
# Injury & Illness Prevention Program (IIPP) and Safety Manual

# Code of Safe Practices

# Fall Protection & Inspection Plan

# Hazard Communication Program

**July 1, 2022**

# Corporate Safety Policy Statement

**Metcon-TI believes that its most important asset is its employees. We value the safety and health of our employees over everything else and are committed to providing the safest workplace possible.**

Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels.

It is the intent of Metcon-TI to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of Metcon-TI is of primary importance. The prevention of injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum. Our goal is always zero accidents and injuries.

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**Eric Brown**
**President**
**Metcon-TI**

# Company Policies and Procedures

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that the hazards at our jobsites are evaluated and communicated to its employees and that proper protective measures are provided. Safety is also the responsibility of every employee of this company. The Safety Officer is the sole person authorized to amend these instructions. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910 and 29 CFR 1926. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. WRITTEN INDIVIDUAL PROGRAMS.**

Metcon-TI will maintain written individual procedures for the types of hazards/issues that our employees will or could potentially be exposed to. Each program will be reviewed/revised on an annual basis or as required by the respective governing OSHA Standard. Each written program will be communicated to all personnel that are affected by it. Each will encompass the total workplace, regardless of number of workers employed or the number of work shifts. They will be designed to establish clear goals and objectives.

**3. HEALTH AND SAFETY PROGRAM RESPONSIBILITY.**

3.1. Safety Officer Responsibilities. The company Safety Officer will be responsible for the day-to-day management of the company safety program. The Safety Officer will assist the company in remaining in compliance with all applicable health and safety regulations. The Safety Officer will identify and coordinate training sessions to ensure that all employees are equipped with the needed safety skills and knowledge. The Safety Officer will perform inspections of jobsites and facilities and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. **Tom Corliss** has been designated as the Safety Officer for Metcon-TI. The results will be kept in safety portal.

3.2. Supervisor Responsibilities. Company Supervisors are responsible for the daily enforcement of the policies and procedures in the Metcon-TI safety program. They will be responsible for all aspects of employee safety in their respective areas. They will conduct periodic safety meetings for their employees. Supervisors will monitor the safety of employees on a daily basis and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. Supervisors will be attentive to employee safety concerns and report them to the Safety Officer. They will keep in communication with the Safety Officer to ensure all employees receive training, refresher training, or retraining as needed. Supervisors include: Managers, Superintendents, and Foreman.

3.3. Employee Responsibilities. Employees are the first lines of defense as it pertains to safety at all Metcon-TI jobsites. Employees are expected to abide by all of the safety policies and procedures in the company safety program. They will be held responsible for their own safety and are expected to report unsafe conditions to their Supervisors immediately. If the Supervisor is unavailable, they will report safety violations or

concerns to the Company Owner or Safety Officer. Employees, if feasible, are also expected to correct safety violations within their immediate areas. They will ensure they report to work in a state of readiness, with the appropriate clothing, and with all issued personal protective equipment. Employees will only operate equipment on which they have been trained and authorized to use. They will report accidents, injuries, and near misses immediately to their Supervisor.

**4. JOB SAFETY PLANNING AND ANALYSIS.**

4.1. Pre-Construction. Metcon-TI is dedicated to ensuring the safety of all employees. For this reason, safety is considered even before contracts are awarded. The Safety Officer will be involved throughout the bid process to ensure that special tasks or procedures requiring additional safety precautions are identified as soon as practicable. In addition, once the contract has been awarded and before the project begins, a pre-construction safety meeting should be held with the Prime or General Contractor, Subcontractors, and other applicable parties to discuss the following:

4.1.1. Safety Management specifics and controls.

4.1.2. Subcontractor requirements.

4.1.3. Job hazard analysis.

4.1.4. Special safety equipment, tools, hazards, or methods that will help in completing the job efficiently and safely.

4.1.5. Safety Training and Orientation.

4.1.6. Job-site safety inspections.

4.2. Job Safety (Hazard) Analysis. Job hazard analysis is to be used to make a habit of safe work practices. It is also beneficial as a guideline to follow during new employee training efforts and for quickly identifying the cause of an accident should one occur. Each analysis should be periodically reviewed for possible improvements. All supervisors will be familiar with the proper completion of a Job Safety (Hazard) Analysis. The following basic steps should be followed in preparation of a job hazard analysis:

4.2.1. Select the jobs or specific tasks for hazard analysis.

4.2.2. Consider the task to be performed and inspect the area(s) to identify potential hazards.

4.2.3. Break the job or task into individual components or activities.

4.2.4. Identify the hazards associated with each component activity (ex. Falls, electric shock, chemical exposure, cuts, etc.).

4.2.5. Identify what procedures or equipment are needed to perform each component activity safely (ex. Ladders, scissor lifts, personal protective equipment, etc.).

4.2.6. Apply the analysis to the job.

**5. ROUTINE SAFETY AND HEALTH INSPECTIONS.**

Routine safety and health inspections of all job sites will be conducted when requested by the Safety Officer or designated individual. The inspection will be conducted to discover conditions and work practices that may lead to job accidents and industrial illnesses, through specific, methodical auditing, checking, or inspection procedures.

5.1. Inspection elements. The following inspection elements will be checked during safety inspections.

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| 5.1.1. | Floors | Condition, slip, trip, falls |
| 5.1.2. | Aisles | Marking, obstructions |
| 5.1.3. | Stairs | Condition, railings, obstructions |
| 5.1.4. | Ladders | Condition, Metal in electrical areas |
| 5.1.5. | Exits | Obstructions, locked, lighted |
| 5.1.6. | Ventilation | Adequate, fans guarded, maintained |
| 5.1.7. | Hand tools | Grounded, guarded, pressure switches |
| 5.1.8. | Chemicals | SDS's, labels, storage, separated |
| 5.1.9. | Compressed gas | Storage, heat sources, labels, training |
| 5.1.10. | Guarding | Installed, over, under, around, between |
| 5.1.11. | Lockout Tagout | Procedures, training, devices, tags |
| 5.1.12. | Eye protection | Used, training, Z-87 rated protectors |
| 5.1.13. | Fire protection | Extinguishers, training, locations |
| 5.1.14. | First Aid | Kits, OSHA logs, training |
| 5.1.15. | Confined Spaces | Marked, training, ventilation, equipment |
| 5.1.16. | Work practices | Unsafe work practices observed (list) |

5.2. Inspection report. The Safety Officer will provide a safety report based on the inspection items noted during the inspection to the appropriate supervisor.

**6. SAFETY MEETINGS.**

A well-ordered flow of information is essential to a good safety program. The company, through a program of safety meetings at all levels, intends to accomplish the goals of safety awareness, education, and participation.

6.1. We are committed to efficient and quality training that increases safety awareness amongst all employees.

6.2. Safety meetings for employees will be held on a regular basis to demonstrate management's commitment to accident prevention. Possible agenda items include but are not limited to the review of accidents, safety education, safety inspections,

elimination of workplace hazards, new methods of improving job performance, employee training, personal protective equipment, safety incentives, hazard communication, lockout/tagout, respiratory protection, fall protection, and other safety policies.

6.3. It is vital to this Workplace Safety Program that all safety training and meetings be carefully documented. Written records of all safety meetings are the responsibility of the Supervisor(s). Training activities are the responsibility of the Safety Officer.

**7. HAZARD REPORTING.**

All employees are required to report potential or known hazards immediately upon identification. If possible, the hazard should be eliminated immediately when found. Otherwise, the immediate supervisor must be notified and all work where employees are exposed to the hazard must be discontinued until the hazard has been removed.

**8. FIRST AID PROCEDURES.**

8.1. Serious Injuries. Supervisors will be responsible to ensure all employees report serious accidents or injuries immediately to the Safety Officer. Where employees require professional medical attention, the Supervisor will accompany the employee to the hospital or clinic and observe the employee's condition and status. The supervisor will report directly to the Safety Officer the condition of the employee and ensure that proper accident investigation procedures are followed.

8.2. Minor injuries. Minor injuries, such as cuts, scratches, bruises, and burns that do not require a doctor's treatment, may be handled by the employee at the jobsite. Recurring first aid injuries will be reported to the Safety Officer to ensure they do not become serious.

8.3. First Aid Kits. First aid kits will be maintained at each jobsite by the Supervisor. All employees will be made aware of the location and availability of the first aid kit. The type of first aid kit to be maintained will be for minor emergencies such as cuts and skin abrasions.

**9. ACCIDENT INVESTIGATION.**

Accident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of accident investigation will be to prevent future accidents and injuries to increase the safety and health of all our employees.

9.1. Immediate concerns.

9.1.1. Ensure any injured person receives proper care. Call 911 if applicable.

**9.1.2. Never sign anything.** Metcon-TI management is responsible for managing, communicating and approving interactions with all agencies, their representatives, and the media.

**9.1.3.** Metcon-TI management must be present before you speak to anyone (if serious). **Never speak to the media, refer them to management.**

9.2. Accident Investigation Form. An investigation form which details specific company requirements for investigation will be used to gather data to determine causes and corrective actions. As a minimum the form will contain the following areas of concern.

9.2.1. Accident investigation form data.

- Injured employee's name
- Date and time of injury
- Occupation or task being performed when injured
- Employee's address
- Sex/age/DOB
- Social security number
- Length of service
- Length of time at specific job
- Time shift started
- Overtime length when injury occurred
- Physician's and hospital name (if transported)
- Type of injury
- Resulting fatalities
- Description and analysis of accident
- Action taken to prevent recurrence and person
- Employee's statement
- Witnesses' statement
- Person completing form and date
- Person reviewing form and date

9.3. Supervisors are responsible for ensuring that employees follow safe work practices and receive appropriate training to enable them to do this. Supervisors will be responsible to fill out accident reporting/investigation requirement forms and to reinforce the Metcon-TI safety program.

## 10. GENERAL SAFETY RULES FOR ALL EMPLOYEES.

The following safety rules are established by this company as general safety rules for all Employees.

10.1. Never operate any machine or equipment unless you are authorized and trained to do so.

10.2. Do not operate defective equipment. Do not use broken hand tools. Report them to your supervisor immediately.

10.3. Never start on any hazardous job without being completely familiar with the safety techniques which apply to it. Check with your supervisor if in doubt.

10.4. Make sure all safety attachments are in place and properly adjusted before operating any machine.

10.5. Do not operate any machine or equipment at unsafe speeds. Shut off equipment which is not in use.

10.6. Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes. Sandals or other open-toed or thin-soled shoes should not be worn.

10.7. Do not wear loose, flowing clothing or long hair while operating moving machinery.

10.8. Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your foreman.

10.9. Never oil, clean, repair, or adjust any machine while it is in motion.

10.10. Never repair or adjust any electrically driven machine without opening and properly tagging the main switch.

10.11. Put tools and equipment away when they are not in use.

10.12. Do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance.

10.13. Keep all aisles, stairways, and exits clear of skids, boxes, air hoses, equipment, and spillage.

10.14. Do not place equipment and materials so as to block emergency exit routes, fire boxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.

10.15. Stack all materials neatly and make sure piles are stable.

10.16. Keep your work area, machinery, and all company facilities which you use clean and neat.

10.17. Do not participate in horseplay, or tease or otherwise distract fellow workers.

10.18. Power-truck operators must safeguard other workers at all times; workers must show courtesy to power-truck operators.

10.19. Floor mounted extension cords should be placed so that they are flush to the ground at all times.

10.20. Frayed or damaged electrical cords should be replaced.

10.21. Never take chances. If you're unsure, you're unsafe!

10.22. Ask for help, if needed.

**11. FIRE PREVENTION AND PROTECTION.**

Fire and explosion pose a serious risk to our employees during operations involving open flames or high heat sources such as the use of propane or electric torches. Flames can be produced which could quickly become uncontrollable under certain situations. For this reason, all employees will be trained in these procedures:

11.1. Basic safety precautions. Heat, open flame, or any operations where sparks may be produced will be permitted only in areas that are or have been made fire safe. When work cannot be moved practically, as in most construction work, the area will be made safe by removing combustibles or protecting combustibles from ignition sources.

11.2. Fire extinguishers. Suitable fire extinguishing equipment will be maintained in a state of readiness for instant use. Such equipment may consist of hose or portable extinguishers depending upon the nature and quantity of the combustible material exposed. Employees will not use portable fire extinguishers unless they have been trained.

11.3. Housekeeping. All employees will be familiar with the Housekeeping Program and will follow all applicable requirements as stated therein to ensure that flammable or combustible materials do not accumulate in the work area.

11.4. Chemical Storage. Metcon-TI will ensure that proper storage locations are provided to employees using chemicals. Flammable chemicals will be stored in approved locations or flammable liquids cabinets designed in accordance with 29 CFR 1910.106. Toxic and corrosive chemicals will be stored apart from flammable chemicals and will be further segregated according to acidity and/or alkalinity. All chemical storage location will be approved by the Safety Officer before use.

11.5. Authorization. Employees performing heat or open flame operations must obtain authorization from their Supervisor. Where required, employees will fill out a Hot Work permit.

**12. HEAT ILLNESS PREVENTION PLAN.**

When work is conducted outside in temperatures that exceed 80 degrees Fahrenheit, Metcon-TI will ensure each employee an adequate supply of water continuously in all place for their entire shift. For all outdoor work adequate shade will be provided and workers will receive 10 minutes of rest time as needed.

12.1. Heat Illness. Any heat illness must be reported immediately too management. All supervisors and foreman will be properly trained to recognize and provide relief in the event of a heat illness related injury.

12.2. Procedures. This policy is the written plan to establish, implement and maintain heat illness protection. This policy will also be made available at the work-site so that any employee, who requests to, can see it.

Each work-site will have procedures in place that document how to provide:

- Enough refreshing, pure, and cool drinking water for all employees
- Available shade to encourage preventive cool down rests
- Acclimation in high heat
- Weather condition monitoring and associated safety precautions
- Adjustments needed in high temperatures
- Training employees and supervisors
- Communicating this policy

- First Aid
- Emergency Response
- Specific knowledgeable person designated to implement these procedures

**Buddy System.** A worked may not recognize his own signs and symptoms of heat-related illness. Workers should be encouraged to look after each other to ensure the team is safe. The buddy system assigns each worker to one other work to ensure there is at least one other person monitoring the heat health of every worker.

**13. RECORDKEEPING REQUIREMENTS.**

Metcon-TI fully understands that companies with eleven (11) or more employees at any time during the calendar year immediately preceding the current calendar year must comply with the provisions of 29 CFR 1904. Records will be established on a calendar year basis.

13.1. Metcon-TI will report to Cal-OSHA, as required by 29 CFR 1904.39, all fatalities, hospitalizations, amputations, and losses of an eye as a result of work-related incidents. Incidents that will be reported to the nearest Cal-OSHA Area Office include:

13.1.1. Fatalities within eight hours after the occurrence to one or more employees, and

13.1.2. Within 24 hours of learning of any incident which results in hospitalization, amputation, or loss of an eye of an employee.

13.2. Log and summary of occupational injuries and illnesses. This employer will:

13.2.1. Maintain a log and summary of all recordable occupational injuries and illnesses by calendar year.

13.2.2. Enter each recordable injury and illness on the log and summary as early as practicable but no later than 7 working days after receiving information that a recordable injury or illness has occurred. For this purpose, form OSHA No. 300 Log or an equivalent which is as readable and comprehensible to a person not familiar with it will be used. The log and summary will be completed in the detail provided in the form and instructions on form OSHA No. 300 Log.

13.3. Supplementary record. In addition to the log of occupational injuries and illnesses (OSHA 300) Metcon-TI will have available for inspection at each of our facilities within 7 working days after receiving information that a recordable case has occurred, a supplementary record for each occupational injury or illness for that establishment. The record will be completed in the detail prescribed in the instructions accompanying Occupational Safety and Health Administration Form OSHA No. 301. Workmen's compensation, insurance, or other reports are acceptable alternative records if they contain the information required by Form OSHA No. 301 (according to OSHA). If no acceptable alternative record is maintained for other purposes, Form OSHA No. 301 will be used, or the necessary information will be otherwise maintained.

13.4. Annual summary. Metcon-TI will post an annual summary of occupational injuries and illnesses for each facility under our control. This summary will consist of a copy of

the year's totals from the form OSHA No. 300A and the following information from that form:

13.4.1. Calendar year covered.

13.4.2. Company Name and establishment address.

13.4.3. Certification signature, title, and date.

13.4.4. A form OSHA No. 300A will be used in presenting the summary. If no injuries or illnesses occurred in the year, zeros will be entered on the totals line, and the form posted.

13.4.5. The summary will be completed by February 1 of each calendar year. This company, or the officer or employee of Metcon-TI who supervises the preparation of the log and summary of occupational injuries and illnesses, will certify that the annual summary of occupational injuries and illnesses is true and complete. The certification will be accomplished by affixing the signature of the employer, or the officer or employer who supervises the preparation of the annual summary of occupational injuries and illnesses, at the bottom of the last page of the summary.

13.4.6. Metcon-TI will post a copy of the establishment's summary in each facility. The summary covering the previous calendar year will be posted no later than February 1 and will remain in place until April 30. For employees who do not primarily report or work at a fixed site belonging to this company, or who do not report to any fixed site on a regular basis, we will satisfy this posting requirement by presenting or mailing a copy of the summary during the month of February of the following year to each such employee who receives pay during that month.

13.5. Records retention. Records will be retained for 5 years following the end of the year to which they relate.

## 14. DISCIPLINARY ACTIONS FOR WILLFUL UNSAFE ACTS.

Employee safety is paramount at Metcon-TI. The willful commitment of an unsafe act cannot be condoned. Employees who willfully jeopardize their own or coworkers' safety will be disciplined. The type of discipline can range from a verbal warning to dismissal. The Safety Officer, and supervisory personnel in the administrative chain of any employee may give employees a verbal warning for a known unsafe act or procedural, or operational infraction. Disciplinary action other than a release from shift without pay must be reviewed by the company Owner.

14.1. Forms of discipline.

14.1.1. **Written warning.** A written warning will be issued automatically for a second verbal warning for an unsafe act. The written warning will become part of the employee's permanent personnel record.

14.1.2. **Written Warning and suspension without pay**. It must be considered that the possibility exists that lack of proper training may be a cause of any unsafe act.

Supervisors will review the need for employee remedial training in their job skill to enable them to better accomplish their jobs.

14.1.3. **Termination.** The employee concerned will be notified of his or her rights in advance of termination. The option of dismissal will be reviewed by the company management before termination. The immediate supervisor will be consulted to determine if a lesser form of discipline is warranted. The employees' rebuttal (if provided) will be considered along with the severity of the act, the supervisor's recommendation and any other supporting information provided at the time of the time of the hearing.

14.1.4. **Zero Tolerance.** The ZERO TOLERANCE list indicates items that may result in immediate termination. The list will be reviewed and signed by all current Metcon-TI employees and newly hired employees at new employee orientation. The following violations may be grounds for immediate termination:

- **Drugs or alcohol on site**
- **Fighting, threatening or endangering others**
- **Removing or bypassing safety devices on power tools or equipment**
- **Removing or damaging safety equipment**
- **Unsafe operation of a vehicle**
- **Knowingly violating a written rule or procedure**
- **Not using fall protection where required**
- **Not following the Control of Hazardous Energy Program**
- **Not following the Confined Space Program**

**Supervisor Disciplinary Procedures**

Supervisors will be subject to disciplinary action for the following:

- **Repeated safety violations by employees under their supervision**
- **Failure to provide or ensure adequate training prior to job**
- **Failure to report incidents or injuries as required**
- **Failure to provide or ensure proper medical attention to injured employees at work**
- **Failure to control unsafe conditions or work practices**
- **Failure to maintain good housekeeping standards and cleanliness**

Supervisors who fail to maintain high standards of safety will be demoted or terminated after three documented warnings have been given during any six-month period.

# Hazard Communication Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that the hazards of all chemicals used at our job sites are evaluated and that information concerning their hazards is transmitted to all employees. The purpose of this program is to address the issues of evaluating the potential hazards of chemicals, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with 29 CFR 1910.1200 and updated annually or as required. Metcon-TI will make the written hazard communication program available to all employees, during each work shift. Metcon-TI acknowledges that the Hazard Communication requirements have been aligned with the **Globally Harmonized System of Classification (GHS)** and Labeling of Chemicals.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Supervisors are required to be familiar with the contents of this program, will ensure the program is followed by their subordinates on a daily basis, and will maintain a copy of the program and SDS's available for their subordinates.

**3. TRAINING REQUIREMENTS.**

Metcon-TI will provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, annually, and whenever a new chemical is introduced into their work area that could present a potential hazard.

3.1. Information. Metcon-TI employees will be informed of:

3.1.1. The OSHA standard 29 CFR 1910.1200.

3.1.2. Any operations in the jobsite where hazardous chemicals are present.

3.1.3. The location and availability of the written hazard communication program, including a list(s) of hazardous chemicals used at the jobsite, and the associated safety data sheet (SDS).

3.2. Training. Employee hazard communication training at **Metcon-TI** will be conducted annually by the Safety Officer or an approved training provider. Newly hired personnel will be briefed on the general requirements of the OSHA hazard communication standard, as well as duty specific hazards before they begin any duties at a new jobsite. This training will include at least the following:

3.2.1. Methods that may be used to detect the presence or release of a hazardous chemical in the work area. This will include any monitoring conducted by

Metcon-TI, continuous monitoring devices, visual appearance, or odor of hazardous chemicals when being released, etc. **Safety Data Sheets (SDS)** will be used augment this requirement wherever possible.

3.2.2. The physical and health hazards of the chemicals present in the work area (e.g., flash point, reactivity, toxicity).

3.2.3. The measures employees can take to protect themselves from these hazards. Specific procedures Metcon-TI has implemented to protect employees from exposure to hazardous chemicals, to include appropriate work practices, programs, emergency procedures, and personal protective equipment.

3.2.4. An explanation of the labeling system used at Metcon-TI, the safety data sheet, and how employees can obtain and use the appropriate hazard information.

3.2.5. The chemical (formal) and common name(s) of products used, and all ingredients which have been determined to be health hazards.

3.2.6. The primary route(s) of entry; inhalation, absorption, ingestion, injection, and target organs.

3.2.7. The OSHA permissible exposure limit, ACGIH Threshold Limit Value, including any other exposure limit used or recommended by the chemical manufacturer.

3.2.8. Whether the hazardous chemical has been found to be a potential carcinogen by the International Agency for Research on Cancer (IARC).

3.2.9. Any generally applicable precautions for safe handling and use which are known including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks.

3.2.10. Emergency and first aid procedures.

3.3. Documentation. All training will be documented using an attendance roster. Certificates of completion will be issued to attendees by the Safety Officer and a copy of the completed certificate filed.

**4. LABELING REQUIREMENTS.**

Labeling requirements of containers of chemicals used at Metcon-TI, as well as of containers of chemicals and hazardous materials being shipped off site. The following procedures apply:

4.1. Unmarked Containers. Employees of Metcon-TI will not use unmarked containers containing chemicals.

4.2. Container Labeling. Metcon-TI will ensure all containers are properly labeled. Employees will ensure that labels on containers of hazardous chemicals are not

removed or defaced. Once they are emptied, chemical containers can never be used in the place of any other container (for example, trash receptacles).

4.3. Minimum labeling requirements. All container labels will list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

**5. SAFETY DATA SHEETS AND HAZARDOUS MATERIALS INVENTORY LIST.**

The Safety Officer is responsible for obtaining SDS's for every chemical used by Metcon-TI. The Safety Officer will maintain a master copy in the main office. In addition, the Safety Officer will review the SDS's for all chemicals used to determine if additional precautions or special personal protective equipment will be required in order to ensure employee safety.

5.1. Supervisors will be responsible to maintain readily accessible copies of the SDS's at the job sites and to ensure that all employees are aware of the location.

5.2. SDS requests. A request letter will be forwarded to any vender who does not provide an SDS with a product received by this company.

5.3. Hazardous Substances Inventory. The Company maintains an inventory of all known hazardous substances in use on the job site. A chemical inventory list is available from the Safety Officer.

5.4. Hazardous substances brought onto the job site by the company will be included on the hazardous chemical inventory list in the SDS Book or in a separate SDS log for specific job information.

**6. NON-COMPANY EMPLOYEES PROGRAM.**

Visitors, Contract Employees, and Contractor Personnel. The Safety Officer and/or Supervisor will advise visitors, contract employees, and contractor personnel of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, the safe handling procedures to be used, and availability of SDS's. Any contractor bringing chemicals on-site must provide Metcon-TI with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

**7. TRADE SECRETS.**

To protect trade secrets, the chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name, and other specific identification of a hazardous chemical, from the safety data sheet. To ensure the safety of our employees, Metcon-TI will obtain any information not shown on a SDS from a supplier, when such information is needed to determine the hazardous constituents of chemicals used within our facility or by our employees. Metcon-TI employees will not use a specific chemical if they cannot determine from the SDS (or other approved source) proper protective measures to be used.

**8. NON-ROUTINE TASKS.**

No employee will be allowed to perform tasks that they are not fully trained to accomplish. Non-routine tasks will be evaluated prior to beginning work and the related hazard assessed to develop protective measures.

**9. CHEMICAL STORAGE.**

Metcon-TI will ensure that proper storage locations are provided to employees using chemicals. Flammable chemicals will be stored in approved locations or flammable liquids cabinets designed in accordance with 29 CFR 1910.106. Toxic and corrosive chemicals will be stored apart from flammable chemicals and will be further segregated according to acidity and/or alkalinity. All chemical storage location will be approved by the Safety Officer before use.

**10. HAZARDOUS MATERIAL DISPOSAL.**

Metcon-TI will ensure that hazardous materials are disposed of in the safest way possible according to local and state ordinances. Each county or municipality has their own requirements and procedures to follow to dispose of hazardous materials. The Safety officer will work with the superintendents on each specific job to ensure that the procedures of that jurisdiction are followed in the disposal of hazardous materials.

# OSHA Inspection Procedures

**1. PROGRAM REQUIREMENTS.**

The purpose of this plan is to describe the specific actions required of Metcon-TI employees and Subcontractor employees upon the arrival of a Compliance Officer at Metcon-TI workplace or jobsite to inspect facilities or equipment or to investigate matters related thereof. It is the responsibility of the Department of Labor, Division of Occupational Safety and Health Administration to carry out compliance for Occupational Safety and Health. In this regard, Cal- OSHA Compliance Safety and Health Officers carry out the enforcement and monitoring aspects of the Act. The OSH Act is applicable to all Contractor organizations (including Subcontractor activities/operations). Metcon-TI will review and evaluate this program on an annual basis, or when changes occur to the regulations, when operational changes occur that require a revision of this document, when there is an accident or near miss that relates to this area of safety, or any time fall protection procedures fail.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of Metcon-TI owners, who have the ultimate responsibility for all facets of the company. The Safety Officer is the sole person authorized to amend these instructions. Metcon-TI has authorized the Safety Officer and any Supervisor or Employee to halt any operation of Metcon-TI where there is danger of serious personal injury.

**3. TRAINING REQUIREMENTS.**

Metcon-TI will provide training to all supervisors to ensure that they understand the importance and the necessary procedures which must be taken in the event of a Cal- OSHA inspection. Training will be conducted by the Safety Officer or other designated competent personnel. The training will include the information contained in this procedure and other applicable information as deemed necessary by the Safety Officer.

**4. RECEIVING THE COMPLIANCE OFFICER.**

Upon arrival of a Compliance Officer, the Safety Officer shall greet the individual and verify the Compliance Officer's credentials and take a photo of their credentials. All personnel are expected to be courteous and professional during any Cal- OSHA inspection.

4.1. Subcontractor’s representative(s) should participate in the inspection process. The Contractor may request time for their Safety Officer and/or Insurance Administrator Safety Representative to get to the job site. Ask if the inspection can take place at a time when the company representative can be there.

**5. OPENING CONFERENCE.**

An opening conference will be conducted by the Compliance Officer. It will normally be held at the job site and must include representatives of all companies affected by the Compliance Officer’s visit.

5.1. The Compliance Officer will usually cover the following topics during the opening conference:

5.1.1. Nature and Purpose of Visit – Focused inspection, employee complaint, etc.

5.1.2. Scope of Inspection – Areas to be inspected, employee interviews, etc.

5.1.3. Equipment to be Used – Camera, Sound level meter, Air monitor, etc.

5.1.4. Records to be Reviewed.

5.2. Invitation to Participate in the Inspection – Contractor and Subcontractor personnel.

5.2.1. Distribution of OSHA Materials – Copies of the Act, Standards, promotional materials, etc.

**6. WALK AROUND INSPECTION.**

The inspection shall be conducted within reasonable limits and in a reasonable manner during regular working hours except when mutually agreed upon by parties concerned.

6.1. The Compliance Officer shall comply with all the safety and health rules during the inspection, including the wearing of required personal protective equipment.

6.2. During the course of the inspection, the Compliance Officer may:

6.2.1. Agree to the participation of more than one employer representative and one employee representative in the walk around.

6.2.2. Interview, question, or invite comments from a reasonable number of employees. If consultation unduly hinders work activity, he/she may arrange for off-duty interviews at a location other than the workplace. Written statements may be taken under certain conditions.

6.2.3. Receive complaints from employees regarding possible violation(s) of the standards, provided there is no interference with the inspection.

6.3. The Compliance Officer shall be permitted to take photographs.

6.4. During the course of the inspection, the Metcon-TI and Subcontractor designated job site representative(s) will:

6.4.1. Accompany the Compliance Officer at all times during the inspection.

6.4.2. Take detailed notes of inspection activities (comments, samples/tests taken, records given/reviewed, location of photos taken, etc.).

6.4.3. Photograph anything that the Compliance Officer photographs (if a camera is available). If they take a picture you take a picture.

6.4.4. If requested, ensure that the Compliance Officer is permitted interviews with job site employees. Employees do not have to allow themselves to be interviewed and may insist that interviews be accompanied by another person(s).

6.5. At the conclusion of the walk around, the Compliance Officer will ensure that employee representatives are informed of the apparent violation(s), if any, found during the inspection. Make careful notes about Compliance Officer's questions concerning training and understanding by employees.

**7. CLOSING CONFERENCE.**

At completion of the inspection, a closing conference will be arranged to permit the Compliance Officer to advise both Contractor and/or any Subcontractor representatives of any alleged violation(s) observed during the inspection. The Compliance Officer should indicate the applicable section(s) of the standards which are alleged to have been violated and provide the following:

7.1. Alleged violation(s), which may be the basis of a citation

7.2. Methods used to establish abatement period(s)

7.3. Penalty determination procedures

7.4. Appeal and contest procedures

7.5. Abatement details and follow-up inspection

7.6. Variance procedures

7.7. Availability of an informal conference with the area director

7.8. Distribution of OSHA material (if not done at the opening conference)

**NOTE**: As with the opening conference and walk around inspection, detailed notes shall be taken by the Safety Officer.

**8. FOLLOW-UP ACTIONS.**

After (if not during) the inspection process has been completed and the Compliance Officer has left the site, the Contractor will immediately correct any violations, which can be abated "on-the-spot."

8.1. The Contractor shall direct any cited Subcontractor to correct/abate those violations for which the Subcontractor has control, and which might expose employees to injury or illness.

# Housekeeping Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI has implemented this program to address the issue of providing for maintaining an orderly, clean, and safe work environment at all times in all areas. Good housekeeping is a necessary requirement for maintaining safety at job sites. It is proven that clean and tidy work sites hold fewer hazards for all employees. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926.25 and 1926.151. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and maintain their work areas in an orderly fashion throughout the day.

**3. TRAINING REQUIREMENTS.**

3.1. All of our employees, including contractor employees, need to understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the citizens of nearby communities. While training in Hazard Communication will help employees to be more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding SDSs, we will also train them as part of our Housekeeping Program, covering housekeeping procedures and safe work practices, hazard reporting, and other areas pertinent to housekeeping.

3.2. Certification. Metcon-TI will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

3.3. Retraining. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.3.1. Retraining will be provided for all affected employees whenever (and prior to) a change in their job assignments, a change in the type of safety procedures used, or when a known hazard is added to the work environment which affects worker safety.

**4. HOUSEKEEPING.**

Good housekeeping is a necessary requirement for maintaining safety at construction sites, as clean and tidy work sites hold fewer hazards for all employees. Accidents and injuries are avoided, and productivity is improved where good housekeeping is a daily occurrence.

