INDUSTRY COATINGS
Commercial Painting & Specialty Coatings

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Injury and Illness Prevention Program (IIPP)

Safety Comes First!

REMEMBER – NO JOB IS SO IMPORTANT THAT IT CANNOT BE DONE SAFELY

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INTRODUCTION

The success of our safety program depends on total teamwork. ***Safety is the responsibility of every person and it starts with you!*** So with our employees uppermost in mind, this Injury and Illness Prevention Program has been prepared to assist with job site safety procedures and work habits. We want our employees to have a long and fulfilling career with Industry Coatings.

The safety practices contained in this manual are for everyone's guidance and protection in their daily work. These guidelines may be used by supervisors and foreman to prevent job site accidents and injuries. It is your responsibility to become familiar with the safety procedures outlined in this Injury and Illness Prevention Program Manual. All employees are expected to follow the safety procedures and to take an active part in maintaining a safe job site for themselves and their co-workers. Accidents are preventable! It is up to each of us to take care in the workplace and to protect ourselves and our co-workers from accidents. Following the company's Injury and Illness Prevention Program and planning ahead is a good way to reduce or eliminate job site accidents.

A. Objectives:

1. Prevention of workplace accidents and injuries to employees.
2. Establishing and maintaining a system for early detection and correction of unsafe practices and conditions.
3. Review periodic reports supplied by the Company and insurance carrier to determine the need for corrective measures.
4. Implementing and employee safety education and training program including:
   a. Employees will receive safety orientation, education and training at the initial assignment of duties and when new hazards are identified. Additional employee training will be provided whenever new materials, new equipment, and new work procedures are introduced, as well as when established work procedures and methods change.

   b. Bulletin boards, posters and other visual aids will be used to relate safety information.

   c. Regular safety meetings, as well as weekly meetings will be conducted to re-emphasize the important of safety. One safety topic per week will be covered with employees. Employees will be encouraged to participate in these weekly meetings, and inform management of any unsafe conditions or acts that may have been observed by the employee, so that corrective actions can be taken immediately.
5. Providing and enforcing the use of personal protective equipment.
6. Establishing an effective tool inspection and maintenance program.
7. Investigating all accidents and close calls to determine their cause and taking prompt corrective action to prevent reoccurrence.
8. Employee communication and miscellaneous forms are provided at each job site for use by employees to communicate with management about unsafe habits, unsafe acts, defective tools and equipment. Employees may report these problems to us without fear of reprisal.

Industry Coatings Product Return & Clean-Up Policy

1. Under no circumstances are left over solvents, dirty water, paint buckets, dirty rags, rollers, brushes, plastic coverings or any other products to be disposed of or left at any job site or put in any trash bins. This is illegal and is cause for immediate dismissal with possible criminal penalties.

2. When completed with the painting project, properly lid and label all used containers. Place used roller covers, rags, caulk tubes, etc. into proper containers and label as such. Bring all of the above items into the shop so that we may evaluate for future use or disposal. Check with shop supervisors as to placement of items received from job sites.

3. If any liquid materials are accidentally spilled at the job site you must safely try to contain the spill from spreading.

4. Identify products with MSDS Sheets prior to cleanup of small amounts. If it is a small amount use rags or paper towels to soak it up and put in container for pick up by Hazardous Waster Hauler. Be sure to use gloves, goggles, respirator and other safety apparel when cleaning up spills. If a large amount is spilled secure the scene, notify project superintendent immediately, and call the office at (909) 899-2468 for help and directions. Provide MSDS Sheets to management and emergency response personnel. We will advise you how to handle the problem and will enlist the services of World Wide Waste Management-Inc (866) 90-WASTE for remediation.

5. We at Industry Coatings are committed to safe and environmentally friendly practices. Unfortunately accidents do happen. We must try our best to prevent them.

   Thank you for your cooperation.

   Neal Perry
   President

   _____ _____
   Employee Signature Date Received

   _____
   Print Name

   EMPLOYEE'S COPY

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SAFETY AND HEALTH POLICY

Industry Coatings believes in the dignity and importance of the individual employee and his or her right to derive personal satisfaction from the job. The prevention of occupational injuries and illness is of such a consequence to this belief that it will be given a top priority at all times.

We will establish and require an Injury and Illness Prevention Program that emphasizes the integration of safety and health measures into each job task so that safety/health and job performance become inseparable. This will be accomplished through the cooperative efforts of supervisors and employees who will seek to obtain the goal of an ***"ACCIDENT FREE WORKPLACE"***.

Our subcontractors are required to have and implement an Injury and Illness Prevention Program, which is equal to or more stringent than our Injury and Illness Prevention Program.

Safety orientation for new and transferred employees, timely and appropriate training, an active self-inspection program, proper mechanical guards, and personal protective equipment will be some of the tools used to reduce work hazards.

By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel and subsequently the company.

Neal Perry
President
Industry Coatings

IDENTIFICATION OF INJURY AND ILLNESS PREVENTION PROGRAM ADMINISTRATORS

The following persons are responsible for the implementation, employee education, training and enforcement of the Injury and Illness Prevention Program for Industry Coatings.

Name:	Title:
Neal Perry	President
Agustin Lopez	Operations Manager
Remedios Baltazar	Safety Officer

SAFETY PRACTICE AGREEMENT

Safety Is Everybody's Concern.
Stay Alert and Healthy.
Do Not Cut Corners or Take Chances.
If You Do Not Know How To Perform A Task, Request Help From your Supervisor.

- Attend Our Regular Safety Meetings And Follow The Rules.
- Turn In All Defective Or Worn Tools And Equipment For Repairs Or Replacement.
- Help Us Keep The Workplace Clean.
- Report All Unsafe Conditions, Near Misses And Accidents At Once.

Illegal **drugs or alcohol** on job site is strictly prohibited and grounds for **immediate** termination. Reporting to work while under the influence of illegal drugs and/or alcohol is strictly prohibited and grounds for dismissal.

Industry Coatings wants to provide a safe environment for our employees. To this end, we shall comply with all safety laws and encourage your safety suggestions. We also must depend upon you to uphold a standard of safe conduct and live by the rules set forth in our Code of Safe Practices (or Employee Handbook.)

Please read the Code of Safe Practices (or Employee Handbook) thoroughly and ask your supervisor for clarification where needed. After you understand the rules, sign the following certification:

I certify that I have read, understand and agree to be guided by the Code of Safe Practices (or Employee Handbook), a copy of which is in my possession.

I also certify that in case I am injured at work, I will report the injury at once to Agustin Lopez, cell phone (909) 341-3792, no matter how minor the injury.

Employee Signature	Print Name	Date

EMPLOYEES COPY

Post -Accident Drug and Alcohol Program

Policy Statement

Industry Coatings wants to provide each and every employee with a safe workplace. The use of drugs and alcohol in the workplace can lead to accidents and otherwise endanger our employees. Therefore, Industry Coatings is starting a drug and alcohol program directed towards eliminating the use of drugs and alcohol in the workplace and establishing testing for drug and alcohol use.

Drug and Alcohol Use:

Employees may not report to work under the influence of drugs or alcohol.

Employees may not consume drugs or alcohol during assigned work hours, including any and all break periods.

Prescription or over-the-counter drug use will be allowed if this use does not interfere with the employee's job duties and is medically necessary.

Any employees found to be in violation of this policy will be subject to disciplinary action. Illegal drugs or alcohol on job site is strictly prohibited and grounds for immediate termination as written in your IIPP handbook.

Post-Accident Drug and Alcohol Testing:
Industry Coatings will be implementing a post-accident drug testing program. Mandatory drug and alcohol testing will be done following any workplace injury or accident.

INDUSTRY COATINGS
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SAFE PRACTICES AND OPERATIONS CODE

General:

1. Hazardous machinery, equipment or conditions and unsafe practices or acts shall be reported to your foreman at once.
2. The use or possession of intoxicating beverages is prohibited on the job. Reporting to work intoxicated warrants immediate dismissal.
3. Caution other employees exposed to hazards created by your work activities.
4. All injuries shall be reported promptly to an authorized representative so that arrangements can be made for medical or first aid treatment.
5. Authorization for medical service must be given by your Foreman for “on the job” injuries before obtaining medical attention or seeing a doctor.
6. Do not engage in horseplay on the job.
7. Warning signs, barricades, guardrails, etc. shall be kept in place.
8. Machinery and equipment shall be operated or repaired by qualified personnel.
9. Keep out of hazardous areas when not a member of the work crew involved.
10. Use the proper lifting technique to prevent back strain and injury.
11. Do not enter manholes, underground vaults, chambers, tanks, silos, etc. until it has been determined that there is a sufficient amount of air and it contains no flammable or toxic gases or vapors and you have been properly trained in “confined spaces.”

Personal Protective Equipment:

1. Hard hats shall be worn where there is a hazard from falling or flying materials.
2. Wear proper footwear with substantial soles.
3. Wear safety glasses or face shield in areas where flying particles are encountered or materials can splash.
4. Protection for the hands and other parts of the body is required when exposed to cuts, burns or harmful substances.
5. Use safety belts and lifelines when working at heights where unprotected by guardrails or safety nets.
6. Use proper protective attire when in spray painting operations.

Ladders and Scaffolds:

1. Defective ladders shall not be used.
2. When using ladders other than stepladders, set feet accurately and tie off at the top.
3. Face the ladder going up or down and with hands free of tools or materials.
4. Before using scaffold, check proper blocking, bracing ties, guardrails and planking. If defective, do not use until corrected.
5. Scaffold platforms shall be kept clear of unnecessary tools or material. Do not overload.
6. Scaffolds or platforms 7 ½ feet or more above ground shall be equipped with guardrails and toe boards.
7. Before working on rolling scaffolds, check braces, platforms, wheel retainers, wheel locks and outriggers.

Machinery and Equipment:

1. Fueling or repairing of machinery or equipment while in motion is strictly prohibited. Let all equipment cool before fueling.
2. Before any equipment is set in motion, operator must check and be certain that no one will be injured by his action.
3. No employee shall be allowed to operate power driven equipment until he has proven that he understands the safe practices or operations.
4. Operators of power driven equipment shall make a careful inspection of the equipment at the start of each shift. Any changes or defects must be reported to his relief and foreman.
5. Before leaving motorized driven lift equipment, turn off engine secure brakes, and replace platform chains and guardrails.
6. Motorized equipment should be handled with caution in dangerous areas such as hills, steep slopes, ramps, dock areas, and where holes or footings have been cut.
7. When making repairs on equipment where blocking is required, be sure blocking is secure.
8. Keep proper clearance from all high voltage lines. **MIN 10 FEET.**
9. Never swing suspended loads over workmen.
10. Getting on or off of equipment while it is in motion is prohibited.
11. Riding equipment is prohibited unless provided with adequate riding facilities.

Hand Tools:

1. Defective tools shall not be used. Keep all tools in good state of repair.
2. Do not carry sharp hand tools in clothing. Use proper carrying cases or tool kits. Do not carry putty knives in back pockets.
3. Use hand tools only for the purpose for which they are intended.
4. Power tools shall only be used by qualified operators.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

Industry Coatings

The purpose of this written personal protective equipment program is to set forth uniform polices and procedures concerning the use of personal protective equipment by Industry Coatings and its employees. Strict conformance with Industry Coatings policy is required.

Proper selection and use of protective equipment program provides effective means to prevent or reduce bodily injury to employees. Industry Coatings will reduce possible exposure to employees' health risk and bodily injury by maintaining an effective personal protective equipment program. Employees should realize that personal protective equipment cannot provide protection against all hazards. Therefore, personal protective equipment should be used in conjunction with administrative and engineering controls that provided the safest workplace possible. In the painting trade, these controls include ventilation and proper coordination of painting work when other trades are present. Substitutions of sage painting materials, or changing traditional painting practices, may also help eliminate or reduce employee exposure to health risks or bodily injury.

Assessment:

Industry Coatings will assess the specific hazards of the painting trade and determine what hazards are present, or likely to be present, which necessitate the use of personal protective equipment in field operations. This workplace assessment will identify sources of particular hazards to painter, including typical exposures created by other construction trades. This survey will evaluate hazards in the following basic categories: impact, penetration, compression (rollover), chemical, heat, harmful dust and light radiation.

Program Administration and Surveillance:

When hazards are present, or likely to be present, Industry Coatings will select and require the use of personal protection equipment that will help protect against the identified hazards. Industry Coatings, Inc has developed written detailed instructions covering each of the basic elements of this program. Industry Coatings, Inc will amend this program whenever necessary. Periodic evaluations will include a survey of employee suggestions and complaints. In addition, workers' compensation and/or OSHA consultation may be used to assist with this evaluation if necessary.

Any job or field supervisor will halt any operation of Industry Coatings when an unsafe job condition exists. Work will not resume until the unsafe condition is remedied. Industry Coatings, Inc management will support this policy of shutting down unsafe field operations.

Employees who report to work without assigned personal protection equipment, or who refuse to wear personal protective equipment, will be subject to reasonable and appropriate disciplinary action. Likewise, if assigned personal protective equipment cannot protect the employee against a specific hazard of a task, the employee may refuse to perform that task until proper personal equipment is provided. This refusal is an employee right and such refusal will not result in any reprimand or discipline.

Personal Protective Equipment Selection:

Personal protective equipment is specifically designed and tested to protect the employee against specific bodily injuries. All personal protective equipment has limitations and does not provide unlimited protection. Different types of personal protection equipment protect against different exposures to bodily injury. Use of improper or damaged personal protection equipment may reduce or eliminated the intended protection. Injury or illness may result from the use of improper personal protection equipment.

Industry Coatings has selected personal protection equipment, which is comfortable, yet provides adequate protection based upon intended use. Only personal protection equipment conforming to recognized standards (ANSI, MSHA, NIOSH) will be selected and used by Industry Coatings Employees may not substitute other personal protection equipment, or supply their own personal protection equipment for a particular hazard at their own discretion or at the request of any employee. When working out of town, supervisors may purchase basic personal protection equipment as long as it meets applicable standards. Industry Coatings Safety Officer will oversee personal protection equipment selection.

Fitting:

Poor fitting Personal protection equipment will not provided the necessary protection. Careful consideration must be given to comfort and fit. Therefore, various sizes of Personal protection equipment will be provided so that selected Personal protection equipment will properly fit each employee. Wearing Personal protection equipment is also more likely if the device fits comfortable. Therefore, Personal protection equipment will be provided in a variety of sizes, or have adjustments for proper fitting. Care will be taken to ensure that each employee has the right size of Personal protection equipment provided for use.

All employees shall be required to demonstrate donning and removal of personal protection equipment.

Training:

General: Employees will be effectively trained to know (1) when Personal protection equipment is necessary; (2) what personal protection equipment is necessary; (3) how to properly don, duff, adjust and wear Personal protection equipment; (4) the limitations of Personal protection equipment; (5) the proper care, maintenance, useful life, and disposal of Personal protection equipment.

Initial Training: All employees will be given basic Personal protection equipment that includes manufacturer's instructions for use. In addition, employees will be given copies of Industry Coatings, Inc Personal Protection Equipment Policy, the PDCA *Employee Safety Handbook*, and the PDCA *Hazardous Communications Handbook*. All employees will be required to watch the PDCA Safety Orientation Video and the PDCA Hazardous Communications Video. These resources identify hazards particular to painting and provide instructions for Personal protection equipment use in the painting trade.

Ongoing Training: All Industry Coatings, Inc employees will be provided effective, ongoing training by using PDCA Toolbox Topics as well as other toolbox talks and handouts.

Supervisory Training: As a condition of advancement, an Advanced Training Course in Construction Safety and Health will be required to become a job or field supervisor for Industry Coatings, Inc.

Retraining: Industry Coatings, Inc will require retraining of employees when any affected employee does not demonstrate understanding and skill required for effective use of Personal protection equipment when (1) changes in the work place render previous training obsolete; (2) the type of Personal protection equipment is changed; (3) inadequacies in an affected employee's knowledge or use of assigned Personal protection equipment indicate the employee has not retrained the requisite understanding or skill.

Certification:

Industry Coatings, Inc shall verify that each affected employee has received and understood the required training through written certification that contains the name of each employee trained, the date of training and the subject of the certification.

Reassessment:

Industry Coatings, Inc will reassess workplace hazards as necessary by reviewing accident records, by reviewing protection information of material safety Data Sheets, and evaluating new equipment and process.

Personal Protection Equipment Assignment:

New and current employees will be assigned Personal protection equipment for their own use. Employees not wearing Personal protection equipment required for a task, for whatever reason, are strictly prohibited from entering and work area where Personal protection equipment is required for adequate protection from bodily injury.

Cleaning and Storage:

For reasons of both personal responsibility and sanitation, employees may not borrow Personal protection equipment assigned to another employee or lend their Personal protection equipment to another employee.

Employees shall care for Personal protection equipment (PPE). Each employee is responsible for marking all PPE issued. All PPE must be kept clean. All employees have standing permission to leave the work area to clean their PPE when necessary.

When not in use, Personal protection equipment should be kept in a convenient, clean and sanitary location and protected from physical damage, sunlight, extreme cold, heat and chemical conditions.

Damaged or Defective Personal Protection Equipment:

Damaged or defective Personal protection equipment shall not be used. Employees must immediately notify the office of any damaged or defective Personal protection equipment. Replacement or Personal protection equipment will be issued.

Inspection and Maintenance:

Inspection of assigned Personal protection equipment is the responsibility of the employee. All defects need to be reported to the office for repair. Personal protection equipment in need of repair will not be used until that repair is complete. Industry Coatings,Inc will be responsible for all normal repairs. Repairs due to improper use, storage or neglect will be the responsibility of the employee. Only parts of the original manufacture will be used in the repair and maintenance of Personal protection equipment. A supply of replacement parts is kept at the office.

Reporting to Work:

All employees reporting to work must have all their assigned Personal protection equipment. No exceptions.

Replacement Costs:

Industry Coatings, Inc will replace Personal protection equipment free of charge that is no longer usable due to normal wear and tear. As long as an employee turns in Personal protection equipment no longer usable due to normal wear and tear, there will be no charge for obtaining new Personal protection equipment. Failure to surrender worn personal Protection equipment will result in the employee assuming the cost of replacement.

In any circumstance, if an employee forgets, loses or neglects his assigned Personal protection equipment, the costs of replacing the Personal protection equipment will be the responsibility of the employee.

Industry Coatings PPE Kit:

The following items compose the Industry Coatings Personal Protection Equipment Kit for all employees:

Hard Hat
Protective eye glasses (clear)
Reflector Vest
Disposable earplugs
Employee Safety Handbook

Other Personal Protection Equipment:

Industry Coatings provides each employee with a dual cartridge half mask respirator as defined under Industry Coatings written Respirator Policy. Self-contained breathing apparatus (SCBA) or air supplied respirators and hoods are available for specific respiratory hazards.

Specialized Personal Protection Equipment, such as safety belts, face shields, rain gear, etc. for specific hazards are available for check out from the office.

Acknowledgment:

This verifies that the company has furnished me with the Personal protection equipment as noted above under Industry Coatings Employee PPE Kit. I will read the Employee Safety Handbook provided and Industry Coatings, Inc instructions for use of Personal protection equipment. I understand that I must bring this Personal protection equipment to work each day and wear it when needed. I agree that if I fail to do so, that I cannot work without the necessary Personal protection equipment. If I take care of my Personal protection equipment and turn in used Personal protection equipment, the company will replace such equipment that has normal wear and tear free of charge. If I forget, lose, or neglect my Personal protection equipment, I agree to replace it at my own expense. I understand that certain job tasks may require additional specific Personal protection equipment that Industry Coatings, Inc will provide on an as needed basis.

Employee Signature	Print Name
Issued By	Date

EMPLOYEE'S COPY

SECTION I

Administration

Management Responsibilities

Mr. Neal Perry, Owner: has developed an effective Injury and Illness Prevention Program and appoints Neal Perry, as Safety Manager to implement and direct program efforts.

Each employee will be fully responsible for implementing the provisions of the Injury and Illness Prevention Program as it pertains to operations under their jurisdictions. The responsibilities listed below are **MINIMUM**, and shall in no way be construed to limit individual initiative to implement more comprehensive procedures to curb losses.

Safety Manager:

Agustin Lopez will conduct an aggressive Injury and Illness Prevention Program. He is fully responsible to Neal Perry, President for the direction and administration of this Injury and Illness Prevention Program, and will take all actions deemed essential to produce a positive reduction in accidents and their causes. Specifically, Agustin Lopez will:

- Obtain the necessary education to satisfy the needs of the Program.
- Obtain the information and equipment to implement a fully integrated Safety Program.
- Provide technical guidance and direction to personnel and all levels of management in the implementation of the Injury and Illness Prevention Program.
- Consult with Supervisors regarding design and use of equipment, and safety standards for each work area.
- Inspect work areas to detect existing or potential accident and health hazards and recommend corrective or preventive measures where indicated.
- Participate in the investigation of accidents and injuries and cooperate in the preparation of material and evidence for company use.
- Provide to management, statistical studies of accident data for use in promoting accident and property damage prevention programs. Assure that adequate protective clothing and equipment is available for use by personnel requiring such items.
- Stop hazardous jobs when safety practices are not being enforced and notify job Supervisor and Management.
- Maintain this program and incorporate the current practices adopted by the safety profession as most effective in preventing injuries, occupational disease, liabilities, and damage to equipment and material.
- Periodically evaluate compliance of the Injury and Illness Prevention Program in work areas and submit a written report of findings to the appropriate persons.
- Attend toolbox safety and Industry Coatings, Inc regularly scheduled safety meetings to promote maximum understanding of the Injury and Illness Prevention Program objectives.
- Maintain complete records on company accidents in accordance with OSHA and State requirements and publicize information, which will apprise appropriate persons of trends, which will call for strong corrective measures.

Supervisors Responsibilities:

Each supervisor will be fully responsible and accountable for the compliance with the provisions of the Safety and health Policy within their jobsite. The supervisor will ensure that:

- All hazardous tasks are covered by specific published work rules to minimize injury and property damage potential,
- All personnel are briefed and fully understand safe work procedures and policies.
- All employees, new and old, are trained and when necessary, retrained in the accepted way each hazardous job must be accomplished.
- All employees are instructed and understand the use and need for protective equipment for specific hazardous jobs.
- Necessary safety equipment for each job is available and used properly.
- A monthly report is made to the Safety Manager to review accidents, analyze their causes, and discuss hazardous work problems and possible solutions.
- All accidents are promptly reported, thoroughly investigated, and properly recorded.
- Prompt corrective action is taken wherever hazards are recognized or unsafe acts are observed.
- Each supervisor is held accountable for the preventable injuries and liabilities incurred by their employees.
- All equipment, materials, and work conditions are satisfactory from an accident prevention standpoint.
- The Safety Manager is consulted when assistance is needed in implementing the Injury and Illness Prevention Program.
- All injured persons, regardless of how minor the injury, receive prompt medical treatment, investigate circumstances causing injury, and submit required accident reports within twenty-four (24) hours, within 8 hours if hospitalized.
- Necessary action is initiated to assure compliance with safety requirements established for hazardous conditions, locations, and operations, to include notification of the appropriate person prior to the start of any hazardous operation.
- Recommendations concerning correction of deficiencies noted on the jobsite(s), work procedure, employee job knowledge, or attitudes that adversely affect company's Safety and Health Policy are initiated as soon as possible.
- Firm, impartial enforcement of work policies and procedures are taken; and, disciplinary action against those who fail to conform. However, prompt recognition is given to those who perform well.

Supervisors Responsibilities Continued:

- Frequent inspection of all tools and equipment is made and that they are kept in a safe and serviceable condition.

- Employees are not permitted to operate any mechanical or electrical equipment until properly trained.

- A continuous program of on the job training is maintained and all potentially hazardous activities are supervised.

- That all employees are physically qualified to perform their work.

- All areas prescribed as dangerous are marked with the type of hazard involved.

- As few persons as possible are permitted to enter hazardous work areas.

Employees Responsibilities:

Employees are required, as a condition of employment, to exercise care in the course of their work to prevent injuries to themselves and to their fellow workers and to conserve materials.

Each employee will:

- Report all unsafe conditions and acts to their supervisor.
- Be individually responsible to keep themselves, fellow employees, and equipment free from mishaps.
- Keep work areas clean and orderly at all times.
- Follow prescribed procedures during an emergency.
- Know how and where needed medical help may be obtained.
- Report all accidents immediately to their supervisor.
- Report all injuries, no matter how minor, to their supervisor.
- Learn to lift and handle materials properly.
- Avoid engaging in any horseplay and avoid distracting others.
- Be certain that he/she completely understands the instruction given before starting work.
- Not damage or destroy any warning or safety device, or interfere in any way with another employee's use of them.

Each employee working with hazardous jobs will:

- Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from the supervisor before continuing work.
- Wear required protective equipment when working in a hazardous operation area and will dress safely and sensibly.

Weapons and Fire Arms Policy:

- Industry Coatings, Inc is vitally concerned with the well being of our employees, our most valuable asset. We have a legal and moral obligation to protect our employees in the work place. Our society is faced with more street violence today, than any other time in our country's history. Daily drive by shootings and mob violence is al too common these days, and the loss of human life has reached staggering proportions.
- Consequently, employees are not permitted to carry any type of weapon or firearm on Industry Coatings, Inc property or job sites. Employees who fail to observe this policy will be subject to immediate termination and will not be eligible for rehire with Industry Coatings,Inc in the future.
- Outside contract, part-time and/or temporary employees will be subject to our policy of immediate termination and will not be eligible for rehire with Industry Coatings in the future.

New Employee Orientation

1. All new workers will receive safety orientation and training to their job routine, prior to starting work on their first day of employment with this company.

2. Neal Perry or the personnel department will provide the orientation. This effort will be documented as per Form Number 1001 for “Safety Orientation”.

3. Each person assigned to a job must sign the Safety Orientation Form upon receiving instructions form the Foreman or Supervisor.

4. The responsible supervisor representing the facility must also sign the forms signifying that the employees were given orientation.

5. In addition to orientation material made available, each department supervisor must explain the safety aspects of their individual program.

6. The signed copy of the Safety Orientation Form must be maintained at the facility.

New Employee Check List Instructions:

Supervisors shall complete Form Number 1002 “New Employee Check List by Supervisor” indicating they have explained company policy, programs, procedures and requirements as indicated to the new employee prior to the employee beginning their job assignment.

The signed forms must be forwarded to the personnel department no later than the end of the shift of the first day of employment for the new employee. All employee forms will become part of the employee’s personnel record.

