



Safety Manual

Last Revision 2/21/19

Introduction

Safety Policy Statement

PURPOSE:

This section includes a breakdown of Baker Group's core values as they pertain to safety. All employees should understand Baker Group's commitment to safety.

Baker Group is committed to work safely. In fact, we are so committed to safety that it is part of our core values. We build our commitment to safety for the wellbeing of our team members with communication, education and follow-through on the safety process. Our safety rules governing the work place are established in accordance with the safety regulations of our industry.

Communication: We will provide an open door policy that allows all employees to voice concern or suggestions related to safety. At any point of the construction process, all project team members will provide safety suggestions and concerns.

Education: Baker Group will provide safety education to our employees. Building on the Baker Group's proactive approach to safety, the Safety Committee will provide a one-on-one new employee safety orientation, established the in-house OSHA 10 and 30 Hours classes, first aid classes, and rewards for those come forward with safety issues.

Follow-Through: Lastly, we will follow-through with our safety processes. The safety committee will meet monthly to discuss and review safety standards, near misses and positive and negative incidents that have occur in the Baker Group fabrication shop, office and jobsites.

All employees and subcontractors are expected to read and understand the Site Specific Safety Plans that have been provided to them. Any employee who willfully disregards known safety practices will be subject to disciplinary action set forth within the company Health and Safety Guideline.

BAKER GROUP

BJ Baker III
Chairman and CEO

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Chapter 1: Safety Team

1.1. Safety Director

- 1.1.A. The Safety Director is Tracy Haus. The Safety Director will manage and oversee the Safety Team. The Safety Director has been delegated the authority to develop and is the administrator for Baker Group's health and safety program.

1.2. Duties

- 1.2.A. The Safety Director will provide technical guidance and services of health and safety as needed by Baker Group management and employees. The Safety Director will be the program administrator for safety policies, procedures and programs. The Safety Team will design and conduct trainings for management and employees. The Safety Team will assist all management levels in enforcement and compliance of all safety policies, rules, and regulations as established by Baker Group, MCAI, customers, and local, state and federal laws.
- 1.2.B. The Safety Team will complete scheduled and random audits/inspections of job sites & equipment to discover opportunities for improvement and to assist in the enforcement of the programs in accordance with Appendix A. The Safety Team will work with management to facilitate any needs that may be specific to a jobsite/customer beyond that is outside of the normal situation. The Safety Team will also be responsible for procuring proper safety equipment.
- 1.2.C. The Safety Team shall create weekly "Toolbox Talks". These toolbox talks shall be available in print or electronically. Managers shall be responsible for providing Forman with these talks and returning signed talks to the Safety Team. Records shall be stored electronically.

1.3. Personnel

- 1.3.A. The Safety Team shall include the Safety Director and any other persons whose responsibility is to act in the capacity of the responsible safety officer when they are acting in that capacity. This may include but is not limited to: other Safety Directors, Managers, Superintendents, Foremen, and sub-contractors (where needed).

1.4. Documentation

- 1.4.A. Training for all employees shall be logged into the Training Vault maintained by the MCAI. The Training Vault maintains these documents for the duration of the employee's employment unless otherwise required. This documentation includes employee name, date of training, content of training, trainer information and any other documentation required.
- 1.4.B. Other documentation as necessary shall be maintained in the employees file in HR (Human Resources) or in the Safety Team.

Chapter 2: General Safety

In the event that a Baker Group Policy and a customer's policy do not agree the stricter of the two shall supersede the other.

All OSHA standards shall be followed.

Any employee may stop work at any time if a safety concern is observed.

2.1. Orientation/New Employee

2.1.A. Upon starting work with Baker Group, new employees will be asked to provide evidence of completion of safety training received from the union, other contractors, and outside training sources. This will include policies/procedures/hazards specific to Baker Group including at least:

- i) PPE
- ii) Ladders/Lifts
- iii) Excavation
- iv) Scaffolding
- v) Fire Prevention & Emergency Procedures
- vi) First Aid including cold and heat induced injuries/illnesses.
- vii) Hot Work
- viii) Energized Work & Lockout/Tagout
- ix) Fall Protection (including recognition & elimination of fall hazards).
- x) Rigging
- xi) Tool Safety
- xii) Confined Space
- xiii) HazCom Standard & Binderworks
- xiv) Material Handling
- xv) Waste Disposal/Environmental Consciousness
- xvi) OSHA Rights & Training Vault

2.1.B. Upon starting work with Baker Group new employees will complete safety orientation on the first day of employment. This will include policies/procedures/hazards specific to Baker Group including at least:

- i) Safety Team
- ii) PPE
- iii) Emergency Action Plan
- iv) Fire Protection
- v) Drug Policy
- vi) Reporting
- vii) Housekeeping
- viii) Ergonomics
- ix) Excavations
- x) Hot work
- xi) Lifts, Ladders, and Stairs
- xii) Fall Protection
- xiii) Electrical safety
- xiv) Lockout/Tagout
- xv) Confined Space
- xvi) HazCom Specifics

- 2.1.C. All formal training documentation shall be stored in the Training Vault including name, date, & signatures.
- 2.1.D. Prior to starting any new or unfamiliar task the employee shall be trained in that specific task/procedure and the hazards that it presents.

2.2. General Safety Guidelines

- 2.2.A. Horseplay is not allowed! This includes: running, throwing tools, scuffling, practical jokes, etc.
- 2.2.B. Seatbelts must be worn at all times in company vehicles/equipment.
- 2.2.C. Danger (Red) Tape can only be crossed after receiving permission from the person in charge of the work inside the barrier
- 2.2.D. Caution Tape shall only be crossed after checking for hazards and deeming the area is safe to enter. You must understand the hazards prior to entering the area.
- 2.2.E. OSHA safety posters are posted in the breakroom area of each facility.
- 2.2.F. Baker Group and its employees shall follow all applicable OSHA standards.
- 2.2.G. Baker Group employees shall follow all customer safety policies/procedures. If these differ from Baker Group policies/procedures the more stringent shall take precedence.
- 2.2.H. Accidents/incidents/near misses need to be reported to supervisor immediately.
- 2.2.I. Any employee who is involved in an accident shall be required to go through any relative retraining. During the retraining the employee will receive the information again as well as evaluate the training to see where it can be improved.
- 2.2.J. Smoking areas shall be allowed only in designated areas & not in company vehicles.
- 2.2.K. Food shall not be kept or consumed in areas where there is a potential for chemical/health contamination.
- 2.2.L. Employees must be well groomed, long hair must be maintained to ensure it does not become a safety hazard.
- 2.2.M. Workplace violence including fighting, throwing objects, threatening, etc will not be tolerated.
- 2.2.N. Do not remove, tamper or operate any tool/equipment without safety guards
- 2.2.O. Observe and follow all Safety signage
- 2.2.P. No riding in or on any vehicle or equipment where there is not a seatbelt or it is not intended for such use.
- 2.2.Q. All equipment/vehicles shall be inspected prior to use each day. Any deficiencies shall be reported and corrected prior to use.
- 2.2.R. Piping must be color coded with labels showing contents.
- 2.2.S. Any painting shall be done outside or in well ventilated location
- 2.2.T. Baker Group will continue to investigate ways to reduce the chance of injury due to repetitive motion.
- 2.2.U. Dispose of all products in accordance to manufacturer's recommendations and in appropriate containers.
- 2.2.V. Safety will periodically evaluate work areas and worker techniques for injury potential.
- 2.2.W. Training shall be given on proper lifting techniques, including
 - i) Hazard assessment prior to lifting.

- ii) Findings from previous lifting accidents.
 - iii) Team lifts or lifting equipment shall be used whenever possible.
 - iv) Lifting equipment such as carts that are provided.
- 2.2.X. Customer's trade secrets shall remain confidential and not be disclosed.

2.3. Rights Under OSHA

2.3.A. Safe & Healthful workplace

- i) It is under this right that any employee has the authority to stop work if there is an unsafe act/situation which could result in an incident or if the risk is not understood or established
- ii) Once work has stopped all affected employees shall be notified of the reason for stopping work and the issue shall be corrected immediately
- iii) No work shall be performed until all concerns have been resolved
- iv) Managers shall be responsible for alerting the Safety Team and together ensure the stop work condition is corrected

2.3.B. Know about hazardous chemicals

2.3.C. Report injury to employer

2.3.D. Request hazard correction

2.3.E. Training

2.3.F. Know what hazards you are exposed to

2.3.G. File a complaint with OSHA

2.3.H. Be free from retaliation for exercising safety and health rights

2.3.I. Employees responsibilities to Baker Group

- i) Employees shall understand all applicable codes, laws and policies
- ii) Employees shall follow all applicable codes, laws and policies
- iii) Employees shall wear all required PPE as instructed
- iv) Employees shall inform Baker Group Safety Team of any situation which may impair the employee's ability to perform their job functions
- v) Employees shall be physically and mentally able to do all the functions of their job

2.4. Return to Work

2.4.A. If an employee has a condition/situation outside of work such as an injury, pregnancy, mental health, substance abuse issue

- i) It is the employee's responsibility to discuss his/her job with a physician and determine if changes the employee can complete his/her duties with or without accommodations
- ii) Safety & the employee's supervisor must approve the return to work prior to employee resuming work

2.4.B. Employees injured on the job will be given an appropriate modified/alternate duty while there are restrictions are placed on an employee's work pursuant due to the injury

2.4.C. Employees with situations that originated outside Baker Group may not have restrictions that cannot be easily accommodated

2.4.D. Management has the right to remove an employee from work if they are found to be emotionally, physically, or mentally unfit to perform their job.

2.4.E. Employees and Safety Team will follow the return work program and complete steps found in Appendix D.

2.5. Disciplinary Action Program

- 2.5.A. Supervisors, Safety Team, Managers & Owners may enforce the disciplinary action program.
- 2.5.B. Baker Group follows a progressive discipline policy with the following levels:
 - i) Informal warning
 - ii) Formal warning
 - iii) Final warning
 - iv) Dismissal
- 2.5.C. This discipline policy is in the best interest of Baker Group and its employees.
- 2.5.D. Baker Group may discipline an employee without the usual progression.
- 2.5.E. Workplace inspections are conducted to help employees and to ensure safety rules are being followed.
- 2.5.F. All safety infractions may be disciplined up to and including immediate dismissal. This includes but is not limited to.
 - i) Ignoring policies such as stop work policy
 - ii) Pressuring someone else to do unsafe work including horseplay
 - iii) Retaliating against an employee for exercising their rights or reporting an incident
 - iv) Failing to report an incident in a timely manner
- 2.5.G. See Appendix A.11 or company disciplinary form

2.6. Subcontractors

- 2.6.A. Subcontractors must be competent and capable and have appropriate licenses, registrations and insurance to perform the required work in a safe and environmentally sound manner.
- 2.6.B. Prior to starting work, clear communication lines, roles, responsibilities, and an emergency action plan shall be established.
- 2.6.C. Subcontractors will be prequalified by reviewing safety programs, training documents, and safety statistics (TRIR, DART, Fatality Rate must be at or below the industry average).
- 2.6.D. Subcontractors shall be included in pre-job meetings and safety orientations.
- 2.6.E. Subcontractors shall complete STA and shall be included in safety inspections.
- 2.6.F. Any safety issues shall be discussed with the subcontractor immediately and during a post-job safety performance review.

Chapter 3: PPE

3.1. General

3.1.A. General

- i) Baker Group will use Hazard Assessment to determine what PPE is necessary beyond the standard PPE
- ii) Shorts, loose or bulky clothing are not permitted
- iii) The Safety Team will determine what is acceptable options for PPE based on:
 - a Customer requirements
 - b Hazard Assessment
 - c Safety audits
 - d Scope of work
 - e Employee preference
- iv) The Safety Team will purchase & supply all employees with necessary PPE as required per [OSHA 1926.95](#)
- v) Baker Group will not provide PPE that is solely for protection from weather including but not limited to: winter coats, jackets, parkas, rubber boots, hats, raincoats, sunglasses and sunscreen
- vi) Employees must be fitted for some PPE: this information will be kept by the Safety Team
- vii) All PPE must be kept clean and in good condition
- viii) Any PPE that is damaged or defective shall be removed from service
- ix) PPE (not including steel/safety toe shoes) shall be made available for visitors

3.1.B. Training

- i) Baker Group shall train each employee who is required to use Personal Protective Equipment (PPE). Each employee shall be trained for each piece of PPE. This training for each item will include:
 - a Limitations
 - b Proper use, selection, and fit
 - c Proper care and inspection
 - d End of life and disposal
- ii) This training shall occur at or prior to time of issue
- iii) Training shall be required when:
 - a Any portion of the training for an item changes
 - b Person has not demonstrated knowledge/understanding of the item

3.1.C. Standard PPE required for all employees on active jobsites

- i) Hard hat
- ii) Safety glasses
- iii) High visible vest/shirt
- iv) Gloves
- v) Pants
- vi) Works boots (Safety toe may be required)

3.1.D. Employee Owned Equipment

- i) Any PPE not provided by Baker Group must be approved by the Safety Director prior to use at Baker Group
- ii) An employee must pay to replace employee owned PPE unless they wish to use what Baker Group provides

3.1.E. Use

- i) All PPE shall be worn according to manufacturer's recommendations
- ii) Any employee may request an evaluation of PPE if he/she does not know which PPE best suits the task at hand
- iii) Any employee not properly wearing their PPE will be asked to correct this and may be subject to disciplinary actions

3.2. Hard Hats

- 3.2.A. Hard Hats shall be worn any time there is the potential for head injury from impact, electrical shock/burns, or falling/flying objects.
- 3.2.B. Hard Hats shall also be required when working on or near roads.
- 3.2.C. Baker Group shall provide Hard Hat with Baker Group Logo
- 3.2.D. Baker Group Logo must be visible.
- 3.2.E. No competitor's logo may be worn.

3.3. Safety Glasses/Eye Protection

- 3.3.A. Baker Group shall provide ANSI Z87+ rated safety glasses or over-glasses.
- 3.3.B. Employees may wear ANSI Z87+ rated prescription glasses with side shields.
- 3.3.C. Any eye protection must meet/exceed ANSI Z87+ standard.
- 3.3.D. Safety glasses shall not be tinted if worn inside.

3.4. Boots/Shoes

- 3.4.A. Employees shall be responsible for purchasing their own shoes/boots unless they are specialty.
- 3.4.B. Can be either Steel Toe or Composite ("Safety Toe").
- 3.4.C. Must not have holes or have to ground down to see steel.
- 3.4.D. Other Boots/Shoes shall be required depending on the task.
- 3.4.E. Standard Steel Toe Boots will be approved as long as they meet ANSI Z41.

3.5. Gloves

- 3.5.A. Cut Resistant Gloves must be worn when handling material.
- 3.5.B. Unless Welding, Grinding or other operations requiring heat protection the Cut Resistant gloves shall be worn.
- 3.5.C. For tasks requiring heat protection Leather gloves approved for the task shall be worn.

3.6. Hi-Vis Clothing

- 3.6.A. Anyone working in or around roadways or heavy equipment must wear class II hi-vis clothing or vest.

3.7. Fall Protection

3.7.A. General

- i) All employees who have a need to wear fall protection equipment will be trained to:
 - a Select the proper equipment
 - b Wear it properly
 - c Understand and identify anchor points
 - d Utilize proper tie-off procedures
 - e Identify fall hazards

- f Learn proper equipment inspection and maintaining practices
 - g Learn proper rescue procedures
 - ii) Fall protection retraining shall be required when:
 - a Training has been shown ineffective
 - b Changes in policies
 - c Changes in equipment
 - iii) Equipment:
 - a Baker Group shall provide necessary fall protection equipment needed
 - b Equipment purchased shall meet OSHA and ANSI requirements
 - c Equipment shall be cared for and used per manufacturer's instructions, including limitations due to fall protections calculations
 - d The use and operation of guardrail systems, personal fall arrest systems, warning line systems, controlled access zones, and other protection to be used when working at heights
 - iv) Employee shall wear personal fall protection when:
 - a At least 6 feet above walking working surfaces
 - b Any time working not within a controlled access zone
 - c When working in the basket of an boom lifts
 - d Any time a STA determines that fall protection is needed
 - e Any time required by customer/client
- 3.7.B. Inspection
 - i) Fall protection shall be inspected prior to each use by user
 - ii) Fall protection shall be turned in annually to the Safety Team for inspection by a competent person

3.8. Respiratory Protection

- 3.8.A. General
 - i) Any respirator use must be within the [OSHA Standard 1910.134](#)
 - ii) Respirators shall be provided at no cost to employees and are required to be worn when conditions warrant the use of a respirator
 - iii) IDLH situation shall be treated the same as a confined space situation including but not limited to attendant, communications, and rescue measures in place
 - iv) For IDLH situations supplied air respirators are required
 - v) Respirators shall be inspected, cleaned and disinfected by the employee upon using respirators
 - vi) NIOSH certified respirators shall be selected by the Safety Team based on the hazard the employee will be exposed to
- 3.8.B. Training
 - i) Training for respirators shall also discuss:
 - a Respirator Policy & [1910.134](#)
 - b Reason for using a respirator
 - c Signs/symptoms of respiratory failure
 - d Selection of the correct respirator
 - ii) Training shall be conducted:
 - a When initially assigned a task that requires the use of a respirator
 - b Annually for every individual using a respirator

- c For misuse/lack of use of a respirator
 - d Similar conditions that would require training for general PPE
- 3.8.C. Medical Evaluations
 - i) Medical Fit testing and evaluations shall be conducted in accordance with requirements of [1910.134](#)
 - ii) Evaluations shall be:
 - a Confidential
 - b Completed prior to fit testing
 - c During normal hours
 - d Convenient and understandable
 - e Conducted so the employee has a chance to discuss results with physician
- 3.8.D. Seals
 - i) Employees are required to pass a qualitative fit test prior to being issued a respirator and annually thereafter
 - a A quantitative fit test shall be acceptable if a qualitative fit test is not applicable for the respirator
 - ii) Employees who are required to wear a respirator must keep facial hair to a level that can allow for a seal to be made at all times
 - iii) Glasses or goggles cannot interfere with the seal of the respirator
 - iv) Seals shall be checked every time a respirator is donned
- 3.8.E. Use and Care
 - i) Employees shall leave respirator required area to wash, change cartridges or if a breakthrough or resistance is detected
 - ii) All washing and filter changes shall be done in a clean area
 - iii) Respirators shall be cleaned before and after each use to ensure they are kept clean and sanitary
 - iv) Respirators shall be stored in the supplied bag when not in use. Respirators shall be inspected before and while cleaning
- 3.8.F. See Appendix L for respiratory forms

3.9. Noise

- 3.9.A. General
 - i) Safety Team will periodically evaluate dBA levels and make recommendations
 - a Levels exceeding 85dBA TWA shall implement a hearing conservation program including monitoring program, baseline audiograms (within 6 months of employment and at least 14 hours without workplace noise), annual audiograms (notifying employees in writing within 21 days of threshold shift and re-evaluation or refitting required), audiometric testing, and necessary recordkeeping
 - ii) Ear Protection Options shall be: Foam Ear Plugs NRR
 - a Express Pod Plugs NRR 25+
 - b If additional hearing protection is need then Ear Muffs NRR 25+ or supplemental hearing protection protecting against PEL shall be used
 - c Baker Group supplied options shall be provided at no cost to the employee

3.9.B. Training

- i) Training shall follow same guidelines as general PPE
- ii) Employees shall be trained on advantages and disadvantages of the different options of hearing protection
- iii) Employees will be trained NRR ratings and explained decibels, dual protection, and time-weighted average

Chapter 4: Working Surfaces

4.1. General

- 4.1.A. Floor/wall openings shall be guarded/covered
 - i) Permanent openings shall have toe-boards and guard rails
 - ii) Working around unguarded/uncovered opening requires the use of fall protection
- 4.1.B. All areas must be kept clean. Clean as you work. All spills must be cleaned up immediately. Trash/waste must be considered prior to work starting
- 4.1.C. Any protruding steel from the concrete shall be guarded to eliminate impalement hazards

4.2. Fall Protection

- 4.2.A. Fall protection retraining shall be required when:
 - i) Training has been shown ineffective
 - ii) Changes in policies
 - iii) Changes in equipment
- 4.2.B. Falls, near misses or serious incident shall result in an investigation and review of the fall protection program.
- 4.2.C. In the event of a fall employees shall:
 - i) Implement self-rescue or be rescued promptly
- 4.2.D. See Appendix M for inspection forms before use of fall protection equipment

Chapter 5: Ladders & Stairs

5.1. General

- 5.1.A. A stairway or ladder is needed at all breaks of elevation greater than 19 inches.
- 5.1.B. At least one access/egress point shall be maintained at all times.
- 5.1.C. Employees shall be trained in hazard recognition for ladders and stairs.

5.2. Ladders

5.2.A. General

- i) Employees shall be trained in selection and inspection of ladders.
- ii) Do not exceed the load ratings.
- iii) Do not use a ladder in any manner other than what is intended by the manufacturer.
- iv) Rungs, cleats, and steps of portable ladders and fixed ladders shall be spaced not less than 10 inches nor more than 14 inches apart, as measured between center lines of the rungs, cleats and steps.

- v) Each step or rung shall be capable of supporting a single concentrated load of at least 250 pounds.
- vi) Ladders shall be visibly inspected prior to use.
- vii) Baker Group ladders shall be inspected at least monthly by a competent person.
- viii) All ladders shall be constructed of wood, metal, or other equivalent material and shall have a safety factor of not less than four times maximum intended load
- ix) The rungs and steps of portable metal ladders shall be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping.
- x) Any ladder failing inspection shall be tagged "DO NOT USE" and be removed from service.

5.2.B. Inspection

- i) Follow manufacturer's instructions for inspections.
- ii) Rungs shall be parallel & level.
- iii) No broken, damaged, cracked, split, missing or corroded components.
- iv) Stickers/labels shall be legible.
- v) Clean and free of grease, oil, etc

5.2.C. Use

- i) Always face the ladder when ascending or descending. Do not carry items when ascending or descending. Rather use other methods to raise tools/equipment/materials to proper height
- ii) Heavy duty, portable, fiberglass ladders shall be the preferred choice of ladders. Such ladders shall be equipped with safety shoes, spikes or spurs and shall have flat top rungs.
- iii) Persons working around or with electricity may **not** use all-metal ladders. Ladders for this use may be constructed of fiberglass or wood properly treated and unpainted. Also, metal rungs may be used on ladders having fiberglass side rails provided standards for electrical conductivity are maintained.
- iv) Specialty ladders include those designed to be used on specific types of scaffolding. Rung and cleat wooden ladders, constructed for use on one-time applications, are permitted but shall be destroyed immediately upon completion of the job for which they were constructed.
- v) All portable ladders shall be equipped with safety shoes, metal spikes, or spurs. This includes wood ladders. This does not apply to step ladders or hook ladders.
- vi) Step ladders shall not exceed twenty feet (20 ft) in height. A substantial spreader shall be provided on step ladders to hold the front and back sections in the open position.
- vii) All ladders must be regularly inspected by a competent person to ensure their safe working condition.

