsibility for educating our employees on the principles and practices of using a fire extinguisher and the

hazards associated with fighting small or developing fires (29 CFR 1910.157(g)(1), known as incipient fires.

All Paul Johnson Drywall employees, as part of their New Hire Training and subsequent annual safety training review, will be educated in the proper techniques for using a fire extinguisher (29 CFR 1910.157(g)(2) in the event it becomes necessary as a means to escape or save their life. This training focuses on developing or improving skills.

These simple steps represent proper fire extinguisher technique and use:
1. Sound the fire alarm and call the fire department, if appropriate
2. Know your evacuation path before approaching a fire and never let fire, smoke or heat come between you and your evacuation path
3. Retrieve the fire extinguisher
4. Discharge the extinguisher within its effective range using the P.A.S.S. technique (PULL, AIM, SQUEEZE, SPRAY)

a. PULL—pull the pin, which will break the tamper seal
b. AIM—aim low, pointing the extinguisher nozzle or hose at the base of the fire
c. SQUEEZE—squeeze the handle to release the extinguishing agent
d. SWEEP—sweep from side to side at the base of the fire until it appears to be out; watch the area to ensure it does not reignite and if it does, repeat above instructions

5. Back away from an extinguished fire in case it flares up again
6. Evacuate immediately if the extinguisher is empty and the fire is not out
7. Evacuate immediately if the fire progresses beyond the incipient stage

Again, if you have the slightest doubt about your ability to fight a fire or the nature of the fire situation … EVACUATE IMMEDIATELY! No employees at Paul Johnson Drywall are required to attempt to fight a fire.

Training

All employees designated to use fire extinguishers or to oversee an evacuation shall receive additional training. This training will be evaluated and changed as needed.

Recordkeeping

Head counts, police reports, insurance documents, etc., shall be kept for a period of seven (7) years after the incident occurred.

NOTE: For a permanent company building location(s), those job sites with trailers, and any job site with a one (1) year or longer contract, a current drawing or map of the escape route(s) shall be attached to this policy.

Fire Prevention and Escape Policy - Employee Acknowledgment

Topics Covered:

- Purpose
- Fire Prevention Practices
    - Hazardous Chemicals/Materials Storage
    - Housekeeping
    - Preventative Precautions
    - Smoking
- Fire Emergency Practices
    - All Locations
    - Corporate Office/Building/Trailer Locations
    - Field/Job Site Locations
    - Extended Loss of Power
    - Upon Restoration of Heat and Power
    - Severe Weather and Natural Disasters
        - Flash Floods
            - If Indoors
            - If Outdoors
        - Wild Fire
        - Haboobs (Dust Storms)
            - If Indoors
            - If Outdoors
    - Job Site Specific
- Training
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Fire Prevention and Escape Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Bloodborne Pathogens (BBP) Policy

OSHA standard 29 CFR 1910.1030

Purpose

Paul Johnson Drywall is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens that can be present when an employee is injured or becomes ill (at home or in the workplace).

The ECP includes:

- Duties and responsibilities.
- Determination of employee exposure.
- Practices:
    - Universal precautions;
    - Exposure Control Plan (EPC);
    - Engineering controls and work practices;
    - Personal protective equipment (PPE); and
    - Housekeeping.
    - Laundry
- Post-exposure evaluation and follow-up.
- Training.
- Recordkeeping.
- Procedures for evaluating circumstances surrounding exposure incidents.

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Definitions:

- ***Bloodborne Pathogens*** are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to:
    - Hepatitis B virus (HBV)
    - Human Immunodeficiency Virus (HIV)
- ***Parenteral Exposure*** refers to piercing the mucous membranes OR the skin barrier through such events as:
    - needle sticks,
    - human bites,
    - cuts and abrasions.
- **A *Universal Precaution*** is an approach to infection control; treating ALL human blood and human bodily fluids as if they were infected with HBV or HIV.

Duties and Responsibilities

Management

It is the responsibility of management to support and oversee the implementation of this *Bloodborne Pathogens Policy* and make certain that the employees are aware of all requirements pertaining to this policy. They are also responsible for setting an example of proper safety practices and make certain that all employees follow the safety practices of the policy.

Safety Manager

The Safety Manager is responsible for implementation of the ECP. The Safety Manager will maintain, review (at least annually), and update the ECP whenever necessary to include new or modified tasks and procedures. Those employees who are determined to have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in this ECP.

Safety Committee

It is the responsibility of the Safety Committee to present any needed changes or adjustment to the policy that will protect all workers

Supervisor

It is the responsibility of the Supervisor to make certain that all employees in their crew or under their leadership is following all safety practices and working safely.

Employees

It is the responsibility and duty of the employee to follow all safety practices and procedures that the employer has put in to practice and made them aware of.

Practices

Engineering Controls

SHARPS:

When it is known that a job duty or health issue may expose at least one employee to a needle stick or the possibility exists that an employee(s) may cut themselves on broken glass (due to a job duty), then a SHARPS box and SHARPS program will be provided.

Guards and Shields:

Keep ALL safety guards and/or shields on ALL tools, at ALL times. If a guard or shield should become broken, damaged, or loose, that piece of equipment or machinery shall be repaired immediately. If repairs cannot be performed at the time, the equipment/machinery taken out of service and tagged “DO NOT USE” until it is repaired.

Housekeeping:

Contaminated equipment, machinery and/or tools are to be cleaned and decontaminated as soon as feasible after visible contamination. Broken glassware should be assumed

contaminated and is only to be picked up using mechanical means, such as a brush and dustpan. Any materials swept up shall be placed in a trash bag and that bag is to be disposed of in the dumpster; do NOT toss contaminated materials into the regular trash and leave it.

Laundry:

The contaminated articles of clothing will be laundered by the employee(s). Any contaminated articles such as curtains, table cloths, etc. shall be disposed of.

Vaccines:

If employees are **required** to provide **first aid,** then Hepatitis B vaccinations are to be provided.

Administrative Controls

Universal Precautions:

All employees shall utilize universal precautions.

Exposure Control Plan (ECP)

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP once a year. All employees can review this plan at any time during their work shifts by contacting Safety Manager. If requested, we will provide an employee with a copy of the ECP free of charge.

Shift/Schedule Changes:

Change of work shift, work days, when necessary, to avoid a hazard.

Post-Exposure Evaluation and Follow-up

Should an exposure incident occur, contact your supervisor, who will then notify the Safety Manager. A confidential medical evaluation shall be conducted immediately; with a follow-up completed once all data needed is obtained.

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

- Document the routes of exposure and how the exposure occurred regardless of PPE.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.

- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administration of Post-Exposure Evaluation and Follow-up

The Safety Manager ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status. The employee shall be provided with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The Safety Manager shall review the circumstances of all exposure incidents to determine:

- Which controls were in place at the time of the exposure;
- Work practices that were being followed;
- A description of the equipment, machinery, tools and/or vehicle being used (including type, brand, and model.)
- PPE or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.);
- Location of the incident;
- What the employee(s) was doing when the incident occurred;
- Employee(s) received the required training.

This policy is to be reviewed annually. If revisions to this ECP are necessary the appropriate changes will be made by the Safety Manager. (Changes may include an evaluation of safer devices, changing work schedules, adding employees to the exposure determination list, etc.)

NOTE: Additional state and federal agency forms may need to be filled out if a bloodborne incident occurs.

Personal Protective Equipment (PPE)

PPE to be worn to protect against exposure is provided to our employees at no cost.

The types of PPE provided to Paul Johnson Drywall's employees for protection against BBPs are as follows:

- Latex gloves in the first aid kits.
- Goggles and face shields when required.

All employees shall observe the following precautions:

- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Remove immediately, or as soon as feasible, any garment contaminated by blood in such a way as to avoid contact with any other surface or body part.
- Wash hands immediately, or as soon as feasible, after removing contaminated gloves or other PPE.

Training

The training shall include, but is not limited to:

- Epidemiology, symptoms, and transmission of bloodborne pathogen diseases.
- An explanation of:
    - the OSHA bloodborne pathogen standard,
    - Paul Johnson Drywall's ECP and how to obtain a copy.
    - the use and limitations of engineering controls, work practices, and PPE,
    - the types, uses, location, removal, handling, decontamination, and disposal of contaminated PPE, and
    - the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that shall be made available.
- Information on the:
    - Appropriate actions to take and persons to contact in an emergency involving bloodborne pathogen exposure and
    - post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An opportunity for interactive questions and answers with the person conducting the training session.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of each training. These documents will be kept for the length of employment with Paul Johnson Drywall and at least three years after the employee leaves Paul Johnson Drywall. These documents are kept at the corporate office.

The training records include, but are not limited to, the following:

- The dates of the training sessions,
- the contents or a summary of the training sessions,
- the names and qualifications of persons conducting the training,
- the names and job titles of all employees attending the training sessions.

Employee training records are provided upon written request to the employee or the employee's authorized representative within 15 working days. Such written requests shall be addressed to:

Paul Johnson Drywall
1720 W. Parkside Lane
Phoenix, AZ 85027

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR1910.1020, "Access to Employee Exposure and Medical Records." Human Resources is responsible for maintenance of the required medical records.

These confidential records are kept at the corporate office for at least the duration of employment plus 30 years. Employee medical records are provided upon written request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to:

Paul Johnson Drywall
1720 W. Parkside Lane
Phoenix, AZ 85027

Bloodborne Pathogen and Exposure Control Plan Employee Acknowledgment

Topics Covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices
    - Engineering Controls
        - SHARPS Box
        - Guards and Shields
        - Housekeeping
        - Laundry
    - Administrative Controls
        - Universal Precautions
        - Exposure Control Plan
        - Shift/Schedule Changes
    - Post-Exposure Evaluation
    - Administration of Post-Exposure Evaluation and Follow-up
    - Procedures for Evaluation the Incident
- PPE
- Employee Training
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Bloodborne Pathogens Policy*, and that I was allowed to ask questions following the training session.

Employee (Print):_____

Employee Signature:_____

Training date:_____

Trainer (Print):_____

Title:_____

Hand and Power Tools Policy

OSHA standard 29 CFR 1910 Subpart P

Purpose

Paul Johnson Drywall is committed to providing a safe work environment for our entire staff. In pursuit of this goal, this policy is implemented to make certain that employees are using hand and power tools in a safe manner.

Employees at Paul Johnson Drywall are exposed to hazards presented by Hand and Power tools when they use them in their line of work to bore holes as part of their work tasks.

Definitions:

- **A *Hand Tool*** means any portable, non-electric or battery powered tool that workers use with one or both of their hands during the course of work
- **A *Power Tool*** means any tool, portable or stationary, hand held or not, that has a power source provided either by a direct electrical current or battery.
- ***Machine Guarding*** means one or more methods of safety features or devices that protect the worker from possible injury due to projectiles, nip and pinch points, rotating parts or loss of control.

Duties and Responsibilities

Management

It is the responsibility of management to support and oversee the implementation of this *Hand and Power Tool Policy* and make certain that the employees are aware of all requirements pertaining to this policy. They are also responsible for setting an example of proper safety practices and make certain that all employees follow the safety practices of the policy.

Safety Manager

The Safety Manager is responsible for direct implementation of the *Hand and Power Tool Policy*. The Safety Manager will maintain, review (at least annually), and update the policy whenever necessary to include new or modified tasks and procedures.

Safety Committee

It is the responsibility of the Safety Committee to present any needed changes or adjustment to the policy that will protect all workers**.**

Supervisor

It is the responsibility of the Supervisor to make certain that all employees in their crew or under their leadership is following all safety practices and working safely.

Employees

It is the responsibility and duty of the employee to follow all safety practices and procedures that the employer has put in to practice and made them aware of.

Paul Johnson Drywall's hand and power tools are **NEVER** to be:

- Left overnight on a job site.
- Taken home by any employee and used for personal reasons.
- Loaned out to a friend or family member.
- Loaned out to another trade.
- Returned to a store for cash or store credit (unless you are the employee that made the purchase, then the cash or store credit shall be turned over to the Safety Manager.)

Hand Tools

- Do **NOT** use tools for tasks other than that for which they are designed.
- Do **NOT** use hand tools that are damaged.
- Do **NOT** use cutting tools that are not properly sharpened.

Power Tools

- Do **NOT** wear baggy clothing.
- Wear protective PPE.
- Secure your work equipment/machine.
- Drill pilot holes.
- Properly set the drill bit.
- Use a center punch to start holes.
- Apply proper pressure to the drill
- Do **NOT** carry a tool by the cord or hose.
- Do **NOT** yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool
- Do **NOT** hold fingers on the switch button while carrying a plugged-in tool
- Maintain tools with care; keep them sharp and clean for best performance
- Follow instructions in the user's manual for lubricating and changing accessories
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

Training

All employees will be trained on all power tools and any specialty hand tools required to be used by Paul Johnson Drywall.

Hand and Power Tool Policy - Employee Acknowledgment

Topics Covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices
    - Hand Tools
    - Power Tools
- Training

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Hand and Power Tool Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Hazard Communication Policy

OSHA standard 29 CFR 1910.1200

Purpose

The *Hazard Communication Policy* for Paul Johnson Drywall was created to make sure hazardous substances are properly identified and labeled in the workplace; that employees have access to information about those hazardous substances; and that employees are provided with information and training on how to prevent injuries and illnesses due to possible exposure with those hazardous substances.

Definitions

- ***Exposure or exposed*** means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (*e.g.,* accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (*e.g.,* inhalation, ingestion, skin contact or absorption.)
- ***Hazardous chemical*** means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
    - *For the purposes of this policy, hazardous chemical, material and substance are all interchangeable terms.*
- ***Health hazard*** means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200—Health Hazard Criteria.
- ***Physical hazard*** means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200—Physical Hazard Criteria.

Duties and Responsibilities

The Safety Manager has been assigned the task of monitoring the *Hazard Communication Policy* (herein referred to as the HazCom Policy) and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of the policy.