Supervisor Safety Training

Supervisors with Industry Coatings have many responsibilities on the job. In addition to their normal duties of planning for materials, equipment and personnel, they are also responsible for employee training, safety inspections, and hazardous materials information. To assist supervisors with these duties, we have provided additional training for performing job hazard analysis, safety inspections, accident and incident investigations, employee training programs (hazard communication information, respiratory protection, equipment inspection, safe operation procedures), CPR/First Aid training, safety and loss control, hygiene standards, sanitation and the recognition of drug/alcohol abuse problems.

A. Job hazard Analysis
   1. Divide each job into separate tasks.
   2. Determine the procedure for performing each task.
   3. Inspect the equipment needed to complete each task.
   4. Determine the number of employees and time required to perform the task.
   5. Determine the hazards that will be encountered in the performance of each task.
   6. Review existing safety procedures and standards to determine is present requirement applied.
   7. Develop new safety procedures and standards for those requirements not explicitly covered elsewhere.

B. Safety Inspections (Daily, Weekly or Unannounced)
   1. Neal Perry, Safety Manager, or job site supervisor will schedule and conduct daily, weekly or unannounced job site safety inspections.
   2. The purpose of conducting the job site safety inspection is to expose unsafe acts, unsafe practices, unsafe conditions, and most importantly, unsafe attitudes.
   3. The job site safety inspection will aid in evaluating the effectiveness of our Injury and Illness Prevention Program.
   4. The job site safety inspection will also assist you in determining if additional employee training is needed and identify areas where corrective actions are necessary.
   5. Written safety inspection reports must be submitted to the company within three (3) working days after inspection completion.
   6. Written safety inspection reports must be reviewed by Management to assist with the evaluation of the Injury and Illness Prevention Program and the Employee Safety Training Program.

C. Accident and Incident (Close Call) Identification
   1. An accident, because it has already happened, is an established fact. The accident results and damage cannot be changed or undone.
   2. An incident can be either an established fact, or it can be a close call.
      a. Incidents falling into the established fact (accidents) category will always remain unchangeable. You can prevent them from happening again by understanding what cause the accident originally. You can remove the hazard, provide employee safety training and awareness and create safe procedures to safe guards and eliminate reoccurrence.
      b. Incidents falling into the close call category cannot be changed either, but investigating the circumstances involved with the close call will help determine the cause and allow prevention measures for the future.

3. Employee safety awareness, safety education and training, and most importantly, your commitment to safety and the commitment of your crew, can eliminate the incidents (close calls) from happening again.

D. Accident and Incident (Close Call) Investigation
   1. Follow Accident and Incident Investigation Procedures on Pages 23-25 of this manual.

E. Weekly Safety Meetings
   1. Cover the safety aspects of each work task, this will help your crew to stay focused on controlling or eliminating accidents or close calls.
   2. Weekly safety meetings will be conducted before beginning work on Thursday and documented on the Weekly Tool Box Topic.
   3. Supervisors should review the topic before the meeting; this will allow time to think of personal examples relating the topic.
   4. Do not allow the safety meeting to become a complaint session. The purposes to the discussion is to expose unsafe acts, unsafe practice, unsafe conditions, and most importantly, unsafe attitudes.
   5. Discuss accidents or close call incidents (if any) with crew. The purpose of this discussion is to expose unsafe acts, unsafe practice, unsafe conditions, and most importantly, unsafe attitudes.
   6. Turn in the Tool Box Safety Meeting document no later than Thursday evening.
   7. Set a positive example for your crew. Always follow the rules and our FORMULA for SAFETY.

Assure that employees act in a safe manner. Assure that materials are used in a safe manner. Assure the equipment is in good condition and used in a safe manner.

By adding the safety factor to our formula, the formula for safe production looked like this.

Safety minded personal + safe material + safe equipment = SAFE PRODUCTION

F. General Safety Education and Training
   1. Supervisors with Industry Coatings, Inc must have general safety (scaffolding, ladders, confined space entry and exit, confined space entry permitting policies and permits, airless sprayers, abrasive blasting, hydro-blasting, etc.) as a competent person in accordance with OSHA regulations.

Employee Safety Training

A. General

Personal training in job responsibilities and job operations, proper methods and techniques to be used, and the hazards associated with the function or system are the most important elements in achieving safe operations. Supervisors will be responsible to assure all newly assigned individuals receive adequate training before beginning work.

B. On The Job Training

On the job training will be accomplished by supervisors and leadmen for the individual. This training will include:

Company Safety Program.
Prescribed safety clothing and equipment for the job.
Emergency treatment of injuries.
How to report a fire or serious injury or accident.
Specific hazards associated with the job.
General hazards encountered in the work area and how to avoid them.

If an employee demonstrates, through accidents or continued unsafe acts, that he/she does not understand the safety requirements of their job, the employee will be retrained by personal training programs, repeat the on the job training, or be personally counseled by the employees supervisor. The results of the retraining will be forwarded to Neal Perry, Owner or Neal Perry, Safety Coordinator, for review.

C. Specialized Training

Specialized training will be required from time to time for special areas of operations and to meet specific requirements of unique tasks. These include special equipment for personnel working with or exposed to toxic or corrosive chemicals, storage of toxic or corrosive liquids or solids and other special requirements.

D. Supplemental Training

Supplemental safety training and promotion of safety activities will be accomplished by the safety department to include safety films and color slide presentations in various work areas, promotional literature such as Safety Posters, Booklets, and other Media. An appropriately designed safety bulletin board will be provided to display the literature.

E. Environmental Health

Neal Perry will maintain close association with environmental health activities to coordinate company requirements for those functions falling within their purview. There is a relationship between accident prevention and occupational health. For example, some industrial chemicals present a variety of serious hazards to health and property when improperly handled. That is, depending on conditions, the vapor from chemical can ignite or explode, it can cause dizziness or death when inhaled, or dermatitis when touched. The safety offices and the local health Department will cooperate in their efforts to ensure the success of the safety program and to minimize occupational health and safety hazards.

First Aid Kits

All Industry Coatings job sites will have at least one first aid kit in a weatherproof container. The contents of the first aid kit shall be inspected weekly to ensure that the expended items have been replaced. The contents of the first-aid kit will be stationed so that it may be quickly found and must remain in sanitary condition. First-aid dressings shall be sterile in individually sealed packages for each item. A licensed physician shall determine the minimum first aid supplies. Agustin Lopez may authorize the first-aid kits if they are in accordance with the following items.

	Type of Supply Required by Number of Employees			
Supplies for First Aid:				over
Dressings in adequate quantities consisting of:	1-5	6-15	16-200	200
1. Adhesive Dressings	X	X	X	X
2. Adhesive tape rolls, 1-inch wide	X	X	X	X
3. Eye dressing packet	X	X	X	X
4. 1-inch gauze bandage roll or compress		X	X	X
5. 2-inch gauze bandage roll or compress	X	X	X	X
6. 4-inch gauze bandage roll or compress		X	X	X
7. Sterile gauze pads, 2-inch square	X	X	X	X
8. Sterile gauze pads, 4-inch square	X	X	X	X
9. Sterile surgical pads suitable for pressure Dressings			X	X
10. Triangular bandages	X	X	X	X
11. Safety Pins	X	X	X	X
12. Tweezers and scissors	X	X	X	X
**Additional equipment in adequate quantities consisting of:				
13. Cotton-tipped applicators			X	X
14. Forceps			X	X
15. Nemesis basin			X	X
16. Flashlight			X	X
17. Magnifying glass			X	X
18. Portable oxygen and its breathing equipment				X
19. Tongue depressors				X
Appropriate record forms	X	X	X	X
Up to date “standard” or “advances”				
First aid textbook, manual or equivalent				

**To be readily available but not necessarily within the first aid kit.

Sexual Harassment Policy

This Company is and remains committed to providing its employees a working environment free of sexual harassment, intimidation and coercion.

Sexual harassment is a form a sexual discrimination and is a violation of this Company's policy and Federal and State law.

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individuals employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Consistent with this definition, it is sexual harassment for any supervisor to use implicit or explicit sexual behavior to affect the work environment, job or performances of any employee. Further, it is sexual harassment for any employee to make verbal comments, gestures or physical contact of a sexual nature, which interfere with another employee's work.

The policy of the Company is that sexual harassment in the work place is unacceptable and will not be condoned or tolerated. Supervisory and management personnel have the duty and responsibility to take all necessary steps, including appropriate disciplinary action, to promote and maintain a working environment free of sexual harassment, intimidation and coercion.

Supervisors and Management shall advise employees that complaints of sexual harassment should be reported to the employee's immediate supervisor, to the personnel department's sexual harassment counselor or to the corporate counsel. In all cases, complaints of sexual harassment will be fully and completely investigated. Where violations of the anti-harassment policy are found to have occurred, the management of this company is required to take appropriate remedial action.

The following sexual harassment complaint procedure has been developed specifically for use by employees who believe that they have been sexually harassed.

Employee Rights and Responsibilities

Every employee is entitled to work in an environment free from sexual harassment or coercion. An employee who perceives comments, gestures or actions of a sexual nature by another employee or supervisor to be offensive should immediately and clearly communicate to that person that such sexual behavior is unwelcomed. (Acts constituting sexual harassment are not necessarily limited to acts by a male toward a female, but can be committed by and against persons of both sexes).

Any employee who believes he or she has been sexually harasses should take to following steps:

1. The employee should immediately report the sexual harassment complaint to his or her supervisor, or the personnel department or may seek assistance from the corporate counsel's office. **ALL EMPLOYEES ARE ASSURED THAT THEY MAY MAKE SUCH REPORTS WITHOUT FEAR OF RETALIATION.**
2. The employee has the right to confidential conference with the person to whom the sexual harassment complaint is reported.
3. Each complaint of sexual harassment will be fully and completely investigated by the personnel department's sexual harassment counselor.
4. All investigations will be handled with discretion; sensitivity and due concern for the dignity of those involved.
5. All investigations will be as thorough as necessary. All persons named as potential witnesses by the employee will be contacted as required during the course of investigation. Anyone who is alleged to have committed acts of sexual harassment will be contacted during the investigation and permitted to make a statement.
6. An employee who observes an incident of sexual harassment should cooperate in any investigation. **ALL EMPLOYEES ARE ASSURED THAT THEY MAY MAKE SUCH REPORTS WITHOUT FEAR OF RETALIATION.**
7. Employees may expect a timely resolution of all complaints.

Responsibilities of the Personnel Department's Sexual Harassment Counselor:

An employee who has been sexually harassed may choose to file a complaint with the Personnel Department's Sexual Harassment Counselor. The Personnel's Department Sexual Harassment Counselor has the following responsibilities:

1. The counselor will be available by phone or in person to discuss sexual harassment complaints with employees, and fully inform employees about the corporation's sexual harassment policies and complaint procedures, and shall answer any questions that the employee may have regarding the corporation's policy.
2. The counselor shall listen to the employee's complaint and discuss the complaint with discretion, sensitivity and due concern for the dignity of the people involved.
3. The counselor shall make preliminary efforts to resolve the complaint.
4. If the employee is not satisfied with the results of the preliminary efforts, he or she may file a request for a hearing of the complaint by a three-member committee, consisting of the counselor, and employee named by the complaining employee and an officer of the corporation.

Federal and State Regulatory or Judicial Action:

Employees who have been sexually harassed may have the right to file complaints with state and/or in state or federal regulatory agencies and/or with state and/or in state or federal courts. Time limits for filing complaints with regulatory agencies very and employees should check directly with those agencies for specific directions.

Conclusion:

Employees who have questions about the right and obligations set forth herein should contact the Personnel Department Sexual Harassment Counselor. All employees should be familiar with the rights and obligations set forth herein and should conduct themselves in a manner consistent with this policy.

Record Keeping, Documentation and Postings

Record Keeping:

A. Log and Summary of Occupational Injuries and Illness (OSHA 200 Log)
   1. Industry Coatings, Inc will assure that injuries and illnesses are recorded promptly and accurately.
   2. Industry Coatings, Inc will assure that each page of the OSHA 200 Log is totaled and balances forwarded to next page and that each page is signed and dated.
   3. Industry Coatings, Inc will compare the OSHA 200 Log against the insurance carriers log to assure that all injuries are properly recorded.
   4. Industry Coatings, Inc will assure that the previous year's OSHA 200 Log is prominently posted no later than February 1 through March 1 of the current year.

B. First report of injury report (insurance carrier's 5020 Form or OSHA 101 Form)
   1. Employees are instructed and must report all injuries to their supervisors immediately.
   2. All injuries and accidents are promptly investigated. A copy of the accident investigation will be attached to the first report of injury (Form 5020) and any other documentation, which is generated because of the incident, will be maintained.

C. Inspections
   1. Records of normally scheduled and surprise workplace inspections, including the name of personnel conducting the inspections, date and time of inspection and unsafe conditions or work practices, which were discovered during the inspection, will be noted.
   2. Corrective actions taken to correct the identified hazards discovered during the inspection and recommendations for corrective measures to be taken for eliminating or controlling these hazards.

Documentation:

A. Employee Education and Training
   1. Employee Safety Orientation, hearing Conservation, Hazardous Chemical Communication, Respiratory Protection, CPR/First-Aid, etc., will be maintained in the employee's personnel file.

B. Medical Surveillance Records
   1. Employee medical records, which may include: Audiograms (hearing tests), vision, pulmonary function, drugs or alcohol screening will be maintained and available for review by the employee at their request.

Postings:

A. Posters
   1. Cal/OSHA Safety and Health Protection on the job poster will be prominently posted in the workplace.
   2. Cal/OSHA Access to Medical and Exposure Records (Form S-11) will be prominently posted in the workplace.
   3. Cal/OSHA Emergency telephone number poster (Form S-500) will be prominently posted in the workplace.

Postings:

B. Citations
   1. Cal/OSHA citations for violations of standards will be prominently posted in the area of the violation for three days.

C. Notice of Contest
   1. If Industry Coatings decides to contest the citation, the time set for abatement, or the proposed penalty, will notify Cal/OSHA within 15 working days from the time the citation and proposed penalty is received by our company. We will notify Cal/OSHA are director in writing of our intent. We understand that oral disagreement will not suffice under the standards.
   2. Industry Coatings will prominently post a copy of the notice of contest to convey our intent to our employees.

Disciplinary Action Guidelines

Procedure: Disciplinary Action for Safety Violations

Form #1005: To be filled out by Safety Manager or job site supervisor.

Responsibility: Safety Manager or the individual's Supervisor

Frequency: As Violations Occur

Approvals: None for verbal or written warning. Neal Perry, Owner must be consulted prior to suspension or termination.

In order to provide some uniform guidelines regarding disciplinary action taken when considering safety violations, the following corrective action will be initiated.

1. Unless considered a serious breach of safety rules, a First Offense Violation will result in a verbal warning (with written documentation) by the individual's Supervisor.

   Furthermore, if the safety violation can cause serious injury to the individual or those persons in the immediate area, a written warning will be given with copies sent to Neal Perry or Agustin Lopez and the individual's personnel file.

2. A Second Violation of company safety rules within a calendar year will result in a written reprimand.

3. A Third Violation of company safety rules can/will result in a week suspension without pay, or termination of employment if violation was of a serious nature.

Guidelines for issuing disciplinary actions are dependent on the amount of time, which has elapsed since the previous rule infraction. General time guidelines area as follows.

- If the last warning for the current problem was more than six but less than twelve months old, repeat the appropriate step that the violation falls under.

- If the last warning for the current was more than twelve months old, start with a verbal warning.

- If the last warning step for the current problem was verbal or written and less that six months old, proceed to the next step.

- If the last warning step for the current problem was a week suspension and it is less than two months old, terminate the employee.

Disciplinary Action

Industry Coatings supports the principle that there is no place in Industry Coatings, Inc for persons who will not work safely, or who endanger themselves or the safety of their co-workers. Each Supervisor shall enforce this policy and when necessary, take disciplinary action. In the event that any employee deliberately fails to follow the prescribed safe work procedure, or deliberately fails to use the prescribe safety equipment, the following sanctions should be applied by his Supervisor after consultation with Neal Perry, Owner.

First Violation: **Verbal warning (notification sent to Safety and Personnel Office).**

Second Violation: **Written warning, a copy to Personnel.**

Third Violation: **One week off without pay for a second written warning within a twelve-month period, copy to Personnel.**

OR

Termination of employment if the nature of the jeopardy or accident is of a serious consequence or potentially serious consequence to the employee and/or co-workers.

Daily, Weekly and Unannounced Safety Inspections

Procedure: Safety Inspections

Form #1008: To be filled out by Safety Manager or job site supervisor.

Responsibility: Safety Manager or the jobsite Supervisor

Frequency: Monthly, Weekly, Daily or as required

Purpose:

1. To uncover unsafe acts and conditions.
2. Reveal the need to specific guards for personnel, machines and materials.
3. To help sell the safety program to employees.
4. Encourage supervisors to inspect their own areas, tools, equipment, materials and work practices.
5. Bring about a closer liaison between safety personnel and line personnel.

Preparation:

1. Person(s) making inspection should acquire and digest all pertinent information available on the type of operation(s) to be inspected.
2. Person(s) should review and acquaint themselves with details of these functions, generally and specifically in relation to each other.
3. Person(s) should determine applicable standards that will apply.
4. The work area should be defined.
5. Plan route.
6. Make up or obtain checklists (if they are to be used).

Conduct of Inspection:

1. Make inspection while employees are working (if possible).
2. Use simple forms or notes during the inspection process.
3. Be alert for all hazards and conditions.
4. Unsafe practices and conditions should be recorded.
5. Check for specific items and also general conditions.
6. Check all areas-don't be steered away.
7. Don't be a disturbing influence.
8. Be constructive.
9. Look for "why" conditions exist.
10. Advise supervisors (do not argue with them).
11. Discuss recommendations with supervisor.
12. Try to "sell" your recommendations to assure early abatement.
13. Thank each department supervisor for his assistance and time before leaving the department.

Equipment Safety Inspections

Procedure: Equipment Safety Inspections

Form #1009: To be filled out by Safety Manager or job site supervisor.

Responsibility: Safety Manager or the jobsite Supervisor

Frequency: Monthly, Weekly, Daily or as required

Equipment:

1. To insure that the equipment is in good condition and working order, and used with a Ground Fault Circuit Interrupter (GFCI).
2. To insure that damaged equipment is tagged and removed from service for repairs.
3. To insure that equipment being returned to service is working properly before permitting it to be used.
4. To insure that the equipment's operating manual is with the equipment.
5. To insure that the equipment is being used in accordance with the manufacturer's instructions.
6. Check spray equipment carefully before using to insure that electrical cord, plugs, hoses and spray tips are in good condition and working order.
7. To insure that the equipment's safety guards are in place and working properly.

Hand Tools:

1. To insure that electrically powered hand tools are double insulated and used with a GFCI.
2. To insure that an electrically powered hand tool, which is damaged, is immediately removed from service from authorized personnel or the manufacture.
3. To insure that tools with mushroomed heads, split or defective handles, worn parts, or other defects that impair their strength or render them unsafe for use are removed from service. They shall not be reissued until the necessary repairs have been made.
4. To insure that tools requiring heat-treating are tempered, formed, dressed and sharp.
5. To insure that wooden tool handles are sound, smooth, in good condition and securely fastened to the tool.

Accident or Close Call Investigation

Procedure: Accident or Close Call Investigations

Form #1010: To be filled out by Safety Manager or job site supervisor.

Responsibility: Safety Manager

Frequency: As required

Information Gathering:

Determine Immediate Causes of the Accident/Close Call

Unsafe Conditions
Unsafe Acts
Unsafe Practices

Determine Contributing Factors (Why?)

Management
Training
Supervisor
Employee Factors
- Physical Condition
- State of Mind

Determine what ***should*** have happened and identify factors that caused the deviation from established procedure.

Information Analysis:

Determine Proper Corrective Action

Changing the work site
Establishing proper work procedures
Changing the behavior of employees
- Discipline (not necessarily punishment)

Although the investigation may result in fixing responsibility for particular actions, the purpose of the investigation is not to fix ***blame***.

Interview Technique and Skills:

1. Keep the purpose of the investigation in mind.
2. Approach the investigation with an open mind (it will be obvious if you have preconceptions about the individual or the facts).
3. Promptness will reduce the possibility of:
   a. Destruction of physical evidence (changed work site).
   b. Forgetfulness of witness or victim.
   c. Interjection of opinion or conjecture by witnesses or victims after they evaluate the accident from their perspective.
   d. Witnesses and victim(s) talking together and becoming confused about what they know and what they've been told by others.

4. Go to the scene. ***(Just because you're familiar with the location or the victim's job, don't assume that things are always the same).***
5. Interview the people involved (victim, witness, people involved with the process, i.e. bench grinder, sandblaster, or waxer).
   a. ***Attempt*** to do the interview at the site. Circumstances may not permit (noise, lack of privacy, congestion).
      If not possible, use:
      1) Combination (look, then go somewhere to talk)
      2) Photos
      3) Blueprints
      4) Sketches
   b. Put the person at ease:
      1) Explain the purpose and your role.
      2) ***Sincerely*** express concern regarding the accident and desire to prevent a similar occurrence.
      3) Express to the individual that the information he gives is important; be friendly, understanding and ***open-minded*** and
      4) Be calm and unhurried.
   c. Interviews should be private and in a neutral location.
   d. Let the individual talk
      1) Ask background information: name, job and address.
      2) Ask the witness to tell you what happened:
         Don't ask leading questions
         Don't interrupt and
         Don't make expressions (facial or verbal) of approval or disapproval.
      3) Then: Ask questions to clarify particular areas or to ask "why". Do not put the person on the defensive. Try to avoid "yes" and "no" questions.
      4) Ask for their suggestions.
      5) Repeat the facts and sequence of events back to the person to avoid any misunderstanding.
      6) Notes should be taken very carefully and as casually as possible. Let the individual read them if he desires.
      7) Recordings should only be made with the knowledge of the witness; (some people may be very intimidated by a recorded interview and not speak as freely).
      8) Conclude the interview with a statement of appreciation for their contribution. Ask them to contact you if they think of anything else.
      9) Do not hesitate to interview again.
      10) Avoid reenactment of at all possible.

SECTION II

Emergency Action Plan

Emergency Action Plan

Personnel Responsibilities:

Agustin Lopez is designated as emergency personnel. Neal Perry, President is designated as alternate emergency personnel.

The emergency coordinator will be contacted immediately in the event of an emergency. The alternate emergency coordinator will be contacted if, for any reason, the emergency personnel is unavailable.

The following personnel have received training in the indicated areas and will be mobilized in the event of an emergency.

Agustin Lopez or Neal Perry – Gas Valve Personnel.
Agustin Lopez or Neal Perry will shut-off the main gas valves if the emergency is such that an explosion will occur if the gas is left on.

Agustin Lopez or Neal Perry – Electric Shut-off Personnel.
Agustin Lopez or Neal Perry will turn off each circuit breaker on the main circuit breaker panel before the main circuit breaker switch is turned off if, the emergency required that the electric power be disconnected. Neal Perry or Neal Perry will also turn off water main.

BUILDING LOCATION:	**10722 Arrow Route, Suite 202**
	Rancho Cucamonga, CA 91730
TELEPHONE NUMBER:	**(909) 899-2468**

EMERGENCY CALL LIST

IN CASE OF EMERGENCIES CALL:

Emergency Personnel*:	**Agustin Lopez**	**Cell (909) 341-3792**
Alt. Emergency Personnel:	**Neal Perry**	**Cell (951) 236-2084**
Alt. Coordinator:	**Brooke Perry**	**Phone (909) 899-2468**

Command Center Address: **10722 Arrow Route, Suite 202**
Rancho Cucamonga, CA 91739

Telephone: **(909) 899-2468**

Alternate Command Center Address:

Telephone:

State Police	**Phone**	**911**
Local Police	**Phone**	**911**
Fire Department	**Phone**	**911**
Toxic Chemical Spill	**Phone**	**1-800-424-9300**
Poison Control Center	**Phone**	**1-800-777-6476**
Ambulance Service	**Phone**	**911**
Hospital (Pomona Valley)	**Phone**	**909/865-9500**
Electric Company	**Phone**	**800/655-4555**
Gas Company	**Phone**	**800/427-2000**

*** The Emergency Coordinator shall maintain in his/her emergency plan a copy of the roster of Emergency Personnel and Command Post Personnel.**

EMERGENCY AND COMMAND CENTER PERSONNEL ROSTER

EMERGENCY CALL LIST

Emergency Personnel	Alternate Emergency Personnel
Agustin Lopez	Neal Perry
(909) 341-3792	(909) 899-2468

Alternate Emergency Coordinator: Brooke Perry (909) 720-1240

Organization

Functions and Duties of Emergency Personnel:

Emergency Coordinator – Responsible for the development of the Facility Emergency Plan to protect life and property in the event of man made or natural disaster.

The Emergency Coordinator's General Responsibilities Include:

A. Notify local or regional fire, police and/or other emergency personnel as required.
B. The safety of employees during an emergency. Emergency Coordinator's first responsibility will be to protect all personnel and remove them from any immediate danger as soon as possible.
C. Stand by and be ready to advise professional emergency teams/personnel with information regarding the emergency so they may respond to the emergency as required.
D. Leadership, assistance and follow-up to ensure establishment of, and continuity of the Emergency Plan.
E. Establish a Central Command Center from which emergency teams/personnel may direct the emergency operations.
F. Using the company's Emergency Plan Guideline, preparing and distributing the Facility Emergency Plan to all Emergency Personnel and other designated emergency personnel. The Plan will include the Emergency Call List Roster.
G. Ensuring updates and distribution of all changes to the Emergency Call List Roster.
H. Posting floor plan on bulletin board(s) showing evacuation routes and other fire and life safety information for employees.
I. Maintaining a current list of all personnel on the premises for use by emergency evacuation personnel and firemen.

Organization Cont'd

J. Scheduling and directing fire evacuation drills on an annual basis in cooperation with the local fire department.
K. Directing and controlling the movement of building occupants during emergencies and drills.

Alternate Emergency Coordinator – Serves as principal assistant to the Emergency Coordinator and acts for him/her in their absence.

Police – Assist in the control and movement of building occupants to the designated evacuation area.

Fireman – On arrival, provides fire suppression direction and control during fire evacuation.

Utilities Personnel – Responsible for control of utilities during an emergency.

Recorder – Records emergency procedures enacted in their areas.