4.1. Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day-to-day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have nine good reasons for housekeeping:

- Prevents accidents
- Prevents fire
- Saves time
- Gives control to our workers
- Gives our workers the freedom to move
- Gives our workers pride
- Protects our products and equipment
- Reduces our waste

**5. HAZARD ASSESSMENT.**

Supervisors are responsible for identifying main housekeeping issues. Supervisors will look for a lack of order, un-removed spills or obstructions, or other hazards due to poor organization or poor housekeeping. All employees are required to participate in the housekeeping program and eliminate potential hazards as they arise. If a housekeeping issue cannot be immediately resolved the employee should report it to their supervisor immediately.

**6. HOUSEKEEPING PROCEDURES.**

It is the intent of Metcon-TI to standardize housekeeping measures, meet OSHA requirements, and encourage safety. The procedures listed below cover many of the common jobsites we will have.

6.1. All tools and equipment must be kept in good working condition. Hand tools, portable electric tools, extension cords and similar equipment should be kept in toolboxes or other designated locations when not in use.

6.2. Aisles, Walkways, and Floors must be kept clear to allow for easy access to fire extinguishers, electrical disconnects, safety showers, and other emergency aids.

6.3. Electrical panels must be kept clear for an area of 36 inches in front.

6.4. Walkways not for pedestrian traffic must be clearly marked.

6.5. Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.

6.6. Keep stairs clean, dry, and free of waste, well lit, and provided with adequate handrails and treads that are in good condition.

6.7. Keep floors clean; dry (dry as possible); slip-resistant; and free of waste, unnecessary material, oil and grease, protruding nails, splinters, holes, or loose boards.

6.8. An adequate number of waste receptacles at accessible locations throughout all work areas must be provided.

6.9. All areas must be cleaned of scrap and tools before leaving for breaks, lunches, or to go home at the end of the day.

6.10. Office Areas, reception areas, meeting rooms, and/or personal office spaces as part of our office space must be clean throughout the workday.

6.11. Keep doors and windows properly maintained in good working order. Repair any damage to doors and windows at regular intervals.

# Personal Protective Equipment Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that jobs having a potential for employee injury within our facility(s) are evaluated and controlled. This program is intended to address the issues of evaluating and identifying potential job hazards and identifying the personal protective equipment (PPE) necessary to eliminate or minimize the risk to the employee. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910 Subpart I and 1926 Subpart E. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are responsible to identify the type of PPE required for their subordinates, to ensure that all employees are issued the necessary PPE to perform daily tasks, and that their employees are properly trained in its use, care, and maintenance.

**3. TRAINING REQUIREMENTS.**

Metcon-TI will provide training to ensure that the purpose, use, care, and maintenance of PPE are understood by all employees.

3.1. General Training. Employees will be adequately trained about the Company's personal protective equipment program. Proper training will allow managers, supervisors, and workers to better understand the hazards associated with a job, task, or process.

3.2. Training Content. New employees and reassigned workers will receive an initial orientation and hands-on training prior to being placed in a job. The initial training program will include the following:

3.2.1. A description and identification of the hazards associated with particular jobs/tasks/machines/workstations.

3.2.2. Specific safeguards, how they provide protection, and the hazards for which they are intended.

3.2.3. Proper use, care, and maintenance of the necessary PPE.

3.2.4. Length of useful life of the equipment and the correct way to dispose of broken or damaged PPE.

3.3. Refresher training. The training content shall be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.3.1. Retraining shall be provided for all employees whenever there is a change in their job assignments, a change in machines, or equipment or processes that present a new hazard.

3.3.2. Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employees' knowledge or use of PPE.

3.4. Certification. Metcon-TI shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name, supervisor or instructors name and dates of training.

**4. HAZARD PREVENTION AND CONTROL.**

Metcon-TI understands that engineering solutions, where feasible, are the preferred method of control for workplace hazards. The focus of the Company's PPE Program is to eliminate hazards from the workplace. This is accomplished whenever possible by redesigning the workstation, work methods, or tool(s) to reduce the hazards associated with the demands of the job. This program will, whenever possible, research into currently available controls and technology. PPE will be a last choice.

**5. PPE NEEDS ANALYSIS.**

Metcon-TI will identify through the use of medical management records, injury statistics, and walk-throughs, jobs that place employees at risk. After identifying those jobs, a PPE analysis will be conducted by Supervisors with assistance from the Safety Officer to specifically address the associated hazards and develop controls for those hazards. This analysis will identify risk factors associated with the jobs and the recommended PPE. PPE will be specified for those hazards that cannot be controlled using other means.

5.1. PPE Analysis Criteria. The following items, at a minimum, will be considered when conducting the analysis:

5.1.1. Is the lighting adequate for work conditions?

5.1.2. Is there a potential for splash or spray from a chemical?

5.1.3. Are sharp tools or materials with sharp edges being used?

5.1.4. Are there explosive hazards associated with the job?

5.1.5. Are there electrical hazards associated with the job?

5.1.6. Is the noise level excessive (above 85db TWA)?

5.1.7. Is communication hampered because of excessive noise?

5.1.8. Is the vibration level excessive, leading to numbness?

5.1.9. Have industrial hygiene complaints been received?

5.1.10. Does the job involve confined spaces?

5.1.11. Does the job involve lock-out tag-out?

5.1.12. What atmospheric testing has been performed?

5.1.13. What atmospheric contaminants are present?

5.1.14. Will jewelry or clothing get caught in machinery?

5.1.15. Can the worker get caught between moving parts?

5.1.16. Can the worker fall from one level to another?

5.1.17. Can anything fall on the worker from above?

5.1.18. Is the worker in an off-balance position at any time?

5.1.19. Is the standing surface clean to maintain stability?

5.1.20. Are there extreme environmental conditions (heat/cold)?

5.1.21. Do possible eye/face injury conditions exist?

5.1.22. Do possible head injury conditions exist?

5.1.23. Do possible foot injury conditions exist?

5.1.24. Do possible hand injury conditions exist?

5.2. Documentation. Each analysis will be documented. Supervisors will use the PPE Analysis form found at the end of this program. Attachments will be included to the form as required to document or support protective measure requirements for the specific job. Completed copies of the form will be signed by the supervisor and provided to the Safety Officer. The Company will maintain a copy of the form in the main office.

5.3. Analysis Results. Once the analysis has been conducted this information will be used to reduce general hazards in the work area. After the general hazards in the work area have been reduced to the lowest appropriate level, the necessary PPE will be issued to the employee and the employee will be trained as needed in the proper use of the equipment.

5.4. Job safety re-evaluation. Supervisors will conduct a reevaluation when one or more of the following conditions occur:

5.4.1. When an accident or injury occurs. It must be determined if the incident occurred as a result of the employee ignoring established safety practices, or if the safety practices need revision.

5.4.2. Anytime there is a change in the methods, materials, machinery, or procedures used in the conduct of the job.

5.5. Periodic review. A periodic review will be conducted on an annual basis to ensure that the job is evaluated for safety.

**6. GENERAL PPE REQUIREMENTS.**

Where engineering controls and administrative controls do not eliminate all job hazards, employees will (where appropriate) wear personal protective equipment (PPE). At a minimum, the following guidelines will be followed:

6.1. Loose clothing must not be worn near moving machinery.

6.2. Employees working in areas where chemicals, solvents, or other irritants, or caustic acids are used will be supplied with face shields, chemical resistant boots, aprons, chemically protective gloves, etc.

6.3. Rings and jewelry must not be worn when working on machinery.

6.4. Safety Glasses. Metcon-TI will make available safety glasses that meet American National Standards Institute requirements for Occupational and Educational Eye and Face Protection, Z87.1-1989, to all employees whose duties have the potential for exposing their eyes to injury from flying objects or electrical flash.

6.5. An employee who performs a significant number of duties outdoors that require safety glasses may request one pair of clear glasses and one pair of tinted glasses.

6.6. Prescription Safety Glasses. Employees that require the use of prescription glasses must wear OSHA standard Z87.1 glass and side-shields. If the employee's prescription glasses do not meet OSHA standards, the employee must wear safety glasses or goggles over their prescription glasses. Employees are responsible for maintaining a reserve pair of prescription glasses for use when prescription safety glasses are damaged or lost.

6.7. Ear Protection. Employees working in areas where the noise level is 80 decibels or higher may obtain ear protection through their supervisor or from the Safety Officer.

6.8. Foot Protection. All employees will wear safety shoes with fully enclosed coverings to protect their feet and toes; the employee will be responsible for purchasing the work boots at his/her own cost.

6.9. Hair/Head Protection. Employees must wear protective helmets (hard hats) supplied by the company when working in areas where there is a potential for injury to the head from falling objects.

6.10. Operators of forklifts will wear a hard hat when operating the vehicle.

6.11. Employees with long hair (down to the shoulders) must tie their hair back or wear hairnets or caps when working on equipment with rotating spindles or other moving machinery.

6.12. Hand Protection. Supervisors are responsible to ensure that employees wear the designated hand protection (gloves) on the job. Work gloves (leather-palmed) must be worn by anyone handling raw materials other than chemicals.

# Stairway and Ladder Safety Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that all potential hazards regarding Stairways and Ladders within at our jobsites are evaluated and communicated to employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.24 -.27 and 29 CFR 1926 Subpart X. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

**3. TRAINING REQUIREMENTS.**

Metcon-TI will provide training to ensure that the purpose, function, and proper use of ladders and stairs is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees.

3.1. Training will be conducted by the Safety Officer or other designated competent personnel. The program will include but will not be limited to:

3.1.1. Recognition and description of ladder/stair hazards in the work area.

3.1.2. Types of ladder/stairs appropriate for use and their safe operation and use.

3.2. Certification. Metcon-TI will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

3.3. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.3.1. Refresher training will be provided for all affected employees whenever (and prior to) a change in their job assignments, a change in the type of equipment used, or when a known hazard is added to the work environment which affects this program.

3.3.2. Additional training will also be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of these procedures.

3.3.3. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

3.4. Certification. Metcon-TI will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

**4. STAIR SAFETY.**

4.1. All stairways will be kept clean, orderly, and free of known hazards.

4.2. Cleaning requirements. To facilitate cleaning, all stairways will be kept free from protruding nails, splinters, holes, or loose boards or other hindrances that would prevent efficient use and maintenance.

4.3. Stairways leading to work areas or job trailers will be maintained in a clean and, so far as possible, a dry condition. Where wet conditions exist, drainage will be maintained, and false floors, platforms, mats, or other dry standing places will be provided where practicable. Stairways leading to work areas or job trailers will be equipped with a proper stair rail in accordance with 29 CFR 1926 Subpart X.

4.4. Stairways leading to emergency exit doors will be kept free of obstacles at all times. Any employee finding an emergency route blocked should immediately report the condition to the Supervisor for correction. Exit lights and signs will also be maintained in proper condition at all times, and immediately reported if deficient.

4.5. Illumination. Sufficient illumination will be provided in all areas at all times especially where stairways and ladders are in use.

4.6. Stair treads. All treads will be reasonably slip-resistant and the nosings will be of nonslip finish. Welded bar grating treads without nosings are acceptable providing the leading edge can be readily identified by personnel descending the stairway and provided the tread is serrated or is of definite nonslip design. Rise height and tread width will be uniform throughout any flight of stairs including any foundation structure used as one or more treads of the stairs.

**5. LADDER SAFETY.**

To ensure safety and serviceability the following precautions concerning the care and use of ladders will be observed:

5.1. Care. The following safety precautions will be observed in connection with the care of ladders:

5.1.1. Ladders will be maintained in good condition at all times, the joint between the steps and side rails will be tight, all hardware and fittings securely attached, and the movable parts will operate freely without binding or undue play. Ladders need to be properly stored and secured whenever unattended.

5.1.2. Metal bearings of locks, wheels, pulleys, etc., will be frequently lubricated.

5.1.3. Frayed or badly worn rope will be replaced.

5.1.4. Safety feet and other auxiliary equipment will be kept in good condition to insure proper performance.

5.1.5. Ladders will be inspected frequently and those which have developed defects will be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use."

5.1.6. Rungs should be kept free of grease and oil.

5.2. Use. The following safety precautions will be observed in connection with the use of ladders:

5.2.1. Portable rung and cleat ladders will, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder will be placed to prevent slipping, or it will be lashed, or held in position.

5.2.2. Ladders will not be used in a horizontal position as platforms, runways, or scaffolds.

5.2.3. Ladders will not be used by more than one person at a time nor with ladder jacks and scaffold planks.

5.2.4. Portable ladders will be placed so that the side rails have a secure footing. The top rest for portable rung and cleat ladders will be reasonably rigid and will have ample strength to support the applied load.

5.2.5. Ladders will not be placed in front of doors opening toward the ladder unless the door is blocked upon, locked, or guarded.

5.2.6. Ladders will not be placed on boxes, barrels, or other unstable bases to obtain additional height.

5.2.7. Ladders will not be used on top of scaffolds.

5.2.8. Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment will not be used; improvised repairs will not be made.

5.2.9. Short ladders will not be spliced together to provide long sections.

5.2.10. Ladders made by fastening cleats across a single rail will not be used.

5.2.11. Ladders will not be used as guys, braces, or skids, or for other than their intended purposes.

5.2.12. Tops of the ordinary types of stepladders will not be used as steps.

5.2.13. Portable rung ladders with reinforced rails will only be used with the metal reinforcement on the underside.

5.2.14. No ladder should be used to gain access to a roof or another level unless the top of the ladder will extend at least 3 feet above the point of support, at eaves, gutter, or roofline.

5.2.15. All portable rung ladders will be equipped with nonslip bases when there is a hazard of slipping. Nonslip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used upon oily, metal, concrete, or slippery surfaces.

5.2.16. The bracing on the back legs of stepladders is designed solely for increasing stability and not for climbing.

**6. INSPECTIONS.**

The employee using the ladder or Supervisor in charge, to ensure safety and serviceability, will inspect ladders before every use. Ladders will be maintained in a good usable condition at all times. Defective ladders will be tagged "danger do not use" or other appropriate language and turned into the Supervisor in charge.

# Fall Protection Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that the hazards of all elevated falls over 6 feet in height, within at our jobsites are evaluated, and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.66, 1926.104, and 1926.500. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the fall protection training before working in any areas where fall hazards exist.

**3. TRAINING REQUIREMENTS.**

Under no circumstances shall employees work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have completed fall protection training. Metcon-TI will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees.

3.1. Training will be conducted by the Safety Officer or other designated competent personnel. The program will include but will not be limited to:

3.1.1. A description of fall hazards in the work area.

3.1.2. Types of fall protection systems appropriate for use such as guardrails, warning lines, and fall arrest systems.

3.1.3. Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance, methods of use, and inspection and storage procedures.

3.1.4. Recognition of the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces.

3.1.5. Procedures for removal of protection devices from service for repair or replacement.

3.2. Retraining. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

3.2.1. Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.

3.2.2. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.

3.2.3. Whenever a fall protection procedure fails.

3.3. Certification. Metcon-TI will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

**4. JOBSITE/WORK AREA EVALUATION.**

All jobsites or work areas will be assessed by the Supervisor before each assigned job for potential fall hazards. A Job Safety Analysis (JSA) sheet will be used to document fall hazard assessments. A proper fall protection system will be used for jobs requiring fall protection when elimination of the hazard(s) is not possible.

4.1. When evaluating the fall hazards of jobsites or work areas Supervisors must consider the following:

4.1.1. Must the work be performed at an elevation?

4.1.2. Are there any floor holes or openings greater than 2 inch in diameter?

4.1.3. Can a standard guardrail system be installed?

4.1.4. Can a barricade system be implemented?

4.1.5. Will warning line systems be sufficient protection?

4.1.6. Can Aerial Lifts or Platforms be used to increase worker safety?

4.1.7. Will the use of a fall arrest system be required?

4.1.8. Will a detailed, job-specific, fall protection plan be required?

**5. FALL PROTECTION SYSTEMS.**

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. Supervisors will identify what types of fall protection systems can be used when conducting the job safety analysis for the jobsite. Supervisors must consult

with the Safety Officer prior to implementation of any fall protection system. Although personal fall arrest systems are the most common type of system used by our employees, all of the following systems have been identified by Metcon-TI as generally accepted for work conducted at our job sites.

5.1. Floor Holes. Employees must be protected from falling through or into floor holes at or above 2 inches in diameter as follows:

5.1.1. All covers shall be color coded or marked with the word "HOLE" or "COVER" to provide warning of the hazard.

5.1.2. Covered with plywood or other material of sufficient strength capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.

5.1.3. All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.

5.2. Guard Rail Systems. Guard rail systems must meet these minimum requirements:

5.2.1. Have a top rail height of 42” (plus or minus 3”).

5.2.2. Have a proper midrail no less than 21” high.

5.2.3. Have a top rail able to withstand 200 lbs. downward/outward force.

5.2.4. Have a midrail able to withstand 150 lbs. downward/outward force.

5.2.5. Have a toe board minimum of 3 1/2 inches in vertical height from the top edge to the level of the walking surface.

5.2.6. Toe boards must not have more than ¼-inch clearance above the walking surface.

5.2.7. Toe boards must be solid or have openings not over 1 inch in greatest dimension.

5.2.8. If the top rail is made of wire rope it must be flagged every 6 feet.

5.2.9. All rails must be a minimum of 1/4” diameter or greater.

5.3. Warning Line Systems. Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:

5.3.1. Flagged at not more than 6-foot (1.8 meters) intervals with high-visibility material.

5.3.2. Lowest point including sag is no less than 34 inches (0.9 meters) from the surface and highest point is no more than 39 inches (1 meter) from the surface.

5.3.3. Stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches (0.8 meters) above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge.

5.4. Fall Arrest System. A full body harness system consists of a full-body harness, lanyard, energy shock absorber, and self-locking snap hook. Before using a full-body harness system, the supervisor and/or the user must address such issues as:

5.4.1. Has the user been trained to recognize fall hazards and to use fall arrest systems properly?

5.4.2. Are all components of the system compatible according to the manufacturer's instructions?

5.4.3. Have appropriate anchorage points and attachment techniques been reviewed?

5.4.4. Has free fall distance been considered so that a worker will not strike a lower surface or object before the fall is arrested?

5.4.5. Have swing fall hazards been eliminated?

5.4.6. Have safe methods to retrieve fallen workers been planned?

5.4.7. Has the full-body harness and all of its components been inspected both before each use and on a regular semi-annual basis?

5.4.8. Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage, chemical corrosion, or sandblasting operations?

5.4.9. Will it meet these minimum requirements?

- Limit maximum arresting force on an employee to 1,800 pounds.
- Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level.
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters).
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.
- Have a proper anchorage points used for attachment of personal fall arrest equipment capable of supporting at least 5,000 pounds per employee attached.

## 6. INSPECTION AND MAINTENANCE.

To ensure that fall protection systems are ready and able to perform their required tasks, inspections and maintenance will be conducted. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

6.1. Floor hole covers, guardrails, and warning lines will be inspected periodically throughout the day to ensure they have not been defeated, broken, moved, or knocked over. Any problems found with them should be reported immediately to the Supervisor and must

be remedied as soon as possible after discovery. Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.

6.2. Fall arrest systems must be inspected by the user before and after every use and according to manufacturer specifications.

6.3. Any fall protection equipment subjected to a fall or impact load, will be removed from service immediately and turned into the Supervisor and/or Safety Officer.

6.4. The user will inspect anchors and mountings before each use for signs of damage.

**7. DEFINITIONS.**

*Anchorage* means a secure point of attachment for lifelines, lanyards, or deceleration devices.

*Body belt* means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

*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.

*Competent person* means a person who is capable of identifying hazardous or dangerous conditions in any personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

*Connector* means a device that is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system.

*Deceleration device* means any mechanism with a maximum length of 3.5 feet, such as a rope grab, ripstitch lanyard, tearing or deforming lanyards, self-retracting lifelines, etc. which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

*Energy shock absorber* means a device that limits shock-load forces on the body.

*Failure* means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

*Fall arrest system* means a system specifically designed to secure, suspend, or assist in retrieving a worker in or from a hazardous work area. The basic components of a fall arrest system include anchorage, anchorage connector, lanyard, shock absorber, harness, and self-locking snap hook.

*Free fall* means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

*Free fall distance* means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall (maximum of 6 feet). This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

*Hole* means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

*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.

*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 belt, or 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.

*Snaphook* means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

- The locking type with a self-closing, self-locking keeper that remains closed and locked until unlocked and pressed open for connection or disconnection; or
- The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positioning device systems is prohibited.

*Toeboard* means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

*Walking/Working surface* means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

*Warning line system* means 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 roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

*Work area* means that portion of a walking/working surface where job duties are being performed.

**8. LASERS.**

The following general requirements apply to all lasers used:

Only trained employees are allowed to operate lasers.

Employees should wear proper eye protection where there is a potential exposure to laser light greater than 0.005 watts (5 milliwatts).

Beam shutters or caps should be utilized, or the laser turned off when laser transmission is not actually required.

Lasers should be turned off if they are to be left unattended for a substantial period of time.

All attempts should be made to set up lasers at a height sufficient to reduce exposure to other works in the area & signs should be posted in areas where lasers are in use.

**9. POWDER ACTIVATED TOOLS**

Only trained employees should operate powder-actuated tools. Trained operators will carry valid authorization cards. Operators of powder-actuated tools will be trained in safe operation and specific to the tool being used. All powder-actuated tools will be inspected daily before use Any damaged or defective equipment should be removed from service and repaired prior to use.

The operator will inspect the condition of materials to be shot into, avoiding very hard/brittle materials, or hollow materials. Tools should not be loaded until immediately before use and if the work is interrupted the tool should be immediately unloaded. Loaded tools should not be left unattended. Loads should be kept in separate and secure metal containers and labeled "EXPLOSIVES – Authorized Personnel Only."

Do not leave empty cartridges on the floor. Pick up and discard appropriately. Spent loads and misfires should be placed in water containment for at least 24 hours prior to disposal. Signs will be posted in areas where powder-actuated tools are in use and promptly removed when no longer needed. In the event of misfires, the tool should be held against the work surface for 30 seconds before attempting another shot. Ensure that all people within (25') twenty-five feet of the operation are wearing appropriate eye protection and the operator is wearing eye, face, and hearing protection.

# Equipment, Tools, and Ground Fault Safety Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that hazards associated with tools and other cord and plug operated electrical equipment are evaluated and communicated to employees and appropriate protective measures for employees established. This program is intended to address the issues of evaluating and identifying tool selection and use deficiencies, evaluating the associated potential hazards, communicating information concerning these hazards, and minimizing the possibility of injury or harm. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926 Subpart I, Subpart K 1926.404 and OSHA 29 CFR 1910 Subparts O and P. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the proper training for the specific equipment and tools necessary for each job assignment.

**3. TRAINING REQUIREMENTS.**

Training will be conducted prior to job assignment. Metcon-TI will provide training to ensure that the grounding requirements, purpose, function, and proper use of equipment and tools to be used in the normal function of their jobs is understood by employees.

3.1. General. Under no circumstances will an employee operate a tools or equipment until they have successfully completed training. This includes all new operators or users of tools and equipment, regardless of claimed previous experience.

3.2. Training Content.

3.2.1. Grounding requirements for tools and associated site electrical equipment.

3.2.2. Types of equipment and tools appropriate for use.

3.2.3. Recognition of applicable electrical hazards associated with work to be completed.

3.2.4. Procedures for removal of equipment and/or tools from service.

3.2.5. Basic maintenance for equipment and tools.

3.3. Supervisors. Supervisors will identify all new employees in the employee orientation program and make arrangements to schedule classroom instruction for those employees identified as needing training.

3.4. Certification. Metcon-TI will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

3.5. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on as required basis or when the following conditions are met, whichever event occurs sooner.

3.5.1. Refresher will be provided for all authorized and affected employees whenever (and prior to) there being a change in their job assignments, a change in the type of tools used, or when a known hazard is added to the work environment.

3.5.2. Additional training will also be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of tools.

3.5.3. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

## 4. GENERAL REQUIREMENTS.

Metcon-TI is responsible for the safe condition of tools and equipment used by its employees. Tools and equipment that may be furnished by employees must be approved for use by Supervisors and will be included under this program. Supervisors will ensure that equipment utilized at each job site is maintained in a safe condition.

4.1. Employees will not remove guards, ground pins, or other safety devices from equipment, tools, or machinery.

4.2. Defective tools or equipment must be reported and/or turned into the Supervisor.

4.3. All tools and equipment will be operated in accordance with the specific safety rules and manufacturer's specifications.

4.4. Compliance with the guidelines of this program is mandatory and failure to comply with them will result in disciplinary action, up to and including discharge.

## 5. GROUND FAULT PROTECTION.

The following precautions will be taken by employees of this company to prevent injuries resulting from electrical equipment or tools.

5.1. Each supervisor will use **ground fault circuit interrupters (GFCI)** as the primary means of protection for employees from electrical (ground fault) hazards.

5.1.1. GFCI's. GFCI's will be used on all extension cords and portable tools. GFCI's will be installed at the outlet before inserting the tool or extension cord. All employees using GFCI's must test them prior to use.

5.1.2. Faulty GFCI's must be turned into the Supervisor for replacement.

5.2. The Safety Officer will be responsible to ensure that supervisors are informed if the use of an *assured equipment grounding conductor program* in addition to GFCI's will be required on any project. In the event that an assured equipment grounding program is necessary the following guidelines will be followed:

5.2.1. Tests to perform.

- Tested for continuity and shall be electrically continuous.
- Each receptacle and attachment cap or plug tested for correct attachment of the grounding conductor.
- Intervals. All required tests will be performed at a minimum of every 3 months.

5.2.2. Color Coding. A system of color coding will be used on all equipment tested, as follows:

| Month Tested | Tape Color |
|---|---|
| January-March | White |
| April-June | Green |
| July-September | Red |
| October-December | Orange |
| Repairs | Brown |

**6. EQUIPMENT/TOOL SELECTION.**

Supervisors will consider the following when selecting tools for use by employees:

6.1. Is the tool correct for the type of work to be performed?

6.2. Is the grounding terminal present on the plug or is the tool double insulated?

6.3. Are grounding terminals or grounding-type devices plugs defeated in any way?

6.4. Are conductors used as a grounded conductor identifiable and distinguishable from all other conductors?

6.5. Is each extension cord set and equipment connected by cord and plug visually inspected daily before use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage?

6.6. Is equipment found damaged or defective removed from service until repaired or replaced?

6.7. Are guards installed properly and in good condition?

**7. EQUIPMENT/TOOL PRECAUTIONS.**

The following precautions will be taken by employees of this company to prevent injury:

7.1. Power tools including hand tools will always be operated within their design limitations.

7.2. Proper PPE must be worn (safety glasses, gloves, etc.) during operation.

7.3. Tools will be stored in an appropriate dry location when not in use.

7.4. Tool work will only be conducted in well-illuminated locations.

7.5. Tools will not be carried by the cord or hose.

7.6. Cords or hoses will not be yanked to disconnect it from the receptacle.

7.7. Cords and hoses will be kept away from heat, oils, and sharp edges or any other source that could result in damage.

7.8. Tools will be disconnected when not in use, before servicing, and when changing accessories such as blades, bits, and cutters.

7.9. Observers will be kept at a safe distance at all times from the work area.

7.10. Work will be secured with clamps or a vice where possible to free both hands to operate tools.

7.11. To prevent accidental starting, employees should be continually aware not to hold the start button while carrying a plugged-in tool.

7.12. Tools will be maintained in a clean manner, and properly maintained in accordance with the manufacturer guidelines. Battery operated tools will be charged and stored securely.

7.13. Ensure that proper shoes are worn and that the work area is kept clean to maintain proper footing and good balance.

7.14. Ensure that proper apparel is worn. Loose clothing, ties, or jewelry can become caught in moving parts.

7.15. Tools that are damaged will be removed from service immediately and tagged "Do Not Use". They will be reported and turned over to the Supervisor or Safety Officer for repair or replacement.

7.16. All cracked saws will be removed from service.

## 8. INSPECTIONS AND RECORDKEEPING.

8.1. Machinery, tools, and equipment will be inspected regularly to ensure safety and serviceability. Supervisors inspect all machinery, equipment, cords, and accessories before every use.

8.2. Supervisors will also maintain records of inspections of machinery, tools, and equipment. Records will be kept in the main office. The Safety Officer will maintain records in employee safety files of individuals trained and certified for equipment and tools.

# Lockout/Tagout Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that all machinery and tasks meeting the criteria for lockout/tagout at our jobsites are evaluated. The purpose of this program is to provide guidelines and procedures for isolating all forms of energy from any source to prevent unexpected energizing or startup of equipment or release of stored energy, which can cause injury. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.147 and 29 CFR 1926.417. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

**3. TRAINING AND COMMUNICATION.**

Affected employees will receive training to ensure that they are aware of the hazards associated with equipment that is locked out and tagged. Authorized employees receive training that provides them the knowledge and skills they need to safely use and remove energy controls.

3.1. Training Content. The following training elements will be presented:

3.1.1. Recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

3.1.2. The purpose and use of the Metcon-TI Lockout/Tagout Program and energy control procedures.

3.1.3. All employees whose work operations are in an area where energy control procedures may be utilized, are instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out and tagged.

3.1.4. The importance of lockout tags being legible and securely attached to be effective.

3.2. Employee Retraining

3.2.1. Retraining is provided for all authorized and affected employees whenever there is a change in their job assignments, or a change in procedures.

3.2.2. Additional retraining is conducted whenever a periodic inspection reveals, or whenever there is a reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

3.3. Certification. Certification of employee training and re-training will be documented and kept current. The certification will contain each employee's name, date of training, and instructor signature and be maintained in the training file. Certification of authorized employees may include the issuance of a personal lock and key.

**4. SPECIFIC RESPONSIBILITIES.**

4.1. Affected employees. Employees whose job requires them to operate or use equipment on which servicing, or maintenance is being performed under lockout/tagout, or whose job requires them to work in an area where such servicing or maintenance is being performed, are responsible to:

4.1.1. Remember the purpose of lockout/tagout.

4.1.2. Recognize the identified and possible hazardous energy sources in their work area.

4.1.3. Comply with all requirements of the Metcon-TI lockout/tagout program.

4.1.4. Not attempt to start or energize equipment or systems that are locked out and tagged out.

4.2. Authorized Employees. Where individual employees of Metcon-TI are required to perform lockout/tagout or be involved in an operation where lockout/tagout is being performed the following guidelines will be followed. Designated Foremen, Supervisors, and other designated employees will receive the training necessary to ensure they have the skills required to safely implement lockout/tagout on equipment. These Authorized Employees are responsible to:

4.2.1. Understand that Tag Only systems are to be utilized only with extreme caution and must provide the same level of protection as locks.

4.2.2. Perform lockout/tagout procedure in accordance with this Program.

4.2.3. Coordinate with other authorized employees when using the procedures during multiple shifts and group lockouts (See Section 6)

4.2.4. Refer to equipment specifications to identify the type and magnitude of the energy that the machine or equipment utilizes in order to understand the hazards and control methods associated with the energy.

4.2.5. Perform periodic inspections of the lockout/tagout procedures in use.

4.2.6. Maintain any assigned individual locks, tags, and lockout devices issued and return the locks, tags, and lockout devices to the Safety Director or supervisor upon completion of the work.

4.3. Supervisors. Supervisors must do the following:

4.3.1. Be familiar with the contents of this program as well as other specific guidelines provided by host employers or prime contractors.

4.3.2. Ensure that Lockout/Tagout Procedures are followed by all employees performing tasks, which fall under the guidelines of this program.

4.3.3. Ensure that all employees performing Lockout/Tagout have been trained and have proof of training before allowing them to perform Lockout/Tagout operations.

4.4. Safety Officer. The Safety Officer is ultimately responsible to:

4.4.1. Ensure that all Metcon-TI personnel are aware of and understand the purpose of the Lockout/Tagout program.

4.4.2. Ensure that all personnel receive the appropriate training to protect them from the unexpected release of hazardous energy.