- viii) Portable ladders used for access to an upper landing surface must have side rails that extend at least 3 feet (0.9 meters) above the upper landing surface to which the ladder is used to gain access.
- ix) Ladders shall be used only for the purpose for which they were designed.
- x) Ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder.
- xi) Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways, shall be secured to prevent accidental displacement or a barricade shall be used to keep the activities or traffic away from the ladder.
- xii) The top or top step of a stepladder shall not be used as a step.
- xiii) Cross-bracing on the rear section of stepladders shall not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- xiv) Do not use a ladder use a ladder by a door unless it is blocked open, locked or guarded.
- xv) Do not tie or fasten multiple ladders together.
- xvi) Do not separate/dismantle a ladder.
- xvii) Fixed ladder above 7 ft shall have a cage or the employee shall use fall protection.
- xviii) Employees shall maintain 3 points of contact when using a ladder.

5.3. Stairs

5.3.A. General

- i) Stairways under construction shall not be used unless:
 - a Handrails, landings, treads are installed
 - b All parts are free from hazardous projections such as nails or screws
 - c Sufficient lighting is available
- ii) Slippery/obstructive conditions shall be corrected prior to using a stairway
- iii) Damage to a stairway shall be reported immediately to the facility contact
- iv) Damaged stairs shall be secured and taped off "Danger- Damaged Stairway"
- v) Stair rails, handrails, midrails, shall not be used as an anchor point for fall protection

5.3.B. Construction

- i) Stairways at least 4 steps or 30 inches shall have a handrail and stair rail along any unprotected edge
- ii) Stair rails must have a midrail, screens, mesh, or vertical beams less than 19 in apart
- iii) Handrails and top of stair rails shall support at least 200 pounds

Chapter 6: Emergency Action Plan

6.1. General

The priority during every emergency is to protect personnel from further injury and to minimize property damage. Each person must know what to do if there is an emergency. As such this plan shall be made available to all employees for review. This plan shall also be reviewed with employees during initial assignment and any time the plan changes or the responsibility of the employees under the plan changes. This plan covers actions to be taken under specific emergency conditions such as fire, tornado, medical emergencies or other emergency, including release (spill) of, or substantial threats of release of, hazardous substances within the Baker Group facility.

6.2. First Aid

- 6.2.A. First Aid Kits shall be kept in every Baker Group Vehicle & Baker Group Facility
 - i) First aid kits readily accessible to all workers
 - ii) Contents of first aid kits approved by qualified health care provider
 - iii) First aid kits include rubber gloves, eye protection, CPR mask, etc
 - iv) Properly trained first aid provider on site
 - v) For first aid kit refills contact tool manager
- 6.2.B. Every jobsite must have at least one person who has a valid certification first aid training that can be verified by documentary evidence.
- 6.2.C. The kit must be checked at least weekly to ensure expended items are replaced.
- 6.2.D. Each jobsite is to have the name, number and address of a doctor, clinic, hospital, and ambulance service posted.

6.3. Crisis Management Team

Baker Group Crisis Management Team			
NAME	TITLE	CELL PHONE	DIRECT LINE
Tracy Haus	Safety Director	515.208.3072	515.299.4024
BJ Baker	Chairman and CEO	515.205.4200	515.299.4200
Gary Bridgewater	President	515.208.2382	515.299.4070
Kathy Ladd	Vice President	515.208.3007	515.299.4004

6.4. Car Accident Plan

- 6.4.A. Baker Group vehicles are owned and maintained by Baker Group. With that said, if you are involved in a car accident while driving one of Baker Group's vehicles please follow the following instructions.
 - i) Take precautions necessary to protect the scene of the accident from further accidents.
 - ii) Call police and your supervisor. If someone is injured, request medical assistance.
 - iii) Be courteous. Answer police questions. Give identifying information to the other party involved.
 - iv) Complete the driver's report of accident. Do this before leaving the scene of the accident if possible.
 - v) Hand any witness the witness card. Have them complete and return to you before they leave the scene.

- vi) As soon as possible, report the accident to the proper authorities, Baker Group.
- 6.4.B. All Baker Group vehicles shall contain an envelope with the above instructions, a copy of Baker Group's insurance card, witness card, and Driver's Report. These are all forms you will utilize in the event of an accident.
- 6.4.C. The witness card is to be given to any witness at the scene of the accident. Ask them to complete the form and return to you before they leave the scene. This provides Baker Group with a third party account of the accident. See Appendix E.02.
- 6.4.D. The Driver's Report is meant to be completed by the Baker Group employee driving the Baker Group vehicle. Make sure to complete as much of the report as possible. This will be used for insurance purposes. See Appendix E.01.

6.5. Bomb Threat

- 6.5.A. Given below are a few standard procedures to follow should you receive a bomb threat over the phone.
 - i) Keep the caller on the phone as long as possible and signal to someone else to notify the proper authorities that a bomb threat is being made.
 - ii) Try to get information about the bomb from the caller, such as the type of bomb and where it is located, but don't be *pushy*.
 - iii) Avoid excitement in your voice.
 - iv) Write down a detailed account of the call and deliver it to security immediately. The account should include: time of call, voice quality, an accent (if noted), and slurred speech, (suggesting influence of alcohol or drugs).
 - v) Keep the call confidential, unless you are directed by security officers to do otherwise. Bomb threats, understandably, tend to make people panic.
 - vi) Report any suspicious looking devices to security. Explosive devices can have a variety of appearances, depending upon whether they are military (rare), commercial or homemade. Do not touch suspicious looking devices.
- 6.5.B. Follow and fill out Bomb Threat Checklist in Appendix F

6.6. Evacuation Plan

- 6.6.A. Baker Group shall maintain an instruction sheet for evacuation procedures which lists the meeting place once outside the building and the person responsible for taking roll. Baker Group supervisors should go over these procedures and practice exiting so that everyone will react quickly and will know exactly where to meet for roll call.
 - i) If an alarm sounds or you are otherwise instructed to leave the building through the nearest exit. Do NOT return to your office.
 - ii) Close doors behind you, but do not lock them. If the door automatically locks when closed, leave it open.
 - iii) Remain calm as you leave the building – walk, do not run.
 - iv) Use stairwells. Use handrails. Do not push or shove.
 - v) Police and/or fire emergency personnel will assist disabled and injured persons.
 - vi) Once outside the building, proceed to your designated safe place for roll call.
 - vii) Watch for emergency vehicles and equipment.
 - viii) Do not block exits, entrances, walkways, or driveways.
 - ix) Do not return to the building until the "all clear" is given.

6.7. Flood Plan

6.7.A. Flood/Water Emergency Plan

- i) Do not enter an area with standing water, “live” electrical wires, or other dangerous conditions until it has been approved for entry by the appropriate safety agency. Wet surfaces can be slippery and may be electrically charged. Be very careful if you must walk on or near a wet surface.
- ii) If it does not threaten your safety, unplug electrical equipment and move items endangered by rising waters to higher shelves or to another safe area.
- iii) Do not attempt to move wet materials unless you are instructed to do so.

6.8. Fire Emergency Operating Procedures

6.8.A. Supervisor’s Action

- i) If anyone in the area determines the need for a fire emergency evacuation, a FIRE ALARM pull station will be activated. **This is a loud, high-pitched, ear piercing pulsating alarm**
- ii) A **911** call will be executed and details of the fire and/or explosion will be provided to emergency response units
- iii) **“At no time will Baker Group Employees attempt to contain a fire that has progressed past the initial small stage.”**

6.8.B. Office and Shop Supervisors Responsibilities

- i) Lead Employees from work areas when evacuation alarm is sounded.
- ii) Provide necessary assistance to any Employees with disabilities.
- iii) Escort Employees to the designated assembly areas.
- iv) Account for Employees at the designated assembly areas.
- v) Notify Human Resource of any Employees that are not accounted for.
- vi) Provide control of Employees at assembly areas.

6.8.C. Employee Responsibilities

- i) Proceed quickly and calmly to nearest exit.
- ii) Close interior doors as you leave your office to indicate the specific office/area is vacated.
- iii) Once outside, proceed to your departments designated evacuation area for roll-call.

6.8.D. **IF EVACUATION HAS BEEN DECIDED, NO ONE SHALL ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS GIVEN AN ALL CLEAR TO ALL SHOP AND OFFICE AREAS OR TO A SAFETY COMMITTEE MEMBER IN CHARGE.**

6.9. Tornadoes and Severe Weather

6.9.A. Steps you can take if a tornado threatens while you are at a Baker Group Office.

- i) Advanced Warning
 - a Remain calm
 - b A supervisor will announce calmly that there is an emergency situation
 - c Move to a safe area as instructed by emergency personnel or the public address system
- ii) No Advanced Warning
 - a Remain calm.
 - b A Supervisor will announce calmly that there is an emergency situation
 - c Seek shelter immediately as instructed by emergency personnel or the public address system

- d Do not walk through the building to assess damage

6.9.B Steps that can be taken if you are away from a Baker Group office:

- i) If outdoors
 - a If possible, get inside a building
 - b If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
 - c Use arms to protect head and neck.
- ii) If in a car
 - a Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air.
 - b Get out of the car immediately and take shelter in a nearby building. Overpasses are **NOT** safe.
 - c If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding. Do **NOT** try to outrun a tornado in an automobile.

6.10. Explosion

6.10.A. Emergency Plan

- i) Remain calm.
- ii) Use the PA system and request that employees move away from windows and glass walls, seek shelter, or evacuate the building if told to do so by emergency personnel
- iii) Be prepared for further explosions
- iv) Seek shelter under your desk or a table.
- v) Watch for falling objects.
- vi) Keep away from windows furniture that may fall (file or supply cabinets, for example) areas of shelving, electrical equipment
- vii) Be prepared for fire, power failure, and/or water leaks as a result of the explosion(s).
- viii) Do not use matches or cigarette lighters.
- ix) Do not use telephones or computers.
- x) Do not move seriously injured persons unless they are in immediate danger from fire, building collapse, or falling debris.
- xi) Follow all instructions from emergency personnel and the public address system.
- xii) If instructed to do so, evacuate quickly and move away from the building.

6.11. Workplace Violence

6.11.A. Weapons in Workplace

- i) No weapons are allowed in our workplace. Weapons include firearms, knives, brass knuckles, martial arts equipment, clubs or bats and explosives.
- ii) If your work requires you to use an item that might qualify as a weapon, you must receive authorization from your supervisor to bring that item to work or use it in the workplace.
- iii) Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

6.11.B. Emergency or Life-Threatening Situations

- i) In the case of an emergency or life-threatening situation, immediately call 911.
- ii) Responsibility to Report: Anyone witnessing or receiving a report of prohibited behavior, or possession, display or use of any weapon shall immediately notify the appropriate authority, as listed above.
- iii) Employees should mentally "map out" a personal survival strategy in the event of workplace violence.
- iv) Workplace violence incidents will differ greatly and each situation will dictate a different response. The particular circumstances of a given situation will suggest which of, and in which order, the following should occur:
 - a Report to the Police by dialing **9-1-1** at the safest opportunity
 - b Alert others
 - c Secure surroundings, lock doors. If appropriate, evacuate employees/leave the area.

6.12. Death

6.12.A. Jobsite Emergency Plan

- i) Call 911
- ii) Contact the Safety Director
- iii) The Safety Director will contact the Executive Committee
- iv) Clear the area of spectators
- v) Secure the scene and do not touch or move anything
- vi) Assist in directing emergency personnel to the scene
- vii) **Do not give out any information to the media**

Chapter 7: Hot/Cold Weather

7.1. General

- 7.1.A. Employees shall be trained in the effects of Hot & Cold Weather at initial assignment and annually.
- 7.1.B. Supervisor training including prevention, recognition, and emergency response to heat and cold related illnesses shall be completed prior to allowing supervision of employees.
- 7.1.C. Prior to assigning a task where a heat/cold illness is a potential; personal risk factors shall be taken into consideration
- 7.1.D. Personal risk factors include but are not limited to:
 - i) Employee health/fitness
 - ii) Past history of heat/cold illness
 - iii) Recent illnesses
 - iv) Physician recommendations
 - v) Accommodations and availability of accommodations.

7.2. Heat Illness- High heat conditions

- 7.2.A. Supervisors to routinely check on employees to ensure they are consuming enough water and not showing symptoms of heat illness.

- 7.2.B. During high heat days, work will be adjusted, if possible, to have majority of work completed during non-peak hours.
- 7.2.C. Water shall be available to all employees.
- 7.2.D. Employees working should drink at least 1 cup of water every 15 minutes.
- 7.2.E. Any employee feeling symptoms of heat illness shall report this to supervisor immediately.
- 7.2.F. If an emergency: call 911.
- 7.2.G. See appendix C.01.

7.3. Cold

- 7.3.A. Employees must wear proper cold weather protection when working in cold, wet and windy conditions.
- 7.3.B. All employees shall be familiar with signs and symptoms of cold weather induced health problems such as hypothermia, frostbite and trenchfoot.
- 7.3.C. Do not touch any cold objects with bare hands.
- 7.3.D. All employees should be informed of the hazards caused by snow and ice buildups.
- 7.3.E. See appendix C.02.

Chapter 8: Hand & Power Tools

8.1. General

- 8.1.A. Inspect all tools prior to use.
- 8.1.B. Any tool failing inspection shall be tagged out and removed from service until repairs can be made. The following includes some reasons a tool would fail inspection:
 - i) Missing or damaged parts
 - ii) Worn or frayed cords
 - iii) Cords that have been overheated
- 8.1.C. Employees must be trained to operate any tool prior to initial operation.
- 8.1.D. Employees should understand the potential hazards as well as the safety precautions required to prevent those hazards from occurring
- 8.1.E. Tools shall be kept clean and in good, safe condition.
- 8.1.F. Hoists shall be annually inspected/tested.
- 8.1.G. Any limits/controls on tools/equipment shall be clearly marked.
- 8.1.H. Secure items with clamps or vise to:
 - i) Keep items from moving
 - ii) Free both hands for safe operation
- 8.1.I. Tools that can be anchored shall be appropriately anchored to prevent
 - i) Unintentional movement
 - ii) Tipping or falling
 - iii) Excessive vibration
- 8.1.J. Follow all of manufacturer's instructions for operation, maintenance and use.
- 8.1.K. Always use tools for their intended purpose.
- 8.1.L. GFCI shall be used when needed.
- 8.1.M. Employees shall not use powder actuated tools unless trained
- 8.1.N. Do not wear jewelry or loose clothing, and secure long hair when working with tools.

- 8.1.O. Always cut away from the body and never towards someone else.
- 8.1.P. Handles must be straight and tight.
- 8.1.Q. Driven tools must be maintained to prevent/remove mushrooming.
- 8.1.R. Setup screens when there is a chance for flying debris.
- 8.1.S. PPE shall be worn as required by the manufacturer or as the hazard dictates.
- 8.1.T. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum, or wood will provide for safety.

8.2. Machine Guarding

- 8.2.A. Hazardous moving parts of a power tool need to be safeguarded.
- 8.2.B. Items that require guards:
 - i) Belts
 - ii) Gears
 - iii) Shafts
 - iv) Pulleys
 - v) Sprockets
 - vi) Spindles
 - vii) Drums
 - viii) Fly wheels
 - ix) Chains
 - x) Other rotating or moving parts of equipment
- 8.2.C. Guards should be provided to protect the operator from the hazards presented by the following components:
 - i) Point of operation
 - ii) In-running nip points
 - iii) Rotating parts
 - iv) Flying chips and sparks
- 8.2.D. Do not disable machine guards unless instructed by the manufacturer for maintenance and only then following manufacturer's guidelines for maintenance.

8.3. Electric Tools

- 8.3.A. Employees using electric tools must be aware of several dangers; the most serious is the possibility of electrocution.
- 8.3.B. Hazards of electric-powered tools:
 - i) Burns
 - ii) Slight shocks
- 8.3.C. To protect the user from shock, tools must either have a three-wire cord with ground and be grounded, be double insulated, or be powered by a low-voltage isolation transformer
- 8.3.D. Follow safety precautions when using electric tools:
 - i) Operate electric tools within their design limitations
 - ii) Store tools in a dry place when not in use
 - iii) Keep work areas well lighted

8.4. Pneumatic Tools

- 8.4.A. Practice the following safety precautions when operating pneumatic tools:
 - i) Equip all pneumatic tools that shoot nails, rivets, or staples and that operate at pressures more than 100 pounds per square inch with a special device to keep

fasteners from being ejected unless the muzzle is pressed against the work surface.

- ii) Use the proper eye protection when using pneumatic tools; **it is required**. Face protection is recommended for employees working with pneumatic tools.
- iii) Use proper hearing protection. Noise is another hazard when working with tools such as jackhammers.
- iv) Regularly inspect pneumatic tools to see that they are fastened securely to the hose to prevent them from becoming disconnected.
- v) Equip all airless spray guns that atomize paints fluids at high pressures (1,000 pounds or more per square inch) with automatic or visual manual safety devices that will prevent pulling the trigger until the safety device is manually released.
- vi) Install a safety excess flow valve at the source of the air supply on all air hoses more than one-half inch in diameter so that the air automatically shuts off in case the hose breaks.
- vii) Take the same precautions with an air hose that are recommended for electric cords since the hose is subject to the same kind of damage from accidental striking and presents similar tripping hazards.
- viii) Install a safety clip or retainer to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.
- ix) Install screens to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.
- x) Never point compressed air guns toward anyone. Users should never "dead-end" it against themselves or anyone else.
- xi) Since heavy jackhammers can cause fatigue and strains, use heavy rubber grips to reduce these effects by providing a secure handhold.
- xii) When operating a jackhammer, use safety glasses and safety shoes that protect against injury if the hammer slips or falls; **it is required**. A face shield should also be used.

8.5. Liquid Fuel-Powered Tools

8.5.A. Employee must be careful to handle, transport, and store the gas or fuel in approved flammable liquid containers and in accordance with proper procedures for flammable liquids.

8.5.B. Practice the following safety precautions:

- i) Before the tank for a fuel-powered tool is refilled, shut down the engine and allow it to cool in order to prevent accidental ignition of hazardous vapors.
- ii) If a fuel-powered tool is used inside a closed area, provide effective ventilation and/or personal protective equipment so as to avoid breathing carbon monoxide.
- iii) Keep fire extinguishers readily at hand in the area.

8.6. Powder-Actuated Tools

8.6.A. Must be operated only by specially trained employees with operator certification from the tool manufacturer.

8.6.B. Practice the following safety precautions

- i) Never use this type of tool in an explosive or flammable atmosphere.

- ii) Before using the tool, inspect it to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions.

8.7. Powered Abrasive Wheel Tools

8.7.A. Create special safety problems because they may throw off flying fragments

8.7.B. Be sure to follow these safety precautions:

- i) Before an abrasive wheel is mounted, inspect it carefully. Sound- or ring-test it to be sure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non-metallic instrument. If they sound cracked or dead, they could fly apart in operation and so must not be used. A sound and undamaged wheel will give a clear metallic tone or "ring".
- ii) To prevent the wheel from cracking, be sure it fits freely on the spindle. The spindle nut must be tightened enough to hold the wheel in place, without distorting the flange. Follow the manufacturer's recommendations. Care must be taken to assure that the spindle wheel will not exceed the abrasive wheel specifications.
- iii) Due to the possibility of a wheel disintegrating (exploding) during start-up, never stand directly in front of the wheel as it accelerates to full operating speed.
- iv) Equip all portable grinding tools with safety guards to protect workers not only from the moving wheel surface but also from flying fragments in case of breakage.
- v) Always use eye protection including face shield.
- vi) Always turn the power off when not in use.
- vii) Never clamp a hand-held grinder in a vise.

Chapter 9: Lockout/Tagout

9.1. General

9.1.A. Lockout/Tagout shall be referred to as LOTO.

9.1.B. Documentation of inspections shall include:

- i) Date
- ii) Equipment
- iii) Employee(s)
- iv) Inspector
- v) Location
- vi) Task being completed
- vii) Energy types locked out

9.1.C. Any item not locked or tagged out shall be treated as energized.

9.1.D. Any item shall still be treated as energized until all of the following are proven:

- i) Completely de-energized
- ii) Locked out and isolated
- iii) The item can't be re-energized without removing the lockout device
- iv) There can be no re-accumulation of energy

9.2. Training

9.2.A. Training shall include:

- i) Recognizing energy sources

- a Types of energy including but not limited to: electrical, hydraulic, steam, gas, gravity, stored energy (tension), etc.
 - b Understanding magnitude of the energy type.
 - ii) Methods for locking out energy
 - iii) Correctly using and filling out tags
 - iv) Ensuring energy is discharged
 - v) Unlocking procedures
 - vi) Limitations of LOTO
- 9.2.B. Retraining shall be completed if:
- i) Policies change
 - ii) Equipment changes
 - iii) New hazards
 - iv) Job assignment changes
 - v) Anytime Backer Group deems or is shown there are inadequacies in the employee's knowledge or understanding of the policies/procedures. Such as:
 - a Failure to remove/apply a lock/tag
 - b Deviating from the policy/procedure
- 9.2.C. All training shall be documented, signed and certified.

9.3. Locks and Tags

- 9.3.A. Each lock shall have 1 key
- 9.3.B. Locks shall be provided by Baker Group
- 9.3.C. Each lock shall be accompanied with a tag.
- 9.3.D. Each employee shall have their own lock and tag.
- 9.3.E. Each tag shall include the name and contact information for the employee.
- 9.3.F. All tags must be legible.
- 9.3.G. Only the employee whose name is on the tag shall remove the locking device.
- 9.3.H. If a lock cannot be used, then tags must be placed at all points of operation and an attendant must be used to ensure tags are followed.