Emergency Team Responsibilities:

A. Exercising command responsibilities during any emergency action or drill to ensure the safety of all personnel in their areas, and to advise Emergency Services, Fire, Police, etc., as they may require.
B. Designating emergency personnel and alternate emergency personnel with adequate communications.
C. Taking the following action at the first indication that an emergency situation exists within the building.
    1. Evacuate the building and conduct a roll call of personnel.
    2. Call for professional assistance.
        a) Fire Department
        b) Paramedics
        c) Police Department
    3. Assigning alternate emergency teams in case of absence.
    4. Receiving and reporting any unsafe conditions within the area to appropriate personnel.
D. Messengers assigned as necessary to assist the Emergency Coordinator and Emergency Teams.
E. First Aid and CPR Personnel – Administer First Aid and CPR as required.
F. Search Personnel – Search assigned areas, if necessary, prior to the arrival of professional emergency personnel and then advise them, as they require.

Damage Control:

The Emergency Coordinator will assess damage and determine action necessary to immediately control dangerous areas or conditions, if equipment and properly trained personnel are available. ***DO NOT*** attempt to fight fires or perform any emergency services of any nature without the proper equipment and training. This may include:

A. Fire suppression and standby.
B. Disconnection of utilities and business machines.
C. Medical standby.

Damage Control Cont.:

D. Protection or removal of flammable or records.
E. Venting doors and windows.
F. Supervising rescue and first aid teams.
G. Erecting barriers as necessary.

After Hours and Holiday Emergency Procedures:

In the event of an emergency during the evening, nighttime, or on holidays, notify the local police agency.

Medical and First Aid Emergencies:

In the event of serious illness or injury to an employee:

A. Notify the Emergency Coordinator
B. Request assistance from First Aid Personnel. (Trained and certified First Aid Personnel only).
C. DO NOT MOVE victim unless absolutely necessary.
D. Initiate first aid as necessary and as directed by Fire or Police Department Paramedics.
E. Identify injured person and witnesses for later reports.

In the event of minor injuries to an employee:

A. Initiate immediate first aid action necessary.
B. If required, summon assistance and notify First Aid Personnel.
C. With assistance of First Aid Personnel, take follow-up actions necessary to include:
    1. Fire Department Rescue.
    2. Hospital Emergency Services
    3. Doctor's office emergency services.
    4. Doctor's appointment.

*** IN CASE OF HEART ATTACK OR IF BREATHING HAS STOPPED, NOTIFY THE FIRE DEPARTMENT PARAMEDICS OR LOCAL POLICE PARAMEDIC PERSONNEL. ALL FIRE AND POLICE DEPARTMENT PERSONNEL HAVE BEEN TRAINED IN BASIC LIFE SUPPORT METHODS SUCH AS CPR AND FIRST AID.**

Earthquake Safety

History and seismologic experts identify earthquake as the most dire, pervasive and critical destructive force facing California. The earthquake threat is heightened by the fact that a major quake could precipitate such secondary hazards as landslides, fire, seismic sea wave and epidemic.

Personal Safety Procedures at Time of Quake:

A. Most important – **DO NOT PANIC**. Remain calm and protect yourself.
B. If you are in a building, move under a desk, table or other sturdy object, or stand next to an interior wall away from windows and inside glass. Move away from heavy objects that may topple, slide or fall.
C. Do not leave building; falling debris may injure or kill.
D. When outside, the safest procedure may be to step into a doorway to escape falling glass and other debris.
E. When outside and high buildings are not a threat, move to an open area away from overhead wires and other objects that may pose a safety hazard.
F. When driving a vehicle, move quickly off bridge or overpass and away from overhead wires or from under overpass. Pull to the side of the road or street. Stay in vehicle, tune radio to Emergency Station for information.

Recommended Procedures After Shaking Stops:

A. Organize a damage assessment team to evaluate the situation - **REMAIN CALM.**
B. Review all personnel for injuries. If SERIOUS injuries are reported, call for paramedics. If injuries are minor, give immediate first aid treatment. Take a roll call of personnel present to determine that all personnel are accounted for.
C. Do not use the telephone except for emergency assistance, major utility damage or need for immediate police or fire service.
D. Shut off gas and electric at main service until damage is assessed – DO NOT shut off water main, turn off water at the point of pipe rupture only.
E. Be helpful to people around you; this may lessen psychological trauma.
F. When evacuation is ordered, move quickly but do not run.
G. Be prepared for aftershocks that always occur and may cause major damage to an already weakened structure.

Recommended Equipment For Each Or Field Office:

A. One or more flashlights with extra batteries.
B. Battery powered radio with extra batteries.
C. Fire extinguishers as per code.
D. First aid kit for each department. The first aid kit is to be maintained at all times.
E. Walkie-talkies (battery powered, hand operated radio sets) not a Citizen Band Radio.

Emergency Fire Procedures

Person Discovering Fire Should:

A. Alert all persons in the area of the fire and office.

B. Call Fire Department (911) and report the following information:
   1. I am reporting a fire.
   2. Address and cross streets:
      Address: 10722 Arrow Route, Suite 202
      City: Rancho Cucamonga, CA 91730
   3. Location of fire.
   4. What is burning?
   5. Injuries if any and need for ambulance.

Emergency Team Should:

A. Evaluate situation.

B. Assign person(s) to use fire extinguishers if fire is controllable.

C. Designate personnel for evacuation procedures.

D. Call Emergency Coordinator and report the following:
   1. Location of fire.
   2. Fire Department notified.
   3. What is burning?
   4. Size of fire and smoke condition.
   5. Any injuries and how serious.
   6. How long evacuation will be necessary

E. Evacuate personnel to a previously designated safe area.

Planning for Fire:

A. Train employees how to report a fire.
B. Have employees trained in the use of fire extinguishers.
C. If manual or pull alarms available, instruct employees on usage and locations.
D. Designate various evacuation routes.
E. Inspect frequently for fire hazards.
F. Assign handicapped persons monitors if necessary.
G. Conduct annual fire drill.

WHEN ORDERED TO EVACUATE, DO SO SAFELY AND QUICKLY.

LEAVE ALL LIGHTS ON FOR FIREMAN.

CLOSE ALL DOORS, BUT DO NOT LOCK.

Explosions

In the event of an explosion in the building, such as those caused by leaking gas, faulty boilers, or explosives, employees should perform the following actions:

A. Take cover under tables, desks, and other such objects, which will give protection against flying glass or debris.
B. Notify the Fire Department.
C. Notify Emergency Coordinator or Alternate.
D. After effects of explosion have subsided, all personnel are to evacuate the premises as soon as possible and proceed to the evacuation assembly area.
E. Upon leaving the building, proceed to evacuation sites and await instructions from Emergency Personnel.
F. The local police or the Emergency Coordinator will advise you when the danger is clearly over and it is safe to return to work.

Evacuation

A. When evacuation is determined necessary by the Emergency Coordinator, employees will leave the building immediately and quietly by the nearest exit or as advised. Maps on bulletin board and in each department will indicate the nearest designated exit. Emergency personnel will be available to direct employees and ensure that evacuation instructions are carried out without exception.

B. Evacuation of handicapped personnel will be given the highest priority in all emergencies. They will be evacuated by the most expeditious and safe means available.

C. When evacuating work areas, employees should close doors behind them, but do not lock unless otherwise instructed. Employees working with electrically operated machines or equipment should switch the equipment off or unplug it prior to leaving the work area if it is safe and convenient to do so.

D. When evacuating, employees should walk, remain quiet, grasp handrails and follow all emergency instructions.

E. Depending on the exit used, employees will gather in predetermined evacuation sites unless otherwise instructed.

F. After evacuation is completed, police and other emergency personnel will prevent entrance to the facility except to authorized employees.

G. When the emergency is over, the Emergency Coordinator will advise employees when and if to return to the building.

H. After the emergency situation has been overcome, Company management will direct the employees to address the next step as the situation demands, but only after it is clearly demonstrated that the emergency situation is over and it is safe to proceed to begin a recovery plan.

Hazardous Chemical Spills

We will call the necessary professional help if a large chemical or toxic material spill occurs.

We will evacuate the area and keep all personnel out.

We will notify the Toxic Chemical Spill Team at **1-800-424-9300** if the spill can not be cleaned up by our trained Emergency Response Team.

Employees will receive the necessary first aid or medical treatment by the hospital that Industry Coatings, Inc uses for their industrial accidents and/or injuries, for any symptoms of an over exposure.

All required agencies will be notified of the chemical or toxic material spill or release, which occurred at our facility.

For small hazardous or toxic chemical spills, we will clean the hazardous or toxic chemical spill by using OSHA approved procedures.

SECTION III

General Safety Programs

Respiratory Program

Written Standard of Operating Procedure:

This written respiratory protection program is an integral part of our continuing employee safety awareness program. In accordance with the Title 8, California Code of Regulations, § 1531, from which our respiratory protection program has been developed, requires that we provide our employees with respirators, and that the employee is properly fitted with the appropriate respirator which has been approved by the U.S. Bureau of Mines for the specific contaminants to which the employees will be exposed.

Respiratory Exposure Standards and Procedures:

Our company will provide the appropriate respirators to all employee(s) who work in any area where respiratory protection equipment is necessary to protect the life and of the employee.

A. Employees who work in oxygen deficient atmospheres will be required to wear Self Contained Breathing Apparatus (SCBA) or Positive Pressure Supplied Air Respirator (SAR) equipment and there will be at least one stand-by man present at all times in case of an emergency.
   1. The employee will be constantly monitored during the entire time he/she is working in the oxygen deficient atmosphere. Communication (visual, voice or signal lines) will be maintained between both the employees working in the oxygen deficient atmosphere and the stand-by man and/or emergency personnel.
   2. The stand-by man will be suited and have the proper rescue equipment ready to assist the employee in case of an emergency.
   3. Both the employees working in the oxygen deficient atmosphere and the stand-by man will be required to wear safety harnesses or lifelines for lifting or removing employees from hazardous atmospheres.
   4. The stand-by man with suitable self-contained breathing apparatus will be at the nearest fresh air base for emergency rescue procedures.
   5. Airline couplings will be incompatible with outlets for other gas systems to prevent inadvertent servicing of airline respirators with nonrespirable gases or oxygen.

B. Employees who work in areas where they are exposed to gas and/or vapor contaminants that are not immediately dangerous to life and health will be requited to wear a air-purifying half mask or mouth piece respirator with a chemical cartridge and appropriate filter.

C. Employees working in areas where they will be sanding, abrading, grinding, chipping or performing any job tasks that produces any form of airborne contaminants will be required to wear a nuisance particulate respirator. The cartridge and mechanical filter will be changed as necessary to assure the maximum protection to the employee. The cleaning procedures for the same procedure used for half mask respirator.

Program Evaluation

The company will review the effectiveness of the respiratory protection program on an annual basis. The written operating procedures will be modified as necessary to reflect any changes that occur from the evaluation results. We will incorporate a labor-management team to obtain the best possible effectiveness for our periodic evaluation.

Selection:

Respirators will be selected on the basis of the hazards to which our employees are exposed (i.e. harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors). Our prime objective will be to prevent our employee(s) from the possibility of an over exposure to any form of hazardous or toxic contaminants to which they may be exposed to in the performance of their routine work assignments.

Training:

Chemical and physical properties of the contaminants, as well as the toxicity and concentration of the hazardous material and the amount of oxygen present, will be considered in the selection of the proper respirators. The nature and extent of the hazard, work rate, area to be covered, mobility, work requirements and conditions, as well as the limitations and characteristics of the available respirators will also be selection factors.

Both supervisors and employees will be trained in the proper selection, use and maintenance of respirators.

A. We will use a classroom format for our respiratory protection program; some of the tools used in our training will be films, safety pamphlets, and one on one training by a certified instructor.
B. All employees required to use respiratory protection equipment will be instructed in the proper use of the equipment and its limitations.
C. Documentation of the respiratory training will become a part of the employee's personnel record. The instructor will record the name of the employee, department, date of the training, type of respirator given, the type of fit testing used, and the date of issuance of the appropriate respirator to the employee. The document will be signed and dated by both the employees and the training instructor.

Fit Testing:

Our program will include proper fit testing for the appropriate selected respirators issued to employees. The type of testing will be determined by the type of exposure that our employees will come in contact in the workplace. Our employees will receive training in the use, care and maintenance of respirators.

1. The instructor will use the standard fit testing technique (i.e. Qualitative and Quantitative fit testing, Irritant Fume Protocol, Banana Oil Protocol, Positive/Negative Pressure) to assure that the employee has a proper face seal.
2. The instructor will give each employee fitting instructions, including demonstration and practice, on how the respirator should be worn, how to adjust it, and how to determine if it fits properly.

Fit Testing:

3. Respirators will not be issued when conditions prevent a good face seal. Such conditions may be a growth of a beard, sideburns, a skullcap that projects under the face piece, or temple pieces on glasses. Also, the absence of one or both dentures that seriously affect the fit of the faces piece.
4. To assure proper protection, the face piece fit shall be checked by the wearer each time he/she puts on the respirator. This may be done by following the instructions given during the training session or from the manufacturer's face piece fitting instructions.

Inspection, Cleaning, Maintenance and Storage:

A. Respiratory protection equipment will be inspected regularly before and after each use and maintained in good condition at all times. Chemical cartridges will be replaced as necessary so as to provide maximum protection. Mechanical filters will be cleaned or replaced when necessary so as to avoid undue resistance of breathing.
B. Respiratory protection equipment will be cleaned on a daily basis and sanitized on a weekly basis in the prescribed sanitizing solution. Respiratory protective equipment, which has been previously used, will be cleaned and disinfected before it is issued to another employee.
    1. The recommended sanitizer will be purchased from the respirator manufacture; we will use the sanitizing instructions from the manufacturer as our guideline for weekly sanitizing procedures for the respirators.
C. Respirators that are not used routinely, but kept ready for emergency use will be inspected after each use and on a monthly basis to assure that they are in satisfactory working condition.
D. SCBA equipment will be inspected monthly. Air and oxygen cylinders will be fully charged according to the manufacturer's instructions. The regulator and warning devices will be checked monthly to assure that they are functioning properly.
    1. SCBA equipment will be checked routinely to assure tightness of the connections and the condition of the face piece, headbands, valves, connecting tube and canisters.
    2. SCBA's rubber or elastomer parts will be inspected for pliability and signs of deterioration. Stretching and manipulating rubber or elastomer parts with a massaging action will keep them pliable and flexible and prevent them from taking a set during storage.
    3. We will maintain a date log of all SCBA and SAR inspections with the findings clearly noted for equipment maintained for emergency use.
    4. Replacement or repairs will be done only by a trained technician or by the manufacturer's authorized repair person.
    5. After inspections, cleaning and necessary repairs, the respirators will be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. The respirators will be carefully placed in storage areas to assure that the facepieces and exhalation valves will rest in a normal position to prevent the rubber or plastic from reforming into an abnormal shape.
    6. The respirators placed at stations or work areas for emergency use will be quickly accessible at all times. These respiratory compartment stations or work areas will be clearly marked. The respiratory storage compartments will be free of all contaminants.

Medical Examinations

A. The employees who routinely use a respirator in the normal performance of their job will be required to have an annual medical examination. The examining physician will determine what health and physical conditions are pertinent to that employee, and if the employee is physically able to perform his job while using the appropriate respirator.

B. Employees who work with self contained breathing apparatus may, in addition to the above medical examinations, need additional laboratory tests which include, urine, blood, or fecal analysis and other techniques to determine the intake and excretion of toxic substances. The findings of these medical examinations, when correlated with other exposure data, will serve as an indication of the effectiveness of the program.

C. All medical information will become a permanent part of the employee's personnel record. Employee(s) medical records will be kept for a period of not less than twenty-five (25) years.

Work Place Surveillance:

As part of our continuing efforts to insure that our employees are working under the safest possible conditions in their normal work routine, we will monitor the environmental conditions in the work place and the degree of worker exposure or stress to which the employee may be exposed.

A. Periodic air sampling will be taken in the workplace to detect the present of air contaminant concentrations. These tests will be conducted by, Certified Industrial Hygienist and analyzed by a state-approved laboratory. The findings of the test results will be logged on our safety program evaluation record, and will be used to determine changes to the safety programs. The changes made in the safety programs will reflect the measures used to correct any deficiencies in the existing safety programs.

B. Periodic self inspections will be made in the workplace to insure that safe work practices, proper storage of hazardous materials, good housekeeping, and personal protection equipment are being used in the prescribed manner as set forth in the company's health and safety policies.

C. Fire, emergency and first aid equipment will be checked to insure that it is in good working condition. The location of fire, emergency and first aid equipment will be clearly marked. Employee(s) will be instructed in the proper use of this equipment.

Air Quality Standards

Compressed air, compressed oxygen, liquid air, and liquid oxygen used for respirators will be of high purity. The oxygen used for respirators will meet the requirements of the United States Pharmacopoeia for medical or breathable oxygen. We will insure that compressed oxygen **WILL NOT** be used in open circuit SCBA equipment that have previously used compressed air. Oxygen will **NEVER** be used with air-line respirators.

The containers of breathable air will be clearly marked in accordance to the American National Standards Institute's (ANSI) Method of marking portable compressed gas containers to identify the material contained.

Atmospheric Contaminants To Be Protected Against	**Color Assigned 1***
Acid gases	White
Hydrocyanic acid gas	White with ½ inch green stripe completely around the canister near the bottom.
Chlorine gas	White with ½ inch yellow stripe completely around the canister near the bottom.
Organic vapors	Black
Ammonia gas	Green
Acid gases and ammonia gas	Green with ½ inch white stripe completely around the canister near the bottom.
Carbon monoxide	Blue
Acid gases and organic vapors	Yellow
Hydrocyanic acid gas and chloropinrin vapor	Yellow with ½ inch blue stripe completely around the Canister near the bottom.
Acid gases organic vapors, and ammonia gases	Brown
Radioactive materials, excepting tritium and noble gases	Purple (Magenta)
Particulates (dusts, fumes, mists, fogs or smokes) In combination with any of the above gases or vapors.	Canisters color for contaminant, as designated above, With ½ inch gray stripe completely around the canister Near the top.
All of the above atmospheric contaminants.	Red with ½ inch gray stripe completely around the canister near the top.

1* Gray shall not be assigned as the main color for a canister designed to remove acids or vapors.

Note:
Orange shall be used as a complete body, or stripe color to represent gases not included in this table. The user will need to refer to the canister label to determine the degree of protection the canister will afford.

Hearing Conservation Program

Construction site noise can rise to unhealthy levels at times, no matter how you try to keep it down. When noise cannot be reduced to safe levels, employees must wear ear protection devices to protect their hearing.

Not all sounds have the same effect on hearing. The three changing factors in noise are; **intensity, pitch and length of exposure**.

1. **Intensity** means loudness of sound, and is measured in decibels (dB).
2. **Pitch** refers to frequency of sound waves. A high-frequency (high-pitched) whistle is generally more harmful than the low frequency sound (low-pitched).
3. **Length of exposure** refers to the time one is subjected to a noise. Continual exposure to certain noised can be more harmful than occasional burst of offensive sound.

Since construction job sites are noisy by nature, and engineering controls are not feasible, hearing protection devices (ear plugs/ear miffs) must be worn when employees are required to work in a noise hazard environment such as performing sandblasting.

Hearing tests (audiograms) will be conducted annually to complete the employee's health records when the employee is assigned to work in a high noise environment. These hearing tests are required by OSHA when the job site noise levels are continually at 85 decibels or above. Noise measurements are the responsibility of the company, and may also be monitored by OSHA to confirm the company reading.

Radios may interfere with instructions or warnings that are frequently given on construction job sites so, RADIOS ARE NOT ALLOWED ON THE JOB SITE!!

Hearing Test and Procedures

As part of the company's continuing safety programs and policies the following information is provided as a guideline to ensure that employees are tested annually when job site noise levels are at 85 decibels or above.

1. We will establish and maintain an audiometric testing program which will be available to all employees whose exposure is equal or exceeds an 8 hour time weighted average of 85 decibels.
2. This testing will be provided to our employees at no cost.
3. Audiometric testing will be preformed 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.
4. Within six (6) months of our employee's first exposure at or above the action level, we will establish a valid baseline audiogram against which subsequent audiograms can be compared. After the baseline audiogram is established, annual audiometric testing will be conducted by a licensed audiologist.
5. If the comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee will be notified of this fact in writing within 21 days of the determination.
6. Those employees who are exposed to 85 decibels or above for the 8 hour time weighted average will be fitted for hearing protectors.

Hearing Test and Procedures Cont.

7. Employees who are required to wear the hearing protectors will be given the proper training in the use and care of all hearing protectors provided by the company.
8. Employees who do not follow this policy are subject to disciplinary action or termination of employment.

Fire Protection and Prevention

A. Industry Coatings No Smoking Policy:
   1. Smoking will be permitted in designated smoking areas only. Any employee found smoking outside of the designated smoking area will be subject to disciplinary action and/or termination of employment. NO EXCEPTIONS!
   2. **Industry Coatings does NOT provide "smoke breaks". Smoking may be done on your morning or lunch break in the designated smoking area.**

B. Fire Extinguisher Inspection, Maintenance, Training and Use:
   1. Weekly: Check fire extinguisher accessibility. Be sure lockpin is in position and seal unbroken.
   2. Semi-Annually: Weigh and record the fire extinguisher's weight on tag. Compare with weight stamped on valve body, and recharge if net weight loss is 10% or over.
   3. Employees have received fire prevention and protection training and can readily identify the different types of fires, what type of fire extinguisher must be used, and how to safely extinguish the fire.
   4. Industry Coatings, Inc uses ABC rated fire extinguishers on all job sites.
   5. Fire extinguishers are required on all Industry Coatings, Inc job sites, and must be in close proximity to all painting operations.
   6. Fire extinguishers, which have been used, must be given to the job supervisor for servicing.

C. Storage of Flammable Liquids:
   1. Outside storage of containers not more than 60 gallons for each container, nor more than 1,100 gallons total. Storage area must be not less than 20 feet from any building, must be kept weed and debris free, and must be graded to keep possible spills from draining toward building, or diked with 12 inch curbs. Storage area must have 12-foot wide access way within two hundred (200) feet. At least one portable fire extinguishers of not less than 20-B units shall be located not less than 25 feet or more than 75 feet from the storage area. All flammable and combustible materials shall be stored away from oxidizing agents and corrosive materials.

D. Transferring or Dispensing Liquids:
   1. Liquids may be transferred from a drum to a safety can by gravity through an approved self-closing valve, or approved pump. Containers must be electrically bonded (grounded) to each other.

E. Safety Can:
   1. Safety can means an approved container of not more than 5 gallons capacity, having a flash arresting screen, spring closing lid and spout cover. Can will be painted red with yellow ban completely around can. All flammable liquids will be handled at the work site in safety cans. It is recommended that no more than one day's requirements be transported or kept at the work area; however, no more than 25 gallons, in approved storage containers, may be stored or transported, outside of storage area, and must be kept in safety can except when actually in use.

F. No Smoking or Open Flames within 50 feet:
   1. Universal signs NO SMOKING signs will be posted at all appropriate areas. A copy of our written SMOKING policy will be posted in the job site work office along with any other required written program or policy.

G. Classes of Fires:
   1. **"A"** fires are wood, paper, textiles and other carbonaceous materials. These fires are extinguished by the cooling and quenching action of water and water-based agents or by insulating with a general purpose dry chemical extinguisher.
   2. **"B"** fires are flammable liquids. These are smothered by carbon dioxide, dry chemical, foam and loaded stream.
   3. **"C"** fires are live electrical equipment. Extinguishing agents are dry chemical, carbon dioxide, all electrical nonconductors, except as noted in § 1922 (a)(7).
   4. **"D"** fires are combustible metals such as magnesium, sodium and potassium. Extinguishing agent is coarse powder, which seal the burning surface and smothers the fire.

Chemical Hazard Communication Program

A. General Information

This written chemical hazard communication program is an integral part of our continuing employee safety awareness program. Division of Safety and Health (Cal/OSHA) Hazard Communication Standard, Title 8, California Code of Regulations (T8, CCR), § 5194 from which our program has been developed, requires that we provide information to our employees concerning various hazardous chemicals used by Industry Coatings, Inc to which employees may be exposed. Our program addresses container labeling, material safety data sheets (MSDS's), employee training and other information on chemicals found in this workplace. The goal of our program is to reduce the possibility of illnesses and injuries caused by exposure to chemicals. We intend to do that by providing employees with as much information as needed concerning the hazards of chemicals they come into contact with, and to present that information in a usable, readily accessible form.

B. Inventory of Hazardous Chemicals

A listing of all chemicals used by Industry Coatings, Inc which have been found to present the possibility of either physical or health hazards to employees will be maintained in the "Material Safety Data Sheet" binder. That listing will also show the particular work area in our facility where exposure to chemicals is most common.

C. Components of our Hazard Communication Program

Container Labeling:

The Hazard Communication Standard requires that chemical manufacturers, importers and distributors properly label shipments of hazardous chemicals with the identity of the chemical, clearly noted hazard warnings and the name and address of the manufacturer or other responsible party.

We will verify that chemical containers are properly labeled at the time they are received in our warehouse from the manufacturer or distributor. All containers in our warehouse covered by the Standard will be labeled, tagged or marked with the identity of the hazardous chemical contained therein, and will show hazard warning appropriate for employee protection. The hazard warning will be legible, and prominently displayed. Should employees discover any unlabeled containers in their work area, they will be instructed to immediately notify their supervisor or safety manager.

Portable containers holding a potentially hazardous chemical (e.g. a bucket of solvent) drawn by an employee from a labeled container and intended for the use of that employee only during the course of his/her shift are not required to be labeled.

Containers into which chemicals will be transferred and which can be expected to be used by several employees over a period longer than one shift will be labeled to show contents and an appropriate hazard warning. Labels, which become torn, corroded or defaced such that content and hazard information cannot be determined, will be replaced. For replacement purposes, we will use pre-printed hazardous material labels, which provide all required information.

If and when we are informed of new or significant hazards by the chemical supplier, labels for these portable containers will be changed accordingly.

Material Safety Data Sheets:
Chemical manufacturers and importers are required by the Standard to develop a MSDS for each hazardous chemical they produce to import. The MSDS contains information on the chemicals, such as physical properties, health and safety data, and first aid information, which is useful in meeting the goals of this program.

MSDS's for each chemical used by Industry Coatings, Inc will be kept on a current basis in two locations, Personnel Office and Purchasing Office.