**5. WRITTEN ENERGY CONTROL (LOCKOUT/TAGOUT) PROCEDURES.**

Lockout/Tagout work performed on any certain equipment or in certain facilities may require a written energy control procedure (lockout/tagout procedure). An authorized employee must establish the energy control procedure prior to conducting the lockout/tagout work. The energy control procedure must be documented on a blank Energy Control Procedure form at the end of this program or other similar form. If necessary, the energy control procedure form can be modified to meet any special requirements for a specific task, however the completed procedure will usually include the following information:

5.1. A specific statement of the intend use of the procedure

5.2. Necessary steps for shutting down, isolating, blocking, and securing the equipment to control hazardous energy

5.3. Necessary steps for the placement, removal, and transfer of lockout devices and associated tags and the person responsible for these devices

5.4. Necessary requirements for testing the equipment to determine and verify the effectiveness of the lockout and tag, and other energy control measures

5.5. Necessary diagrams or schematics

**6. LOCKOUT/TAGOUT STEPS.**

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. Use these guidelines to ensure that the equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employees perform any servicing or maintenance where the unexpected start-up of the equipment or release of stored energy could cause

injury. Refer to Appendix A for a blank Energy Control Procedure form when conducting Lockout/Tagout.

6.1. Lockout/Tagout Steps

6.1.1. Notify all affected employees that servicing, or maintenance is required on a machine or equipment and that the equipment must be shut down and locked out to perform the activity.

6.1.2. Determine the type and magnitude of the energy used by the equipment, understand the hazards of the energy, and know the methods to control the energy.

6.1.3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

6.1.4. Apply the energy isolating device(s).

6.1.5. Lockout and tag the energy isolating device(s) with assigned lock(s) and tag(s).

6.1.6. Dissipate or restrain stored or residual energy (such as that in capacitors, springs, hydraulic systems, and air, gas, steam, or water pressure) by methods such as grounding, repositioning, blocking, or bleeding down.

6.1.7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the control, or by testing to make certain the equipment will not operate.

6.2. Restoring Equipment to Service. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken:

6.2.1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the equipment components are operationally intact.

6.2.2. Check the work area to ensure that all employees have been safely positioned or removed from the area.

6.2.3. Verify that the controls are in neutral, if applicable.

6.2.4. Remove the lockout devices and re-energize the machine or equipment.

6.2.5. Notify affected employees that the servicing or maintenance is completed, and the machine or equipment is ready for use.

**7. GROUP LOCKOUT/TAGOUT PROCEDURES.**

Whenever feasible group lockout/tagout procedures will require that each individual affix their assigned lock to the energy-isolating device. However, when this is not possible due to a large group or the design or location of the energy-isolating device then a group lockout/tagout procedure containing the following will be used:

7.1. One authorized employee designated by the appropriate supervisor with the primary responsibility for a defined number of other personnel working under the protection of a group lockout and tag.

7.2. A checklist with the name of all employees in the group and each individual's signature on the list identifying their presence before application of the lock and tag to the equipment. In addition, after the lockout work is completed and before removal of the group lock and tag from the equipment the responsible authorized employee will verify the presence of each individual in the group and each individual's signature on the checklist.

**8. LOCKOUT/TAGOUT DURING SHIFT OR PERSONNEL CHANGES.**

If a personnel or shift change is necessary, the following steps will ensure that the change occurs in an orderly fashion and that employee protection is maintained:

8.1. In the event of a personnel change, the arriving authorized employee's lock and tag will be applied before the departing authorized employee's lock and tag are removed.

8.2. In the event of a shift change, the lock and tag of at least one authorized employee on the arriving shift will be applied before any locks and tags of the departing shift are removed. The departing crew will inform the arriving crew of the status of the equipment and the work in progress. In the event that an employee has left the site without removing their lock and tag then the Supervisor in charge will make every attempt to contact the employee who locked out the equipment. If the employee cannot be reached the Supervisor will contact the Safety Officer before the individual's lock is cut and removed.

**9. TAGOUT ONLY PROCEDURES.**

Whenever feasible energy control procedures or lockout/tagout will be performed using both an energy isolating device with a lock affixed to it as well as an identifying tag. However, when this is not possible due to the design or location of the equipment a Tagout Only procedure will be used. All attempts will be made to avoid the use of a Tag Out only procedure. If a Tagout Only procedure is required, *Full Employee Protection* must be provided.

9.1. Full employee protection will be demonstrated by attaching the tagout device to the same location that the lockout device would have been attached and taking additional measures to ensure that the employee is working at a level of safety equivalent to that of using a lockout/tagout procedure. Additional safety measures include but are not limited to the following:

9.1.1. Removal of an isolating circuit element.

9.1.2. Blocking of a controlling switch.

9.1.3. Opening of an extra disconnecting device.

9.1.4. Removal of valve handles to reduce the likelihood of inadvertent energization.

**10. DEFINITIONS.**

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

*Authorized employee* is a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

*Capable of being locked out* means an energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

*Energized* means connected to an energy source or containing residual or stored energy.

*Energy isolating device* is a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

*Energy source* is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

*Hot tap* is a procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels, or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

*Lockout* is the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

*Lockout device* is a device that utilizes a positive means such as a lock, key type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

*Normal production operations* are the utilization of a machine or equipment to perform its intended production function.

*Servicing and/or maintenance* means workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
*Setting up*. Any work performed to prepare a machine or equipment to perform its normal production operation.

*Tagout* is the placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

*Tagout device* is a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

# Bloodborne Pathogens Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that the hazards associated with exposures to blood or other potentially infectious materials (OPIM) are evaluated and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulation 29 CFR 1910.1030, 29 CFR 1926.21(b)(2) and 1926.25. In addition, Metcon-TI will review and evaluate this program on an annual basis, when changes occur to the regulations, when operational changes occur that require a revision of this document, or when there is an accident or near miss that relates to this area of safety.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program, have access to this program, and have received basic awareness training before assignment to work.

**3. TRAINING REQUIREMENTS.**

All employees of Metcon-TI will receive basic awareness training to ensure they can recognize the hazards of Bloodborne pathogens. In addition, employees specifically covered by this program are trained at the time of initial assignment to tasks where occupational exposure is likely to occur, and every year thereafter.

3.1. Training will include:

3.1.1. The standard and its contents. Metcon-TI Bloodborne Pathogen Safety Program and methods for obtaining a copy.

3.1.2. The epidemiology and symptoms of Bloodborne diseases.

3.1.3. The modes of transmission of Bloodborne pathogens.

3.1.4. The recognition of tasks that may involve exposure.

3.1.5. The use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).

3.1.6. The types, basis of selection, use, location, removal, handling, decontamination, and disposal of PPE.

3.1.7. The Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.

3.1.8. The appropriate actions to take and persons to contact in an emergency involving blood or OPIM.

3.1.9. The procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.

3.1.10. The evaluation and follow-up required after an employee exposure incident.

3.1.11. The signs, labels, and color-coding systems.

3.2. Refresher training. The training content shall be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.2.1. Retraining shall be provided for all employees whenever there is a change in their job assignments, a change in machines, or equipment or processes that present a new hazard.

3.2.2. Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employees' knowledge.

3.3. Certification. Metcon-TI shall certify that employee re-training has been accomplished and is being kept up to date. The certification shall contain each employee's name, supervisor or instructor's name and dates of training.

**4. EXPOSURE DETERMINATION.**

4.1. Metcon-TI has determined that only employees who have been trained in CPR and First Aid Procedures have likelihood to have occupational exposure to blood or OPIM. This exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). In the event that additional employees are designated as having a high likelihood of occupational exposure to blood or OPIM the guidelines detailed in this program will be followed as necessary to ensure employee safety. The Safety Officer will ensure that all aspects of this program are enforced.

**5. ENGINEERING AND WORK PRACTICE CONTROLS.**

5.1. Engineering and work practice controls will be used to eliminate or minimize exposure to employees at this company. Where occupational exposure remains after institution of these controls, employees are required to wear personal protective equipment. The engineering controls will be evaluated at least annually to ensure they are effective. At Metcon-TI the following engineering controls are used:

5.2. Universal Precautions: All body fluids, tissues, or materials contaminated with blood and OPIM will be considered and treated as infectious.

5.3. Placing sharp items (e.g., needles, broken glass, sharp debris, etc.) in puncture-resistant, leak proof, labeled containers.

5.4. Specimens of blood such as rags, clothing, and bandages, or other potentially infectious materials must be put in leak proof bags for handling.

5.5. Removing soiled, or contaminated PPE as soon as possible.

5.6. Cleaning and disinfecting all equipment and work surfaces potentially contaminated with blood or OPIM. Note: We use a solution of I/4 cup chlorine bleach per gallon of water.

5.7. Thorough hand washing with soap and water immediately after providing care or provision of antiseptic towelettes or hand cleanser where handwashing facilities are not available.

5.8. Prohibition of eating, drinking, smoking, applying cosmetics, handling contact lenses, and so on in work areas where exposure to infectious materials may occur.

**6. HAND WASHING FACILITIES.**

Hand washing facilities are available to employees who have exposure to blood or OPIM. Sinks for washing hands after occupational exposure are near locations where exposure to bloodborne pathogens could occur.

6.1. When circumstances require hand washing and facilities are not available, either an antiseptic cleanser and paper towels or antiseptic toilettes are provided. Employees must then wash their hands with soap and water as soon as possible.

6.2. Supervisors make sure that employees wash their hands and any other contaminated skin after immediately removing personal protective gloves, or as soon as feasible with soap and water.

**7. WORK AREA RESTRICTIONS.**

7.1. In work areas where there is a reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or OPIM are present.

7.2. Mouth pipetting/suctioning of blood or OPIM is prohibited. All procedures involving blood or other potentially infectious materials will be conducted in a manner which will minimize splashing, spraying, spattering, and generation of droplets of blood or OPIM.

**8. PERSONAL PROTECTIVE EQUIPMENT.**

All PPE used at this facility is provided without cost to employees. PPE for employees designated as having a high likelihood of occupation exposure to blood or OPIM is chosen based on the anticipated exposure. The protective equipment is considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin,

eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used.

8.1. Employees must remove all garments, which are penetrated by blood immediately or as soon as possible.

8.2. They must remove all PPE before leaving the work area. When PPE is removed, employees place it in a designated container for disposal, storage, washing, or decontamination.

8.3. Gloves. Employees must wear gloves when they anticipate hand contact with blood, OPIM, non-intact skin, and mucous membranes, when handling or touching contaminated items or surfaces.

8.3.1. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are tom, punctured, or when their ability to function as a barrier is compromised.

8.3.2. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised.

8.3.3. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

8.3.4. Hypoallergenic gloves, glove liners, powerless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

8.4. Eye and Face Shields. Employees must wear masks in combination with eye protective devices, such as goggles or glasses with solid side shield, or chin length face shields, whenever splashes, splatter, or droplets of blood or OPIM may be generated and reasonably anticipated to contaminate eye, nose, or mouth.

**9. HOUSEKEEPING.**

9.1. All jobsites must remain clean and decontaminated at all times.

9.2. Sharp debris such as metal or glass must be placed in a proper container to avoid accidental lacerations.

9.3. Debris that may be contaminated will not be picked up directly with the hands.

9.4. Reusable sharps that are contaminated with blood or OPIM are not to be stored or processed in a manner that requires employees to reach by hand into the containers where the sharps have been placed.

**10. HANDLING REGULATED WASTES.**

When handling regulated wastes, other than contaminated needles and sharps, we make sure it is:

10.1. Placed in containers, which are closeable, constructed to contain all contents, and prevent fluid leaks during handling, storage, transportation, or shipping.

10.2. Labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Note: Disposal of all regulated waste is in accordance with applicable Federal, State, and Local regulations. The Safety Officer will be responsible for making arrangements to properly dispose of regulated wastes.

**11. RECORDKEEPING.**

11.1. Training records shall be maintained for three years from the date of training. The Safety Officer will ensure that medical records are maintained. Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

11.1.1. The name and social security number of the employee.

11.1.2. A copy of the employee's HBV vaccination status, including the dates of vaccination.

11.1.3. A copy of all results of examinations, medical testing, and follow-up procedures.

11.1.4. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

11.2. Availability. All employee records shall be made available to the employee in accordance with 29 CFR 1910.20. All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request. Medical records must have written consent of employee before released.

**12. HEPATITIS B VACCINATION PROGRAM.**

Metcon-TI offers the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure to Bloodborne pathogens, and post exposure follow-up to employees who have had an exposure incident.

12.1. Participation in a pre-screening program is not a prerequisite for receiving Hepatitis B vaccination. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination will be made available. All employees who decline the Hepatitis B vaccination offered must sign the OSHA-required waiver indicating their refusal.

12.2. If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses will be made available.

**13. POST-EXPOSURE EVALUATION AND FOLLOW-UP.**

All exposure incidents are reported, investigated, and documented. When the employee is exposed to blood or OPIM, the incident is reported to the Safety Officer. When an employee is exposed, he or she will receive a confidential medical evaluation and follow-up, including at least the following elements:

13.1. Documentation of the route of exposure, and the circumstances under which the exposure occurred.

13.2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.

13.3. The individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV or HIV, infectivity. If consent is not obtained, Management establishes that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.

13.4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

13.5. Results of the source individual's testing are made available to the exposed employee, and the employee is informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

13.6. Collection and testing of blood for HBV/HIV serological status will comply with the following:

13.6.1. The exposed employee's blood is collected as soon as possible and tested after consent is obtained.

13.6.2. The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

13.7. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up according to the OSHA standard.

13.8. The healthcare professional responsible for the employees' Hepatitis b vaccination is provided with the following:

13.8.1. A copy of 29 CFR 1910.1030.

13.8.2. A written description of the exposed employee's duties as they relate to the exposure incident-

13.8.3. Written documentation of the route of exposure and circumstances under which exposure occurred.

13.8.4. Results of the source individual blood testing, if available.

13.8.5. All medical records relevant to the appropriate treatment of the employee including vaccination status.

13.9. Metcon-TI obtains and provides the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

13.9.1. The healthcare professional's written opinion for HBV vaccination must be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

13.10. The healthcare professional's written opinion for post-exposure follow-up is limited to the following information:

13.10.1. A statement that the employee has been informed of the results of the evaluation.

13.10.2. A statement, that the employee has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and will not be included in the written report.

**14. LABELS AND SIGNS.**

Biohazard labels will be affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM, and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol is used. The label is fluorescent orange or orange-red. Red bags or containers may be substituted for labels. Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.

# Emergency Action Plan

**1. PROGRAM REQUIREMENTS.**

This plan is intended to address the issue of providing for the orderly evacuation of a jobsite during emergency situations. The main goal of any evacuation is the rapid, systematic removal of all persons from potentially hazardous areas to a safe muster point, to account for all employees after the evacuation, and to assure an all-clear of the evacuated area. Metcon-TI will review and evaluate this program on an annual basis, when changes occur to the regulation, or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Supervisors are required to ensure their employees are aware of the contents of this program and have received awareness training before assignment to work.

**3. EVACUATION NOTIFICATION**

3.1. Evacuation notification may be received in the form of alarms, sirens, strobe lights or verbal notifications depending on the location of the work. It is extremely important that Supervisors brief their employees on the type of evacuation notification they may receive at the beginning of every job.

3.2. Employees must remain attentive to all evacuation orders as they may include specific information such as:

3.2.1. The reason for the evacuation.

3.2.2. The area or areas involved in the evacuation.

3.2.3. Any area or areas to be avoided in the evacuation.

3.2.4. Any muster points that must be avoided.

**4. EMPLOYEE RESPONSIBILITY.**

4.1. All employees upon receipt of an evacuation order will exit the work area via the Nearest Unaffected Exit. They will proceed to the designated muster point for the area they were in at the time of the evacuation order, quickly and quietly. They will also, upon request, aid their supervisor in accounting for all employees or by being a runner.

4.2. Egress Routes. All employees will become familiar with the location of all posted egress (exit) routes of the facility or job site areas that they frequent and will know the primary and secondary egress routes of their work area.

4.3. Muster Points. All employees will become familiar with the muster points and will know the primary muster point of the facility or job site areas that they frequent and for their work area. **NO ONE WILL LEAVE A MUSTER POINT WITHOUT THE EXPRESS PERMISSION OF THE SUPERVISOR PRESENT.**

4.4. Severe Weather Safe Spots. All employees will become familiar with posted Severe Weather Safe Spots and will know the location of the nearest Severe Weather Safe Spot for the areas that they frequent and their work area. Upon the announcement of a "take-cover" order employees will proceed to the designated safe spot.

4.5. Arrival Actions. Upon arrival at a muster point, each employee will seek out the Supervisor present to assure that they have been accounted for. They will also, upon request, aid area supervisors or managers in taking roll.

4.6. Visitor Escorts. Each visitor at the facility or job site must be escorted at all times throughout the facility or job site by a company employee. The escort will ensure their visitor is escorted to a muster point or safe spot as required. Upon arrival at a muster point, the visitor's name will be forwarded to the employee in charge at the muster point.

**5. SUPERVISOR RESPONSIBILITY.**

5.1. If time permits, supervisors will determine what machines or processes should be shut down. Hazardous process shutdown will be done in accordance with established procedures.

5.2. Supervisors will assist employees in making a quick egress (exit) of the area and direct them to the assigned muster point.

5.3. Supervisors will assure all their employees are accounted for and will submit a list of any employees missing and/or additional persons located at their muster point to senior management and/or the responding fire department.

**6. VISITOR RESPONSIBILITY.**

6.1. Company Escorts. The evacuation of a visitor is the responsibility of the company escort. All visitors will be briefed that they must be escorted at all times in the facility by a company employee.

6.2. Muster Points. All visitors will be briefed prior to entering on the safety rules and regulations at the facility. Upon notification of an evacuation, the escort will ensure that they immediately exit the building or jobsite via the nearest exit, report to the nearest muster point, and give their name to the Supervisor in that muster area. **NO ONE WILL LEAVE MUSTER POINTS WITHOUT THE EXPRESS PERMISSION OF THE SUPERVISOR IN CHARGE.**

6.3. Severe Weather Safe Spots. Visitors will be escorted to the nearest Severe Weather Safe Spot upon notification to take-cover and give their name to the Supervisor present in the Safe Spot.

**7. CONTRACTOR/SUB-CONTRACTOR RESPONSIBILITY.**

7.1. The evacuation of an employee of a contractor is the responsibility of that contractor.

7.2. Muster Points. All contractor employees will be briefed by the contractor's management before entering the site, as part of any required OSHA training. Upon notification of an evacuation, they will immediately exit the building or jobsite via the nearest exit and report to the nearest muster point and give their name to the Supervisor present. **NO ONE WILL LEAVE MUSTER POINTS WITHOUT THE EXPRESS PERMISSION OF THE SUPERVISOR IN CHARGE.**

7.3. Severe Weather Safe Spots. All contractor employees will be briefed by the contractor's management before entering the site, as part of any required OSHA training, the location of severe weather safe spots in the event of an emergency. Upon notification to take-cover they will proceed to the nearest severe weather safe spot and give their name to the Supervisor present.

7.4. Temporary Work Structures. The evacuation of a temporary structure brought onto company property will be the responsibility of the contractor. Once evacuated, all personnel will report to the nearest muster point and give their name to the Supervisor present.

**8. PROCEDURES FOR FIRE & EXPLOSIONS.**

8.1. Upon notification of a fire or explosion all employees should evacuate the building or jobsite immediately in accordance with the posted evacuation routes and report to the assigned (or) nearest muster point or location designated at the time.

8.2. Supervisor Responsibilities. Supervisors will provide guidance and instructions as needed. Evacuation should be done in a calm and orderly manner. **NO ONE WILL LEAVE MUSTER POINTS WITHOUT THE EXPRESS PERMISSION OF THE SUPERVISOR IN CHARGE**.

8.3. Employee Responsibilities. Once you leave the building or jobsite, NEVER RE-ENTER until instructed to do so by management!

8.4. Difficulties in Evacuation. If smoke and/or heat conditions are encountered while evacuating, remember to stay low to the floor and exit by the nearest door or window. In the event of a major fire, evacuation may have to be delayed until the fire is actually put under control and/or extinguished. If this situation exists, remain calm and shield yourself from the fire. If you are unable to escape, stuff clothing, rags, etc., in or around all cracks to help keep the smoke from entering your location. It is most important to try and notify someone of your location. If the telephone is out of service, try to get someone's attention by yelling or making noises. ABOVE ALL, remain calm until help arrives.

**9. PROCEDURES FOR SEVERE WEATHER.**

9.1. Upon notification of impending severe weather, i.e., a Tornado Warning or severe Thunderstorm Warning, and where immediate danger poses a threat to the building or

jobsite, employees must report to a designated muster point in the building or at the jobsite.

9.2. Where no muster point has been designated or if you are unable to get to the severe weather muster point, locate a point inside the building away from chemicals, furnaces, piping, and windows or a low point outside of the immediate area.

9.3. Remain in the area until an all-clear announcement has been made.

**10. PROCEDURES TO RETURN TO WORK.**

10.1. Evacuation. After a survey of the facility or job site has been conducted by emergency responders, and/or personnel designated by management, the decision for return to work will be made. If the area is declared hazard-free personnel may return to work once the order is given. If hazards are detected personnel will be released to go home. **ALL PERSONNEL WILL REMAIN AT THE FACILITY OR JOBSITE, UNLESS OTHERWISE DIRECTED BY MANAGEMENT.**

10.2. Severe Weather. After the take-cover order, all personnel will proceed to their safe spot and remain there until the all-clear announcement is made. **ALL PERSONNEL WILL REMAIN AT THE FACILITY OR JOBSITE, UNLESS OTHERWISE DIRECTED BY MANAGEMENT.**

**11. SITE OR FACILITY SPECIFIC EMERGENCY ACTION PLAN REQUIREMENTS**

When required, Metcon-TI will update this plan or provide additional site or facility specific requirements. Specific requirements or other references may be listed in this section of the Emergency Action Plan.

# Injury and Illness Prevention Program

**1. PROGRAM REQUIREMENTS.**

The Division of Occupational Safety and Health of California (Cal-OSHA) requires every employer working in California to establish, implement, and maintain a written Injury and Illness Prevention Program (I2P2) and to maintain a copy at each worksite.

Metcon-TI has implemented this I2P2 in accordance with Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) which contains the requirements for establishing, implementing, and maintaining an effective written Injury and Illness Prevention Program (I2P2).

**2. INJURY AND ILLNESS PREVENTION PROGRAM**

As required, the eight elements of the Metcon-TI Injury and Illness Prevention Program (I2P2) are referenced below:

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Hazard Correction
6. Accident and Exposure Investigation
7. Training and Instruction
8. Recordkeeping of the Injury and Illness Prevention Program

The corresponding section explaining our policies or procedures is referenced along with each element in the sections that follow.

**3. RESPONSIBILITY**

Brad Brown is the administrator of this program and has the required authority and responsibility for implementing the provisions of this program for Metcon-TI. All managers and supervisors are responsible for implementing and maintaining the I2P2 in their work areas and for answering worker questions about the program. A copy of this I2P2 will be made available to employees from each manager and supervisor.

**4. COMPLIANCE**

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

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

4.1. Informing workers of the provisions of our I2P2

4.2. Evaluating the safety performance of all workers

4.3. Recognizing employees who perform safe and healthful work practices

4.4. Providing training to workers whose safety performance is deficient

4.5. Disciplining workers for failure to comply with safe and healthful work practices

**5. COMMUNICATION**

Metcon-TI communicates with employees about occupational safety and health in forms that are readily understandable to all and encourages all workers to inform their managers about workplace hazards without fear of reprisal. This communication is achieved using the following:

5.1. New worker orientation including a discussion of safety and health policies and procedures

5.2. Review of our Injury and Illness Prevention Program (I2P2)

5.3. Workplace safety and health training programs

5.4. Weekly scheduled safety meetings (Tailgate Training)

5.5. Posted or distributed safety information

**6. HAZARD ASSESSMENT**

Metcon-TI has implemented a program for hazard assessment in order to identify potential hazards within the company and our jobsites. Hazard assessments are completed by the Safety Officer or designated individual(s). Hazard assessments are completed:

6.1. As part of the implementation of this Injury and Illness Prevention Program (I2P2)

6.2. Using Job Safety Analysis (JSA) documenting hazards and controls required to perform tasks safely

6.3. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace

6.4. As part of our accident investigation and reporting process after occupational injuries and illnesses

6.5. When new, previously unidentified hazards are recognized

6.6. Whenever workplace conditions warrant an inspection

**7. HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards have been identified and addressed throughout the Safety Manual. In addition, hazards will be corrected as follows:

7.1. When observed or discovered during any hazard assessment method.

7.1.1. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

7.1.2. All such actions taken and dates they are completed shall be documented on the appropriate forms.

## 8. ACCIDENT AND EXPOSURE INVESTIGATION

Metcon-TI is committed to protecting employees from safety and health hazards in the workplace and requires that all incidents, injuries, and illnesses be immediately reported to management. Procedures for investigating workplace accidents and hazardous substance exposures include:

8.1. Interviewing injured or affected workers and witnesses

8.2. Examining the workplace for factors associated with the incident or exposure

8.3. Determining root cause of the incident or exposure

8.4. Taking corrective action to prevent the accident/exposure from reoccurring

8.5. Documenting the findings and corrective actions taken

## 9. TRAINING AND INSTRUCTION

9.1. Metcon-TI ensures that all employees, including managers and supervisors, have training and instruction on general and job-specific safety and health practices. Training and instruction are provided to employees:

9.1.1. As part of the implementation of this Injury and Illness Prevention Program (I2P2)

9.1.2. At the time of their initial assignment and as required thereafter

9.1.3. When workers are given new job assignments for which training has not been previously provided

9.1.4. Whenever new substances, processes, procedures, or equipment are introduced to the work that potentially present a new hazard

9.1.5. Whenever the employer is made aware of a new or previously unrecognized hazard

9.1.6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed

9.1.7. To all workers with respect to hazards specific to each employee's job assignment.

9.2. Training requirements are referenced throughout the Safety Manual for the specific hazards or processes to which employees of Metcon-TI may be exposed. Training content includes topics such as:

9.2.1. First aid procedures

9.2.2. Hazard communication

9.2.3. Blood borne pathogens

9.2.4. Personal Protective Equipment (PPE)

9.2.5. Ladder safety

9.2.6. Proper housekeeping

9.2.7. Equipment and tools

9.2.8. Lockout and tagout

9.2.9. Fall Protection

## 10. RECORDKEEPING OF THE INJURY AND ILLNESS PREVENTION PROGRAM

10.1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are documented, and recorded.

10.2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are documented and recorded.

10.3. All records and documentation, pertaining to this Injury and Illness Prevention Program (I2P2), will be maintained for at least one (1) year.

# Aerial Lift Safety Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that the hazards associated with working on or from elevated platforms such as aerial lifts are evaluated and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1926 Subpart L. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received proper fall protection and aerial lift training before working from aerial lifts.

**3. TRAINING REQUIREMENTS.**

Metcon-TI will provide training to ensure employees who perform work from Aerial Lifts will be trained to recognize the hazards associated with the type of lift being used and to understand the procedures to control or minimize those hazards. Supervisors will ensure that all employees have been trained prior to working from the lifts.

3.1. The training will include the following areas as applicable:

3.1.1. The nature of and the correct procedures for dealing with electrical hazards.

3.1.2. The proper use and operation of the lift, and the proper handling of materials on the lift.

3.1.3. The maximum intended load and the load-carrying capacities of the lifts used.

3.1.4. Any other pertinent requirements of the OSHA rules.

3.1.5. A description of fall hazards in the work area or job site.

3.1.6. Procedures for using fall prevention and protection systems.

3.1.7. Aerial Lift equipment limitations and specifications per the manufacturer.

3.1.8. Inspection and storage procedures for the equipment.

3.2. Refresher training. The training content shall be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.2.1. Retraining shall be provided for all employees whenever there is a change in their job assignments, a change in machines, or equipment or processes that present a new hazard.

3.2.2. Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employees' knowledge or use of aerial lifts.

3.3. Certification. Metcon-TI shall certify that employee re-training has been accomplished and is being kept up to date. The certification shall contain each employee's name, supervisor or instructor's name and dates of training.

**4. FALLING OBJECT PROTECTION.**

All employees must wear hardhats when working from aerial lifts. This is our primary protection from falling objects. Additionally, Supervisors will ensure:

4.1. All guardrail systems are installed with openings small enough to prevent passage of potential falling objects.

4.2. Tools, materials, or equipment are prevented from inadvertently falling from aerial lifts.

**5. FALL PROTECTION.**

Our fall protection plan follows OSHA requirements, which depend on the type of lift that is used. In general, employees must inspect the guardrails to ensure they are not damaged or loose before moving or raising the lift. In addition, employees must secure the entry gate, guardrail, or safety chain on the lift before moving or raising the lift. Unless otherwise stated by the manufacturer, a body harness shall be worn, and a properly adjusted lanyard attached to the boom or basket when working from all extensible boom platforms and articulating boom platforms to ensure the employee remains safely inside the lift. Unless required by the Safety Officer, Prime or General Contractor, or Manufacturer, a harness and lanyard need not be worn on a vertical tower (scissor) lift; this is the only exception.

**6. AERIAL LIFT SAFETY.**

Anytime aerial lifts, including: (1) extensible boom platforms, (2) aerial ladders, (3) articulating boom platforms, (4) vertical towers (scissor lifts), or (5) a combination of any such devices, are used to elevate employees to jobsites above ground, the following safety rules will apply.

6.1. No employee shall operate any type of lift unless properly trained in the operation and inspection before operation of aerial lifts, and the employee must carry proof of training on him at all times while operation of the lift takes place.

6.2. All lifts shall be inspected before each shift to determine that such lift is in safe working condition. Check lift controls for proper functioning, tire pressure (if the lift has inflated tires), make sure the lift has no leaks of any fluids, and make sure the operator's manual is on the lift at all times during operation.

6.3. Unless otherwise stated by the manufacturer, a body harness shall be worn, and a properly adjusted lanyard attached to the boom or basket when working from all extensible boom platforms and articulating boom platforms to ensure the employee remains safely inside the lift. Unless required by the Safety Officer, Prime or General Contractor, or Manufacturer a harness and lanyard need not be worn on a vertical tower (scissor) lift; this is the only exception.

6.3.1. The point of connection must be constructed to withstand 5000 pounds of its intended weight. Most aerial lifts have this connection built in (check the operator's manual for location of this anchorage point). Do not tie-off to an adjacent pole, structure, or equipment while working from an aerial lift. All employees shall stand firmly on the floor of the basket or platform and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

6.4. Aerial lift trucks shall not be moved when the boom is elevated in a working position with the worker(s) in the basket, except for equipment which in specifically designed for this type of operation.

6.5. No aerial lifts this company uses will be "field modified" for uses other than those intended by the manufacturer.

6.6. Employees must ensure that aerial lifts including any conductive equipment used by the employee in the lift is stationed a minimum of 10 feet away from electrical power lines.

6.7. Ladder Trucks and Tower Trucks. Aerial ladders must be secured in the lower traveling position by the locking device on top of the truck cab, and the manually operated device at the base of the ladder before the truck is moved for highway travel.

# Back Safety Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI has implemented this program intended to address the issues of evaluating and identifying back injury hazards, evaluating engineering controls, work practices, administrative controls, and establishing appropriate procedures. This program will be maintained in accordance with OSHA Regulations 29 CFR 1926 and 1910. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and maintain a copy of the program at the jobsite, provide their subordinates with the necessary personal protective equipment, and notify the Safety Officer if there is a potential hazard.

**3. TRAINING REQUIREMENTS.**

All affected employees will receive awareness training that will describe the basic hazards of lifting and common lifting techniques. Prior to job assignment, Metcon-TI will provide training to ensure that the hazards associated with predestinated job skills are understood by employees and that the knowledge and skills required for the safe application and usage of workplace procedures and equipment, are acquired by employees.

Each affected employee will receive training in the recognition of back injury hazards involved with a particular job, and the methods and means necessary for safe work.

3.1. Training course content will cover, at a minimum, the following:

- 3.1.1. Back hazards associated with the job
- 3.1.2. Lifting techniques
- 3.1.3. Potential health effects of back injury
- 3.1.4. Back injury precautions
- 3.1.5. Proper use of protective clothing and equipment
- 3.1.6. Use of engineering controls

3.2. Refresher training. The training content shall be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.2.1. Retraining shall be provided for all employees whenever there is a change in their job assignments, a change in machines, or equipment or processes that present a new hazard.

3.2.2. Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employees' knowledge.

3.3. Certification. Metcon-TI shall certify that employee re-training has been accomplished and is being kept up to date. The certification shall contain each employee's name, supervisor or instructor's name and dates of training.