Each employee shall carefully follow established work practices and promptly report observed or potential problems to their Supervisor.

No job at Paul Johnson Drywall is so vital or urgent as to justify the risk of employee overexposure to a hazardous substance. Always ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.

The Safety Manager will make sure that any employee that does not speak English will have the training in their respective language.

Practices

Hazardous Evaluation Procedures

Each Safety Data Sheet (SDS) binder shall have a chemical inventory is a list of hazardous chemicals known to be present in the workplace. The Safety Manager continually reviews every chemical used by Paul Johnson Drywall, and verifies that every chemical used is on the **Master Chemical Inventory List**. When shipments of new chemicals arrive, the **Master Chemical Inventory List** will be updated. After the chemical inventory is compiled, it serves as a list of every chemical for which a Safety Data Sheet (SDS) must be maintained. A chemical that is not shown on the current list will not be ordered without prior coordination with the Safety Manager.

The **Master Chemical Inventory List** shall be kept in the front of the SDS binders. The location of the binders shall be posted throughout the workplace and each company vehicle shall also carry a SDS binder.

NOTE: If a gang box is placed at said jobsite, then a SDS binder shall be kept inside the gang box as well.

Chemicals will only be purchased by authorized personnel. When purchasing chemicals, the following factors will be considered:

1. The health and safety properties of the products.
2. The quantity used.
3. The amount used per shift. If possible, the containers purchased should be the smallest that economically will support efficient production.

Each new purchase request shall require the supplier to provide new SDS with each shipment.

Task Evaluation

Each task that requires the use of hazardous chemicals should be evaluated to determine the potential hazards. This hazard evaluation includes the chemical, or combination of chemicals, which will be used in the workplace, as well as other materials that will be used near the work area. Recommendations for the correct personal protective equipment (PPE) are found in Paul Johnson Drywall's PPE Policy. Be cautious of chemicals that give off fumes or vapors, as they could mix with other chemicals nearby and cause an undesirable reaction.

Safety Data Sheet (SDS)

The OSHA HazCom standard requires employers to make employees aware of the hazardous

chemicals to which they are exposed during employment. Paul Johnson Drywall is accomplishing this by compiling a **Master Chemical List**, using the safety data sheets (SDSs) of each chemical, and by ensuring that containers are properly labeled. Paul Johnson Drywall will also provide our employees with training and information on how to read and utilize the SDSs.

This HazCom Policy applies to all work operations at Paul Johnson Drywall, where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Employees are required to follow the established safety and health guidelines when working with hazardous chemicals.

Copies of the SDSs for hazardous chemicals are available in the binders entitled **"Safety Data Sheets."**

All employees are required to review the SDS for any chemical they will handle BEFORE handling it for the first time. (If an employee drives their own personal vehicle to the job site and will be working with a hazardous chemical/substance, that employee should make copies prior to going to the job site of any relevant SDSs.)

If after reading this policy, it is discovered that improvements can be made, or you have any questions about this written policy, please contact the Safety Director, who has overall responsibility for this HazCom Policy.

GHS Addendum for ***Safety Data Sheet (SDS)***

All SDSs are now required to contain the following 16 sections:

Section one (1) Identification: Includes product identifier; manufacturer/distributor name, address, phone number, emergency phone number; recommended use; restrictions on use.
Section two (2) Hazard(s) Identification: Includes all hazards regarding the chemical; required label elements
Section three (3) Composition/Information on Ingredients: Includes information on chemical ingredients, trade secret claims
Section four (4) First Aid Measures: Includes important acute or delay symptoms/effects; required treatment.
Section five (5) Fire-fighting Measures: Lists suitable extinguishing techniques/equipment; chemical hazards from fire
Section six (6) Accidental Release Measures: Lists emergency procedures; protective equipment; proper methods of containment and cleanup.
Section seven (7) Handing and Storage: Lists precautions for safe handling and storage including incompatibilities
Section eight (8) Exposure Controls/Personal Protection: Lists OSHA's Permissible Exposure Limits(PELs); Threshold Limit Values (TLVs); Appropriate engineering controls; personal protective equipment (PPE)
Section nine (9) Physical and Chemical Properties: Lists the chemical's characteristics

Section ten (10) Stability and Reactivity: Lists chemical stability and possibility of hazardous reactions.
Section eleven (11) Toxicological Information: Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
Section twelve (12) Ecological Information: Includes its effect on the environment
Section Thirteen (13) Disposal Information: Includes proper means of disposing of the chemical
Section Fourteen (14) Transport Information: Includes proper and safe methods of transporting the chemical
Section Fifteen (15) Regulatory Information: Includes information on regulations regarding the chemical
Section Sixteen (16) Other Information: Includes the date of preparation or last revision

Labeling

All containers of hazardous chemicals in the workplace and at each job site shall be clearly labeled with the identity of the chemical (same as on the applicable SDS), and the appropriate hazard warnings. Those employees having supervisory responsibility, such as a Lead/on-site Supervisor, shall ensure that such labels are not defaced and that they remain legible at all times.

The Safety Director shall ensure that an adequate supply of blank labels is kept on-hand and made available. The Safety Director is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as a chemical spill or container rupture. Clean-up procedures and proper PPE shall be considered and adequate training for such tasks shall be addressed by the Safety Committee.

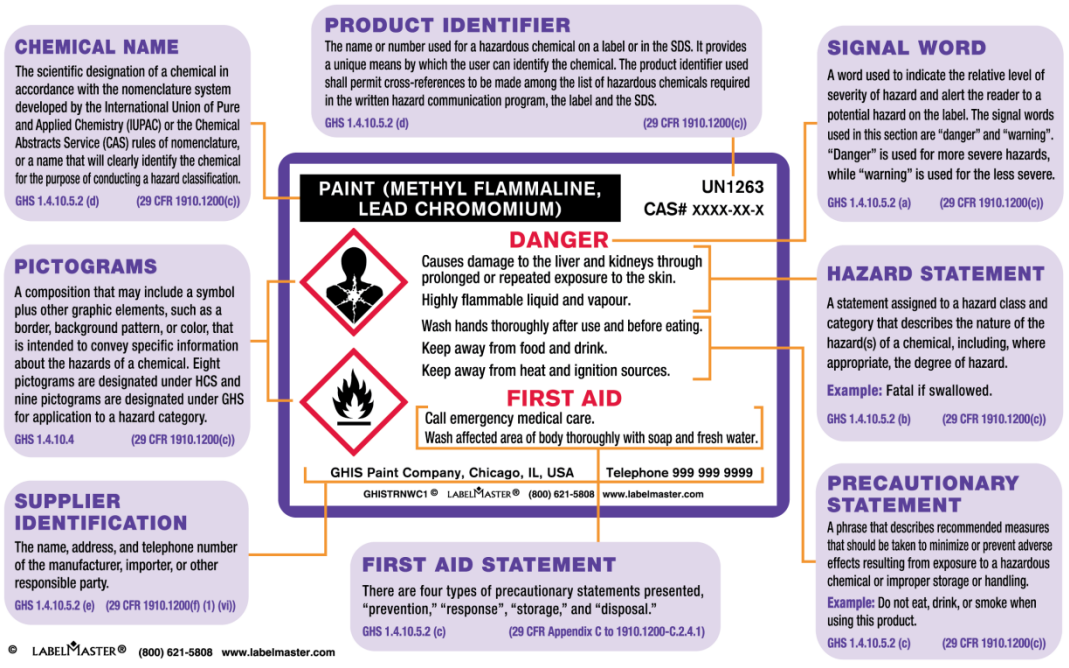
The following requirements apply to labeling:

- It is extremely important that all containers of chemicals are properly labeled. In the rare event that the hazardous chemicals that are in the containers themselves remove ink and labels, then an alternative method of identification must be enforced and written down. (i.e., blue bottle for water, green bottle for bleach, etc.)
- The original manufactures label shall be maintained. If the product is transferred to other containers, the original label or a photo copy shall be maintained on file. Any new containers shall be labeled in such a manner as to enable the information on the original label to be accessed.
- When moving hazardous substance to new containers, the labels on the new containers will easily be identifiable with the original container label.
- All containers will have the appropriate label, tag or marking prominently displayed that indicates the identity, safety and health hazards (the use of the NFPA diamond is a good identifier of health hazards.)
- All warning labels, tags, etc., must be maintained in a legible condition and not be defaced.
- Incoming chemicals are to be checked for proper labeling.

Pictograms:

Health Hazard	Flame	Exclamation Mark
• Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	• Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	• Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
• Gases under Pressure	• Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	• Explosives • Self-Reactives • Organic Peroxides
Flame over Circle	**Environment (Non Mandatory)**	**Skull and Crossbones**
• Oxidizers	• Aquatic Toxicity	• Acute Toxicity (fatal or toxic)

Labels:



Personal Protective Equipment (PPE)

By following correct procedures, no employee should experience any harmful effects from working with hazardous chemicals in their workplace. As another layer of protective measure, Paul Johnson Drywall provides PPE for all its employees. Employees must follow Paul Johnson Drywall's PPE Policy and wear the adequate protective equipment at all times.

General Safety Rules When Working with Chemicals

- Store incompatible chemicals in separate areas. (i.e., oils and flammable products cannot be stored within 20 feet of welding tanks.)
- Substitute less toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.

Chemical Storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Explosives should be stored separately in approved areas. Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable liquids: store in approved containers in approved flammable storage lockers.
- Acids: Should be stored in approved containers and locations. Do **NOT** store with other hazardous materials that are not compatible. (Potentially other acids, flammables and bases.)
- Bases: do **NOT** store bases with acids or any other material.
- Other liquids: ensure other liquids are not incompatible with any other chemical in the same storage location.

Housekeeping

- Maintain the smallest possible inventory of chemicals to meet immediate needs.
- Periodically review the stock of chemicals on hand.
- Ensure that storage areas or equipment containing large quantities of chemicals are secure from accidental spills.
- Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- Rag cans will be emptied and properly disposed of on a weekly basis.
- **DO NOT** pour chemicals onto the ground.
- **DO NOT** dispose of chemicals through the storm drain system.
- **DO NOT** place hazardous chemicals in salvage or garbage receptacles.
- **DO NOT** dispose of highly toxic, malodorous chemicals down sinks or sewer drains.

Safety for Spills, Containment, & Clean up

Assume all chemicals are hazardous. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects. Only those properly trained should do the actual clean-up of any spills or leaks.

In Case of an Emergency

- Promptly inform co-workers and Supervisors of all spills, leaks or releases of hazardous materials.
- Implement the proper Emergency Action Plan (EPA).
- Evacuate people from the area.
- Isolate the area from a safe distance.
- If the material is flammable, turn off ignition and heat source if possible.
- Only personnel specifically trained in emergency response and properly equipped are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.
- Call 911 (some phone lines may require you to dial 9 first to get an outside line, then dial 911) for Emergency Response Team assistance if the spill or leak poses a potentially disastrous problem or if the properly trained personnel are not available to conduct the clean-up.

Contractors and Their Employees

All outside contractors working inside Paul Johnson Drywall's facilities or on Paul Johnson Drywall's jobsites are required to follow the requirements of this policy. The Safety Director will provide Contractor's information on:

- Location of SDS Binders.
- Precautions to be taken to protect contractor employees.
- Potential exposure to hazardous substances.
- Chemicals used in or stored in areas where they will be working.
- Recommended PPE.
- Labeling system for chemicals.

When an outside contractor will be used, it shall be the responsibility of the on-site Supervisor, or the Safety Director when the Supervisor is not available, to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same person's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose Paul Johnson Drywall's employees. Appropriate training and protective measures must be taken in order to protect all Paul Johnson Drywall's employees. Prior to any work being performed by an outside contractor involving hazardous chemicals, the Safety Director is to be advised.

Media and Outside Sources

The Safety Director is responsible for responding to requests from members of the community, including law enforcement and regulatory agencies, on matters relating to hazardous chemicals/substances used at Paul Johnson Drywall.

Training

All employees with potential to exposure of any hazardous chemicals shall complete HazCom training. Scheduled training will be given at least one training class per year, per employee (this will most likely be completed via group training.) When a new hazardous chemical is introduced to the workplace, those employees with potential for exposure will be given refresher training (specific to the new hazardous substance.)

Training for this program will include:

- The purpose and need for this policy, including the basic concept that gives every employee the right-to-know about hazardous chemicals in the workplace.
- The location and availability of this written HazCom Policy and SDS binders.
    - How to read and utilize the SDSs.
- The identity, upon request, of any chemical to which the employee is exposed.
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as appearance or odor or a new container leaking.
- The physical and health hazards associated with different chemicals.
- Measures that employees can take to protect their own safety and health, including those established for normal work practices, emergency procedures, and the use of PPE.
- Details of the HazCom Policy, including an explanation of the labeling system.
- Emergency responses; what to do and what not to do.

New employees will receive their training in the New Hire Orientation.

Recordkeeping

This HazCom Policy and other documents relating to this policy will be reviewed at least annually by the Safety Director for changes, improvements, and/or updates.

The following documentation will be kept at the corporate office:

- SDSs for one (1) year after its use has been discontinued.
    - SDSs for 30 years if an exposer incident occurred.
        - The relevant SDS(s) will then become part of the employee(s) medical file.
- Chemical inventory lists once up-dated for three (3) years after updating has occurred.
- Training records for the length of employment.
    - Training record(s) for 30 years if an exposure occurred.
        - The relevant training record(s) will then become part of the employee(s) medical file.

Hazard Communication Policy – Employee Acknowledgement

Topics Covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices
- Safety Data Sheets (SDS)
- Labeling, Pictograms, and Labels
- Personal Protective Equipment
- General Safety Rules When Working with Chemicals
- Safety for Spills, Containment, & Clean up
- Training
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Hazard Communication Policy* and that I was allowed to ask questions following the training session.