Employees have the right to review all MSDS's on file for hazardous chemicals used by Industry Coatings, Inc.

It is our policy not to accept any chemicals, even on a trial basis, without an accompanying MSDS. MSDS's will be expected to either accompany the actual shipment of the chemical, or be mailed in a timely fashion to the individual responsible for ensuring that MSDS's are obtained for all potentially hazardous chemicals used in the plant. In the event an MSDS is not received with the first shipment of a chemical, the responsible person in our company will contact that supplier in writing to request the appropriate MSDS.

Revised or updated MSDS's received from our suppliers will replace the existing MSDS's covering that chemical in Binders, and the revised MSDS's will be brought to the attention of our employees.

Employee Information and Training
Employers are required under this Standard to establish an employee information and training program for employees routinely exposed to hazardous chemicals. This training and information will be provided to cover employees at the time of initial assignment of a new category of hazardous chemical being introduced into our operations.

As this OSHA Standard goes into effect, all employees exposed to hazardous chemicals will receive this information and training in group "classroom" format. All new employees will receive training as part of their new employee orientation. The requirements of and an outline for Employee Information and Training are found in Section I of this Binder, "Employee Training Program".

D. Outside Contractors
Outside contractors, which will include temporary employment service employees, performing work at the jobsite or on our property will have access to our Hazardous Communication Program, and will be advised of the presence of hazardous chemicals to which their employees may be exposed.

E. Hazard Evaluation Procedures
Our company is an end-user of various chemicals, which have been found to present possible hazards to our workers. As a user, rather than a manufacturer or importer of these chemicals, we are not required to evaluate those chemicals for their potential hazards. We will rely on the chemicals hazard evaluation conducted by the manufacturer and/or importer as contained in the manufacturer or importer's material safety data sheets.

F. Materials

The materials commonly used by Industry Coatings, Inc do contain hazardous chemical components, but not in sufficient quantities to produce hazardous releases under normal conditions of use. However, sanding, chipping or scraping of some materials are suspected of or have been shown to result in certain physical or health hazards if specific protective measures are not followed. When called upon to work in these operations, special precautions will be taken to protect our employees. Our precautions will include assuring that occupational exposure limits are determined and strictly followed and, in keeping with our overall operation, that adequate dust suppression and ventilation or the use of the appropriate OSHA approved respiratory protection equipment is provided to employees.

We will rely on the hazard evaluation procedures, and the resulting materials safety data sheets supplied to us by our vendors, to identify materials, which require special handling procedures to protect the health and safety of our employees.

G. Responsibilities

1. Project Foreman: Person responsible for ensuring labeling of containers.
2. Project Foreman: Person responsible for ensuring receipt of Material Safety Data Sheets from suppliers.
3. Agustin Lopez, Operations Manager: Person responsible for employee safety education and training.

Working with Hazardous Materials

What are hazardous materials and what are the dangers they represent?

A. Hazardous liquids (caustics or acids) – danger of burns and poison.
B. Hazardous gases – danger of explosion and/or toxic effect.
C. Inorganic dusts (mineral dusts) – danger of inhalation (asbestos, silica, etc.).
D. Metals, metalloids, and their compounds (lead, mercury, arsenic, etc.) – danger of toxic effect.
E. Organic dusts (dusts produced by grains, wood, cotton, etc.) danger of explosion.
F. Organic solvents – hazards dependent on toxicity, vapor pressure, and use (can be absorbed, ingested, or inhaled).

What can be done to eliminate and control this type of danger?
A. Proper labeling (signs, color-coding, etc.).
B. Periodic air sampling.
C. Safety posters in storage or handling areas.

Safe storage and handling of hazardous materials:
A. Special containers (drums, carboys, cylinders, bins, etc.) and how they should be stacked, piled or stored.
B. Ventilation of storage area.
C. Proper lighting of storage areas.

Safe handling of hazardous materials:
A. Wear the proper protective equipment.
B. Keep floors clean; never allow them to become slippery.
C. Know what steps to take in an emergency; know where first aid equipment is located and how to use it.
D. Always read the label before handling a container.
E. Follow Company rules for showering, changing clothes, etc.
F. Be familiar with the symptoms of over exposure to hazardous materials (itching, burns, fever, etc.).

Flammable and Combustible Liquids

Our objective is to define the properties of flammable and combustible liquids; to help employees understand why they are so hazardous and what steps they can take to prevent an unnecessary fire or explosion.

1. Definitions: The distinction between flammable and combustible.

   A. The lowest temperature at which a liquid releases enough vapors to start burning is called the **FLASH POINT**.
   B. Flammable liquids have flash points below 100º Fahrenheit (i.e., they will release enough vapors to form burnable mixtures with air at temperatures below 100ºF). Examples include carbon disulfide, ether, acetone, benzene, gasoline, lacquer thinner, alcohol, toluene, turpentine, etc.).
   C. Combustible liquids have flash points above 100º Fahrenheit (i.e., they must be heated to temperatures greater than 100º F before they will release enough vapor to form burnable mixtures).

2. Why are these liquids so hazardous?

   A. Flammable liquids vaporize and form flammable gas mixtures when they are left in open containers, when leaks or spills occur, or when they are heated.
      1. The degree of danger is determined by a number of factors.
         a. The flash point of the liquid.
         b. The concentration of vapors in the air.
         c. The possibility of a source of ignition nearby.
            (1) Hot surfaces-hot plates and electric coils, overheated bearings.
            (2) Open flames – pilot lights, smoking materials.
            (3) Hot particles and embers – grinding, welding.
            (4) Sparks-static electricity from rotation belts or transferring liquids, sparks from electrical tools, etc.

If an ignition source does come in contact with the right combination of vapor and air, fore or explosion can result causing serious injury and loss of life and jobs.

Working With Solvents

A. Some solvents can break down into acids, poisonous gases, or corrosive components if exposed to hot surfaces.
B. Some solvents can react chemically with other substances.
C. All solvents produce vapors that can cause problems if the concentration gets too high. Exposure to too many solvent vapors can cause irritation of the eyes, dizziness, nausea, rashes and disorders.

Note: Smoking around solvents can increase danger due to inhalation. Some solvents and chemicals breakdown under high temperature so inhalation through cigarettes can be more dangerous than regular inhaling of cigarette smoke.

Avoid these hazards by reading the labels on solvents carefully.

Safe procedures for handling solvents.

A. Always read label directions before using.
B. While using solvents, wear splash proof chemical goggles and know where the nearest eye wash fountain is.
C. To protect your skin, wear suitable gloves and protective garments where require.
D. If your clothes become soaked with solvent, remove then and take a shower; don't put clothes back in until they're thoroughly dry.
E. Smoke only in approved areas.
F. Take precautions in cold cleaning operations.
    1. Keep your head back so you won't be in the direct line of escaping vapor.
    2. Wear suitable gloves when using solvents for wiping, dipping, spraying or flushing.
G. Use soap or mild detergent and water rather than solvents to clean grease, oil, dirt or anything else off your skin.
H. Place all rags, waster, paper towels, etc., soaked with solvent in airtight, all-metal safety containers.
I. Store and transport small quantities of solvent only in approved safety containers, properly marked.
J. Ground and bond all metal containers when transferring a flammable solvent from one container to another.
K. Make sure you have adequate ventilation when you use cold-cleaning solvents in a small room.
L. Use respiratory equipment when you enter areas where solvent vapor levels are or might be high. Don't rely on your nose to warn you of excessive concentrations – some dangerous vapors have no odor warning at all.
M. Don't do any welding (or let anyone else weld) close to areas where solvents are being used. The heat of welding can cause dangerous solvent breakdown conditions, as well as fire or explosion.

Working With Solvents

What to do in case of emergency:

A. If someone is overcome by solvent vapors:
   1. Get medical help immediately.
   2. Remove the person to fresh air.
   3. Loosen clothing.
   4. Give artificial respiration if breathing has stopped.
   5. Keep victim quiet and warm (but not hot).
   6. Don't give anything by mouth to an unconscious person.

B. When a spill occurs:
   1. Evacuate the area (if it's a big spill).
   2. Clean it up as soon as possible, wearing the proper protective equipment.
   3. If the solvent can't be reclaimed for further use put it in a galvanized or stainless steel pail with a tight lid.
   4. Later on, dispose of the solvent safely – **DON'T POUR IT DOWN A SEWER.**

C. In case of fire:
   1. Evacuate the area.
   2. Trained personnel should extinguish the fire with carbon dioxide, dry chemical, foam or a water fog.
   3. Handle the burned solvent as though it were acid.

Materials Storage

A. Materials storage may not seem like a particularly hazardous area, but it can pose unexpected dangers that result in serious injuries.
   1. Toppling over heavy materials that have been improperly stacked.
   2. Collisions between improperly store materials and forklifts or pedestrians.
   3. Breakage of containers with hazardous or toxic substances.
   4. Obstruction of fire fighting equipment, first aid equipment, fuse boxes, etc., that are needed in an emergency.
   5. Fire hazards posed by improper storage of flammable and combustible materials.

B. General Safety Precautions:
   1. Follow the storage plan for your area.
      a. Planned storage minimizes the handling necessary to bring materials into production and move them out to shipping or where needed.
      b. A good storage plan avoids obscuring emergency equipment, sprinkler system, lights, etc.

C. Observe Proper Clearance:
   1. At least 18 inches clearance below sprinkler heads should be allowed to reduce interference with water distribution (36 inches if material is flammable).
   2. Keep materials out of aisles, areas that are designated by yellow lines in front of the electrical panels, and out of loading and unloading areas.

D. Use racks, pallets, or skids whenever possible. Material stored in this way can be moved easily and quickly with less material damage and fewer injuries. Material piled on skids or pallets should be cross-tied.

E. Know the maximum height limits for piling and stacking and observe maximum height lines.

F. Know the maximum weight allowed when material is stored on top of shelves, cabinets or rooms with non-permanent walls and ceiling.

G. Consider the contents (special storage considerations for any of the following materials that apply to your area).
   1. Hazardous liquids (acids, etc.).
   2. Gas cylinders.
   3. Combustible solids.

Hazardous Chemical Communication Program

Hazardous Material Identification System

(HMIS)

The HMIS Codes quickly tells you the chemical identity, health, flammability, and reactivity hazards and what personal protective equipment you needed to use.

Hazard Index:

4 Severe Hazard
3 Serious Hazard
2 Moderate Hazard
1 Slight Hazard
0 Minimal Hazard

Personal Protection Index:

A Safety Glasses
B Safety Glasses – Gloves
C Safety Glasses – Gloves – Synthetic Apron
D Face Shield – Gloves – Synthetic Apron
E Safety Glasses – Gloves – Dust Respirator
F Safety Glasses – Gloves – Synthetic Apron – Dust Respirator
G Safety Glasses – Gloves – Vapor Respirator
H Safety Goggles – Gloves – Synthetic Apron – Vapor Respirator
I Safety Glasses – Gloves – Dust & Vapor Respirator
J Safety Goggles – Gloves – Synthetic Apron – Dust & Vapor Respirator
K Airline Hood or Mask – Gloves – Full Body (coveralls) – Boots
X Ask your supervisor for guidance

Hazardous Chemical Communication Program

National Fire Protection Agency (NFPA) Codes

The NFPA System is intended to tell you of basic hazard information for fire fighting. A simple 0-4 rating is used to let you know the degree of danger involved with each material as it related to fire fighting, exposure and spill control.

A. Health Codes (Blue Diamond)

4	Deadly
3	Extreme Danger
2	Hazardous
1	Slightly Hazardous
0	Normal Material

B. Fire Hazard Flash Points (Red Diamond)

4	Below 73º F (Boiling point below 100º F)
3	Below 73º F (Boiling point at/above 100º F) and or at/above 73º F – not exceeding 100º F.

C. Reactivity (Yellow Diamond)

4	May detonate
3	Shock and heat may detonate
2	Violent chemical change
1	Unstable if heated
0	Stable

D. Specific Hazard (White Diamond)

Oxidizer	OX	Corrosive	COR
Acid	ACID	Use NO WATER	W
Alkali	ALK	Radioactive	Radioactive Sign

GLOSSARY OF COMMON MSDS TERMS

Absolute: A chemical substance that is not mixed; pure. A single dose of or exposure to a substance.

"C" or Ceiling: The maximum allowable human exposure limit for an airborne substance; not to be exceeded even momentarily.

Carcinogen: A substance or agent capable of causing or producing cancer in mammals.

Chemtrec: Chemical Transportation Emergency Center; a national center to relay pertinent emergency information concerning specific chemicals on request. Toll free 24-Hour telephone number is **(800) 424-9300**.

Combustible: A term used to classify certain liquids that will burn on the basis of flash points.

Dermal Toxicity: Adverse effects resulting from skin exposure to a substance.

Evaporation Rate: The rate at which a particular material will vaporize (evaporate) when compared to the rate of vaporization of a know material. The evaporation rate can be useful in evaluating the health and fire hazards of a material.

Explosive Limits: The range of concentrations over which a flammable vapor mixed with proper portions of air will flash or explode if an ignition source is present.

Flammable: A "flammable liquid" is defined by the National Fire and Protection Agency (NFPA) and the Department of Transportation (DOT) as a liquid with a flash point below 100ºF (37.9ºC).

Flash Point: The temperature at which a liquid will give off enough flammable vapors to ignite. There are several flash point test methods, and flash points may vary for the same material depending on the method used, so the test method is indicated when the flash point is given.

Incompatible: Materials, which could cause dangerous reactions from direct contact with one another are, described as incompatible.

Irritant: A substance, which, by contract in sufficient concentration for a sufficient period of time, will cause an inflammatory response or reaction of the eye, skin, or respiratory system.

LEL or LFL: Lower Explosive Limit or Lower Flammable Limit of a vapor or gas; the lowest concentration that will produce a fire or flash when an ignition source is present.

Melting Point: The temperature at which a solid substance changes to a liquid state. For mixtures, the melting range may be given.

PEL: Permissible Exposure Limit; an exposure limit established by the Occupational Health and Safety Administration (OSHA). May be a time weighted average (TWA) limit or a maximum concentration exposure limit.

GLOSSARY OF COMMON MSDS TERMS

ppm: Parts per million; a unit for measuring the concentration of a gas or vapor in air. Also used to indicate the concentration of a particular substance in a liquid or solid.

psi: Pounds per square inch; for MSDS purposes, a unit for measuring the pressure a material exerts on the walls of a confining vessel or enclosure.

Pyrophoric: A chemical that will ignite spontaneously in the air at a temperature of 130ºF (54.4ºC) or below.

Reactivity: A description of the tendency of a substance to undergo chemical reaction with the release of energy. Undesirable effects – such as pressure build up, temperature increase, formation of noxious, toxic, or corrosive by-products may occur because of the reactivity of a substance to heating, burning, direct contact with other material or other conditions is use or in storage.

Solubility in water: A term expressing the percentage of a material (by weight) t hat will dissolve in water at ambient temperature. Solubility information can be useful in determining spill cleanup methods and fire extinguishing agents and methods for a material.

Stability: An expression of the ability of material to remain unchanged. For MSDS purposes, a material is stable if it remains in the same form under expected and reasonable conditions of storage or use.

TLV: Threshold Limit Value; a term used to express the air-borne concentration of a material to which nearly all persons can be exposed day after day without adverse effects. This is expressed in three ways.

TLV-TWA: The Short-Term Exposure Limit or maximum concentration for a continuous 15 minute exposure period (maximum of four such periods per day, with at least 60 minutes exposure periods, and provided that the daily TLV-TWA is not exceeded).

TLV-C: The ceiling exposure limit - the concentration that should not be exceeded even instantaneously.

UEL: Upper Exposure Limit; vapor in air concentration above, which the concentration is too rich to burn.

Unstable: A chemical which in pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure or temperature.

Vapor Density: The weight of a vapor or gas compared to the weight of an equal volume of air; an expression of the density of the vapor or gas. Materials lighter than air has vapor densities less than 1.0 (examples: acetylene, methane and hydrogen). Materials heavier than air (examples: propane, hydrogen sulfide, ethane, butane, chlorine and sulfur dioxide) have vapor densities greater than 1.0. All vapors and gases will mix with air, but the lighter materials will tend to rise and dissipate (unless confined). Heavier vapors and gases are likely to concentrate in low places – along or under floors, in sumps, sewers and manholes, in trenches and ditches – where they may create fire or health hazards.

GLOSSARY OF COMMON MSDS TERMS

Vapor Pressure: The pressure exerted by a saturated vapor above its own liquid in a closed container. When quality control tests are performed on products, the test temperature is usually 100ºF and the vapor pressure as pounds per square inch but vapor pressures reported on MSDS's are in millimeters of mercury (mm Hg) at 68ºF (20ºC), unless stated otherwise. Three facts are important to remember.

1. Vapor pressure of a substance at 100ºF will always be higher than the vapor pressure of the substance at 68ºF.
2. Vapor pressures reported on MSDS's in mm Hg are usually very low pressure; 760mm Hg is equivalent to 14.7 pounds per square inch.
3. The lower the boiling point of a substance, the higher its vapor pressures.

Water-Reactive: A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Good Housekeeping

Why is good housekeeping so important? Listed below are some of the accidents that frequently result from inadequate housekeeping.

A. Tripping over loose objects on floors, stairs, and platforms.
B. Slipping on wet, greasy, or dirty floors.
C. Bumping against projecting or misplaced materials.
D. Puncturing or scratching hands or other part of the body on protruding nails, hooks, or rods.
E. Injuries from falling objects.

The bigger the plant, the more serious the problem can be:

A. Employees tend to take housekeeping for granted and may slack off from time to time.
B. Housekeeping is the one area of accident prevention in which all employees (blue-collar, white collar, administrative, etc.) must share the responsibility.

Where to concentrate your housekeeping efforts:

A. Work areas: Avoid unnecessary clutter.
B. Machines and equipment: Avoid crowding; provide racks or containers for tools, jigs, and fixtures.
C. Aisles: Keep free of material, finished parts and scrap.
D. Floors: Make sure they are vacuumed, swept and scrubbed regularly: spills shall be cleaned up immediately.
E. Employee facilities: Keep personal belongings in lockers; washrooms shall be cleaned regularly.

Results of good housekeeping:

A. It reduces operating costs: Once a housekeeping system has been established, less time and effort are required to keep he work area clean.
B. It increases production: Delays and interference from excess materials, lost tools, etc. are avoided.
C. It lowers accident rates.
D. It reduces fire hazards: Fires result from, or are spread by, poor housekeeping conditions.

Body Protection

Eye Protection

The chief causes of on-the-job eye injuries.

1. Flying objects (especially those set in motion by hand tools).
2. Corrosive substances.
3. Hazardous material splashes.
4. Poisonous gas or fumes.

Industry Coatings employees must wear proper eye protective equipment.

1. Cover goggles.
2. Protective spectacles.
3. Protective spectacles with side shields.
4. Splash-resistant goggles.
5. Dust goggles.

Don't make excuses for failing to wear safety goggles.

1. "I can't see with them": Clean them regularly; keep them in a case or a place where they won't get scratched.
2. "They give me a headache": Get the fit checked or the head strap adjusted; see an eye doctor.
3. "I forget to put them on". **NEVER** an acceptable excuse.

Note: Failure to observe any company safety rule is subject to a disciplinary action and/or termination.

Foot Protection:

A. Industry Coatings requires that employee wear appropriate work shoes.
   a. TENNIS, JOGGING or RUNNING Shoes are NOT ALLOWED on our job sites.
   b. Employees reporting for work must have proper work shoes on, or they will not be permitted on the job site.

Type of safety shoes and their uses.

A. Metal-free shoes, boots, etc., are used where there are specific electrical hazards or fore and explosion hazards.
B. "Congress" or gaiter-type shoes protect people from splashes of molted metal or welding sparks.
C. Shoes with reinforced soles or innersoles of flexible metal are worn where there are hazards from protruding nails, etc.
D. Rubber boots and shoes, leather shoes with wood soles, or wood soled sandals are used for wet work conditions.
E. Safety shoes with metatarsal guards are worn for operations involving the handling of heavy materials (pig iron, heavy castings, timber, etc.).

Hand Protection

A painter's hands may be exposed to a variety of hazards (i.e. temperature extremes, abrasive materials, paints and solvents) that may cause inflammation of the skin or dermatitis. The Material Safety Data Sheets for most paints recommend the use of impermeable solvent-resistant gloves.

Gloves are the primary type of hand protection. They may be made of leather, rubber, cotton, or variety of plastics or synthetics. There is no all-purpose glove. For this reason, you must select your gloves on the basis of the hazards involved in doing the work.

1. For abrasive blasting, wear heavy-duty canvass or leather gloves.
2. For water blasting, wear gloves that protect against chemicals and wetness.
3. For painting (spraying, brushing or rolling), wear rubber gloves or use a skin barrier cream or lotion to protect and control drying of the skin.
4. Always wash hands after using solvents or materials that may pose health risks.
5. Never wear gloves around machinery because the moving parts can snag the gloves and pull hands into the machinery.

For Your Information (FYI).

A teaspoon of white distilled vinegar rubbed on hands will restore the skin's pH balance and promote healing on dried and cracked hands.

Head Protection

Hard hats are mandatory in instances where employees are required to work at job sites presenting an overhead hazard. Hard hats shall meet the ANSI Z89.1, Class A or ANSI Z89.2, Class B requirements. Hard hats that are worn near electrical lines and equipment shall meet ANSI Z89.1, Class B requirements.

1. Hard hats must not be stored in direct sunlight as the sunlight may affect their protective quality.
2. Employee shall not keep anything under their hard hat that might interfere with the suspension.
3. Adjust suspension to achieve a snug fir by loosening or tightening the headband.
4. A loose suspension can allow contact with the head in the instance of impact and may cause skull fracture or concussion.
5. A suspension that is too rigid can transmit the shock of impact and fracture the neck.
6. The hard hat's suspension shall not be removed for any reason.
7. Hard hat and suspension should be cleaned and inspected for damage at regular 30-day intervals.
8. Broken or punctured hard hat shells must be replaced.

Electrical Safety

Two Basic Types of Electrical Hazards

A. The dander of electrical fires: Electricity is the biggest single cause of industrial fires.
   1. Most of these fires stem from improper installation of electrical equipment and poor electrical maintenance.
   2. The biggest problem is that we take electricity for granted; many electrical hazards cannot be seen.

B. The danger of electrical shock: The severity of such an accident depends upon the voltage conducted through the victim and fatalities are not uncommon.

Spotting Electrical Hazards

A. Know what constitutes an electrical hazard and where in your work area these hazards are most likely to exist.
   1. Electric tools and equipment.
   2. Wiring, plugs, extension cords, etc.
   3. High-voltage equipment.
   4. Switches.
   5. Static electricity.
   6. Fuses and circuit breakers.

B. Report electrical hazards immediately to your supervisor or Safety Officer.

Preventive Measures

A. Grounding: NEVER let yourself be part of the circuit between one wire and another, or between one wire and the ground.
   1. Ground faults can occur anywhere that electrical equipment is in operation without protection.
   2. Ground fault interrupters are one form of protection designed to limit electrical shock to a current and length of time that will not produce serious injury.

First Aid to Electrical Shock Victims

A. Mouth-to-mouth resuscitation, CPR (If trained to do so).
B. Get medical help immediately.
C. Call paramedics or police **911**.

Note: In case of heart attack or if breathing stops, notify the fire department paramedics or local police paramedic personnel.

Assured Grounding

A. It is the policy of Industry Coatings, Inc to use Ground Fault Circuit Interrupter (GFCI) for all electrically powered equipment or tools. NO EXCEPTIONS!

Assured Grounding

B. Flammable/combustible liquids

1. Flammable or combustible liquids may be transferred from a drum to an approved container by gravity through an approved self-closing valve or approved pump. Containers must be electrically grounded to each other. Static electricity can cause a fire.

C. Equipment/tools

1. GFCI must be used with all tools and equipment. The GFCI device acts as a circuit breaker for the neutral side of the circuit and adds further protection from shock. Check equipment before and after each use for damaged or frayed cords or plugs with missing grounds.
2. Portable electrical tools must be double insulated, must have a three-prong plug, and must be used with a GFCI.

How To Lift and Carry Safely

A. Before your lift anything, follow this procedure.
   1. Inspect materials for silvers, jagged edges, burrs, rough or slippery surfaces, protruding nails, etc.

   2. Make sure your hands are free of oil or grease.

   3. Wipe off any wet, greasy, slippery or dirty objects before trying to handle them.

   4. Get a firm grip on the object.

   5. Keep your fingers away from any pinch points.

   6. Wear the appropriated protective clothing (safety shoes, hand leathers or gloves, etc.).

B. Assume the correct posture for lifting.
   1. Keep your feet parted-one alongside one behind the object.

   2. Keep your back straight.

   3. Tuck your chin in.

   4. Grip the object with the whole hand.

   5. Tuck your elbows and arms in.

   6. Keep your body weight directly over your feet.

C. Follow these steps for lifting, carrying and setting the load down.
   1. Size up the load, estimating weight, sizes and shape. If the load is too much to handle, GET HELP.

   2. Stand close to the object, keeping your feet 8-12 inches apart for good balance.

   3. Bend the knees to a comfortable position and get a good handhold.

   4. Using both leg and back muscles, lift the load straight up. Move smoothly and easily, pushing with the legs and keeping the load close to your body.

   5. Lift the object to carrying position. Avoid twisting and turning about until the lift is completed.

   6. To turn the body, change feet position and check to see that your path of travel is clear before moving.

   7. To set the load down, bend the knees using leg and back muscles. When load is securely positioned, release it.

Ladder Safety

Safe Practices:

A. Placement

1. Use the four-to-one ratio; that is, place the ladder so its feet are one foot away from what it leans against for every four feet in height to the point where the ladder rests.

2. Never use a ladder in a horizontal position as a runaway or scaffold.

3. Never place a ladder in front of a door that opens towards it unless the door is locked, blocked, or guarded by someone.

4. Place a portable ladder so that both side rails have secure footing. Provide solid footing on a soft ground to prevent the ladder from sinking.

5. Place the ladder's feet on a substantial and level base, not on movable objects.

6. Never lean a ladder against unsafe backing, such as loose boxes or barrels.

7. When you use a ladder for access to high places, securely lash or otherwise fasten the ladder to prevent its slipping.

8. Extend the ladder's side rails at least three feet above the top landing.

B. Ascending or descending a ladder

1. Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope.