9.4. Process

- 9.4.A. Shutdown must be discussed with affected employees.
- 9.4.B. The authorized employee must be knowledgeable of the type, magnitude and methods of controlling the energy and hazards.
- 9.4.C. Shutting down of equipment must be done using normal shutdown routines.
- 9.4.D. Shutdown procedures must be completed by a person trained on the equipment and not emergency shutdowns or power offs unless it is unsafe to do so.
- 9.4.E. After equipment is shut down lock out equipment to isolation devices for that equipment.
- 9.4.F. Equipment shall be tested for stored energy has been removed and isolated.
- 9.4.G. Equipment shall also be verified that no energy can return during isolation.
 - i) In group lockout situations: the supervisor shall ensure all employees have stopped work prior to locks removing locks.
- 9.4.H. In the event that shift change or personnel change is necessary:
 - i) Briefings shall take place at shift change and with any personnel changes
 - ii) Briefings shall discuss work completed, work remaining and any safety concerns
 - iii) Job Foreman/Superintendent shall be in charge of these operations

- 9.4.I. Prior to unlocking equipment:
- i) Verify there is no water or other material that could cause discharge
 - ii) Verify all work has completed and no persons are in the area of the equipment operation
 - iii) Verify there are no other hazards that may be caused by re-energization

Chapter 10: Electrical Safety

10.1. General

- 10.1.A. Prior to working on or near equipment or entering an area; Energized Work Policy in Appendix J shall be used where there is the potential to exposure to:
- i) Exposed energized parts
 - ii) Arch flash from energized parts
 - iii) Electric shock
 - iv) Direct or indirect electrical contact
- 10.1.B. Only Qualified persons may work on energized parts and only then with Proper PPE.
- 10.1.C. Work near or under overhead power lines shall require the lines to be de-energized and grounded unless a minimum clearance can be maintained:
- i) 10 Feet for 50KV or less
 - ii) 10 Feet plus 4 inches for each 10KV over 50KV
- 10.1.D. Clearances are required for elevated and non-elevated work and vehicles and shall be maintained from any tool, equipment, vehicle, part, pipe, person, etc
- 10.1.E. Guard all live parts operating at 50 volts or more against accidental contact by enclosing them in cabinets or other forms of enclosure.
- 10.1.F. Do not attach a grounded conductor to any terminal or lead as to reverse designated polarity.
- 10.1.G. Use extension cords of the three-wire type designed for hard or extra hard usage. Flexible cords for temporary lights shall also be designed for hard or extra hard usage.
- 10.1.H. Do not use temporary light strings as extension cords.
- 10.1.I. Suspend all temporary light and cords by nonconductive material.
- 10.1.J. Do not support temporary light strings by their electric cords unless cords and lights are designed for this type of usage.
- 10.1.K. Equip all temporary lights with guards to prevent contact with the bulb.
- 10.1.L. Do not lay electrical and extension cords or cables on floors, in walkways, etc., unless it is impractical to do otherwise. They should be suspended or secured in such a way as not to block or hang in walkways, doorways, or work areas.
- 10.1.M. Always maintain a minimum distance of 12 feet between electrical power lines and any part of a crane.
- 10.1.N. Clearly mark all double insulated tools; these require only two-pronged plugs. If there is any noticeable damage to the double-insulated tool, return it immediately to the tool crib.

10.2. Testing Requirements

- 10.2.A. All equipment grounding conductors shall be tested for ground wire continuity and shall be electrically continuous. Use either a continuity tester or a volt-OHM meter when conducting this test.

- 10.2.B. All receptacles, attachment caps, and plug and receptacle of cord sets shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal. Use either a receptacle tester or a volt-OHM meter when conducting this test.
- 10.2.C. Fully document each test; always include the following information.
 - i) Location of jobsite.
 - ii) Name of construction site employer complying with this program.
 - iii) Name of competent person designated to implement this program.
- 10.2.D. Keep records at jobsites.

Chapter 11: NFPA 70E

11.1. General

- 11.1.A. The customer shall be advised of
 - i) Any unique hazards presented by the work to be completed
 - ii) Any unanticipated hazards found during the work
 - iii) Any hazards corrected and how they were corrected
- 11.1.B. Only Qualified employees shall be permitted to work in an arc flash potential area unless it is in an electrically safe work condition.
- 11.1.C. Only qualified persons shall complete testing, troubleshooting and voltage measuring within these areas.
- 11.1.D. A STA and any necessary permits, such as Energized Electrical Work Permit, shall be completed and reviewed by all, prior to work being completed.
- 11.1.E. The customer is responsible for determining arc flash hazard rating and necessary Cal rating for the areas.
- 11.1.F. Any evaluations or arc flash analysis that Baker Group is responsible for shall be contracted to an approved licensed subcontractor.
- 11.1.G. Hazard/risk evaluation including severity, frequency, probability, and avoidance shall be completed during the STA process.

11.2. Training

- 11.2.A. Arc Flash training for those working within the Limited Approach Boundary shall be coordinated through the Safety Director.
- 11.2.B. Training shall include requirements of:
 - i) NFPA 70E
 - a) Distinguishing energized exposed parts from other parts
 - b) Determining nominal voltage of parts
 - c) Approach distances
 - d) Ways to determine the degree and extend of hazards
 - e) Job Planning
 - f) How to complete Energized Work Permit
- 11.2.C. Retraining shall be required at least every 3 years or for:
 - i) Non-compliance with rules and regulations
 - ii) Change in policy, procedure, equipment or regulations
 - iii) Being assigned new and unfamiliar tasks

11.3. Equipment

- 11.3.A. All equipment including test instruments and any accessories shall be rated for the circuits and equipment they are to be used on.
- 11.3.B. Equipment shall be inspected to ensure it is in proper working order and not damaged or compromised in any way.
 - i) Test instruments shall be verified before and after an absence of voltage test.
 - ii) PPE shall be inspected:
 - a Prior to use each day
 - b Prior to use after breaks
 - c Prior to storage at the end each day
 - d Immediately after an incident
 - iii) Test intervals for rubber insulating PPE shall not exceed:
 - a Blankets- before first use and every 12 months after
 - b Gloves- before first use and every 6 months after
 - c Sleeves- before first use and every 12 months after
 - d Covers and Line hose- if insulating value is suspect

Chapter 12: Fire Safety

12.1. General

- 12.1.A. Fire extinguishers shall be checked monthly and noted on the back of the tag as to who completed and the date of inspection.
- 12.1.B. Fire extinguishers shall be brought in annually on the posted date for servicing.
- 12.1.C. Mount, locate and identify extinguishers so that they are readily accessible to employees in accordance with the following requirements:
 - i) At least one size 2A extinguisher for every 3,000 square feet of protected building area.
 - ii) Within 100 feet of any point.
 - iii) On each floor of a multi-story building near each stairway.
 - iv) One size 10B extinguisher within 50 feet of area where more than 5 gallons of flammable liquid is stored.
- 12.1.D. Use only approved extinguishers.
- 12.1.E. See appendix N or fire extinguisher classification.

Chapter 13: Welding/Hot Work

13.1. General

- 13.1.A. Hot work refers to any process that is fire or spark producing or could cause flames/sparks: i.e. welding, cutting, grinding, brazing.
- 13.1.B. Prior to starting hot work, remove all possible flammable material from the area including sweeping potential dust.
- 13.1.C. Flammables that cannot be removed shall be guarded or covered by a flame resistant material to protect the flammable material.
- 13.1.D. Hot work should be completed in a designated hot work area with appropriate ventilation and free from flammable materials if possible.
- 13.1.E. Work that must be completed outside of a designated hot work area must complete a hot work permit and have a constant fire watch.

- 13.1.F. If hot work cannot be completed safely, it shall not be performed.
- 13.1.G. Equipment that is defective or damaged shall not be used until it has been repaired by a qualified person.
- 13.1.H. Employees shall be trained in welding/cutting and other hot work prior to be assigned to hot work tasks or area.
- 13.1.I. Employees operating hot work equipment shall be trained in the safe operation and use of their equipment and process

13.2. Fire Prevention

- 13.2.A. Fire extinguishers with a minimum size of 5 lb ABC type shall be readily available.
- 13.2.B. Fire watch shall remain during entire operations and at least 30 minutes after work has completed unless required longer by the customer.
- 13.2.C. Training shall include:
 - i) Fire prevention/protection training
 - ii) Fire extinguisher training
- 13.2.D. Assign additional personnel to guard against fire whenever the welding, cutting or heating operation is such that normal fire prevention precautions are not sufficient.

13.3. Specific Hazards

- 13.3.A. Hot work operations need to have adequate ventilation or respiratory protection for all in the area.
- 13.3.B. Local Exhaust Ventilation can be used to remove welding fumes in open areas.
- 13.3.C. Where there is a potential for hazardous fumes, gases, or dust these hazards shall be mitigated via ventilation, respiratory protection or other means as deemed by the customer and Safety Team.
- 13.3.D. Electrodes shall be removed or torches closed and gasses shut off:
 - i) During lunch
 - ii) End of shift
 - iii) Any prolonged break in operation
- 13.3.E. After completion hot metal shall be marked or otherwise notated/signed to warn other workers.

13.4. Arc Welding and Cutting

- 13.4.A. Do not use pipelines containing gases or flammable liquids, or conduits containing electrical circuits, as a ground return.
- 13.4.B. Ensure that the required electrical contact exists at all joints when a structure or pipeline is employed as a ground return circuit. The generation of an arc, sparks, or heat at any point shall cause rejection of the structures as a ground circuit.
- 13.4.C. Ground the frames of all arc welding and cutting machines either through a third wire in the cable containing the circuit conductor or through a separate wire which is grounded at the source of the current.
- 13.4.D. Ground the frames of all arc welding and cutting machines either through a third wire in the cable containing the circuit conductor or through a separate wire which is grounded at the source of the current.
- 13.4.E. Report any faulty or defective equipment to the supervisor.

- 13.4.F. Shield all arc welding and cutting operations, whenever practicable, by noncombustible or flameproof screens which will protect employees and other persons working in the vicinity from the direct rays of the arc.

Chapter 14: Vehicle/Equipment/DOT

14.1. General

- 14.1.A. Seatbelts must be worn prior to starting the engine and at all times by driver/operator and passenger(s).
- 14.1.B. Smoking in company vehicles/equipment is not allowed.
- 14.1.C. When fueling engine must be shut off, filler nozzle in contact with the tank and no smoking or open flame in the immediate area.
- 14.1.D. All Baker Group vehicles must have a Fire Extinguisher & First Aid Kit.
- 14.1.E. Only authorized employees will drive a motor vehicle/equipment.
- 14.1.F. Drivers must possess a current valid certification/license for the vehicle/equipment they are to operate.
- 14.1.G. Unattended vehicles must be locked, unless prohibited.
- 14.1.H. Drivers shall follow safe driving practices:
 - i) Not under the influence of substances, alcohol or medication that prohibits driving or operation of vehicle/equipment.
 - ii) Use hands-free options for cell phones or pull over to use cell phone whenever possible.
 - iii) Drivers shall follow all rules/laws when operating equipment/vehicle including speed limits.
- 14.1.I. Report any accidents or traffic violations to supervisor and the HR Department immediately.
- 14.1.J. No person shall be permitted to ride in or on a vehicle/equipment unless the riding location is designed for that purpose.
- 14.1.K. All loads shall be secured and within the manufacturer's legal limits.

14.2. DOT Requirements

- 14.2.A. All Drivers Shall:
 - i) Know and not exceed the capacity of the vehicle they are driving
 - ii) Know and not exceed the capacity of anything they are towing
 - iii) Ensure capacities are not exceeded
 - iv) Know if the combined weight exceeds 10,000 lbs
- 14.2.B. Vehicles with gross vehicle weight rating over 10,000lbs (F-350 or higher):
 - i) These vehicles must have a DOT number on the vehicle
 - ii) If over 16,000 lbs. driver must have a CDL
- 14.2.C. Vehicles & Trailers with combined gross weight rating over 10,000 lbs.:
 - i) Vehicles must have DOT number on the vehicle
 - ii) Driver must have a CDL

14.3. Heavy Equipment

- 14.3.A. Ensure that drivers/operators can see you. If you can't see the driver; the driver can't see you.
- 14.3.B. Equipment must be equipped with a working backup alarm.
- 14.3.C. Listen for backup alarms but never assume they work.

- 14.3.D. Direct equipment from driver's side.
- 14.3.E. Do not walk or stand beneath or within fall distance of an overhead load.
- 14.3.F. Overhead loads shall be routed so that no employees are exposed to the hazards of a falling load.
- 14.3.G. Overhead loads shall be barricaded with Danger tape.
- 14.3.H. Stand clear of any equipment that is moving/dumping a load.

Chapter 15: Forklifts

15.1. General

- 15.1.A. Never operate a forklift unless trained and authorized to do so.
- 15.1.B. Wear appropriate personal protective equipment when operating a forklift (hard hat, safety glasses, gloves, appropriate footwear).
- 15.1.C. Inspect forklift before each use. See appendix K.
- 15.1.D. Operate at a safe speed (at posted speed limits when applicable).
- 15.1.E. Start/stop slowly to prevent load from shifting or spilling.
- 15.1.F. Turn at a safe speed - smoothly and gradually.
- 15.1.G. Be cautious on wet or slippery pavement.
- 15.1.H. Maintain a safe distance behind other vehicles - three, fork-truck lengths minimum.
- 15.1.I. Sound the horn when approaching intersections, blind spots or other dangerous locations. Don't pass other vehicles.
- 15.1.J. Use mirrors (if there are any) mounted at corners and in blind spots to see pedestrians and on-coming vehicles.
- 15.1.K. Never allow any person to ride in or on the forklift.
- 15.1.L. Never refuel with engine running.
- 15.1.M. Never raise or lower the load while traveling.
- 15.1.N. Do not exceed the rated capacity of the forklift.
- 15.1.O. Keep arms and legs inside the cab of the forklift at all times.
- 15.1.P. Watch for pedestrians.
- 15.1.Q. Stay alert for overhead structures.
- 15.1.R. Never leave a forklift running while unattended. Unattended is considered to be 25 feet from the truck.
- 15.1.S. Never turn a forklift sideways on a ramp.
- 15.1.T. Block/chock the wheels whenever a forklift is left on an incline.
- 15.1.U. Always drive a loaded forklift with the load on the uphill side.
- 15.1.V. Never let a gasoline/propane/diesel engine idle in an enclosed area.
- 15.1.W. Drive with the load tilted back and the forks raised only enough to clear the road.
- 15.1.X. Block and tie round objects so that they won't roll.
- 15.1.Y. Use special racks when transporting compressed gas cylinders; acetylene/oxygen must not be transported on the forks (lying down).
- 15.1.Z. Never allow any person to stand or pass under the elevated portion of any truck, whether loaded or unloaded.
- 15.1.AA. Park the forklift carefully. Make sure the forks are on the ground, the brakes are set, the engine is off, and the keys removed.
- 15.1.BB. Never use a forklift as an elevator unless an approved personnel platform with handrails and toe board is securely fastened to the forks.

15.2. Training

- 15.2.A. Before any person can be authorized to operate a forklift, they must earn the designation “qualified” by being trained by an approved forklift trainer.
- 15.2.B. Qualified means that employees will satisfactorily answer the forklift operator test as well as demonstrate their ability to safely perform operational skills in operating a forklift. Satisfactorily means that all questions are answered and that questions answered incorrectly will be reviewed.
- 15.2.C. Baker Group will arrange for the training of forklift operators and will maintain a current list of trained and qualified forklift operators.
- 15.2.D. Since there may be specialized forklifts to operate, additional training may be required to operate and perform safe lifts with such specialized equipment.
- 15.2.E. Practical training shall include, but not limited to
 - i) Daily inspections
 - ii) Instructions
 - iii) Load capacities
 - iv) Refueling
 - v) Controls
 - vi) Visibility
 - vii) Safety functions
 - viii) Stability
 - ix) Operation

Chapter 16: Scaffolds/Aerial Lifts

16.1. Scaffolding

- 16.1.A. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.
- 16.1.B. Never erect, move, dismantle, or alter any scaffold except under the supervision of competent persons.
- 16.1.C. Install guardrails and toeboards on all open sides and ends of platforms that are more than 10 feet above the ground or floor.
- 16.1.D. Provide a screen between the toeboard and guardrail on all scaffolds under which persons are required to work or walk.
- 16.1.E. Immediately repair or replace any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., that has been damaged or weakened from any cause whatsoever.
- 16.1.F. Secure scaffolds to the building or structure at intervals not exceeding 30 feet horizontally and 26 feet vertically.
- 16.1.G. Ensure that when free-standing mobile scaffold towers are used the height shall not exceed four times the minimum base dimension.
- 16.1.H. Provide all casters with a positive locking device to hold the scaffold in position.
- 16.1.I. Tightly plank all platforms for the full width of the scaffold except for necessary entrance opening.
- 16.1.J. Secure all platforms in place.
- 16.1.K. Provide a ladder or stairway for proper access and exit from the scaffold. Design and locate this means of access/egress in such a way that it will not have a tendency to tip the scaffold.

16.2. Aerial Lifts

- 16.2.A. Lift controls shall be tested each day prior to use to determine that such controls are in safe working conditions.
 - i) Each lift shall be inspected daily
 - ii) Follow manufacturer's visual inspection procedures. 3) In addition, an inspection shall include:
 - a Inspection and testing of lift controls
 - b Working backup alarms
 - c Load limits are clearly marked or defined
 - d Area shall be clear of hazards that may cause injury to the operator or cause the lift to tip
- 16.2.B. Only authorized persons shall operate an aerial lift.
- 16.2.C. Boom and basket load limits specified by the manufacturer shall not be exceeded.
- 16.2.D. The minimum clearance between electrical lines and any part of the equipment (i.e. crane or load) shall be 10 feet for lines rated 50 kV or below.
- 16.2.E. Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- 16.2.F. Approved fall protection shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- 16.2.G. Enter and exit platform of basket from the ground level only. Ensure that gates and chains are properly closed and latched.

Chapter 17: Cranes, Hoisting, Rigging, and Slings

17.1. General

- 17.1.A. All rigging and signaling done by Baker Group shall be done by qualified employees.
- 17.1.B. At no time is an employee allowed under a suspended load.
- 17.1.C. Safety concerns must be addressed immediately.
- 17.1.D. Baker Group involvement in operation shall be limited to rigging and signaling
- 17.1.E. No employee is permitted to ride on a load or be suspended from equipment unless it is designed for that purpose and being used as designed.

17.2. Cranes

- 17.2.A. Baker Group will contract out a crane and qualified operator if a crane is needed and one is not provided by the customer/other contractor.
- 17.2.B. The rental company/other contractor shall be responsible for all documentation, qualifications, certifications, and provide:
 - i) A fully assembled and completed inspected crane and the removal of the crane and all persons assisting if needed:

- a Assembly and disassembly (A/D) shall be directed by a competent and qualified person who understands and is knowledgeable in the safe A/D procedure prior to A/D.
 - b A/D director shall ensure that the manufacturer's procedures and prohibitions are followed.
 - c Any persons participating in A/D must understand their tasks prior to starting and any hazards relating to A/D.
 - d The A/D director needs to communicate with Baker Group and other A/D workers of hazardous positions or locations that must be avoided.
 - e The A/D director shall be responsible for addressing specific hazards associating with A/D including working within load limits at all times
 - ii) A crane operator that is qualified and will follow all operational functions of the manufacturer.
 - iii) Crane that shall have manufacturer documentation and procedures in the cab at all times including documentation from the manufacturer of any modifications or additions that may affect the capacity or safe operation of the equipment.
 - iv) Any adjustments to location to ensure the ground conditions are able to safely support the equipment and any necessary materials as required by the manufacturer.
 - v) Notification to Baker Group if work cannot begin as planned (such as all safety devices not be in proper working order) and a timeline of when work can start/resume.
- 17.2.C. All inspections completed by a competent person provided and retained by the company that owns/operates the crane:
- i) Prior to each shift
 - ii) Monthly inspections
- 17.2.D. If equipment, line or load is within 20 ft of power line, Baker Group shall contact the power company/customer/general contractor to have said lines de-energized and grounded by a qualified individual.
- 17.2.E. The crane operator has the authority to stop or refuse loads for a safety concern as long as the concern is communicated to Baker Group.
- 17.2.F. Baker Group will mark boundaries of hazard areas identified by operator or A/D director including swing radius with warning lines or similar barriers.

17.3. Signaler

- 17.3.A. Signaler shall be in constant communication with the crane operator
- 17.3.B. Signaler must be used if:
- i) Crane operators view is obstructed
 - ii) Site concerns require it
 - iii) Crane operator determines it is necessary
- 17.3.C. Signaler must be qualified by Baker Group

17.4. Hoists

- 17.4.A. Employees shall follow and adhere to manufacturer's specifications and limitations for equipment.
- 17.4.B. Specific hoist items refer to:
- i) Rated capacities

- ii) Recommended operating speeds
- iii) Special hazard warnings
- 17.4.C. Employees required to use a hoist shall be trained on:
 - i) General use and operation of hoists
 - ii) Specific hoist items
- 17.4.D. All rules such as “No Riders Allowed” shall be clearly visible and followed.
- 17.4.E. Hoists shall be inspected regularly according to manufacturer’s recommendations.
- 17.4.F. Any item failing inspection shall be removed from service.

17.5. Rigging Equipment

- 17.5.A. All rigging equipment must be inspected prior to each use.
- 17.5.B. Daily inspections shall be noted on the STA.
- 17.5.C. Defective/damaged equipment shall be removed from service immediately.
- 17.5.D. Equipment shall be used within the safe working loads provided from the manufacturer.
- 17.5.E. When rigging equipment is not in use it shall be stored away from the immediate work area.
- 17.5.F. Rigging equipment shall be used & stored in a manner and location as to not cause damage or excess wear on the equipment.
- 17.5.G. Tag lines shall be used unless they create an unsafe condition.
- 17.5.H. All hooks shall have latches or other acceptable method to eliminate the hook throat opening as provided/recommended by the manufacturer.
- 17.5.I. Rigger must be qualified by Baker Group

Chapter 18: Trenching & Excavation

18.1. General

- 18.1.A. Protect employees working in excavations/trenches against cave-ins, except when the excavation is in stable rock or less than five (5) feet deep **and** examination by a competent person provides no evidence that a cave-in should be expected.
- 18.1.B. Provide protection for employees against falling rock, soil or material by use of an "adequate" system. The latter operation includes the process of scaling to remove loose rock and soil and the installation of protective barricades. All protective barricades and other "equivalent" protection material and equipment that might fall or roll into an excavation must be kept at least two (2) feet from the edge of the excavation or have retaining devices around them.
- 18.1.C. Have a competent person inspect excavations, adjacent areas and protective systems daily.
- 18.1.D. Remove exposed employees until necessary precautions have been taken if the competent person finds evidence of possible cave-ins, failure of protection systems, hazardous atmospheres or other hazardous conditions.
- 18.1.E. Estimate location of underground installations (sewer, telephone, electrical, gas and other fuel lines, storage tanks, etc.). Pinpoint actual locations prior to digging. Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to

establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 48 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the employer may proceed, provided the employer does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.

