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**Safety**

**And**

**Loss Control Program**

1. COMPANY SAFETY ADMINISTRATION PROCEDURES

1.1 Company Safety Goals and Objectives. For each construction project on which employees of this Company work, the site superintendent or foreman, alone with the Safety Supervisor, will be accountable to the Company president for the successful achievement of the Company's safety and loss control goals.

The safety and loss control goals for this Company are:

a. Zero fatalities.

b. Zero permanent disabilities.

c. Prevention of any major fires, vehicle and equipment accidents, or property damage losses.

d. No environmental accidents.

These safety goals are intended to control and prevent those construction jobsite failures which cause fatalities, injuries, illness, equipment damage, fires, and damage to or destruction of property at the work site.

1.2 Responsibilities.

a. Field Employees. Safety is a management responsibility; however, management should not be solely responsible for the acts of employees. Each employee is expected, as a condition of employment for which he or she is paid, to work in a manner which will not inflict self·injury or cause injury to fellow workers. It is important that each employee understand that responsibility for his or her own safety is an integral job requirement.

Each employee will:

(1) Comply with all safety and health rules and regulations that apply to his or her

trade.

(2) Report all accidents and injuries immediately.

(3) Obtain and use the proper tools and personal protective equipment for the job at

hand.

(4) Report all unsafe conditions to the foreman or site supervisor.

(5) Know what emergency telephone number to call in case of fire and/or personal

injury.

(6) Help maintain a safe and clean work area.

b. Site Superintendent or Foreman. The site superintendent or foreman is responsible for the safety of all Company employees on his project or under his supervision. The site superintendent or foreman will:

(1) With the assistance of the President and Safety Supervisor, establish project safety,

health, first aid, fire prevention and protection, site security, environmental pollution control, and insurance claims programs and procedures that comply with applicable client contractual documents and specifications, local and state laws, Occupational Safety and Health Administration standards, and this Company's safety and loss control procedures.

(2) Monitor the project's safety status and employee morale by personally conducting a

daily safety inspection of the entire Company work location and initiating needed corrective action by responsible supervision.

(3) Conduct accident investigations, analyze the causes and formulate recommendations

for corrective and preventative action.

(4) Prepare loss control reports and maintain adequate and timely documentation of all

workers' compensation insurance reports.

(5) Conduct safety training for all field employees.

16) Assure that each job site has the necessary safety equipment and personal protective devices.

(7) Monitor the safety performance of other employers working on the project site to

assure compliance with safety performance requirements of the project.

(8) Prepare job safety bulletins as necessary and review subject materials for toolbox

safety meetings, and review and audit toolbox safety meetings to ensure effectiveness.

(9) Conduct project safety and loss control orientation sessions for new employees.

(10) Recommend to the President and the Safety Supervisor such disciplinary actions

that may be necessary to encourage a well-functioning safety program.

(11) In the case of any serious accident or governmental safety or environmental inspection, notify the Company President and the Safety Supervisor as soon as possible.

c. Safety Supervisor. The Safety Supervisor will, in addition to other specific responsibilities and duties prescribed elsewhere in this program, will:

11) Establish specific safety and health objectives for this company on an annual basis

and periodically provide an evaluation on the company's success in achieving the desired results.

(2) Provide direction, guidance and accountability to ensure successful achievement of

this safety and loss control program for all company activities and construction projects.

 (3) Provide administration of this program for all office and construction site activities.

(4) Establish an adequate budget for the successful management and operation of this

program.

(5) Establish and maintain an accountability procedure for the safety, health and loss

control performance of site superintendents or foremen.

(6) Assist site superintendents or foremen in the preparation and management of specific safety and health activities to meet any unique requirements of a designated construction site.

(7) Participate in Safety Toolbox Talks and meetings as necessary to insure the effectiveness of these programs.

(8) Review all safety status and accident investigation reports to evaluate the safety

and insurance performance of each construction project.

(9) Assist in maintaining an open channel of communication to all employees of this

company on every matter pertaining to safety and loss control.

d. President. The Company President will:

(1) Provide direction, motivation and accountability to ensure a dynamic safety and loss

control program for all Company construction projects.

 (2) Provide for office and field administration safety and loss control activities in keeping

with the Company's safety goals and objectives.

(3) Establish an adequate budget to fund the safety and loss control programs.

(4) Establish annual Company safety goals and objectives to be achieved by the Safety

Supervisor and site superintendents or foremen.

(5) As part of performance evaluations, hold the Safety Supervisor and site superintendents or foremen accountable for the success or failure in achieving specific safety performance and insurance cost control goals.

(6) Assist the Safety Supervisor and site superintendents or foremen in formulation of

Company site specific safety and loss control programs.

(7) Assure that each supervisory employee has a good working knowledge of all client,

governmental and Company safety and loss control requirements.

(8) Periodically participate in various employee toolbox safety programs.

(9) Review field safety status reports for the purpose of evaluating the Company's

project safety and insurance performance.