2. Always face the ladder when ascending or descending.

3. Never slide down a ladder.

4. Be sure that you r shoes are not greasy, muddy or slippery before you climb.

5. Do not climb higher than the fourth rung from the top on straight or extension ladders, or the second tread from the top of stepladders.

C. Electrical Hazards

1. Since metal ladders are electrical conductors, they should NEVER BE USED AROUND ELECTRICAL CIRCUITS OR IN PLACES WHER THEY MAY COME IN CONTACT WITH SUCH CIRCUITS.

2. Metal ladders should be marked with signs or decals reading "CAUTION: DO NOT USE NEAR ELECTRICAL EQUIPMENT".

D. Other safety precautions

1. Never use makeshift ladders, such as cleats fastened across a single rail.
2. Be sure that a stepladder is fully open and the divider locked before you start to climb.
3. Before using a ladder, inspect it for defects.
4. Never use a defective ladder. Tag or mark it so that it will be repaired or destroyed.
5. Don’t splice short ladder together – they won’t be strong enough.
6. Keep ladders clean and free from dirt and grease, which might conceal defects.
7. Don’t use ladders during a strong wind except in an emergency and then only when they are securely tied.
8. Do not leave placed ladders unattended, especially outdoors, unless they are anchored at the top and bottom.

Scaffolding

Our scaffolding program has been written in accordance with the Title 8, CCR, Article 22, §1535.1. Our employee(s) will be required to use all safety procedures and guidelines whenever the use of scaffolding equipment on the jobsite(s) is necessary. The scaffolding will be erected by an OSHA qualified or competent person and in accordance with the directions of the scaffolding manufacturer. The manufacturer directions should include the following guidelines.

1. The footings or anchorage for scaffolds will be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

2. No scaffold will be erected, moved, dismantled or altered except under the supervision of competent or OSHA qualified personnel.

3. Guardrails and toerails will be installed on all open sides and ends of platforms more than 6 feet above the ground floor, except needle beam scaffolds and floats. Scaffolds 4 to 6 feet in height, having a minimum horizontal dimension in either direction of less than 45 inches, shall have standard guardrails installed on all open sides and ends of the platforms.

4. Guardrails will be 2x4 inches, or the equivalent, approximately 42 to 45 inches high, with a midrail, when required. Supports shall be at intervals not to exceed 8 feet. Toerails shall be a minimum of 4 inches in height.

5. Where persons are required to work or pass under scaffolds, scaffolds will be provided with a screen between the toerail and the guardrail extending along the entire opening, consisting of No. 18 gauge U.S. Standard wire ½ inch mesh, or the equivalent.

6. Scaffolds and the components will be capable of supporting without failure at least 4 times the maximum intended load.

7. Any scaffold including accessories such as braces, brackets, trusses, screw legs, ladders, etc. damaged or weakened from any cause will immediately be repaired or replaced.

8. All load carrying timber members of scaffold framing shall in a minimum of 1,500 fiber (Stress Grade) construction grade lumber. All dimensions are nominal sizes as provided in the American Lumber Standards, except that where rough sizes are noted, only rough or undressed lumber of the size specified will satisfy minimum requirements.

9. All parking will be scaffold grades, or equivalent, as recognized by approved grading rules for the species of the wood used. The maximum permissible spans for 2x10 inch or wider planks will be as outlined below.

10. The maximum permissible span for 1 ¼ x 9 inch or wider plank of full thickness will be 4 feet with medium duty loading of 50p.s.f.

11. All planking of platforms will be overlapped (minimum 12 inches) or secured from movement.

12. An access ladder or equivalent safe access shall be provided.

13. Scaffold planks will extend over their end supports not less than 6 inches or more than 12 inches.

14. The poles, legs, pr uprights of scaffolds shall be plumb and securely and rigidly braced to prevent swaying and displacement.

15. Overhead protection will be provided for employees on a scaffold exposed to overhead hazards.

16. Slippery conditions on scaffolds will be eliminated as soon as possible or immediately after they occur.

17. All employees required to work on scaffolding will be required to wear an approved safety belt attached to a lifeline. The lifeline will be securely attached to substantial members of the structure (not scaffold) or to securely rigged lines, which will safely suspend the employee in case of a fall. In order to keep the lifeline continuously attached with the minimum of slack, to a fixed structure, the attachment point of the lifeline will be appropriately changed as the work progresses.

Tower Scaffolds and Rolling Scaffolds, Wood or Metal

General Requirements:

A. The minimum dimension of the base of any freestanding tower or rolling scaffold shall not be less than one-third the height of the scaffold unless such scaffold is securely guyed or tied. For restrictions when worker rides scaffold see Paragraph F, following.

B. Construction and Erection:

1. The uprights, ledgers, ribbons, braces and splices shall be equivalent to the standards specified in other applicable sections of these orders. Railings are required if the platform is 30 inches or more above grade.
2. The screw jacks shall extend into its leg tube at least one-third its length, but in no case shall the exposed thread exceed 12 inches.
3. The uprights (legs of rolling scaffolds) shall not exceed 24 inches without being braced according to the manufacturer's specifications.

C. Wheels or casters of rolling scaffolds shall be provided with an effective locking device and kept locked when workers are climbing or working on the scaffold. At least two of the four casters or wheels shall be a swivel type. All wheels or casters shall be properly designed for strength and dimension to support at least four times the maximum intended load.

D. Joints of metal scaffolds shall be provided with lock pins or bolts or equivalent fastening, including caster joints. Lock pins used must be of a positive locking type.

E. Platform planks on rolling or tower scaffolds shall not project farther than 18 inches past supports at the edges of the scaffold. An effective method of preventing platform planks on rolling scaffolds from slipping off must be provided. The nailing of cleats of one-inch material on the underside of each projecting end, or other equivalent means, will be acceptable. Platforms shall be tightly planked for the full width of the scaffolds except for any necessary entrance openings.

F. **Riding:** Workers may ride on rolling scaffolds moved by others below if the following conditions exist.

1. The floor or surface is within three degrees of level, and free from pits, holes or obstructions.
2. The minimum dimension of the scaffold base, when ready for rolling is at least one-half of the height. Outriggers, if used, shall be installed on both sides of staging.
3. The wheels are equipped with rubber or similar resilient tires. For towers 50 feet or over metal wheels may be used.

G. **Ladders:** Ladders or other unstable objects shall not be placed on top of rolling scaffolds to gain greater height.

H. Outriggers will be properly set and used on all rolling and tower scaffolds in accordance with the working level (height) of the scaffold.

Scissor Lifts and Man Lifts

There are three basic types of aerial platforms:

1. The manual VERTICAL aerial platform.

2. The powered VERTICAL aerial platform.

3. The EXTENSIBLE aerial platform.

For safe operations of these machines, you must be a qualified and authorized operator. To be qualified, you must understand the written instructions supplied by the equipment manufacturer, have training, including actual operation of this machine, and know the safety rules and regulations for the jobsite.

An operator must not use drugs or alcohol, which can change their alertness or coordination. An operator using prescription or over-the-counter drugs must have approval from a doctor to operate the machine.

If the employee is subject to dizziness or seizures or are bothered by heights, they must not be permitted to operate this type of machinery.

Ten rules to observe are:

1. Use common sense.

2. Check manufacturer limits and comply with those standards.

3. Inspect the machine as specified by the manufacturer before use.

4. Check the jobsite area for hazards that might cause tip over.

5. Check the path of travel – above, below and all around for hazards.

6. Maintain safe distances from electrical power lines and other electrical hazards.

7. Keep others away from the platform's work area.

8. Wear a harness or safety belt, if required for the type of platform being used.

9. Never modify or remove any part of the equipment unless authorized by the manufacturer.

10. If the machine is to be left unattended, lower the platform, shut off the engine, engage the parking brake and remove the key.

Swing Stage Assemblies

The following safety procedures are to be followed without exception by all employees. In addition, if you sense there is something wrong with the equipment or the way things are being done, stop and take a closer look. Remember, at the heights employees must work at, there **WILL NOT BE A SECOND CHANCE!!**

Survey the Job Site:

1. Insure that there is safe access to the swing stage assemblies at all times.

2. Check for electrical conductors in the work area. If there are any that could be contacted during the job, call the electrical utility company to de-energize and lock-out the conductors during the time work is being performed.

Installation of Swing Stage:

1. Ensure that the firm installing the staging is qualified to install that particular piece of equipment.

2. Make certain they make available and maintain required inspection logs for all swing stage assemblies that they are installing at your job site. Swing stages must be re-inspected every 30 days for conformance with specifications.

3. Obtain a written statement from the installer that the staging and all related equipment has been installed according to OSHA requirements.

4. The installation representative shall provide operation procedures with our workers.

5. Obtain a 24-hour contact telephone number from the installers in case of emergencies.

6. The installers shall be called immediately if there is something any problems or if anything is out of the ordinary with their equipment.

Inspection of Powered Platforms:

1. Ensure that load-rating plate, which specifies the maximum rated capacity for the platform, is in place. This will determine the number of employees and what equipment can be used on the platform.

2. Check installation of top and mid guardrails. These guardrails are required on the sides and ends of the platform.

3. Top rail on the building side may not be less than 36 inches high.

4. Top rail on all other outer sides may not be less than 42 inches high.

EXCEPTION: Hoist motors installed on the ends of the platform may serve as fall protection in lieu of guardrails.

1. Ensure that toeboards at least 4 inches high are installed on sides and ends.

2. Be sure that metallic mesh is inserted into the spaces between the rails and toeboards.

EXCEPTION: If the space between the building and the platform is less than 8 inches then mesh is not required on the building side.

3. Ensure that floor is not to be less than 24 inches wide and must be a non-skid type material.

4. Operate the hoist for smooth, vertical movement. Make sure that none of the controls stick. All moving parts that create hazardous nip points must be guarded from inadvertent contact.

5. Make sure that all the controls are properly marked as to their purpose.

6. Make sure that all electrical cords are in good condition and ground wires are connected and in good repair.

Cables and Lifelines:

1. Wire rope suspending the platform must conform to manufacturer requirements.

2. Splices are not permitted.

3. Inspect for “birdcaging” (braids of the wire rope have unraveled to the point that there are open spaces).

4. Inspect for broken cable strands. The cable must be replaced if there are more than three broken strands in one full wind of cable.

5. Inspect the lifelines for worn areas or other defects.

6. Do not use synthetic or fiber rope for lifelines when working with acids or other chemicals that could deteriorate the rope.

Safety Harness and Lanyards:

1. Inspect daily for tears, worn D-rings, etc.

2. Make sure every employee uses his or her safety equipment at all times while working from the suspended platform.

3. Make sure every employee has tightened his or her harness.

4. Check the self-tightening devices before each use to make sure they tighten upon applying a load.

Spraying Equipment and Operations

A. Spray Operations:

1. Adequate ventilation must be assured before spray operations are started.

2. Mechanical ventilation must be provided when spraying operations are done in enclosed areas.

3. Mechanical ventilation equipment must be arranged so that it will not circulate contaminated air back into the spraying area.

4. The spray area shall be at least 20 feet from open flames, sparks, operating electrical motors or other ignition sources.

5. Explosion proof portable lamps must be used to illuminate the spray areas.

6. Respirators, cartridges and pre-filters must be approved by NIOSH or U.S. Bureau of Mine Safety for the contaminants in the spray area.

7. “NO SMOKING” signs must be posted in spray areas, paint rooms, paint booths, and paint storage areas.

B. Conventional Spray Equipment:

1. An operator’s instruction manual is required by OSHA and shall be at the job site whenever spray equipment is being used.

2. Spray equipment operators must check equipment carefully before using to insure that electrical cords, plugs, hoses and spray nozzles are in good condition and working order. Damaged equipment will be removed from service for repairs. Equipment will not be returned to service until authorized personnel have properly repaired it.

C. Airless Spray Equipment:

1. Injection Hazards:

a) Fluids under high pressure from spray or leaks can penetrate the skin and cause extremely serious injury that may lead to amputation.

b) NEVER permit employees to point the spray gun at anyone or themselves.

c) NEVER permit employees to put their hand or fingers over the spray tip.

d) NEVER permit employees to try to stop or deflect leaks with their hands or body.

e) Be sure the tip guard is in place when spraying.

2. Medical Treatment:

   a) If any paint or solvent appears to have penetrated the employee's skin, get **EMERGENCY MEDICAL CARE IMMEDIATELY.**

   b) DO NOT TREAT AS A SIMLE CUT. Tell the doctor exactly what was injected. For treatment instructions have the doctor call the **NATIONAL POISON CENTER NETWORK (412) 681-6669.**

3. Spray Gun Safety:

   a) When spray gun or dispensing valve is not in use, make sure that employees set the gun's safety latch in the closed or "SAFE" position, rendering the trigger inoperative.

   b) Do not permit employees to remove or modify any part of the spray gun.

   c) Have the operator check the diffuser operation by using the lowest possible spray tip removed. Trigger gun and maintain firm metal to metal contact between gun and metal waste drum. Fluid emitted should be diffused into an irregular stream.

   d) Check the operation of all gun safety devices before each use.

4. Component Rupture Prevention:

   a) Always be sure that all components have a maximum working pressure rating and that it is as high as the pressure stated on the pump.

   b) NEVER permit employees to modify the equipment.

   c) Before each use, have employee's check hosed for weak, worn, or damaged conditions that could cause injury. Check and tighten all fluid connections securely before each use.

   d) Replace damaged hose. Never use tape or any device to mend the hose.

5. Cleaning Spray Guns Tips:

   a) Before removing any part of the spray gun for cleaning or servicing, disconnect the power source and carefully relieve fluid pressure by triggering the spray gun, engaging trigger safety and any other equipment safety locks, and opening drain or bleeder valve. Remove tip from gun for cleaning.

6. Static Sparking

   a) Instruct employees that all equipment and objects being sprayed must be properly grounded. The high flow of the paint or other fluids creates static electricity. Sparks in the spray area could cause fire or explosion.

b) Make sure that employees use only non-conductive or grounded air and fluid hoses for airless applications. Spray gun must be grounded through hose connections.

c) Check ground continuity in hose and equipment at least once a week.

d) When flushing equipment, remove spray tip, use the lowest possible pressure, and maintain firm metal to metal contact between spray gun and metal waste drum. This reduces the chance of static sparking.

Compressors and Compressed Air

A. Compressors

1. Compressors shall be equipped with a pressure relief valve and pressure gauges.

2. Compressor air intake filters shall be installed on all air compressors to assure that only clean uncontaminated air enters the compressor.

3. Compressors shall be operated and lubricated in accordance with the manufacturer's recommendations.

4. All safety devise on air compressors must be inspected regularly to see that they are in proper working order.

5. Before any repair work is done on the pressure system of the compressor, the pressure shall be bled off and the system locked-out.

6. Signs shall be posted on all compressors that warn employees of the automatic starting feature of the compressor, if so equipped.

7. The belt drive system shall be totally enclosed to provide protection for the front, back, top and sides.

8. It is strictly prohibited to direct compressed air towards another employee.

9. Safety cables, also know as "whip checks", or other suitable locking devises must be used on couplings of high-pressure hose lines where a connection failure could create a hazard.

10. Compressed air, use to empty containers of liquid, must be checked and must not exceed the safe working pressure of the container.

11. When compressed air is used with abrasive blast cleaning equipment, "Dead-Man" controls shall be used to activate the blasting hose.

B. Refueling Operations and Hazards.

1. Shut the compressor down while filling the fuel tank. Use extra caution when fueling a hot engine.

2. Always ground the fuel nozzle against the filler neck to avoid sparks.

3. Handle all flammable materials according to procedures on the container.

4. Refueling operations should be done outdoors. If you must refuel the compressor inside, the are must be well ventilated.

5. **WARNING:** Never smoke while handling fuel; the fumes in an empty fuel container are explosive.

6. Avoid spilling fuel. If a spill occurs, wipe it up immediately.

Abrasive Blasting Operations

Prior preparation will aid in identifying potential hazards from abrasive blasting operations and will allow you adequate time to evaluate and improve existing preventive measures. There are many possible hazards that must be considered, and for which you must prepare. As an example, the type of abrasive material used, the type of material being removed, the appropriateness of the protective equipment and the location of the abrasive blasting operations must be considered.

The following guidelines are provided to assist you in performing a safe abrasive blasting operation:

A. Safety Procedures

1. Ensure that employees wear only approved protection clothing.

2. Carefully examine airline respirators before using. Make sure they are in good condition and working order before the start of every abrasive job.

3. Inspect abrasive blast hoods before each operation. Be sure that the glass piece is not scarred or clouded, which would impair good vision.

4. Prior to starting any abrasive blasting operation, you must be sure that the abrasive blaster thoroughly examines the condition of hoses, hose fittings, couplings and unions. Any hose, hose fitting, couplings or unions showing wear must be replaced to prevent sudden parting and whipping under pressure.

5. Post signs and advise others in the area when abrasive blasting operations are being performed.

6. When abrasive blasting outside, the machine operator must stay within sight of and communication with the abrasive blaster at all times. Thereby, immediate shut-off may be accomplished, if desired or in an emergency.

7. When the outside abrasive blasting operations are complete, allow the air to clear before removing protective hood.

8. If abrasive blasting operations are being done in a confined space such as tanks or silos, the blaster working in the confined space must be in constant and positive communication with the standby man.

9. Where flammable or explosive dust mixtures may be present, only approved explosion-proof lights can be fastened to the blaster nozzles.

10. When the abrasive blaster is working on staging, they must wear a safety harness or belt, which is tied off to a safety line.

11. Abrasive blast hose must not be carried to the working level on staging; it must be hoisted by hand line with the aid of a helper.

12. Abrasive blast hose must be secured to the staging at the working level, leaving only enough free lead so the hose weight can be properly and safely handled by the blaster.

Hydroblasting Operations

Prior preparation will aid in identifying potential hazards from hydroblasting operations and will allow you adequate time to evaluate and improve existing preventive measures. There are many possible hazards that must be considered, and for which you must prepare. As an example, the type of abrasive material used, the type of material being removed, the appropriateness of the protective equipment and the location of the hydroblasting operations must be considered.

The following guidelines are provided to assist you in performing a safe hydroblasting operation:

A. Safety Procedures

1. Ensure that employees wear only approved protection clothing.

2. Prior to starting any hydroblasting operation, you must be sure that the hydroblaster thoroughly examines the condition of hoses, hose fittings, couplings and unions. Any hose, hose fitting, couplings or unions. Any hose, hose fitting, couplings or unions showing wear must be replaced to prevent sudden parting and whipping under pressure.

3. Post signs and advise others in the area when hydroblasting operations are being performed.

4. If hydroblasting operations are being done in a confined space such as tanks or silos, the blaster working in the confined space must be in constant and positive communication with the standby man.

5. When the hydroblaster is working on staging, they must wear a safety harness or belt, which is tied off to a safety line.

6. Hydroblast hose must not be carried to the working level on staging; it must be hoisted by hand line with the aid of a helper.

7. Hydroblast hose must be secured to the staging at the working level, leaving only enough free lead so the hose weight can be properly and safely handled by the blaster.

8. Be sure that all electrical equipment in the hydroblasting area is provided with waterproof covering.

9. Be sure that precautions have been taken to protect the hydroblasting nozzle from freezing in cold weather.

Safety Belts and Safety Harnesses and Lifelines

General Information:

Safety belts and harnesses with lifelines attached are designed to be worn in locations where there is danger of falling, where the employee may be accidentally buried by loose materials, or where air supplies may be inadequate. Harnesses are generally preferable to belts because they have better shock absorption and distribution qualities. Inc, addition, a harness keeps the wearer upright and makes rescue easier if the employee is buried, unconscious, or in a confined space.

A. Safety belts and harnesses are grouped according to the following four classifications:
   1. Class I, Body Belts: for limited movement and positioning only (cannot be used as fall protection).
   2. Class II, Chest Harness: used where freedom of movement is most important and where only limited fall hazards exist.
   3. Class III, Body Harness: for use when employee must move about at dangerous heights.
   4. Class IV, Suspension belt: for use where it is not possible to work from a fixed surface and employee must be totally supported by suspension harness.

B. Safety Belts - Two basis types used:
   1. Normal uses – mild stress applied to the belt during regular course of work.
      a) Hoisting or lowering an employee.
      b) Providing an employee with steady support while working.
   2. Emergency Use – stopping an employee safely in the event of a fall.
      a) The impact force must be considered when selecting proper fall protection devices.
      b) Impact force depends on:
         1) Weight of employee
         2) Distance of possible fall.
         3) Suddenness of stopping – most important safety factor. Employee should be equipped with a shock-absorbing lanyard.

C. Lifelines

Lifeline systems will be selected on the basis of both normal and emergency use considerations. The lifeline and safety belt or harness will be capable of safely stopping an employee under high impact conditions of a fall as well as withstanding the stresses encountered during normal working conditions.

In conditions where a considerable free fall is possible, a shock-absorbing device will be part of the lifeline system.

D. Care, Inspection and Testing of Safety Belts and Harnesses:
   1. Safety belts will be cleaned before storing.
   2. Safety belts will be inspected for damage before each use and periodic inspection schedule. Damaged or defective safety belts and harnesses will be removed from service for repairs or replacement.
   3. The safety belt's hardware will be inspected before each use. Safety belts with worn or missing hardware components will be removed from service for repairs or replacement.
   4. Safety belts will be tested before each use and at regular equipment inspection and maintenance schedules.
   5. Safety belts and harnesses will be stored where they will not be exposed to excessive heat.

E. Use of Safety Belts and Harness:
   1. Employees are required to wear the appropriate fall protection devices based on working conditions, type of equipment being used and height conditions.
   2. Safety belts, safety harnesses, d-rings, etc. will be inspected for damage prior to each use. Damaged or defective safety equipment will be repaired or replaced as required.

D. Use of Safety Belts and Harness Continued:
   3. Failure to observe the company's safe rules and practices regarding fall protection or any other safety device may result in a disciplinary action or termination of employment, depending on the nature of the safety violation.

F. Listed here are the most common job tasks, which require the use of fall protection.
   1. Scaffolds over 6 feet in height, which are not protected by guardrails.
   2. Hydraulic aerial lifts (man lifts, zoom booms).
   3. Confined space work (silos, tanks, hoppers, crawl spaces with limited entry and exit capabilities, etc.).

Fall Protection

General Information:

Industry Coatings employees are required to wear the appropriate fall protection devices based on working conditions, type of equipment being used and height conditions.

A. Listed below are the most common job tasks which require the use of fall protection:

1. Scaffolds over 6 feet in height, which are not protected by guardrails.

2. Hydraulic aerial lifts (man lifts, zoom booms).

3. Swing stage assemblies.

B. Care, Inspection and Testing of Safety Belts, Harnesses and Lanyards.

1. Safety belts/harnesses will be cleaned before storing.

2. Safety belts/harnesses will be inspected for damage before each use and periodic inspection schedule. Damaged or defective safety belts and harnesses will be removed from service for repairs or replacement.

3. The safety belt/harnesses' hardware will be inspected before each use. Safety belt/harnesses with worn or missing hardware components will be removed from service for repairs or replacement.

4. Safety belt/harnesses will be tested before each use and at regular equipment inspection and maintenance schedules.

5. Lanyards will be inspected for cuts and broken fibers before each use. Damaged Lanyards will be removed from service and replaced with new lanyards.

6. Safety belts/harnesses and lanyards will be stored where they will not be exposed to excessive heat.

C. Use of Safety Belts, Harnesses and Lanyards:

1. Employees are required to wear the appropriate fall protection devices based on working conditions, type of equipment being used and height conditions.

2. Safety belts/harnesses, lanyards, d-rings, etc. will be inspected for damage prior to each use. Damaged or defective safety equipment will be repaired or replaced as required.

3. Failure to observe the company's safe rules and practices regarding fall protection or any other safety device may result in a disciplinary action or termination or employment, depending on the nature of the safety violation.

Hand Tools

A. Each year, hand tools are responsible for about 7 to 8 percent of all compensable injuries.

B. These injuries often involve severe disabilities.

1. Loss of eyes/vision, e.g., using striking tools without eye protection.

2. Puncture wounds, e.g., using a screwdriver with a loose handle, which causes the hand to slip.

3. Severe fingers, tendons and arteries, e.g., using a dull knife; requires so much force that your hand may slip down the blade.

4. Broken bones, e.g., using the wrong hammer for the job and smashing a finger.

5. Contusions, e.g., using a small wrench for a big job; bruising a knuckle.

6. Infections, e.g., ignoring a cut in the skin made by a dirty chisel.

C. Perhaps the major reason for such accidents is that most people take hand tools for granted; they use them at home and are not accustomed to following regular inspection and maintenance procedures.

D. The four basic rules for hand tool safety:

1. Select the right tool for the job (i.e. don't use a screwdriver as a pry bar).
2. Keep tools in good condition.
3. Learn and follow the proper techniques for using tools.
4. Keep tools in a safe place.

E. Maintenance and Repair:

1. Employee's responsibility - to use the right tool for the job, to use it correctly, to check its condition before using, to return it to its right spot, etc.
2. Supervisor's responsibility – to periodically inspect tools, housekeeping, tool maintenance, etc.

F. Regular maintenance procedures (if applicable):

1. Tempering
2. Safe-ending
3. Dressing
4. Checking handles

G. Safe procedures for carrying tools:

1. Carrying tools while climbing; e.g. should be properly secured.
2. Chisels, screwdrivers and pointed tools; e.g. should never be stuck into pockets.
3. Handing tools from one employee to another; e.g., always offer the handle of the tool.

Portable Power Tools

The safety hazards posed by portable power tools (in some ways, they are more serious than those associated with stationary machines).

A. Portable power tools are difficult to guard completely.
B. Because of their mobility, there is the added hazard of coming in contact with the operator's body.
C. Because the tool may have dropped or mishandled, there is the possibility of breakage or damage that is not readily apparent.
D. The source of power (electrical, hydraulic, etc.) comes in close contact with the operator.

Types of power tools and the hazards they pose:

A. Electrical tool – Electrical shock hazard.
B. Pneumatic tools - Noise, flying chips, etc.
C. Gasoline–powered tools fuel hazards.
D. Hydraulic tools – Leaks and pressure hazards.

The most common injuries resulting from improper use and handling of power tools.

A. Burns
B. Cuts
C. Electrical shock
D. Particles in the eye
E. Falls (tripping over cords and hoses)

Basic safety rules for power tools.