- 18.1.F. Before preparing a bid, consult with local officials and utility companies and/or review jobsite studies and soil test boring reports to determine the following specific site conditions
 - i) Proximity of structures, buildings and their condition
 - ii) Traffic
 - iii) Soil
 - iv) Surface and ground water
 - v) Overhead and underground utilities
 - vi) Weather
- 18.1.G. Determine whether the ground is contaminated. Consult owner or government agency.
- 18.1.H. Provide a safe means of access/egress (stairway, ladder, ramp) for all trenches greater than 4 feet deep so that no more than 25 feet of travel is required. Ladders must extend 3 feet above the top of the excavation.
- 18.1.I. Require employees to wear high visibility warning vests.
- 18.1.J. Expose direct buried cables by careful hand excavation prior to machine excavation.
- 18.1.K. Do not allow any person under the loads of digging equipment or equipment designed to lift or lower any item.
- 18.1.L. Keep excavating equipment at least 10 feet from any overhead energized electrical power lines.
- 18.1.M. See Appendix I.02 for form and inspection logs

18.2. Trenches/Excavations

- 18.2.A. Air monitors (H₂S, CO, LEL and O₂) shall be used prior to entry and periodically during operations where:
 - i) Hazardous substances are stored or used nearby
 - ii) Areas near gas lines or sewer lines
 - iii) A hazard is being introduced that could cause atmospheric hazards
 - iv) Prior monitoring shows any levels of atmospheric hazards. 5) Where ventilation or heaters are used
- 18.2.B. Underground utilities that may be exposed during excavation shall be protected, supported or removed as the situation dictates.
- 18.2.C. In the event of water accumulation each situation shall be evaluated:
 - i) Employees shall not enter until the competent person has determined that the hazards have been protected against
 - ii) Possible methods of hazard mitigation:
 - a Support or shield system
 - b Water removal (operations evaluated by competent person)
- 18.2.D. Trench boxes that are capable of safely withstanding all loads applied or transmitted, shall be used to protect employees from cave-ins.

- 18.2.E. Trench boxes must be used according to manufacturer's recommendations.
- 18.2.F. See Appendix I.01 for sloping and benching diagrams

18.3. Competent Person

- 18.3.A. A competent person is someone capable of identifying existing hazards, predicting future hazards and has the authority to correct them.
- 18.3.B. Each excavation site shall have a competent person on-site.
- 18.3.C. Competent person shall not be allowed to enter the trench/excavation without being replaced by another competent person.
- 18.3.D. Competent person shall be responsible for:
 - i) Completing all inspections:
 - a Daily inspections (Appendix I.02) of site including cave-in potential and protection systems
 - b Periodic inspections throughout the day
 - c After rainstorms or any other increasing hazard
 - d Complete STA and review with all employees
 - ii) Submitting all documentation to safety
 - iii) Creating an Excavation safety plan
 - iv) Ensuring Locates have been completed and are accurate
 - v) Ensuring trench box and any other necessary protection systems are on-site.
 - vi) Conducting soil tests if necessary
 - vii) Stop work if evidence of a situation that:
 - a Could result in a cave-in
 - b Indicates a failure in protection systems
 - c Hazardous atmosphere
 - d Other hazardous condition as determined by a competent person or safety
 - viii) Prior to re-entry after stop work: updating STA with written authorization including hazard correction

18.4. Soil Classification

- 18.4.A. Classifying Soil:
 - i) There are four types of soil classifications: Stable rock, Type A, Type B and Type C.
 - ii) Samples are not required if assuming type C soil types.
- 18.4.B. See appendix I.01. for slope charts for soil classification.

Chapter 19: Confined Space

19.1. General

- 19.1.A. Confined Space Permit and Plan can be found in Appendix H.02
- 19.1.B. Confined Space is defined as:
 - i) Large enough and so configured that an employee can bodily enter it
 - ii) Has limited or restricted means for entry and exit
 - iii) Is not designed for continuous employee occupancy
- 19.1.C. Permit Required Confined Space as defined as:
 - i) Contains or could contain a hazardous atmosphere
 - ii) The possibility of entrapment, asphyxiation or engulfment
 - iii) Other hazards native to the space or introduced by the entrant
- 19.1.D. Baker Group treat all confined spaces as permit required confined space, unless deemed by safety non permit required.
- 19.1.E. Baker Group does not have any persons trained in entry rescue confined space and shall use non-entry rescue wherever it does not increase the risk of the entrant.
- 19.1.F. Rescue services shall be provided by:
 - i) The customer/host employer
 - ii) An outside service which is given an opportunity to examine the entry site, practice rescue and decline as appropriate
 - iii) Rescue services must be on-site in the event of IDLH conditions
- 19.1.G. Confined space program shall be reviewed by the Safety Team using canceled permits at least every 12 months and revised and necessary.

19.2. Planning & Permit

- 19.2.A. Prior to entering a confined space, a plan shall be established.
 - i) The plan shall be developed upon accepting the job between the job Forman/Superintendent and the customer via a site visit
 - ii) The plan shall address barriers/barricades that are needed to prevent unauthorized entry
 - iii) Plan is included in Appendix H and is available electronically on the company drive
 - iv) The Plan shall be completely filled out and reviewed by all persons involved prior to work starting
- 19.2.B. Plan Follow up.
 - i) Once Plan is complete then the supervisor shall communicate with manager or safety to ensure all equipment is or can be made available for the operations
 - ii) Any special provisions or procedures such as road barricades have been arranged/ordered for the day of work
 - iii) Arrange for entry rescue with customer, if necessary
 - iv) The plan shall be used as a baseline to begin Permit writing
- 19.2.C. After reviewing the Confined Space Plan, the Supervisor/Permit writer shall complete the entry permit with the assistance of the entrant and attendant where needed.
- 19.2.D. After reviewing stop work thresholds, the Supervisor/Permit writer shall issue the permit to the entrant/attendant.

- 19.2.E. Issued permit must be posted outside the space by the attendant.
- 19.2.F. Any adjustments not including recording of air monitoring readings shall require removal of the entrant and re-approval of the permit writer.
- 19.2.G. The permit may be suspended/cancelled/terminated/alterd by the permit writer if:
 - i) Operations change to outside of the scope of work
 - ii) Stop work thresholds have been reached
 - iii) Work must cease temporarily for any reason (not to exceed the length of the shift for suspended)
 - iv) Time for permit has elapsed or work has completed
 - v) Any other safety concerns as recognized by the supervisor/permit writer

19.3. Equipment

- 19.3.A. Tripods, Retrieval life lines, air monitors, and any other necessary equipment shall be provided by Baker Group and inspected/calibrated within manufacturers recommendations.
- 19.3.B. Baker Group air monitors are 4 gas monitors (CO, H₂S, LEL, O₂).
- 19.3.C. Baker Group air monitors are calibrated each month but not to exceed 3 months without calibration.
- 19.3.D. Calibration processes or data from may be viewed by any entrant or representatives.

19.4. Operations

- 19.4.A. Review
 - i) Review Permit with all employees including stop work limits
 - ii) Take necessary readings
 - iii) Employees must be trained if the duties have changed, if a new hazard is onsite and/or if any deviation must be made from the plan/permit
- 19.4.B. At least one attendant must be present at all times when the entrant is in the space.
- 19.4.C. Air monitoring (continuous with periodic recording) shall be required during operations if there is a potential change in the space or if any atmospheric hazard was witness during initial testing.
- 19.4.D. Air monitoring must be continuously monitored if continuous ventilation is applied.
- 19.4.E. Employees involved in entry operations, or their representatives, may request additional monitoring at any time.
- 19.4.F. In the event multiple employers are working in the confined space:
 - i) A single supervisor must be determined to oversee all operations
 - ii) Each employer may provide their own entrant or may use the same entrant as long as communication can be maintained with all entrants, attendants and rescue personnel
 - iii) There is an acceptable means of no-entry rescue that cannot be disabled by having multiple entrants by methods such as tangling
 - iv) All employees involved in entry operations shall review permit and hazards including those caused by other entrant's operations.

19.5. Duties

- 19.5.A. Entrant

- i) Understand and be familiar with hazards and proper use of equipment
- ii) Communicate with attendant as necessary for attendant assessment
- iii) Alert the attendant of any changes in conditions
- iv) Monitoring air in the space and communicating results to the attendant
- v) Safely complete the work
- vi) Exit the space immediately if/when:
 - a Communicated to do so by attendant
 - b A dangerous or stop work condition arises
 - c Evacuation alarm sounds

19.5.B. Attendant

- i) Attendants shall only be allowed to monitor one space at a time and shall not be allowed to leave unless relieved by another attendant as long as the entrant is in the confined space
- ii) Understand and be familiar with hazards, equipment, work, and behavioral changes of the entrant including signs and symptoms of exposure to hazards
- iii) Maintain continuous communication with Entrant
- iv) Maintain communication with Supervisor and Rescue personnel
- v) Be able to communicate with rescue or perform non-entry rescue if rescue is not on-site
- vi) Assess the entrant, procedures, and space for hazards and exposures
- vii) Communicate evacuation with entrant if/when necessary
- viii) Protect the space and keep unauthorized persons from entry or alteration of the space or conditions
- ix) Perform no duties that may interfere with the attendant duties

19.5.C. Supervisor/Planner/Permit Writer

- i) Verifying that all equipment necessary is on-site
- ii) Ensuring air monitoring is being completed
- iii) Ensures permits and plans are correct and up to date
- iv) Ensures Permit & Plans are reviewed with all employees
- v) Terminate/cancel/suspend permit as necessary
- vi) Verifies with entry conditions are still within conditions maintained by the permit whenever responsibilities are transferred

19.5.D. Rescue personnel

- i) Maintain rescue training
- ii) Be able to rescue the entrant
- iii) Be on-site during entry operations
- iv) Perform no duties that may interfere with rescue duties or entry operations
- v) Maintain communication with attendant

19.6. Training

19.6.A. Employees must be trained in their roles prior to being assigned those roles.

19.6.B. Training shall be documented in the Training Vault and shall include:

- i) Employee name
- ii) Trainer signature
- iii) Dates of training

19.6.C. Retraining shall be required:

- i) Any time training/policies/procedures have changed
- ii) Any time an employee incorrectly completes a permit

- iii) Fails to demonstrate knowledge of confined space safety or procedures

Chapter 20: Hazard Communication

20.1. Hazard Communication Program

- 20.1.A. Hazard Communication shall herein be referred to as HazCom.
- 20.1.B. Safety Data Sheets shall herein be referred to as SDS.
- 20.1.C. The Safety Director shall maintain the written program and ensure that employees at each workplace understand:
 - i) SDS's and where to find them
 - ii) Labels and other warning signs
 - iii) Training required
 - iv) Communication process
- 20.1.D. All Parts of the program shall be followed at all times.
Workers who need immediate access to safety data sheets can access via the Baker Group SDS application on a company provided phone or through a computer internet connection www.sdsbinderworks.com **User name: bakergroup and Password: b4224g**
- 20.1.E. Suggestions or changes with the program need to be communicated to the Safety Director.

20.2. Chemical List & SDS

- 20.2.A. The Baker Group Safety Director is responsible for obtaining and maintaining safety data sheets for every chemical that belongs to Baker Group
- 20.2.B. Baker Group requires all of its suppliers to provide a safety data sheet for each chemical that it provides to the company
- 20.2.C. Each time a new chemical arrives at the job site and each time newly received chemical information becomes apparent site superintendents shall send to Safety Director
- 20.2.D. Safety Data Sheets will be maintained on all company phones

20.3. Training

- 20.3.A. The training will be based on general hazard categories including flammability, health, corrosiveness and reactivity hazards. Specific information on each chemical will be readily accessible to all workers through container labels and safety data sheets.
- 20.3.B. Workers will view a 15-30 minute hazard communication worker training video at the start of employment
 - i) The requirements of OSHA Hazard Communication Standard
 - ii) The routes of entry of chemicals into the human body
 - iii) The methods and observations that may be used to detect the presence or release of hazardous chemicals in the workplace
 - iv) The physical, health, corrosiveness and reactivity hazards of the chemicals in the workplace
 - v) The measures that workers can take to protect themselves from the hazards, such as work practices, emergency procedures and personal protective equipment (PPE)

- 20.3.C. Workers will participate in a job site specific orientation and be encouraged to engage in discussion on:
- i) The identity of the Baker Group contact person (Safety Director) for worker questions or concerns regarding hazardous chemicals on the job site
 - ii) The location of the Baker Group hazard communication app and safety data sheets
 - iii) The contents of the Baker Group hazard communication program, including the chemical information list
 - iv) The Baker Group chemical container labeling system
 - v) How to read and interpret hazard warning labels and material safety data sheets
 - vi) Specific job site operations where hazardous chemicals are present
 - vii) How workers can obtain and use the appropriate hazard information
- 20.3.D. At the initial training session and at each subsequent training session, workers will be encouraged to ask questions and engage in discussion about hazard communication

Chapter 21: Special Hazard Safety

21.1. General Chemical Safety

- 21.1.A. Eye wash stations, safety showers, or eye wash bottles shall be provided where necessary.
- 21.1.B. All employees shall be trained in the location, use, limitation, inspection, maintenance and disposal of any necessary PPE or equipment.
- 21.1.C. Employees reporting signs or symptoms of chemical exposure shall report the incident to the Safety Team.
- 21.1.D. Flammable chemicals shall be stored in a flammable cabinet and in an approved safety container.
- 21.1.E. Prior to operations that could make a contaminant airborne precautions must be in place to control fumes, contaminants and necessary oxygen. Must be reviewed with Safety Team.
- 21.1.F. Chemical exposures and spills shall be reported immediately to the Safety Team.
- 21.1.G. Chemicals shall be properly stored and good housekeeping maintained to minimize the potential for a spill.
- 21.1.H. Spill response materials must be adequate for any anticipated spills.
- 21.1.I. Employees are trained in spill response and referring to SDS for proper cleanup.

21.2. Compressed Gas & Cylinders

- 21.2.A. Storage
- i) Do not remove the product identification label or change the cylinder color
 - ii) Keep cylinders away from sources of heat. If stored in buildings, keep away from highly combustible materials, stoves, radiators, etc
 - iii) Never store cylinders in gang boxes, lockers, or other poorly ventilated areas
 - iv) Store securely. Cylinders should be securely placed on a level surface to prevent tipping over and should not be piled near elevators, gangways, or other places where they are likely to be knocked over

- v) Do not store cylinders of oxygen close to cylinders of acetylene or other fuel gas
- vi) Protect cylinders stored in the open from the elements, both from accumulations of ice and snow and from the direct rays of the sun, particularly when it is hot outside
- vii) Close valves on empty cylinders
- viii) Keep all valve protecting caps in place when cylinders are not in use
- ix) Store cylinders so as to avoid possible destruction or obscuring of coloring, tags, and other means of identifying the contents
- x) While in use, keep valve key wrench in place on valve spindle
- xi) Separate stored oxygen cylinders from fuel-gas cylinders and other combustible materials, especially oil or grease, by no less than 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour
- xii) Oxygen and fuel gas cylinders can be left together on bottle carts when in regular use

21.2.B. Use

- i) Gas cylinders are exposed to many dangers at the construction site. Select a location for setting up cylinders which will be exposed to as little contact as possible from moving equipment, materials and the like
- ii) Place cylinders in a rack, chain them, or otherwise positively secure them against tipping over
- iii) When in use, do not open the valve more than 1-1/2 turns
- iv) Use cylinders in the order received from the supplier. When the cylinder is nearly empty, the valve should be closed, and the cylinder marked accordingly
- v) Prevent cylinders from coming into contact with electric wires
- vi) Shield from sparks or flame when welding and cutting
- vii) Never store tools, materials, or anything else on top of cylinders, even temporarily
- viii) Oxygen under pressure forms an explosive mixture with oil and grease. Regulations, valves, gauges or fittings must not have any oil, grease, or lubricant used on them; nor are they to be handled with greasy hands or gloves
- ix) Never expose oxygen cylinders to oil sprays or mists
- x) Never use oxygen as a substitute for compressed air
- xi) Never take cylinders into "confined spaces"

21.2.C. Hauling

- i) Whenever a cylinder is being moved, be sure valve protection cap is in place
- ii) Never use valves or caps for lifting
- iii) When raising or lowering, use suitable sling, boat, cradle or platform
- iv) Always handle carefully. Do not drop or jar
- v) Do not lift with electric magnets
- vi) Move cylinders by tilting and rolling on bottom edge; avoid dragging and sliding
- vii) When moving with hand truck, be sure cylinders are securely held in place

21.3. Beryllium

- 21.3.A. Beryllium parts will and shall be transported/stored in containers labeled with Beryllium (Beryllium Oxides) or contains Beryllium.
- 21.3.B. Cutting, grinding, hot work or other operations that will oxidize, or make airborne shall require the use of a respirator and gloves.
- 21.3.C. Acute exposure to high concentrations of beryllium can result in chemical pneumonia
- 21.3.D. Long-term exposure can result in shortness of breath, chronic cough, and significant weight loss, accompanied by fatigue and general weakness.
- 21.3.E. Contact Safety Team prior to working with Beryllium to be trained in hazards of exposure.

21.4. Cadmium

- 21.4.A. A respirator is required for hot work when using cadmium containing rods/wire or when working on cadmium plated parts.
- 21.4.B. Spaces for hot work with cadmium or operations that create airborne cadmium must be evaluated by safety prior to starting work.
- 21.4.C. Dust must be vacuumed or wet mopped.
- 21.4.D. Acute exposures to high concentrations of cadmium fumes can produce sever lung irritation.
- 21.4.E. Long-term exposure to low levels of cadmium in air can result in emphysema (a disease affecting the ability of the lung to absorb oxygen) and can damage the kidneys.
- 21.4.F. Contact Safety Team prior to working with Cadmium to be trained in hazards of exposure.

21.5. Lead

- 21.5.A. Area's with potential lead exposure above maximum exposure levels shall have warning signs posted.
- 21.5.B. The rest of this section applies if an employee is exposed or potentially exposed at or above the action level: 30 micrograms/cubic foot/hour averaged over an 8-hour day.
- 21.5.C. Maximum Exposure:
 - i) 50 micrograms/cubic meter per hour
 - ii) 400 micrograms/cubic meter per day regardless of length of time
- 21.5.D. If lead abatement is in progress by another contractor, Baker Group employees shall be protected by exposure by enclosures
- 21.5.E. Air Sampling shall be conducted such that it reflects the employee's regular daily exposure or maximum daily exposure.
 - i) Air monitoring repeated every 6 months if above action level
 - ii) Air monitoring repeated until 2 consecutive measurements are below action level (at least 7 days apart)
 - iii) Employees shall be given a written copy of the results and any corrective actions
- 21.5.F. Employees who may or have be exposed to amounts at or above the action level for 1 day per year and additionally if more than 30 days during 12 consecutive months, medical consultation shall be provided including blood sampling.

- 21.5.G. Blood sampling should occur at every 6 months until 2 consecutive samples are acceptable. If levels are elevated:
 - i) The employee shall be immediately removed from operations of lead exposure and notified in writing of elevated levels of lead
 - ii) Sampling monthly until acceptable during removal
- 21.5.H. Each site having lead exposure shall be reported to the Safety Team for evaluation and to reduce/eliminate exposure to below action level.
- 21.5.I. During the evaluation and until implementation of mitigation exposed employees shall wear respirators.
- 21.5.J. All Lead specific PPE shall be provided at no cost to the employee.
- 21.5.K. Employees shall wash any skin that lead materials come into contact with.
- 21.5.L. Lunch room, hygiene, shower & changing facilities will be provided if exposure exceeds maximum exposure.
- 21.5.M. Training
 - i) Lead awareness training is required at initial assignment to work in lead containing areas
 - ii) Refresher training shall be completed annually
 - iii) Training recorded in the [Training Vault](#) including employee & trainer name and date
 - iv) Training shall include:
 - a Locations of lead
 - b Operations with potential lead exposure
 - c Respirator training
 - d Medical surveillance
 - e Adverse health effects of lead
 - f Do not disturb any lead unless necessary for work
 - g Mitigation methods
 - h Compliance plans in effect (if any)
 - i Medical records access
- 21.5.N. Inhalation and ingestion of lead oxide fumes and other lead compounds will cause lead poisoning.
- 21.5.O. Symptoms include metallic taste in the mouth, loss of appetite, nausea, abdominal cramps, and insomnia. In time, anemia and general weakness, chiefly in the muscles of the wrists, develop.