## 4. HAZARD PREVENTION AND CONTROL

4.1. Job Hazard Analysis. When necessary, job hazard analysis will be performed at the beginning of new jobs. Supervisors will be trained to look for potential back injury risks. This analysis will help to verify risk factors and to determine if risk factors for a work position have been reduced or eliminated as much as possible.

4.2. Engineering Solutions. Metcon-TI understands that engineering solutions, where feasible, are the preferred method of control for lifting hazards. The focus of this program is to make the job fit the person, not to make the person fit the job. This is accomplished whenever possible by redesigning the workstation, work methods, or tool(s) to reduce the demands of the job, including high force, repetitive motion, and awkward postures.

4.3. Administrative Controls. Company administrative controls will be used to reduce the duration, frequency, and severity of exposures to lifting hazards, which can cause back injury. Examples of administrative controls include the following:

4.3.1. Reducing the amount of exposure per employee by such means as decreasing production demand and limiting overtime work.

4.3.2. Providing rest pauses to relieve fatigued muscles. The length of time needed depends on the task.

4.3.3. Increasing the number of employees assigned to a task to alleviate severe conditions, especially in lifting heavy objects.

4.3.4. Using job rotation with caution and as a preventive measure, not as a response to symptoms. The principle of job rotation is to alleviate physical fatigue and stress of a particular set of muscles rotating employees among other jobs that use different muscles. Providing sufficient numbers of standby/relief, personnel to compensate for foreseeable upset conditions on the line (e.g., loss of workers).

4.3.5. Implementing job enlargement. Having employees perform broader functions which reduce the stress on specific muscle groups while performing individual tasks.

4.4. Safe Lifting Techniques. First, use a pushcart or other material-handling device. Second, ask a co-worker for help if no device is available. If you must lift alone here are some tips:

4.4.1. Before starting to lift or carry anything, check your entire walkway to make sure your footing will be solid.

4.4.2. Your shoes should give you good balance, support, and traction.

4.4.3. Keep loads as close to your body as possible.

4.5. The following situations show basic lifting techniques to avoid injury.

4.5.1. Lifting or lowering from a high place

4.5.1.1. Stand on a platform instead of a ladder

4.5.1.2. Lift the load in smaller pieces, if possible

4.5.1.3. Slide the load as close to yourself as possible before lifting

4.5.1.4. Grip firmly and slide it down

4.5.1.5. Get help when you need it to avoid injury

4.5.2. Lifting from awkward places

4.5.2.1. Get as close to the load as possible

4.5.2.2. Keep back straight, stomach muscles tight

4.5.2.3. Push buttocks out behind you

4.5.2.4. Bend your knees

4.5.2.5. Use leg, stomach, and buttock muscles to lift -- not your back

4.5.3. Lifting drums, barrels, and cylinders

4.5.3.1. Use mechanical assists

4.5.3.2. Be aware that loads can shift

4.5.3.3. Get help if load is too heavy

4.5.4. Awkward objects

4.5.4.1. Bend your knees with feet spread

4.5.4.2. Grip the top outside and bottom inside corners

4.5.4.3. Use your legs to lift, keeping back straight

4.5.5. Shoveling

4.5.5.1. Make sure your grip and balance are solid

4.5.5.2. Tighten your abdomen as you lift

4.5.5.3. Keep the shovel close to your body

4.5.5.4. Use the strength of your thigh muscles to bring you to an upright position

4.5.5.5. Increase your leverage by keeping your bottom hand low and toward the blade

4.5.6. General safety tips

4.5.6.1. Don’t lift objects over your head

4.5.6.2. Don’t twist your body when lifting or setting an object down

4.5.6.3. Don’t reach over an obstacle to lift a load

# Confined Space Entry Program

**1. PROGRAM REQUIREMENTS.**

This Program is intended to address the issues of evaluating potential confined space hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. Metcon-TI will review and evaluate this program on an annual basis, or when changes occur to 29 CFR 1910.146 or 1926 Subpart AA – Confined Spaces in Construction, that prompt revision of this document, or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the confined space entry or awareness training before working in any areas where confined spaces exist. Supervisors will ensure that Atmospheric Testing or Monitoring Data is available for review by all Attendants and Entrants during the confined space work. Subcontractors will be required to provide a written Confined Space Entry program that describes the subcontractor's policies and procedures when they will be working in confined spaces.

**3. SPECIFIC RESPONSIBILITIES.**

3.1. Safety Officer. The company Safety Officer will be responsible to ensure that all subcontractors performing confined space entry work have submitted a copy of their written confined space entry program and copies of documentation of training prior to beginning work. In addition, the Safety Officer will ensure that Metcon-TI employees required to perform work in confined spaces are informed of any specific/special procedures required for work at a Prime/General Contractor site.

3.2. Supervisors. Company Supervisors are responsible to identify any confined spaces or potential confined spaces before assignment of employees to any work. Supervisors will notify the Safety Officer immediately if there is any doubt as to the designation of a work area as a confined space.

3.3. Entry Supervisors are responsible for all personnel who enter or work in confined spaces. In addition, they will do the following:

3.3.1. Knowledge of Hazards/Exposure Conditions. The entry supervisor will know and understand the unique hazards and exposure conditions associated with each confined space and be aware of the effects of the exposure conditions.

3.3.2. Confined Space Entry Permit. The entry supervisor will ensure that the Confined Space Entry Permit is completed and must sign it before anyone enters a confined space.

3.3.3. Authority Assigned. Entry supervisor can authorize entry into designated confined spaces. The entry supervisor can also deny entry, terminate entry, remove unauthorized personnel, and cancel the permit at any point during the procedure.

3.3.4. Lock-out/Tag-out. Before anyone enters a confined space Lock-out/Tag-out procedure must be performed in accordance with the Metcon-TI Lock-out/Tag-out Program to ensure equipment is properly isolated.

3.3.5. Pre-entry Conditions. The entry supervisor will ensure that the pre-entry conditions are acceptable, and that conditions do not deteriorate during the entry. The entry supervisor will perform pre-entry review activities for confined spaces and discuss with entrants the potential hazards, the appropriate safeguards, and the personal protective equipment required.

3.3.6. Rescue Services Coordination/Notification. The entry supervisor will ensure that rescue services have been coordinated and notified of the pending entry.

3.3.7. Rescue Alarm and Communication System. The entry supervisor will functionally test the rescue alarm and communication system, verifying normal operation.

3.3.8. Maximum Residence Time. Based on work being performed, determine the maximum residence time for personnel in the confined space. The maximum continuous residence time should not exceed two hours per entrant.

3.3.9. Training Verification. Verify that each person who participates in any confined space entry has been trained.

3.3.10. Responsibility Transfer During Entry/Shift Change. When a transfer of responsibility occurs during an entry, the new entry supervisor will verify the entry conditions and initial the entry permit. During a shift change, the new entry supervisor will complete a new permit.

3.3.11. Emergency Medical Information. The entry supervisor will have access to safety data sheets (SDS) or equivalent information for use by all confined-space entry personnel and will furnish the information to medical facilities that treat any exposed or injured member of the entry team.

3.3.12. Stationing Attendants. The entry supervisor will station an attendant at each permit-required confined space and ensure that an attendant serves for the duration of the permit.

3.4. Attendant(s) is responsible to do the following:

3.4.1. Knowledge of Hazards/Exposure Conditions. Attendants will read and sign the entry permit, state their understanding of the unique hazards and exposure conditions in the confined space to the entry supervisor, and be aware of the effects of the exposure conditions.

3.4.2. Entry Conditions/Permit. The attendant will participate in the process of verifying entry conditions and will sign the permit.

3.4.3. Service & Duty. An attendant will serve for the duration of the permit. The attendant will remain at his/her post and not leave for any reason, except self-preservation, unless replaced by an equally qualified individual while entry continues.

3.4.4. Continuous Communication. The attendant will maintain continuous communication with all entrants by voice, radio, telephone, visual observation, or any other equally effective means.

3.4.5. Monitoring Conditions. The attendant will:

3.4.5.1. Monitor conditions inside and outside of the confined space and determine whether or not it is safe for the entrants to remain in the confined space.

3.4.5.2. Perform field-testing of equipment before each use in accordance with the manufacturer's recommendations for that equipment to ensure that it functions properly.

3.4.5.3. Perform the tests indicated on the confined-space entry permit, including any additional tests that may be necessary. Record the results on the confined-space entry permit.

3.4.5.4. Ensure that the confined-space monitoring procedures test for atmospheric contaminants that are representative of all areas of confined spaces.

3.4.6. Authority. The attendant will have the authority to order entrants to exit the space and perform a non-entry retrieval at the first indication of an increased exposure condition, an unexpected hazard/exposure condition, equipment malfunction, any unusual conduct by the entrants which could indicate a toxic reaction, or a situation occurring outside the confined space that could pose a hazard to the entrants.

3.4.7. Procedure for Emergency Assistance. The attendant will know the procedure and have the means to summon immediate emergency assistance.

3.4.8. Unauthorized Personnel. The attendant will keep all personnel not listed on the permit out of the area designated for confined space entry.

3.4.9. Lock-out/Tag-out. Before anyone enters a confined space Lock-out/Tag-out procedures must be performed in accordance with the Metcon-TI Lock-out/Tag-out Program to ensure equipment is properly isolated.

3.5. Entrant. Individuals who work in confined spaces shall do the following before entering:

3.5.1. Knowledge of Hazards/Exposure Conditions. Entrants will read and sign the entry permit, state their understanding of the unique hazards and exposure conditions in the confined space to the entry supervisor, and be aware of the effects of the exposure conditions.

3.5.2. Continuous Communication. The entrant will maintain continuous communication with the attendant at the point of entry by voice, radio, telephone, visual observation, or any other equally effective means.

3.5.3. Use of Equipment. Entrants will know how to properly use all necessary entry and personal protective equipment.

3.5.4. Emergency Exits. Entrants will exit the confined space immediately when the attendant or entry supervisor orders an evacuation, or they perceive warning signs or symptoms due to exposure.

3.5.5. Lockout/Tagout. Before anyone enters a confined space Lockout/Tagout procedures must be performed in accordance with Metcon-TI Lockout/Tagout Program to ensure equipment is properly isolated.

3.6. Emergency Rescue Services. Metcon-TI will provide rescue service throughout the duration of the entry. The rescue service will be capable of performing appropriate rescue measures. The designated Attendant and Entry Supervisor will be responsible to notify the rescue service in the event that rescue, or non-entry retrieval is being performed.

3.6.1. Rescue services will be given an opportunity to examine the entry site, practice rescue if necessary and decline as appropriate. The rescue service will be qualified to perform rescue as required in the OSHA Regulation.

3.6.2. Response Time. A four-minute time limit on retrieving an entrant incapacitated by oxygen deficiency should be the goal of any rescue plan.

3.6.3. First Objective. The first objective of the rescue team is non-entry rescue (retrieval) and assistance. If this is not feasible the attendant will notify the rescue service team.

3.6.4. Lock-out/Tag-out. Before anyone enters a confined space Lock-out/Tag-out procedures must be performed in accordance with the Metcon-TI Lock-out/Tag-out Program to ensure equipment is properly isolated.

## 4. TRAINING REQUIREMENTS.

4.1. Awareness Training.

4.1.1. All Metcon-TI employees receive awareness training that will cover what a confined space is, what the hazards of confined spaces are, and identification of all confined spaces within the facility.

4.2. Entry Training.

4.2.1. Entry training will be provided to Entry Supervisors, Authorized Attendants, and Authorized Entrants to ensure that they acquire the knowledge and skills necessary for safe entry into confined spaces.

4.2.2. Entry training will be provided before an employee is required to perform work in a confined space, before there is a change in assigned duties, whenever there is a change in permit space operations that presents a hazard to which employees have not previously been trained, and whenever there are deviations or inadequacies in permit space entry procedures.

4.2.3. All entry teams will be trained in confined space entry according to this document.

4.3. Type and Frequency of Training.

4.3.1. Classroom. All entry teams will receive academic training annually.

4.3.2. Entry Drill. All entry teams will receive entry procedure drill training annually.

4.4. Training Requirements.

4.4.1. Entry Permit. All entry teams will be taught how to complete the entry permit.

4.4.2. Hazard/Exposure Condition Requirements.

4.4.2.1. Atmospheric. All entry teams will be taught that even though human senses may be unable to detect an exposure conditions, breathing the atmosphere could be fatal. Only proper testing can be relied on to determine that the atmosphere is breathable. Warning characteristics of exposure such as odor, taste, feel, and symptoms caused by exposure, some of which may show up as long as 72 hours after exposure will be covered.

4.4.2.2. Lock-out/Tag-out. All entry teams will be trained in lock-out/tag-out procedures according to the Metcon-TI Lock-out/Tag-out Program.

4.4.3. Improper Entrance. Attendants will receive training concerning the importance of not entering a confined space unless they are properly equipped and relieved of their duties by another qualified attendant. Attendants who make improper entries into confined spaces will very likely fall victim to the associated hazards.

4.4.4. Ventilation. All entry teams will be trained to ensure that the confined space has been adequately purged prior to entry, and that adequate ventilation is maintained.

4.4.5. Atmospheric Testing. Pre-entry testing of confined space atmospheres will be explained and demonstrated to all entry teams. Testing assures that adequate environmental controls are in place before entry.

4.4.6. Oxygen Enriched Environment. All entry teams will be trained in the hazards associated with working in an oxygen-enriched environment. Enriched oxygen levels present serious safety hazards because an entrant's clothing and hair may become extremely flammable due to excess oxygen, and absorbed oxygen desorbs slowly.

4.4.7. Respiratory Protective Equipment. All entry teams will be trained and certified in the use of respiratory protective equipment in accordance with 29 CFR 1910.134.

4.4.8. Personal Protective Equipment. All entry teams will be trained in the proper use of all applicable personal protective equipment (PPE) for eyes, face, head, body, and extremity protection. Training will include recognition of signs of equipment failure.

4.4.9. Physical Protective Equipment. All entry teams will be trained in the proper use of harnesses, hoists, fall arrestors, ropes, and rigging necessary to safely enter confined spaces.

4.4.10. Communication Equipment. All entry teams will be trained in the proper use of the communications equipment for people in a confined space, and communications equipment for summoning external emergency services.

4.4.11. Evacuation of a Confined Space. All entry teams will be taught the importance of immediate evacuation to a non-hazardous atmosphere to prevent serious or permanent injury. In order to minimize or prevent injury to themselves, they will leave the confined space/area for a safe atmosphere immediately on being ordered to do so, or when they recognize any sign of reaction to an exposure condition. Training seminars should address hazards inside and outside the confined space.

4.4.12. CPR/First Aid. Attendants will be required to complete CPR/First Aid training and be current before participating in a Confined Space Entry.

4.5. Documentation. The successful completion of training for all confined space entry personnel will be documented and made available for inspection for up to 3 years, minimum. The certification will include employee name, trainer signature/initials, dates of training. Certification is available to employees and their authorized representative.

## 5. HAZARDS MOST COMMON TO CONFINED SPACES.

5.1. Hazardous Atmosphere.

5.1.1. Oxygen-deficient. Normal air contains approximately 20.9% oxygen; oxygen levels should remain between 19.5% and 23.5% within confined spaces. An atmosphere is defined as oxygen deficient if it contains less than 19.5% oxygen. The oxygen level in a confined space can decrease because of work being done, such as welding, cutting, or brazing or it can be decreased by certain chemical reactions. Total displacement of oxygen by another gas, such as carbon dioxide, will result in unconsciousness, followed by death.

- Atmospheric tests must be performed in the following order: oxygen deficiency, flammability, and toxicity.

5.1.2. Oxygen-enriched. Enriched oxygen atmospheres are defined as containing greater than 23.5% oxygen. These atmospheres may cause flammable materials, such as clothing to burn violently when ignited.

5.1.3. Flammable vapors and airborne combustible dust. An atmosphere which contains flammable gases, vapors, or mists in excess of 10% of their lower flammable limit (LFL) or airborne combustible dust which meets or exceeds its LFL has a greater potential for fire or explosion.

5.1.4. Toxic gases and vapors. Serious injury or death may result when the atmosphere contains even low concentrations of toxic gases (e.g., hydrogen sulfide, sulfur dioxide, or nitrogen dioxide).

5.1.5. Other. Any other atmospheric condition that is immediately dangerous to life or health (IDLH).

5.2. Electrical/Mechanical Hazards.

5.2.1. Injury can occur from the moving parts of equipment that is inadvertently activated or from electrical shock from energized circuits.

5.3. Physical Hazards.

5.3.1. Injury can occur from physical hazards such as engulfment, falling objects, heat/cold stress, noise, and physical limitations of the employee, slipping, or falling.

## 6. GENERAL CONTROLS FOR CONFINED SPACE ENTRY.

6.1. Pre-Planning.

6.1.1. Entry will not be permitted into a confined space until all precautions noted on the permit have been taken. All spaces will be considered permit spaces until the pre-entry procedures demonstrate otherwise. Entry supervisors (i.e., the person who signs the permit and authorizes entry into a confined space) will brief entrants, supervisors, and team members on their responsibilities and the hazards and controls for safe entry.

6.1.2. Every effort will be made to avoid the need to enter a confined space. If possible, confined spaces will be cleaned and ventilated before entry.

6.2. Non-Permit Required Confined Spaces (Non-Permit Spaces). The following activities will be performed in order to ensure safe entry into non-permit spaces:

6.2.1. Where appropriate, barricades will be utilized to ensure that inadvertent entry into a confined space does not occur. In addition, barricades will be used to ensure that entrants are protected from hazards of falling objects or other external hazards.

6.2.2. Electrical equipment (e.g., ground fault circuit interrupters (GFCI) on power hand tools and other electrical equipment) will be properly grounded and bonded.

6.2.3. In general, proposed activities must not introduce hazards to the area thereby converting it into a permit required confined space.

6.2.4. If unexpected hazards arise, all employees within a confined space must immediately exit the space. Re-entry will not occur until a re-evaluation of the space is made to determine if it must be re-classified as a permit required confined space.

6.3. Permit Required Confined Spaces (Permit Spaces). In addition to those requirements for non-permit spaces, the following requirements are applicable to permit spaces:

6.3.1. All equipment at the confined space site will be set up and ready for entry before the issuance of the entry permit and actual entry.

6.3.2. A written permit will be completed, and all applicable items annotated, marked, and checked. The Entry supervisor is responsible for ensuring that all items have been completed and signed.

6.3.3. Mechanical ventilation for actual or potential atmospheric hazards will be available or initiated where applicable.

6.3.4. Tests of the atmosphere before and during entry into a confined space will be performed by a trained person.

6.3.5. An attendant(s) will be stationed at the entry point of the confined space and communication with entrants in confined spaces will be utilized. Attendants will be allowed to monitor only one entry at any given time.

6.3.6. A rescue service will be readily available throughout the duration of the entry that is capable on entering the confined space.

6.3.7. The proper personal protective equipment (PPE), as deemed necessary will be worn. The Entry Supervisor will ensure that PPE is appropriate and compatible with the permit space environment.

6.3.8. A harness retrieval system, unless it increases the risk of entry or will not contribute to rescue, will be utilized to assist with non-entry retrieval.

6.4. Controlling Ignition Sources.

6.4.1. All ignition sources are prohibited in confined spaces. Where operations such as welding or cutting equipment are required, a hot work permit must be obtained. When open flames must be used in confined spaces, additional precautions will be taken to ensure adequate ventilation. Where electrical hot work must be performed, it must be done in accordance with the Metcon-TI Electrical Safety (Hot Work) Program.

6.4.2. Isolating the Area.

6.4.2.1. Isolation is the process whereby a permit required confined space is removed from service and protected from the release of energy and material into that space.

6.4.2.2. Before anyone enters a confined space lock-out/tag-out procedures must be performed in accordance with Metcon-TI's Lock-out/Tag-out Program to ensure equipment is properly isolated.

6.5. Purging and Ventilating Confined Spaces.

6.5.1. Where a confined space contains sludge or other residue, tests positive for combustible or toxic elements, or indicates an oxygen deficiency or enrichment, the space must be purged with fresh air. In addition, positive ventilation will be provided both before and throughout entry into the space.

6.5.2. Residue will be removed using proper flushing techniques. Where appropriate, the space will be flushed with water or steam to ensure proper cleaning. All personnel must wear suitable PPE.

6.5.3. A continuous supply of fresh air (oxygen levels between 19.5% and 23.5%) will be provided in the work area before and while personnel are working in the confined space. Care must be taken to place the inlet upwind and away from the confined space and any other potential contaminant (e.g., vehicle exhaust).

6.5.4. The atmosphere must be re-tested for any hazard(s) in question upon completing the purging and ventilating procedures.

6.5.5. Subsequent tests will be continuously performed for oxygen deficiency, flammability, and/or toxicity during entry into the confined space or at intervals frequent enough to ensure a safe atmosphere.

6.6. Testing and Monitoring the Work Environment.

6.6.1. Tests for oxygen deficiency or enrichment, flammability, and toxicity must be conducted by a trained individual. These tests must be performed before entry, continuously during entry, or at intervals frequent enough to ensure a safe atmosphere.

6.6.2. Atmospheric tests must be performed in the following order: oxygen deficiency, flammability, and toxicity. Some flammability test instruments require an adequate amount of oxygen to work properly. Use of sampling lines or containers is required to avoid exposure to personnel during the initial testing operations. It is also important to ensure that sampling is representative of the total atmosphere in the space (e.g., sample at different levels within a deep tank).

6.6.3. Oxygen concentration must be maintained between 19.5 and 23.5 percent.

6.6.4. If a confined space is vacated for more than one hour before the job is completed, the air shall be re-tested to ensure that conditions have not changed since the original entry.

6.6.5. Authorized Entrants and Attendants or their representatives will have the opportunity to request that the confined space be re-tested or re-evaluated during the course of the entry.

6.7. Completing Entry Permits.

6.7.1. A Confined Space-Entry Permit (see Appendix to this program) is required before entering a high-hazard confined space. The Entry Supervisor will complete the permit.

6.7.2. Once the Entry Supervisor has signed the permit, it should be posted in an easily visible location. The entry supervisor's signature on the permit is verification that the space is safe to enter. The Entry Supervisor must ensure that all appropriate information is provided on the permit, tests specified on the permit are conducted, and that all procedures and equipment specified on the permit are in place to permit safe entry into the confined space. In addition, the Entry supervisor must ensure that rescue services are available throughout the duration of the entry.

6.7.3. The Entry supervisor terminates permits upon completion of work, if conditions change, or at the end of one work shift. Entry permits will only be used for the duration of one work shift unless otherwise noted on the permit. Permits will be retained in the site’s Safety Officer's office and by the Safety Manger.

6.7.4. Upon the termination of a confined space permit, the Entry supervisor will contact the Safety Officer to conduct a debriefing. The Entry supervisor will provide information on hazards encountered during the entry and hazards created by the work in the confined space.

6.8. Termination of Entry. Where any condition is develops that requires the termination of the entry such as an un-authorized entry, an unforeseen hazard or the creation of an additional hazard, an injury, or near miss the Attendant will ensure that the Entry Supervisor is notified immediately. The Entry Supervisor will ensure that all adverse conditions have been resolved and that the Entry Permit has been amended to address

any additional hazards; if necessary, the Entry Supervisor will initiate a new Entry Permit before authorizing entry.

**7. ENTRY AND RESCUE EQUIPMENT.**

7.1. Electrical. Ground-fault circuit interrupters will be used in the power supplies of portable electric equipment and with any portable tools and extension cords.

7.2. Personal Protective Equipment. Personal protective equipment for predicted exposures will be issued. Examples of such equipment are rubber gloves, face masks, goggles, and ear plugs.

7.3. Respiratory Protection.

7.3.1. All respirators will be NIOSH approved. Respiratory protection will be worn in accordance with the Metcon-TI Respiratory Protection Program. Potentially acceptable Types include:

7.3.1.1. Dust and Mist Respirators

7.3.1.2. Supplied-Air Respirators: All supplied-air respirators will be either positive-pressure or continuous-flow types attached by hose to Grade D, certified breathing air cylinders. An escape pack, with a cylinder of breathing air, will also be worn with supplied- air respirators. The cylinder will contain a 5-minute supply of Grade D breathing air, minimum.

7.3.1.3. Self-Contained Breathing Apparatus (SCBA): SCBAs will have cylinders containing Grade D breathing air with a rated capacity of 30 minutes, minimum.

7.4. Ventilation. Ventilation will be provided by using a high-speed fan or blower to supply fresh air to a confined space. The volumetric flow rate and pressure will be specified to meet or exceed the maximum calculated requirements for air exchange in the confined space. (Section 5)

7.5. Air Sampling.

7.5.1. Oxygen/LEL Percent Analyzer. A portable, continuous-monitoring, oxygen and flammable-vapor analyzer is required. It will be intrinsically safe and equipped with an audible alarm set at oxygen parameters at 19.5 – 23.5% and 10% LEL. Atmospheric tests must be performed in the following order: oxygen deficiency, flammability, and toxicity. Readings from fixed %LEL indicators or measuring devices are not acceptable for confined space entry. (See Section 5)

7.5.2. Direct Reading Toxic Gas Vapor Analyzer. A portable toxic gas/vapor analyzer such as a detector-tube instrument will be used when required.

7.6. Physical Protective Equipment.

7.6.1. Such equipment includes mechanical devices for lowering and raising the entrant, mounting devices, anchor points, full body harnesses and retrieval lines, and communication systems and alarms.

7.6.2. Mechanical Device for Lowering and Raising the Entrant. Such a device, a rope/pulley system for example, will be designed to prevent free fall by using a ratchet, or equivalent device, and a brake. The retrieval line must remain taut to keep the entrant from falling while being lowered into the confined space.

Note: Metcon-TI will provide factory-terminated ropes and rigging for normal entries.

7.6.3. Mounting Device or Anchor Point. A mounting device or anchor point can be a tripod, wall-mounted bracket, or an existing overhead beam to which the retrieval line can be attached. All installations will be mounted, or be positioned, outside the confined space so the attendant can retrieve the worker without entering the space. Equipment-Lifting and personnel-lifting apparatus will not be fastened to the same mounting device or anchor point.

7.6.4. Full Body Harness and Retrieval Lines.

7.6.4.1. Entrants will wear a full body harness for vertical entries over five feet. A full body harness is required; safety belts are not acceptable. The harness rings for attachment to the retrieval line should be located for maximum safety and comfort of the entrant.

7.6.4.2. Wristlets will be used for horizontal entries into confined spaces and may be considered in lieu of the body harness where the size of the confined space opening does not allow for a harness.

7.6.4.3. Retrieval lines, used for lowering or raising the entrant, will be attached to an anchor point outside the permit space in such a manner that retrieval can begin as soon as the attendant becomes aware of any problem.

7.6.5. Communication systems between the attendant and the entrant are of primary consideration. Line of sight between the attendant and the entrant will be maintained at all times when portable communication devices are not utilized. A two-way radio and/or telephone must be immediately available to the attendant for emergency situations. The attendant will not leave the point of entry to go for assistance unless relieved by another qualified attendant. The attendant will not in any case, enter the confined space.

7.6.6. Alarm: The alarm may be a portable gas operated horn, a battery-operated alarm, or other device capable of immediately summoning the onsite third-party rescue team.

## 8. CONTRACTOR OPERATIONS AND MULTI-EMPLOYER JOBS

The Entry Supervisor will ensure that operations are coordinated where multiple trades, or employers are working in the same Confined Space as employees of Metcon-TI. The Entry Supervisor will meet with the other Entry Supervisor(s) to ensure that no additional hazards are created by the other employees and that our work will not adversely affect the other company employees. Where subcontractors are used to perform confined space work Metcon-TI will ensure the subcontractors confined space program must meet or exceed the requirements of this program.

**9. DEFINITIONS.**

*%LFL (percent Lower Flammable Limit)* is the ratio of the vapor concentration relative to the LFL concentration for a specific solvent or gas. See "Lower Flammable Limit"

*Acceptable entry conditions* are the conditions that must exist in a permit space to allow entry and ensure that employees involved with a high-hazard confined space entry can safely enter into and work within the space.

*Air, Breathing* is the air that is free of contaminants and conforms to ANSI Type 1, Grade D (A-1151)

*Atmosphere, acutely toxic* is an atmospheric concentration of any substance which may result in employee exposure in excess of an OSHA Permissible Exposure Limit (PEL) or other exposure limit such as a Threshold Limit Value (TLV) which is capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness. Refer to safety data sheets (SDSs) for specific chemical.

*Atmosphere, chronically toxic* is an atmospheric concentration of any substance which may result in employee exposure above the PEL or TL V which would cause injury or illness upon repeated or prolonged exposure. Refer to the SDS or contact Industrial Hygiene.

*Atmosphere, inert* is an inert atmosphere exists when the atmosphere of a confined space is non- combustible, non-explosive and chemically non-reactive because of a deficiency of oxygen; it will not support life.

*Attendant* is an individual stationed outside one or more permit spaces to monitor authorized entrants. He/she performs all attendants' duties assigned in the employer's permit space program.

*Authorized Entrant* is an employee authorized by the employer to enter a permit space.

*Blanking or Blinding* is the absolute closure of a pipe, line, or duct by fastening a solid plate (e.g., A spectacle blind or skillet blind) that completely covers the bore and is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

*Burn Permit* is the employer's written authorization to perform operations capable of providing a source of ignition (e.g., riveting, welding, cutting, burning, and heating).

*Confined Space*
1. Is a space large enough and so configured that an employee can bodily enter and perform assigned work, and

2. Has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry), and

3. Is not designed for continuous employee occupancy.

Below are examples of confined spaces that may exist:

- Storm drain pipes
- Sewers
- Vaults
- Storage tank
- Utility pipelines
- Manholes
- Large vacuum vessels
- Transformer tanks

*Confined Space Program* (permit required confined space program) is the overall program for controlling and, where appropriate, protecting employees from permit space hazards and for regulating employee entry into permit spaces.

*Controlling Contractor* is the employer that has overall responsibility for construction at the worksite. Note: If the controlling contractor owns or manages the property, then it is both a controlling employer and a host employer.

*Double block and bleed* is the closure of a line, duct, or pipe by closing and locking or tagging two in-Iine valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

*Egress, limited* is any configuration, which makes it difficult for an entrant to exit quickly, such as hatch location (ceiling, floor, wall) which requires ladders and hoists, interior construction (low overhead, crawl spaces, ductwork, closure devices which may be difficult to use), changing conditions (web paths or threadups, scrap buildup, open or closed doors).

*Emergency* is any occurrence (including any failure of hazard control or monitoring of equipment) or internal or external event to the permit space that could endanger entrants.

*Engulfment* is the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the

respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

*Entry* is the action by which a person passes through an opening into a high-hazard confined space. Entry includes conducting work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

*Entry Permit* is the written or printed document that is provided by the employer to allow and control entry into a permit space.

*Entry Supervisor* is the person (e.g., The employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present in a permit space where entry is planned, authorizing entry and overseeing entry operations, terminating entry. The duties of the entry supervisor may be passed from one individual to another during an entry operation if proper communication is observed.

*Hazard* is a possible source of danger with the potential for personal injury.

*Hazardous Atmosphere* is an atmosphere that may expose employees to the risk of death, incapacitation, impairment of the ability to self-rescue (i.e., Escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

- Flammable gas, vapor, or mist exceeding 10% of its lower flammable limit (LFL).
- Airborne combustible dust at a concentration that meets or exceeds its LFL.
    - NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 ft or less.
- Atmospheric oxygen concentration below 19.5% or above 23.5%. Atmospheric concentration of any substance for which a dose or permissible exposures limit is published in a DOE-mandated health and safety standard.
    - NOTE: An atmospheric concentration of any substance that is noticeable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.
- Any other atmospheric condition that is immediately dangerous to life or health. Other sources of information (e.g., Material safety data sheets that comply with the Hazard Communication Standard, 29 CFR 1910.1200, published information, and internal documents,) can provide guidance on establishing acceptable atmospheric conditions for air contaminants that OSHA has not yet determined a dose or the permissible exposure limit.

*Immediately Dangerous to Life or Health* refers to any condition that poses an immediate or delayed threat to life, or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a permit space. NOTE: Some materials (e.g., Hydrogen fluoride gas and cadmium vapor) may produce immediate transient

effects that, even if severe, may pass without medical attention but are followed by sudden, possibly fatal, collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until he/she collapses. Such materials in hazardous quantities are considered "immediately" dangerous to life or health.