A. Know your tools – read the Owner/Operator's manual carefully.
B. Ground all tools, unless double insulated.
C. Keep guards in place and in working order.
D. Keep the work are clean.
E. Avoid dangerous environments (especially dark or wet locations).
F. Use the right tool for the job; never use an undersized tool.
G. Never leave tool in an overhead place where it might fall.
H. Suspend cords and hoses over aisles where they won't pose tripping hazards; if laid across floor, protect them with wooden stripes or special raceways.
    1. Don't hang cords or hoses over nails, bolts or sharp edges.
    2. Keep them away from oil, chemicals and hot surfaces.
I. Use the proper protective equipment – goggles, earplugs, respirators, rubber gloves, safety shoes, etc.
J. Don't over reach – keep proper footing and balance.
K. Disconnect tools when not in use.
L. Remove adjusting keys and wrenches before turning tool on.
M. Avoid accidental starting – don't carry plugged in tool with finger on switch.
N. Use clamps or a vice – not your hands to secure your work.
O. Never under any circumstances do make shift repairs to electrical power tools. Send it out to an authorized repair person.

Machine Guards

A. Any part of a machine that moves presents a hazard. Guarding eliminates or controls this danger.

B. The most dangerous machine motions are as follows:

1. Rotating
2. Reciprocating and transverse motions
3. In running nip points
4. Cutting actions
5. Punching, shearing and bending

C. No guard, barrier or enclosure shall be adjusted or removed for any reason by anyone unless that person has specific permission and has been trained to do the job.

D. Before safeguards or other guarding devices are removed so that repairs or adjustments van be made or equipment can be services, the power for the equipment must be turned off and the main switch locked out and tagged.

E. No machine should be started unless the guards are in place and in good condition.

F. Defective or missing guards should be reported to the supervisor immediately.

G. Employees shall not work on or around mechanical equipment while wearing neckties, loose clothing, watches, rings or other jewelry.

Confined Space Entry

General Information:

“Confined or enclosed space” is any space having limited means of egress (exit), which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults and vessels.

A. Safe Entry Procedures

1. Atmospheric tests must be performed to determine an excess or deficiency of oxygen, and/or the presence of flammable or toxic gases or vapors prior to entry into a confined space. Monitor the atmosphere continuously while worker(s) are in the confined space.

    a) Excessive levels of oxygen greatly increase the risk of an explosion or fire therefore, when the confined space oxygen levels are too rich the confined space shall be mechanical ventilated to bring the oxygen level to 20.9%.
    b) Oxygen deficient atmosphere can result in dizziness, sudden unconsciousness or death. Since low oxygen levels cannot be seen or smelled, employees fail to recognize this condition until they are too weak to escape. For this reason, oxygen deficient atmospheres must be regarded as one of the most dangerous hazards in confined spaces. Employees shall not be permitted to enter any confined space before an atmospheric test is performed and proper ventilation of the confined space is established, or the employee is properly suited with an air-supplied respirator.
    c) Atmospheric tests shall be performed in several locations, to assure the surrounding area is free of flammable or toxic gases.

2. A Self-Contained Breathing Apparatus (SCBA) shall be worn during emergency situations involving Immediately Dangerous to Life or Health (IDHL) atmospheres or where the contaminant is unknown.

NOTE: Always avoid entering IDHL atmospheres by purging and cleaning the confined space first, and then provide proper ventilation.

3. Safe entry and exit procedures must be established prior to entry into the confined space.
4. Employees shall use an air-supplied respirator or a Self-Contained Breathing Apparatus (SCBA) when working in a confined space.
5. All confined space workers must be equipped with a life line and must be in constant communication with standby personnel whole they are in the confined space.
6. The confined space shall be lighted with equipment approved for the present and potential hazards that might occur. Low-voltage lights, shielded lights, explosion-proof equipment, and ground fault circuit interrupter (GFCI) shall be used where needed.

7. To ensure that all workers are informed about the hazards and locations of each particular confined space, we shall establish an inventory list of all confined spaces. This inventory list shall contain the location, entries, exits and specific information about the hazards or potential hazards associated with each confined space.
8. A standby person must be present at the confined space opening at all times to assist the confined space worker in emergencies.
9. The standby person has no other function than observing and maintaining contract with the confined space worker. He/she must be properly suite-up with emergency rescue equipment. He/she must know the locations of all the confined space entries and exits. He/she must know how to initiate rescue operations.

B. Rescue Procedures:
   1. Under no circumstances shall a rescue be attempted by anyone except a well-trained and properly equipped rescue team.
   2. The standby shall be CPR/First-Aid trained and a qualified member of the company's rescue team.
   3. He/she shall immediately call for assistance. He/she shall wait until the rescue team arrives or until there are two other qualified standbys to assist in the rescue operations.

   NOTE: It takes at least three people to lift an unconscious worker from a top manhole entry tank.

C. Safe Work Permits:
   1. A confined space safe permit must be obtained from the supervisor in charge of the confined space entry operation. This permit is valid only for the date and times specified on the permit. If the work extends beyond the specified time, a new permit must be completed.
   2. All permits must have the name(s) of the confined space worker(s) and the name of the supervisor in charge of the operation. At the completion of the confined space work, the permit must be signed off by the worker(s) and the supervisor in charge of the operation, noting dated and time operation was completed.

Reinforcing Steel Hazards

We in the construction industry are exposed to many hazards associated with the tasks we perform and for which we have been trained. There are, however, other hazards not directly associated with the painting industry but are indeed hazards for which we must be aware. One of these hazards is working about reinforcing steel (rebar).

A. Employees working at grade or at the same surface level of exposed protruding rebar, will be protected against the hazards of impalement by guarding the exposed ends of the rebar with protective cover, troughs or caps.

B. Employees working above grade or at any surface which they may be exposed to protruding rebar will be protected against the hazards of impalement by the following:

   1. The use of guardrails.

   2. The use if safety belts or safety harnesses with attached lanyard. The length of the lanyard will be no more than 4 feet or of a length that prevents the employee from falling below waist level from the working surface.

   3. The use of protective covers, troughs or caps on the exposed rebar, or

   4. By bending the rebar in half at surface level.

C. Supervisors will inspect the job site area frequently to assure that all exposed rebar is protected, where the protruding rebar is not or can not be protected the supervisor will assure that employees are wearing the appropriate fall protection equipment.

D. Supervisors will advise employees of all areas where protruding rebar is located.

Lead Abatement Program

General Information:

This written lead abatement program is an integral part of our continuing employee safety awareness program. The Occupational Safety and Health Administration (OSHA), under Labor Title 29, Code of Federal Regulations, § 1926.62, Lead Exposure in Construction and Title 8, California Code of Regulations, § 1532.1, from which our program has been developed, requires that we provide information to our employees concerning various hazardous conditions to which employees may be exposed to in the removal of lead based paints.

Our program addresses the following topics: Substance Identification, Basic Health Hazard Data, Permissible Exposure Limits, Exposure Monitoring, Compliance, Respiratory Protection, Protective Work Clothing and Equipment, Housekeeping, Hygiene Facilities and Practices, Medical Surveillance, Medical Removal Protection, Employee Information and Training, Signs, Record keeping and Observation of Monitoring.

Industry Coatings, Inc primary concern is for the health and welfare of our employees. At no time will any employee of this company be required to perform any job assignment until they have received the appropriate training.

General Safety Procedures for Lead Paint Operations:

The following guidelines are provided to assist you with safe lead paint removal operations.

A. Wear approved protective clothing and equipment.
B. Carefully examine air-purifying respirators or air line respirators (if airline respirators are required) before using. Make sure they are in good condition and working order before the start of every job. Make sure the respirator cartridge is appropriate for the contaminants in the area. HEPA cartridges must be worn for this project.
C. Inspect negative air filtration system at the beginning of each shift and at regular intervals during the day to assure that the negative air is being maintained. Assure the negative air filtration system is equipped with HEPA filters, and that the pre-filters are replaced at least once each work shift.
D. Inspect sanders before each work shift to assure that they are in good working order. Check the vacuum recovery system before each work shift to assure it is in good working order. Damaged sanders will be removed from service for repairs and replacement.
E. Post-appropriate warning signs to advise others in the area that they are entering a lead control work area. The signs used by Industry Coatings, Inc are 8 ½ x 11 inch metal signs with white background and 2 inch black block lettering which reads as follows:

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

   Post Proposition 65 Sign. **WARNING, THIS AREA CONTAINS A CHEMICAL KNOW TO THE STATE OF CALIFORNIA TO CAUSE BIRTH DEFECTS OR OTHER REPRODUCTIVE HARM.**

F. Follow hygiene practices, wash face, hands and arms before eating, drinking or smoking. Wash hands before and after using the restroom.
G. Do not eat, drink or smoke in the lead contaminated work area.
H. Do not wear protective coveralls or disposable clothing home.

I. At the end of the shift, employees are required to complete decontamination procedures before leaving the lead abatement area.
   1. Decontamination, Hygiene Facilities and Practices.
      a) Where showers are available, employees will shower before leaving the lead abatement area. Towels and soap shall be provided for this procedure.
      b) Where showers are not available, employee will wash face, hands and arms thoroughly with soap and water.
   2. Disposable coveralls, shoe covers, gloves and spent HEPA cartridges will be placed in the appropriate labeled hazardous waste container for proper disposal.

J. Do not re-enter the lead abatement area once you have completed the end of shift decontamination procedures unless you re-suit up. If you must re-suit and enter the lead abatement area, you will be required to complete the decontamination process again.

K. Unauthorized personnel will not be allowed to enter the lead abatement area. If the General Contractor's Safety Personnel, OSHA, or other authorized personnel must enter the lead abatement area, they must don the appropriate protective clothing and equipment.

L. The negative air filtration system will be equipped with HEPA filtration.

M. Personal samples representative of full-shifts, including at least one sample for each job classification in each work are either for each shift or for the shift with the highest exposure potential, shall be collected.

N. Personal air monitoring may be discontinued by the Certified Industrial Hygienist (CIH) if the laboratory results confirm that the lead contaminates in the employee's breathing zone are below the Action Level.

O. Clearance air samples for lead contaminants will be performed after the completion of the lead removal operations to assure the airborne lead concentrations are below the PEL.

P. Unauthorized personnel will not be allowed to enter the lead abatement area.

Q. Employees performing welding, cutting, or torch burning activities shall wear respiratory equipment appropriate for exposure no in excess of 2,500 ug/m^3 until exposure assessments indicate a downgrade in protection factor is justified.

Substance Data Sheet for Occupational Exposure to Lead:

A. Substance Identification:
   1. Substance: Pure lead (Pb) is a heavy metal at room temperature and pressure and is a basic chemical element. It can combine with various other substances to form numerous lead compounds.
   2. Compounds: The word "lead" when used in this program, means elemental lead, all inorganic lead compounds and a class of organic lead compounds called lead soaps.
   3. Uses: Exposure to lead occurs in at least 120 different occupations, including primary and secondary lead smelting, lead storage, battery manufacturing, lead pigment manufacturing and use, solder manufacturing and use, ship building and ship repairing, auto manufacturing and painting.
   4. Permissible Exposure: The permissible Exposure Limit (PEL) set by the OSHA standard is 50 micrograms of lead per cubic meter of air (50 ug/m^3), averaged over an 8 hour workday.

Health Hazard Data:

A. Ways in which lead can enter your body:
   1. When absorbed into your body in certain doses, lead is a toxic substance. The object of the OSHA lead standard is to prevent absorption of harmful quantities of lead. The OSHA standard is intended to protect you not only from the immediate toxic effects of lead but also from the serious toxic effects that may not become apparent until years of exposure have passed.
   2. Lead can be absorbed into your body by inhalation (breathing) or by ingestion (eating). Lead (except for certain organic lead compounds not covered by the OSHA standard, such as tetraethyl lead) is not absorbed through your skin. When lead is scattered in the air as a dust, fume or mist, it can be inhaled and absorbed through your lungs and upper respiratory tract. Inhalation of airborne lead is generally the primary source of occupational lead absorption. You can also absorb lead through your digestion system if lead gets into your mouth and is swallowed. If you handle food, cigarettes, chewing tobacco, or make-up, which have lead on them or handle them with hands contaminated with lead, this will contribute to ingestion.
   3. A significant portion of the lead that you inhale or ingest gets into your blood stream. Once in your blood system, lead is circulated throughout your body and stored in various organs and body tissues. Some of this lead is quickly filtered out of your body and excreted, but some remains in the blood and other tissues. As exposure to lead continues, the amount stored in your body will increase if you area absorbing more lead than your body is excreting. Even though you may not be aware of any immediate symptoms of disease, this lead stored in your tissues can be slowly causing irreversible damage, first to individual cells, then to your organs and whole body systems.

B. Effects of Over exposure to lead:

   1. Short-term (acute) over exposure: Lead is a potent, systemic poison that serves no known useful function once absorbed by your body. Taken in large enough doses, lead can kill you in a matter of days. A condition affecting the brain called acute encephalopathy may arise which develops quickly to seizures, coma, and death from cardiorespiratory arrest. A short-term dose of lead can lead to acute encephalopathy. Short-term occupational exposures of this magnitude are highly unusual, but not impossible. Similar forms of encephalopathy may, however, arise from extended, chronic exposure to lower doses of lead. There is no sharp dividing line between rapidly developing acute effects of lead and chronic effects, which take longer to acquire. Lead adversely affects numerous body systems and causes forms of health impairment and disease which arise after periods of exposure as short as days or as long as several years.

   2. Long term (chronic) over exposure: Chronic over exposure to lead may result in severe damage to your blood-forming, nervous, urinary and reproductive systems. Some common symptoms of chronic ever exposure include loss of appetite, metallic taste in the mouth, anxiety, constipation, nausea, pallor, excessive tiredness, weakness, insomnia, headaches, nervous irritability, muscle and joint pain or soreness, fine tremors, numbness, dizziness, hyperactivity and colic. In lead colic there may be severe abdominal pain.

3. Damage to the central nervous system in general and the brain (encephalopathy) in particular is one of the most severe forms of lead poisoning. The most severe, often fatal, form of encephalopathy may be preceded by vomiting, a feeling of dullness progressing to drowsiness and stupor, poor memory, restlessness, irritability, tremor and convulsions. It may arise suddenly with the onset of seizures, followed by coma and death. There is a tendency for muscle weakness to develop at the same time. This weakness may progress to paralysis often observed as a characteristic "wrist-drop" or "foot-drop" and is a manifestation of a disease to the nervous system called peripheral neuropathy.
4. Chronic over exposure to lead also results in kidney disease with few, if any, symptoms appearing until extensive and most likely permanent kidney disease only after about two-thirds of kidney function is lost. When overt symptoms of urinary dysfunction arise, it is often too late to correct or prevent worsening conditions, and progression to kidney dialysis or death is possible.
5. Chronic over exposure to lead impairs the reproductive systems of both male and female. Over exposure to lead may result in decreased sex drive, impotence and sterility in men. Lead can alter the structure of sperm cells raising the risk of birth defects. There is evidence of miscarriage and still birth in women whose husbands were exposed to lead or who were exposed to lead themselves. Lead exposure may also result in decreased fertility and abnormal menstrual cycles in women. The course of pregnancy may be adversely affected by exposure to lead since lead crosses the placental barrier and pose risks to developing fetuses. Children born of parents either one of whom were exposed to excess lead levels are more likely to have birth defects, mental retardation, or behavioral disorders or to die during the first year of childhood.
6. Over exposure to lead also disrupts the blood-forming system resulting in decreased hemoglobin (the substance in the blood that carries oxygen to the cells) and ultimately anemia. Anemia is characterized by weakness, pallor and fatigue as a result of decreased oxygen-carrying capacity in the blood.

C. Health Protection Goals of Industry Coatings, Inc

1. Prevention of adverse health effects for workers from exposure to lead throughout a working lifetime requires that worker blood lead levels (PbB) be maintained at or below forty micrograms per deciliter of whole blood (40 ug/dl.). The blood lead levels of workers (both male and female workers) who intend to have children should be maintained below 30 ug/dl. to minimize adverse reproductive health effects to the parents and the developing fetus.
2. The measurement of blood lead levels is the most useful indicator of the amount of lead being absorbed by your body. Blood lead levels (PbB) are most often reported in units of micrograms per dl. of whole blood.
3. PbB measurements show the amount of lead circulating in the blood stream but do not give any information about the amount of lead stored in various tissues. PbB measurements merely show current absorption of lead; not the effect that lead is having on your body or the effects that past lead exposure may have already caused. Research into lead-related diseases, however, has focused heavily on associations between PhB's and various diseases. As a result, the relative level of PbB is an important indicator of the probability of acquiring a lead-related health impairment or disease.

4. Once the blood level climbs above 40 ug/dl., the risk of disease increases. There is a wide variability of individual response to lead; thus it is difficult to say that a particular PbB in a given person will cause a particular effect. Studies have associated fatal encephalopathy with PbB's as low as 150 ug/dl.. Other studies have shown other forms of disease in some workers with PbB's well below 80 ug/dl.. The PbB is crucial indicator of the risks to your health, but one other factor is also extremely important. This factor is the length of time you have had elevated PbB's. The longer you have an elevated PbB, the greater the risk that large quantities of lead are being gradually stored in your organs and tissues (body burden). The greater your overall body burden, the greater the chances of substantial permanent damage.
5. The best way to prevent all forms of lead-related impairments and diseases (both short-term and long-term) is to maintain your PbB below 40 ug/dl.. The provisions of the OSHA standard were designed with this in mind. The company has the prime responsibility to assure that the provision of the OSHA standard are complied with both by the company and the employee. You as an employee, under the OSHA standard. You can play a key role in protecting your own health by learning about lead hazards and their control, learning what the OSHA standard requires, following the OSHA standard where it governs your own actions, just as the company complies with the OSHA provisions governing their actions.

D. Reporting Signs and Symptoms of Health Problems:

1. You should immediately notify the company if you develop signs and symptoms associated with lead poisoning or if you desire medical advice concerning the effects of current or past exposure to lead on your ability to have a healthy child.
2. You should also notify the company if you have difficulty breathing during the respirator fit test or while wearing a respirator. In each of these cases, the company will make available to you appropriate medical examinations or consultations. These will be provided to you at no cost.

LEAD ABATEMENT PROGRAM REGULATIONS § 1926.62

A. Permissible Exposure Limit (PEL)

1. The OSHA standard sets a permissible exposure limit (PEL) of fifty micrograms of lead per cubic meter of air ($50ug/m^3$), averaged over an 8-hour workday. This is the highest level of lead in the air to which you may be permissible exposed over an 8-hour workday. Since it is an 8-hour average, it permits short exposures above the PEL so long as for each 8-hour workday your average exposure does not exceed the PEL.
2. The OSHA standard recognizes that your daily exposure to lead can extend beyond a typical 8-hour workday as the result of overtime or other alterations in your work schedule. To deal with this, the OSHA standard contains a formula, which reduces your permissible exposure when you are exposed more than 8 hours. For example, if you are exposed to lead for 10 hours a day, the maximum permitted average exposure would be $40ug/m^3$.

B. Exposure Monitoring

1. If lead is present in any quantity in our workplace, the company will require and make an initial determination of whether the action level is exceeded for our employees. This initial determination will include instrument monitoring of the air for the presence of lead and will cover the exposure of a representative number of employees who are reasonably believed to have the highest exposure levels. We will conduct the appropriate air sampling for lead levels in our workplace or jobsite. If the initial determination shows that a reasonable possibility exists that our employee may be exposed, without regards to the use of respirators, over the action level ($30ug/m^3$), the company will set up an air monitoring program to determine the exposure level of every employee exposed to lead in our workplace.
2. In carrying out the air-monitoring program, we are not required to monitor the exposure of every employee but will monitor a representative number of employees and job types. Enough sampling will be done to enable each employee's exposure level to be reasonably represented by at least one full-shift (at least 7 hours) air sampling. In addition, these air samples will be taken under conditions, which represent each employee's regular, daily exposure to lead.
3. If the air sampling determines that our employees have been exposed to the lead, we will immediately notify the employee in writing of the air sampling results.
4. If the air sampling results indicate that employees exposure exceeds the PEL (without regard to the use of respirators), the company will notify the employee(s) in writing and will also provide the employee with a description of the corrective action that will be taken to reduce the employee(s) exposure.
5. Airborne lead concentrations will be rechecked every 6 months if the employee's exposure is at or above the action level but at or below the PEL. Monitoring may be discontinued if two consecutive measurements, taken at least seven days apart, are below the action level. AI monitoring will be repeated every 3 months if the exposure is above the PEL. However, whenever there is production, process, control, or personnel change at the workplace or jobsite which may result in new or additional exposure to lead, or whenever there is any other reason to suspect a change which may result in new or additional exposure to lead, Industry Coatings will perform additional monitoring.
6. Air samples will be collected using an apparatus consisting of an MSA FLOW-LITE # 479680, NIOSH certificate # TC-74-029 continuos flow air sampling pump and a cassette containing a 37 millimeter diameter mixed cellulose ester membrane (.8 micron pore) size filter. The samples and a blank (an identical filter through which no air was drawn) will be analyzed for lead by – Inductively coupled argon plasma NIOSH METHOD 7300.
7. All analyses will be performed at Weck Laboratories, Inc. Analytical & Environmental Services, 14859 East Clark Avenue, Industry, California 91745-1396, (626) 336-2139.

C. Compliance

1. The OSHA standard requires that the company reduces and maintain employee exposure to lead at or below the permissible exposure limit by means of engineering, work practice, and administrative controls to the extent that such controls are feasible. Even though such controls may not be sufficient to effect compliance with the PEL, they must be instituted to achieve the lowest feasible exposure level and the company must provide supplemental protection in the form of respirators.

D. Respiratory Protection

1. Under the OSHA standard the company is required to provide and assure that our employees use respirators when exposure to lead is not controlled below the PEL by other means. The company will provide respirators to employees at no cost. Whenever employees request a respirator, the company will provide a respirator even if the airborne concentration level does not exceed the PEL. While respirators are the least satisfactory means of controlling employee exposure, they are capable of providing significant protection when properly chosen, fitted, worn, cleaned, maintained and are replaced when they stop providing adequate protection.
2. Industry Coatings will select respirators from the types listed in the respiratory protection section. Respirators chosen by our company will be approved by the Mine Safety and Health Administration (MSHA) or the National Institute for Occupational Safety and Health (NIOSH) to meet the OSHA standard requirements. The respirator selection table will enable proper protection based on the airborne lead exposure. The company may select a type of respirator, which will give our employees proper protection based on the airborne lead exposure. The company may select a type of respirator that provides greater protection than that required by the OSHA standard; that is, one recommended for a higher concentration of lead than that to which the employee is exposed.
3. An air-purifying respirator is any respirator, which has a filter, cartridge, or canister, which cleans the work zone air as you breathe it. The typical air-purifying respirator is a negative pressure respirator because it requires the force of your inhalation to draw air through the filtering element. It is less protective than a powered air purifying respirator (PAPR) which also has a filter, cartridge or canister to clean the air, but a power source which continuously blows filtered air into your breathing zone. The company might make a PAPR available to you to ease the burden of having to wear a negative pressure air-purifying respirator for long periods of time.
4. Supplied-air respirators are also available which, as the name implies, are respirators to which breathing quality air is supplied from a source such as an air compressor, blower or compressed air cylinder. The three types of supplied-air respirators that are available are; demand, pressure demand, and continuous flow.

   The demand-type requires the force of inhalation to open a diaphragm valve thus admitting air from the supply source. As any leakage around the facepiece will permit the entrance of contaminated air, the demand-type only provides protection generally equivalent to that of the typical negative pressure air-purifying respirator of the same facepiece type. Greater protection is provided by either the pressure-demand or continuous-flow types as positive air pressure exists within the respirator at all times.
5. The OSHA standard requires that the company must assure that your respirator facepiece fits properly. Proper fit of a respirator facepiece is critical and no single facepiece fits all facial configurations equally well. Obtaining a proper fit thus may require that the company make available two or three different mask types in order that facepiece leakage is minimized for each employee. In order to assure that your respirator fits properly and that facepiece leakage is minimized, the company must give you a “quantitative fit test” on a semi-annual basis if you use a negative pressure respirator having any facepiece other than the half-mask type.
6. If the 8-hour average level of exposure will permit the use of a half-mask air-purifying respirator, then a qualitative fit test method conducted in accordance with the OSHA protocols may be used instead of the quantitative fit test to determine that the facepiece fits properly.

7. The OSHA standard provides that if your respirator uses filter elements, you must be given the opportunity to change the filter elements whenever an increase in breathing resistance is detected. You are also permitted to periodically leave your work area to wash your face and respirator facepiece whenever necessary to prevent skin irritation.
8. Under the OSHA standard the company must also provide you with a medical examination to determine that you are medically qualified to wear a respirator prior to the issuance of a respirator. The results of this examination may be to give you a positive pressure respirator (which reduces breathing resistance) or to provide alternative means of protection.

D. Protective Work Clothing and Equipment

1. Until exposure assessments are performed, where employees are exposed to lead above the PEL, or if employees are exposed to lead compounds such as lead arsenate or lead azide which can cause skin and eye irritation, our company will provide the employee with protective work clothing and equipment appropriate for the hazard. Work clothing will be given to employee in a clean and dry condition at least weekly, and daily if their exposure to airborne lead is greater than 200ug/m2 as a 8-hour time weighted average (TWA). Appropriate protective work clothing and equipment may include coveralls or similar full-body work clothing, gloves, hats, shoes or disposable shoe coverlets, and face shields or vented goggles.
2. Our company will provide repairs and replacement as necessary, cleaning, laundering or disposal of protective work clothing and equipment. Contaminated work clothing or equipment will be removed in change room and not at home where you may extend your exposure and expose your family, since lead from your clothing fan accumulate in your home, car, etc. Contaminated work clothing, which is to be cleaned, laundered or disposed of, must be placed in closed containers in the change room. At no time may lead be removed from protective clothing or equipment by any means, which dispersed lead into the workroom air.

E. Housekeeping

1. The company has established a housekeeping program sufficient to maintain all surfaces as free as practicable of accumulations of lead dust.
2. Floors and other surfaces where lead accumulates may not be cleaned by the use of compressed air.
3. Shoveling dry or wet sweeping, and brushing may be used only where vacuuming or other equally effective methods have been tried and found not to be effective.
4. Where vacuuming methods are selected, the vacuum will be used and emptied in a manner, which minimizes the reentry of lead into the workplace.

F. Hygiene Facilities and Practices

1. The company will provide change rooms, showers, and lunchroom for employees who are exposed to lead above the PEL. When the PEL is exceeded we will assure that food and beverage is not present or consumed, tobacco products will not be present or used, and cosmetics are not applied, except in the change rooms. Change rooms, showers, and lunchroom, if available, must be used by our workers exposed to lead in excess of the PEL. After showering, no clothing or equipment worn during the shift may be worn home, and this includes shoes and underwear.