21.6. Asbestos

- 21.6.A. General
 - i) Asbestos is a widely used, mineral-based material that is resistant to heat and corrosive chemicals
 - ii) Years of exposure to asbestos has caused a number of disabling and fatal diseases
 - iii) Among these diseases are asbestosis, an emphysema-like condition; lung cancer; mesothelioma, a cancerous tumor that spreads rapidly in the cells of membranes covering the lungs and body organs; and gastrointestinal cancer, caused by ingesting asbestos contaminated food
 - iv) Once the fibers become trapped in the lung's alveoli (air sacs), they cannot be removed

- v) Contact the Safety Team, supervisor and customer contact if any insulation that is to be removed potentially contains asbestos
 - vi) Record of any asbestos exposure shall be documented and maintained with medical records for that employee
- 21.6.B. Determination of Asbestos
- i) Any insulation of unknown composition must be handled as if it were asbestos until it has been tested to confirm that it is not asbestos
 - ii) The State requires that the inspection be performed by a person certified by the State as an **Asbestos Hazard Evaluation Specialist**. This person is responsible for obtaining the samples necessary to make a determination of whether or not asbestos is present
 - iii) The sample is not to be taken when other persons are in the immediate area unless they are also wearing personal protective equipment
 - iv) The personal protective equipment required includes:
 - a A half mask respirator with HEPA cartridges - minimum respiratory protection required
 - b Tyvek coveralls and gloves
 - v) After the sample is taken, the sample area needs to be covered with Mastic or Duct Tape, depending on the surfaces to be covered
- 21.6.C. Exposure Limits
- i) The Permissible Exposure Limit (PEL) for airborne asbestos is 0.1 fibers per cubic centimeter (0.1 f/cc) as an 8-hour, time weighted average (TWA)
 - ii) The Excursion Limit (Short Term Limit) for airborne asbestos is 1.0 fibers per cubic centimeter as an average during a 30-minute period of time
 - iii) The Action Level for airborne asbestos is 0.1 fibers per cubic centimeter based on an 8-hour, time-weighted average. This is the level of exposure which triggers the monitoring, medical and training requirements of OSHA Standard [1926.1101](#)
- 21.6.D. Monitoring
- i) Each employer who has a workplace or work operation where exposure monitoring is required under this section shall perform monitoring to determine accurately the airborne concentrations of asbestos to which employees may be exposed
 - ii) Determinations of employee exposure shall be made from breathing zone air samples that are representative of the 8-hour TWA and 30-minute short-term exposures of each employee
 - iii) Within all regulated areas, the employer must conduct daily monitoring unless all workers are equipped with supplied air respirators (positive pressure)
 - iv) If daily monitoring within the regulated area indicates, by reliable measurements, that employee exposures are below the Action Level, then no further monitoring is required for those employees whose exposures, as determined by such monitoring, are below this Action Level
- 21.6.E. Regulated Area
- i) The employer must establish a regulated area wherever the concentrations of asbestos exceed the PEL
 - ii) Only authorized personnel may enter regulated areas. All persons entering a regulated area must be supplied with a respirator

- iii) No smoking, eating, drinking or applying cosmetics is permitted in a regulated area
 - iv) Warning signs must be posted at all approaches to regulated areas
 - v) Warning labels must be affixed to all asbestos products and containers, including waste containers
 - vi) Whenever feasible, the employer should establish negative-pressure enclosures before beginning asbestos removal, demolition, and renovation
- 21.6.F. Control Method
- i) The employer and employee must implement one or any combination of the following control methods to be in compliance with this OSHA Standard:
 - a Local exhaust ventilation equipped with high efficiency particulate (HEPA) filter dust collection system
 - b Asbestos vacuum cleaners equipped with HEPA filters
 - c Enclosures or isolation of asbestos dust-producing processes
 - d Use of wet methods, wetting agents, or removal encapsulates during asbestos handling, mixing, removal, cutting, application, and clean-up
 - e Prompt disposal of asbestos-containing wastes in lock-tight contain

21.7. Silica Dust

21.7.A. General

- i) Silica Dust, also referred to as respirable crystalline silica, is governed by OSHA standard [1926.1153](#)
- ii) The Safety Team shall be responsible for making frequent job-site inspections of the operations, materials and equipment to ensure proper use
- iii) The respirable crystalline silica standard [29CFR 1926.1153](#) applies to all occupational exposures to respirable crystalline silica in construction work, except where employee exposure will remain below 25 µg/m³ as an 8-hr time-weighted average under any foreseeable conditions
- iv) Baker Group Silica Exposure Control Program is to protect employees from the health effects of respirable crystalline silica and establish procedures to reduce the exposure to silica when working with concrete, brick, block, stone and mortar

21.7.B. Program Responsibilities

- i) Management
 - a Baker Group is responsible for providing the tools and resources necessary to implement this program and for ensuring the provisions in this program are being followed by the Safety Director
- ii) Safety Director
 - a Determining silica control techniques for tasks
 - b Determining silica control PPE requirements
 - c Providing silica safety training
 - d Reviewing the program at least annually, or more frequently if changes are needed or new equipment or materials are added
- iii) Competent Person
 - a Undergoing necessary training deemed by Baker Group to ensure their qualification as a Competent Person
 - b Inspecting job sites, materials, and equipment

- c Identifying existing and foreseeable silica hazards
 - d Implementing control techniques to eliminate or minimize silica hazards
 - iv) Employees
 - a Understanding the content of the program training that is applicable to the activities in which they are involved
 - b Reporting if controls are not fully and properly implemented or maintained
- 21.7.C. Exposure Control Method
 - i) All employees performing cutting, chipping, drilling, grinding, milling or crushing processes on concrete, stone, brick, block or mortar shall use the appropriate tools listed in Appendix G to protect themselves and others around them from the harmful effects of silica
 - ii) Contact the Safety Team to identify proper control techniques or monitoring
- 21.7.D. Monitoring
 - i) Monitoring for silica exposure will occur for potential silica exposure tasks not listed in Appendix G or when the Safety Director has authorized tasks where control methods cannot be fully implemented
 - ii) Whenever no existing objective data or previously conducted air monitoring data is available, exposure monitoring will be performed by an authorized testing facility
 - iii) The Safety Director will use the exposure data to implement new control methods or ensure employees are below the silica exposure action level by other means
- 21.7.E. Housekeeping
 - i) Wet sweeping or sweeping compound
 - ii) 99.9% efficiency vacuum with self-cleaning
- 21.7.F. Training
 - i) All employees who are exposed to respirable silica as part of their job will be trained on:
 - a The hazards of respirable silica
 - b The control methods for machines they operate or are in proximity to
 - c How to properly use the control methods
 - d What to do if a control method is damaged, missing or is not providing adequate protection
 - ii) Retraining will be conducted for any employee if
 - a There is a change in assignment that involves using a different machine
 - b There is a change in the machine, equipment or processes that presents new hazards
 - c There is a change in the control method procedures
 - d The supervisor has reason to believe or determines through inspection or observation that an employee lacks sufficient knowledge of the control method procedures
 - iii) All training records will be maintained in [TrainingVault.com](https://www.trainingvault.com) and retained by the Safety Team
- 21.7.G. Medical Surveillance
 - i) In addition to all required medical surveillance required for employees who use respirators at Baker Group, employees who, as a function of their duties,

are required to wear a respirator under [29 CFR 1926.1153\(e\)\(1\)](#) for more than 30 total days per year will be offered a medical examination, free of charge, that consist of the following:

- a A physical examination with special emphasis on the respiratory system
 - b A chest X-ray at full inspiration
 - c A pulmonary function test
 - d Testing for latent tuberculosis infection
 - e Any other tests deemed appropriate by the medical provider
- ii) A copy of the medical opinion form provided to Baker Group will be provided to the employee within 30 days of the examination

21.8. Other hazards not listed must go through the Safety Director for training and hazard mitigation/control

Chapter 22: Bloodborne Pathogens

22.1. General

- 22.1.A. Any potential exposure shall be reported to the Safety Team immediately.
- 22.1.B. Any employee who is assisting in immediate first aid care of an injured employee shall use universal precautions (PPE provided at no cost to employees).
- i) Breathing barrier
 - ii) Safety glasses
 - iii) Latex/nitrile gloves
 - iv) Apron/body protection
- 22.1.C. Employees shall have access to the exposure control plan included in this chapter or from Safety Team at their request.
- 22.1.D. Handwashing facilities or antiseptic solution/towelettes shall be available at each jobsite and customer site.
- 22.1.E. Any time blood must be cleaned it must be cleaned using universal precautions and using a 10:1 water: bleach mixture.
- 22.1.F. Any employee who has been exposed or would be evaluated to have an occupational exposure shall have the option to receive the Hepatitis B vaccine at no cost.

22.2. Training

- 22.2.A. Training must be provided before initial assignment.
- 22.2.B. Refresher training must be completed annually.
- 22.2.C. All employees who have the potential for exposure to bloodborne pathogens undergo a comprehensive training program and are furnished with as much information as possible on this issue.
- 22.2.D. The Safety Director is responsible for seeing that all employees who might be exposed to bloodborne pathogens receive this training.
- 22.2.E. Topics covered in training include:
- i) The Bloodborne Pathogens Standard itself
 - ii) The epidemiology and symptoms of bloodborne diseases
 - iii) The modes of transmission of bloodborne pathogens

- iv) The Company's Exposure Control Plan (and where employees can obtain a copy)
 - v) Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
 - vi) A review of the use and limitations of methods that will prevent or reduce exposure including Engineering Controls, Work Practice Controls and Personal Protective Equipment
 - vii) Selection and use of personal protective equipment including:
 - a Types available
 - b Proper use
 - c Location
 - d Removal
 - e Handling
 - f Decontamination
 - g Disposal
 - viii) Visual warnings of biohazards including labels, signs, and color-coded containers
 - ix) Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
 - x) The procedures to follow if an exposure incident occurs, including incident reporting
 - xi) Information on the post-exposure evaluation and follow-up, including medical consultation, that the company will provide
- 22.2.F. Training must be provided before initial assignment
- 22.2.G. Refresher training must be completed annually
- 22.2.H. Training records maintained on [MCAI's Training Vault](#).
- 22.2.I. Training shall address the OSHA standard ([1910.1030](#)) and the Baker Group policies & plan.

22.3. Exposure Control Plan

22.3.A. Universal Precautions

- i) Treat all human blood and body fluids such as semen and vaginal secretions as if they are known to be infectious for HBV, HIV and other bloodborne pathogens
- ii) When it is difficult or impossible to differentiate between body fluid types, assume all body fluids to be potentially infectious
- iii) The Safety Director is responsible for overseeing the Universal Precautions aspect of this Plan

22.3.B. Engineering Precautions

- i) The use of Engineering Controls to eliminate or minimize employee exposure to bloodborne pathogens is a key aspect of the plan. Employees use cleaning, maintenance and other equipment that is designed to prevent contact with blood or other potentially infectious materials
- ii) The Safety Director periodically works with project managers and supervisors to identify the tasks and procedures performed on company premises where engineering controls can be implemented or updated

- iii) The following Engineering Controls are to be made available wherever a risk of exposure to bloodborne pathogens exists:
 - a Hand washing facilities (or antiseptic hand cleansers and towels or antiseptic towelettes)
 - b Secondary containers which are leak-proof, color-coded or labeled with a biohazard warning label, and puncture-resistant, if necessary

22.3.C. Work Practice Controls

- i) Employees must wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment
- ii) Employees must wash their hands, and any other exposed skin, with soap and water as soon as possible after any contact of body areas with blood or any other infectious materials
- iii) Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to bloodborne pathogens
- iv) All procedures involving blood or other infectious materials should be performed carefully so as to minimize splashing, spraying, or other actions generating droplets of these materials
- v) If outside contamination of a primary specimen container occurs, that container is to be placed within a second, appropriately labeled, leak-proof container for handling and storage
- vi) Equipment which becomes contaminated is to be examined prior to servicing or shipping and decontaminated as necessary, unless it can be demonstrated that decontamination is not feasible
- vii) An appropriate biohazard warning label is to be attached to any contaminated equipment, identifying the contaminated sections
- viii) Information regarding the remaining contamination is to be conveyed to all affected employees, the equipment manufacturer, and the equipment service representative prior to handling, servicing or shipping

22.3.D. Personal Protective Equipment

- i) The Company provides, at no cost to employees, the Personal Protective Equipment that they need to protect themselves against such exposure
- ii) This equipment includes, but is not limited to:
 - a Gloves
 - b Safety glasses
 - c Goggles
 - d Face shields/masks
 - e Respirators
- iii) The Safety Director, working with project managers and supervisors, is responsible for ensuring that all departments and work areas make available to employees the appropriate personal protective equipment
- iv) All employees receive training in the use of the appropriate personal equipment for their job classifications and the tasks/procedures they perform
- v) To determine whether additional training is needed, the employee's previous job classification and tasks are compared to those for any new job or function that they undertake

22.3.E. Housekeeping

- i) Maintaining a jobsite in a clean and sanitary condition is an important part of our company policy
 - ii) All equipment and surfaces are cleaned and decontaminated with approved cleansers and disinfectants after contact with blood or other potentially infectious materials
 - iii) Protective coverings, such as plastic trash bags or wrap, aluminum foil or absorbent paper, are removed and replaced as soon as feasible when overtly contaminated
 - iv) Potentially contaminated broken glassware is picked up using mechanical means
- 22.3.F. Vaccination Program
- i) To provide as much protection as possible against the possibility of Hepatitis B infection, the company has implemented a vaccination program for exposed employees
 - ii) The vaccination program consists of a series of three inoculations over a six-month period
 - iii) As part of their bloodborne pathogens training, our employees have received information regarding Hepatitis vaccination, including its safety and effectiveness
 - iv) The Safety Director is responsible for setting up and operating our vaccination program
 - v) Vaccinations are performed under the supervision of a licensed physician or other healthcare professionals
 - vi) To ensure that all employees are aware of our vaccination program, it is thoroughly discussed in our bloodborne pathogens training

Chapter 23: Drug & Alcohol Policy and Procedure

23.1. Policy

- 23.1.A. Baker Group (hereinafter referred to as “The Employer” or “The Company”) has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all of those who work with the user. The use, sale, purchase, transfer or possession of an illegal drug at the workplace, and the use, possession, or being under the influence of alcohol also imposes unacceptable risks for a safe, healthy, and efficient operation.
- 23.1.B. The Company and their Union Affiliates have a right and obligation to maintain a safe, healthy, and efficient workplace for all of its Employees and members, and to protect their property, information, equipment, operations, and reputation. The Company recognizes their obligation to other companies to provide services that are free of the influence of illegal drugs and alcohol, and will endeavor through this policy to provide drug and alcohol free services.
- 23.1.C. The Company recognizes their obligation to other companies to provide services that are free of the influence of illegal drugs and alcohol, and will endeavor through this policy to provide drug and alcohol free services.

- 23.1.D. The Company further express their intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.
- 23.1.E. Should any dispute arise with respect to the application or implementation of this policy, such dispute shall be submitted through the grievance and arbitration provisions of the agreement.

23.2. Purpose

- 23.2.A. This policy implemented pursuant to Iowa's Private Sector Drug-Free Workplaces law (Iowa Code §730.5) and the Drug-Free Workplace Act of 1998.
- 23.2.B. This policy outlines the goals and objectives of The Company and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program.

23.3. Scope

- 23.4.A. This policy applies to all departments, all Employees, and all job applicants, including bargaining and non-bargaining Employees, apprentices and pre-apprentices, classified workers, clerical, management, contract Employees and part time Employees.

23.4. Preface

- 23.4.A. Alcohol/substance abuse is recognized as a treatable illness. The desired result and preferred procedure is rehabilitation through a referral to a locally operated Employee Assistance Program (EAP). For information regarding the current EAP program contact The Employee Assistance Centre at 1-800-327-4692 or visit 505 Fifth Avenue Suite 600, Des Moines, Iowa They should provide the Employee and the supervisor educational programming, individual and family counseling, as well as treatment and referral services.

23.5. Definitions

- 23.5.A. **Alcohol** means any beverage that contains ethyl alcohol (ethanol), isopropanol, or methanol, including but not limited to beer, wine, and distilled spirits.
- 23.5.B. **Workplace, Company Premises, or Company Facilities** means all property of the Employer, or place in which the Employer is providing services including, but not limited to, the offices, facilities, and surrounding areas on Employer owned or leased property, parking lots, and storage areas. These areas also include Employer job sites. The terms also include Employer owned or leased vehicles and equipment wherever located.
- 23.5.C. **Drug or Alcohol Testing** means the scientific analysis of urine or breath for the purpose of detecting a drug or alcohol.
- 23.5.D. **Illegal Drug** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for the purpose not in accordance with bonafide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), any so called designer drugs and look-

alike drugs, or those substances included in Schedule I, II, III, IV or V under the Federal Controlled Substances Act, 21 U.S.C. §801 et seq.

- 23.5.E. **Legal Drug** means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose of which prescribed or manufactured.
- 23.5.F. **Probable Cause Drug or Alcohol Testing** – means drug or alcohol testing based upon evidence that an Employee is using or has used alcohol or other drugs in violation of the Employer’s written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this paragraph, facts and inferences may be based upon, but not limited to, any of the following:
- i) Observable phenomena while at work, such as direct observation of alcohol or drug use, or abuse, or of the physical symptoms or manifestations of being impaired due to alcohol or other drug use
 - ii) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - iii) A report of alcohol or other drug use provided by a reliable and credible source.
 - iv) Evidence that an individual has tampered with any drug or alcohol tests during the individual’s employment with the current Employer.
 - v) Evidence that an Employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an Employee, a record or report could be required under Chapter 88 of the Iowa Code, or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed \$1,000.00.
 - vi) Evidence that an Employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the Employer’s premises, or while operating the Employer’s vehicle, machinery, or other equipment.
- 23.5.G. **Under the Influence** means a condition in which a person is affected by a drug or by alcohol in a detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. Determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or breath test and in some cases by the opinion of a lay person.
- 23.5.H. **Use** means consuming, possessing, selling, concealing, distributing or arranging to buy or sell, being under the influence and reporting for duty under the influence of alcohol or illegal drugs.
- 23.5.I. **Employee Assisted Program (EAP)** means a program designed to assist Employees with alcohol and/or substance abuse or other problems by means of counseling, treatment, or referral to more specific centers. The emphasis of the program is centered on the recovery of the individual, and to provide services designed to assist in recovery.
- 23.5.J. **Employee** means a person in the service of an Employer, and applies to all employees of all departments, bargaining and non-bargaining employees, apprentices and pre-apprentices, classified workers, clerical, management, contract employees and part time employees.

- 23.5.K. **Work hours** means all of the time in which an Employee is engaged in work duties or duties complimentary to work subject to Employer's control.
- 23.5.L. **Under the influence of alcohol** means a blood alcohol content of .04% or greater. Under the influence of a chemical or a chemical substance or drug means, the urine content determined to equal or exceed the levels approved by the United States Department of Health and Human Services (DHHS).
- 23.5.M. **Pre-Employment screening** – the screening of prospective Employees, which will include drug testing and may include alcohol testing, to ascertain whether or not Employee is capable of safely performing the duties and meeting the pre-requisites for the employment offered.
- 23.5.N. **Good Faith** means reasonable reliance on facts, for that which is held out to be factual, without the intent to be deceived, and without reckless, malicious or negligent disregard for the truth.
- 23.5.O. **Medical Review Officer** means a licensed physician, osteopathic physician, chiropractor, nurse practitioner, or physician assistant authorized to practice in any state of the United States, who is responsible for receiving laboratory results generated by an Employer's drug or alcohol testing program, and who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's positive test result, together with individual's medical history and any other relevant biomedical information.
- 23.5.P. **Prospective Employee** means a person who has made an application, whether written or oral, to an Employer to become an Employee.
- 23.5.Q. **Minor** means an individual who is under 18 years of age and is not considered by law to be an adult.
- 23.5.R. **Parent** means one biological or adoptive parent, a step parent or a legal guardian or custodian of the minor.

23.6. Required Testing of Employees for Drug and Alcohol

- 23.6.A. The Employer will require Employees to take drug and alcohol tests in the following circumstances:
- i) Employer may conduct drug or alcohol testing of Employees during, and after the completion of, drug or alcohol rehabilitation for up to one year.
 - ii) Employees will be tested for drug and/or alcohol if there is a probable cause that the Employee is under the influence of a drug or alcohol. Probable cause drug or alcohol testing is defined in 5.6 of this policy, and Iowa Code §730.5(1)(h).
 - iii) When a Job Applicant seeks employment with Employer. This includes pre-apprentices who are about to become apprentices. See also Section 10 of this policy.
 - iv) Employee is involved in, or associated with, an accident that results or could result in the filing of a workers' compensation claim.
 - v) An Employee is required, subject to drug and alcohol testing pursuant to federal law, regulations, or law enforcement.
 - vi) Site owner requires the Employer to have its Employees drug and/or alcohol tested prior to the Employer providing services at the site.
 - vii) Unannounced Testing. Testing that is conducted on a periodic basis, without advance notice of the test to employees and without individualized suspicion.

- viii) Employees subject to “unannounced” testing. Any employees who are selected from the following pools of employees may be subject to unannounced testing.
- ix) Entire employee population at a particular work-site with the exception of employees who are not scheduled to be at work at the time of the testing is to occur, because of the status of the employees (i.e. leave of absence, lay-off, different shift, etc) or who have been excused from work pursuant to the employer’s policies prior to the time the testing is announced to employees.
- x) All employees at a particular work site who are in a pool of employees in a safety-sensitive position with the exception of employees who are not scheduled to be at work at the time the testing is to occur, because of the status of the employees (i.e. leave of absence, lay-off, different shift, etc) or who have been excused from work pursuant to the employer’s policy prior to the time the testing is announced to employees.
- xi) The Company reserves the right to amend this list of times in which an Employer will require drug and alcohol testing of Employees. Any amendment will be provided to the Employees in writing prior to its implementation.

23.7. Education

- 23.7.A. Selected supervisory personnel of Employer will attend a minimum of two hours of initial training and attend on an annual basis thereafter a minimum of one hour of subsequent training.
- 23.7.B. Training shall include but is not limited to information concerning the recognition of evidence of Employee alcohol or other drug abuse, the documentation and corroboration of Employee alcohol and other drug abuse, and the referral of Employees who abuse alcohol or other drugs to the Employee Assistance Program or to the resource file of Employee assistance services providers.
- 23.7.C. Employees are to be informed of:
 - i) Dangers of drug and alcohol use in the workplace
 - ii) Local Employee Assistance Programs, and other drug abuse programs certified by the Iowa Department of Public Health, mental health providers, and other persons, entities, or organizations available to assist Employees with personal or behavioral problems.
 - iii) The provisions of this policy.

23.8. Prohibited Activities

- 23.8.A. Illegal Drugs and Alcohol:
 - i) The use, sale, purchase, transfer, or possession of any illegal drug or alcohol by an Employee while on Employer’s premises or while performing Employer business is prohibited.

23.9. Discipline

- 23.9.A. Any Employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on Employer premises or while on Employer business will be discharged.
- 23.9.B. Any Employee who is found in possession of or under the influence of alcohol violates this policy and is subject to discipline up to and including discharge.

- 23.9.C. Any existing employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or alcohol will be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by the Employer. The Employee will be responsible to pay his/her portion of the cost of rehabilitation. This opportunity is not available to Job Applicants. During rehabilitation, the Employee will be subject to an unannounced drug or alcohol testing. Upon return to work from rehabilitation, the Employee will be subject to unannounced drug or alcohol testing for a period of one (1) year. Any test that is confirmed as positive during or following rehabilitation will result in discharge.