Employee (Print):_____

Employee Signature:_____

Training date:_____

Trainer (Print):_____

Title:_____

Materials Handling Equipment Policy

OSHA standards 29 CFR 1910.178 - 180

Purpose

The *Materials Handling Equipment Policy* for Paul Johnson Drywall will explain to employees how to properly operate, use and work in and around equipment used to move (load, unload, sort, stack, etc.) material. The equipment listed in this policy has the potential to do physical harm if not handled or operated correctly. Extensive property damage is also likely, should an incident take place, which could mean unwanted down-time for the company and the employees.

Definitions

- The ***load rating*** is the limit of a load the equipment can handle, set by the manufacturer.
- A ***Powered Industrial Truck*** is commonly known as a forklift.

Practices

The following practices shall be followed by employees for ALL materials handling equipment:

- Know how to operate the equipment you are using as per the manufacturer's guidelines.
- The operator, prior to each use, shall inspect ALL equipment.
    - Any defective equipment shall be repaired or replaced before continued use.
        - Any defective equipment shall be tagged "**Do Not Use**".
- **If provided, seatbelts shall be worn at all times when operating equipment.**
- Use only equipment that is appropriate for the work to be done.
- The rated load shall be posted and legible for all equipment and machines.
- Inspect equipment to ensure that it is in good working condition BEFORE beginning a job. In addition, ensure that regular inspections and maintenance are conducted as appropriate.
    - If provided, log inspections on an inspection log sheet.
- Ensure the following BEFORE leaving equipment unattended:
    - All buckets, blades, forks, lifts etc. are on the ground or stored properly.
    - Transmission is in neutral (if the transmission is an automatic, place in park).
    - Engine/power is off.
    - Equipment is secure against unintentional movement.
- Turn the engine/power off before refueling.
- Keep ALL shields and safety guards in place.
- Avoid underground utilities and overhead power lines.
- Wear hearing protection when operating equipment without a cab.
- Do **NOT** get on or off moving equipment.
- Do **NOT** attempt to lubricate or adjust a running truck.
- Do **NOT** stress or overload your equipment.

- Do **NOT** use equipment when you are drowsy, intoxicated, or taking prescription medication that may affect your performance.

Forklift Operations

- Only authorized employees may operate forklifts (aka powered industrial trucks).
- Do **NOT** allow yourself to be distracted while raising or lowering a load.
- If you must stop during an operation, check the exact position of the mast in relation to other material before resumption of activity.
- Ensure that the forklift has an overhead barrier to protect the operator from falling objects.
- Always set the emergency brake when leaving the equipment unattended.
- Drive up and back down ramps.
- Do **NOT** speed.
- Do **NOT** allow riders.
- Do **NOT** raise people on a forklift.
- Do **NOT** walk, stand, or work under the elevated portion of a forklift (even if it is not loaded).

Training

Paul Johnson Drywall will provide training prior to any job assignment for selected employees on the proper operation and use of materials handling equipment. The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training, evaluation and certification as specified in OSHA standard 29 CFR 1910.178(I).

Awareness training of working in/around this equipment will be provided to ALL employees.

Materials Handling Equipment Policy– Employee Acknowledgement

Topics Covered:

- Purpose
- Definitions
- Practices
    - Forklift Operations
- Training

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Materials Handling Equipment Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Occupational Heat Exposure Policy

Purpose

The *Occupation Heat Exposure Policy* was created to educate Paul Johnson Drywall's employees of the several conditions that result from prolonged exposure to various forms of heat. These conditions can range in severity from a simple heat rash to a serious heat stroke; even death. It is important that each of Paul Johnson Drywall's employees understand the risks of working in conditions where extreme heat conditions exist, whether inside out outdoors. It is vital that employees can identify the symptoms related to heat exposure and follow the necessary first aid for themselves or for a co-worker.

Duties and Responsibilities

Management

Paul Johnson Drywall shall take the following steps to protect employees from heat exposure related illnesses:

- Provide adequate amounts of drinking water to employees.
  - Outside in the AZ summer, an average of 4 cups per hour shall be made available per employee.
- Monitor employees who are at risk of heat stress.
- If no shade is available at the jobsite, some form of shade for breaks/lunches and/or emergencies will be provided.
- Heat Exposure related illness training; includes information about:
  - Employee risk;
  - Prevention;
  - Symptoms.
  - The importance of monitoring yourself and co-workers for symptoms;
  - Treatments;
  - Personal protective equipment (PPE).

Employees

If it is possible, workers should avoid extreme heat and humidity. When these exposures cannot be avoided, workers should take the following steps to prevent heat related illnesses:

- Drink water frequently.
  - Outside in the AZ summer, drinking 1 cup per 15 minutes, per employee is recommended.
  - Drinking water at night and before work also helps.
- Wear light-colored, loose-fitting, breathable clothing such as cotton.
  - Avoid non-breathing synthetic clothing.
  - Keep a change of socks and shirts if possible.
- Gradually build up to heavy work; start the day slow and move as your body allows.
- Try to schedule strenuous work during the coolest parts of day (mornings or nights usually.)

- Take more frequent breaks in extreme heat and humidity.
    - Take breaks in the shade or a cool area when possible.
    - Avoid drinks with caffeine, alcohol, and large amounts of sugar (especially energy drinks.)
- Be aware that protective clothing or PPE that may increase the risk of heat stress.
    - But use PPE to help protect from the heat such as shaded eye protection and cooling cloths/vests.
- Monitor your physical condition and that of your coworkers.
    - KNOW YOUR LIMITS and do **NOT** overdo it.

*DISCLAIMER: Heat Exposure related illnesses can permanently disable for life or even cause death in a short period of time. For this reason, it is imperative that employees with known health problems make their supervisor aware of such health conditions. Supervisors shall **NOT** discuss any health information with anyone other than the employee who told them of their condition, Human Resources, and/or any medical personnel that would be called in an emergency.*

Practices

Training shall give basic heat exposure related illness information to include, but not limited to:

Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather.

Symptoms of heat rash can include, but are not limited to:

- Heat rash looks like a red cluster of pimples or small blisters. It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

First Aid for Heat Rash:

Employees experiencing heat rash should:

- Try to work in a cooler, less humid environment when possible.
- Keep the affected area dry.
- Dusting powder may be used to increase comfort.
- To help remove sweat-soaked clothes, have a change of socks and shirts when possible.

Heat Cramps

Heat cramps usually affect employees who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion. (Eating a heavy meal just before working in the heat can cause cramping in the stomach, which may or may not be heat cramps.)

Symptoms of muscle cramps can include:

- Muscle pain or spasms, usually in the:
  - abdomen,
  - arms,
  - and/or legs.

First Aid for Heat Cramps:

Employees with heat cramps shall:

- Seek medical attention if any of the following apply:
  - The employee has heart problems.
  - The employee is on a low-sodium diet.
  - The cramps do **NOT** subside within one hour.
  - The employee has had previous heat-related illnesses before.
- Stop all activity, and sit in a cool place.
- Have the employee sip on water or other cool, non-alcoholic, non-caffeinated beverages.
- Do **NOT** allow the employee return to work for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke.

Heat Exhaustion

Heat Exhaustion is prevalent among employees in the labor industry, especially when temperatures are high and when people work outdoors; especially those of us in Arizona. Heat Exhaustion is a minor disorder that is an early symptom of the more serious disorder Heat Stroke, so it must be dealt with in the beginning. Heat Exhaustion is the body's response to an excessive loss of the water and salt, usually through excessive sweating. Employees most prone to Heat Exhaustion are those that are elderly, have high blood pressure, and those working in a hot environment (this environment can be indoors as well.)

Symptoms of Heat Exhaustion can include:

- Heavy sweating;
- Extreme weakness or fatigue;
- Dizziness, confusion;
- Nausea;
- Clammy, moist skin;
- Pale or flushed complexion;
- Muscle cramps;
- Slightly elevated body temperature;
- Fast and shallow breathing.

First Aid for Heat Exhaustion:

Treat an employee suffering from heat exhaustion with the following:

- Seek medical attention if any of the following apply:
    - The employee has heart problems.
    - The employee is on a low-sodium diet.
    - The employee is not feeling any relief within 30 minutes.
- If the employee has had previous heat-related illnesses before. Have them rest in a cool, shaded or air-conditioned area.
- Have the employee sip on water or other cool, nonalcoholic, non-caffeinated beverages.
- Have the employee take a cool shower, bath, or sponge bath.
- Remove any clothing possible that isn't necessary.

Heat Stroke

Heat Stroke is the most serious heat-related illness. It occurs when the body becomes unable to regulate its own temperature and the body's core heats above normal temperatures. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. When heat stroke occurs, the body temperature can rise to 106 degrees Fahrenheit or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not given immediately.

Symptoms of heat stroke can include:

- Hot, dry skin;
- Hallucinations;
- Chills;
- Throbbing headache;
- High body temperature (to the touch);
- Confusion/dizziness;
- Slurred speech;
- Complete loss of energy; might want to sleep (do not allow the employee to sleep until seen by a doctor.)

First Aid for Heat Stroke:

Take the following steps to treat an employee with heat stroke:

- Call 911 (at the corporate office - dial 9 first to get an outside line, then 911) and notify their supervisor or the Safety Director immediately.
- Move the sick employee(s) to a cool shaded area, indoors with air conditioning if possible.
- Cool the employee using methods such as:
    - Soaking their clothes with cold water.
    - Spraying, sponging, or showering them with cold water.
    - Fanning their body.
    - Removing any unnecessary clothing.
- Placing bags of ice under the arms, behind the neck and in the groin area.
    - Do **NOT** use bare ice directly on the skin.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of training. These documents shall be kept for the length of employment with Paul Johnson Drywall and at least three years after the employee leaves Paul Johnson Drywall. These documents are kept at the corporate office.

The training records include, but are not limited to, the following:

- The dates of the training sessions,
- the contents or a summary of the training sessions,
- the names and qualifications of persons conducting the training,
- the names and job titles of all employees attending the training sessions.

Employee training records are provided upon written request to the employee or the employee's authorized representative within 15 working days. Such written requests shall be addressed to:

Paul Johnson Drywall
ATTN: Human Resources
1720 W Parkside Ln,
Phoenix, AZ 85027

Medical Records

Medical records are maintained for each employee with a heat exposure incident. Human Resources is responsible for maintenance of the required medical records.

These confidential records are kept at the corporate office for at least the duration of employment plus 30 years. Employee medical records are provided upon written request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to:

Paul Johnson Drywall
ATTN: Human Resources
1720 W Parkside Ln,
Phoenix, AZ 85027

Occupational Heat Exposure Policy – Employee Acknowledgment

Topics Covered:

- Purpose
- Duties and Responsibilities
- Practices
    - Heat Rash
    - Heat Cramps
    - Heat Exhaustion
    - Heat Stroke
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Occupational Heat Exposure Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Drywall Scaffolding Safety Program

Falls from heights, including scaffolding, are among the most serious incidents in the construction industry. In addition, objects falling from scaffolds may strike people on the ground below and injure or kill them. For these reasons OSHA considers the subject of scaffolding vital enough to be one of the foundations for its Focused Inspection Program.

The National Institute for Occupational Safety and Health (NIOSH) suggests that incidents involving scaffolding are a direct result of the following:

- Defective equipment;
- Improper installation;
- Insufficient employee training;
- Failure to use appropriate personal fall protection equipment;

Fortunately, falls and incidents involving scaffolding are among the most preventable. Looking back over the NIOSH list of causes, you will see that we have a great deal of control over the choice of scaffolding, installation, maintenance, training and use.

The regulations found in 29 CFR 1926, Subpart L, focus on such things as construction and guarding of scaffolds. This policy describes procedures to specify safe employee behavior to keep all work on scaffolds safe and incident-free.

Purpose

1. Paul Johnson Drywall's purpose in issuing these procedures is to further ensure a safe workplace based on following, formal written procedures for scaffolding.
2. These procedures will be reviewed and updated as needed to comply with new OSHA regulations, new best practices in scaffolding and as business practices demand.
3. To ensure that all employees working on or around scaffolding are properly trained in the hazards of the job and workplace.

Application

1. This plan applies to, and will be followed by; all company employees at all company workplaces. It will also apply to the employees of other companies who desire to use scaffolding owned by or under the control of Paul Johnson Drywall.

2. Only competent persons, as determined by training and company approval, will be allowed to supervise the erection, moving, dismantling or altering of any scaffolding owned by or under the control of Paul Johnson Drywall.
3. Paul Johnson Drywall and/or an Authorized Agent will be responsible for maintaining a current list of company authorized competent persons, ensuring that they are kept abreast of all OSHA regulations and changes. In addition, he/she will maintain all records pertaining to other contractors or companies where Paul Johnson Drywall utilizes their scaffolding and/or those contractors who desire to utilize Paul Johnson Drywall's scaffolding.

Prohibited Practices

1. No one will ride on manually propelled platforms unless the ground surface is within three degrees of level and is free of all obstructions and holes; the minimum dimension of the scaffold base is at least one-half of the height. Outriggers, if used, must be on both sides of the staging, and an individual moves the staging on the ground.

2. Manually propelled scaffolding must not be moved unless all tools and materials are secured.

3. The wheels or casters of manually propelled scaffolding must be locked at all times the scaffolding is stationary.

4. No employee will intentionally defeat or avoid safety measures including, but not limited to guardrails, toe boards, mesh screens, head protection or ladders.

5. No more than two employees at a time will be permitted to work on an eight-foot (8) or greater span of carpenter's bracket scaffolding. In addition, not more than 75 pounds of tools and materials will be allowed on the scaffold.