2. Your own clothing worn during the shift should be carried home and cleaned carefully so that it does not contaminate your home. Lunchrooms may not be entered with protective clothing or equipment unless surface dust has been removed by vacuuming, downdraft booth, or other cleaning methods. Finally, employees exposed above the PEL must wash their hands and face prior to eating, drinking, smoking or applying cosmetics.
3. All of the facilities and hygiene practices as stated above are essential to minimize additional sources of lead absorption from inhalation or ingestion or lead that may accumulate on you, your clothing, on your possessions.
4. Strict compliance with these provisions can virtually eliminate several sources of lead exposure, which significantly contribute to excessive lead absorption.

G. Medical Surveillance

1. The medical surveillance program is part of the OSHA standard's comprehensive approach to the prevention of lead-related disease. Its purpose is to supplement the main thrust of the OSHA standard, which is aimed at minimizing airborne concentration of lead and sources of ingestion. This company will require strict compliance with the OSHA standard.
2. Compliance with the OSHA standard's provision will protect most workers from the adverse effects of lead exposure, but may not be satisfactory to protect individual workers (1) who have high body burdens of lead acquired over past years, (2) who have additional uncontrolled sources of non-occupational lead exposure, (e.g., renal disease anemia). In addition, control systems may fail, or hygiene and respirator programs may be inadequate.
3. Period medical surveillance of individual workers will detect those failures. Medical surveillance will also be important to protect your reproductive ability regardless of whether you are a man or woman.
4. All medical surveillance will be performed by or under the supervision of a licensed physician.
5. The medical surveillance program has two parts.
   a. Periodic biological monitoring (blood drawing and urine samples for laboratory analysis,
   b. Medical examinations (physical examination by physician).
6. Medical surveillance shall be instituted for all employees who are at or maybe exposed at the Action Level (without regard to the use of respirators) for more than 30 days in a twelve-month consecutive period.
7. Biological monitoring under the OSHA standard consists of blood lead level (PbB) and zinc protoporphyrin (ZPP) tests at least every 2 months for the first 6-months and once a year thereafter.
8. For employees who PbB exceeds 50ug/dl. the monitoring frequency must be increased from every 6 months to every 12 months and not reduced until tow consecutive PbB's indicated a blood lead level below 40 ug/dl.
9. Each time the employees PbB is determined to be over 40 ug/dl., the company will notify them in writing within five working days of the receipt of the test results. The company will inform the employees that the standard requires temporary medical removal with economic protection when your PbB exceeds certain criteria.

10. The removal criterion is 50 ug/dl. Anytime your PbB exceeds 50 ug/dl. the company will make available to you a prompt follow-up PbB test to ascertain your PbB. If the two tests both exceed 50 ug/dl. and you are temporarily removed, then the company will make successive PbB tests available to you every 2 weeks during the period of your removal.
11. Medical examinations beyond the initial one must be made available on an annual basis if your blood lead is at or above 40 ug/dl. at any time during the preceding year. The initial examination will provide information to establish a baseline with which subsequent data can be compared.
12. An initial medical examination will also be made available (prior to assignment) for each employee being assigned for the first time to an area where the concentration of airborne lead equals or exceeds the action level. In addition, a medical examination or consultation will be made available as soon as possible if you notify the company that you are experiencing signs or symptoms commonly associated with lead poisoning or that you have difficulty breathing while wearing a respirator or during a respirator fit test.
13. You will also be provided a medical examination or consultation if you notify the company that you desire medical advice concerning the effects of current or past exposure to lead on your ability to procreate a healthy child.
14. Appropriate follow-up medical examinations or consultations will also be provided for employees who have been temporarily removed from the exposure under the medical removal protection provisions of the OSHA standard.
15. The OSHA standard specifies the minimum content of pre-assignment and annual medical examinations. The content of other types of medical examinations and consultations is left up to the sound discretion of the examining physician. Pre-assignment and annual medical examinations must include (1) a detailed work history, (2) a thorough physical examination, and (3) a series of laboratory tests designed to check your blood chemistry and your kidney function. In addition, at any time upon your request, a laboratory evaluation of male fertility will be made (microscopic examination of a sperm sample), or a pregnancy test will be given.

Lead Abatement Program

Employee Information

Precautionary Statements

EMPLOYEES WORKING ON LEAD BASED PAINT REMOVAL JOBS WILL REVIEW THIS INFORMATION BEFORE THEY BEGIN THERIR WORK ASSIGNMENTS.

Because lead is a toxic metal, special care must be taken as to personal hygiene and habits whenever you are working in areas where airborne lead is present.

The two major means of lead absorption are inhalation (breathing) and ingestion (eating). Most inhalation problems can be prevented with adequate ventilation and respiratory protection. Always exercise good personal hygiene prior to eating, drinking or smoking. Eating, drinking or smoking shall be confined to non-contaminated areas.

Once in the body, lead accumulates in the bone marrow, inhibiting the proper growth of red blood cells.

Prior to beginning jobs where lead based paints are present, and periodically during the removal of lead based paints, we will have a blood sample drawn for laboratory analysis.

The blood sample will be tested for both “Blood Lead and Zinc Protoporphyrins”, which are indicators of recent and past lead exposures.

LEAD SAFETY DATA

Lead’s – Chemical Abstract Registry Service # (CAS) is 7439-92-1.

Occupational Safety and Health Administration (OSHA) – Permissible Exposure Limit – Time Weighted Average (PEL/TWA) is 50 ug/m^3.

American Congress of Governmental Industrial Hygienist (ACGIH) – Threshold Limit Valve – Time Weighted Average (TLV/TWA) is 0.15mg/m^3.

Strong oxidizers or acids in the area of lead based paint removal could result in the release of hydrogen gas.

EMERGENCY AND FIRST AID PROCEDURES

Eyes - Flush with copious quantities of cool water. Get immediate medical attention.

Skin – Wash thoroughly with soap and water.

Inhalation – Remove from exposure. Get medical attention if experiencing affects of overexposure.

Ingestion – Get immediate medical attention.

Employee Responsibilities For Lead Based Paint Removal

Each employee of Industry Coatings will:

1. Obey all Federal and State rules and regulations as it applied to their job assignment,

2. Follow company safety and health guidelines and policies,

3. Wear all required protective clothing and equipment when removing lead based paints,
   a. Regular clothing including work shoes will be covered with disposable coveralls and shoe covers in the work area. The disposable coveralls and shoe covers will be removed prior to leaving the lead abatement area and placed in properly labeled hazardous waste containers for proper disposal.
   b. Employees will not wear disposable protective clothing home.

4. At the end of the shift, employees are required to complete decontamination procedures before leaving the lead abatement area.
   a. Decontamination, Hygiene Facilities and Practices.
      1) Where showers are available employees will shower before leaving the lead abatement area. Towels and soap shall be provided for this purpose.
      2) Where showers are not available, employees will wash face, hands and arms thoroughly with soap and water.
   b. Disposable coveralls, shoe covers, gloves and spent HEPA cartridges will be placed in the appropriately labeled hazardous waste container for proper disposal.

5. Do not re-enter the lead abatement area once you have completed the end of shift decontamination procedures unless your re-suit up. If you must re-suit and enter the lead abatement area, you will be required to complete the decontamination process again.

6. Wear respirators selected for the airborne lead exposure levels at all times.
   a. Inspect respirator before each use to assure that it is complete and in good working condition.
   b. Do a positive and negative fit check each time you wear the respirator.

      Positive Fit Check:
      1) Block the exhalation valve with your hand or other material.
      2) Breathe out into the mask.
      3) Check for air leakage around the edge of the face piece.
      4) If the face piece slightly puffs out and remains that way of 3 or 4 seconds, a good face seal has been obtained.

      Negative Fit Check:
      1) Block the inhalation valve with your hand or other material.
      2) Attempt to inhale.
      3) Check for air leakage around the edge of the face piece.
      4) If the face piece slightly caves in and remains that way for 3 to 4 seconds, a good face seal has been obtained.

   c. Clean your respirator each day.

   d. Sanitize your respirator weekly.

e. Properly store it when not in use.

f. Don’t set your respirator down on the face piece. Set the respirator down with the face piece facing up.

g. Adjust face piece in position on the face for the best fit.

h. Tighten head and neck straps to assure good fit and comfort.

i. Face must be clean- to wear a respirator.

j. Change HEPA cartridges and filters as needed to assure maximum respiratory protection.

CAUTION:

DO NOT OVER TIGHTEN! Tighten only enough to stop leakage. Over tightening can cause face piece distortion and dangerous leakage.

7. Wash hands thoroughly before using the restroom and after using the restroom.

8. Wash face, arms and hands thoroughly before eating, drinking or smoking.

9. Do not bring food or beverage into the lead based paint removal work area.

VEHICLE SAFETY

1. All employees who drive any type of company vehicle must use reasonable care to ensure safe operations.

2. DO NOT follow the car in front too closely. One car length is required for every 10 miles of speed traveled. Simply stated, if you are driving 55 miles per hour there should be 5 ½ car lengths between you and the car in front of you.

3. Excessive speeds or reckless driving will not be tolerated.

4. Intoxication by alcohol or drugs is a violation of the Company's Safety and Loss Control Policy and you would be subject to termination.

5. Employees must advise you if they are on prescribed medication that could cause drowsiness.

6. Employees must ensure that the vehicle they are driving is in sound mechanical condition. If vehicle is not, it should not be driven.

7. There shall be no unauthorized use of vehicles or unauthorized passengers in company vehicles.

8. Drivers will be courteous to the public at all times.

9. Use seat belts. The company requires them and it is the law of the state.

10. All accidents must be reported to you. An accident report must be submitted to the office as soon as possible.

WORK PERMIT POLICY

Work Permits:

A standard permit to work will be in effect on all jobs for this company. This permit will include, but not be limited to the following:

Scaffolding Safe Work Permit and Confined Space Entry Permit.

Safety Procedures on Safe Work Permits:

A. A Safe Work Permit is to be prepared by the person to perform non-routine work or by his/her supervisor and approved by the Safety manager. The date, time job begins and completion is to be shown. The person requesting the permit and his/her supervisor must sign in the designated place.

B. The area in which the work is to be performed and the nature of the job is to be shown. The names of the individuals involved required safety equipment and necessary safety checks are to be listed.

C. Stand by personnel is to alerted if necessary and documented in the Safety/Log Register.

D. When the job is completed, the permit is to be signed off by both the people completing the task and the person authoring the work.

E. Permits are not to carry over from one job to another. A new must be issued showing changes in personnel involved and individuals in charge of the operation.

F. A copy of the permit must be retained by the person performing the work or his/her supervisor. A copy will be retained on file in the office for at least one (1) year after date of issue. Both copies must be signed off at the completion of the job.

Safety Procedures on Confined Space Entry Permit:

A. A confined Space Entry Work Permit is to be prepared by the person(s) to perform the confined space work or by his/her supervisor and must be approved by the Safety Manager. The person requesting the permit and his supervisor must sign in the designated place.

B. Permits are not to carry over from job to another. A new permit must be issued showing changes in personnel involved and individuals in charge of the operation.

C. A copy of the permit must be retained by the person performing the work or his/her supervisor. A copy will be retained on file in the office for at least one (1) year after the date of issue. Both copies must be signed off at the completion of the job.

SECTION IV

HEAT ILLNESS PREVENTION PLAN

The intent of Industry Coatings and company affiliates in its endeavor to maintain a safe work environment is to acknowledge and address potential exposures to heat illness and injuries in both interior and exterior work environments. In operations where heat extremes and the possibility of heat stressors exist (most predominant with drivers), the appropriateness and feasibility of personal factors and those that can possibly be controlled in the work environment will be evaluated and the best solution(s) should be implemented.

California Code of Regulations, Title 8, Section 3395 and best management practices require that a Heat Illness Prevention Program be integrated into the company's Injury and Illness Prevention Program.

Employees suffer heat-related illnesses, heat stroke, heat exhaustion and/or heat cramps when their bodies are unable to properly cool themselves. The body normally cools itself by sweating and resultant evaporation of sweat as airflow goes over the moist skin surface. However, under some conditions, either the body's cooling system breaks down or sweating just isn't enough (such as on hot humid days). In such cases, a person's body temperature rises very rapidly such as in heat stroke which can be life threatening. Very high body temperatures may damage the brain, other vital organs or cause death.

Under this policy, all outdoor operations are required to have a minimum of 32 ounces (1 quart) of drinking water per employee per hour that the employees work. If there are 10 employees for an 8-hour workday that would calculate to:

10 Employees X 32 ounces (1quart) water X 8 hours = 80 quarts or 20 gallons of drinking water for the 8-hour shift. Water will be "fresh, pure, suitably cool" and located as close as practicable to where employees are working, with exceptions when employers can demonstrate infeasibility.

Additionally, all outdoor operations will provide some type of "shaded" area out "of the direct sunlight" to provide persons suffering from heat induced illnesses a "safe haven" or place to go away from direct sunlight to recuperate. **Shade will be present at 80 degrees, instead of the current 85, and <u>accommodate all employees</u> on recovery or rest periods, and those onsite taking meal periods.**

- **Acclimation procedures including close observation of all employees during a heat wave - defined as at least 80 degrees will be utilized.**
- **All new employees will be closely observed for their first two weeks on the job**

Employees taking a "preventative cool-down rest" must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response.

High-heat procedures will remain triggered at 95 degrees. They SHALL ensure that:

1) Effective communication measures by voice, observation, or electronic means to communicate with a supervisor;
2) This will **include a mandatory buddy system whereby each worker will look out for one another and constantly communicate with one another to ensure all workers are staying properly hydrated and are not suffering the effects of any heat illness induced symptoms;**
3) **Regular communication with employees working by themselves will be conducted every 10 - 15 minutes;**
4) Supervisors will be required to closely **and effectively** monitor all employees frequently for signs and symptoms of heat illness;
5) Supervisors will be sure to remind employees to frequently drink water;
6) **During high heat, employees must be provided with a minimum 10-minute cool-down period every two hours;**
7) **Emergency response procedures include effective communication, response to signs and symptoms of heat illness and procedures for contacting emergency responders to help stricken workers and.**
8) Provide close supervision to employees for the first 14 days of employment unless the employee notes s/he has been doing similar outdoor work for at least 10 of the last 30 days for 4 or more hours per day.

From a personal perspective, all personnel are instructed and encouraged to:

Always Stay Hydrated

Personal Risk Factors - The Night/Day Prior to a Workday:

1. Limit alcohol intake – alcohol is a diuretic and robs your body of fluids to stay properly and adequately hydrated.
2. Get 7-8 hours of sleep to ensure that your body is well rested
3. Always eat proper well-balanced meals to ensure that you maintain your body strength and stamina

Personal Risk Factors - On Each Workday:

1. Eat a healthy breakfast - proper well-balanced meals to ensure that you maintain your body strength and stamina
2. Don't wear tight fitting clothing – wear loose clothing, but make sure that clothes are not too loose as to cause a safety hazard, especially around moving equipment – cover exposed skin areas to eliminate unwanted burning from the sun
3. Wear some type of head cover to provide shade, i.e., hard hat, ball cap (if allowed)
4. Limit your coffee/tea intake to two 8-ounce cups of coffee/tea – coffee/tea (even iced tea when caffeinated) are diuretics and will rob your body of precious fluids
5. Drink large amounts of clear liquids – when working in hot conditions, intake should be at least one quart per hour
6. Clear liquid generally equates to water consumption – water should be cooled but not cold to the point of almost freezing
7. Eliminate the use or excessive use of soda and soft drinks containing a lot of sugar – these act as diuretics that once again rob your body of precious liquids
8. Eliminate the use of "high power" caffeine drinks that also rob your body of precious fluids
9. Do not allow yourself to become "thirsty" - Consume adequate amounts of water throughout the day (one quart/hour), mix in a bottle or two of Gatorade, Powerade or similar drinks that replace body metabolites
10. During break and lunch times, take the opportunity to get out of the hot sun and go to a shaded location (preferably one where there is a breeze) – eat natural snacks and foods that are not high in sugar content to eliminate body fluid loss
11. Ensure that your fellow workers are staying properly hydrated
12. Be aware of fellow employees that may not feel well prior to coming to work or during the workday – they will be more susceptible to heat related injuries and emergencies
13. Know where the designated shade/rest place is at each jobsite that you work on - Pace yourself through the workday and at the least sign of a heat illness notify your superintendent immediately and (if needed) seek a shaded and cool place to take a short rest break

From a work perspective, the company will provide the following controls as appropriate:

1) **Engineering Controls,** including, but not limited to:

a) Adequate general ventilation;
b) Cooling fans;
c) Spot cooling using local exhaust ventilation at points of high heat production;
d) *Shielding of heat from radiant heat sources, i.e., lean to, naturally shaded area, vehicle with operable air conditioning system; and

2) **Work Practices**, including, but not limited to:

a) *Adequate supply of drinking water (as much as a quart per worker per hour) - preferably cooled, but not ice cold;
b) Alternate use of metabolite drinks (16 -32 ounces per day), i.e., Gatorade, Powerade, etc.
c) Alternative work and rest periods with longer rest periods in a cool area;
d) Heavy work scheduled during the cooler parts of the day;
e) Reduction of the work pace or load; and
f) Removal or loosening of some clothing.

3) Acclimatization:

a) New employees and workers returning from an absence of two weeks or more should be provided a reasonable period of acclimatization as appropriate.
b) Initially, employees are exposed to heat through short exposures gradually building to longer periods of work in the hot environment.
c) The acclimatization period begins with lower percent of the normal workload gradually building to 100 percent as acclimatization occurs.

4) Employee Education:

a) Employees are trained on this policy and procedure contents that address the **recognition**, **prevention** and **treatment** of heat stress illnesses and disorders in the workplace.
b) Employees are educated on personal factors as noted in this policy and procedure that relate to heat illness and the preventative measures off the job
c) Employees know the hazards of working in heat and the benefits of implementing proper controls and work practices as related in this policy and procedure.
d) Employees become familiar with the **Heat Index Chart** provided below and are able to adequately anticipate current weather conditions, their affect on the employee and the proper measure to take to mitigate and/or eliminate the exposure to heat induced illnesses and injuries.
e) Employees are furnished a complete copy of this policy during training and it is made available upon proper notification for review at any time as is the rest of the Injury & Illness Prevention Program.

On hot, humid days with no breeze, anyone may be affected by the heat. This can also be true on hot dry days or on days when personnel are working in hot areas or confined spaces. In addition to personal risk factors noted previously, people who are especially susceptible to extreme heat are the (1) very young; (2) very old; (3) chronically ill; (4) overweight; (5) those on medications that affect hydration or (6) those who work in hot places and (7) persons exerting themselves at high energy levels such as scaffold erection. Other environmental and personal risk factors for heat illness, include (8) heat load on the body caused by clothing, and (9) use of PPE. All of these risk factors may contribute to heat stroke, exhaustion, cramps or other heat related illnesses.

HEAT STROKE

Heat stroke is life threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Help must be administered fast. Quickly cool the victim's body.

SIGNS AND SYMPTOMS:

1. Hot, red skin
2. Very small pupils
3. Very high body temperature – sometimes as high as 105-106 degrees
4. It is possible if the victim was sweating from heavy work that the skin might still be wet; otherwise, it will feel dry.
5. Potential for nausea, dizziness, vomiting, partial and/or total loss of consciousness or deliria

FIRST AID:

1. Heat stroke is life threatening – **CALL 911 (EMS – Emergency Medical Services)**
2. Get the person out of the heat and into a cooler place
3. Place victim in the shock position, lying on the back with feet elevated
4. Remove or loosen victims clothing
5. Cool the victim fast:
   A. Immerse him/her in a cool bath or
   B. Wrap wet sheets/cloths around the body and fan it.
   C. Cold packs may be used to cool but do not put any cold items directly on the skin. This may induce further shock. Apply a barrier between the skin and cold pack.
6. Treat for shock while waiting for EMS-if no EMS, transport to nearest med facility.
7. DO NOT GIVE ANYTHING BY MOUTH TO THE VICTIM

HEAT EXHAUSTION

Heat exhaustion is less threatening than heat stroke. It typically occurs when people exercise heavily or work in a warm humid environment where body fluids are lost through heavy sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock. With heat exhaustion, sweat does not evaporate, as it should, very possibly because of high humidity or too many layers of clothing. As a result, the body is not cooled effectively.

SIGNS AND SYMPTOMS:

1. Cool, pale and moist skin
2. Heavy sweating
3. Dilated pupils
4. Headache
5. Nausea, dizziness and vomiting
6. Body temperature will be nearly normal

FIRST AID:

1. Get the person out of the heat and into a cool place
2. Place victim in the shock position, lying on the back with the feet elevated
3. Either remove or loosen victims clothing
4. Cool the victim by

    A. Fanning and applying cold packs (applying a towel between the cold pack and the skin)
    B. Apply wet towels, sheets or cloths while fanning the victim

5. Treat for shock
6. Administer ½ glass of water to "sip" every 15 minutes if victim is fully conscious

HEAT CRAMPS:

Heat cramps are muscular spasms and pain due to heavy exertion. They usually involve abdominal muscles or legs. It is thought that they may be caused by salt loss due to heavy sweating and loss of water during the heavy activity.

FIRST AID:

1. Get the victim to a cool place
2. In the absence of other injuries and if the victim can tolerate it, give ½ glass of water every 15 minutes to "sip" for approximately an hour.

Industry Coatings
Heat Index Chart

Heat Index Chart (Temperature & Relative Humidity)																
RH (%)	**Temperature (° F)**															
	90	**91**	**92**	**93**	**94**	**95**	**96**	**97**	**98**	**99**	**100**	**101**	**102**	**103**	**104**	**105**
90	119	123	128	132	137	141	146	152	157	163	168	174	180	186	193	199
85	115	119	123	127	132	136	141	145	150	155	161	166	172	178	184	190
80	112	115	119	123	127	131	135	140	144	149	154	159	164	169	175	180
75	109	112	115	119	122	126	130	134	138	143	147	152	156	161	166	171
70	106	109	112	115	118	122	125	129	133	137	141	145	149	154	158	163
65	103	106	108	111	114	117	121	124	127	131	135	139	143	147	151	155
60	100	103	105	108	111	114	116	120	123	126	129	133	136	140	144	148
55	98	100	103	105	107	110	113	115	118	121	124	127	131	134	137	141
50	96	98	100	102	104	107	109	112	114	117	119	122	125	128	131	135
45	94	96	98	100	102	104	106	108	110	113	115	118	120	123	126	129
40	92	94	96	97	99	101	103	105	107	109	111	113	116	118	121	123
35	91	92	94	95	97	98	100	102	104	106	107	109	112	114	116	118
30	89	90	92	93	95	96	98	99	101	102	104	106	108	110	112	114
Note: Exposure to full sunshine can increase HI values by up to 15° F																

CAUTION – 90 degrees & below - Fatigue **Possible**

EXTREME CAUTION – 91 degrees to 103 degrees - Sunstroke, Muscle Cramps or Heat Exhaustion **Possible**

DANGER – 104 degrees to 127 degrees - Sunstroke, Muscle Cramps or Heat Exhaustion **Likely**

EXTREME DANGER – 128 degrees & above – Sunstroke, Muscle Cramps or Heat Exhaustion **Highly Likely**

SECTION IV

Miscellaneous Program Forms

NEW EMPLOYEE SAFETY ORIENTATION FORM

Last Name First Initial Date

Type of Work: _____

Past Work Experience: _____

The following items have been discussed and are understood:

	Check Here ( )	Comments
Company safety policies and programs	( )	_____
Safety rules, both general and specific to job Assignment	( )	_____
Safety rule enforcement procedures	( )	_____
When, where and how to report injuries	( )	_____
When, where and how to report unsafe conditions	( )	_____
Review of fire and emergency evacuation plan	( )	_____
Locations and use of fire extinguishers	( )	_____
Safe work clothing	( )	_____
The importance of housekeeping, i.e. cleaning up spills, etc.	( )	_____
Special hazards of job	( )	_____
Assignment, use and care of Personal Protective Equipment	( )	_____
Proper lifting procedures (Include demonstration)	( )	_____
Employee certified in the following	( )	_____
Additional training required	( )	_____

_____

Supervisor Signature Print Name Date

_____

Employee Signature Print Name Date

Form 1001

NEW EMPLOYEE CHECK LIST BY SUPERVISOR

Employee's Name: Date:

YES	NO	
( )	( )	1. Applicant informed of employment and orientation.
( )	( )	2. Introduction to fellow employees.
( )	( )	3. Tour of facility.
( )	( )	4. Explained job hazards.
( )	( )	5. Explained safety program and schedule.
( )	( )	6. Explained work schedule and importance of meeting schedule.
( )	( )	7. Explained importance of proper handling of supplies.
( )	( )	8. Explained company policy on use of telephone.
( )	( )	9. Explained standards of performance and conduct.
( )	( )	10. Smoking policies explained.
( )	( )	11. Personal appearance including jewelry, neatness, personal hygiene, etc.
( )	( )	12. Read applicable sections of policies and procedures from Employee Information and Safety Handbook.
( )	( )	13. Employee cannot work with skin lesions or communicable diseases.
( )	( )	14. Instructed in Fire and Safety Programs.

Supervisor Signature Print Name Date

Employee Signature Print Name Date

Form 1002

EMPLOYEE TRAINING RECORD

Employee Name: _____

ADP File Number: _____

Occupation: _____

JOB TRAINED/RETRAINED	DATE	COMMENTS

I have received and understand the safety training/retraining on the machine)s) listed above and acknowledge that I fully understand all of the instructions.

EMPLOYEE'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE

Form 1003

EMPLOYEE REPRIMAND

Employee Name: _____

ADP File Number: _____ Date: _____ Time: _____

Occupation: _____

This is necessary to warn you of the following:

( ) Absence
( ) Tardiness
( ) Loafing
( ) Fighting
( ) Horseplay
( ) Violation of Safety Rules
( ) Performing poor work due to willful neglect
( ) Other
( ) Smoking
( ) Carelessness
( ) Refusal to obey orders
( ) Using Abusive Language
( ) Breaking company rules
( ) Abuse of equipment and/or materials
( ) Leaving work without permission
( ) Drinking alcoholic beverages on the job

EXPLANATION OF OFFENSE:

This warning will be made a part of your employment record. The issuance of further warnings may subject you to disciplinary action such as suspension or discharge.