23.10. Drug and Alcohol Testing of Job Applicants

- 23.10.A. All Job Applicants who are conditionally offered employment subject to passing the drug test, including applicants for part time and seasonal positions and applicants who are former Employees, are subject to drug and alcohol testing.
- 23.10.B. A Job Applicant must pass the drug test to be considered for employment.
- 23.10.C. A prospective Employee will be provided written notice of this policy and by signature will be required to acknowledge receipt and understanding of the policy.
- 23.10.D. If a Job Applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by a prospective Employee is discovered, the pre-employment process will be terminated and the Job Applicant will not be hired.

23.11. Drug and Alcohol Testing of Employees

- 23.11.A. Employer will notify Employees of this policy by:
- i) Providing each Employee a copy of the written policy, and obtaining a written acknowledgement from each Employee that the policy has been received and read.
 - ii) Announcing the policy in various written communications and making presentations at Employee meetings.
- 23.11.B. An Employer may perform drug and alcohol testing:
- i) Of any Employee who manifests "probable cause" behavior
 - ii) Of any Employee who was involved in, or associated with, an accident that results or could result in the filing of a workers' compensation claim
 - iii) Of any Employee who is subject to drug or alcohol testing pursuant to federal or state rules, or regulations or laws
- 23.11.C. Employee's consent to submit to drug or alcohol testing is required as a condition of employment, and Employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.
- 23.11.D. Employee who is tested in a probable cause situation may be suspended pending receipt of written test results and whatever inquiries may be required. If the drug or alcohol test results are negative, employee will be reimbursed for all back pay that resulted from the suspension.
- 23.11.E. Employer will offer to provide transportation or pay reasonable transportation costs to Employees if drug and/or alcohol sample collection is conducted at a location other than Employee's normal work site. If the Employee whose

faculties appear to be impaired refuses transportation assistance and indicates an intention to drive from work or to the testing center, the supervisor or designee will document the refusal and will warn the Employee that proper authorities will be notified.

- 23.11.F. Testing procedures will follow all requirements as set forth in Iowa Code §730.5(7).
- 23.11.G. A confirmed positive drug or alcohol test, an altered test result or a diluted test result of a current Employee shall be provided to the Employee by the Employer in writing, by certified mail, return receipt requested. In that writing, the Employee will be told that he/she has the right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the Employee's choice. The fees for such a confirmatory test shall be payable by the Employee. The employee will have seven (7) days after receipt of the letter to (a) request the test; (b) identify the laboratory to perform the test and (c) pay for the test.
- 23.11.H. If an Employee is a minor, any notice that is required to be given shall be provided to the parents of any minor Employee by certified mail, return receipt requested.
- 23.11.I. Any action taken against an Employee shall be based only on the results of the drug or alcohol test. If rehabilitation is required, the Employer shall not take adverse employment action against the Employee so long as the Employee complies with the requirements of rehabilitation and successfully completes rehabilitation.

23.12. Appeal of a Drug or Alcohol Test Result

- 23.12.A. An Employee or Job Applicant will be offered the opportunity to explain to the MRO the positive results. The purpose of this meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use. The decision of the medical review officer will be final.
- 23.12.B. An Employee whose drug or alcohol test is reported positive will be offered an opportunity to obtain an independent test at the Employee's expense, of the remaining portion of the urine specimen which yielded the positive results and to obtain the written test result and submit it to an independent medical review officer at the Employee's expense. All fees for such a confirmatory test shall be payable by the Employee. The employee will have seven (7) days after receipt of the letter from the employer to (a) request the test; (b) identify the laboratory to perform the test and (c) pay for the test.
- 23.12.C. An Employee may contest the positive results by informing the Employer within 72 hours after receiving notice that he/she has had a positive test result for a prohibited substance and requesting that such confirmation test as set out in 12.2(a) be done at a laboratory of his/her choosing. The laboratory that the individual chooses must be a SAMSHA certified laboratory, and the testing limits must be at or below those required by this Policy.
- 23.12.D. During the period of an appeal and any resulting inquiries the employment status of an Employee may be suspended and the costs of second testing will be paid by the Employee.

- 23.12.E. If the Employee appeal is successful, the Employee will receive back pay for all time he or she was suspended and the costs of the second testing.
- 23.12.F. Any union Employee, subject to this policy, continues to have access to the usual protections provided as part of Union membership. Union members may request that a Union representative be available or present prior to any action taken by an Employer at any stage of the policy in its administration. If an individual is aggrieved by any action taken under this drug/alcohol policy and his or her complaint cannot be resolved, it may, if the individual or Union requests, be referred as a grievance under the grievance and arbitration provisions of the Union's collective bargaining agreement, Article X Grievances. In the event the matter is referred to Article X Grievances, the arbitrator shall be bound by the provisions of the drug/alcohol policy.

23.13. Rehabilitation and Employee Assistance

- 23.13.A. Rehabilitation assistance in lieu of discharge may be offered:
- i) To any Employee, with the exception of prospective Employees, who requested rehabilitation assistance, provided the request is unrelated to any identification of the Employee as a violator of this policy
 - ii) To any Employee, with the exception of prospective Employees, who has violated this policy, provided the violation does not involve selling or transferring illegal drugs, or serious misconduct
- 23.13.B. When an Employee tests positive for the first time for the presence of alcohol or illegal substance, the Employer shall take no disciplinary action against said Employee, due to the Employee's drug involvement if the Employee undergoes a substance abuse evaluation and if Employee successfully completes substance abuse treatment, if treatment is recommended by the evaluation. However, if an Employee fails to undergo substance abuse evaluation required under the results of the drug test, or fails to successfully complete substance abuse treatment when recommended by an evaluation, the Employee may be disciplined up to and including discharge.
- 23.13.C. Rehabilitation assistance given by the Employer will be:
- i) Limited to those medical benefits and cost sharing arrangements that may be available in the Employee's medical benefits plan
 - ii) Employee is responsible for all other payments for rehabilitation
 - iii) Employee will not be compensated for any time off for rehabilitation
- 23.13.D. Employer will provide to any Employee, upon request, and at no cost to the Employee, information concerning local resources that are available for treatment of drug and alcohol related problems. Baker will not share in any expense.

23.14. Inspections and Searches

- 23.14.A. When probable cause exists to believe an Employee has illegal drugs in his or her possession while at work, the Employer may conduct unannounced searches for illegal/unauthorized drugs, legal drugs, and alcohol at the Employer's premises, at sites in which the Employer is providing services and Employer's vehicles or equipment wherever located. Employees are expected to cooperate.

- 23.14.B. Such searches shall, however, include only property owned and issued by the Employer and shall not include the Employee's person, lunch box, purse or other personal property in the Employee's possession. Any Employee who fails to cooperate in a search will be subject to disciplinary action up to and including immediate termination.
- 23.14.C. An Employee's consent to a search is required as a condition of employment, and the Employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal.
- 23.14.D. Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on Employer property or on sites where Employee is providing services will be turned over to the appropriate law enforcement agency and the full cooperation will be given in any subsequent investigation. Substance that cannot be identified as an illegal drug by a layman's examination will be turned over to a forensic lab for scientific analysis.
- 23.14.E. An Employee who is the subject of a drug related investigation by Employer or by a law enforcement agency may be suspended pending completion of the investigation.

23.15. Confidentiality

- 23.15.A. All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by the Employer as confidential, unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.
- 23.15.B. The Employer shall select at least one and no more than two, designated representatives to handle all confidential matters regarding this policy. Only the designated representatives will be informed of the test results. The name(s) of the Employer's designated representative(s) will be communicated to the EAP in writing.
- 23.15.C. An Employee or Prospective Employee who is subject to the drug or alcohol tests conducted under this policy for whom a confirmed positive test result, altered test result or diluted test result is reported shall, upon written request, have access to any records relating to the Employee's drug or alcohol test, including records of the laboratory where the testing was conducted and any records relating to the results of any relevant certification or review by a medical review officer. However, a prospective Employee shall be entitled to records under this section only if the Prospective Employee requests the records within fifteen calendar days from the date the Employer provided the prospective Employee written notice of the results of a drug or alcohol test.
- 23.15.D. An Employer may use and disclose information concerning the results of a drug or alcohol test under any of the following circumstances:
 - i) In an arbitration proceeding in accordance with Article X of a collective bargaining agreement, or administrative agency proceeding or judicial proceeding under worker's compensation laws or employment compensation laws or under common or statutory laws where action taken by the Employer based on the tests is relevant or is challenged
 - ii) To any federal agency or other unit of the federal government as required under federal law, regulation or order, or in accordance with compliance requirements or a federal government contract

- iii) To any agency of this state authorized to license individuals if the Employee tested is licensed by that agency and the rules of that agency require such disclosure
- iv) To a Union representing the Employee
- v) To a substance abuse evaluation or treatment facility or professional for the purpose of evaluation or treatment of the Employee

A.02. Loss Control Responsibilities

Safety Director

1. Responsible for developing a practical system for effective compliance with OSHA regulations.
2. Responsible for developing procedures ensuring accountability on the jobsite.
3. Responsible for the administration and implementation of the Construction Safety Standards as they apply to Company construction projects.
4. Responsible for administration and implementation of the Company Safety Program.
5. Ensures that a monthly report is completed listing all accidents which occurred on all projects during the preceding month. These reports will be reviewed to determine type of accident and severity of injury. The requisite corrective measures will then be taken such as safety talks with personnel, bulletins to employees, purchase of new equipment, or change in work procedures.
6. Ensures that all sub and trade contractors abide by the requisite safety and health programs and that any alleged violations are fully documented.
7. Maintains and updates a set of basic safety work rules. The Safety Director will explain these rules to project superintendents and supervisors who, in turn, will discuss these with employees during on-the-job safety talks. Company safety rules will be posted at all jobsites.
8. Conducts safety inspections and files reports periodically.
9. Provides safety training for employees.
10. Reads and reviews all construction safety standards on a continuing basis.
11. Provides the manager of construction, general superintendents, project managers and project superintendents with updated Construction Safety Standards.
12. Keeps the Company policy and work procedures in compliance with current OSHA rules and regulations and advises the manager of construction, general superintendents and project managers of any and all changes in these OSHA rules and regulations.
13. Ensures that all vendors are advised of Company safety and health programs as these apply to vendor and supplier personnel entering the jobsite.
14. Meets regularly with the superintendents to review safety procedures on the job and, in general, checks on the superintendents' and supervisors' compliance with the Company Safety and Health Program.
15. Schedules regular meetings of the Safety Committee and prepares its agenda.

Project Manager

1. Reads and reviews the Construction Safety Standards and becomes knowledgeable of federal, state and local standards.
2. Ensures that an analysis is made of the plans and specifications as well as of the site to determine the type of accidents which may develop. Pays particular attention to protecting the public and to providing fire prevention facilities.

3. Reads and reviews the Company safety and health program at the beginning of each new project and makes revisions or additions necessary for that particular job and owner's requirements.
4. Ensures that, at the time of the pre-award conference, the name of the sub or trade contractor's safety officer and a copy of the sub or trade contractor's safety program are obtained. If no safety program exists, the Project Manager will advise the sub or trade contractor's representative of the Company's program; he will require the sub or trade contractor(s) to adopt a safety program that meets or exceeds all state, federal and local requirements as well as require that such a program be effectively implemented and maintained. The Project Manager will inform the Safety Director of the sub or trade contractor's safety officer's name; he will either give him a copy of this safety program or inform the Safety Director that such a program does not exist.
5. Informs the sub or trade contractor's safety officer of any failure to comply with the safety program's requirements. Keeps the Company's Safety Director informed about such cases.
6. Is safety oriented when visiting the job site. Reports **all** unsafe acts and conditions to the Project Superintendent, both those affecting the Company's personnel as well as those affecting the sub or trade contractors' personnel.
7. Reviews all accident reports.

Project Superintendent

1. Implements the Company's on-site safety and health program.
2. Ensures that all necessary personal protective equipment, job safety materials, and first-aid equipment are readily available.
3. Instructs the supervisor(s) that safe practices are to be followed and safe conditions maintained throughout the jobsite.
4. Informs the supervisor(s) that they are not to require or permit their workers to take chances but rather are to instruct their workers in proper and safe procedures.
5. Instructs supervisor(s) on their individual safety responsibilities.
6. Requires all sub or trade contractors and their prime subcontractors to comply with all safety regulations. Reports any unsafe conditions existing on sub or trade contractor areas of the work to the Safety Director.
7. Reviews all accidents with supervisor(s) and ensures that corrective action is taken immediately.
8. Files complete and concise accident reports with the home office using first report of injury forms or OSHA 301 form equivalent. Keeps copies of federal, state and local regulations at the jobsite office. Maintains a copy of Construction Safety Standards (Code of Federal Regulations, Part 1926) close at hand for ready reference.
9. Is familiar with the basic requirements of the laws pertaining to safety.
10. Monitors all Tool Box Safety Talks.
11. Has OSHA 30 card and has updated within five years.
12. Assumes the responsibilities of the project supervisor(s) in the event there is no project supervisor(s) on the job.
13. Displays OSHA Form 300 (summary) from February 1 to April 30 annually.

Job Foreman

1. Ensures that the entire safety program is carried out at the work level.
2. Ensures that the employees commit no unsafe acts.
3. Ensures that no unsafe conditions exist in the work areas.
4. Ensures that necessary protective equipment is on hand and used.
5. Instructs all employees in safety procedures and job safety requirements. Follows up and insists on compliance.
6. Ensures that all injuries are cared for properly and reported promptly.
7. Reports all accidents within 24 hours to HR (Kelley B) and Safety Director (Tracy H).
8. Investigates all accidents. Files a complete accident report with project superintendent (or supervisor) using first report of injury forms or OSHA 301 form equivalent. Implements corrective action immediately after cause of accident has been determined.
9. Is familiar with the basic requirements of the laws pertaining to safety.
10. Has OSHA 30 card and has updated within five years

A.11. Disciplinary Notice

Disciplinary Notice



Employee: _____ Dep _____

Steps:

- Informal Warning
- Formal Warning
- Final Warning
- Dismissal

1. Statement of the problem: (violation of rules, standards, practices or unsatisfactory performance.)

2. Prior discussion or warnings on this subject: (oral, written, dates.)

3. Statement of company policy on this subject:

4. Summary of corrective action to be taken: (Include dates for improvement and plans for follow-up.)

5. Consequences of failure to improve performance or corrective behavior:

6. Employee comments:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Distribution: One copy to Employee, one copy to Supervisor and original copy to Human Resources.

Appendix C – Heat and Cold Stress

C.01. Heat Index

Heat Index	Risk Level	Protective Measures
<91°F	Lower (Caution)	<ul style="list-style-type: none"> ☐ Provide plenty of drinking water • Ensure that adequate medical services are available • Plan ahead for times when heat index is higher, including worker heat safety training • Encourage workers to wear sunscreen • If workers must wear heavy protective clothing, perform strenuous activity or work in the direct sun, additional precautions are recommended to protect workers from heat related illness
91°F to 103°F	Moderate	<p>In addition to the steps listed above:</p> <ul style="list-style-type: none"> • Remind workers to drink water often (about 4 cups per hour) • Review heat related illness topics with workers such as recognition, prevention and first-aid • Schedule frequent breaks in cool, shaded areas • Acclimatize workers • Set up a buddy system and instruct workers and supervisors to watch for signs of heat related illnesses • Schedule strenuous activities at a time when the heat index is lower • Develop work rest schedules • Monitor workers closely • If workers must wear heavy protective clothing, perform strenuous activity or work in the direct sun, additional precautions are recommended to protect • workers from heat related illness

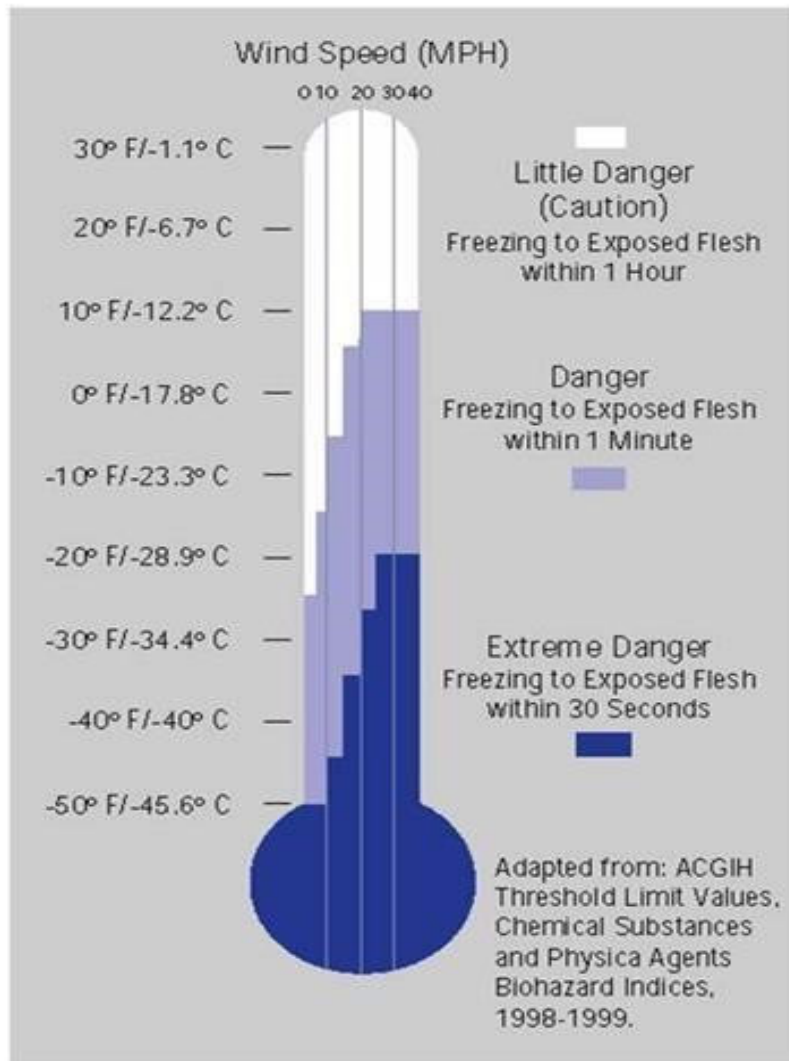
Heat Index	Risk Level	Protective Measures
103°F to 115°F	High	<p>In addition to the steps listed above:</p> <ul style="list-style-type: none"> • Alert workers of high risk conditions • Actively encourage workers to drink plenty of water (about 4 cups per hour) • Limit physical exertion • have a knowledgeable person at the work site who is well informed about heat related illness and able to determine appropriate work/rest schedules • Establish and enforce work/rest schedules • Adjust work activities (e.g. reschedule work, pace/rotate jobs) • Use cooling techniques • Watch/communicate with workers at all times • When possible, reschedule activities to a time when the heat index is lower

C.02. Cold Stress

115°F	Very High to Extreme	<p>If essential work must be done, in addition to the steps listed above:</p> <ul style="list-style-type: none"> • Alert workers of extreme heat hazards • Establish water drinking schedule (about 4 cups per hour) • Develop and enforce protective work/rest schedules • Conduct physiological monitoring (e.g. pulse, temperature, etc.) • Stop work if essential control methods are inadequate or unavailable • Reschedule non-essential activities for days with a reduced heat index or to a time when the heat index is lower • Move essential work tasks to the coolest part of the work shift • Consider earlier start times, split shifts or evening/night shifts • Strenuous work tasks and those requiring the use of heavy or non-breathable clothing or impermeable chemical protective clothing should not be conducted when the heat index is at or above 115°F
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THE COLD STRESS EQUATION

**LOW TEMPERATURE + WIND SPEED + WETNESS
= INJURIES & ILLNESS**



Appendix D – Return to Work Program

D.01. Clinic Locations



Safety Director: Tracy Haus Human Resources: Kelley Bennett
Office: 515-299-4024 Office: 515-299-4020
Cell: 515-208-3072 Cell: 515-208-1345
haust@thebakergroup.com bennettk@thebakergroup.com

Baker Group Accident/Injury Procedures

If employee sustains an injury, it is important to seek medical attention. Baker Group requires the following actions be taken when seeking medical attention:

1. Notify Job Foreman or Supervisor – **Call 911 if a Medical Emergency.**
2. Seek medical attention. Do not wait until after hours. Approved hospitals/clinics listed below. **You must see a doctor that Baker Group has approved.**
*** Emergency Room visits are only to be used for severe injuries where immediate advanced skill is needed. (Eye washes and simple cuts can be repaired at a clinic.)*
3. Fill out First Report of Injury form. Send report and doctors notes to office, Attn: Kelley.]
4. Follow-up the next day with supervisor or Tracy. You are expected to work the next day unless the doctor has strictly forbidden it. Light or restricted duty will be available.

Baker Group Des Moines Area Approved Clinics

Unity Point Occupational Health Clinics

Hours: Mon-Fri: 8am – 5pm ❖ Appointment Needed

Lakeview Medical Park 6000 University Ave, St 124 West Des Moines, IA 50266 515-241-2020	Penn Medical Place 1301 Penn Ave, St 416 Des Moines, IA 50316 515-262-7619	White Birch Plaza 1810 SW White Birch Cir, St 111 Ankeny, IA 50023 515-964-6974
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DoctorsNow Walk-in Care

Hours: Mon-Fri: 8am – 8pm ❖ Sat: 10am – 6pm ❖ Sun: Noon – 6pm

<u>Altoona</u>	<u>Johnston</u>	<u>West Des Moines</u>	<u>Ames</u>
3770 8 th Street SW Altoona, IA 50009 515-270-1000	8779 Northpark Drive Johnston, IA 50131 515-270-1000	640 S 50 th St, W Des Moines, IA 515-270-1000	11003405 Lincoln Way Ames, IA 50014 515-598-4747

Baker Group Des Moines Area Approved Hospital

Iowa Methodist Medical Center (IMMC)
1200 Pleasant Street
Des Moines, Iowa 50309
Phone: 515-241-6212

Baker Group Accident/Injury Procedures

If employee sustains an injury, it is important to seek medical attention. Baker Group requires the following actions be taken when seeking medical attention:

1. Notify Job Foreman or Supervisor – **Call 911 if a Medical Emergency.**
2. Seek medical attention. Do not wait until after hours. Approved hospitals/clinics listed below. **You must see a doctor that Baker Group has approved.**

*** Emergency Room visits are only to be used for severe injuries where immediate advanced skill is needed. (Eye washes and simple cuts can be repaired at a clinic.)*

5. Fill out First Report of Injury form. Send report and doctors notes to office, Attn: Kelley.
6. Follow-up the next day with supervisor or Tracy. You are expected to work the next day unless the doctor has strictly forbidden it. Light or restricted duty will be available.