6. Horse or walkup scaffolds will not be constructed more than 6 feet in height.

7. All mobile scaffolds will be equipped with an appropriate guardrail system at the 10-foot level.

8. Failure to comply with company rules will be grounds, for disciplinary action up to and including termination.

Training

1. Paul Johnson Drywall will insure all employees are trained in the following safe practices before scaffolds are used:

    - Setting of scaffolding, including the requirement to locate scaffolding only on sound, rigid ground capable of supporting the anticipated load.
    - Proper supports of scaffolding, excluding the use of barrels, boxes, loose bricks or concrete blocks.

- If using tube and coupler-type scaffolding, use only similar metals in assembly.
- Following the directions of the company authorized competent person while erecting, moving, dismantling and/or altering scaffolding.
- Securing or overlapping all planking. This includes extending planks over end supports of at least six inches but not more than 12 inches.
- Maintenance of, and respect for, guardrails and toe boards.
- Maintenance of, and respect for, mesh screens to prevent objects from striking workers passing below.
- Reporting of any damaged or weakened scaffolding components to the site competent person immediately.
- Use of only approved access ladders. Do not climb x-braces or frames!
- Avoidance of any welding or cutting on staging suspended by rope or other fibrous materials.
- Use of a tag line when hoisting materials to scaffolds.
- The practice of good housekeeping to prevent the accumulation of debris, excess materials, tools or other items that may become a hazard.

2. Training will be conducted annually. With additional training conducted, as circumstances demand, including new and extraordinary job requirements, new regulations or industrial standards and new scaffolding applications.

Responsibilities of Competent Persons

In addition to the training and awareness listed in the previous section, competent persons will be trained and given authority to erect safe and efficient scaffolding. Duties Include:

1. Continued experience with specific type of scaffolding under direct supervision (either by training or professional experience).

2. Continued familiarity with all applicable regulations and industrial standards.

3. Recognition that any wood pole scaffolding over 60 feet in height must be designed by a qualified engineer with expertise in the application and following the engineering specifications exactly.

4. Recognition that any scaffolding over 125 feet in height must be designed by a qualified engineer with expertise in the application and following the engineering specifications exactly.

5. Daily inspection of all scaffolding applications, including assembly, guardrails, toe boards, mesh screens, protection of workers from overhead hazards, planking, bracing, work practices, housekeeping etc. Utilizing attachment 4, “Daily Scaffold Safety Checklist”.

6. Enforcement of all applicable company rules (including this plan) in the use of scaffolding.

Paul Johnson Drywall Daily Scaffold Safety Checklist

Project: _____

Erecting Supervisor: _____ Foreman: _____

Date of Inspection: _____ Time: _____

	YES	NO
1. Are Sills properly placed and adequately sized?	___	___
2. Have screw jacks been used to level and plumb scaffold instead of unsafe objects such as concrete blocks?	___	___
3. Are base plates and/or screw jacks in firm contact with sills and frames?	___	___
4. Are all scaffold legs braced with braces properly attached?	___	___
5. Is guard railing in place on all open sides and ends above the 10' level?	___	___
6. Have ladders been provided as a means of access to the scaffold?	___	___
7. Have freestanding towers been guyed or tied so as not to exceed the 4 to 1 base height ratio IAW Subpart "L" of the OSHA standards 29 CFR 1926.451(c)(1)(ii)	___	___
8. Are working level platforms fully planked between guardrails with no split planking used?	___	___
9. Does planking have minimum 12" overlap extended beyond supports and cleated at ends?	___	___
10. Are toe-boards installed properly?	___	___
11. Has a tie off analysis been performed, (list details on back)	___	___
12. Are safety harnesses available for use when needed?	___	___
13. Have all employees working on scaffold been informed of and trained in safe working practices while working on the scaffold?	___	___
14. Are out riggers properly installed at 90-degree angles perpendicular to the bldg.?	___	___
15. Have scaffold components been properly inspected for damage and compatibility?	___	___

Rolling Towers/Baker/Perry Scaffolds

16. Are outriggers (if required) properly installed on both sides of rolling towers?	___	___
17. Are platforms fully planked with no gaps greater than 1 inch?	___	___
18. Are wheel brakes operable, and have employees been instructed to set brakes while in use?	___	___
19. Are safety rails installed at the 10-foot level, or some other type of fall protection?	___	___
20. Have employees been properly instructed in the safety procedures for using rolling towers, Baker or Perry Scaffolds?	___	___
21. Have caster or wheel stems been pinned or otherwise secured to prevent them from coming separated from the scaffold legs?	___	___

REMARKS: _____

_____

Scaffolding Program & Procedures - Employee Acknowledgment

Topics Covered:

- Purpose
- Practices
- Responsibilities
- Inspection

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of *Paul Johnson Drywall's Scaffolding Program & Procedures Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Silica Exposure Control Plan

OSHA 1926.1153 Respirable Crystalline Silica

Purpose

Many of the activities performed on Paul Johnson Drywall projects result in the creation/release of silica dust, thus exposing our employees. These activities include, but are not necessarily limited to:

- Sanding drywall, especially joint compound;
- Mixing joint compound or texturing mud from dry bags;
- Sweeping up an area where there is a lot of dust on the ground.

Prevention & Control: Duties and Responsibilities

Due to the risk posed by respirable silica, it is critical that all personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following (Silica related) responsibilities have been established and must be adhered to:

***Senior Management is responsible for*:**

- Regularly evaluating new equipment and technologies that become available, as able/appropriate, purchasing the "best available" equipment/technologies *(within Paul Johnson Drywall's capabilities)*. Equipment/technologies with (silica) dust suppression and/or capture technologies will generally be given preference over equipment/technologies that lack such.

- Implementing a suitable respirable silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available. The purpose of the program will ensure that *(over time)* Paul Johnson Drywall has quantifiable silica exposure data available for all regularly occurring, as well as reasonably foreseeable, work activities.

- Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed communicated and effectively implemented as appropriate.

- Ensuring that all employees *(i.e., Managers, Supervisors and Workers)* receive the necessary education and training related to this Policy, as well as project/task specific ECPs.

- Maintaining applicable records *(i.e., exposure sampling, inspections, respirator fit tests, training records, etc.)* in accordance with Paul Johnson Drywall's record retention procedures/practices.

- In conjunction with the Paul Johnson Drywall Health & Safety Committee. Conducting a review of this Policy, as well as: (1) project/task specific ECP's, (2) available exposure

monitoring data, (3) Industry/Regulatory information, and (4) new/emerging equipment/technologies on a regular *(i.e., annual)* basis.

***Supervisors (i.e., Superintendents/Foreman) are responsible for*:**

- All Supervisors will be trained as competent persons and will carry out the duties outlined in CFR 1926.1153 outlined below.

- Obtaining a copy of the project/task specific ECPs *(and/or other similar such information)*, and ensuring such are made available at each work site.

- Ensuring that all the tools, equipment, PPE and materials *(including water)* necessary to implement the ECP is available *(and in good working order)* prior to allowing work activities to commence.

- Ensuring that all workers *(under the supervisor's direction and control)* have received the necessary education and training. As appropriate, each supervisor must ensure that workers are available to "demonstrate competency" for identified tasks.

- Ensuring that workers adhere to the project/task specific ECP, including PPE and personal hygiene *(i.e., including be clean shaven where the respirator seals to the user's face)* requirements.

- Coordinating work activities with the Owner/Prime Contractor as required, and/or otherwise implementing the controls necessary to protect others *(i.e. erecting of barricades and signage)* who could be adversely effected by Paul Johnson Drywall's acts *(or omissions)*.

***Employees (and subcontracted employees) are responsible for*:**

- Knowing the hazards of silica dust exposure.

- Using the assigned protective equipment in an effective and safe manner.

- Working in accordance with the project/task specific ECP.

- Reporting *(immediately)* to their supervisor, any hazards *(i.e. unsafe conditions, unsafe acts, improperly operating equipment, etc.)*.

Specific Exposures

Examples include:

- Sweeping an area where there is a lot of dust on the ground
- Sanding drywall, especially joint compound
- Mixing joint compound or texturing mud from dry bags
- *Any other activity that exposes employee to Silica (see SDSs)*

Paul Johnson Drywall is committed to providing a safe and healthy workplace to our employees, recognizing the right of workers to work in a safe and healthy work environment and ensuring that Paul Johnson Drywall's activities do not adversely affect the health and safety of any other persons.

This commitment includes ensuring every reasonable precaution is taken to protect our employees (and others) from the adverse health effects associated with exposure to silica.

Prevention and Controls

Risk Identification

Silica is contained in many of the products used/encountered on *Paul Johnson Drywall*'s Projects. Refer to the Paul Johnson Drywall's SDS manual for the specific amounts of crystalline silica in the products utilized.

The health hazards of silica come from breathing in the dust. In addition to identifying the specific activities/areas where personnel could be exposed to silica dust, the "amount" of exposure and "duration" of exposure must also be considered. With consideration to these three factors, activities performed by Paul Johnson Drywall *(or that are otherwise occurring in proximity to Paul Johnson Drywall's activities)* that expose our employees *(as well as members of the public and other workers)* to the dust include, but are not necessarily limited to:

- Surface preparation activities such as: (1) the use of Blow-Packs, (2) the use of Bobcats with "sweeper" attachments, (3) the use of Sweeper trucks and (4) hand sweeping.
- Sanding drywall, especially joint compound, and
- Mixing joint compound or texturing mud from dry bags

Risk Assessment

Paul Johnson Drywall. will use a variety of methods to assist with the "assessment" of *(possible and actual)* silica exposures. These methods will include, but may not necessarily be limited to:

- Reviewing data/reports available in the public domain *(i.e. Information available through regulatory agencies and industry associations)*.

- Regularly consulting with the Safety Resources/Safety Managers from firms who perform similar work.
- Implementing a suitable respirable silica exposure monitoring program. This program will ensure that *(over time)* Paul Johnson Drywall. has quantifiable silica exposure data available that is representative of all regularly occurring, as well as reasonably foreseeable work activities. Exposure monitoring will generally be conducted "in-house", although assistance *(i.e., actual monitoring and/or interpretation of results)* may be obtained through outside consultants/hygienists.

Silica Dust Exposure Summary for Paul Johnson Drywall

In the drywall trade, sanding joint compound exposes workers to a low concentration of silica dust. The level of silica dust falls below OSHA's PEL as indicated on Table 1 of OSHA's silica dust policy. As a case example, independent industrial hygiene testing during sanding of a specific brand of joint compound has shown levels of total and respirable airborne dusts below OSHA's new permissible exposure limits (PEL).

The results were collected and analyzed under controlled conditions. Total dust samples were analyzed using NIOSH method 0500. Respirable dust samples were analyzed for respirable dust and respirable crystalline silica per NIOSH Methods 0600 and 7500, respectively.

Results

Time-Weighted Average (TWA) Respirable Crystalline Silica Dust Exposure	Below detectable limit **	OSHA PEL = 50 µg/m^3
Time-Weighted Average (TWA) Total Dust Exposure	>70% below PEL	OSHA PEL = 15 mg/m^3

*Source: (USG Corporation, 2017)

Paul Johnson Drywall employees are exposed to low concentrations of silica dust in the following circumstances:

- Sanding drywall, especially joint compound.
- Mixing joint compound or texturing mud from dry bags.
- Sweeping up an area where there is a lot of dust on the ground.
- Cutting and routing gypsum board.
- In all these cases, it is recommended to wear an N95 respirator also known as a dust mask.
- When engaging in any of the above activities, a worker's silica exposure is well below OSHA's defined danger limit.

Paul Johnson Drywall has assessed all potential silica exposures and made the determination that all exposures are below the actionable level and permissible exposure limits determined by OSHA. Therefore, no control methods are required for Paul Johnson Drywall's current operations.

Control Methods

If at some future date, Paul Johnson Drywall determines hazardous exposure for their employees exists, the employer will determine measures to reduce or eliminate worker exposure to silica dust. Paul Johnson Drywall will generally select a combination of controls, listed in order of preference:

- Elimination and Substitution.
- Engineering.
- Administrative.
- Personnel Protection Equipment (PPE).

Substitution and Elimination**:** Whenever possible, Paul Johnson Drywall. will substitute products containing silica with products that do not contain *(or contain a lower percentage of)* crystalline silica. While there have historically been few "substitution" options available, Paul Johnson Drywall recognizes the importance of planning work to minimize the amount of silica dust generated. During the planning phases of a project, Paul Johnson Drywall will advocate for the use of methods that reduce silica exposure.

Engineering Controls**:** Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two "common" engineering control options are available to Paul Johnson Drywall in many circumstances. These include Vacuum sanding systems and Pole Sanding Systems:

Vacuum Sanding Systems

Several light-weight sanding systems are now sold to control drywall workers sanding exposures. These systems use portable vacuums to capture and remove the dust before the worker is exposed to it.

In addition to lower exposures, vacuum sanding systems can help the sander, subcontractor, general contractor, and building owner in other ways. The dramatic reduction in airborne dust exposures results in a much cleaner work area during and after sanding. For workers, the clean working environment is more comfortable; less irritating to eyes, nose, and throat; and less likely to require respiratory protection. For the subcontractor, a comfortable worker is likely to be more productive, be absent less often, and require fewer breaks for fresh air. The savings and reduced regulatory liability given by lower respiratory protection requirements will be passed from the subcontractor to the building owner. Other cost savings will result from a cleaner environment that reduces dirt, cleanup time, and repair or repainting of stained floors and carpets.

Pole-Sanding

NIOSH study results suggest that the construction workers dust exposures might be cut simply by changing from hand-sanding to pole-sanding. This change is even more important when working overhead. The pole increases the space between the worker and the sanding surface, which in turn reduces the amount of dust close to the workers nose and mouth.

LEV Systems: Tools/appliance specific LEV systems are available on some tools/appliances. Such LEV systems are generally comprised of a shroud assembly, a hose attachment, and a vacuum system. Dust-laden air is collected within the shroud, drawn into the hose attachment, and conveyed to the vacuum, where it is filtered and discharged.