Employee's Signature Print Name Date

Supervisor's Signature Print Name Date

Form 1004

EMPLOYEE DISCIPLINARY ACTION FORM

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st Infraction – Written / Verbal Warning
2nd Infraction - Written Warning
3rd Infraction – 3 to 5 Day Suspension
4th Infraction – Dismissal

_____ You have been
(Name of Employee)
observed working in the following unsafe manner, contrary to Company Safety Rules:

_____

_____

This is your □ First □ Second □ Third □ Fourth Infraction

Action taken therefore is: _____

_____
Employee's Signature Print Name Date

_____
Supervisor's Signature Print Name Date

FORMA DE DISCIPLINA PARA EMPLEADOS

Consideramos la seguridad de nuestros trabajadores muy importante. Por eso, para evitar accidentes, nuestra politica es ejecutar estrictamente las reglas de seguridad de la compania. Infracciones de las reglas de seguridad seran sancionadas en la sigurente forma:

1ra Infraccion – Aviso Escrito/Oral
2da Infraccion – Aviso Escrito
3rd Infraccion – Suspension De 3 a 5 Dias
4ta Infraccion – Despido

_____ Usted ha sido
Nombra
Aviso haciendo su trabajo de insegura, descrito a continuacion, que es contra las reglas de seguridad de la comana:

_____

_____

Esta es su □ Primera □ Segunda □ Tercera □ Cuarta Infraccion

Por lo tanto, la accion tomada es: _____

_____
Supervisor Fecha

_____
Empleado Fecha

EMPLOYEE REPORT OF UNSAFE CONDITIONS

"A SAFE PLACE IS A HAPPY PLACE"

Employee: _____

Hour & Date: _____

Hazard: _____

Suggestions: _____

_____

_____

EMPLOYEE COMPLETE AND GIVE TO SUPERVISOR

Supervisor: _____

Action Taken & Date: _____

_____

_____

SUPERVISOR COMPLETE AND GIVE TO EMPLOYER

Date: _____

Employer's Review and Comments:

_____

_____

_____

_____

_____

_____

_____
Employer's Signature and Title

Form No. 1006

SAFE WORK PERMIT

Job No.: Location: Permit No.:

1. Issued To: Date: Time Job Begins:

2. Work Area/Confined Space:

3. Description of Work:

4. Names of People Involved:

5. Safety Equipment Required: (Indicated By (X))

( ) Riding Belt	( ) SCBA	( ) Tag Lines
( ) Rubber Boots	( ) Rubber Apron	( ) Goggles
( ) Hand Radio	( ) Work Vest	( ) Fire Extinguisher
( ) Rubber Gloves	( ) Gas/Oxy Detector	( ) Other (Describe)

6.* Standby Personnel Notified if Necessary: ( ) Yes ( ) No ( ) N/A

Safety Manager Signature Date:

7. Work Completed: Time: Date:

Signature of Person Issued Permit

* The following to be documented in the safety register and noted on permit:

Job Name/Number Time Noted: Time Released:

Note: Permit must be signed off by all parties. Original copy of permit to be retained in office. Permit will be kept for one (1) year.

Form No. 1007

SAFETY INSPECTION REPORT

Date of Inspection: _____ Time of Inspection: _____

Job Site Location: _____

Supervisor's Name: _____

CONDITIONS AND PROTECTION SATISFACTORY?	YES	NO	SUGGESTIONS
FIRE			
1. Fire extinguishers checked, tagged, accessible	( )	( )	_____
2. Extinguishers proper for exposure	( )	( )	_____
3. Paints and solvents properly stored	( )	( )	_____
4. Flammable waste, rubbish removed daily	( )	( )	_____
ELECTRICAL			
6. Portable tools grounded or double insulated	( )	( )	_____
7. Extension cords and plugs in good condition	( )	( )	_____
8. Ground fault circuit interrupter (GCFI) available	( )	( )	_____
9. Damaged equipment and tools tagged and removed for service or repairs	( )	( )	_____
FIRST-AID			
10. First-Aid supplies and equipment available	( )	( )	_____
11. Personnel trained in CPR/First-Aid available	( )	( )	_____
12. Employee emergency medical data card available	( )	( )	_____
PERSONAL PROTECTION EQUIPMENT			
13. Respirator, cartridges and pre-filter appropriate for usr	( )	( )	_____
14. Extra cartridges and pre-filters available	( )	( )	_____
15. Respirators and replacement parts available	( )	( )	_____
16. Positive and negative fit check performed each time Respirator is used	( )	( )	_____
17. Safety harnesses, belts and lanyards available	( )	( )	_____
18. Hard hats available	( )	( )	_____
19. Eye protection equipment available	( )	( )	_____
20. Hearing protection equipment available	( )	( )	_____
21. Hand protection – gloves or skin barrier creams or lotions available	( )	( )	_____
22. Eye wash stations available	( )	( )	_____
23. Shoes worn by employees appropriate for work	( )	( )	_____
24. Air-line respirators available	( )	( )	_____
25. Abrasive blasting hoods available	( )	( )	_____
EQUIPMENT			
26. Air compressor belts and pulleys guarded	( )	( )	_____
27. Air compressor's air tank drained daily	( )	( )	_____
Air compressor's safety relief valves checked And popped weekly	( )	( )	_____
29. Air compressor working at recommended psi	( )	( )	_____

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30. Airless spray gun equipped with automatic or visible manual safety devices, in good condition and working order	( )	( )	_____
31. Airless spray gun equipped with tip guards	( )	( )	_____
Ladders and stepladders used properly and are In goon condition	( )	( )	_____
33. Class A or A1 ladders used with ladder jacks	( )	( )	_____
34. Scaffolding – access ladders, planking, top and mid rails, toeboards are installed	( )	( )	_____
If workers must work under scaffolding, is it Protected with meshing between the toeboard and the mid rail?	( )	( )	_____
36. Aerial lifts are in good working order and used properly	( )	( )	_____
37. Disposable clothing available (if required)	( )	( )	_____

HOUSEKEEPING

38. Material properly stored, containers checked for leaks	( )	( )	_____
39. Solvent soaked rags put into safety waste containers	( )	( )	_____
Tools and equipment placed so tripping and falling hazards are eliminated	( )	( )	_____
41. Walkways and stairs kept clear	( )	( )	_____
42. Working area cleared of construction debris	( )	( )	_____

EMPLOYEE INFORMATION

43. Required OSHA posters available	( )	( )	_____
44. Material Safety Data Sheets available	( )	( )	_____
45. Hazard Communication Program available	( )	( )	_____

REPORTING INFORMATION

46. Accident/Close Call Investigation Reports available	( )	( )	_____
47. Emergency telephone number poster available	( )	( )	_____

GENERAL

48. Traffic control available (if needed)	( )	( )	_____
49. Adequate ventilation supplied in operation areas	( )	( )	_____
50. Proper lighting throughout the job site	( )	( )	_____
51. Employee's training completed for work assignments	( )	( )	_____
52. Toilet facilities available	( )	( )	_____
53. Drinking water and disposable cups available	( )	( )	_____
54. Security provided as required	( )	( )	_____

COMMENTS AND RECOMMENDATIONS

_____

_____

_____

_____

_____

Form No. 1008 (2 of 2)

EQUIPMENT INSPECTION REPORT

Date of Inspection: _____ Time of Inspection: _____

Job Site Location: _____

Supervisor's Name: _____

CONDITIONS AND PROTECTION SATISFACTORY?	YES	NO	SUGGESTIONS
FIRE			
1. Fire extinguishers checked, tagged, accessible	( )	( )	_____
2. Extinguishers proper for exposure	( )	( )	_____
EQUIPMENT			
3. Portable tools grounded or double insulated	( )	( )	_____
4. Extension cords and plugs in good condition	( )	( )	_____
5. Ground fault circuit interrupter (GCFI) used	( )	( )	_____
6. Damaged equipment and tools tagged and removed For service or repairs	( )	( )	_____
7. Safety guards in place and good working order	( )	( )	_____
8. Air compressor belts and pulleys guarded	( )	( )	_____
9. Air compressor's air tank drained daily	( )	( )	_____
10. Air compressor's safety relief valves checked And popped weekly	( )	( )	_____
11. Air compressor working at recommended psi	( )	( )	_____
12. Welding hose, fittings, guards in place and in good working order	( )	( )	_____
13. Ladders and stepladders used properly and are In goon condition	( )	( )	_____
14. Scaffolding – access ladders, planking, top and mid rails, toeboards are installed	( )	( )	_____
15. If workers must work under scaffolding, is it protected with meshing between the toeboard and the mid rail	( )	( )	_____
16. Aerial lifts are in good working order and used properly	( )	( )	_____

Form No. 1009

ACCIDENT INVESTIGATION REPORT

Identification

1. Company: _____

2. Accident Location: _____

3. Date of Accident: _____ Time: a.m. p.m.

4. Date Reported: _____

5. Name of Injured: _____ Age: _____

6. Job Title: _____ Experience: _____ (years/months)

7. Sex: Male ( ) Female ( ) Social Security: _____

8. On Premises ( ) Off Premises ( )

9. Employee Death: Yes ( ) No ( )

10. Person treating injury (Physician/Hospital Name and Address):

_____

_____

11. Did the injury result in lost time? Yes ( ) No ( )
If yes, please explain below:

_____

_____

12. Changes in duties:

_____

Injury

13. Accident Type:

_____

14. Source - The object or substance inflicting injury:

_____

_____

_____

15. Nature of Injury and part of Body:

Property Damage

16. What damaged:

17. Nature of Damage:

Source – Object Inflicting Damage:

Description

(Describe what happened, who was involved, where, when and how):

Cause

(Identify unsafe acts or conditions, contributory factors, base cause, lack of control):

Evaluation

21. Severity potential: Major ( ) Serious ( ) Minor ( )

22. Recurrence potential: Frequent ( ) Occasional ( ) Rare ( )

Have similar accident(s) occurred before?

Reasons for recurrence

Correction

(Describe steps/actions taken to prevent future accidents)

Follow Up

26. Immediate ( ) 7 days ( ) 30 days ( ) 60 days ( )

27. Activity (list actions taken and dates):

Completed By: _____ Date: _____

SECTION V

Guide to Safety in Confined Spaces

Introduction

If you are required to construct o work in a:

BOILER, CUPOLA, DEGREASER, FURNACE, PIPELINE, PIT, PUMPING STATION, REACTION OR PROCESS VESSEL, SEPTIC TANK, SEWER DIGESTER, SEWER, SILO, STORAGE TANK, SHIP'S HOLD, UTILITY VAULT, VAT, or similar type enclosure,

You are working in a confined space. (examples on the following page).

How Can You Identify a Confined Space?

A confined space is a space, which has any one of the following characteristics:

limited openings for entry and exit

unfavorable natural ventilation

not designed for continuous worker occupancy.

Limited openings for entry and exit:

Confined space openings are limited primarily by size or location. Openings are usually small in size, perhaps as small as 18 inches in diameter, and are difficult to move through easily. Small openings may make in very difficult to get needed equipment in or out of the spaces, especially protective equipment such as respirators needed for entry into spaces with hazardous atmospheres, or life-saving equipment when a rescue is needed. However, in some cases openings may be very large, for example, open-topped spaces such as pits, degreasers, excavations, and ship's holds. Access to open-topped spaces may require the use of ladders, hoists, or other devices, and escape from such areas may be very difficult in emergency situations.

Unfavorable natural ventilation:

Because air may not move in and out of confined spaces freely due to the design, the atmosphere inside a confined space can be very different from the atmosphere outside. Deadly gases may be trapped inside, particularly if the space is used to store or process chemicals or organic substances, which may decompose. There may not be enough oxygen inside the confined space to support life, or the air could be so oxygen-rich that it is likely to increase the chance of fire or explosion if a source of ignition is present.

Not designed for continuous worker occupancy:

Most confined spaces are not designed for workers to enter and work in them on a routine basis. They are designed to store a product, enclose materials and processes, or transport products or substances. Therefore, occasional worker entry for inspection, maintenance, repair, clean-up or similar tasks is often difficult and dangerous due to chemical or physical hazards within the space.

pages 113 through 116 are pictures and are inserted later

Recommendations For Safe Entry: A Check List

Use the following checklist to evaluate the confined space.

DO NOT ENTER A CONFINED SPACE UNTIL YOU HAVE CONSIDERED EVERY QUESTION AND HAVE DETERMINED THE SPACE TO BE SAFE.

YES	NO	
___	___	Is entry necessary?

TESTING

___	___	Are the instruments used in atmospheric testing properly calibrated?
___	___	Was the atmosphere in the confined space tested?
___	___	Was Oxygen at least 19.5% - not more than 21%?
___	___	Were toxic, flammable or oxygen-displacing gases/vapors present?

Hydrogen Sulfide
Carbon Monoxide
Methane
Carbon Dioxide
Other (List) _____
_____

MONITORING

___	___	Will the atmosphere in the space be monitored while work is going on?
___	___	Continuously?
___	___	Periodically? (If yes, give interval: _____)

REMEMBER – ATMOSPHERIC CHANGES OCCUR DUE TO THE WORK PROCEDURE OR THE PRODUCT STORED. THE ATMOSPHERE MAY BE SAFE WHEN YOU ENTER, BUT CAN CHANGE VERY QUICKLY.

CLEANING

___	___	Has the space been cleaned before entry is made?
___	___	Was the space steamed?
___	___	If so, was it allowed to cool?
___	___	Can you get through the opening with a respirator on? (If you don't know find out before you try to enter.)

TRAINING

___ ___ Have you been trained in proper use of a respirator?

___ ___ Have you received First-Aid/CPR training?

___ ___ Have you been trained in confined space entry and do you know what to look for?

STANDBY / RESCUE

___ ___ Will there be a standby person on the outside in constant visual or auditory communication with the person on the inside?

___ ___ Will the standby person be able to see and/or hear the person inside at all times?

___ ___ Has the standby person(s) been trained in rescue procedures?

___ ___ Will safety lines and harnesses be required to remove a person?

___ ___ Are company rescue procedures available to be followed in the event of an emergency?

___ ___ Are you familiar with emergency rescue procedures?

___ ___ Do you know who to notify and how in the event of an emergency?

PERMIT

(THE PERMIT IS AN AUTHORIZATION IN WRITING THAT STATES THAT THE SPACE HAS BEEN TESTED BY A QUALIFIED PERSON, THAT THE SPACE IS SAFE FOR ENTRY; WHAT PRECAUTIONS, EQUIPMENT, ETC., ARE REQUIRED; AND WHAT WORK IS TO BE DONE.)

___ ___ Has a confined space entry permit been issued?

___ ___ Does the permit include a list of emergency telephone numbers?

Lack of hazard awareness and unplanned rescue attempts led to the following deaths:

On July 23, 1985, a city worker was removing an inspection plate from a sewer line in a 50-foot deep pump station, when the plate blew off allowing raw sewage to enter the room. Two fellow workers and a policeman attempted to rescue the worker from the sludge filled room and were unsuccessful. All four were dead when removed from the pumping station.

On February 21, 1986, a self-employed truck driver died after entering the top of a 22-foot high x 15-foot square sawdust bin. He suffocated when the sawdust inside the bin collapsed and buried him.

On July 5, 1986, a worker entered a chemical degreaser tank to clean out the bottom and collapsed. Two fellow workers noticed the man down and went in to rescue him. All three workers died.

On July 16, 1986, a worker entered a septic tank to clean out the residue at the bottom and collapsed shortly afterward. Two workers on the outside went in to rescue the downed worker. All three were dead when removed from the tank.

On October 10, 1986, a self-employed plumbing contractor entered an underground water line vault to inspect a backflow device. The contractor collapsed shortly after entering the vault. A supervisor noticed the man down, and entered the vault in a rescue attempt. Both men had entered an untested oxygen-deficient atmosphere and died as a result.

On February 6, 1987, two workers (father and son) at a wastewater plant were working in a digester that was being drained. They went on tip of the digester and opened a hatch to check the sludge level. To provide light in the digester, they lowered and extension cord with an exposed 200 watt light bulb into the digester. The light broke and caused the methane gas in the digester to explode, killing both men instantly.

If the guidelines in this handout had been followed, these fatalities would have been prevented.

SECTION VI

WILDFIRE SMOKE PROTECTION POLICY

INTRODUCTION: In response to the dangerous levels of air quality after the 2018 wildfires throughout the state of California, the California Division of Occupational Safety and Health (Cal/OSHA) has issued an emergency regulation addressing hazardous wildfire smoke exposure. Effective July 18, 2019, employers must protect outdoor workers by significantly reducing employee exposure to the harmful effects of wildfire smoke. The new standard applies to workplaces where the current Air Quality Index (current AQI) for PM2.5 is 151 or greater, regardless of the AQI for other pollutants; and the employer should reasonably anticipate employees may be exposed to wildfire smoke. II.

POLICY: Employees who work outdoors when there is a heightened level of exposure to wildfire smoke and the AQI for PM2.5 exceeds 150, are at risk of experiencing negative health effects from breathing in hazardous chemicals. It is the policy of Industry Coatings to reduce employee exposure to harmful respiratory hazards when wildfire smoke causes unhealthy air quality by developing employee and supervisor awareness of the health effects of wildfire smoke and proper response. All employees who work outdoors when AQI for PM2.5 exceeds 150 are expected to comply with the procedures in this program. This policy is based on the California Code of Regulations, Title 8, Section 5141.1. III.

DEFINITIONS: Current Air Quality Index (Current AQI): The method used by the U.S. Environmental Protection Agency (U.S. EPA) to report air quality on a real-time basis. Current AQI is also referred to as the “NowCast,” and represents data collected over time periods of varying length in order to reflect present conditions as accurately as possible.

The current AQI is divided into six categories as shown in the table below, adapted from Table 2 of Title 40 Code of Federal Regulations, Part 58, Appendix G.

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.

The National Institute for Occupational Safety and Health of the U.S. Centers for Disease Control and Prevention. NIOSH tests and approves respirators for use in the workplace.

PM2.5: Solid particles and liquid droplets suspended in air, known as particulate matter, with an aerodynamic diameter of 2.5 micrometers or smaller.

Wildfire Smoke: Emissions from fires in “wildlands,” as defined in title 8, section 3402, or in adjacent developed areas.

RESPONSIBILITIES: Department Directors or Managers are responsible for the effective implementation of this program in order to ensure the safety of Industry Coatings employees.

Risk Manager or Safety Officer is responsible for:

- Preparing and maintaining a written program that complies with the requirements of applicable Cal/OSHA requirements.
- Assisting with training to all potentially impacted employees and their supervisors on the health effects of wildfire smoke, available protections, and the appropriate use of respirators.

Supervisors are responsible for:

- Identifying all employees, within their respective departments, who are required to work outdoors and potentially exposed to PM2.5.
- Checking AQI forecasts and the current AQI for PM2.5 from any of the following: U.S. EPA AirNow website, U.S. Forest Service Wildland Air Quality Response Program website, California Air Resources Board website, local air pollution control district website, or local air quality management district website. The monitoring station closest to the worksite should be used.
- Providing employees with proper respirators for voluntary use when AQI for PM2.5 is 151 or greater.
- Contacting emergency medical services in the event medical assistance is required.
- Ensuring the requirements in this document are followed.

Employees are responsible for:

- Complying with the provisions of the Wildfire Smoke Protection Program, including completing required training.
- Using respirators properly, keeping them clean and keeping track of them to avoid using someone else's respirator.
- Consulting with their doctor before using a respirator if they have a heart or lung problem.
- Informing their supervisor if the air quality is getting worse, or if they are suffering from any symptoms due to the air quality. V.

PROCEDURES

A. Employer Requirements

Industry Coatings shall reduce employee exposure to PM2.5 to less than a current AQI of 151 by engineering controls whenever feasible, for instance providing enclosed buildings, structures, or vehicles where the air is filtered.
Whenever engineering controls are not feasible or do not reduce employee exposures to PM2.5 to less than a current AQI of 151, the employer shall implement administrative controls, if practicable, such as relocating work to a location where the current AQI for PM2.5 is lower, changing work schedules, reducing work intensity, or providing additional rest periods.
Industry Coatings shall provide respirators to all employees for voluntary use in accordance with California Code of Regulations, Title 8 Section 5144 and encourage employees to use respirators when the current AQI for PM2.5 is equal to or greater than 151 but does not exceed 500. Respirators shall be NIOSH-approved devices that

effectively protect the wearers from inhalation of PM2.5, such as N95 filtering facepiece respirators. Respirators shall be cleaned, stored, maintained, and replaced so they do not present a health hazard to users.

B. Hazard Identification

Industry Coatings shall determine employee exposure to PM2.5 before each shift and periodically thereafter as needed by any of the following methods:

- Check AQI forecasts and the current AQI for PM2.5 from any of the following: U.S. EPA AirNow website, U.S. Forest Service Wildland Air Quality Response Program website, California Air Resources Board website, local air pollution control district website or local air quality management district website; or

- Obtain AQI forecast and the current AQI for PM2.5 directly from the EPA, California Air Resources Board, local air pollution control district, or local air quality management district by telephone, email, text or other effective method; or

- EXCEPTION: this section does not apply where an employer assumes the current AQI for PM2.5 is greater than 500 and uses that assumption to comply with subsection "Control of harmful exposures to employees."

C. Reporting and Response

Industry Coatings shall establish and implement a system for communicating wildfire smoke hazards in a form readily understandable by all affected employees, including provisions designed to encourage employees to inform the employer of wildfire smoke hazards at the worksite without fear of reprisal. The system shall include effective procedures for:

- Informing employees of the current AQI for PM2.5 as identified above, and protective measures available to employees to reduce their wildfire smoke exposures.

- Encouraging employees to inform the employer of worsening air quality, and any adverse symptoms that may be the result of wildfire WILDFIRE SMOKE PROTECTION POLICY 5 smoke exposure such as asthma attacks, difficulty breathing, and chest pain.

VI. ONLINE RESOURCES

https://www.dir.ca.gov/dosh/Worker-Health-and-Safety-in-Wildfire Regions.html • https://www.dir.ca.gov/dosh/wildfire/Worker-Protection-from-Wildfire Smoke.html • https://ww3.arb.ca.gov/research/aaqs/common-pollutants/pm/pm.htm • https://www.dir.ca.gov/dosh/dosh_publications/N95-mask questions.pdf WILDFIRE

SECTION VII

Weekly Tool Box Topics

Weekly toolbox safety meeting will be conducted by the project Forman. Safety items will be reviewed and discussed on site to provide knowledge of specific site hazards as well as general safety items. Please be aware of your surroundings and the safety or others.

Industry Coatings Product Return & Clean-Up Policy

1. Under no circumstances are left over solvents, dirty water, paint buckets, dirty rags, rollers, brushes, plastic coverings or any other products to be disposed of or left at any job site or put in any trash bins. This is illegal and is cause for immediate dismissal with possible criminal penalties.

2. When completed with the painting project, properly lid and label all used containers. Place used roller covers, rags, caulk tubes, etc. into proper containers and label as such. Bring all of the above items into the shop so that we may evaluate for future use or disposal. Check with shop supervisors as to placement of items received from job sites.

3. If any liquid materials are accidentally spilled at the job site you must safely try to contain the spill from spreading.

4. Identify products with MSDS Sheets prior to cleanup of small amounts. If it is a small amount use rags or paper towels to soak it up and put in container for pick up by Hazardous Waster Hauler. Be sure to use gloves, goggles, respirator and other safety apparel when cleaning up spills. If a large amount is spilled secure the scene, notify project superintendent immediately, and call the office at (909) 899-2468 for help and directions. Provide MSDS Sheets to management and emergency response personnel. We will advise you how to handle the problem and will enlist the services of World Wide Waste Management-Inc (866) 90-WASTE for remediation.

5. We at Industry Coatings are committed to safe and environmentally friendly practices. Unfortunately accidents do happen. We must try our best to prevent them.

   Thank you for your cooperation.

   Neal Perry
   President

_____ _____

Employee Signature Date Received

_____

Print Name

EMPLOYER COPY

SAFETY PRACTICE AGREEMENT

Safety Is Everybody's Concern.
Stay Alert and Healthy.
Do Not Cut Corners or Take Chances.
If You Do Not Know How To Perform A Task, Request Help From your Supervisor.

- Attend Our Regular Safety Meetings And Follow The Rules.
- Turn In All Defective Or Worn Tools And Equipment For Repairs Or Replacement.
- Help Us Keep The Workplace Clean.
- Report All Unsafe Conditions, Near Misses And Accidents At Once.

Illegal **drugs or alcohol** on job site is strictly prohibited and grounds for **immediate** termination.
Reporting to work while under the influence of illegal drugs and/or alcohol is strictly prohibited and grounds for dismissal.

Industry Coatings wants to provide a safe environment for our employees. To this end, we shall comply with all safety laws and encourage your safety suggestions. We also must depend upon you to uphold a standard of safe conduct and live by the rules set forth in our Code of Safe Practices (or Employee Handbook.)

Please read the Code of Safe Practices (or Employee Handbook) thoroughly and ask your supervisor for clarification where needed. After you understand the rules, sign the following certification:

I certify that I have read, understand and agree to be guided by the Code of Safe Practices (or Employee Handbook), a copy of which is in my possession.

I also certify that in case I am injured at work, I will report the injury at once to Agustin Lopez, cell phone (909) 341-3792, no matter how minor the injury.

Employee Signature	Print Name	Date

EMPLOYERS COPY

Post -Accident Drug and Alcohol Program

Policy Statement

Industry Coatings wants to provide each and every employee with a safe workplace. The use of drugs and alcohol in the workplace can lead to accidents and otherwise endanger our employees. Therefore, Industry Coatings is starting a drug and alcohol program directed towards eliminating the use of drugs and alcohol in the workplace and establishing testing for drug and alcohol use.

Drug and Alcohol Use:

Employees may not report to work under the influence of drugs or alcohol.

Employees may not consume drugs or alcohol during assigned work hours, including any and all break periods.

Prescription or over-the-counter drug use will be allowed if this use does not interfere with the employee's job duties and is medically necessary.

Any employees found to be in violation of this policy will be subject to disciplinary action. Illegal drugs or alcohol on job site is strictly prohibited and grounds for immediate termination as written in your IIPP handbook.

Post-Accident Drug and Alcohol Testing:

Industry Coatings will be implementing a post-accident drug testing program. Mandatory drug and alcohol testing will be done following any workplace injury or accident.

Employee Signature:_____ Date:_____