Baker Group Eastern Iowa Area Approved Clinics & Hospitals

Clinics

Cedar Rapids

St Lukes Work Well Clinic
830 1st Avenue NE
Cedar Rapids, IA 52402
319-369-8153

Coralville

Mercy Occupational Medicine
2769 Heartland Drive, Suite 205
Coralville, IA 52241
319-339-3921

Davenport

Concentra Urgent Care
3540 E. 46th Street
Davenport, IA 52807
563-359-1170

Hospitals

Cedar Rapids

St Luke's Hospital
1026 A Avenue NE
Cedar Rapids, IA 52406
319-369-8392

Coralville

UI Health Care-Iowa River Landing
105 East 9th Street
Coralville, IA 52241
319-467-2000

Davenport

Genesis Med Center E
1227 E Rusholme St.
Davenport, IA 52803
563-421-1000

D.02. Transitional Job Letter

Baker Group
1600 SE Corporate Woods Dr.
Ankeny, IA 50021

Dear _____

We are pleased to offer you the following temporary transitional work as part of The Baker Group's Return to Work Program while you are recovering from your injury. It is our goal that this temporary assignment will aid in your transition back into full work activities.

Start Date: time _____ and date _____

Planned Work Schedule: _____ hours and days worked _____

Supervisor Name: name of supervisor _____

Job Title/Tasks: _____ tasks approved by treating physician _____

Wage Rate: _____

Details of any applicable Lodging/Meals/Transportation Compensation: _____

Any difficulty in performing the work you are assigned must be reported to your supervisor immediately. Your wage and benefits for this temporary transitional position will be paid according to our policy and state's workers' compensation laws.

Please return the original copy of this letter to me by _____ date _____ and retain a copy for your records as well. If we do not receive this acknowledgment form from you by _____, your rights to further workers' compensation benefits may also be affected. Please let us know if you have any questions or concerns.

Sincerely,

Name and Title
Phone Number

EMPLOYEE ACKNOWLEDGMENT: Name of Employee:

I acknowledge receipt of this letter and offer of temporary transitional work by way of my signature below.

Employee Signature _____ Printed Name _____
Date _____

EMPLOYEE ACCEPTANCE/REFUSAL:

I acknowledge refusal of this temporary transitional work offer by checking the appropriate box:

Refusal _____ (if a refusal, employee must state the reason why in the comment section below):

Employee Signature _____ Print
Name _____

Date _____

D.03. Letter to Treating Physician

Baker Group
1600 SE Corporate Woods Dr.
Ankeny, IA 50021

<DATE>

Dear <treating physician name>:

<Employee name> is employed by Baker Group as a <job title>. He/she was injured on <date>.

Baker Group has a Return to Work Program that is designed to safely return our injured employees to work as soon as possible.

If <employee name> is unable to return to work in his/her original position and capacity, we will make every effort to provide modified work for him/her. Enclosed you will find a copy of <employee name's> job description, which outlines the employee's essential job functions, and a work-related injury/illness report. Please fill out the work-related injury/illness report so we will have a better understanding of <employee name's> work restrictions. We will ensure that any modified or positions meet all of your prescribed medical restrictions. Please fax the work-related injury/illness report back to our office at <fax #>.

Please contact me if you have any questions at <phone #>. We appreciate your participation in our efforts to return our employees to a safe, productive workplace.

Sincerely,

<Name and Title>

D.04. Safety Director/Human Resources Checklist

Follow the steps below when an employee is injured:

- Ensure the First Report of Injury is filled out and send to Safety Team.
- Collect the Work-Related Injury/Illness Report with the doctor's signature.
- Review the Work-Related Injury/Illness Report from the provider with the injured employee's supervisor and find transitional work within his/her work restrictions using the following priority:

Regular Work. If the medical restrictions do not exceed the recovering employee's regular job requirements, the employee can return to his or her usual job. If not, evaluate modified work options.

Modified Work. If the medical restrictions do exceed the recovering employee's regular job requirements, determine if changes can be made to the job to accommodate the employee. For example, an employee with a 20 pound lifting restriction will not be able to complete a job requiring him or her to lift a 30-pound box. We will attempt to work around this restriction through the use of controls such as hoists, or by having another employee perform the lifting task in the interim.

- Receive signed copy of the Written Transitional Job Offer from the employee.
- Send a copy of the signed Written Transitional Job Offer to Safety Team
- File a copy of the signed Written Transitional Job Offer in a folder separate from the employee's HR folder.
- Send Transitional Work hours to Safety Team weekly.
- Contact Safety Team regarding any changes to the employee's work restrictions or if he/she is not adhering to the prescribed restrictions.

NOTE: *An employee may be disqualified from receiving workers' compensation benefits if he/she refuses to Return to Work after a physician has cleared him/her for work. If a situation like this arises, contact your insurance claims adjuster for guidance.*

D.05. Internal Case Manager Checklist

- Ensure that the first report of injury is completed and sent to the Safety Director/HR.
- Receive medical provider paperwork and review case.
- Contact employee and ask if he/she has received, reviewed, signed, and returned the Written Transitional Job Offer.
- Send the Written Transitional Job Offer to the Safety Director/HR outlining the duties of the transitional position, start date, hours and work tasks.
- After employee returns to work, check in with him/her daily and remind him/her to only work within the prescribed restrictions.
- Keep track of when employee has made appointments and remind them of upcoming visits.
- Log all employee interactions in Spectrum notes.
- If restrictions change, update the employees transitional work assignment.
- Send employee a new Written Transitional Job Offer if transitional work changes.

Ensure this letter is signed by the employee and sent to the Safety Director/HR

D.06. Supervisor Checklist

Supervisors herein refers to but is not limited to Operations Managers, Superintendents, and Foreman.

- Ensure the employee fills out the Employee Work-Injury Report as by the end of the shift, and send to the Safety Director/HR.
- Direct the injured employee to go to Iowa Methodist/Unity Point Occupational Health for medical care. **Make a call** to the nearest clinic (refer to Appendix B) and set up their initial visit.
- Assist in assigning employees with job-related restrictions to transitional work within their prescribed restrictions. *(Under no circumstance should an employee be assigned to work that exceeds the medical provider's restrictions.)*
- Once the employee has returned to work, report any issues he/she has completing the transitional work to the Safety Director/HR.
- Ensure all employees with job-related restrictions are adhering to their restrictions

D.07. Employee Checklist


- Fill out the Employee Work-Injury Report by the end of the shift. Give to the Supervisor.
- For non-emergency treatment and follow-up care go to the designated medical care provider with the Work-Related Injury/Illness Report Appendix A)
- **Schedule follow-up appointments**, physical therapy, treatments, and other doctor's visits as needed.
- Receive a Written Transitional Job Offer from Baker Group. Review sign and return to the Safety Director/HR.
- Return to Work on the agreed upon date.
- Report any issues you have completing your transitional work to the Safety Director/HR.
- Provide their supervisors and the Safety Director/HR with information about their work restrictions or changes to work restrictions after each provider visit (this includes release to full duty with no continuing restrictions).
- Follow Human Resources policies including punctuality, attendance and job performance
- Attend all scheduled medical, therapy and other related appointments, and follow all medical advice.
- Provide their supervisors and the Safety Director/HR with information about their work restrictions or changes to work restrictions after each provider visit (this includes release to full duty with no continuing restrictions).

Only perform work activities within the restrictions – both on and off the job. If problems develop, even for work within the current restrictions, employees must notify their supervisor immediately

Appendix E – Car Accident Plan

E.01. Driver's Report

DRIVER'S REPORT

Holmes Murphy & Associates, Inc. P.O. Box 9207 Des Moines, IA 50306-9207		Toll Free: 800-247-7756 Fax: 515-223-6944		
Date of Loss:		Time of Loss: AM PM		
Location of Loss: <i>Street, City State</i>				
THE ACCIDENT				
Name of Employer:				
Employer Phone No.:				
Owner of Vehicle You Were Operating:				
Year:	Make:	Model:	VIN No.:	Unit No.:
Describe Damage:		Where Can Vehicle Be Seen:		
OUR DRIVER				
Name: <i>(Your Name)</i>				
Address:				
City:				
Driver Lic. No.:		Home Tel. No.:		
State of Lic.:		Bus. Tel. No.:		
OTHER DRIVER				
Name of Owner:				
Address:				
City:		State:		Zip:
Home Tele. No.:		Bus. Tele. No.:		
Name of Driver:				
Address:				
City:		State:		Zip:
Home Tele. No.:		Bus. Tele. No.:		
Operator Lic. No.:		State:		
License No.:		State:		
Make of Vehicle:		Year:		
Insured By: <i>(Company)</i>		Policy No.:		
Type of Damage:		No. of Persons in Vehicle:		
POLICE				
Authority Contacted:				
Case No.:		Violations/Citations:		

PLEASE COMPLETE REVERSE SIDE OF FORM

DRIVER'S REPORT

DESCRIPTION OF ACCIDENT	DIAGRAM
WITNESSES	
1. Name:	Phone No.:
Address:	
2. Name:	Phone No.:
Address:	
3. Name:	Phone No.:
Address:	
PERSONS(S) INJURED	
1. Name:	Age:
Address:	Phone No.:
City:	State/Zip:
Type of Injury:	
Where Taken After Accident:	
2. Name:	Age:
Address:	Phone:
City:	State/Zip:
Type of Injury:	
Where Taken After Accident:	
ANY OTHER VEHICLES	
Name of Owner:	Phone No.:
Address:	
City:	State/Zip:
Name of Driver:	Phone No.:
City:	State/Zip:
Operator License No.:	State:
License No.:	State:
Make of Vehicle:	Year:
Insured By (Company):	Policy No.:
Type of Damage:	No. of Persons in Vehicle:

E.02. Witness Card

WITNESS CARD

Did you see the accident? _____ Did anyone appear injured? _____

Were you riding in a vehicle involved? _____ Which one? _____

Who do you think was responsible for the accident? _____

Your Name _____

Your Address _____

Your Telephone Number _____

PLEASE RETURN THIS CARD TO THE DRIVER - THANK YOU!

Appendix F – Bomb Threat Emergency Plan

F.01. Bomb Threat Checklist

Your Name: _____

Time: _____

Date: _____

Caller's Identity: Male Female

Approximate Age: Years: _____

Origin of Call: Local Long Distance Phone Booth Internal

CALLERS VOICE IS

Slow	Fast	Loud	Foreign	Calm
High Pitch	Distinct	Raspy	Stutter	Foul
Drunk	Slurred	Deliberate	Deep	Distorted
Angry	Nasal	Irrational	Laughing	Emotional

BACKGROUND NOISE

Office	Factory	Animals	Traffic	Music
Airplanes	Party	Quiet	Train	Other Voices

BOMB FACTS

KEEP CALLER TALKING. If caller seems agreeable to further conversation, ask questions like:

1. When is the bomb going to explode?

What hour: _____ Time Remaining: _____

2. Where is the bomb?

Building: _____ Area: _____

3. What kind of bomb is it? What does it look like? Do you know who placed the bomb?

4. Where are you now?

5. What is your name and address?

Did the caller appear familiar with the plant or building by description of the bomb location?

Write out the message in its entirety and any other comments on reverse side.

Call the following people immediately after the bomb threat call

EMERGENCY: 911

TRACY HAUS: 299.4024 or 208.3072

KATHY LADD: 299.4004 or 208.3007

EVACUATE THE BUILDING

Appendix G – Silica

G.01. Table 1 Exposure Control Method

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency	None	None
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:		
	-When used outdoors	None	None
	-When used indoors or in an enclosed area	APF 10	APF 10
(v) Drivable saws	For tasks performed outdoors only:		
	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism Use a HEPA-filtered vacuum when cleaning holes	None	None
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only:		
	Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism	APF 10	APF 10

(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only:		
	Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism	APF 10	APF 10
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector	None	None
	OR		
	Operate from within an enclosed cab and use water for dust suppression on drill bit	None	None
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
	OR		
	Use tool equipped with commercially available shroud and dust collection system		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
(xi) Handheld grinders for mortar removal (<i>i.e.</i> , tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system	APF 10	APF 25
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism		
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only:	None	None
	Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	OR		
	Use grinder equipped with commercially available shroud and dust collection system		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism:		
	-When used outdoors	None	None
-When used indoors or in an enclosed area	None	APF 10	

(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface	None	None
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	OR		
	Use machine equipped with dust collection system recommended by the manufacturer	None	None
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism		
	When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes		
(xiv) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant	None	None
	Operate and maintain machine to minimize dust emissions		
(xv) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust	None	None
	Operate and maintain machine to minimize dust emissions		
	For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust	None	None
	Operate and maintain machine to minimize dust emissions		
	OR		
	Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant	None	None
	Operate and maintain machine to minimize dust emissions		
(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points)	None	None
	Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions		
	Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station		
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab	None	None
	When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions	None	None
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: Demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions	None	None
	OR		
	When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab	None	None

Appendix H – Confined Space

H.01. Checklist for Safe Entry

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 23.5%?

Were toxic, flammable, or oxygen-displacing gases/vapors present?

- Hydrogen Sulfide

- Carbon Monoxide

- Methane

- Carbon Dioxide

- Other (list) _____

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 PRODUCT STORED. THE ATMOSPHERE MAY BE SAFE WHEN YOU ENTER, BUT CAN CHANGE VERY QUICKLY.

YES NO

CLEANING

_____ _____ Has the space been cleaned before entry is made?

_____ _____ Was the space steamed?

_____ _____ If so, was it allowed to cool?

VENTILATION

_____ _____ Has the space been ventilated before entry?

_____ _____ Will ventilation be continued during entry?

_____ _____ Is the air intake for the ventilation system located in an area that is free of combustible dusts and vapors and toxic substances?

_____ _____ If atmosphere was found unacceptable and then ventilated, was it re-tested before entry?

ISOLATION

_____ _____ Has the space been isolated from other systems?

_____ _____ Has electrical equipment been locked out?

_____ _____ Have disconnects been used where possible?

_____ _____ Has mechanical equipment been blocked, chocked, and disengaged where necessary?

_____ _____ Have lines under pressure been blanked and bled?

YES **NO**

CLOTHING/EQUIPMENT

_____ _____ Is special clothing required (boots, chemical suits, glasses, etc.)?

(If so, specify) _____)

_____ _____ Is special equipment required (e.g., rescue equipment, communications equipment, etc.)?

(If so, specify) _____)

_____ _____ Are special tools required (e.g., spark proof)?
(If so, specify) _____)

RESPIRATORY PROTECTION

_____ _____ Are MSHA/NIOSH-approved respirators of the type required available at the jobsite?

_____ _____ Is respiratory protection required (e.g., air-purifying, supplied air, self-contained breathing apparatus, etc.)? (If so, specify) _____)

_____ _____ 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?

YES

NO

ATTENDANT/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 harness be required to remove a person?

_____ _____ Are company rescue procedures available in the event of an emergency?

_____ _____ Are you familiar with the 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 as well as 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?

H.02. Entry Permit



CONFINED SPACE ENTRY PERMIT

LOCATION AND DESCRIPTION OF

CONFINED SPACE _____ DATE & TIME ISSUED _____
 SUPERVISOR IN CHARGE _____ DATE & TIME EXPIRES _____
 PURPOSE OF ENTRY _____
 RESCUE PROCEDURES _____
 COMMUNICATION PROCEDURES _____
 MATERIALS TO BE TAKEN INTO SPACE _____

ARE THE FOLLOWING COMPLETE?	DATE	TIME	ARE THE FOLLOWING COMPLETE?	DATE	TIME
1. LOCKOUT ENERGY SOURCES			9. FULL BODY SAFETY HARNESS		
2. VALVES CLOSED/BLEEDS OPEN/BLANKED/CAPPED			10. EMERGENCY ESCAPE RETRIEVAL EQUIPMENT		
3. PURGE-FLUSH AND VENT			11. PROTECTIVE CLOTHING REQUIRED		
4. VENTILATION			12. RESPIRATOR(S) (AIR PURIFYING)		
5. AREA SECURED (POST AND FLAG)			13. FIRE EXTINGUISHER PROVIDED		
6. BREATHING APPARATUS			14. LIGHTING (EXPLOSIVE PROOF)		
7. RESCUE RESUSCITATOR-INHALATOR			15. OWNER/GC PERMITS (HOT WORK)		
8. STANDBY SAFETY PERSONNEL			16. ALL REQUIRED BAKER GROUP PERMITS		

NOTE 1: ITEMS 1-10 (IN BOLD) ARE MINIMUM REQUIREMENTS TO BE REVIEWED AND COMPLETED PRIOR TO ENTRY.
 NOTE 2: FOR ITEMS THAT DO NOT APPLY, ENTER "N/A" IN "DATE" SPACE.

TESTS TO BE TAKEN	PERMISSIBLE EXPOSURE LIMITS	ENTRY READING	PERIODIC MONITORING RESULTS							
			TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME
% OF OXYGEN	19.5 - 23.5%									
LOWER FLAMMABLE LIMIT (LEL)	UNDER 10%									
CARBON MONOXIDE	35 ppm*									
HYDROGEN SULFIDE	10 ppm* 4 ppm**									
OTHER										

* 8-hour time weighted average – Employee can work in area 8-hours (longer with appropriate respiratory equipment)
 ** Short term exposure limit – Employee can work in area up to 15 minutes.

APPROVALS: _____
 SAFETY DEPT. _____ SITE MANAGER/AREA SUPT. _____ HOST EMPLOYER REP. _____

ENTRY SUPERVISOR: _____ TESTS CONDUCTED BY: _____

We have reviewed the work authorized by this permit, the information contained herein and understand the safety procedures and instructions received.

ENTRANTS: _____ ENTRANCE ATTENDANT: _____

TELEPHONE NUMBERS: _____
 FIRE DEPT. _____ AMBULANCE _____ RESCUE SERVICE _____

THIS PERMIT WAS CANCELLED ON: _____ DATE _____ ENTRY SUPERVISOR: _____ SIGNATURE _____

A COPY OF THIS PERMIT TO BE KEPT AT JOBSITE

H.03. Emergency Notification / Response List

1. Attendant to / from Entrant Communications

Visual _____

Vocal _____

Radio (Channel #) _____

Physical (Method) _____

Telephone (Attendant #) _____

(Entrant #) _____

(Entrant #) _____

2. Attendant to Outside Response Teams

Client First Aid / Safety / Response Team (If Available)

(Entity) _____ (Phone #) _____

(Radio Contact) _____ (Channel #) _____

(Entity) _____ (Phone #) _____

(Radio Contact) _____ (Channel #) _____

Fire Department Confined Space Rescue Response Team (If Available)

(Entity) _____

Pre-Enter Notification Time _____

Supervisor Who Made Call _____

All Clear Notification Time _____

Supervisor Who Made Call _____

3. Attendant to On-Site Confine Space Rescue Team (If Available)

(Person) _____ (Phone #) _____

(Radio Contact) _____ (Channel #) _____

(Person) _____ (Phone #) _____

(Radio Contact) _____ (Channel #) _____

(Person) _____ (Phone #) _____

(Radio Contact) _____ (Channel #) _____

(Person) _____ (Phone #) _____

(Radio Contact) _____ (Channel #) _____

4. Contacts

Baker Group Entry Supervisor _____ Phone# _____

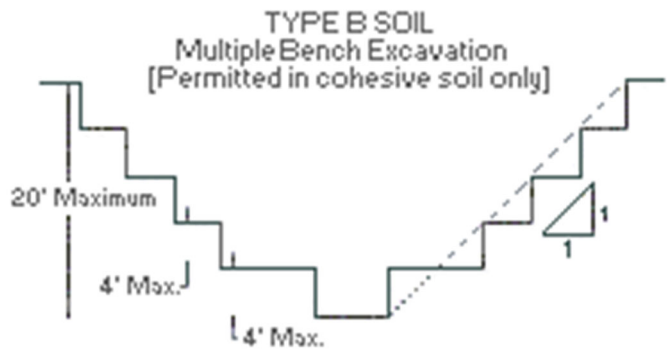
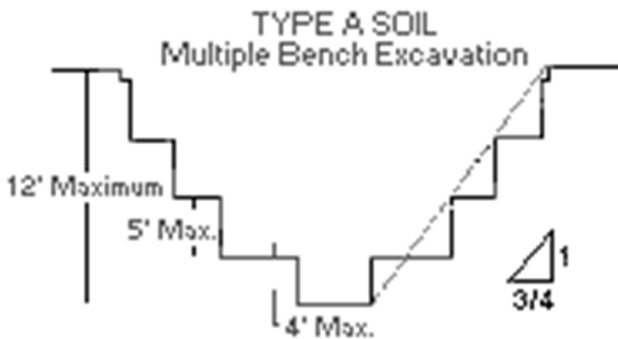
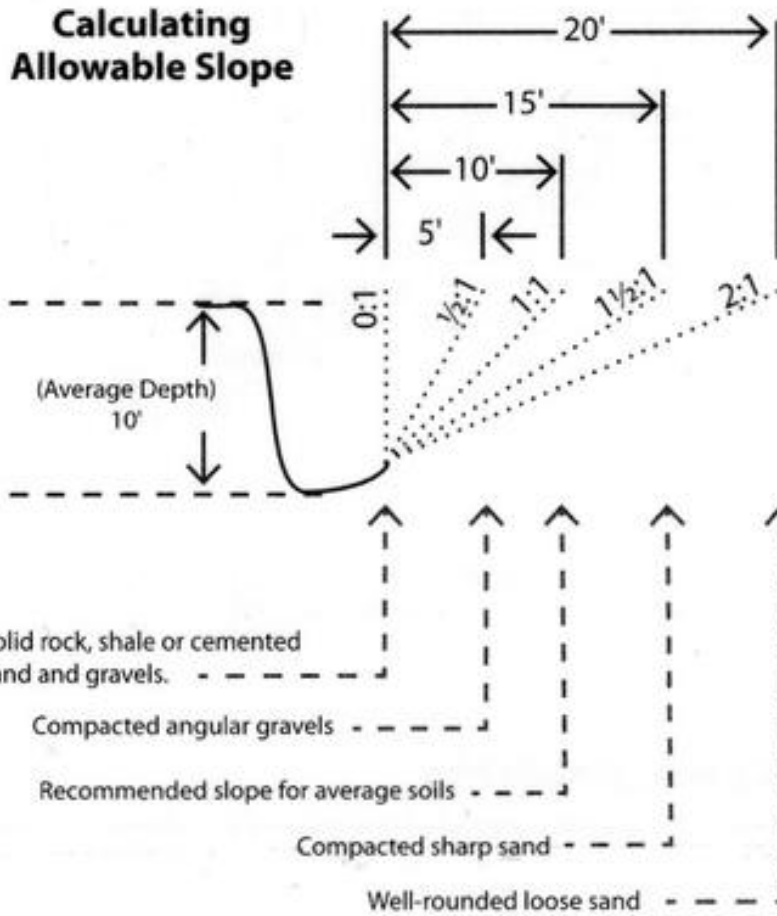
Baker Group Project Manager _____ Phone# _____

Client Project Manager _____ Phone# _____

Baker Group Safety Director Tracy Haus Phone # 208-3072

Appendix I – Excavation / Shoring / Trenching

I.01. Slope Charts



I.02. Daily Excavation and Trench Inspection Form



DAILY EXCAVATION AND TRENCH INSPECTION FORM

Site Name & Excavation Location: _____

Date: _____ Time: _____ Excavation depth: _____ Width: _____ Top: _____ Bottom: _____

Inspection performed by: _____ (Competent Person)

Indicate for the items listed: (Y = yes; N = no; N/A = not applicable)

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excavation, adjacent areas, and protective systems inspected by a competent person daily prior to the start of work. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soil classification shall be made based on the results of at least one visual and one manual test by a competent person. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excavation equipment (back hoe, end loader, etc.) inspected by a competent person before work is to begin. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Competent person has the authority to remove employees from excavation immediately. Surface encumbrances removed or supported. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hard hats worn by all employees. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soils, material, and equipment set back at least 2 feet from the edge of the excavation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Barriers provided at all remotely located excavation, wells, pits, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Walkways and bridges over excavations 4 feet or more in depth are equipped with standard guardrail. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Warning system established and utilized when mobile equipment is operating near the edge of the excavation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Employees prohibited from going under suspended loads. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Employees are prohibited from working on the faces of sloped or benched excavations above other employees. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Employees protected from water accumulation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Means of egress is in place. Ladder within 25 feet of lateral travel for employees. Or a ramp or other safe means of egress. |

Note: Atmospheres in excavations greater than 4 feet shall be tested for oxygen content and flammable gas concentrations prior to entry of personnel. Emergency equipment and/or services shall be readily available. Are hazardous atmospheres present, if yes please explain.