*Inerting* is displacement of the atmosphere in a permit space by a noncombustible gas (e.g., Nitrogen) to such an extent that the resulting atmosphere is noncombustible. NOTE: This procedure produces an oxygen-deficient atmosphere that is immediately dangerous to life or health.

10.

*Isolation* is the process by which a permit space is removed from service and completely protected against the release of energy and material into that space by means such as

- Blanking or blinding
- Misaligning or removing sections of lines, pipes, or duct
- Using a double-block-and-bleed system
- Locking or tagging out all sources of energy
- Blocking or disconnecting all mechanical linkages

*Liquid, Flammable* a class I liquid, which is a liquid having a flash point below 100oF (37.8°C) and having a vapor pressure not exceeding 40 psi at 100°F. Class I liquids are subdivided into three classes: Class IA, Class IB, and Class IC. See NFPA 30.

*Maximum Residence* Time is the maximum amount of time an entry team is allowed to work within the confined space.

*NIOSH* is the National Institute for Occupational Safety and Health which was formed in 1971 to conduct research, develop educational and training resources, and develop criteria for recommended standards in the area of occupational safety and health. NIOSH is part of the Centers for Disease Control (CDC), and the Public Health Service under the Department of Health and Human Services in the executive branch of the U.S. Federal Government.

*Non-Permit Required Confined Space* is a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

*Oxygen-Deficient Atmosphere* is an atmosphere containing less than 19.5% oxygen by volume. Lower Flammable Limit (LFL) -For combustible liquids, LFL is the minimum concentration of vapor in air, which will propagate a flame if ignited. Each flammable or combustible liquid has a range of concentration of its vapor in air within which it will bum or explode. Concentrations below the LFL are too lean to burn or explode, and those above the upper flammable limit (UFL) are too rich to burn or explode. Expressed in percentage by volume of vapor in air, the point at which a fire or explosion potential begins to exist is

100%LFL. See "%LFL." Also referred to as Lower Explosive Limit (LEL) or Upper Explosive Limit (UEL).

*Oxygen-Enriched Atmosphere* is an atmosphere containing more than 23.5% oxygen by volume.

*PEL (Permissible Exposure Unit), OSHA* is the legal exposure limits established in U.S. Government regulations.

*Permit-Required Confined Space* is a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential to engulf an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section.
- Contains any other recognized serious safety or health hazard.

*Rescue Service* are personnel designated to enter confined spaces to rescue employees from permit spaces.

*Retrieval System* is the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

# Electrical Safety (Hot Work) Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that work practices performed on or in proximity to electrical equipment/energy sources are evaluated to determine if proper safety precautions are instituted and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910 Subpart S and 1926 Subpart K. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the proper electrical safety training specific for their job, location, or type of work before working in any areas where electrical hazards exist.

**3. TRAINING REQUIREMENTS.**

3.1. Employees to be trained. Training will be conducted for employees who face a risk of electric shock that is not reduced to a safe level by the existing source. At a minimum, all employees of Metcon-TI will receive basic awareness training that describes the hazards of electricity and importance of reporting.

3.2. Employee job specific training (unqualified). Employees who are classified as "unqualified" (i.e., those not permitted to work on or near exposed energized parts) persons will also be trained in and familiar with any electrically related safety practices inherent to their jobs which are necessary for their safety.

3.3. Employee job specific training (qualified). Employees who are classified as "qualified" (i.e., those permitted to work on or near exposed energized parts) persons will be trained in and familiar with the safety-related work practices that pertain to their respective job assignments. Qualified persons will, at a minimum, be trained in and familiar with the following:

3.3.1. The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.

3.3.2. The skills and techniques necessary to determine the nominal voltage of exposed live parts.

3.3.3. The clearance distances specified in 29 CFR 1910.333(c) and the corresponding voltages to which the qualified person will be exposed.

3.3.4. The hazards of electricity and the types of injuries resulting from exposure to electrical energy.

3.3.5. Control of hazardous energy, in accordance with the Metcon-TI Lockout/Tagout Program.

3.3.6. CPR and First Aid.

3.4. Type of training. The training required by this program will be a combination of the classroom training as well as on-the-job training under the supervision of an experienced Qualified Employee. The degree of training provided will be determined by the evaluated risk to the employee.

3.5. Initial Training. Each employee designated to perform work as a Qualified Employee will receive training as described in this program initially upon hire and/or before being assigned any electrical hot work.

3.6. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.6.1. Retraining will be provided for all qualified employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the electrical hot work procedures.

3.6.2. Additional retraining will also be conducted whenever Metcon-TI has reason to believe that there are deviations from or inadequacies in the employee's knowledge of known hazards or use of the electrical hot work procedures. The retraining will reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

3.7. Certification. This employer will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

**4. HAZARD EVALUATION.**

Supervisors will be responsible to evaluate all jobsites and work areas to determine where risk from electrical hazards exists. Supervisors will ensure that all employees working at jobsites and work areas that present electrical risks are properly trained and that the following procedures be taken to inform them of the potential hazards.

4.1. Employee notification. Metcon-TI will inform exposed employees, by posting danger signs, conducting awareness training, and by any other equally effective means, of the

existence and location of and the danger posed by electrical hazard areas. A sign reading "DANGER ELECTRICAL HAZARD, AUTHORIZED PERSONNEL ONLY" or similar language in accordance with 29 CFR 1910.145 will be used to satisfy the requirement for untrained employee/visitor notification.

4.2. Alerting techniques. The following alerting techniques will be used to warn and protect employees from hazards which could cause injury due to electric shock, burns, or failure of electric equipment parts:

4.2.1. Safety signs and tags. Safety signs, safety symbols, or accident prevention tags will be used where necessary to warn employees about electrical hazards which may endanger them, as required by 29 CFR 1910.145.

4.2.2. Barricades. Barricades will be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas exposing employees to uninsulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard.

4.2.3. Attendants. If signs and barricades do not provide sufficient warning and protection from electrical hazards, an attendant will be stationed to warn and protect employees.

**5. SAFETY-RELATED WORK PRACTICES.**

Supervisors will ensure use of standardized safety-related work practices to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts. This will be done whenever work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices will be consistent with the nature and extent of the associated electrical hazards.

5.1. Deenergized parts. Live parts to which an employee may be exposed will be deenergized before the employee works on or near them unless it can be demonstrated that deenergizing introduces additional or increased hazards or is unfeasible due to equipment design or operational limitations. Live parts that operate at less than 50 volts to ground need not be deenergized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

NOTE 1: Examples of increased or additional hazards include interruption of life support equipment, deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, or removal of illumination for an area.

NOTE 2: Examples of work that may be performed on or near energized circuit parts because of unfeasibility due to equipment design or operational limitations include testing of electric circuits that can only be performed with the circuit energized and work on circuits that form an integral part of a continuous industrial process in a plant that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment.

5.2. Lockout/Tagout. While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts will be locked out or tagged or both in accordance with the requirements of Metcon-TI's lock-out/tag-out procedures program.

5.3. Energized parts. If the exposed live parts are not deenergized, supervisors will ensure that other safety-related work practices are used to protect employees who may be exposed to the electrical hazards involved. Such work practices will protect employees against contact with energized circuit parts directly with any part of their body or indirectly through some other conductive object. The work practices that are used will be suitable for the conditions under which the work is to be performed and for the voltage level of the exposed electric conductors, circuit parts, or materials. Only Qualified Employees may work on electric circuit parts or equipment that have not been deenergized.

5.4. Overhead lines. If work is to be performed near overhead lines, the lines will be deenergized and grounded, or other protective measures will be provided before work is started. If the lines are to be deenergized, arrangements will be made with the person or organization that operates or controls the electric circuits involved to deenergize and ground them. If protective measures, such as guarding, isolating, or insulating are provided, these precautions will prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

5.4.1. Unqualified employees. When an unqualified employee is working in an elevated position near overhead lines, the location will be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

- For voltages to ground 50kV or below--10 ft. (305 cm).
- For voltages to ground over 50kV--10 ft. (305 cm) plus 4 in. (10 cm) for every 10kV over 50kV.

5.5. Qualified persons. When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in Table S-5 (29 CFR 1910.333) unless:

5.5.1. The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed).

5.5.2. The energized part is insulated both from all other conductive objects at a different potential and from the person.

5.5.3. The person is insulated from all conductive objects at a potential different from that of the energized part.

**Table S-5 (29 CFR 1910.333)**

**Approach Distances for Qualified Employees--Alternating Current**

| Voltage range (phase to phase) | Minimum approach distance |
|---|---|
| 300V and less | Avoid contact |
| Over 300V, not over 750V | 1 ft. 0 in. (30.5 cm). |
| Over 750V, not over 2kV | 1 ft. 6 in. (46 cm). |
| Over 2kV, not over 15kV | 2 ft. 0 in. (61 cm). |
| Over 15kV, not over 37kV | 3 ft. 0 in. (91 cm). |
| Over 37kV, not over 87.5kV | 3 ft. 6 in. (107 cm). |
| Over 87.5kV, not over 121kV | 4 ft. 0 in. (122 cm). |
| Over 121kV, not over 140kV | 4 ft. 6 in. (137 cm). |

5.6. Illumination.

5.6.1. Supervisors will ensure that employees do not enter spaces containing exposed energized parts unless illumination is provided that enables the employees to perform the work safely.

5.6.2. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts. Employees may not reach blindly into areas which may contain energized parts. Additionally, unless known otherwise the space will be evaluated to determine if it meets the criteria for designation as a confined space. The company confined space program will be implemented to manage the entry.

5.7. Confined or enclosed workspaces. When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, this employer will provide, and the employee will use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like will be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts. Additionally, unless known otherwise the space will be evaluated to determine if it meets the criteria for designation as a confined space. The company confined space program will be implemented to manage the entry.

5.8. Conductive materials and equipment. Conductive materials and equipment that are in contact with any part of an employee's body will be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. Supervisors will ensure pre-written safety procedures are in place, and that all employees are trained when long dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, are used. Other protective measures (such as the use of insulation, guarding, and material handling techniques) will considered and used to minimize the hazard.

5.9. Portable ladders. Portable ladders will have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.

5.10. Conductive apparel. Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts.

5.11. Interlocks. Only a qualified employee may defeat an electrical safety interlock, and then only temporarily while he or she is working on the equipment. The interlock system will be returned to its operable condition when this work is completed.

**6. ELECTRICAL HOT WORK PERMITS.**

Before any electrical hot work performed by qualified employees is conducted an electrical hot work permit must be issued. Supervisors will be familiar with the specific procedures for completing hot work permits for each facility or jobsite that will include electrical hot work. The Safety Officer will be responsible to ensure Supervisors are advised of any special procedures or requirements before authorizing electrical hot work to be performed.

**7. SAFEGUARDS FOR PERSONNEL PROTECTION.**

7.1. Use of protective equipment.
Personal protective equipment. Employees working in areas where there are potential electrical hazards will be provided with, and will use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.

7.2. Protective equipment will be maintained in a safe, reliable condition and will be periodically inspected or tested, as required by 29 CFR 1910.137.

7.3. Gloves used to perform electrical hot work will be tested every 6 months to ensure the serviceability and protection of the employee. The type of gloves to be worn will be a combination of a rubber insert and leather outer glove.

7.4. Employees will wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts.

7.5. Employees will wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.

7.6. General protective equipment and tools.

7.6.1. When working near exposed energized conductors or circuit parts, each employee will use insulated tools or handling equipment if the tools or handling equipment might make contact with such conductors or parts.

7.6.2. Fuse handling equipment, insulated for the circuit voltage, will be used to remove, or install fuses when the fuse terminals are energized.

7.6.3. Ropes and handlines used near exposed energized parts will be nonconductive.

7.6.4. Protective shields, protective barriers, or insulating materials will be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts which might be accidentally contacted or where dangerous electric heating or arcing might occur.

7.7. Test instruments and equipment.

7.7.1. Use. Only qualified employees may perform testing work on electric circuits or equipment.

7.7.2. Visual inspection. Test instruments and equipment and all associated test leads, cables, power cords, probes, and connectors will be visually inspected for external defects and damage before the equipment is used. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item will be removed from service and turned into the supervisor or Safety Officer.

7.7.3. Rating of equipment. Test instruments and equipment and their accessories will be rated for the circuits and equipment to which they will be connected and will be designed for the environment in which they will be used.

**8. DEFINITIONS.**

*Accepted*. An installation is "accepted" if it has been inspected and found by a nationally recognized testing laboratory to conform to specified plans or to procedures of applicable codes.

*Approved for the purpose* means approved for a specific purpose, environment, or application described in a particular standard requirement. Suitability of equipment or materials for a specific purpose, environment or application may be determined by a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation as part of its listing and labeling program. (See "Labeled" or "Listed.")

*Bonding* means the permanent joining of metallic parts to form an electrically conductive path which will assure electrical continuity and the capacity to conduct safely any current likely to be imposed.

*Branch circuit* means the circuit conductors between the final overcurrent device protecting the circuit and the outlet(s).

*Cabinet* is an enclosure designed either for surface or flush mounting, and provided with a frame, mat, or trim in which a swinging door or doors are or may be hung.

*Certified*. Equipment is "certified" if it:

- Has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards or to be safe for use in a specified manner, or

- Is of a kind whose production is periodically inspected by a nationally recognized testing laboratory, and
- It bears a label, tag, or other record of certification.

*Circuit breaker*.

- (600 volts nominal, or less). A device designed to open and close a circuit by nonautomatic means and to open the circuit automatically on a predetermined overcurrent without injury to itself when properly applied within its rating.
- (Over 600 volts, nominal). A switching device capable of making, carrying, and breaking currents under normal circuit conditions, and also making, carrying for a specified time, and breaking currents under specified abnormal circuit conditions, such as those of short circuit.

*Conductor*.

- Bare. A conductor having no covering or electrical insulation whatsoever.
- Covered. A conductor encased within material of composition or thickness that is not recognized as electrical insulation.
- Insulated. A conductor encased within material of composition and thickness that is recognized as electrical insulation.

*Dead front* means without live parts exposed to a person on the operating side of the equipment.

*Disconnecting means* is a device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

*Disconnecting (or Isolating) switch* (Over 600 volts, nominal.) is a mechanical switching device used for isolating a circuit or equipment from a source of power.

*Electrical Hot Work* is work performed on exposed energized electrical parts and equipment.

*Enclosed* means surrounded by a case, housing, fence, or walls which will prevent persons from accidentally contacting energized parts.

*Enclosure* is the case or housing of apparatus, or the fence or walls surrounding an installation to prevent personnel from accidentally contacting energized parts, or to protect the equipment from physical damage.

*Equipment* is a general term including material, fittings, devices, appliances, fixtures, apparatus, and the like, used as a part of, or in connection with, an electrical installation. Equipment grounding conductor. See "Grounding conductor, equipment."

*Exposed*, as applied to live parts, means capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to parts not suitably guarded, isolated, or insulated. (See "Accessible." and "Concealed.")

*Exposed*, as applied to wiring methods, means on, or attached to the surface or behind panels designed to allow access. [See "Accessible. (As applied to wiring methods.)"]

*Exposed* (for the purposes of 29 CFR 1910.308(e), Communications systems) is where the circuit is in such a position that in case of failure of supports or insulation, contact with another circuit may result.

*Fuse* (over 600 volts, nominal) is an overcurrent protective device with a circuit opening fusible part that is heated and severed by the passage of overcurrent through it. A fuse comprises all the parts that form a unit capable of performing the prescribed functions. It may or may not be the complete device necessary to connect it into an electrical circuit.

*Ground* is a conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth, or to some conducting body that serves in place of the earth.

*Grounded* means connected to earth or to some conducting body that serves in place of the earth.

*Ground-fault circuit-interrupter* is a device whose function is to interrupt the electric circuit to the load when a fault current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

*Guarded* means covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers, casings, barriers, rails, screens, mats, or platforms to remove the likelihood of approach to a point of danger or contact by persons or objects.

*Isolated* means not readily accessible to persons unless special means for access are used.

*Labeled*. Equipment is labeled if there is attached to it a label, symbol, or other identifying mark of a nationally recognized testing laboratory which, (a) makes periodic inspections of the production of such equipment, and (b) whose labeling indicates compliance with nationally recognized standards or tests to determine safe use in a specified manner.

*Qualified person* is a person familiar with the construction and operation of the equipment and the hazards involved.

- Note 1: Whether an employee is considered to be a "qualified person" will depend upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but

"unqualified" as to other equipment. (See 29 CFR 1910.332(b)(3) for training requirements that specifically apply to qualified persons.)

- Note 2: An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

*Readily accessible* means capable of being reached quickly for operation, renewal, or inspections, without requiring those to whom ready access is requisite to climb over or remove obstacles or to resort to portable ladders, chairs, etc. (See "Accessible.)

*Receptacle* is a contact device installed at the outlet for the connection of a single attachment plug. A single receptacle is a single contact device with no other contact device on the same yoke. A multiple receptacle is a single device containing two or more receptacles.

*Ventilated* means provided with a means to permit circulation of air sufficient to remove an excess of heat, fumes, or vapors.

*Voltage* (of a circuit) is the greatest root-mean-square (effective) difference of potential between any two conductors of the circuit concerned.

*Voltage, nominal* means the nominal value assigned to a circuit or system for the purpose of conveniently designating its voltage class (as 120/240, 480Y/277, 600, etc.). The actual voltage at which a circuit operates can vary from the nominal within a range that permits satisfactory operation of equipment.

*Voltage to ground means*, for grounded circuits, the voltage between the given conductor and that point or conductor of the circuit that is grounded, for ungrounded circuits, the greatest voltage between the given conductor and any other conductor of the circuit.

# Excavation and Trenching Safety Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that hazards associated with work performed in or around trench and excavations are evaluated and communicated to employees and appropriate protective measures for employees established. Preventing work-place injuries, communicating information concerning these hazards, and minimizing the possibility of injury or harm to our employees is the principal purpose of this document. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926 Subpart P. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the proper training.

**3. TRAINING REQUIREMENTS.**

Metcon-TI will provide training to all employees to ensure that the hazards associated with work in or around trenches and excavations is understood and that safe work procedures are followed.

3.1. Competent Persons. Metcon-TI will ensure that proper training in the OSHA Regulation and other applicable standards is provided to all individuals designated as competent persons under this program.

3.2. Certification. Metcon-TI will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name, dates of training, topic discussed, and instructor's name.

**4. GENERAL REQUIREMENTS.**

The following general requirements will be followed at all Metcon-TI jobsites:

4.1. There will be at any excavation site a competently trained person who is capable of identifying existing and predictable hazards and who will have the authority to take prompt corrective action to eliminate them on the site. This individual will be able to identify soil classifications and protective systems (shoring, bracing, and piling) to be used in accordance with OSHA Trenching Standards found in 29 CFR 1926.652.

4.2. Trenches more than 5 feet deep will be shored, laid back to a stable slope, or provided with other equivalent protection where employees may be exposed to moving ground or cave-ins. Trenches less than 5 feet in depth also will be protected when examination of the ground indicates hazardous ground movement may be expected. A competent

person will be present to determine the safe angle of incline necessary to ensure employee safety.

4.3. Bracing or shoring of trenches will be carried along with the excavation.

4.4. Cross braces or trench jacks will be in true horizontal position, secured to prevent sliding, falling, or kick-outs.

4.5. Portable trench boxes, sliding trench boxes, or shield will be designed, constructed, and maintained in a manner to provide protection equal to or greater than the sheathing and shoring required for the situation.

4.6. Ladders used as access ways will extend from the bottom of the trench to not less than 3 feet above the surface. Lateral travel to an exit ladder will not exceed 25 feet.

4.7. Backfilling and removal of trench supports should progress together from the bottom of the trench. Jacks or braces will be released slowly, and, in unstable soil, ropes will be sued to pull out the jacks or braces from above after personnel have cleared the trench.

4.8. Aluminum hydraulic shoring will be installed in accordance with the manufacturer's recommendations.

4.9. All employees working in a trench or excavation will wear a hardhat and safety glasses.

4.10. Spoil Piles will be kept at no less than 2 feet from the edge of the excavation.

**5. ACCESS AND EGRESS FROM EXCAVATIONS.**

Means of egress from trench excavations (less than 20 ft. deep). A stairway, ladder, ramp, or other safe means of egress will be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.

**6. PROTECTION OF EMPLOYEES IN EXCAVATIONS.**

6.1. Each employee in an excavation will be protected from cave-ins by an adequately designed protective system except when:

6.1.1. Excavations are made entirely in stable rock; or

6.1.2. Excavations are less than 5 feet (1.52 m) in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

6.2. Protective systems will have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

**7. SURFACE ENCUMBRANCES AND UNDERGROUND INSTALLATIONS SAFETY GUIDELINES.**

All surface encumbrances that are located so as to create a hazard to employees will be removed or supported, as necessary, to safeguard employees. The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, will be determined prior to opening an excavation. Metcon-TI recognizes

that certain clients require these procedures to be followed on trenches as shallow as 6". The following procedures are designed to provide employees of this company with a system for protection and safe conditions while working in a trenching or excavation environment.

7.1. Establish the locations of all underground and overhead utilities and services before beginning trenching or excavation operations.

7.2. Contact utility and service companies to include municipal owned and advise them prior to the start of all actual excavation. No exceptions.

7.3. Utility companies or owners will be:

7.3.1. Advised of the proposed work, and

7.3.2. Asked to establish the location of the utility underground installations prior to the start of actual excavation and provide advice concerning surface encumbrances.

7.4. When excavation operations approach the estimated location of underground installations, the exact location of the installations will be determined by safe and acceptable means where this determination is unclear the owning utility will be contacted for assistance.

7.5. While any excavation is open, underground installations will be protected, supported, or removed as necessary to safeguard employees.

**8. PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION.**

Employees will not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline systems.

8.1. All excavations will be inspected after any rainfall or other hazard producing occurrence to determine if any change to the soils capacity to resist the force has occurred.

8.2. Water removal equipment (pumps and hoses) used to control or prevent water from accumulating will be monitored by a competent person to ensure proper operation.

8.3. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches or dikes, suitable means will be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will be inspected by a competent person.

**9. PROTECTION FROM SUPERIMPOSED LOADS.**

Where the competent person determines that superimposed loads (crane, backhoe and other such equipment working close to the excavation edges) create additional hazards the use extra sheet piling, shoring or other bracing will be used to assure the ability of the soil to resist. The use of mobile equipment near the excavation requires proper vehicle barricades and/or stop blocks.

**10. EXPOSURE TO VEHICULAR TRAFFIC.**

Employees exposed to public vehicular traffic will be provided with, and will wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

**11. EXPOSURE TO FALLING LOADS.**

11.1. No employee will be permitted underneath loads handled by lifting or digging equipment. Employees are not permitted to stand underneath the bucket of the excavator/backhoe.

11.2. Employees will be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

11.3. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, in accordance with §1926.601, to provide adequate protection for the operator during loading and unloading operations.

**12. WARNING SYSTEMS FOR MOBILE EQUIPMENT.**

When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system will be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

**13. HAZARDOUS ATMOSPHERES.**

Testing and controls. Confined space entry procedures will be adhered to in accordance with the OSHA Regulations. To prevent exposure to harmful levels of atmospheric contaminants and to assure acceptable atmospheric conditions, the following requirements apply:

13.1. Oxygen deficiency. Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation will be tested before employees enter excavations greater than 4 feet (1.22 m) in depth.

13.2. Flammable atmospheres. Adequate precaution will be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.

13.3. Testing. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing will be conducted as often as necessary to ensure that the atmosphere remains safe.

**14. STABILITY OF ADJACENT STRUCTURES.**

14.1. Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning will be provided to ensure the stability of such structures for the protection of employees.

14.2. Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees will not be permitted except when:

14.2.1. A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or

14.2.2. The excavation is in stable rock; or

14.2.3. A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity: or

14.2.4. A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

14.3. Sidewalks, pavements, and appurtenant structures will not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

**15. PROTECTION OF EMPLOYEES FROM LOOSE ROCK OR SOIL.**

15.1. Adequate protection will be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection will consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.

15.2. Employees will be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection will be provided by placing and keeping such materials or equipment at least 2 feet (.61 m) from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

**16. SITE INSPECTIONS.**

Daily inspections of excavations, the adjacent areas, and protective systems will be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous

conditions. These inspections are only required when employee exposure can be reasonably anticipated. An inspection will be:

16.1. Conducted by the competent person prior to the start of work and as needed throughout the shift.

16.2. Inspections will also be made after every rainstorm or other hazard increasing occurrence.

16.3. Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees will be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

**17. DESIGN OF SUPPORT SYSTEMS, SHIELD SYSTEMS, SLOPING AND BENCHING SYSTEMS.**

The slopes and configurations of sloping and benching systems will be properly selected in accordance with 29 CFR §1926.652. Where excavations are more than 20 feet deep the systems will be designed by a registered professional engineer.

# Hearing Conservation Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI has implemented this program to address the issue of preventing injuries resulting from occupational noise. This program will be maintained in accordance with OSHA Regulations 29 CFR 1926.52 and 1910.95. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and maintain a copy of the program at the jobsite, provide their subordinates with the necessary personal protective equipment, and notify the Safety Officer if there is a potential of exposure to occupational noise.

**3. TRAINING REQUIREMENTS.**

Metcon-TI employees need to understand the health and safety hazards associated with workplace noise. This company will institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and will ensure employee participation in such program.

3.1. The training program will be repeated annually for each employee included in the hearing conservation program. Information provided in the training program will be updated to be consistent with changes in protective equipment and work processes. Each employee will be informed of the following:

3.1.1. The effects of noise on hearing.

3.1.2. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care.

3.1.3. The purpose of audiometric testing, and an explanation of the test procedures.

3.2. Access to information and training materials. Metcon-TI will make available to affected employees copies of this program.

3.3. Refresher training. The training content shall be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.3.1. Retraining shall be provided for all employees whenever there is a change in their job assignments, a change in machines, or equipment or processes that present a new hazard.

3.3.2. Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employees' knowledge.

3.4. Certification. Metcon-TI shall certify that employee re-training has been accomplished and is being kept up to date. The certification shall contain each employee's name, supervisor or instructor's name and dates of training.

**4. HEARING CONSERVATION PROGRAM.**

Metcon-TI is dedicated to providing a safe and healthful working environment. We believe that safety in all operations and activities is of primary importance. Ultimately however, it is the employee's responsibility to seek assistance when required, and to carry out the job in a safe manner. Metcon-TI will administer a continuing, effective hearing conservation program, as described in the following paragraphs, whenever employee noise exposures equal or exceed an 8-hour time weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response). For purposes of the hearing conservation program, employee noise exposures will be computed without regard to any attenuation provided by the use of personal protective equipment:

4.1. An 8-hour time weighted average of 85 decibels or a dose of fifty percent will also be referred to as the action level.

4.2. Monitoring. When information indicates that any employee's exposure may equal or exceed an 8-hour time weighted average of 85 decibels, this company will implement this monitoring program.

4.2.1. The company will conduct sampling to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors.

4.2.2. All continuous, intermittent, and impulsive sound levels from 80 decibels to 130 decibels will be integrated into the noise measurements.

4.2.3. Instruments used to measure employee noise exposure will have been calibrated to ensure measurement accuracy.

4.2.4. Monitoring will be repeated whenever a change in production, process, equipment, or controls increases noise exposures to the extent that:

4.2.4.1. Additional employees may be exposed at or above the action level.

4.2.4.2. The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements of paragraph (j) of 29 CFR 1910.95.

4.2.5. This company will notify each employee exposed at or above an 8-hour time weighted average of 85 decibels of the results of the monitoring.

4.2.6. Observation of monitoring. This company will provide affected employees or their representatives with an opportunity to observe any noise measurements conducted.

4.3. Baseline audiogram. Within 6 months of an employee's first exposure at or above the action level, this company will establish a valid baseline audiogram against which subsequent audiograms can be compared. The company will obtain a valid baseline audiogram within 1 year of an employee's first exposure at or above the action level (mobile van only). Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, employees will wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained. Audiometric Testing will be provided at no cost to the employee.

4.4. Annual audiogram. At least annually after obtaining the baseline audiogram, Metcon-TI will obtain a new audiogram for each employee exposed at or above an 8-hour time weighted average of 85 decibels.

4.4.1. Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.

4.4.2. Metcon-TI will notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

4.4.3. Follow-up procedures. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift has occurred, the employee will be informed of this fact in writing, within 21 days of the determination.

4.4.3.1. Employees exposed or potentially exposed to high noise will be fitted with hearing protectors, trained in their use and care, and required to use them. For known high noise job assignments employees will be fitted and trained prior to job assignment.

4.4.3.2. Employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.

4.4.3.3. Employees will be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if it is suspected that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

4.4.3.4. Employees will be informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

4.5. Hearing protectors. Metcon-TI will make hearing protectors available to all employees exposed to an 8-hour time weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors will be replaced at no cost, as necessary.

4.5.1. Metcon-TI will ensure that hearing protectors are worn:

4.5.1.1. By any employee who is required by previous testing to wear personal protective equipment.

4.5.1.2. By any employee who is exposed to an 8-hour time weighted average of 85 decibels or greater, and who: has not yet had a baseline audiogram established or has experienced a standard threshold shift.

4.5.2. Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided.

4.5.3. Metcon-TI will provide training in the use and care of all hearing protectors provided to employees.

4.5.4. Metcon-TI will ensure proper initial fitting and supervise the correct use of all hearing protectors.

4.6. Hearing protector attenuation. Metcon-TI will evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. One of the evaluation methods described in Appendix B: Methods for Estimating the Adequacy of Hearing Protection Attenuation will be used.

4.6.1. Selected hearing protectors will attenuate employee exposure at least to an 8-hour time weighted average of 90 decibels.

4.6.2. The adequacy of hearing protector attenuation will be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation. More effective hearing protectors will be provided where necessary.

**5. AUDIOMETRIC TESTING PROGRAM.**

This company will maintain an audiometric testing program in accordance with the following guidelines.

5.1. Metcon-TI will establish and maintain an audiometric testing program free of charge for employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.

5.2. Audio metric tests will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council

of Accreditation in Occupational Hearing Conservation. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist, or physician.

5.3. All audiograms obtained pursuant to this Program will meet the requirements of 29 CFR 1910.95, Appendix C: Audiometric Measuring Instruments.

5.4. Metcon-TI will provide protection against the effects of noise exposure when the sound levels within our facility exceed those shown in Table G-16 of 29 CFR 1910.95 when measured on the A scale of a standard sound level meter at slow response.

5.5. When employees are subjected to sound exceeding those listed in Table G-16 of 29 CFR 1910.95, this company will administer or have administered by qualified personnel, audiometric examinations, obtain valid audiograms, and ensure proper controls are reviewed and implemented where feasible. If such controls fail to reduce sound levels within the acceptable levels, personal protective equipment will be provided and used to reduce sound levels within the levels of the table.

**6. RECORDKEEPING.**

Exposure measurements. Metcon-TI will maintain an accurate record of all employee exposure measurements.

6.1. Audiometric tests. Metcon-TI will retain all employee audiometric test records. This record will include as a minimum:

6.1.1. Name and job classification of the employee.

6.1.2. Date of the audiogram.

6.1.3. The examiner's name.

6.1.4. Date of the last acoustic or exhaustive calibration of the audiometer.

6.1.5. Employee's most recent noise exposure assessment.

6.1.6. Metcon-TI will maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

6.2. Record retention. Metcon-TI will retain audiometric and related records for at least the following periods.

6.2.1. Noise exposure measurement records will be retained for two years.

6.2.2. Audiometric test records will be retained for the duration of the affected employee's employment.

6.3. Access to records. All records cited in this Program will be provided upon request to employees, former employees, representatives designated by the individual employee, and representatives of OSHA. The provisions of 29 CFR 1910.20 apply to access to records under this section.

6.4. Transfer of records. If Metcon-TI ceases to do business, the records will be transferred to the successor employer and maintained by the successor employer. Should the

company cease to function entirely the records will be provided to the respective employees, or as required by current law.

# Powered Industrial Truck Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that the requirements of the OSHA Standard for powered industrial trucks will be adhered to. This program is intended to address the issues of employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, platform lift trucks, and other specialized industrial trucks used within our facility and at our jobsites. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926 and OSHA 29 CFR 1910.178. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the proper awareness training or operator training for the specific powered industrial truck they may be expected to operate.