When/if LEV systems are used, Paul Johnson Drywall. will employ the following systems and safe work practices:

- Vacuum attachment systems that capture and control dust at its source whenever possible.
- Dust control systems will be maintained in optimal working condition.
- HEPA or good quality, multi-stage vacuum units *(approved for use with silica dust)* will be used in accordance with the manufacturer's instructions.

Administrative Controls**:** Administrative controls are those that aim to control or otherwise minimize the release of silica through the use of work procedure and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but are not limited to:

- Posting of warning signs.
- Rescheduling of work as to avoid the activities of others.
- Relocating unprotected workers away from dusty areas.

When administrative controls are used, Paul Johnson Drywall. will employ the following systems and safe work practices:

- In conjunction with the Owner/Prime Contractor, suitable exposure control strategies *(both within and outside* Paul Johnson Drywall'*s capabilities/responsibilities)* will be discussed and determined. As necessary/appropriate, supplemental (to this policy/procedure) project and task specific Exposure Control Plans will be developed.

- Suitable housekeeping, restricted work area, hygiene practices, training and supervision procedures/standards will be determined and implemented on Paul Johnson Drywall projects.

- As appropriate, barriers will be erected around known silica dust generating activities, and/or warning signs will be posted.

- As able, work activities will be scheduled to minimize the silica related effect on, and from, others.

Personal Protective Equipment Controls**:** When used in conjunction with the other *(i.e., Engineering and Administrative)* controls elsewhere identified, personal protective equipment and clothing can help further reduce our employee's exposure to silica dust.

A N95 filtering facepiece respirator (dust mask) is the most common piece of PPE that would be voluntarily used by Paul Johnson Drywall employees to minimize exposure to silica dust.
In addition to respiratory PPE, protective clothing *(i.e., disposable/washable coveralls)* may be used and/or required to help prevent the contamination of the worker's personnel clothing.

Training

Prior to performing activities, or working on project sites where personnel could be exposed to silica dust, Paul Johnson Drywall will ensure that personnel receive suitable education and training. As necessary, personnel will be trained to a level of "demonstrated competency". While not necessarily an exhaustive list, education and training may include:

- The hazards and risks associated with exposure to silica dust.
- The signs and symptoms of silica related diseases.
- General and specific silica exposure reduction methods/strategies *(i.e., as detailed in the general/specific exposure control plans)*.
- The use of specific pieces of equipment and control systems.
- The use and care of respiratory (and other) personal protective equipment.
- How to seek first aid *(i.e., for respiratory related concerns, including those that may be caused/associated with silica dust exposure)*, and
- How to report items of the concern *(i.e., those related to silica dust)*.

The education and training detailed will be delivered to Paul Johnson Drywall employees through a variety of forums, including but not necessarily limited to:

- New Employee Orientations.
- Project/Site Orientations.
- Equipment/task specific training *(in accordance with* Paul Johnson Drywall*'s Policy, all personnel must be trained to a level of "demonstrated competency" prior to using required tools, equipment and appliances).*
- Start of shift "tool box talks".
- Notifications and Bulletins *(those developed in house and those acquired from other reputable sources).*

Silica Exposure Control Plan - Employee Acknowledgment

Topics Covered:

- Purpose
- Duties and Responsibilities
- Specific Exposures
- Prevention and Controls
- Education and Training

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Silica Exposure Control Plan*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

\

Voluntary Respiratory Protection

Paul Johnson Drywall shall allow N95 filtering facepiece respirators (dust masks) to be voluntarily used by employees in areas that have no respiratory hazards. The use of dust masks shall be permitted if such use will not create a hazard by being dirty or contaminated, and that their use does not interfere with the employee's ability to work safely. Paul Johnson Drywall shall provide a copy of OSHA 1910.134 Appendix D to each employee who wears a N95 (dust mask) on a voluntary basis. ONLY employees who have been provided with a copy of Appendix D have access to N95 (dust masks).

Use and Care

PPE shall be used and maintained in a sanitary condition at all times. Employees are to follow the guidelines provided by Paul Johnson Drywall, as well as the manufacturer's instructions, on the use and care of all PPE. Improper use and care of PPE will **NOT** be tolerated. Employees who violate this rule shall be subject to disciplinary action up to and including discharge and may be charged for the damaged PPE.

Training

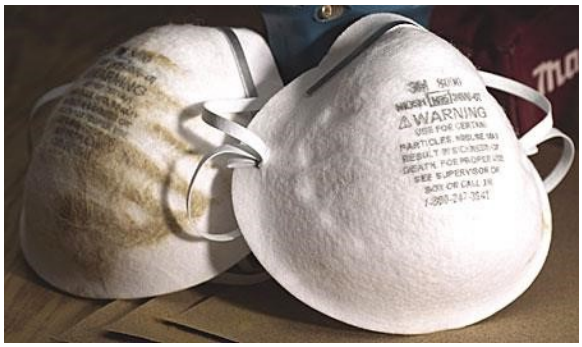
ALL employees that perform tasks where they are to use PPE shall be trained on what PPE they are required to wear, how to properly use wear it, and how to properly maintain it.

Recordkeeping

Paul Johnson Drywall will keep a log of all specialty issued PPE to track usage for inventory purposes and to help determine an average lifespan.

Appendix D, 29 CFR 1910.134 Respiratory Protection

(Mandatory) Information for Employees Using Filtering Face-Piece Respirators



Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your agency provides respirators for your use, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators' limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. Your respirator is designed to filter dust particles and will not protect you against chemicals, gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

5. Your respirator is disposable and is not designed for re-use.

Voluntary Use N95 (dust masks) for Paul Johnson Drywall – Employee Acknowledgement of receipt of Appendix D, 29 CFR 1910.134 Respiratory Protection

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of Appendix D, 29 CFR 1910.134 Respiratory Protection.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was provided prior to voluntary election to use N95 dust mask, and that I was allowed to ask questions regarding this document.

Employee (Print): _____

Employee Signature: _____

Date: _____

Respirator Policy

OSHA standard 29 CFR 1910.134

Purpose

The Respirator Policy was created by Paul Johnson Drywall to protect employees at from breathing in harmful particles, dust, fumes, gases, mists, and vapors which employees could be exposed to on certain job sites.

Definitions

- ***Air-purifying respirator (APR)*** means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
- ***Atmosphere-supplying respirator*** means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.
- ***Fit test*** means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.
- ***Immediately dangerous to life or health (IDLH)*** means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- ***Self-contained breathing apparatus (SCBA)*** means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Duties and Responsibilities

Program Administrator

The Program Administrator at Paul Johnson Drywall shall be the Safety Director. In addition, long-term job sites may have a designated Program Administrator in addition to the company Program Administrator.

The Program Administrator shall be one who is qualified by receiving or have received appropriate training, and with experience that matches with the complexity of the program. The Program Administrator shall oversee the Respiratory Protection Program and conduct the required evaluations of the program’s effectiveness.

Practices

IMPORTANT: Only authorized and trained employees shall use respirators. Those employees shall use only the respirator that they have been trained on and properly fitted to use. For those employees that qualify to use a respirator, the following practices shall be followed:

- Only Physically Qualified Employees shall be trained and authorized to use respirators.
    - A medical exam SHALL be performed by a qualified physician.

    - Any changes in an employees' health or physical characteristics shall be reported to the Program Administrator and will be re-evaluated by a qualified physician.
- All respirators shall be located in a clean, convenient and sanitary location.
    - Employees with respirators loaned on "permanent check out" shall be responsible for the sanitation, proper storage and security. Respirators damaged by normal wear shall be repaired or replaced by the Paul Johnson Drywall when returned.
        - Some respirators can be assigned to individual employees, but they belong to Paul Johnson Drywall and shall not be taken by the employee if employment is terminated.
    - The last employee using a respirator and/or SCBA that is available for general use (respirators that do not require a medical exam like a N95) shall be responsible for proper storage and sanitation.
    - Monthly and after each use, all respirators shall be inspected with documentation to assure the respirators are fit for use.
- When the environment levels require breathing protection, only the proper prescribed respirator or SCBA shall be used for the job or work environment.
    - Air cleansing respirators shall be worn in work environments when oxygen levels are between 19.5% to 23.5% and when the appropriate air-cleansing canister, as determined by the manufacturer and approved by NIOSH or MESA, for the known hazardous substance is to be used.
    - SCBAs shall be worn in oxygen deficient environments (below 19.5%) and oxygen rich environments (above 23.5%).
- Employees working in environments where a sudden release of a hazardous substance is likely shall wear an appropriate respirator for that hazardous substance (example: Employees working in an ammonia compressor room shall have an ammonia APR respirator on their persons.).
- Only SCBAs shall be used in oxygen deficient environments, environments with an unknown hazardous substance or unknown quantity of a known hazardous substance, or any environment that is determined "Immediately Dangerous to Life or Health" (IDLH).
- In the event that employees must enter a confined space, work in environments with hazardous substances that would be dangerous to life or health should a the respiratory protective equipment (RPE) fail (a SCBA is required in this environment), and/or conduct a HAZMAT entry, a "buddy system" detail shall be used with a Safety Watchman assigned.
    - The Safety Watchmen will have constant voice, visual or signal line communication with the entrants.
        - Employees shall follow the established Emergency Response Program and/or *Confined Space Entry Program* when applicable.

The Program Administrator shall establish and maintain surveillance of jobs and work place conditions and the degree of employee exposure or stress, to maintain the proper procedures and to provide the necessary RPE.

The Program Administrator shall establish and maintain safe operation procedures for the safe use of RPE with strict enforcement and disciplinary action for failure to follow all general and specific safety policies. Standard Operation Procedures (SOPs) for General RPE use shall be maintained as an attachment to the Respiratory Protection Program and SOPs for

RPE use under emergency response situations and shall be maintained as an attachment to the Emergency Response Program.

Selection of Respirators

Paul Johnson Drywall shall evaluate the respiratory hazard(s) in each workplace/job site, identify relevant workplace/job site and user factors, and shall base respirator selection on these factors.

Also included shall be estimates of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. This selection shall include appropriate protective respirators for use in IDLH atmospheres, and can limit the selection and use of air-purifying respirators.

All selected respirators are NIOSH-certified.
A list of the selected respirators is provided in "Table 1".

Filter Classifications

These classifications are marked on the filter or filter package:

- N-Series: Not Oil Resistant
  - Approved for non-oil particulate contaminants; examples: dust, fumes, mists not containing oil.
- R-Series: Oil Resistant
  - Approved for all particulate contaminants, including those containing oil; examples: dusts, mists, fumes
  - Time restriction of 8 hours when oils are present
- P-Series: Oil Proof
  - Approved for all particulate contaminants including those containing oil; examples: dust, fumes, and mists.
  - See Manufacturer's time use restrictions on packaging
  -

The following respirators shall be used in **IDLH** atmospheres:

- A full-face piece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
- a combination full-face piece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
- Respirators provided only for escape from **IDLH** atmospheres shall be NIOSH-certified for escape from the atmosphere in which they shall be used.

Respirators for atmospheres that are **NOT IDLH**:

- The respirators selected shall be adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory

requirements, under routine and reasonably foreseeable emergency situations. The respirator selected shall be appropriate for the chemical state and physical form of the contaminant.

Identification of Filters & Cartridges

ALL filters and cartridges shall be labeled and color coded with the NIOSH approval label and that the label is NOT removed and remains legible. A change out schedule for filters and canisters has been developed to ensure these elements of the respirators remain effective. A list of the cartridges used at Paul Johnson Drywall is provided in "Table 1".

Respirator Filter & Canister Replacement

An important part of the Respiratory Protection Program includes identifying the useful life of canisters and filters used on air-purifying respirators. Each filter and canister shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or if there is no ESLI appropriate for conditions a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

Respirators used at Paul Johnson Drywall and their recommended lives are listed in Table 1 below:

TABLE 1		
Respirator	Cartridge	Useful Life
Painting	*TBD as of 4-17-20 – waiting to purchase until after medical evaluations are complete*	*TBD as of 4-17-20 waiting to purchase until after medical evaluations are complete*

Filter & Cartridge Change Schedule

Stock of spare filers and cartridges shall be maintained by the Program Administrator(s) to allow immediate change when required or desired by the employee.

Cartridges shall be changed based on the most limiting factor below:

- Prior to expiration date.
- Manufactures recommendations for the specific use and environment.
- After each use.
- When requested by employee.
- When contaminate odor is detected.
- When discoloring of the filter media is evident.
- When restriction to air flow has occurred as evidenced by increase effort by user to breathe normally.
- Cartridges shall remain in their original sealed packages until needed for immediate use.

Respiratory Protection Assignments by Job

Paul Johnson Drywall maintains Respiratory Protection Assignments by job. The assignments are communicated to each authorized and trained employee. Respirator schedule assignments are listed in "Table 2".

Assignments shall be reviewed prior to working on a particular project.

TABLE 2		
Job	Respirator	Cartridge
Painting	*TBD as of 4-17-20 – waiting to purchase until after medical evaluations are complete*	*TBD as of 4-17-20 waiting to purchase until after medical evaluations are complete*

Medical Evaluation

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. Paul Johnson Drywall provides a medical evaluation to determine the employee's ability to use a respirator; the medical evaluation will be conducted by the Safety Director

Medical Evaluation Procedures

The employee shall be provided a medical questionnaire by the Paul Johnson Drywall's designated Occupational Health Care Provider.

Follow-up Medical Examination

Paul Johnson Drywall shall ensure that a follow-up medical examination is provided for an employee who gives a positive response to any question among questions in Part B of the questionnaire or whose initial medical examination demonstrates the need for a follow-up medical examination.

The follow-up medical examination shall include any medical tests, consultations, or diagnostic procedures that the Physician deems necessary to make a final determination.

Administration of the Medical Questionnaire and Examinations

The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. Paul Johnson Drywall shall provide the employee with an opportunity to discuss the questionnaire and examination results with the Physician.