% of oxygen: _____ % % of LEL: _____ % Other: _____

**Soil classification shall be made on the results of at least one visual and one manual test.

(Check soil types and test performed) _____ Stable rock _____ Type A _____ Type B _____ Type C

Visual Tests

Inspect work site for:

- ___ Fissured ground
- ___ Layered soil
- ___ Previously disturbed Earth
- ___ Seepage
- ___ Vibration
- ___ Poor drainage

Manual Tests

Analyze soil for:

- ___ Plasticity
- ___ Dry strength
- ___ Thumb Penetration
- ___ Pocket Penetrometer
- ___ Shearvane
- ___ Drying test

Sloping & Benching:

- ___ Stable rock 90 degrees
- ___ Type A – 53 degrees
- ___ Type B – 45 degrees
- ___ Type C – 34 degrees

→ **Shoring and shielding:** ___ Timber or Hydraulic ___ Trench boxes, trench shields ___ Design using tabulated data

SECTION 5-E

I.03. Equipment Daily Checklist

Equipment: _____

Date: _____

Time: _____

Equipment Checked by: _____

Equipment Check List:

Oil Level: _____

Hydraulic Fluids: _____

Hydraulic Hoses: _____

Back-Up Alarm: _____

Overall Appearance: _____

Windows Cleaned: _____

Inside Cleaned: _____

Horn Works _____

Appendix J – Electrical Safety Program

J.01. Energized Electrical Permit

Energized Electrical Work Permits are not required when the work is done by **Qualified Persons** performing tasks such as testing, troubleshooting, and voltage measuring. However, at some point you may come across an owner who requires a permit. The sample permit on the following page may be tailored to help you comply with an owner's requirement that you establish a permit system

Energized Electrical Work Permit and Job Hazard Analysis

This document must be completely filled out and will require signatures from competent person, Project Manager, Baker Group Safety Director and General Contractor/Owner requesting work.

This completed permit is required for all energized work done greater than 50 volts at Baker Group except as noted in Baker Group Electrical Safety Program.

If you have any questions on filling out this document or concerns with energized work, contact your supervisor.

ENERGIZED ELECTRICAL WORK PERMIT AND JOB HAZARD ASSESMENT

JOB NAME _____

JOB NUMBER _____

NAME OF COMPETENT PERSON REQUESTING PERMIT _____

WORK SCHEDULED: Date: _____ Hours to complete job: _____

Name of Equipment: _____	Description: _____
Location: _____	_____
Fed From _____	_____
Drawing Number: _____	_____
_____	_____
_____	_____

WORK TO BE PERFORMED (outline method):

JUSTIFICATION (Reason for equipment to remain energized)

SPECIAL INSTRUCTIONS:

ELECTRICAL ENERGY SOURCE FOR THIS PERMIT

Check all that apply:

120 volts
 208 volts
 240 volts

277 Volts
 480 Volts
 Others (describe): _____

ARC FLASH RISK ASSESMENT (130.4)

Alternating-Current Systems	Limited Approach Boundary	
Nominal system Voltage Range, Phase to Phase	Exposed Fixed Circuit Part	Restricted Approach Boundary ^b ; Includes Inadvertent Movement Adder
Less than 50 V	Not Specified	Not Specified
50 V - 150 V ^d	1.0 m (3 ft. 6 in.)	Avoid contact
151 V - 750 V	1.0 m (3 ft. 6 in.)	0.3 m (1 ft. 0 in.)
751 V – 15 kV	1.5 m (5 ft. 0 in.)	0.7 m (2 ft. 2 in.)
15.1 kV – 36 kV	1.8 m (6 ft. 0 in.)	0.8 m (2 ft. 7in.)

For Voltages higher that 36 kV refer to **Table 130.4 (D)(a) in (Section 4)**

Note: Multiply single phase voltages by 1.73 to obtain correct voltage level to be used. If any conductor's moveable, limited approach distance is 10 feet.

Direct Current Systems	Limited Approach Boundary	
Nominal Potential Difference	Exposed Fixed Circuit Part	Restricted Approach Boundary ^b ; Includes Inadvertent Movement Adder
Less than 100 V	Not specified	Not specified
100 V–300 V	1.0 m (3 ft. 6 in.)	Avoid contact
301 V–1 kV	1.0 m (3 ft. 6 in.)	0.3 m (1 ft. 0 in.)

For Voltages higher that 1 kV refer to **Table 130.4 (D)(b) in (Section 4)**

Note: If any conductors moveable, limited approach distance is 10 feet

ARC FLASH RISK ASSESMENT/ ARC FLASH PPE

Arc Flash Boundary has been established and labeled on the equipment

Arc Flash Boundary is: _____

Arc Flash PPE has been established and label on the equipment

Cal/cm²: _____

OR

Arc Flash Boundary was determined using Table 130.7 (C)(15)(a) for Alternating Current Systems and Table 130.7 (C)(15)(b) for Direct Current Systems

Arc Flash Boundary is: _____

Refer to Table 130.7(C)(15)(a) for Alternating Current Systems and Table 130.7 (C)(15)(b) for Direct Current Systems to determine the Arc Flash PPE Categories

Cal/cm²: _____

To be filled out by other qualified persons if required for this task

Qualified Person

(Performing work): []

Safety Watch []

Reviewed Hazard Analysis

Initials: _____

[] Completed job briefing

[] Agree to requirements

[] Agree job can be done safely

Name: _____

Signature:

Date: _____

Qualified Person

(Performing work): []

Safety Watch []

Reviewed Hazard Analysis

Initials: _____

[] Completed job briefing

[] Agree to requirements

[] Agree job can be done safely

Name: _____

Signature:

Date: _____

Qualified Person

(Performing work): []

Safety Watch []

Reviewed Hazard Analysis

Initials: _____

[] Completed job briefing

[] Agree to requirements

[] Agree job can be done safely

Name: _____

Signature:

Date: _____

Comments

ALL SIGNATURES MUST BE OBTAINED

AUTHORIZATION FOR ENERGIZED WORK

Baker Group Safety Director	Comments:	Name: _____
<input type="checkbox"/> Reviewed Hazard Analysis		
<input type="checkbox"/> Agree to justification		
<input type="checkbox"/> Agree to analysis	Signature: _____	
<input type="checkbox"/> Agree to method	Date: _____	

Responsible Project Manager Requesting Work

Comments:	Name: _____
<input type="checkbox"/> Reviewed Hazard Analysis	
<input type="checkbox"/> Agree to justification	
<input type="checkbox"/> Agree to analysis	
<input type="checkbox"/> Agree to method	Signature: _____
	Date: _____

General Contractor or Customer Requesting Work

Name: _____
Title: _____
<input type="checkbox"/> Reviewed Hazard Analysis
<input type="checkbox"/> Agree to justification
Reason equipment cannot be deenergized to perform this work _____

Signature: _____
Date: _____

Qualified, Competent Person in charge of this Job

Comments:	Name: _____
<input type="checkbox"/> Reviewed Hazard Analysis	
<input type="checkbox"/> Agree to justification	
<input type="checkbox"/> Agree to analysis	Signature: _____
<input type="checkbox"/> Agree this work can be done safely	Date: _____

J.02. Electrical Boundary Information

Table 130.4(D)(a) Shock Protection Approach Boundaries to Exposed Energized Electrical Conductors or Circuit Parts for Alternating-Current Systems

Nominal System Voltage Range, Phase to Phase ^a	Limited Approach Boundary ^b		Restricted Approach Boundary ^b ; Includes Inadvertent Movement Adder
	Exposed Movable Conductor ^c	Exposed Fixed Circuit Part	
Less than 50 V	Not Specified	Not Specified	Not Specified
50 V–300 V	3.0 m (10 ft 0 in.)	1.0 m (3 ft 6 in.)	Avoid contact
301 V–750 V	3.0 m (10 ft 0 in.)	1.0 m (3 ft 6 in.)	0.3 m (1 ft 0 in.)
751 V–15 kV	3.0 m (10 ft 0 in.)	1.5 m (5 ft 0 in.)	0.7 m (2 ft 2 in.)
15.1 kV–36 kV	3.0 m (10 ft 0 in.)	1.8 m (6 ft 0 in.)	0.8 m (2 ft 7 in.)
36.1 kV–46 kV	3.0 m (10 ft 0 in.)	2.5 m (8 ft 0 in.)	0.8 m (2 ft 9 in.)
46.1 kV–72.5 kV	3.0 m (10 ft 0 in.)	2.5 m (8 ft 0 in.)	1.0 m (3 ft 3 in.)
72.6 kV–121 kV	3.3 m (10 ft 8 in.)	2.5 m (8 ft 0 in.)	1.0 m (3 ft 4 in.)
138 kV–145 kV	3.4 m (11 ft 0 in.)	3.0 m (10 ft 0 in.)	1.2 m (3 ft 10 in.)
161 kV–169 kV	3.6 m (11 ft 8 in.)	3.6 m (11 ft 8 in.)	1.3 m (4 ft 3 in.)
230 kV–242 kV	4.0 m (13 ft 0 in.)	4.0 m (13 ft 0 in.)	1.7 m (5 ft 8 in.)
345 kV–362 kV	4.7 m (15 ft 4 in.)	4.7 m (15 ft 4 in.)	2.8 m (9 ft 2 in.)
500 kV–550 kV	5.8 m (19 ft 0 in.)	5.8 m (19 ft 0 in.)	3.6 m (11 ft 10 in.)
765 kV–800 kV	7.2 m (23 ft 9 in.)	7.2 m (23 ft 9 in.)	4.9 m (15 ft 11 in.)

Note (1): For arc flash boundary, see 130.5(A). Note (2): All dimensions are distance from exposed energized electrical conductors or circuit part to employee.

^a For single-phase systems above 250 volts, select the range that is equal to the system's maximum phase-to-ground voltage multiplied by 1.732.

^b See definition in Article 100 and text in 130.4(D)(2) and Informative Annex C for elaboration.

^c Exposed moveable conductors describes a condition in which the distance between the conductor and a person is not under the control of the person. The term is normally applied to overhead line conductors supported by poles.

^d This includes circuits where the exposure does not exceed 120v nominal.

Table 130.4(D)(b) Shock Protection Approach Boundaries to Exposed Energized Electrical Conductors or Circuit Parts for Direct-Current Voltage Systems

Nominal Potential Difference	Limited Approach Boundary ^b		Restricted Approach Boundary ; Includes Inadvertent Movement Adder
	Exposed Movable Conductor ^c	Exposed Fixed Circuit Part	
Less than 50 V	Not specified	Not specified	Not specified
100 V–300 V	3.0 m (10 ft 0 in.)	1.0 m (3 ft 6 in.)	Avoid contact
301 V–1 kV	3.0 m (10 ft 0 in.)	1.0 m (3 ft 6 in.)	0.3 m (1 ft 0 in.)
1.1 kV–5 kV	3.0 m (10 ft 0 in.)	1.5 m (5 ft 0 in.)	0.5 m (1 ft 5 in.)
5 kV–15 kV	3.0 m (10 ft 0 in.)	1.5 m (5 ft 0 in.)	0.7 m (2 ft 2 in.)
15.1 kV–45 kV	3.0 m (10 ft 0 in.)	2.5 m (8 ft 0 in.)	0.8 m (2 ft 9 in.)
45.1 kV– 75 kV	3.0 m (10 ft 0 in.)	2.5 m (8 ft 0 in.)	1.0 m (3 ft 2 in.)
75.1 kV–150 kV	3.3 m (10 ft 8 in.)	3.0 m (10 ft 0 in.)	1.2 m (4 ft 0 in.)
150.1 kV–250 kV	3.6 m (11 ft 8 in.)	3.6 m (11 ft 8 in.)	1.6 m (5 ft 3 in.)
250.1 kV–500 kV	6.0 m (20 ft 0 in.)	6.0 m (20 ft 0 in.)	3.5 m (11 ft 6 in.)
500.1 kV–800 kV	8.0 m (26 ft 0 in.)	8.0 m (26 ft 0 in.)	5.0 m (16 ft 5 in.)

Note: All dimensions are distance from exposed energized electrical conductors or circuit parts to worker.

^c Exposed movable conductor describes a condition in which the distance between the conductor and a person is not under the control of the person. The term is normally applied to overhead line conductors supported by poles.

Appendix K – Forklift

K.01. Engine-Powered Lift Daily Report

OPERATOR'S DAILY REPORT

Engine-Powered Lift Trucks

Truck No. _____; Make _____; Date _____; Shift _____ Hour
 Meter Reading: Start _____; End _____; Hours for the Shift _____

CHECK EACH ITEM If OK write OK	SHIFT			Explain below if not OK or any other action taken
	Start	During	End	
1. Fuel level				
2. Oil level and pressure				
3. Water level and fan belt				
4. Brakes-service and parking				
5. Lights-head, tail and warning				
6. Horn				
7. Hour meter and gauges				
8. Steering				
9. Tires				
10. Hydraulic controls				
11. Other conditions				

Remarks and additional explanation or suggestions:

Operator's Signature _____

K.02. Battery-Powered Lift Daily Report

OPERATOR'S DAILY REPORT

Battery-Powered Lift Trucks

Truck No. _____; Make _____; Date _____; Shift _____

Hour Meter Reading: Start _____; End _____; Hours for the Shift _____

CHECK EACH ITEM If OK write OK	SHIFT			Explain below if not OK or any other action taken
	Start	During	End	
1. Battery plug connection				
2. Battery charge				
3. Battery load test				
4. Brakes-service and seat brake				
5. Lights-head, tail and warning				
6. Horn				
7. Hour meter				
8. Steering				
9. Tires				
10. Hydraulic controls				
11. Other conditions				

Remarks and additional explanation or suggestions

Operator's Signature _____

Appendix L – Respiratory

L.01. Atmospheric Contaminants

ATMOSPHERIC CONTAMINANTS

To Be Protected Against—

CHLORINE
SULFUR DIOXIDE
CHLORINE DIOXIDE
ORGANIC VAPORS
PAINT, LACQUER, ENAMEL MISTS,
PESTICIDES, DUST AND FUMES
AMMONIA/METHYLAMINE
FORMALDEHYDE & ORGANIC VAPOR
CHLORIDE
HYDROGEN CHLORIDE
SULFUR DIOXIDE
ORGANIC VAPORS
HYDROGEN FLUORIDE
RADIOACTIVE MATERIALS
ASBESTOS CONTAINING DUSTS & MISTS

COLOR CODES

On Cartridges

WHITE
WHITE
WHITE
BLACK
BLACK WITH PRE-
FILTER & RETAINER
GREEN
BROWN
YELLOW
YELLOW
YELLOW
YELLOW
YELLOW
ALL COLOR CODED
CARTRIDGES WILL
WORK WITH THE HEPA
FILTER AND ADAPTER

L.02. Respirator Medical Evaluation Form



RESPIRATOR MEDICAL EVALUATION FORM

This questionnaire is used in determining whether or not you have a medical condition that may affect your ability to safely wear a respirator. We anticipate being able to approve most people for respirator use based on this questionnaire alone. In some cases we may ask for more information or additional medical testing/evaluation. Fit testing is also required and is done separately. All medical information is considered confidential.

All Information Must Be Completed For Respirator Approval

Date _____
 Name _____ Age _____ Employee # _____
 Location _____ Work Phone _____

1. When using respirator, work is Light Moderate Heavy
 <1 1-4 Almost every
 2. Shifts per week respirator is worn
 3. Length of time respirator is worn <1 hour 1-5 hours 5-12 Hours

Medical History

Has a doctor ever told you that you have any of the following?

- | | | |
|-----------------------------------------------|------------------------------|-----------------------------|
| 1. Angina | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Heart Attack | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Heart Disease | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Epilepsy or Seizures | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. High Blood Pressure | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Diabetes Treated w/Insulin | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Lung Disease | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Emphysema | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Asthma | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Are you allergic to natural rubber latex? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Explain any "Yes" answers by number.

11. Smoking History Smoker Ex-Smoker Never Smoked
 12. Are you currently taking any medications? Yes No
 If yes, please list _____

Review of Systems

- | | | |
|----------------------------------------------------------------------------|------------------------------|-----------------------------|
| 13. Are you short of breath at rest? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. Do you get short of breath when walking? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. Do you get short of breath at work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. Do you get chest pain with certain activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. Do you get chest pain at work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18. Do you have medical problems that might interfere with respirator use? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. Have you ever had problems wearing a respirator? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- Explain any "Yes" answers by number.

Employee's Signature _____ Date _____

Physician Use Only

Approved Approved with Restrictions Denied

More Information Needed, Please Specify _____

Restriction Remarks _____

Physician's Signature _____ Date _____

L.03. Respirator Fit Test Record

RESPIRATOR FIT TEST RECORD

Company: _____
 Address: _____
 City: _____ Zip: _____ Tel: _____
 Name of Fit Tester: _____
 Signature: _____

Date: _____
 Fit testing conducted in compliance with OSHA Standard 1910.134(F).
 If other local, state or federal regulations apply (such as MSHA), you may list them here: _____

Type of OSHA accepted fit test protocol used: (Qualitative): Saccharin Bitrex™ Isoamyl Acetate Irritant Smoke
 (Quantitative): Portacount Model # _____ Occupational Health Dynamic Model #: _____

Name (please print)	Signature	Respirator Fit Tested (Make, Model, Style, Size)	Fit Test		Could not be fit tested due to:
			Pass	Fail	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Comments: _____

Appendix M – Fall Protection

M.01. Lanyard Inspection

LANYARD INSPECTION RECORD

DATE	CHECKED BY	TYPE WEB/ROPE	HARDWARE SNAPS/HIMBLE	WEB LANYARD		ROPE LANYARD			SHOCK ABSORBING SOFTSTOPS			
				CUTS	BREAKS	OTHER	WORN	CUT	FRAYED	SITCHING	TEARS	BURN POLES

M.02. Body Belt / Harness Inspection

BODY BELT/HARNESS INSPECTION RECORD

DATE	CHECKED BY	MODEL No.	HEAT EXPOSURE CHECK FIBERS	CHEMICAL CHANGE IN COLOR	HOT METAL/FLAME EXPOSURE BRITTLE	PAINT SOLVENTS	CHECK DEE RINGS DISTORTION/CRACKS	TONGUE/FRICTION BUCKLES CHECK MOVEMENT/SHARP EDGES	GROMMETS LOOSE/MISSING/ BROKEN

Appendix M – Water Damage

M.01. Addendum

Addendum to Subcontract dated _____ between Baker Group and _____, hereinafter called Contractor.

Contractor has requested that Baker Group continue to install product in a protected environment when water intrusion has been detected. Contractor does hereby agree to alter our subcontract agreement to include additional charges for the removal of property that may become damaged by the moisture to meet both quality and environmental (mold) concerns.

Contractor further agrees to hold harmless and indemnify Baker Group for any and all claims arising out of Baker Group's work caused in whole or in part because of work performed without protection for the work area.

_____	Baker Group
Contractor	Subcontractor
_____	_____
Name & Title	Witness Name & Title
_____	_____
Dated	Dated

M.02. Water Intrusion Discovery

Date: _____

Job # _____ Jpb Name _____

Location: _____

Narrative Report: (Provide details of extend of water discovered, origin of water, and extent of damage)

Is General Contractor (GC) aware: _____ YES _____ NO

GC Superintendent & Phone:

What actions have been taken to correct problem: _____

List names & phone numbers of anyone involved:

If water source caused by another subs' work, list subcontractor name and contact person:











Picture taken: _____ YES _____ NO

Report prepared by (Name & Phone #):

Send copies to: Baker Group's Superintendent and Safety Coordinator
GC's Superintendent

Appendix N – Fire Chart



Fire Class & Symbol	Pictogram	Types of Fires
		<p>Ordinary solid combustibles (paper, wood, cardboard and most plastics)</p>
		<p>Flammable liquids and gases (gasoline, kerosene, grease or oil)</p>
		<p>Energized electrical equipment (appliances, wiring, circuit breakers or outlets)</p>
	<p>Not Commonly Used</p> 	<p>Combustible metals found in labs (magnesium, titanium, potassium or sodium)</p>
		<p>Oils and fats (cooking oils, trans-fats, or fats in cooking appliances)</p>