**3. TRAINING REQUIREMENTS.**

3.1. Operator training. Only trained and authorized operators will be permitted to operate a powered industrial truck. All operator training and evaluations will be conducted by the Safety Officer or designated persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence. Employees will be trained in accordance with the following guidelines:

3.1.1. The company Safety Officer, individual supervisor, or select trainers (once trained) will have the authority to provide training on the operation of powered industrial trucks.

3.1.2. Employees of Metcon-TI will not operate a powered industrial truck (PIT) unless they have received training in accordance with this program and 29 CFR 1910.178.

3.1.3. Personnel rotated within the company will have their training verified prior to being allowed to operate a PIT.

3.1.4. Employee personnel records will be annotated with the date, title, and specifics of said training.

3.1.5. Any employee who refuses such training will not be permitted to operate a PIT.

3.2. Trainees may operate a powered industrial truck only:

3.2.1. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and

3.2.2. Where such operation does not endanger the trainee or other employees.

3.3. Retraining and refresher training will be provided for all operators. Retraining will reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

3.3.1. The operator has been observed to operate the vehicle in an unsafe manner.

3.3.2. The operator has been involved in an accident or near-miss incident.

3.3.3. The operator has received an evaluation that reveals that the operator is not operating the truck safely.

3.3.4. The operator is assigned to drive a different type of truck.

3.3.5. A condition in the workplace changes in a manner that could affect safe operation of the truck.

3.3.6. Every three years.

3.4. Avoidance of duplicative training. If an operator has previously received training in a topic specified in paragraph 29 CFR 1910.178, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

3.5. Certification. Metcon-TI will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training and any other information as required.

**4. GENERAL REQUIREMENTS.**

4.1. Trucks will not be driven up to anyone standing in front of a fixed object.

4.2. No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.

4.3. Unauthorized personnel will not be permitted to ride on powered industrial trucks. A safe place to ride will be provided where riding of trucks is authorized.

4.4. Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the truck.

4.5. When a powered industrial truck is left unattended, load-engaging means will be fully lowered, controls will be neutralized, power shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline. Never leave equipment running and unattended at any time.

4.5.1. A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle, which remains in his view, or whenever the operator leaves the vehicle, and it is not in his view.

4.5.2. When the operator is dismounted and within 25 ft. of the truck still in his view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.

4.6. A safe distance will be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks will not be used for opening or closing freight doors.

4.7. Brakes will be set and wheel blocks in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto.

4.8. The operator will ensure sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc. before operating the vehicle in these areas.

4.9. An overhead guard will be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small objects representative of the job application, but not to withstand the impact of a falling capacity load.

4.10. Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions will be taken for the protection of personnel being elevated.

4.10.1. Use of a safety platform firmly secured to the lifting carriage and/or forks.

4.10.2. Means will be provided whereby personnel on the platform can shut off power to the truck.

4.10.3. Such protection from falling objects, as indicated necessary by the operating conditions would be provided.

4.11. Fire aisles, access to stairways, and fire equipment will not be obstructed at any time.

4.12. Operators.

4.12.1. Will obey plant/site speeds and other traffic regulations at all times.

4.12.2. Will operate loaded trucks with forks no more than 6-8 inches above the ground, with the load carried low and tilted back.

4.12.3. Will not raise or lower loads while moving.

4.12.4. Will not carry anything on the overhead guard.

4.12.5. Will use all plant/site observation mirrors.

4.12.6. Will ensure vehicle sound/illuminated warning devices are operational.

4.12.7. Will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes.

4.12.8. Will drive cautiously on uneven or slippery surfaces.

4.12.9. Will ensure the load is pointed uphill where the gradient is greater than 10 percent.

4.12.10. Will ensure fire protection equipment is carried with the vehicle and is in proper working order.

**5. PRE-START REQUIREMENTS.**

Powered Industrial Truck operator will follow these minimum guidelines.

5.1. Will verify that all brakes, controls, gauges, lights, seat belts, and routine operational features are in proper working order. They will be examined before and after each shift. Defects when found will be immediately reported and corrected.

5.2. Will remove the truck from service any time it is found to be in need of repair, defective, or in any way unsafe, the truck will be taken out of service until it has been restored to safe operating condition.

5.3. Will check for leaks and perform necessary operator maintenance before starting vehicle.

5.4. Will report deficiencies to their Supervisor or the Safety Officer.

5.5. Will ensure they know the load capacity and stay within it.

5.6. Will be aware of the planned route and aware of areas with inadequate headroom, lighting, obstructions, and floor surface problems.

5.7. Will wear the same level of personal protective equipment as the personnel they are directly working with.

5.8. Will not engage in stunt driving or horseplay.

5.9. Will slow down for wet and slippery floors.

5.10. Will properly secure dockboard or bridgeplates before they are driven over. Dockboard or bridgeplates will be driven over carefully and slowly and their rated capacity never exceeded.

5.11. Will approach any elevators slowly, and then enter squarely after the elevator car is properly leveled. Once on the elevator, the controls will be neutralized, power shut off, and the brakes set until the desired level is reached.

5.12. Motorized hand trucks must enter elevators or other confined areas with load end forward.

5.13. Running over loose objects on the roadway surface will be avoided.

5.14. While negotiating turns, speed will be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel will be turned at a moderate, even rate.

5.15. Will use extreme care tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated will be prohibited except to pick up a load. An elevated load will not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load will be used.

**6. LOADING/UNLOADING REQUIREMENTS.**

Operators must follow these minimum requirements.

6.1. Will ensure load is within the trucks rated capacity.

6.2. Will place load squarely on forks until load touches carriage.

6.3. Will ensure load is stable and centered on forks, and stack or tie loose or uneven loads (or ensure proper personnel accomplish this prior to loading).

6.4. Will secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle.

6.5. Will tilt the mast back to lift load.

6.6. Will proceed straight into trailers or railcars to load/unload.

6.7. Will ensure if loading/unloading onto trucks that the wheels are choked, brakes are engaged, and loading platform is positioned properly.

6.8. Will ensure if loading/unloading onto or from racks the proper safe weight or height-to-load ratio is maintained.

6.9. Will ensure if loading/unloading onto or from stacked materials the proper safe weight or height-to-load ratio is maintained.

**7. PARKING REQUIREMENTS.**

When parking, operators must follow these minimum requirements.

7.1. Must select flat parking surfaces, away from traffic where the vehicle does not block doors, pedestrian routes, aisles, exits, etc.

7.2. Must not leave a truck unattended or be more than 25 feet from the vehicle without:

7.2.1. Fully lowering load-engaging means, neutralizing controls, shutting off power, setting the brakes, and removing the keys.

7.2.2. Blocking the wheels if parked on an incline.

**8. REFUELING REQUIREMENTS.**

8.1. Refuel only in assigned, ventilated areas containing no ignition sources.

8.2. Turn off engine.

8.3. Have fire suppression and cleanup equipment available.

8.4. Extinguish smoking materials.

8.5. Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery charging/changing.

8.5.1. Remove battery caps slowly and leave open.

8.5.2. Pour acid into water, not water into acid.

8.5.3. Follow the vehicle manufacturer's instructions for gas or propane fueling.

8.5.4. Never use open flame to check fuel level.

8.5.5. Try to prevent spills, clean any spills promptly, replace fuel cap before starting or moving vehicle.

8.5.6. Store empty propane tanks in the designated container disposal/storage area located at the jobsite or main office.

8.6. Spilled electrolyte. Facilities will be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.

8.7. Battery maintenance requirements. Reinstalled batteries will be properly positioned and secured in the truck. A carboy tilter or siphon will be provided for handling electrolyte. When charging batteries, acid will be poured into water; water will not be poured into acid. Trucks will be properly positioned, and brake applied before attempting to change or charge batteries. Care will be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) will be open to dissipate heat. Smoking will be prohibited in the charging area. Precautions will be taken to prevent open flames, sparks, or electric arcs in battery charging areas. Tools and other metallic objects will be kept away from the top of uncovered batteries.

**9. MODIFICATIONS/LABELS.**

9.1. No modifications or additions, which affect capacity and safe operation, will be performed without the manufacturer's prior written approval. Capacity, operation, maintenance instruction plates, tags, or decals will be changed accordingly.

9.2. If the truck is equipped with front-end attachments other than factory-installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.

9.3. All nameplates and markings will be verified as being in place and maintained in a legible condition.

9.4. Supervisors will also maintain records of inspections of machinery, tools, and equipment. Records will be kept in the main office. The Safety Officer will maintain records in employee safety files of individuals trained and certified for equipment and tools.

# Respiratory Protection Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that respiratory hazards at our jobsites are evaluated, and that information concerning these hazards is transmitted to all employees. This Program is intended to address the issues of evaluating the potential respiratory hazards, communicating information concerning these hazards, and establishing appropriate engineering, work practice, or respiratory protective measures for employees. Metcon-TI has identified any jobsites or tasks, which require the mandatory use of respirators. In the event that individual employees are required to use respiratory protection or desire to use respirators on a voluntary basis the following guidelines will be followed. If a task requires respirators to be worn, Metcon-TI will amend this written program and implement any required written worksite-specific procedures and elements for required respirator use. The program will be administered by the Safety Officer who will be referred to as the program administrator. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.134. In addition, Metcon-TI will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. In addition, the following specific responsibilities will be followed:

2.1. Safety Officer. The Safety Officer is responsible to ensure that the Metcon-TI Respiratory Protection Program are specific and applicable to all job sites. In addition, the Safety Manger will change, amend, and update this program as necessary when it is evident that employees of Metcon-TI will be required to wear respiratory protection.

2.2. Supervisors. Supervisors are required to be familiar with the contents of this program and to ensure that the program is followed by their subordinates on a daily basis. They will ensure that Respirators are only used when approved by the Safety Officer and in accordance with this Program. Supervisors will also ensure that employees who desire to wear respirators on a voluntary basis are provided with the proper information in accordance with the guidelines of this program. Supervisors are responsible to notify the Safety Officer when they have identified areas or tasks that mandate the use of respiratory protection equipment.

2.3. Subcontractors. Subcontractors will be required to follow the requirements detailed in this program and those requirements as outlined in the OSHA Regulation.

Subcontractors who have employees required to wear respirators must make available to Metcon-TI proper documentation of medical evaluations, training, and fit testing.

**3. TRAINING REQUIREMENTS.**

3.1. General. All employees of Metcon-TI receive orientation training that explains the basic types of respiratory hazards and recognition of respiratory hazards in the workplace. In addition, all employees are made aware that respirators may be worn as a voluntary practice in certain work areas with prior approval of their Supervisor. Prior to any employees being assigned the use of a respirator those individuals must receive additional training as outlined in this program.

3.2. Basic advisory information. The basic advisory information on respirators, as presented in 29 CFR 1910.134, Appendix D, will be provided by Metcon-TI in any written or oral format to employees who wear respirators.

3.3. Frequency of training. Training will be provided to each affected employee:

3.3.1. Before the employee is first assigned duties that require respiratory protection.

3.3.2. Before there is a change in assigned duties.

3.3.3. Whenever there is a change in operations that present a hazard for which an employee has not previously been trained.

3.3.4. Whenever Metcon-TI has reason to believe that there are deviations from established respiratory procedures required by this instruction or inadequacies in the employee's knowledge or use of these procedures.

3.4. Training Content. Training of employees will as a minimum include:

3.4.1. Putting on and removing respirators (donning and doffing).

3.4.2. Any limitations on their use.

3.4.3. Maintenance requirements.

3.4.4. Procedures for regularly evaluating the effectiveness of the program.

3.4.5. Where respirator use is not required.

3.5. Demonstration of knowledge. Metcon-TI will ensure that each employee can demonstrate knowledge of at least the following:

3.5.1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.

3.5.2. What the limitations and capabilities of the respirator are.

3.5.3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.

3.5.4. How to inspect, put on and remove, use, and check the seals of the respirator.

3.5.5. What the procedures are for maintenance and storage of the respirator.

3.5.6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.

3.5.7. The general requirements of 29 CFR 1910.134.

3.6. Employee proficiency. The training will establish employee proficiency in the duties required by this instruction and will introduce new or revised procedures, as necessary, for compliance with this instruction or when future revisions occur.

3.7. Trainer qualification. Metcon-TI has designated the Safety Officer as a program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee this respiratory protection program and conduct the required evaluations of program effectiveness.

3.8. Training certification. Metcon-TI will certify that the training required by 29 CFR 1910.134 has been accomplished. The certification will contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification will be available for inspection by employees and their authorized representatives.

3.9. Retraining and Refresher Training. Retraining will be administered annually. Retraining will reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary. Retraining will be administered when the following situations occur (as a minimum):

3.9.1. Changes in the workplace or the type of respirator render previous training obsolete.

3.9.2. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill.

3.9.3. Any other situation arises in which retraining appears necessary to ensure safe respirator use.

**4. HAZARD EVALUATION.**

Metcon-TI will identify and evaluate the respiratory hazard(s) in the workplace using the Job Safety Analysis/PPE Program. If respiratory hazards are identified the type(s) or contaminants, duration of exposure, and chemical form (solid, liquid, gas, etc.) must be provided to the Safety Officer. The Safety Officer will then determine to what extent respiratory protection must be provided and will make the necessary changes to this program

to ensure compliance with the OSHA regulations and to provide a safe work environment for employees.

**5. PROGRAM REQUIREMENTS.**

When determined by the Safety Officer that respirators are required to be worn by employees this program containing the following minimum requirements will be implemented:

5.1. Procedures for selecting respirators for use in the workplace

5.2. Medical evaluations of employees required to use respirators

5.3. Fit testing procedures for tight-fitting respirators

5.4. Procedures for proper use of respirators in foreseeable emergency situations

5.5. Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators

5.6. Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators

5.7. Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations

**6. VOLUNTARY USE OF RESPIRATORS.**

Metcon-TI may provide respirators at the request of employees or permit employees to use their own respirators; if it is determined that such respirator use will not in itself create a hazard. If voluntary respirator use is permissible, Metcon-TI will provide the respirator user(s) with the voluntary use information contained in the Appendix to ensure safe and effective use. In addition, voluntary respirator use when approved by the Safety Officer will be limited to only the use of a dust mask (Filtering Face-piece).

**7. RESPIRATOR SELECTION.**

If respirators are required to be used by Metcon-TI employees, the selection of respirators will be made by the Safety Officer according to the specific hazard(s) involved.

7.1. Filter cartridges and canisters. Filter cartridges and canisters will use and stored according to manufacturer's guidelines. Change-out of filters will be done based on the individual job.

7.2. Identification of filters, cartridges, and canisters. Metcon-TI will ensure that all filters, cartridges, and canisters used in the workplace are labeled and color coded with the NIOSH approved label and that the label is not removed and remains legible.

7.3. Specific OSHA standards. Each task/job having the potential for respiratory hazards will be evaluated to determine worker protection requirements. The Safety Officer will

refer to applicable OSHA Regulations to determine if specific requirements exist. The standards are listed in the "Z" tables to 29 CFR 1910.1000-1101.

7.4. Where a specific OSHA standard does not exist, prudent Industrial Hygiene practices will be used. After all criteria have been identified and evaluated and after the requirements and restrictions of the respiratory protection program have been met, the class of respirators that should provide adequate respiratory protection will be determined.

**8. DEFINITIONS.**

*Air-purifying respirator* is 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* is 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.

*Employee exposure* means exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

*Filter or air purifies element* is a component used in respirators to remove solid or liquid aerosols from the inspired air.

*Filtering face piece (dust mask)* is a negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium.

# Scaffold Safety Program

**1. PROGRAM REQUIREMENTS.**

Metcon-TI will ensure that the hazards associated with working on or from evaluated platforms such as scaffolds are evaluated and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1926 Subpart L. In addition, Metcon-TI will review and evaluate this program on an annual basis, when changes occur to the regulations, when operational changes occur that require a revision of this document, or when there is an accident or near miss that relates to this area of safety.

**2. RESPONSIBILITY.**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received proper fall protection and scaffold training before working from scaffolds.

**3. TRAINING REQUIREMENTS.**

Employees of Metcon-TI who perform work on scaffolds will be trained by the Safety Officer or other designated qualified person to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. Supervisors will ensure that all employees have been trained prior to working from the scaffolds.

3.1. Training will include the following areas as applicable:

3.1.1. The nature of and the correct procedures for dealing with electrical hazards.

3.1.2. The nature of and the correct procedures for erecting, maintaining, and disassembling the fall protection and falling object protection systems used.

3.1.3. The proper use of the scaffold, and the proper handling of materials on the scaffold.

3.1.4. The maximum intended load and the load-carrying capacities of the scaffolds used.

3.1.5. Any other pertinent requirements of the OSHA rules.

3.1.6. Description of fall hazards in the work area or job site.

3.1.7. Procedures for using fall prevention and protection systems.

3.1.8. Scaffolding access and egress procedures.

3.1.9. Scaffolding equipment limitations and specifications per the manufacturer.

3.1.10. Inspection and storage procedures for the equipment.

3.2. Retraining. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

3.2.1. Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of scaffolding equipment used, or when a known hazard is added to the work environment which affects the scaffold safety program.

3.2.2. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever Metcon-TI has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of scaffolding equipment or procedures.

3.3. Certification. Metcon-TI will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

**4. COMPETENT AND QUALIFIED PERSONS.**

4.1. Competent person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

4.1.1. Where Metcon-TI employees are required to work from scaffolds the competent person will ensure that the scaffold has been inspected prior to use.

4.1.2. Scaffold components manufactured by different companies will not be intermixed unless approved by the manufacturer(s) and only if the components fit together without force and the scaffold's structural integrity is maintained. Scaffold components manufactured by different companies will not be modified in order to intermix them unless a qualified person determines the resulting scaffold is structurally sound.

4.1.3. Before a suspension scaffold is used, direct connections must be evaluated by our competent person who will confirm, based on the evaluation, that the supporting surfaces are capable of supporting the loads to be imposed.

4.1.4. Prior to each work shift and after every occurrence, which could affect a rope's integrity, suspension scaffolds will be inspected by our competent person.

Ropes will be replaced if any of the conditions outlined in 1926.451(d)(IO) exist.

4.1.5. Scaffolds will be erected, moved, dismantled, or altered only under the supervision and direction of a competent person.

4.1.6. Metcon-TI will have each employee who performs work while on a scaffold trained by a person competent in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.

4.2. Qualified Person. One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

4.2.1. Scaffolds must be designed by a qualified person and shall be constructed and loaded in accordance with that design.

4.2.2. Swaged attachments or spliced eyes on wire rope manufacturer or a qualified person.

4.3. Falling Object Protection. All employees must wear hardhats when working on, assembling, or dismantling scaffolds. This is our primary protection from falling objects. Additionally, Supervisors will ensure:

4.3.1. All guardrail systems are installed with openings small enough to prevent passage of potential falling objects.

4.3.2. Tools, materials, or equipment are prevented from inadvertently falling from scaffolds.

## 5. FALL PROTECTION – SCAFFOLDS.

Our fall protection plan follows OSHA requirements, which depend on the type of scaffold that is used. Unless otherwise specified by the Safety Officer or manufacturer, fall protection will be used by any employee on a scaffold more than 6 feet above a lower level.

5.1. Guardrails must be used with self-contained adjustable scaffolds supported by the frame structure. The guardrail must meet the minimum requirements as identified in the Metcon-TI Fall Protection Program.

## 6. GENERAL PROCEDURES.

The following general procedures apply to all scaffold operations for Metcon-TI.

6.1. Taking into account the OSHA rules we must apply and the engineering/manufacturing requirements of our scaffolds, the following rules apply.

6.1.1. Each scaffold and scaffold component we use will support, without failure, its own weight and at least four times the maximum intended load applied or transmitted to it.

6.1.2. When we use non-adjustable suspension scaffolds, each suspension rope, including connecting hardware, will support, without failure, at least six times the maximum intended load applied or transmitted to that rope.

6.2. Gaining Access to Scaffolds. Supervisors will ensure that all employees are provided with safe access to working platforms.

6.2.1. Portable, hook-on, and attachable ladders will be used and positioned so as not to tip the scaffold.

6.2.2. All stair rail system with will be installed according to manufacturer specifications and will be surfaced to prevent injury to our employees from punctures or lacerations, and to prevent snagging of their clothes.

6.3. Platforms. The following safety rules apply for scaffold platforms:

6.3.1. Each scaffold plank will be installed so that the space between adjacent planks and the space between the platform and uprights is no more than one inch wide.

6.3.2. Scaffold platforms and scaffold components will never be loaded in excess of their maximum intended loads or rated capacities.

6.3.3. All platforms, other than those on outrigger scaffolds or where lathing operations are performed, will be constructed with no more than 14 inches from the face of the work. The only other excerption is when a proper guardrail or personal fall arrest system is used in accordance with the Metcon-TI Fall Protection Program. Outrigger scaffolds will have a maximum of 3 inches and plastering and lathing operations will use a maximum of 18 inches from the front edge of work.

6.3.4. Debris must not be allowed to accumulate on platforms.

6.4. Supported Scaffolds.

6.4.1. Supported scaffolds with a height base width ratio of more than four to one (4:1) must be restrained from tipping by guying, tying, bracing, or equivalent means.

6.4.2. Supported scaffold poles, legs, posts, frames, and uprights will always bear on base plates and mudsills or other adequate firm foundations.

6.5. Suspension Scaffolds.

6.5.1. Before a suspension scaffold is used, all direct connections will be evaluated by the Supervisor or other designated competent person. The competent person will confirm, based on the evacuation, which the supporting surfaces, are capable of supporting the loads that will be imposed.

6.5.2. When winding drum hoists are used on a suspension scaffold, they will never contain less than four wraps of the suspension rope at the lowest point of scaffold travel.

**7. PROHIBITED PRACTICES.**

7.1. The following practices will not be tolerated and may be subject to disciplinary action:

7.1.1. Modifications to scaffolds will not be allowed without approval from the Safety Officer as well as written approval from the Manufacturer. Where written approval from the manufacturer is received only Qualified personnel will be allowed to make the modifications.

7.1.2. Scaffold components manufactured by different manufacturers will never be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained.

7.1.3. Unstable objects will never be used to support scaffolds or platform units. Footings must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.

7.1.4. Cross-braces will never be used as a means of access.

7.1.5. The use of shore or lean-to scaffolds is prohibited.

**8. INSPECTIONS – SCAFFOLDS.**

Site preparation, scaffold erection, fall protection, and gaining access to the working platform are only part of the requirements for scaffold work. The Supervisor or other designated competent person will inspect all scaffolds and scaffold components for visible defects before each work shift, and after any occurrence, which could affect a scaffold's structural integrity. No employee of Metcon-TI will be allowed to access the scaffolding unless it has been inspected and approved by the competent person and a permit or tag has been signed and posted on the scaffold.

8.1. Tag System. An Example of the Tags is included in the Appendix to this Section.

8.1.1. Scaffolds which have been inspected and are found to be in good working condition, with all guardrails and fall protection equipment in place, will be marked with a GREEN Tag. The GREEN Tag will be affixed where it is clearly visible on or near the access ladder to the scaffold.

8.1.2. Scaffolds which have been inspected and are found to be in generally good working condition, however, are missing guardrails or toeboards, will be marked with a YELLOW Tag. The YELLOW Tag will be affixed where it is clearly visible on or near the access ladder to the scaffold. The YELLOW Tag signifies that employees can use the scaffold only if additional fall protection such as Fall Arrest system is provided.

8.1.3. Scaffolds which have been inspected and are found to be in defective condition, and/or missing guardrails or toeboards, or have insufficient decking or any other deficiency (determined by a Competent Person) will be marked with a RED Tag. The RED Tag will be affixed where it is clearly visible on or near the access ladder to the scaffold. The RED Tag signifies that employees

cannot use the scaffold until all deficiencies have been addressed and it has been Re-Tagged by the Competent Person.

# COVID Action Plan

- **COVID-19 PREVENTION PROGRAM**

  Metcon-TI is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. This plan was last reviewed on 02/02/2022

  Metcon-TI will endeavor to keep this program plan up to date and based on the latest regulations and guidance. However, even if this plan is not updated, Metcon-TI will abide by the latest, in effect regulations and guidance notwithstanding the fact that this plan has not been updated.

- **DESIGNATION OF RESPONSIBILITY**

  HR Department has the authority and responsibility for implementing this plan in our workplace. All managers and supervisors are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered in a language they understand.

  All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

- **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

  We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: co-workers, contractors, vendors, customers, and members of the public. Evaluations include:

  - Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
  - Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace, in addition to addressing stationary work. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
  - Existing COVID-19 prevention measures and whether we need different or additional control measures.

**Employee Participation** - We encourage employees to participate in this evaluation. They can contact HR Department to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

We will evaluate how to maximize ventilation with outdoor air for our indoor spaces and the highest level of filtration efficiency that is feasible for our building mechanical ventilation system. We will also evaluate whether the use of portable or mounted HEPA filtration units, or other air cleaners, can additionally reduce the risk of airborne transmission. The California Department of Public Health's (CDPH) Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments will be used during these evaluations.

**Employees may confidentially inform** HR Department **if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. They will have priority for lower exposure job assignments or working from home whenever possible.**

- **CORRECTION OF COVID-19 HAZARDS**

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement feasible control measures to minimize or eliminate employee exposure to COVID-19. We review orders and guidance on COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

- **Engineering Controls – Equipment and Building Systems to Minimize Exposures**

Our engineering controls for COVID-19 include:

- Maximizing outdoor air for ventilation as much as feasible except when EPA's Air Quality Index is greater than 100 or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.
- Evaluating how to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- Determining if the use of portable or mountable HEPA filtration units, or other air cleaners, would reduce the risk of COVID-19 transmission.

- **Administrative Controls – Policies, Procedures, and Practices to Minimize Exposure**

Our administrative controls for COVID-19 are: (add more detail to these as needed to explain how they will be implemented at your workplace.)

- ***COVID-19 vaccinations*** are effective at preventing severe disease, free, and readily available.
- ***Limiting Access*** to the workplace to only necessary staff. Employees work from home whenever possible.
- ***Screening Employees and Visitors*** to our facility through the following methods:
  - Home Screening - Employees self-screen using a symptom screening form prior to leaving for work.

- ☐ Onsite Screening - Non-contact thermometers are used and face coverings are required for employees and screeners during the screening process if conducted indoors or with less than 6 feet separation outdoors.
- ☐ Self-Screening of Visitors - We have a symptom screening form posted at the entrances to our worksite and ask visitors to self-screen before entering the worksite.

We prohibit any employee or visitor sick with COVID-19 from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact HR Department and leave the worksite.

- ***Wearing a Face Covering:*** We provide face coverings to all employees, and ensure they are worn by employees who are not fully vaccinated when indoors or in vehicles, and by all employees when required by orders from CDPH. We will not prevent any employee from wearing a face covering unless it would create a safety hazard, such as interfering with the safe operation of equipment. Face coverings provided will be a surgical mask, medical procedure mask, or cloth/woven material mask of at least two layers that does not allow light to pass through when held up to a light source. Respirators, such as N95's, can be worn voluntarily. All face coverings must fit snuggly, have no holes or openings, completely cover the nose and mouth, and be secured to the head with ties, ear loops, or elastic bands that go behind the head. Gaiters must be folded over or designed to have two layers of fabric. Clear plastic face coverings for use by deaf/hard-of hearing employees that meet above requirements are allowed. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection against hazardous chemicals or dusts.**

When employees are required to wear a face covering, the following exceptions will apply:

- When an employee is alone in a room or vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent feasible.
- When employees are required to wear respirators and in accordance with Section 5144
- When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.
- When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed.

Employees not wearing a face covering, face shield with drape, or respirator, for any reason, will stay at least six feet away from all other people in the workplace unless they are fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the

employee. We will not use these physical distancing or testing provisions as an alternative to face coverings when they are otherwise required by Section 3205.

Signs are posted at the entrance to the workplace to communicate face coverings requirements for any non-employees entering the workplace. We provide face coverings to members of the public if necessary and instruct employees to remain at least six feet away from members of the public not wearing a face covering.

- ***Practicing Good Hygiene.*** Wash hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer stations and hand hygiene signage are placed throughout the workplace. HR Department is responsible for ensuring hand hygiene stations are readily accessible and stocked with soap and paper towels, or sanitizer.
- ***Cleaning and Disinfecting Frequently***. Surfaces, especially frequently touched surfaces, will be cleaned frequently. Indoor areas, materials, and equipment that will be used by another employee within 24-hours of use by a COVID-19 case will be disinfected with products that meet the EPA's criteria for use against coronavirus. Disinfectants are used according to manufacturer's directions. Employees are trained on the hazards of the disinfectants, to use only in well-ventilated areas, any PPE that is required, and to never mix chemicals.

- **Personal Protective Equipment (PPE) – Equipment Worn by Employees to Minimize Exposure**

In general, employees will not be required to use respirators at Metcon-TI for protection from COVID-19. If a hazard assessment determines respirators are needed, they will be used in accordance with Title 8, Section 5144. Respirators for voluntary use will be provided upon request in the following situations:

- For all employees working indoors or in vehicles who are not fully vaccinated.

When respirators are provided for voluntary use, we will encourage their use, provide the correct size, train employees how to properly wear the respirator and perform a user seal check, and ensure use is in compliance with Subsection 5144(c)(2), which includes determining that respirator use will not in itself create a hazard and providing employees with Appendix D to Section 5144.

Any PPE used to protect from COVID-19, such as gowns, face masks, and gloves, is selected based on function, fit, and availability. Employees are trained when and why PPE is necessary, how to properly put on and take off PPE, and how to clean, maintain, and store reusable PPE. Job hazard assessments are performed by supervisors to identify any PPE required for a specific job. Supervisors are responsible for ensuring that adequate supplies of PPE are available.

**COVID-19 Testing**

We will make COVID-19 testing available at no cost and during paid time to employees that are not fully vaccinated who have symptoms of COVID-19, and to all employees who have close contact with a COVID-19 case in the workplace, as outlined in the INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE section below.

COVID-19 tests will meet all of the following requirements:

- Be cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus
- Be administered in accordance with the authorized instructions
- Not be both self-administered and self-read unless observed by HR Department or an authorized telehealth proctor

- **INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**
- **Illness at the Workplace**

We investigate all COVID-19 cases in the workplace. Our investigation includes seeking information from employees on COVID-19 cases and close contacts, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

We maintain a daily log, or other method, to keep track of all employees and visitors at our workplace. This includes name, contact number, date, time in and out, person(s) contacted, and area of the workplace accessed. We will use this information to identify individuals to contact following notification of a COVID-19 case at our workplace.

We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal-OSHA, local health department, and local law enforcement).

- **Notification**

Employees must alert HR Department if they are having symptoms of COVID-19, had close contact with a COVID-19 case, were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had close contact with the COVID-19 case by reviewing the case's activities during the high-risk period. The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one business day of knowing, or should have known, of a positive test/diagnosis HR Department will provide written notification to all employees, independent contractors, and other employers who were on the premises at the same worksite during

the high-risk exposure period, that they may have been exposed (without identifying the infected person/s). The written notification will be readily understandable by employees and sent in a typical manner used for employment-related communication. The notice will include our cleaning and disinfection plan as required by Labor Code Section 6409.6(a)(4). We will verbally inform employees who have limited literacy in the language of the written notice, or those the employer should reasonably know have not received the written notice.

4. Within one business day of knowing, or should have known, of a positive test/diagnosis, HR Department will provide notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of the COVID-19 case and of any employee who had close contact. Notice required by Labor Code section 6409.6(a)(4) will be provided within one business day to the authorized representative of any employee on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.
5. We will make COVID-19 testing available to our employees who had close contact with the COVID-19 case at no cost during working hours and provide information on COVID-19 related benefits, with the following exception:
    - COVID-19 cases who have met the return to work criteria and remain symptom free for 90 days after the initial onset of symptoms or the first positive test for asymptomatic cases.

NOTE – Recovered COVID-19 cases listed above will have testing made available to them if they develop symptoms following close contact in the workplace.

6. Investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.

We will provide information about COVID-19 related benefits at the time of excluding an employee from the workplace due to becoming a COVID-19 case or having close contact. **Confidentiality will be maintained at all times.**

We keep a record of and track all COVID-19 cases to include: employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. This information is kept confidential.