Supplemental Information for the Physician

The following information shall be provided to the qualified physician before the physician makes a recommendation concerning an employee's ability to use a respirator:

- The type and weight of the respirator to be used by the employee.
- The duration and frequency of respirator use (including use for rescue and escape).
- The expected physical work effort.
- Additional protective clothing and equipment to be worn.
- Temperature and humidity extremes that may be encountered.
- Any supplemental information provided previously to the physician regarding an employee need not be provided for a subsequent medical evaluation if the information and the physician remain the same.

Medical Determination

In determining the employee's ability to use a respirator, Paul Johnson Drywall shall:

- Obtain a written recommendation regarding the employee's ability to use the respirator from the physician.
    - The recommendation shall provide only the following information:
        - Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.
            - The need, if any, for follow-up medical evaluations.
            - A statement that the qualified physician has provided the employee with a copy of the Physician's written recommendation.
    - If the respirator is a negative pressure respirator and the qualified physician finds a medical condition that may place the employee's health at increased risk if the respirator is used, Paul Johnson Drywall shall provide a APR if the qualified physician's medical evaluation finds that the employee can use such a respirator; if a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then Paul Johnson Drywall's is no longer required to provide a APR.

Additional Medical Evaluations:

At a minimum, Paul Johnson Drywall shall provide additional medical evaluations that comply with the requirements of this section if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator.
- A Physician, supervisor, or the respirator program administrator informs Paul Johnson Drywall that an employee needs to be reevaluated.
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation.
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

Respirator Fit Testing

Before an employee is assigned to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used. Paul Johnson Drywall shall ensure that an employee using a tight-fitting face piece respirator is fit tested, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

Paul Johnson Drywall has established a record of the qualitative fit test (QLFT) and quantitative fit tests (QNFT) administered to employees including:

- The name or identification of the employee tested,
- type of fit test performed,
- specific make, model, style, and size of respirator tested, and
- date of test.
- Also, the pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.

Additional fit tests will be conducted whenever the employee reports, or Paul Johnson Drywall's, qualified physician, Safety Director, Supervisor, or Program Administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

If after passing a QLFT or QNFT, the employee notifies Paul Johnson Drywall's Safety Director, Supervisor, or physician that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.

Types of Fit Tests

The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol. The OSHA-accepted QLFT and QNFT protocols and procedures are contained in Appendix A of OSHA Standard 1910.134.

- QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less.
- If the fit factor, as determined through an OSHA-accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half face pieces, or equal to or greater than 500 for tight-fitting full-face pieces, the QNFT has been passed with that respirator.
- Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for respiratory protection.
- Qualitative fit testing of these respirators shall be accomplished by temporarily converting the respirator user's actual face piece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator face piece with the same sealing surfaces as a surrogate for the atmosphere-supplying or powered air-purifying respirator face piece.
- Quantitative fit testing of these respirators shall be accomplished by modifying the face piece to allow sampling inside the face piece in the breathing zone of the user, midway between the nose and mouth. This requirement shall be accomplished by installing a permanent sampling probe onto a surrogate face piece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the face piece.

- Any modifications to the respirator face piece for fit testing shall be completely removed, and the face piece restored to NIOSH approved configuration, before that face piece can be used in the workplace.

Fit test records shall be retained for respirator users until the next fit test is administered. Written materials required to be retained shall be made available upon request to affected employees.

Respirator fit testing will be conducted annually by the Safety Director.

Respirator Operation and Use

Respirators shall only be used following the respiratory protection safety procedures established in this policy. The Operations and User Manuals for each type of respirator shall be maintained by the Program Administrator and be available to ALL qualified employees.

For continued protection of respirator users, the following general use rules apply:

- Employees shall **NOT** remove respirators while in a hazardous environment.
- Respirators are to be stored in a clean bag provided at time of fit testing.
- Store respirators such that the sealing area does NOT become distorted or warped.
- Store respirator such that the face piece is protected.

Face Piece Seal Protection

Paul Johnson Drywall does **NOT** permit respirators with tight-fitting face pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or
- any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, the employee shall ensure that such equipment is worn in a manner that does **NOT** interfere with the seal of the face piece to the face of the user.

Continuing Effectiveness of Respirators

Paul Johnson Drywall shall ensure that employees leave the respirator use area:

- To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use.
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece.
- To replace the respirator or the filter, cartridge, or canister elements.

If the employee detects some vapor or gas breaks through, changes in breathing resistance, or leakage of the face piece, Paul Johnson Drywall will replace or repair the respirator before allowing the employee to return to the work area.

Procedures for IDLH Atmospheres

For all IDLH atmospheres, Paul Johnson Drywall shall ensure that:

- One employee or, when needed, more than one employee, is located outside the IDLH atmosphere.
- Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere.
- The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.
- A designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue.
    - A designee authorized to do so by Paul Johnson Drywall, once notified, provides necessary assistance appropriate to the situation.

Employee(s) located outside the IDLH atmospheres will be equipped with:

- Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either
- appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
- equivalent means for rescue, where retrieval equipment is not required.

Respirator Maintenance

<u>Cleaning and Disinfecting</u>

Paul Johnson Drywall shall provide each trained employee with a respirator that is clean, sanitary, and in good working order. Paul Johnson Drywall shall ensure that respirators are cleaned and disinfected using the SOP Cleaning and Disinfecting procedure.

The respirators shall be cleaned and disinfected when:

- Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
- Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals.
- Respirators maintained for emergency use shall be cleaned and disinfected after each use.
- Respirators used in fit testing and training shall be cleaned and disinfected after each use.

Note: Cleaning and storage of respirators assigned to specific employees are the responsibility of that employee.

Respirator Inspection

All respirators/SCBAs, both available for "General Use" and those on "Permanent Check-out", shall be inspected after each use and at least monthly. Should any defects be noted, the respirator/SCBA shall be taken to Program Administrator. Damaged respirators shall be either repaired or replaced. The inspection of respirators loaned on "Permanent Check-Out" is the responsibility of that trained employee.

Respirators shall be inspected as follows:

- All respirators used in routine situations shall be inspected before each use and during cleaning.
- All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for proper function before and after each use.

Respirator inspections include the following:

- A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters or filters.
- Check of elastomeric parts for pliability and signs of deterioration.
- Self-contained breathing apparatus (SCBA) shall be inspected monthly. Air and oxygen cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Paul Johnson Drywall shall determine that the regulator and warning devices function properly.

Respirator Storage

Respirators are to be stored as follows:

- All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.
- Emergency Respirators shall be:
    - Kept accessible to the work area;
    - stored in compartments or in covers that are clearly marked as containing emergency respirators; and
    - stored in accordance with any applicable manufacturer instructions.

Repair of Respirators

Respirators that fail an inspection or are otherwise found to be defective shall be removed from service to be discarded, repaired, or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
    - Those respirators to be repaired shall be tagged **"Needs Repair, Do Not Use"**.
- repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
- reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

Breathing Air Quality and Use

Paul Johnson Drywall shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:

- Compressed and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen; and
- compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:
    - Oxygen content (v/v) of 19.5-23.5%;
    - Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
    - Carbon monoxide (CO) content of 10 ppm or less;
    - Carbon dioxide content of 1,000 ppm or less; and
    - lack of noticeable odor.
- Compressed oxygen shall **NOT** be used in atmosphere-supplying respirators that have previously used compressed air.
- Oxygen concentrations greater than 23.5% are used only in equipment designed for oxygen service or distribution.
- Cylinders used to supply breathing air to respirators meet the following requirements:
    - Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178).
    - Cylinders of purchased breathing air shall have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air.
    - Moisture content in breathing air cylinders does **NOT** exceed a dew point of -50 deg. F (-45.6 deg. C) at one (1) atmosphere pressure.
- Breathing air couplings are incompatible with outlets for non-reparable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing airlines.

- Breathing gas containers shall be marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

Training

Effective/extensive training for employees who are required to use respirators is essential. The training shall be conducted by the Safety Director and shall be comprehensive, understandable, and recur annually, and more often if necessary. Training will be provided prior to requiring the employee to use a respirator in the workplace. The training shall ensure that each employee can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- Limitations and capabilities of the respirator.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- How to inspect, put on and remove, use, and check the seals of the respirator.
- The procedures are for maintenance and storage of the respirator.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- The general requirements of this policy.

Retraining Shall be Conducted

- At least annually.
- When there are changes in the workplace.
- If noticeable physical changes in an employee(s)' appearance.
- The type of respirator used in previous training is rendered obsolete.
- Inadequacies in the employee's knowledge or use of the respirator; indications that the employee has not retained the understanding or skill.
- Other situation arises in which retraining appears necessary to ensure safe respirator use.

Training Sections

Classroom Instruction:

1. Overview of the Company Respiratory Protection Program & OSHA Standard.
2. Respiratory Protection Safety Procedures
3. Respirator Selection.
4. Respirator Operation and Use.
5. Why the respirator is necessary.
6. How improper fit, usage, or maintenance can compromise the protective effect.
7. Limitations and capabilities of the respirator.
8. How to use the respirator effectively in emergency situations, including respirator malfunctions
9. How to inspect, put on and remove, use, and check the seals of the respirator.

10. What the procedures are for maintenance and storage of the respirator.
11. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
12. Change out schedule and procedure for air purifying respirators.

Hands-on Respirator Training:

- Respirator inspection;
- Respirator cleaning and sanitizing;
- Recordkeeping;
- Respirator storage;
- Personal hygiene;
- Respirator Fit Test;
- What to do in emergencies.

Actual Fit Testing:

A fit test shall be conducted for each type and model of respirator Paul Johnson Drywall's employees will use.

Recordkeeping

Paul Johnson Drywall will retain written information regarding medical evaluations, fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist Paul Johnson Drywall in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA. Recordkeeping requirements for Respirators are the responsibility of Human Resources.

Physical and Medical Qualifications

Records of medical evaluations shall be retained and made available in accordance with 29 CFR 1910.1020.

Respirator Policy for Paul Johnson Drywall – Employee Acknowledgement

Topics Covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices
    - Selection of Respirators
        - Filter Classifications
        - Identification of Filters & Cartridges
        - Respirator Filter & Canister Replacement
        - Filter & Cartridge Change Schedule
    - Respiratory Protection Assignments by Job
    - Medical Evaluation
        - Medical Evaluation Procedures
        - Follow-up Medical Examinations
        - Administration of the Medical Questionnaire and Examinations
        - Supplemental Information for the Physician
    - Medical Determination
    - Additional Medical Evaluations
    - Respirator Fit Testing
        - Types of Fit Tests
    - Respirator Operation and Use
        - Face Piece Seal Protection
        - Continuing Effectiveness of Respirators
    - Procedures for IDHL Atmospheres
    - Respirator Maintenance
        - Cleaning and Disinfecting
        - Respirator Inspection
        - Respirator Storage
        - Repair of Respirators
    - Breathing Air Quality and Use
- Training
- Recordkeeping

Respirator Policy for Paul Johnson Drywall – Employee Acknowledgement continued

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Respirator Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Pandemic Disease Emergency Action Plan

Purpose

This *Pandemic Disease Emergency Action Plan* outlines the best procedures that surround the possibility of a pandemic emergency. It shall be followed by ALL employees at Paul Johnson Drywall. (Employees include full-time, part-time, temporary, and contracted personnel.)

Business continuity means ensuring that essential business functions can survive a natural disaster, technological failure, human error, or other disruption. Many existing business continuity plans anticipate disruptions such as fires, earthquakes, and floods. These events are restricted to certain geographic areas and the time frames are fairly well defined and limited. Pandemic disease, however, demands a different set of continuity assumptions since it will be widely dispersed geographically and potentially arrives in waves that could last several months at a time.

Definitions

- ***Pandemic*** refers to an epidemic of disease that has spread across a large region, for instance, across multiple continents or worldwide.

A pandemic disease spreads rapidly and easily from person to person, affecting businesses due to absenteeism. Businesses that rely on other businesses may be unable to maintain daily operations.

A risk assessment to identify the essential/critical components of Paul Johnson Drywall operation should be conducted and outlined before a pandemic emergency arises.

Recognize that a pandemic may include the following difficulties:

- Adequate healthcare services may not be available.
- Schools, churches and other public places may not be open.
- Borders may be partially or fully closed, especially airports, leaving people (families, employees, business partners, customers, and suppliers) stranded away from the office.
- Essential materials and supplies may be limited due to distribution chains that are affected by the travel restrictions or absentee workers who support those transportation means.
- Essential services around utilities, food distribution/access, and banking systems may not be at normal levels.
- Access to cash flow could be tight.
- Employees may not be willing to or able to come to work.

Responsibilities

During an emergency, employees look to management to provide leadership for the company. If a large percentage of personnel become ill our business continuity plans will be initiated so that if significant absenteeism or changes in business practices are required business operations can be effectively maintained. (See Appendix A – Emergency Response Coordination.)

Coordinating Section

Incident Coordinator	Organizes and directs all aspects of the incident response.
Public Information Coordinator	Creates and releases upon approval from the incident commander all information to the staff, media and public.
Liaison	Establishes and maintains relationships with outside organizations.
Safety Coordinator	Ensures the safety of all persons involved with the pandemic.

Operations Section

Operations Coordinator	Initiates and manages ongoing operations throughout a pandemic.

Logistics Section

Logistics Coordinator	Meets the goods, services, and staffing needs of the operation during the pandemic.

Planning Section

Planning Coordinator	Collects information and resources potentially relevant to the pandemic and company operations.

Finance Section

Finance Coordinator	Monitors all expenditures and ensures fiscal resource availability during the pandemic.