1.3 Accountability Procedures. No phase of the Company's operations is of greater importance than accident prevention. Every employee must be aware of and vigorously pursue safety goals. Each employee must also insure that safety factors have been properly planned for each work task. Safety interests must be vocal, visible and continuous so that all employees will know there is only one acceptable way to do the job...the safe way. Each employee will be held accountable for his or her safety and loss control performance. This accountability will be reflected in retention, assignment of supervisory responsibilities, bonuses, and fringe benefits above and beyond those provided in the applicable current collective bargaining agreements.

1.4 Safety Enforcement Procedures when it is necessary to warn an employee of an infraction of Company safety rules, a written reprimand must be issued on the Employee Warning/Reprimand Form. (See Appendix 1). The Safety Supervisor or site superintendent of foreman will issue a written reprimand when necessary as soon as the infraction has been observed. The written reprimand serves to:

a. Allow employees an opportunity to prevent recurrence.

b. Document an infraction that will go into an employee's Company personnel records.

c. Guarantee that employees are warned of rule infractions prior to disciplinary action being taken. It would be appropriate to issue a written reprimand for the following reasons:

a. Failure of the employee to wear proper personal protective equipment such as hard hats, eye protection, shoes with hard soles, etc.

b. Failure to erect and maintain scaffolds in compliance with OSHA standards.

c. Willfully endangering one's life or the lives of other employees, which is gross misconduct and may be cause for immediate dismissal. In a case of gross misconduct, the site supervisor or foreman, or the Safety Supervisor, will be required to complete the Employee Warning/Reprimand Form, which will be kept in the employee's company personnel record. The severity of discipline will be determined by the Company President based on the extent of the exposure to the employee in question, the danger presented to other employees, and the liability that could have been caused the Company. If the employee has been adequately trained and if the incident might be likely to cause an accident, or if the violation had a high probability of resulting in an accident, the employee may be terminated. (See Employee Termination Form in Appendix 2.) If the incident had a moderate probability of causing an accident, time off without pay may be imposed. If the incident had a low probability of causing an accident, the site superintendent or foreman should personally advise the employee that a third reprimand will result in immediate termination.

1.5 Safety Reports and Record Keeping Procedures

a. Purpose. Various accident and injury reports and records are necessary to meet the requirements of the Company, insurance carriers, and government regulatory agencies. The construction owner may also impose additional record keeping requirements.

b. Scope. These uniform procedures apply to all Company operations and will be used to measure the overall safety and insurance performance of each Company activity.

c. Administration. The site superintendent or foreman may delegate the daily administration of these reporting and record keeping requirements to another employee, but the site superintendent or foreman will be held responsible for the actual timely and adequate completion and distribution of these reports and records.

d. General Requirements. Copies of forms and records will not be reproduced or distributed to unauthorized persons, employees, outside agencies, or other third parties without the explicit permission of the President. Request from third parties or external agencies must be directed to the President for approval, including requests from general contractors, suppliers, project owners, or the representatives of

these persons or agencies. Any form developed for field use must be approved by the President before use. Any and all records generated at construction sites or other field locations must be maintained at the location until completion of the project or until the record is transferred to another maintenance location as required by this policy. No safety or medical records are to be destroyed without the explicit approval of the President.

e. Safety Records:

(1) Medical Log. The company's Medical Log (see Appendix 3) will be used for recording all injuries and illnesses whether the employee was treated on site or off site at the office of a professional health care practitioner or in a recognized health care facility. This log must also be completed for Company employee non-occupational treatment cases and jobsite injuries or illnesses involving any third party personnel (i.e., vendors, suppliers, owner and general contractor representatives, other specialty

contractor employee, etc.l with a notation clearly indicating either a non-occupational case or third-party case. The completed forms become a permanent part of the jobsite files and the permanent records of this Company.

(2) OSHA 200 Log. The site superintendent or foreman and the Safety Supervisor are

responsible for maintaining each job site OSHA 200 Log of recordable accidents, injuries and illnesses (see Appendix 4). General instructions for completing the OSHA form are shown on the reverse side of the form. In addition to the instructions shown on the form, the following procedures will be used to complete and process the report.

 (a) The Safety Supervisor, in close coordination with the President, is responsible

for completing and signing the OSHA 200 Log.

 (b) The log must be completed, totaled and signed at the completion of the

project or at the end of the calendar year. A copy of this report will be forwarded to the President and the Safety Supervisor.

(c) All OSHA 200 logs will become a permanent part of the Company's records

and will be maintained for a minimum of five years.

*(d)* When Company work on a project is on·going from the previous year, the

riqht-hand portion of the last page of the OSHA 200 log will be posted on the Company's jobsite bulletin board or on the bulletin board normally used to provide information to employees no later than February 1 for a period of not less than 30 days. After posting the log will be taken down and filed with other jobsite safety records.

(e) Under no circumstances will the Company or any of its employees maintain

an OSHA 200 log for its subcontractors, the general contractor or project manager, or any other employers working at the jobsite.

(3) Monthly Safety Status Reports. The site superintendent or foreman will complete

and submit the Monthly Safety Status Report to the President by the fifth day of the following month. A copy of this report will be provided the Safety Supervisor.