- **Disinfection after Positive Test/Diagnosis**

If it has been less than 24 hours since the COVID-19 positive employee has been in the facility, we will close off any areas used by the sick individual and thoroughly clean and disinfect. If greater than 24 hours will pass before the area is accessed by others, the routine cleaning procedures in Table 3 will be followed. During cleaning and disinfection, we will increase outdoor air circulation by opening windows or changing HVAC settings.

- **Exclusion from the Workplace**

The following employees will be excluded from the workplace:

- Employees with a positive test or diagnosis for COVID-19 until the Return to Work criteria in the next section are met.

- Employees that have had close contact with the COVID-19 case until the Return to Work criteria in the next section are met. This will not apply to the following:
    - Employees who were fully vaccinated prior to close contact and do not develop COVID-19 symptoms if they wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact.
    - Employees with a prior COVID-19 diagnosis who then met the return to work criteria and have remained symptom-free for 90 days following either 1) the initial onset of their past COVID case symptoms, or 2) the first positive test for asymptomatic past COVID-19 cases. These employees must wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact.

Employees not excluded according to above will be provided information about any applicable precautions recommended by CDPH for persons with close contact.

Employees excluded from work due to a positive test/diagnosis from a workplace close contact, or identified as having close contact in the workplace, will have their earnings, wages, seniority, and all other rights and benefits maintained by Metcon-TI. Wages during exclusion will be paid at the regular rate of pay on the regular payday for the pay period. Employees will be informed if wages will not be maintained because the employee received disability payments or was covered by workers' compensation and received temporary disability. Information on available benefits will be provided at the time of exclusion.

- **Return to Work**

Criteria for returning to work after testing positive for COVID-19 or having close contact with a COVID-19 case are based on CDPH's current isolation and quarantine recommendation when the periods listed in Cal-OSHA's Emergency Temporary Standard are longer than those recommended by CDPH. This recommendation is subject to change, but as of January 6, 2022) are as follows:

| Person Who Test Positive for COVID-19 (Isolation) | Recommended Action |
|---|---|
| Everyone, regardless of vaccination status, previous infection, or lack of symptoms. | • Stay home for at least 5 days.<br>• Isolation can end after Day 5 if symptoms are not present or are resolving **AND** a diagnostic test* collected on Day 5 or later is negative.<br>• If not tested, isolation can end after Day 10 if symptoms are not present or resolving.<br>• Isolation should be continued if fever is present until fever resolves. |

| | |
|---|---|
| | • If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after day 10.<br>• Wear a well-fitting mask around others for a total of 10 days.<br>**Antigen (rapid test/home test) test preferred.* |
| **Persons Who are Exposed to Someone with COVID-19 (Quarantine)** | **Recommended Action** |
| • Unvaccinated; OR<br>• Vaccinated and booster-eligible but have **not** yet received their booster dose.<br><br>NOTE: Asymptomatic employees in this category are not required to stay home from work if:<br>• A negative diagnostic test is obtained within 3-5 days after last exposure to a case.<br>• Employee wears a well-fitting mask around others for a total of 10 days.<br>• Employee continues to have no symptoms. | • Stay home for at least 5 days after last contact with COVID-19 case.<br>• Test on Day 5.<br>• Quarantine can end after Day 5 if symptoms are not present **AND** a diagnostic test collected on Day 5 or later is negative.<br>• If not tested and symptoms are not present, quarantine can end after Day 10.<br>• Wear a well-fitting mask around others for a total of 10 days.<br>• If test is positive, follow isolation recommendations.<br>• If symptoms develop, test and stay home. |
| **Persons Who are Exposed to Someone with COVID-19 (No Quarantine)** | **Recommended Action** |
| • Boosted; OR<br>• Vaccinated, but not yet booster-eligible. | • Test on Day 5.<br>• Wear a well-fitting mask around others for 10 days.<br>• If test positive, follow isolation recommendations.<br>• If symptoms develop, test and stay home. |

- Employees who have completed the required time to isolate, quarantine, or exclude ordered by a local or state health official can return to work. If the exclusion time period

was not specified, one of the symptom-based criteria above will be used to determine when to return to work.

- Employees that have approval from Cal-OSHA on the basis that removal of the employee would create undue risk to a community's health and safety can return to work. In these instances, effective control measures such as isolation or respiratory protection will be implemented to prevent infection of other employees at the workplace.

- **REPORTING, RECORDKEEPING, AND ACCESS**
- **Reporting**

Reporting to the Local Health Department (LHD) **–** This requirement also complies with AB 685**.**

Within 48-hours of knowledge, HR Department will notify the local health department ( LHD), of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.

Reporting to our Claims Administrator **– SB 1159** (This section applies to employers with five or more employees)

HR Department will report to workers' compensation claims administrator when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employee's positive test result.

CAL-OSHA Recording/Reporting **-** We will record on our 300 log all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal-OSHA office as soon as possible, but in no case more than eight hours after knowledge.

- **Recordkeeping**

Metcon-TI maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

We keep a record of and track all COVID-19 cases. These records include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

- **Access**

  This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal-OSHA.

- **COMMUNICATION SYSTEMS**

  We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to HR Department.

  We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. They can make a confidential report of their own high risk condition to HR Department.

  If an employee is potentially exposed to COVID-19, or is experiencing symptoms of COVID-19 and is not fully vaccinated, we will provide information about access to COVID-19 testing at no cost and during paid work hours. We will also provide information about testing to vaccinated employees who develop COVID-19 symptoms after a close contact.

  We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities that come in contact with our workplace. Other employers must ensure their employees follow our plan or equivalent to ensure protection of both their and our employees. When our employees are at another worksite, we will verify that procedures at the other worksite are protective of our employees, such as mask wearing and symptom screening.

- **EMPLOYEE TRAINING AND INSTRUCTION**

  We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at Metcon-TI including:

  Information on how COVID-19 spreads, including airborne and asymptomatic transmission.

  The fact that viral particles can travel more than 6', especially indoors, so physical distancing, face coverings, increased ventilation, and respiratory protection can decrease the spread of COVID-19, but are most effective when used in combination.

  Symptoms of COVID-19.

  The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.

  The importance of vaccination against COVID-19.

  Information on our COVID-19 policies, how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19 – protecting against both transmission and serious illness or death.

  Our symptom screening procedures for employees and all other visitors to the workplace.

  Risk of exposure to COVID-19 on the job.

  Cleaning and disinfection schedules and procedures for our workplace.

Control measures to protect employees from exposure and infection:

- Requiring employees to stay home when sick.
- Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
- Conditions that require the use of face coverings at the workplace, the recommendation for people who are not fully vaccinated to wear a face covering if outdoors if 6' of distance between people can't be maintained, and how to request face coverings at the workplace.
- Proper use of a face coverings when required and the fact that a face covering is NOT respiratory protection. Face coverings are source control used to contain infectious particles and protect others; respirators protect the wearer from infectious airborne particles.
- Covering coughs and sneezes.

Acceptable PPE and proper use.

Policies for providing respirators and the right of employees who are not fully vaccinated to request a respirator for voluntary use. When respirators are provided for voluntary use:

- How to properly wear the respirator provided, and
- How to perform a user seal check each time the respirator is donned, and
- Facial hair can interfere with the seal of the respirator and reduce the amount of protection provided.

What to do if they are sick and how to obtain a COVID-19 test.

Information on COVID-19-related leave benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, Metcon-TI leave policies, leave guaranteed by contract, and section 3205.

The contents of this plan.

- **APPENDIX A - MULTIPLE COVID-19 INFECTIONS AND OUTBREAKS**

  The following procedures will be followed in addition to our CPP whenever three or more employee COVID-19 cases within an exposed group (as defined in section 3205(b)) have visited our workplace during their high-risk exposure period within a 14-day period. These procedures can be stopped only after no new COVID-19 cases are detected in the exposed group for a 14-day period.

- **Testing**

  Metcon-TI will make testing available to employees within the exposed work group at no cost during working hours except for:

  - Employees not present during the outbreak period defined above.
  - COVID-19 cases who have returned to work after meeting the Return to Work criteria and do not develop symptoms for 90 days since their initial symptom onset or first positive test.

  This testing will be made available immediately after determination of an outbreak, and then again one week later; negative test results will not change the quarantine, exclusion, or health order status of any individual. Following these two tests, we will make testing available to employees in the exposed group during the defined outbreak period at least once a week, or more frequently if recommended by the LHD. We will provide additional testing as required by the Division in accordance with any special order from Cal-OSHA.

**Additional Controls to Correct COVID-19 Hazards**

In addition to the controls listed in our CPP, we will do the following:

- Require employees in the exposed group to wear face coverings when indoors or when outdoors and less than 6’ from another person unless one of the exceptions to face coverings listed in our CPP applies.
- Notify employees in the exposed group that they can request a respirator for voluntary use if they are not fully vaccinated.
- Evaluate whether to implement physical distancing of at least 6’ between people, and where 6’ of distance is not feasible whether to use cleanable solid partitions of sufficient size to reduce COVID-19 transmission.
- In buildings or structures with mechanical ventilation, we will maximize the outdoor air supply, and filter recirculated air with MERV 13 or higher efficiency filters if compatible with the ventilation system. If MERV 13 or higher filters are not compatible we will use filters with the highest rating that are compatible. We will further evaluate whether portable or mounted HEPA filtration units or other air cleaning systems would reduce the risk of transmission and if so implement their use where feasible.

- **Workplace Investigation, Review, and Hazard Correction**

  We will investigate all workplace illness to determine potential factors in the workplace that could have contributed to the COVID-19 outbreak. Additionally, we will review our relevant

COVID-19 policies, procedures, and controls and we will implement changes needed to prevent further virus spread.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of our leave policies and practices, including whether employees are discouraged from staying home when sick.
- Review of our COVID-19 testing policies.
- Investigation of the sufficiency of outdoor air.
- Investigation of the sufficiency of air filtration.
- Investigation into feasibility of physical distancing.

These reviews will be updated every 30 days that this appendix is in effect with new information, new or previously unrecognized COVID-19 hazards, or as necessary. We will make changes based on investigations and reviews to reduce the spread of COVID-19 and consider such actions as moving work tasks outdoors, allowing employees to work remotely, increasing outdoor air supply to our indoor workplaces, improving air filtration to the highest MERV rating compatible with our air handling system, increasing physical distancing as much as feasible, requiring respiratory protection in compliance with section 5144, or other applicable control measures.

- **APPENDIX B – MAJOR COVID-19 OUTBREAKS**

  The following procedures will be followed in addition to our CPP and Appendix A – Multiple COVID-19 Infections and Outbreaks, whenever 20 or more employee COVID-19 cases within an exposed group (as defined in section 3205(b)) have visited our workplace during their high-risk exposure period within a 30-day period. These procedures will apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

- **Testing**

  Metcon-TI will continue to provide testing as described in Appendix A of our CPP except that testing will be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the Local Health Department (LHD).

**Additional Controls to Correct COVID-19 Hazards**

In addition to the controls listed in our CPP and Appendix A, we will do the following:

- Provide respirators for voluntary use to employees in the exposed group and determine the need for a respiratory protection program or changes to our existing program to address COVID-19 hazards and be in compliance with section 5144.
- Any employee in the exposed work group not wearing a respirator required by Metcon-TI in compliance with section 5144 will be separated from other people by 6’ except when demonstrated to not be feasible or when they are momentarily closer than 6’ during movement. When it is not feasible to maintain 6’ of distance, individuals will be as far apart as feasible. Methods for physical distancing include:
  - Reducing the number of persons in an area at one time (including visitors)
  - Visual cues such as signs and floor markings to show employee locations and paths of travel
  - Staggered arrival, departure, work, and break times
  - Adjusted work processes (such as reducing production speed) to allow greater distance between employees
  - Telework or other remote work arrangement
- At workstations such as cash registers, desks, and production lines, where an employee is assigned to work for an extended period of time and physical distancing is not maintained at all times, we will install cleanable solid partitions that will effectively reduce transmission.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Take other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with Title 8 Section 332.3.

# Reporting Work Related Injury

1. **PROCEDURES**

The safety manager will be charged with reviewing and approving the "Lessons Learned" on all incidents. Lessons learned will be communicated to all employees in the company.

**Procedure for Reporting a Work-Related Injury**

The supervisor will fill out an **Incident Report on page 151** in detail and forward it to Brad Brown or HR. If the injured employee needs medical attention, the supervisor will fill out a **Workers Comp Form on Page 158** and send the employee to a designated treatment facility. If the injured worker is held over at the medical facility or hospital, call the main office and report the incident to Brad Brown.

- If the employee refuses medical attention, fill out a report regardless and note the employee refused treatment and then send the report to the main office. **Call WCCA Facilitator to document the refusal and obtain the refusing employee's signature.**
- If the injury or accident appears questionable in nature, document this on your report and include why you feel it to be questionable.
- If the employee went to a medical facility or hospital for treatment, you must get a return to work order from the treating physician. If the return to work slip notes modified duty required, contact Brad Brown for further direction.
- Document all injuries and incidents with photographs.
- All injuries and incidents, whether minor or severe, must be reported- there are no exceptions.
- **All injury and incident related paperwork and reports must be submitted to management within 24 hours.**
- Subcontractor personnel must inform Metcon-TI about any incident, injury or emergency on site immediately or shortly thereafter. If emergency vehicles are called to the job site, a call must be made to inform Metcon-TI site supervisor or office immediately.
- If a subcontractor employee informs you of any incident or injury on site, immediately contact you supervisor.

**Medical Treatment Information:**

**Metcon-TI uses Medcore Injury Triage, a Workers Comp Service which maintains a comprehensive list of Clinic Names, Contact Info, Locations and Directions by calling 800-496-7183 or in the attachment of this document. You can resource this document for a location of local clinics for the treatment of minor injuries. Every project should identify the closest clinic to the project and post maps and contact information in or near the work area.**

**Health clinic facilities phone numbers are found in the Attachment or contact HR for an updated list to post at each new jobsite.**

**The designated medical facility is different for each job site and can be found in the Attachment, by calling 800-496-7183 or contact HR for an updated list.**

**2. REQUIREMENTS TO RETURN TO WORK**

- The Supervisor must receive a return to work slip from the doctor.
- All employees seeking to return to work must be approved by Metcon-TI Management
- If the return to work slip states “modified duty” assign the employee tasks that will meet the work restrictions indicated.
- If an injured employee wants to return to work without an okay from the doctor do not under any circumstances put him back to work. No exceptions.

ACCIDENT/INCIDENT REPORT FORM 1 OF 4

| Date of Accident | Time | Day of Week | Shift | Department |
|---|---|---|---|---|
| | | | | |

| INJURED PERSON | |
|---|---|
| Name: | Address: |
| Age: Phone: | |
| Job Title: | Supervisor Name: |
| Length of Employment at Company: | Length of Employment at Job: |
| Employee Classification: 0 Full Time D Part Time D Contract D Temporary | |

| NATURE OF INJURY | 0 Bruising | 0 Dislocation | 0 Other (specify) | Injured Body Part |
|---|---|---|---|---|
| 0 Strain/Sprain | 0 Scratch/ Abrasion | 0 Internal | | |
| D Fracture | D Amputation | 0 Foreign Body | Remarks: | |
| 0 Laceration/Cut | 0 Burn/Scald | D Chemical Reaction | | |

| TREATMENT | Name and Address of Treating Physician or Facility: |
|---|---|
| D First Aid | |
| D Emergency Room | |
| 0 Dr.'s Office | |
| 0 Hospitalization | |

| DAMAGED PROPERTY | |
|---|---|
| Property, Equipment, or Material Damaged | Describe Damage: |
| | |
| Object or Substance Inflicting Damage: | |
| | |

ACCIDENT/INCIDENT REPORT FORM 2 OF 4

| INCIDENT DESCRIPTION |
| --- |
| Describe what happened (attach photographs or diagrams if necessary): |
| |
| |
| |
| |
| |
| |
| |
| |
| Make sketches or illustrations to help describe incident: |

ACCIDENT/INCIDENT REPORT FORM 3 OF 4

| ROOT CAUSE ANALYSIS (Check All that Apply) | | |
|---|---|---|
| **Unsafe Acts** | **Unsafe Conditions** | **Management Deficiencies** |
| ☐ Improper work technique | ☐ Poor workstation design/layout | ☐ Lack of written policies & procedures |
| ☐ Safety rule violation | ☐ Congested work area | ☐ Safety rules not enforced |
| ☐ Improper PPE or PPE not used | ☐ Hazardous substances | ☐ Hazards not identified |
| ☐ Operating without authority | ☐ Fire or explosion hazard | ☐ PPE unavailable |
| ☐ Failure to warn or secure | ☐ Inadequate ventilation | ☐ Insufficient worker training |
| ☐ Operating at improper speeds | ☐ Improper material storage | ☐ Insufficient supervisor training |
| ☐ Bypassing safety devices | ☐ Improper tool or equipment | ☐ Improper maintenance |
| ☐ Guards not used | ☐ Insufficient knowledge of job | ☐ Inadequate supervision |
| ☐ Improper loading or placement | ☐ Slippery conditions | ☐ Inadequate job planning |
| ☐ Improper lifting | ☐ Poor housekeeping | ☐ Inadequate hiring practices |
| ☐ Servicing machinery in motion | ☐ Excessive noise | ☐ Inadequate workplace inspection |
| ☐ Horseplay | ☐ Inadequate hazard guards | ☐ Inadequate equipment |
| ☐ Drug or alcohol use | ☐ Defective tools/equipment | ☐ Unsafe design or construction |
| ☐ Unnecessary haste | ☐ Insufficient lighting | ☐ Unrealistic scheduling |
| ☐ Unsafe act of others | ☐ Inadequate fall protection | ☐ Poor process design |
| ☐ Other: | ☐ Other: | ☐ Other: |

| ACCIDENT/ INCIDENT ANALYSIS | |
|---|---|
| Using the root-cause analysis list, explain the cause(s) of the incident in as much detail as possible. Attach a sheet if there is not enough room. | |
| | |
| | |
| | |
| How bad could the accident have been?<br>☐ Very Serious ☐ Serious ☐ Minor | What is the chance of the accident happening again?<br>☐ Frequent ☐ Occasional ☐ Rare |

| RECOMMENDATIONS AND FOLLOW-UP | | | |
|---|---|---|---|
| Describe actions that will be taken to prevent recurrence:<br>*(attach another sheet if necessary)* | Deadline | By Whom | Complete |
| | | | |
| | | | |
| | | | |
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| | | | |

| **SUMMARY** |
|---|
| |
| |
| |
| |

| INVESTIGATION TEAM | | |
|---|---|---|
| Name | Signature | Position |
| | | |
| | | |
| | | |
| | | |

ACCIDENT/INCIDENT REPORT FORM 4 OF 4

## Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

### *Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad*

If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Use the attached form to file a workers' compensation claim with your employer. **You should read all of the information below.** Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If you file a claim, the claims administrator, who is responsible for handling your claim, must notify you within 14 days whether your claim is accepted or whether additional investigation is needed.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Do this right away to avoid problems with your claim. In some cases, benefits will not start until you inform your employer about your injury by filing a claim form. Describe your injury completely. Include every part of your body affected by the injury. If you mail the form to your employer, use first-class or certified mail. If you buy a return receipt, you will be able to prove that the claim form was mailed and when it was delivered. Within one working day after you file the claim form, your employer must complete the "Employer" section, give you a dated copy, keep one copy, and send one to the claims administrator.

**Medical Care:** Your claims administrator will pay for all reasonable and necessary medical care for your work injury or illness. Medical benefits are subject to approval and may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, medicines, equipment and travel costs. Your claims administrator will pay the costs of approved medical services directly so you should never see a bill. There are limits on chiropractic, physical therapy, and other occupational therapy visits.

**The Primary Treating Physician (PTP)** is the doctor with the overall responsibility for treatment of your injury or illness.

- If you previously designated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or Health Care Organization (HCO), in most cases, you will be treated in the MPN or HCO unless you predesignated your personal physician or a medical group. An MPN is a group of health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases, the claims administrator can choose the doctor who first treats you unless you predesignated your personal physician or a medical group.
- If your employer has not put up a poster describing your rights to workers' compensation, you may be able to be treated by your personal physician right after you are injured.

Within one working day after you file a claim form, your employer or the claims administrator must authorize up to $10,000 in treatment for your injury, consistent with the applicable treating guidelines until the claim is accepted or rejected. If the employer or claims administrator does not authorize treatment right away, talk to your supervisor, someone else in management, or the claims administrator. Ask for treatment to be authorized right now, while waiting for a decision on your claim. If the employer or claims administrator will not authorize treatment, use your own health insurance to get medical care. Your health insurer will seek reimbursement from the claims administrator. If you do not have health insurance, there are doctors, clinics or hospitals that will treat you without immediate payment. They will seek reimbursement from the claims administrator.

**Switching to a Different Doctor as Your PTP:**

- If you are being treated in a Medical Provider Network (MPN), you may switch to other doctors within the MPN after the first visit.
- If you are being treated in a Health Care Organization (HCO), you may switch at least one time to another doctor within the HCO. You may switch to a doctor outside the HCO 90 or 180 days after your injury is reported to your employer (depending on whether you are covered by employer- provided health insurance).
- If you are not being treated in an MPN or HCO and did not predesignate, you may switch to a new doctor one time during the first 30 days after your injury is reported to your employer. Contact the claims administrator to switch doctors. After 30 days, you may switch to a doctor of your choice if

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Utilice el formulario adjunto para presentar un reclamo de compensación de trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran dependiendo de la índole de su reclamo. Si usted presenta un reclamo, l administrador de reclamos, quien es responsable por el manejo de su reclamo, debe notificarle dentro de 14 días si se acepta su reclamo o si se necesita investigación adicional.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Haga esto de inmediato para evitar problemas con su reclamo. En algunos casos, los beneficios no se iniciarán hasta que usted le informe a su empleador acerca de su lesión mediante la presentación de un formulario de reclamo. Describa su lesión por completo. Incluya cada parte de su cuerpo afectada por la lesión. Si usted le envía por correo el formulario a su empleador, utilice primera clase o correo certificado. Si usted compra un acuse de recibo, usted podrá demostrar que el formulario de reclamo fue enviado por correo y cuando fue entregado. Dentro de un día laboral después de presentar el formulario de reclamo, su empleador debe completar la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos.

**Atención Médica:** Su administrador de reclamos pagará por toda la atención médica razonable y necesaria para su lesión o enfermedad relacionada con el trabajo. Los beneficios médicos están sujetos a la aprobación y pueden incluir tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio, las medicinas, equipos y gastos de viaje. Su administrador de reclamos pagará directamente los costos de los servicios médicos aprobados de manera que usted nunca verá una factura. Hay límites en terapia quiropráctica, física y otras visitas de terapia ocupacional.

**El Médico Primario que le Atiende *(Primary Treating Physician- PTP)*** es el médico con la responsabilidad total para tratar su lesión o enfermedad.

- Si usted designó previamente a su médico personal o a un grupo médico, usted podrá ver a su médico personal o grupo médico después de lesionarse.
- Si su empleador está utilizando una red de proveedores médicos *(Medical Provider Network- MPN)* o una Organización de Cuidado Médico *(Health Care Organization- HCO)*, en la mayoría de los casos, usted será tratado en la *MPN* o *HCO* a menos que usted hizo una designación previa de su médico personal o grupo médico. Una *MPN* es un grupo de proveedores de asistencia médica quien da tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una *HCO* o una *MPN*. Hable con su empleador para más información.
- Si su empleador no está utilizando una *MPN* o *HCO*, en la mayoría de los casos, el administrador de reclamos puede elegir el médico que lo atiende primero a menos de que usted hizo una designación previa de su médico personal o grupo médico.
- Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede ser tratado por su médico personal inmediatamente después de lesionarse.

Dentro de un día laboral después de que Ud. Presente un formulario de reclamo, su empleador o el administrador de reclamos debe autorizar hasta $10000 en tratamiento para su lesión, de acuerdo con las pautas de tratamiento aplicables, hasta que el reclamo sea aceptado o rechazado. Si el empleador o administrador de reclamos no autoriza el tratamiento de inmediato, hable con su supervisor, alguien más en la gerencia, o con el administrador de reclamos. Pida que el tratamiento sea autorizado ya mismo, mientras espera una decisión sobre su reclamo. Si el empleador o administrador de reclamos no autoriza el tratamiento, utilice su propio seguro médico para recibir atención médica. Su compañía de seguro médico buscará reembolso del administrador de reclamos. Si usted no tiene seguro médico, hay médicos, clínicas u hospitales que lo tratarán sin pago inmediato. Ellos buscarán reembolso del administrador de reclamos.

**Cambiando a otro Médico Primario o *PTP*:**

- Si usted está recibiendo tratamiento en una Red de Proveedores Médicos

your employer or the claims administrator has not created or selected an MPN.

**Disclosure of Medical Records:** After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

**Problems with Medical Care and Medical Reports:** At some point during your claim, you might disagree with your PTP about what treatment is necessary. If this happens, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, the steps to take depend on whether you are receiving care in an MPN, HCO, or neither. For more information, see "Learn More About Workers' Compensation," below.

If the claims administrator denies treatment recommended by your PTP, you may request independent medical review (IMR) using the request form included with the claims administrator's written decision to deny treatment. The IMR process is similar to the group health IMR process, and takes approximately 40 (or fewer) days to arrive at a determination so that appropriate treatment can be given. Your attorney or your physician may assist you in the IMR process. IMR is not available to resolve disputes over matters other than the medical necessity of a particular treatment requested by your physician.

If you disagree with your PTP on matters other than treatment, such as the cause of your injury or how severe the injury is, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, notify the claims administrator in writing as soon as possible. In some cases, you risk losing the right to challenge your PTP's opinion unless you do this promptly. If you do not have an attorney, the claims administrator must send you instructions on how to be seen by a doctor called a qualified medical evaluator (QME) to help resolve the dispute. If you have an attorney, the claims administrator may try to reach agreement with your attorney on a doctor called an agreed medical evaluator (AME). If the claims administrator disagrees with your PTP on matters other than treatment, the claims administrator can require you to be seen by a QME or AME.

**Payment for Temporary Disability (Lost Wages):** If you can't work while you are recovering from a job injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

**Stay at Work or Return to Work:** Being injured does not mean you must stop working. If you can continue working, you should. If not, it is important to go back to work with your current employer as soon as you are medically able. Studies show that the longer you are off work, the harder it is to get back to your original job and wages. While you are recovering, your PTP, your employer (supervisors or others in management), the claims administrator, and your attorney (if you have one) will work with you to decide how you will stay at work or return to work and what work you will do. Actively communicate with your PTP, your employer, and the claims administrator about the work you did before you were injured, your medical condition and the kinds of work you can do now, and the kinds of work that your employer could make available to you.

**Payment for Permanent Disability:** If a doctor says you have not recovered completely from your injury and you will always be limited in the work you can do, you may receive additional payments. The amount will depend on the type of injury, extent of impairment, your age, occupation, date of injury, and your wages before you were injured.

**Supplemental Job Displacement Benefit (SJDB):** If you were injured on or after 1/1/04, and your injury results in a permanent disability and your employer does not offer regular, modified, or alternative work, you may qualify for a nontransferable voucher payable for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law.

**Death Benefits:** If the injury or illness causes death, payments may be made to a

(Medical Provider Network- MPN), usted puede cambiar a otros médicos dentro de la MPN después de la primera visita.

- Si usted está recibiendo tratamiento en un Organización de Cuidado Médico (Healthcare Organization- HCO), es posible cambiar al menos una vez a otro médico dentro de la HCO. Usted puede cambiar a un médico fuera de la HCO 90 o 180 días después de que su lesión es reportada a su empleador (dependiendo de si usted está cubierto por un seguro médico proporcionado por su empleador).
- Si usted no está recibiendo tratamiento en una MPN o HCO y no hizo una designación previa, usted puede cambiar a un nuevo médico una vez durante los primeros 30 días después de que su lesión es reportada a su empleador. Póngase en contacto con el administrador de reclamos para cambiar de médico. Después de 30 días, puede cambiar a un médico de su elección si su empleador o el administrador de reclamos no ha creado o seleccionado una MPN.

**Divulgación de Expedientes Médicos:** Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes serán revelados. Si usted solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

**Problemas con la Atención Médica y los Informes Médicos:** En algún momento durante su reclamo, podría estar en desacuerdo con su *PTP* sobre qué tratamiento es necesario. Si esto sucede, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, los pasos a seguir dependen de si usted está recibiendo atención en una *MPN*, *HCO* o ninguna de las dos. Para más información, consulte la sección "Aprenda Más Sobre la Compensación de Trabajadores," a continuación.

Si el administrador de reclamos niega el tratamiento recomendado por su *PTP*, puede solicitar una revisión médica independiente *(Independent Medical Review- IMR)*, utilizando el formulario de solicitud que se incluye con la decisión por escrito del administrador de reclamos negando el tratamiento. El proceso de la *IMR* es parecido al proceso de la *IMR* de un seguro médico colectivo, y tarda aproximadamente 40 (o menos) días para llegar a una determinación de manera que se pueda dar un tratamiento apropiado. Su abogado o su médico le pueden ayudar en el proceso de la *IMR*. La *IMR* no está disponible para resolver disputas sobre cuestiones aparte de la necesidad médica de un tratamiento particular solicitado por su médico.

Si no está de acuerdo con su *PTP* en cuestiones aparte del tratamiento, como la causa de su lesión o la gravedad de la lesión, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, notifique al administrador de reclamos por escrito tan pronto como sea posible. En algunos casos, usted arriesg perder el derecho a objetar a la opinión de su *PTP* a menos que hace esto de inmediato. Si usted no tiene un abogado, el administrador de reclamos debe enviarle instrucciones para ser evaluado por un médico llamado un evaluador médico calificado *(Qualified Medical Evaluator- QME)* para ayudar a resolver la disputa. Si usted tiene un abogado, el administrador de reclamos puede tratar de llegar a un acuerdo con su abogado sobre un médico llamado un evaluador médico acordado *(Agreed Medical Evaluator- AME)*. Si el administrador de reclamos no está de acuerdo con su *PTP* sobre asuntos aparte del tratamiento, el administrador de reclamos puede exigirle que sea atendido por un *QME* o *AME*.

**Pago por Incapacidad Temporal (Sueldos Perdidos):** Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. puede recibir pagos por incapacidad temporal por un periodo limitado. Estos pagos pueden cambiar o parar cuando su médico diga que Ud. está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado una noche o no puede trabajar durante más de 14 días.

**Permanezca en el Trabajo o Regreso al Trabajo:** Estar lesionado no significa que usted debe dejar de trabajar. Si usted puede seguir trabajando, usted debe hacerlo. Si no es así, es importante regresar a trabajar con su empleador actual tan

spouse and other relatives or household members who were financially dependent on the deceased worker.

**It is illegal for your employer** to punish or fire you for having a job injury or illness, for filing a claim, or testifying in another person's workers' compensation case (Labor Code 132a). If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

**Resolving Problems or Disputes:** You have the right to disagree with decisions affecting your claim. If you have a disagreement, contact your employer or claims administrator first to see if you can resolve it. If you are not receiving benefits, you may be able to get State Disability Insurance (SDI) or unemployment insurance (UI) benefits. Call the state Employment Development Department at (800) 480-3287 or (866) 333-4606, or go to their website at www.edd.ca.gov.

**You Can Contact an Information & Assistance (I&A) Officer:** State I&A officers answer questions, help injured workers, provide forms, and help resolve problems. Some I&A officers hold workshops for injured workers. To obtain important information about the workers' compensation claims process and your rights and obligations, go to www.dwc.ca.gov or contact an I&A officer of the state Division of Workers' Compensation. You can also hear recorded information and a list of local I&A offices by calling (800) 736-7401.

**You can consult with an attorney**. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at **www.californiaspecialist.org**.

**Learn More About Workers' Compensation:** For more information about the workers' compensation claims process, go to www.dwc.ca.gov. At the website, you can access a useful booklet, "Workers' Compensation in California: A Guidebook for Injured Workers." You can also contact an Information & Assistance Officer (above), or hear recorded information by calling 1-800-736-7401.

pronto como usted pueda medicamente hacerlo. Los estudios demuestran que entre más tiempo esté fuera del trabajo, más difícil es regresar a su trabajo original y a sus salarios. Mientras se está recuperando, su *PTP*, su empleador (supervisores u otras personas en la gerencia), el administrador de reclamos, y su abogado (si tiene uno) trabajarán con usted para decidir cómo va a permanecer en el trabajo o regresar al trabajo y qué trabajo hará. Comuníquese de manera activa con su *PTP*, su empleador y el administrador de reclamos sobre el trabajo que hizo antes de lesionarse, su condición médica y los tipos de trabajo que usted puede hacer ahora y los tipos de trabajo que su empleador podría poner a su disposición.