Practices

Infection Control Measures

Guidelines for infection control are important to clarify the routes of transmission and the ways to interrupt transmission through hygiene. Infection control is an essential component of pandemic management and a component of public health measures. Essential measures include:

- Hand washing and use of hand sanitizers shall be encouraged by Paul Johnson Drywall supervision. Hand washing facilities, hand sanitizers, tissues, no touch trash cans, hand soap, and disposable towels shall be provided by Paul Johnson Drywall.
- Workers are encouraged to obtain appropriate immunizations to help avoid disease.
- Social distancing including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings will be considered.
- All areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) will be cleaned routinely and when visibly soiled. Work surfaces will also be cleaned frequently using normal cleaning products.

Additional examples of infection control measures include:

- Employees should stay at home if sick. If possible, they should stay away from work, school, and from running errands.
- Employees should cover coughs, sneeze into tissue, or cough into a shirt sleeve.
- Employees should enhance existing housekeeping service by wiping down and disinfecting work areas (i.e., keyboards, telephones, desks, etc.) frequently.
- Employees should enhance housekeeping services for the general public use areas several times throughout the work period.
- Employees should use personal protective equipment where appropriate to minimize exposure (i.e., gloves for handling money, masks for ill employees).

Work At Home Considerations

There is a work-at-home and stay-at-home policy when employees are ill or are caring for others. Flexible work policies will be developed as much as possible during a pandemic emergency. Employees are encouraged to stay at home when ill, when having to care for ill family members or when caring for children when schools close, without fear of reprisal. Tele-commuting or other work-at-home strategies may be used instead of working at the office.

Communications

Communications during a pandemic involves both internal communications and external communications. Internal communication will be provided to employees to educate them about pandemic diseases and measures they can take to be prepared.

Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employee status have been developed. (See Appendix B – Emergency Contact Sheet.)

Risk communication is critical to inform employees regarding changes in the pandemic status. The following is a method for providing such information.

Alert: conveys the highest level of importance; warrants immediate action or attention.
Advisory: provides key information for a specific incident or situation; might not require immediate action.
Update: provides updated information regarding an incident or situation; unlikely to require immediate action.

The company will provide continuous updates through internal and external communications when a pandemic is imminent, including:

- Notification to employees of operational changes.
- Frequent updates about the pandemic status.
- Advisories and alerts as conditions change.
- Ensuring vendors and suppliers have available a dedicated communications contact.
- Monitoring local, state, and federal pandemic updates.

The Public Information Coordinator will oversee the notification of key contacts including both customers and suppliers in the event an outbreak has impacted our company's ability to perform services. This procedure also includes notification to customers and suppliers when operations resume.

The Public Information Coordinator will oversee the use the company phone systems to send notifications and messages about alerts. The use of the company web-site will also serve as a portal for sharing information with employees and vendors.

The telephone numbers of the following emergency services in the area shall be posted by the Paul Johnson Drywall at central location:

- Local Urgent Care: Re-direct Health - 888-407-7928
- Hospital: HonorHealth Deer Valley Medical Center - (623) 879-6100
- Ambulance service: 9-1-1
- Fire Department: 9-1-1

Training

Employees will be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease and when it is appropriate to return to work after illness. Disease containment plans and expectations should be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered.

Recordkeeping

A record of all individual training must be maintained, including:

- Subject of training.
- Date of training.
- Name of individual trained.
- Name of supervisor or safety person providing the training.
- Training records must be maintained for each employee for the length of employment.

Appendix A – Emergency Response Coordination

Title	Name	Contact Number
Incident Coordinator	Cole Johnson	928-713-5751
Public Information Coordinator	Stephanie Garcia	623-826-3019
Liaison	Stacy Walgraeve	602-319-7473
Safety Coordinator	Nathan Carroll	480-205-3051
Operations Coordinator	Branden Johnson	928-713-0839
Logistics Coordinator	Branden Johnson	928-713-0839
Planning Coordinator	Stephanie Garcia	623-826-3019
Finance Coordinator	Titan Jones	602-254-1320

Appendix B - Emergency Contact Sheet for Paul Johnson Drywall

Paul Johnson Drywall Office Address: 1720 W. Parkside Ln., Phoenix, AZ 85027

Emergency Personnel Name and Response Numbers:

Designated Responsible Employee:

Name: Stephanie Garcia Phone: 623-826-3019

Emergency Coordinators:

Name: Jobsite Foreman Phone: Refer to Current PJD Phone List

Name: _____ Phone: _____

Pandemic Disease Emergency Action Plan - Employee Acknowledgment

Topics Covered:

- Purpose
- Definitions
- Responsibilities
- Practices
    - Infection Control Measures
    - Work At Home Considerations
    - Communications
- Training
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul John Drywall's *Pandemic Disease Emergency Action Plan*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Aerial and Scissor Lift Policy for Paul Johnson Drywall

Purpose

Paul Johnson Drywall, Inc. (herein referred to as Paul Johnson Drywall) is dedicated to protecting its employees while using aerial lifts and scissor lifts. All employees of Paul Johnson Drywall have the responsibility to work safely on the job. The purpose of the *Aerial and Scissor Lift Policy* is to ensure that every employee who works for Paul Johnson Drywall recognizes workplace lift hazards and to take all appropriate measures to address such lift hazards to prevent injuries.

Definitions

- ***Aerial lift*** refers to extensible boom platforms, aerial ladders, and articulating boom platforms.
- ***Anchorage*** means a secure point of attachment for lifelines, lanyards or deceleration devices.
- ***Body harness*** means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.
- ***Lanyard*** means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.
- ***MEWP*** is a Mobile Elevating Work Platform such as an aerial lift or scissor lift.
- ***Mobile scaffold*** more commonly known as a scissor lift.
- ***Personal fall arrest system*** means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. *As of January 1, 1998, the use of a body belt for fall arrest is prohibited.*
- ***Scissor Lift*** *refers to a* mobile supported scaffold work platforms used to move workers vertically and to different locations Scissor lifts are different from aerial lifts because the lifting mechanism moves the work platform straight up and down using crossed beams functioning in a scissor-like fashion. Scissor Lifts are also included in the MEWP category.

Responsibilities

Management

- Must implement and administer the Aerial and Scissor Lift Safety program.
- Review the Aerial and Scissor Lift Safety program annually for compliance and effectiveness.
- Verify that all employees who operate or work near aerial or scissor lifts are properly trained.
- Maintain written records of operator training on each type of aerial lift and the name of the trainer.
- Maintain written records of all inspections performed by the aerial or scissor lift owner, including the date any problems found, the date when fixed, and the name of the person or company performing the repairs.
- Maintain written records of the name and renter or purchaser of each aerial or scissor lift.

Supervisors

- Coordinate employee training.

- Ensure that only trained and qualified individuals use aerial or scissor lifts.
- Verify employee compliance with the principles and practices outlined in the *Aerial and Scissor Lift Policy*.
- Provide specific operational training for each aerial or scissor lift as necessary.
- Observe the operation of aerial and scissor lifts, and correct unsafe practices.

Safety Manager

- Regularly review and update the *Aerial and Scissor Lift Policy* as necessary.
- Provide the safety training requirements.
- Monitor the effectiveness of the policy by receipt of copies of inspection checklists.
- Evaluate designated areas for aerial lift use.
- Observe the operation of aerial or scissor lifts and report unsafe practices to the appropriate supervisor.

Operators

- Be trained on the *Aerial and Scissor Lift Policy*.
- Retain a certification card at all times when operating any aerial or scissor lift.
- Complete the daily inspection checklist before operating any aerial or scissor lift.
- Observe the operation of the aerial or scissor lift and report unsafe practices to a supervisor.

Practices

Daily Inspection

Prior to the operation of any aerial or scissor lift, a daily inspection checklist must be completed (see Appendix A). This applies at the beginning of every work shift.

Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) must be reported for immediate repair. They must also be locked and tagged, and taken out of service.

General Safe Work Practices

- Operators shall not wear any loose clothing or any accessory that can catch in moving parts.
- Before the machine is started, the operator must walk completely around the machine to ensure objects and people are clear of the machine.
- Articulating boom and extendable boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower-level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- Modifications and additions that may affect the capacity or safe operation of an aerial or scissor lift are strictly prohibited without the manufacturer's written approval. Capacity, operation, and maintenance instruction markings will be changed as necessary if the manufacturer approves a modification.
- Any signs, plates, or decals which are missing or illegible must be replaced.
- If the aerial or scissor lift becomes disabled, an "out of service" tag or equivalent shall be attached to the controls inside the platform in a conspicuous location.

- Aerial or scissor lift devices with noted, reported deficiencies shall not be operated until repairs are made and equipment is authorized for use.
- Operators must report all accidents, regardless of fault and severity, to their supervisor.

Safe Work Practices Before Operation

- Consideration shall be given to the amount of wind. Follow the manufacturer's instruction regarding operation in windy conditions. As a general rule aerial lifts shall not be operated in winds exceeding 25mph although this can vary depending on the model of equipment
- At 25mph wind speeds or anticipated gusts, lifts will be grounded.
- If at any time, workers feel unsafe in a lift, they may make decision to ground the lift and cease operation and report to their supervisor.
- Access gates or openings must be closed before raising the platform.
- Boom and platform load limits specified by the manufacturer shall not be exceeded.
- Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position (if equipped).
- Consideration shall be given to the protection of bystanders via barricading, having another employee keep bystanders at a safe distance or by other means.
- Aerial or scissor lifts shall not be operated from trucks, scaffolds, or similar equipment.
- ANSI and OSHA standards specify minimum safe distances from electrical power lines that are to be maintained while working in an aerial lift, as indicated in the table below. If these distances cannot be achieved, do **NOT** use the equipment.

<50 KV	10 ft
50 - <199 KV	15 ft
200 – 349 KV	20 ft
350 – 499 KV	25 ft
500 – 749 KV	35 ft
750 – 1000 KV	45 ft

Safe Operation

- Attention shall be given towards the direction of travel, clearances above, below and on all sides.
- Employees shall not sit or climb on the guardrails of the aerial lift.
- Planks, ladders, or other devices shall not be used on the work platform.
- An aerial or scissor lift shall not be moved when the boom or basket is elevated in a working position with employees in the basket (unless the manufacturer's instructions allow this).
- Aerial and scissor lifts shall not be placed against another object to steady the elevated platform.
- Aerial and scissor lifts shall not be used as a crane or other lifting device.
- Aerial and scissor lift devices shall not be operated on grades, side slopes or ramps that exceed the manufacturer's recommendations.
- The brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface.
- Speed of aerial and scissor lift devices shall be limited according to the conditions of the ground surface, congestion, visibility, slope, location of personnel and other factors that may cause hazards to other nearby personnel.
- Stunt driving and horseplay shall not be permitted.

- Booms and elevated platform devices shall not be positioned in an attempt to jack the wheels off the ground.
- The area surrounding the elevated platform shall be cleared of personnel and equipment prior to lowering the elevated platform.
- All equipment must be secured on the inside of the aerial or aerial lift
- Operators are to call for assistance if the platform or any part of the machine becomes entangled.

Extensible and Articulating Boom Platforms

- Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.
- Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall **NOT** be permitted.
- Employees shall always stand firmly on the floor of the basket, and shall **NOT** sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- A body belt or body harness shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.
    - Body belts or body harnesses are to be used as positing devices only.
- Boom and basket load limits specified by the manufacturer shall **NOT** be exceeded.
- The brakes shall be set and when outriggers are used, they shall be positioned on pads or a solid surface.
    - Wheel chocks shall be installed before using an aerial lift on an incline, provided they can be safely installed.
- An aerial lift truck shall **NOT** be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation.
- Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls.
    - Upper controls shall be in or beside the platform within easy reach of the operator.
    - Lower controls shall provide for overriding the upper controls.
    - Controls shall be plainly marked as to their function.
    - Lower level controls shall **NOT** be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position.
- Climbers shall **NOT** be worn while performing work from an aerial lift.
- The insulated portion of an aerial lift shall **NOT** be altered in any manner that might reduce its insulating value.

Scissor Lift Safety

- Only authorized employees will be allowed to operate a scissor lift.
    - Aerial lift training will NOT cover an employee on a scissor lift.
- Inspect controls and components before use to insure they are functioning properly.
- Select work locations with firm and level surfaces away from hazards that can cause the lift to be unstable (e.g., drop-offs or holes, slopes, bumps or ground obstructions, or debris.)

- Select work locations that are clear of electrical power sources (e.g., power lines, transformers) by at least 10 feet – and other overhead hazards (e.g., other utilities, branches, overhangs, etc.)
- Operate scissor lifts only during weather conditions that are safe for use (e.g., not in high winds, rain, snow, sleet, etc.)
- Move the scissor lift to/from a work location safely, with the platform lowered.
- Set the breaks and stabilizing the platform before raising it.
- Wear a hard hat when working with objects or the ceiling in close proximity.
- Ensure that the lift is not overloaded.
- Report problems and malfunctions immediately and remove from service.
    - Worn and damaged tires are very common; lifts should **NOT** be used if tires have excessive wear and tear visible.
- Always be aware of your surroundings.
    - Have a spotter in areas where views around corners and/or equipment are blocked AND in high-traffic (pedestrian) areas.
- Do **NOT** remove guardrails nor stand on them for extra height.

Safe Work Practices After Operation

- Safe shutdown shall be achieved by utilizing a suitable parking area, placing the platform in the stowed position, placing controls in neutral, idling engine for gradual cooling, turning off electrical power, and taking the necessary steps to prevent unauthorized use.
- Aerial and scissor lifts shall be shut off prior to fueling. Fueling must be completed in well ventilated areas free of flames, sparks or other hazards which may cause fires or explosions.

Changing and Charging Batteries

- Battery charging installations must be located in areas designated for that purpose.
- Facilities must provide for: flushing and neutralizing spilled electrolyte, fire protection, protection of charging apparatus from damage by trucks, adequate ventilation for dispersal of fumes from gassing batteries.
- Precautions must be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
- Employees charging and changing batteries shall be authorized to do the work, trained in the proper handling, and required to wear protective clothing as necessary.