**Pago por Incapacidad Permanente:** Si un médico dice que no se ha recuperado completamente de su lesión y siempre será limitado en el trabajo que puede hacer, es posible que Ud. reciba pagos adicionales. La cantidad dependerá de la clase de lesión, grado de deterioro, su edad, ocupación, fecha de la lesión y sus salarios antes de lesionarse.

**Beneficio Suplementario por Desplazamiento de Trabajo *(Supplemental Job Displacement Benefit- SJDB)*:** Si Ud. se lesionó en o después del 1/1/04, y su lesión resulta en una incapacidad permanente y su empleador no ofrece un trabajo regular, modificado, o alternativo, usted podría cumplir los requisitos para recibir un vale no-transferible pagadero a una escuela para recibir un nuevo un curso de reentrenamiento y/o mejorar su habilidad. Si Ud. cumple los requisios, el administrador de reclamos pagará los gastos hasta un máximo establecido por las leyes estatales.

**Beneficios por Muerte:** Si la lesión o enfermedad causa la muerte, es posible que los pagos se hagan a un cónyuge y otros parientes o a las personas que viven en el hogar que dependían económicamente del trabajador difunto.

**Es ilegal que su empleador** le castigue o despida por sufrir una lesión o enfermedad laboral, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. (Código Laboral, sección 132a.) De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

**Resolviendo problemas o disputas:** Ud. tiene derecho a no estar de acuerdo con las decisiones que afecten su reclamo. Si Ud. tiene un desacuerdo, primero comuníquese con su empleador o administrador de reclamos para ver si usted puede resolverlo. Si usted no está recibiendo beneficios, es posible que Ud. pueda obtener beneficios del Seguro Estatalde Incapacidad *(State Disability Insurance- SDI)* o beneficios del desempleo *(Unemployment Insurance- UI)*. Llame al Departamento del Desarrollo del Empleo estatal al (800) 480-3287 o (866) 333- 4606, o visite su página Web en www.edd.ca.gov.

**Puede Contactar a un Oficial de Información y Asistencia *(Information & Assistance- I&A)*:** Los Oficiales de Información y Asistencia *(I&A)* estatal contestan preguntas, ayudan a los trabajadores lesionados, proporcionan formularios y ayudan a resolver problemas. Algunos oficiales de *I&A* tienen talleres para trabajadores lesionados. Para obtener información importante sobre el proceso de la compensación de trabajadores y sus derechos y obligaciones, vaya a www.dwc.ca.gov o comuníquese con un oficial de información y asistencia de la División Estatal de Compensación de Trabajadores. También puede escuchar información grabada y una lista de las oficinas de *I&A* locales llamando al (800) 736-7401.

**Ud. puede consultar con un abogado.** La mayoría de los abogados ofrecen una consulta gratis. Si Ud. decide contratar a un abogado, los honorarios serán tomados de algunos de sus beneficios. Para obtener nombres de abogados de compensación de trabajadores, llame a la Asociación Estatal de Abogados de California *(State Bar)* al (415) 538-2120, o consulte su página Web en www.californiaspecialist.org.

**Aprenda Más Sobre la Compensación de Trabajadores**: Para obtener más información sobre el proceso de reclamos del programa de compensación de trabajadores, vaya a www.dwc.ca.gov. En la página Web, podrá acceder a un folleto útil, "Compensación del Trabajador de California: Una Guía para Trabajadores Lesionados." También puede contactar a un oficial de Información y Asistencia (arriba), o escuchar información grabada llamando al 1-800-736- 7401.

State of California
Department of Industrial Relations
DIVISION OF WORKERS' COMPENSATION

**WORKERS' COMPENSATION CLAIM FORM (DWC1)**

*Estado de California*
*Departamento de Relaciones Industriales*
*DIVISION DE COMPENSACIÓN AL TRABAJADOR*

***PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)***

**Employee:** Complete the **"Employee"** section and give the form to your employer. Keep a copy and mark it **"Employee's Temporary Receipt"** until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at **(800) 736-7401**. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

**Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.**

***Empleado:*** *Complete la sección* ***"Empleado"*** *y entregue la forma a su empleador. Quédese con la copia designada* ***"Recibo Temporal del Empleado"*** *hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la Division de Compensación al Trabajador al* ***(800) 736- 7401*** *para otr información gravada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.*

*Ud. también debería haber recibido de su empleador un folleto describiendo los benficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador porescrito.*

**Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".**

**Employee—complete this section and see note above** ***Empleado—complete esta sección y note la notación arriba.***

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____
2. Home Address. *Dirección Residencial.* _____
3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____
4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.
5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* _____
6. Describe injury and part of body affected. *Describa la lesión y parte del cuerpo afectada.* _____
7. Social Security Number. *Número de Seguro Social del Empleado.* _____
8. ☐ Check if you agree to receive notices about your claim by email only. ☐ *Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico.* Employee's e-mail. _____ *Correo electrónico del empleado.* _____.
   You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. *Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.*
9. Signature of employee. *Firma del empleado.* _____

**Employer—complete this section and see note below.** ***Empleador—complete esta sección y note la notación abajo.***

10. Name of employer. *Nombre del empleador.* Metcon Ti, Inc.
11. Address. *Dirección.* 7060 Koll Center Parkway, Suite 334; Pleasanton, CA 94566
12. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____
13. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____
14. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____
15. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* Innovative Risk Management/Great American Insurance, 9111 Cypress Waters Blvd., #350, Dallas, TX 75019
16. Insurance Policy Number. *El número de la póliza de Seguro.* 3392170-00
17. Signature of employer representative. *Firma del representante del empleador.* _____
18. Title. *Título.* _____ 19. Telephone. *Teléfono.* _____

**Employer:** You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

***Empleador:*** *Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de* ***un día hábil*** *desde el momento de haber sido recibida la forma del empleado.*

# Metcon-TI Injury & Illness Prevention Program

## EMPLOYEE ACKNOWELDGEMENT FORM

I have fully read and understand the Metcon-TI Injury and Illness Prevention Program and Code of Safe Practices. I agree to abide by its policies and terms as a condition of my employment.

Print Full Name: _____

Signed: _____

Employee SS OR ID# Number: _____

Date: _____

# IF YOU ARE INJURED AT WORK

FOR EMERGENCIES CALL 911

or go to the nearest hospital

Otherwise:

REPORT THE INJURY

To your supervisor

SEEK TREATMENT

From one of the doctors or clinics listed below.

## MEDICAL PROVIDERS

**U.S. Health Works Medical Group**
5635 W Las Positas Blvd, Ste 401
Pleasanton, CA 94588
925-520-0055
*Approximate Dist: 1.3 MI*

**Orthgen Inc.**
3128 Santa Rita Rd
Pleasanton, CA 94566
925-350-4742
*Approximate Dist: 1. 3 MI*

## HOSPITALS

**Valleycare Health System**
5555 W Las Positas Blvd
Pleasanton, CA 94588
925-847-3000
*Approximate Dist: 1.9 MI*

**San Ramon Regional Medical Center**
6001 Norris Canyon Road
San Ramon, CA 94583
925-275-9200
Approximate Dist: 8.4 MI

Great American INSURANCE

**Metcon-Ti, Inc.**
**7060 KOLL CENTER PKWY STE 334**
**PLEASANTON CA 94566**
Created on: 03/12/2019

Innovative Risk Management Services

WC POLICY NUMBER
WC3392170

INSURANCE GROUP
Alternative Markets

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Providers indicated by * may require a referral prior to seeing the employee.

Pursuant to CCR 9767.3 (c) (4), physicians are NOT authorized to provide treatment at any location other than the location listed in this network listing.

**Please select "Map" link to calculate accurate driving distances & estimated driving times.**

You Searched for: 94566

We Found: 134 providers found within 30 miles.

| SEARCH RESULTS FOR SELECT BY DISTANCE | | ALL/NONE | | |
|---|---|---|---|---|
| U.S. Health Works Medical Group - Pleasanton | Occupational Medicine Clinic | 5635 W Las Positas Blvd Ste 401<br>Pleasanton, CA 94588 | phone (925) 520-0055 | 1.3 Miles<br>MAP |
| U.S. Health Works Medical Group - Pleasanton | Urgent Care | 5635 W Las Positas Blvd Ste 401<br>Pleasanton, CA 94588 | phone (925) 520-0055 | 1.3 Miles<br>MAP |
| Orthogen Inc | Urgent Care | 3128 Santa Rita Rd<br>Pleasanton, CA 94566 | phone (866) 389-0211 | 1.3 Miles<br>MAP |
| Orthogen Inc | Urgent Care | 3128 Santa Rita Rd<br>Pleasanton, CA 94566 | phone (925) 350-4742 | 1.3 Miles<br>MAP |
| John Muir Physician Network<br>Sadoff, Benjamin | Urgent Care | 5860 Owens Dr Ste 110<br>Pleasanton, CA 94588 | phone (925) 224-0700 | 2 Miles<br>MAP |
| John Muir Physician Network<br>Triana, Ana C | Urgent Care | 5860 Owens Dr Ste 110<br>Pleasanton, CA 94588 | phone (925) 224-0700 | 2 Miles<br>MAP |
| John Muir Physician Network<br>O'Regan, Maeve | Urgent Care | 5860 Owens Dr Ste 110<br>Pleasanton, CA 94588 | phone (925) 224-0700 | 2 Miles<br>MAP |
| John Muir Physician Network<br>Threewitt, Tanya | Urgent Care | 5860 Owens Dr Ste 110<br>Pleasanton, CA 94588 | phone (925) 224-0700 | 2 Miles<br>MAP |
| John Muir Physician Network<br>Ajaelo, Ikem | Urgent Care | 5860 Owens Dr Ste 110<br>Pleasanton, CA 94588 | phone (925) 224-0700 | 2 Miles<br>MAP |
| John Muir Physician Network<br>Doviohi, Jennifer H | Urgent Care | 5860 Owens Dr Ste 110<br>Pleasanton, CA 94588 | phone (925) 224-0700 | 2 Miles<br>MAP |
| Stanford Health Care Valley Care Occupational Health | Occupational Medicine Clinic | 4000 Dublin Blvd Ste 150<br>Dublin, CA 94568 | phone (925) 416-3562 | 2.3 Miles<br>MAP |
| Kaiser Permanente On-the-Job Occupational Health Center | Occupational Medicine Clinic | 3000 Las Positas Rd<br>Livermore, CA 94551 | phone (925) 243-4880 | 6.8 Miles<br>MAP |
| Stat Med, PC A California Medical Professional Corporation | Urgent Care | 4465 1st St<br>Livermore, CA 94551 | phone (925) 315-8828 | 7.8 Miles<br>MAP |
| John Muir Physician Network<br>Ajaelo, Ikem | Urgent Care | 2305 Camino Ramon Ste 130<br>San Ramon, CA 94583 | phone (925) 543-0290 | 8.4 Miles<br>MAP |
| John Muir Physician Network<br>Doviohi, Jennifer H | Urgent Care | 2305 Camino Ramon Ste 130<br>San Ramon, CA 94583 | phone (925) 543-0290 | 8.4 Miles<br>MAP |
| John Muir Physician Network<br>O'Regan, Maeve | Urgent Care | 2305 Camino Ramon Ste 130<br>San Ramon, CA 94583 | phone (925) 543-0290 | 8.4 Miles<br>MAP |

INSURANCE GROUP
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Providers indicated by * may require a referral prior to seeing the employee.

Pursuant to CCR 9767.3 (c) (4), physicians are NOT authorized to provide treatment at any location other than the location listed in this network listing.

**Please select "Map" link to calculate accurate driving distances & estimated driving times.**

You Searched for

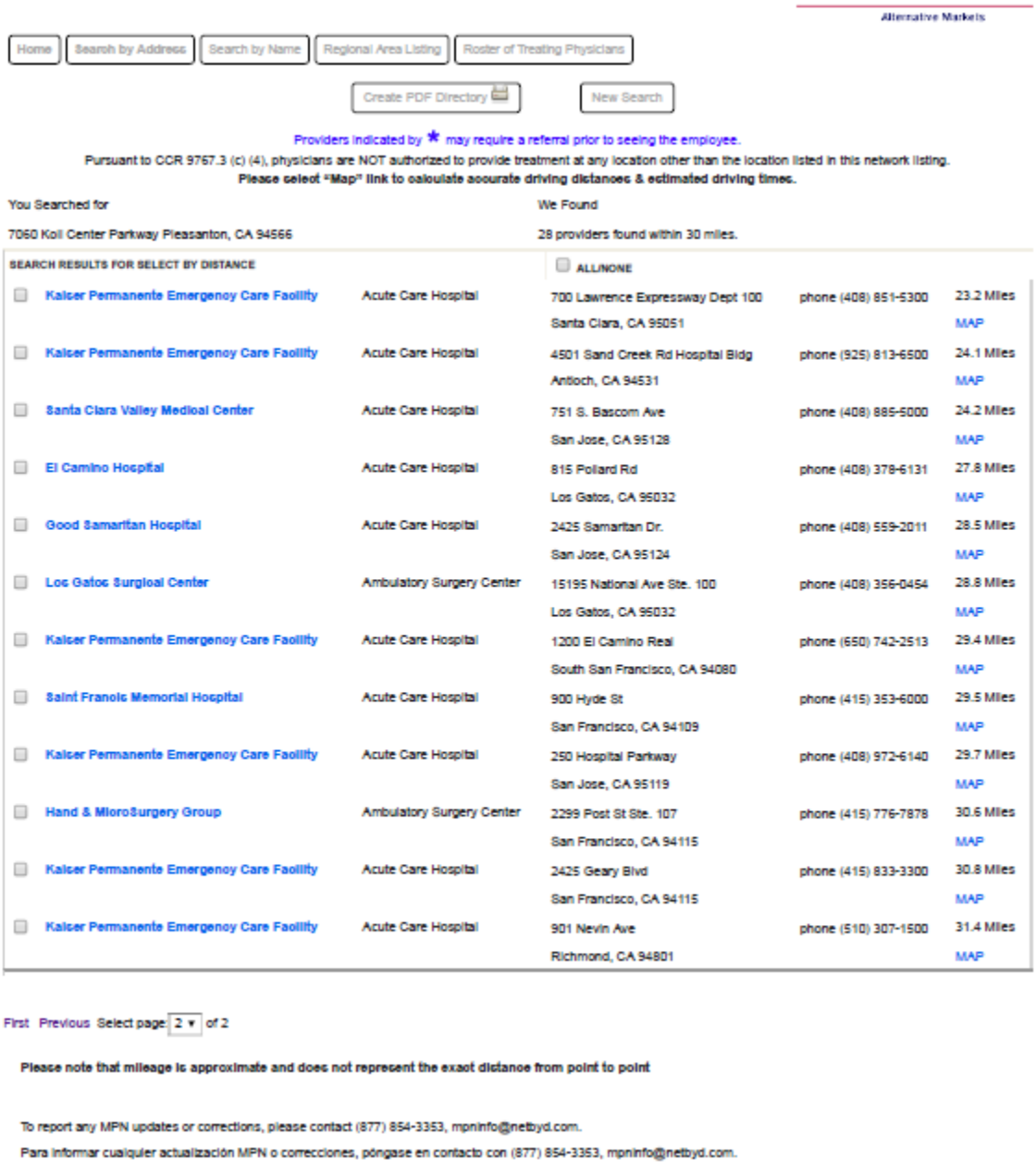
7060 Koll Center Parkway Pleasanton, CA 94566

We Found

28 providers found within 30 miles.

SEARCH RESULTS FOR SELECT BY DISTANCE — ALL/NONE

| | | | | | |
|---|---|---|---|---|---|
| ValleyCare Medical Center | Acute Care Hospital | 5555-5575 W. Las Positas Blvd<br>Pleasanton, CA 94588 | phone (925) 447-7000 | 2.3 Miles<br>MAP |
| San Ramon Regional Medical Center | Acute Care Hospital | 6001 Norris Canyon Rd<br>San Ramon, CA 94583 | phone (925) 275-9200 | 8.4 Miles<br>MAP |
| San Ramon Outpatient Surgery Center | Ambulatory Surgery Center | 5801 Norris Canyon Rd<br>San Ramon, CA 94583 | phone (925) 275-9200 | 8.5 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 39400 Paseo Padre Parkway<br>Fremont, CA 94538 | phone (510) 248-3000 | 8.6 Miles<br>MAP |
| St. Rose Hospital | Acute Care Hospital | 27200 Calaroga Ave<br>Hayward, CA 94545 | phone (510) 264-4000 | 10.4 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 2500 Merced St<br>San Leandro, CA 94577 | phone (510) 454-1000 | 14.8 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 1425 S Main St<br>Walnut Creek, CA 94596 | phone (925) 295-5100 | 18 Miles<br>MAP |
| John Muir Medical Center - Walnut Creek Campus | Acute Care Hospital | 1601 Ygnacio Valley Rd<br>Walnut Creek, CA 94598 | phone (925) 939-3000 | 18.9 Miles<br>MAP |
| Waverly Surgery Center | Ambulatory Surgery Center | 400 Forest Ave<br>Palo Alto, CA 94301 | phone (650) 324-0600 | 20.6 Miles<br>MAP |
| Regional Medical Center of San Jose | Acute Care Hospital | 225 N. Jackson Ave<br>San Jose, CA 95116 | phone (408) 259-5000 | 20.9 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 1150 Veterans Blvd Hospital Tower - 1st Flr<br>Redwood City, CA 94063 | phone (650) 299-2000 | 21.4 Miles<br>MAP |
| El Camino Ambulatory Surgery Center | Ambulatory Surgery Center | 2480 Grant Rd<br>Mountain View, CA 94040 | phone (650) 961-1200 | 22.5 Miles<br>MAP |
| El Camino Hospital | Acute Care Hospital | 2500 Grant Rd<br>Mountain View, CA 94040 | phone (650) 940-7000 | 22.5 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 275 W. MacArthur Blvd<br>Oakland, CA 94611 | phone (510) 752-7600 | 22.5 Miles<br>MAP |
| Sequoia Hospital | Acute Care Hospital | 170 Alameda De Las Pulgas<br>Redwood City, CA 94062 | phone (650) 369-5811 | 23.1 Miles<br>MAP |
| John Muir Medical Center - Concord Campus | Acute Care Hospital | 2540 E St<br>Concord, CA 94520 | phone (925) 682-8200 | 23.2 Miles<br>MAP |



Alternative Markets

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Providers indicated by * may require a referral prior to seeing the employee.

Pursuant to CCR 9767.3 (c) (4), physicians are NOT authorized to provide treatment at any location other than the location listed in this network listing.

**Please select "Map" link to calculate accurate driving distances & estimated driving times.**

You Searched for

7060 Koll Center Parkway Pleasanton, CA 94566

We Found

28 providers found within 30 miles.

| SEARCH RESULTS FOR SELECT BY DISTANCE | | ALL/NONE | | |
|---|---|---|---|---|
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 700 Lawrence Expressway Dept 100<br>Santa Clara, CA 95051 | phone (408) 851-5300 | 23.2 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 4501 Sand Creek Rd Hospital Bldg<br>Antioch, CA 94531 | phone (925) 813-6500 | 24.1 Miles<br>MAP |
| Santa Clara Valley Medical Center | Acute Care Hospital | 751 S. Bascom Ave<br>San Jose, CA 95128 | phone (408) 885-5000 | 24.2 Miles<br>MAP |
| El Camino Hospital | Acute Care Hospital | 815 Pollard Rd<br>Los Gatos, CA 95032 | phone (408) 378-6131 | 27.8 Miles<br>MAP |
| Good Samaritan Hospital | Acute Care Hospital | 2425 Samaritan Dr.<br>San Jose, CA 95124 | phone (408) 559-2011 | 28.5 Miles<br>MAP |
| Los Gatos Surgical Center | Ambulatory Surgery Center | 15195 National Ave Ste. 100<br>Los Gatos, CA 95032 | phone (408) 356-0454 | 28.8 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 1200 El Camino Real<br>South San Francisco, CA 94080 | phone (650) 742-2513 | 29.4 Miles<br>MAP |
| Saint Francis Memorial Hospital | Acute Care Hospital | 900 Hyde St<br>San Francisco, CA 94109 | phone (415) 353-6000 | 29.5 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 250 Hospital Parkway<br>San Jose, CA 95119 | phone (408) 972-6140 | 29.7 Miles<br>MAP |
| Hand & MicroSurgery Group | Ambulatory Surgery Center | 2299 Post St Ste. 107<br>San Francisco, CA 94115 | phone (415) 776-7878 | 30.6 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 2425 Geary Blvd<br>San Francisco, CA 94115 | phone (415) 833-3300 | 30.8 Miles<br>MAP |
| Kaiser Permanente Emergency Care Facility | Acute Care Hospital | 901 Nevin Ave<br>Richmond, CA 94801 | phone (510) 307-1500 | 31.4 Miles<br>MAP |

First Previous Select page: 2 of 2

**Please note that mileage is approximate and does not represent the exact distance from point to point**

To report any MPN updates or corrections, please contact (877) 854-3353, mpninfo@netbyd.com.

Para informar cualquier actualización MPN o correcciones, póngase en contacto con (877) 854-3353, mpninfo@netbyd.com.

METCON

# Jobsite Safety Inspection Form

Helping To Stop Accidents Before They Happen

**Date & Time:** _____ **Location(s) Inspected:** _____

**Inspector:** _____ **Site Foreman:** _____

**Metcon Job Number:** _____ **Reason for Visit:** _____

**In the Status Box Please Enter One Of The Following Codes:**

***S = Satisfactory / Yes  U = Unsatisfactory / No  NA = Not Applicable***

***For Unsatisfactory Items Please Indicate Problem and Action On The Corrective Action Chart At The End Of This Form.***

| A. General | Status |
|---|---|
| 1. Are the public and other trades adequately protected from any dangers posed by our work? | |
| 2. Are the general work areas neat and orderly? | |
| 3. Is trash being placed in proper receptacles? | |
| 4. Does the foreman know the location of the closest hospital? | |
| 5. Do all employees have access to potable water? | |
| 6. Is a first aid kit available? | |
| 7. Are MSDS readily available to all employees on site? | |
| 8. Are all flammable liquids stored in approved safety cans? | |
| 9. Are all flammable liquid storage containers labeled appropriately? | |
| 10. Is a fire extinguisher readily available, inspected monthly, and maintained annually? | |
| 11. Are all employees protected from accidental injury or impalement by sharp or slender objects (protruding nails, rebar, etc.)? | |
| **B. Slip, Trip, and Fall Prevention** | |
| 1. Are all unattended manhole, catch basin, and similar openings protected with barricades or fencing, or covered securely with plywood or similar? | |
| 2. Are all hoses, cords, cables, nylon strapping, metal banding, shovels, rakes, etc., placed neatly outside of common employee travel-ways? | |
| 3. If hose, cable, cord, etc., must cross a common employee travel way is it securely fastened in such a manner as to prevent tripping? | |
| 4. Are all excavations where crews are not actively working protected either by barricades, fencing, or parked machine? | |
| 5. Are employees working on retaining walls higher than 6' protected by guardrails or a personal fall arrest system? | |
| **C. Ladder Safety** | |
| 1. If an employee is using a ladder have then been trained in ladder safety? | |
| 2. Does the ladder extend at least 3' above the upper landing? | |
| 3. Is the ladder positioned such that the 'run' of the ladder is about 1/4 of the 'rise'? | |
| 4. Is the ladder in good working condition? | |
| 5. Is the ladder securely fastened, either by embedment into earth or some type of rope or cable? | |
| 6. Stepladders are being used only in the open position? | |
| 7. Are all ladder rungs free from grease and oil? | |
| 8. Are employees facing the ladder and maintaining three points of contact? | |
| **D. Personal Protective Equipment (PPE)** | |
| 1. Are hard hats being worn by all employees? | |
| 2. Are work boots being worn by all employees? | |

| | |
|---|---|
| 3. Are jeans, canvas, or similar long pants being worn by all employees? | |
| 4. Are gloves, traffic vests, earplugs, safety glasses, and similar PPE readily available to all employees? | |
| 5. Is hearing protection being worn where required? | |
| 6. Are gloves being worn where required? | |
| 7. Are safety glasses being worn where required? | |
| 8. Is all utilized and available PPE in good working condition? | |
| **E. Excavation** | |
| 1. Has the competent person inspected the excavation prior to any employee entering? | |
| 2. Is the crew aware of all potential existing utilities in the work area? | |
| 3. Is the crew aware of all overhead electrical lines in the work area? | |
| **F. Hand & Power Tools** | |
| 1. Are shafts and handles of all tools free from cracks and in good working condition? | |
| 2. Are all tools stored neatly and protected from damage? | |
| 3. Are the proper tools being used for the job? | |
| 4. Are all power cords and extension cords free from cuts, frays, or other damage? | |
| 5. Have the employees operating a power tool been trained on that specific tool? | |
| 6. Are all impact tools free from splinters or mushrooms? | |
| 7. Are all damaged or malfunctioning tools tagged out? | |
| 8. Are all guards on tools in place and working properly? | |
| 9. Are GFCI's used for all portable electric tools? | |
| **G. Heavy Equipment** | |
| 1. Are all backup alarms functioning properly? | |
| 2. Are all seat belts functioning and being used? | |
| **H. Material Handling and Rigging** | |
| 1. Are employees using proper lifting techniques when lifting objects manually? | |
| 2. Are machines being used to lift heavy objects? | |
| 3. Do all chains and straps have a legible capacity rating tag? | |
| 4. Are all chains and straps being used according to their capacity rating? | |
| 5. Do hooks used for lifting have a safety latch in place? | |
| 6. Are tag lines available and being used when appropriate? | |
| 7. Employees are not allowed underneath any overhead load? | |
| 8. Are lifting chains being rigged properly? | |
| 9. Are loads that have the potential to swing during movement being secured? | |
| 10. Are all lifting apparatus stored neatly and protected from weather and other damage? | |
| **I. Other Areas (Please Fill In As Necessary)** | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

| Corrective Action Chart | | | |
|---|---|---|---|
| Item Number | Problem / Action | Person Responsible | Correction Verification |
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**Corrective Action Chart Usage:**

***Item Number:*** *The letter and number of the problem item. I.e. G-1 for a machine not having a functioning back-up alarm.*

***Problem / Action:*** *What is unsatisfactory about the item and how it will be addressed.*

***Person Responsible:*** *Who is responsible for addressing the problem item.*

***Correction Verification:*** *The date and initials of who verified that the problem was resolved.*

# Metcon-TI Emergency Phone Numbers

**Tom Corliss- General Superintendent (925) 551-1294**

**Chris Patane- Lead Superintendent (925) 922-9207**

**Vicki Ramos- HR Specialist (925) 366-0844**

**Eric Brown- President (925) 922-9203**

**Tyler Morley- VP of Sales (925) 699-8208**

**Nick Haycock- VP of Project Management (925) 922-9206**

**QuickHR- To report accident (925) 255-0444:  After hours or weekends text (925) 699-3620**

# Silica Control Program

**9. PROGRAM REQUIREMENTS.**

This program is intended to prevent employee exposure to hazardous levels of respirable crystalline silica that could result through activities or nearby activities occurring on worksites. Respirable crystalline silica exposure at hazardous levels can lead to occupational injury or illnesses such as lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease. This program is intended to meet the requirements of the Respirable Crystalline Silica Standards under 29 CFR 1926.1153 and/or 29 CFR 1910.1053 established by the Occupational Safety and Health Administration (OSHA). Metcon-TI will review and evaluate this program on an annual basis, when changes occur to the regulation, or when operational changes occur that require a revision of this document.

**10. RESPONSIBILITY**

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. Metcon-TI will submit a copy of this program to any Prime or General Contractor upon request. Metcon-TI has authorized all Supervisors or any Employee to halt any operation of Metcon-TI where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

**11. TRAINING REQUIREMENTS.**

Metcon-TI will provide employees with information and training on the hazards of respirable crystalline silica in their work area at the time of their initial assignment, annually, and whenever tasks or work demonstrate that training is necessary.

11.1. Training will be conducted upon hire and/or assignment by the Safety Officer or an approved training provider.

11.2. Training will ensure that each employee covered by the Silica Control Program can demonstrate knowledge and understanding of at least the following:

11.2.1. The health hazards associated with exposure to respirable crystalline silica

11.2.2. Specific tasks in the workplace that could result in exposure to respirable crystalline silica

11.2.3. Specific measures implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used

11.2.4. For construction activities, the contents of OSHA Construction Standard on respirable crystalline silica 29 CFR 1926.1153

11.2.5. For industrial locations and activities, the contents of OSHA General Industry Standard on respirable crystalline silica 29 CFR 1910.1053

11.2.6. The purpose and a description of the medical surveillance program required by the OSHA Standard on respirable crystalline silica

11.3. The company will make a copy of the OSHA Standard on respirable crystalline silica readily available without cost to each employee covered by this program.

11.4. Documentation. All training will be documented using an attendance roster. Certificates of completion may be issued to attendees by the Safety Officer and a copy of the completed certificate filed.

## 12. EXPOSURE ASSESSMENT

Metcon-TI will assess the exposure of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the **action level** in accordance with the following:

12.1. Performance Option:

12.1.1. Where appropriate, employee exposure will be assessed for an 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.

12.2. Scheduled Monitoring Option:

12.2.1. Initial monitoring will be performed to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, in each work area.

12.2.2. Where several employees perform the same tasks on the same shift and in the same work area, the company may sample a representative fraction of these employees in order to meet this requirement. In representative sampling, the company will sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica.

12.2.3. If initial monitoring indicates that employee exposures are below the action level, discontinue monitoring for those employees whose exposures are represented by such monitoring.

12.2.4. Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, shall repeat such monitoring within **six** months of the most recent monitoring.

12.2.5. Where the most recent exposure monitoring indicates that employee exposures are above the PEL, repeat such monitoring within **three** months of the most recent monitoring.

12.2.6. Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the action level, repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the action level, at which time the company may discontinue monitoring for those employees whose exposures are represented by such monitoring, except as otherwise described under reassessment of exposures.

12.3. Reassessment of exposures*:*

12.3.1. The company will reassess exposures whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the action level, or when the company has any reason to believe that new or additional exposures at or above the action level have occurred.

12.4. Methods of sample analysis:

12.4.1. Metcon-TI will ensure that all samples taken to satisfy the monitoring requirements of this section are evaluated by a laboratory that analyzes air samples for respirable crystalline silica in accordance with the procedures in 29 CFR 1910.1053 Appendix A or 29 CFR 1926.1153 Appendix A.

**13. EMPLOYEE NOTIFICATION OF ASSESSMENT RESULTS**

13.1. Construction Activities. Within five working days after completing an exposure assessment, Metcon-TI will individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.

13.2. Industrial Locations and Activities. Within 15 working days after completing an exposure assessment, Metcon-TI will individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.

13.3. Whenever an exposure assessment indicates that employee exposure is above the PEL, Metcon-TI will describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.

**14. COMMUNICATION OF RESPIRABLE CRYSTALLINE SILICA HAZARDS**

14.1. Hazard communication. Metcon-TI will include respirable crystalline silica in the written Hazard Communication Program which has been established to comply with the hazard communication standard (HCS) (29 CFR 1910.1200). Each employee will have access to labels on containers of crystalline silica and safety data sheets and is

trained in accordance with the provisions of the hazard communication standard and this program.

## 15. RESPIRATORY PROTECTION

15.1. Respirator use will comply with Metcon-TI written Respiratory Protection Program.

15.2. Respirators will be provided and used by the employee in the following circumstances:

15.2.1. Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls

15.2.2. Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering, and work practice controls are not feasible

15.2.3. During tasks where all feasible engineering and work practice controls have been implemented but such controls are not sufficient to reduce exposures to or below the PEL

15.3. All employees exposed to respirable crystalline silica above the OSHA Action Level will be included in the respiratory protection program. In addition:

15.3.1. Appropriate respirators will be selected based on the employee exposure levels.

15.3.2. Employees will be fit tested to ensure an adequate fit in accordance with the respiratory protection program.

15.3.3. Employees will be trained in the use and care of respiratory protection as part of the training program.