Maintenance

- Any aerial or scissor lift not in safe operating condition must be removed from service. Authorized personnel must make all repairs.
- Repairs to the fuel and ignition systems of aerial or scissor lifts that involve fire hazards must be conducted only in locations designated for such repairs.
- Aerial or scissor lifts in need of repairs to the electrical system must have the battery disconnected before such repairs.
- Only use replacement parts that are currently recommended by the manufacturer.

Fall Arrest Rescue Plan

Prolonged suspension from fall arrest systems can cause orthostatic intolerance, which, in turn, can result in serious physical injury, or potentially, death. Research indicates that suspension in a

fall arrest device can result in unconsciousness, followed by death, in less than 30 minutes. To reduce the risk associated with prolonged suspension in fall arrest systems, Paul Johnson Drywall's rescue plan addresses the necessary factors to prevent prolonged suspension in fall protection devices. The plan includes procedures for: preventing prolonged suspension, identifying orthostatic intolerance signs and symptoms, and performing rescue and treatment as quickly as possible (within 15 minutes). See Appendix B.

Description of Hazard

Orthostatic intolerance may be experienced by workers using fall arrest systems. Following a fall, a worker may remain suspended in a harness. The sustained immobility may lead to a state of unconsciousness. Depending on the length of time the suspended worker is unconscious/immobile and the level of venous pooling, the resulting orthostatic intolerance may lead to death. While not common, such fatalities often are referred to as **"harness induced pathology"** or **"suspension trauma."**

Signs & symptoms that may be observed in an individual who is approaching orthostatic intolerance:

Faintness	Nausea
Breathlessness	Dizziness
Sweating	Unusually Low Heart Rate
Paleness	Unusually Low Blood Pressure
Hot Flashes	"Greying" or Loss of Vision

Factors that can affect the degree of risk of suspension trauma:

Inability to move legs	Hypothermia
Pain	Shock
Injuries during fall	Cardiovascular disease
Fatigue	Respiratory disease
Dehydration	Blood loss

Rescue Procedures

Under 29 CFR 1926.502 (d) (Fall Protection Systems Criteria and Practices), OSHA requires that employers provide for "prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves." It is Paul Johnson Drywall's policy to initiate rescue procedures immediately and procedures should occur within 15 minutes.

Rescue procedures shall include the following contingency-based actions:

- If self-rescue is impossible, or if rescue cannot be performed promptly, the worker should be trained to "pump" his/her legs frequently to activate the muscles and reduce the risk of venous pooling. Footholds can be used to alleviate pressure, delay symptoms, and provide support for "muscle pumping."
- Continuous monitoring of the suspended worker for signs and symptoms of orthostatic intolerance and suspension trauma.
- Ensuring that a worker receives standard trauma resuscitation once rescued.
- If the worker is unconscious, keeping the worker's air passages open and obtain first aid.
- Monitoring the worker after rescue, and ensuring that the worker is evaluated by a health-care professional. The worker should be hospitalized when appropriate. Possible delayed effects, such as kidney failure, which is not unusual in these cases, are difficult to assess on the scene.

MEWPs

A MEWP is a Mobile Elevating Work Platform. MEWPs are also known as:

- Aerial platform
- Vertical lift
- Powered access
- Spider lift
- Cherry picker
- Scissor lift
- Aerial work platform
- Boom lift
- Access platform

Any employee using a MEWP must have a written fall arrest rescue plan, which include the steps to be taken in the following cases:

- After a fall
- If the platform becomes entangled
- If the machine fails

In addition to the daily inspection, the following shall be inspected with specific regard to the fall rescue plan:

- Lower controls shall be inspected every day and checked to ensure that the controls can raise and lower the working platform.
- The area around the emergency release shall be maintained without obstructions.
- Rescue procedures from a MEWP shall include the following contingency-based actions:
  - If a worker falls out of the MEWP basket elevated 10 feet or below, a ladder shall be used in rescuing the worker.
  - If the basket is elevated above 10 feet, use the following rescue procedures:
    - Use another lift if available to rescue the worker.
    - If another life is not available, use the lower controls to rescue the worker.
    - Ensure the rescued worker does not get caught or crushed in the machinery.
    - If possible, the worker should brace himself or herself on non-moving parts.
    - If neither another lift, nor lower controls are available, contact emergency services to rescue the worker.

Training

Employees who are authorized to operate aerial or scissor lifts must receive training prior to engaging in their duties. The training is to fulfil OSHA requirements and to ensure that the *Aerial and Scissor Lift Policy* is understood. The supervisor will also ensure that authorized aerial or scissor lift operators have acquired the necessary practical skills required for safe operation. Operational training will consist of a combination of general safety instruction, practical/operational training (demonstrations performed by the trainer, and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. All operational training must be conducted under close supervision.

Anyone working in or with an MEWP must receive training on fall rescue policy and procedures.

- Receive instruction on the intended purpose and function of each control.
- Prior to operating any aerial or scissor lift, the trainee will read and understand the manufacturer's operating instruction(s) and aerial lift policy, or receive training by a qualified person on the contents of the manufacturer's operating instruction(s) and user’s safety rules.
- Be informed of the aerial or scissor lift operating limitations and restrictions.
- During operational training, trainees may operate an aerial lift only under the direct supervision of authorized trainers, and where such operation does not endanger the trainee or other employees.
- The company’s fall arrest rescue plan must be included in training.

- All training and evaluation must be completed before an operator is permitted to use an aerial lift without continual and close supervision.

Recordkeeping

Each department must maintain a record of all individual training, including:

- Subject of training.
- Date of training.
- Name of individual trained.
- Name of supervisor or safety person providing the training.
- Lift operators shall be issued a training card indicating that safety training has taken place. This card is to remain with the operator at all times when operating an aerial or lift.
- Training records must be maintained by the department.

Operator Daily Inspection Checklist for Aerial Lift

Start Date: _____ End Date:_____ Location:_____ Foreman's Name:_____

Rental Company:_____ Equipment Model:_____

Instructions: Check all items. Inspect and rate Satisfactory = S Unsatisfactory = U Not Applicable = N/A

	MON	TUES	WED	THUR	FRI	SAT	SUN
Battery							
Decals / Name Plate							
Emergency Stop and Lowering Function							
Fire Extinguisher (date / charge)							
Fluid Levels							
Guard Rails							
Hydraulic Controls / Hoses							
Lights, Warning							
Motion Alarms							
Obvious Damage							
Steering							
Tires							
Overhead Clearances (pipes, beams, power lines)							
Drop offs (holes, platform edges, slopes, debris including tools, equipment, materials)							
Inspecting Person's Initials							

(I have checked and verified to the best of my knowledge that everything is in a safe and proper working condition)

Comments (Any item marked Unsatisfactory must be explained & reported to Maintenance Immediately)

Inspections must be completed daily by the first operator that uses the equipment.

The Foreman must establish where the Daily Inspection Form will be maintained. Weekly Completed Inspection Forms should be turned in with Payroll.

Operator Daily Inspection Checklist for Scissor Lift

Start Date: _____ End Date:_____ Location:_____ Foreman's Name:_____

Rental Company:_____ Equipment Model:_____

Instructions: Check all items. Inspect and rate Satisfactory = S Unsatisfactory = U Not Applicable = N/A

	MON	TUES	WED	THUR	FRI	SAT	SUN
Battery							
Decals / Name Plate							
Emergency Stop and Lowering Function							
Fire Extinguisher (date / charge)							
Fluid Levels							
Guard Rails							
Hydraulic Controls / Hoses							
Lights, Warning							
Motion Alarms							
Obvious Damage							
Steering							
Tires							
Overhead Clearances (pipes, beams, power lines)							
Drop offs (holes, platform edges, slopes, debris including tools, equipment, materials)							
Inspecting Person's Initials							

(I have checked and verified to the best of my knowledge that everything is in a safe and proper working condition)

Comments (Any item marked Unsatisfactory must be explained & reported to Maintenance Immediately)

Inspections must be completed daily by the first operator that uses the equipment.

The Foreman must establish where the Daily Inspection Form will be maintained. Weekly Completed Inspection Forms should be turned in with Payroll.

Fall Arrest Rescue Plan

Date: _____ **Job Description:** _____

Location: _____

Contacts	**Rescue Equipment**	**Critical Rescue Factors**
Rescuer(s) _____ _____ Competent Person _____ Emergency Contact _____ Method of Contact: □ PA □ Verbal/Face to face □ Radio Channel: _____ □ Phone Number: _____ □ Other _____	□ Ladder □ Block & Tackle □ Rescue Pole □ First Aid Kit □ Rescue Rope □ Life Ring □ Spider □ Work Vest □ Scaffold □ (Cutting Device) □ Stokes Litter □ Alternative Lifting & Lowering Device Location of Equipment: □ Job Site □ Gang Box □ Tool House □ _____	Anchor Point _____ _____ _____ Landing Area _____ _____ _____ Rescue Obstructions/Hazards: _____ _____ _____ _____ _____

Check for Yes	Comment
□ Have alternatives to using fall arrest equipment been considered?	
□ Has rescue equipment been inspected and found in good shape?	
□ Is equipment adequate for the rescue plan (weight ratings, length, connection type, etc.)?	
□ Have communication devices been identified, located, & tested?	
□ Are all rescuers familiar with the use of the rescue equipment?	
□ If working over water, is there a boat available?	

Pre Work Tasks:

1) _____
2) _____
3) _____
4) _____
5) _____
6) _____

Response Procedure:

1) Notify Emergency Contact. _____
2) Make medical assessment of person. _____
3) _____
4) _____
5) _____
6) _____

Aerial and Scissor Lift Policy – Employee Acknowledgement

Topics Covered:

- Purpose
- Definitions
- Responsibilities
    - Management
    - Supervisors
    - Safety Title
    - Operators
- Practices
    - Daily Inspection
    - General Safe Work Practices
    - Safe Work Practices Before Operation
    - Safe Operation
    - Extensible and Articulating Boom Platforms
    - Scissor Lift Safety
    - Safe Practices After Operation
    - Changing and Charging Batteries
    - Maintenance
- Fall Arrest Rescue Plan
    - Description of Hazard
    - Rescue Procedures
    - MEWPs
- Training
- Recordkeeping

-I have read and fully understand all practices and responsibilities.
-I agree to observe and follow these practices.
-I have received a copy of this policy and practices.
-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Paul Johnson Drywall's *Aerial and Scissor Lift Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Designation of Competent Person(s)

Date _____

MEMORANDUM FOR ALL PERSONNEL
SUBJECT: Designation of "Competent Persons"

The following named person(s) is/are hereby designated as "Competent Person" for the purpose of

_____

and meets the qualification criteria for that activity.

Name	Date of Training
1. _____	_____
2. _____	_____
3. _____	_____

Signature of Designated Competent Person

1. _____ _____
2. _____ _____
3. _____ _____

Signature of designating official

Name _____

Signature_____

Title _____

Safety Inspection Report

INSPECTION CONDUCTED BY _____

DATE _____ DIVISION _____ JOB _____

SAFETY PRACTICES
- Are employees wearing the required safety equipment?
Yes ( ) No ( ) Explain _____
- Are employees using adequate footwear and clothing?
Yes ( ) No ( ) Explain _____
- Are employees following safety rules & procedures?
Yes ( ) No ( ) Explain _____

Comments: _____

HOUSEKEEPING
- Are floors kept clean?
Yes ( ) No ( ) Explain _____
- Is equipment & material neatly & safely kept and stored?
Yes ( ) No ( ) Explain _____
- Are working tables kept neatly clean?
Yes ( ) No ( ) Explain _____
- Are hazardous materials being properly stored & labeled?
Yes ( ) No ( ) Explain _____
- Is hazardous waste being properly disposed and labeled?
Yes ( ) No ( ) Explain _____
- Are there adequate trash cans?
Yes ( ) No ( ) Explain _____
Comments :_____

FIRE SAFETY
- Are fire extinguishers accessible, serviced & tagged?
Yes ( ) No ( ) Explain _____
- Are fire alarms available and in working order?
Yes ( ) No ( ) Explain _____
- Are exit doors accessible & properly marked?
Yes ( ) No ( ) Explain _____
- Are flammable materials properly stored and labeled?
Yes ( ) No ( ) Explain _____
- Is flammable waste and rubbish being properly disposed?
Yes ( ) No ( ) Explain _____
- Are electrical wiring, connections, boxes & controls in good condition?
Yes ( ) No ( ) Explain _____
- Are fire doors free of obstructions?
Yes ( ) No ( ) Explain _____
Comments: _____

New Hire Checklist

EMPLOYEE: _____ **DIVISION:** _____

DATE HIRED: _____**SUPERVISOR**: _____

Supervisor: Check off each item as you discuss it with the new employee prior to having that employee start work.

1. Employee provided company safety policy statement and safety rules. _____
2. Explained functions of company safety committee. _____
3. Reviewed injury reporting procedures. _____
4. Issued safety equipment and explained use and care (hard hat, safety glasses, etc.)
5. Reviewed lock-out and tag procedures. _____
6. Reviewed safe lifting procedures. _____
7. Reviewed upcoming training schedule. ____ _____
8. Reviewed housekeeping and clean-up procedures. _____
9. Located first aid kits and/or company hospital. _____
10. Reviewed hazard communication program, location of safety data sheets and how to read SDS. _____
11. Reviewed evacuation procedures and any specific duties. _____
12. Reviewed the company vehicle and drug-free workplace policies.
13. Does the employee understand the above? _____

I acknowledge that information on the above subjects was furnished to me during my orientation.

EMPLOYEE'S SIGNATURE: _____ **DEPT**: _____

I have instructed the above-named employee in the fundamentals of safety practices.

SUPERVISOR'S SIGNATURE: _____ **DATE**: _____

Sign and return the original copy immediately to the Personnel Office following the employee's date of hire or transfer into your department. Retain a copy in the employee's departmental file.