1.6 Accident Investigation Procedures:

a. The Causes of Accidents. Since a chain reaction of events often causes an accident, it is useful to analyze the sequence of events that led to that accident in order to avoid the same mistakes in the future.

(1) Unsafe practices and conditions that cause accidents include:

.. Inadequate design standards .

.. Inadequate purchasing standards .

.. Inadequate maintenance standards .

.. Inadequate work standards .

.. Other than normal wear and tear .

.. Abnormal use of equipment and supplies.

(2) Unsafe practices and conditions caused by people include:

.. lack of information .

.. lack of skill or proficiency .

.. Improper or inadequate motivation .

.. Physical problems or incapacities .

.. Mental problems or incapacities and stress.

(3) If the site superintendent or foreman does not adequately manage the work site or

supervise employees, it is likely that unsafe conditions in the work environment and unsafe practices committed by employees will increase,

 (4) Inadequate management may take several forms:

.. An inadequate loss control program. The scope of the program does not

adequately cover the risks .

.. Inadequate program standards. The standards used are vague, incomplete or

not easily understood.

.. Inadequate compliance with standards. The site supervisor or foreman may

not be properly educating or motivating employees about the standards, or does not properly enforce the standards.

(5) Substandard practices include:

'.. Operating equipment without authority .

.. Failing to warn of danger.

.. Failing to secure material or equipment.

.. Operating at an improper speed .

.. Making safety devices inoperable .

.. Removing safety devices .

.. Using defective equipment.

.. Using equipment improperly .

.. Failing to use personal protective equipment.

.. Improperly loading.

.. Improperly placing objects or equipment.

.. Improperly lifting .

.. Improperly positioning for a task .

.. Servicing, adjustment or maintenance of equipment in operation .

.. Horseplay .

.. Being under the influence of drugs or alcohol.

(6) Substandard conditions include:

.. Inadequate guards or barriers .

.. Inadequate or improper protective equipment.

.. Defective tools, equipment or materials .

.. Congestion or restricted movement.

.. Inadequate warning system .

.. Fire and explosion hazards .

.. Poor housekeeping or disorder .

.. Hazardous environment: gases, dust, smoke, fumes, vapors or lack

of oxygen .

.. Noise exposure .

.. Vibration exposure .

.. Radiation exposure .

.. High or low temperature exposure.

.. Inadequate or excessive lighting.

.. Inadequate ventilation.

b. Accident Reporting and Investigation Procedures. The following accident investigation procedures are designed to limit the amount of paperwork required by site superintendents of foremen. However, employees in supervisory positions must complete a written report on serious accidents. The use of the Accident Investigation Report form will allow superintendents or foremen to assemble valuable data that may be used for future planning (see Appendix 51. Use of this form will also meet OSHA requirements for keeping records on serious accidents. Patrico Masonry Company considers an accident to be serious if it results in:

.. Occupational death(s), regardless of the time between the injury and death or

 the length of the illness.

.. Occupational iIIness(es) resulting in permanent total disabilities .

.. Occupational accidentts) which involve any property damage .

.. Occupational accidents involving any hospitalization.

 (2) Responsibilities of the site superintendent or foreman. Investigation of accidents is

a responsibility of all levels of management and a concern for every employee of Patrico Masonry Company, but the site superintendent or foreman is in a unique position that implies special priority and responsibility in this function. The site superintendent or foreman usually knows the most about an accident and has a personal interest in identifying accident causes. He or she can take almost immediate action to prevent an accident from recurring and is in a position to communicate most effectively with other employees. Given this advantage, the site superintendent or foreman must:

.. Assure that each employee receives prompt first-aid treatment for all injuries,

 and assist in arranging timely professional medical treatment if necessary .

.. Review and correct the causes of all minor injuries to employees .

.. If a serious accident should occur, take any emergency action necessary to

 minimize the extent of loss to both employees and property.

.. Investigate and report findings and recommendations by completing the

Accident Investigation Report form. A copy of the completed form is to be given the President and the Safety Supervisor as soon as possible but, in any case, not more than 24 hours after the accident. If the accident is serious, immediately notify the President.

(3) Responsibilities of the Safety Supervisor. The Safety Supervisor will complete all

appropriate insurance report forms, review all accident reports, and assist in any other appropriate investigations to identify the cause(s) of the accident and recommend procedures which would eliminate reoccurrences of a similar accident in the future. The Safety Supervisor will also assist the site superintendent or foreman in coordinating reporting requirements with the general contractor, the project owner's representative, the Company's insurance carriers, and interested governmental agencies. The Safety Supervisor will assist the President in documenting specific causes contributing to the accident and in implementing

Company procedures necessary to eliminate the hazards or causative factors.

(4) Responsibilities of the Company President. The Company President's specific

responsibilities in accident investigation are to:

.. Provide leadership, guidance, motivation and controls to assure accident

 investigation responsibilities at all levels of management are effectively administered and completed .

.. Based on preliminary information, determine if there is an immediate need to

 notify the Company's insurance carrier(s) and legal counsel.

.. Review and approve all public statements with the Company's legal counsel,

 the insurance carrier, and the owner of the construction project. All statements concerning the accident made to persons not connected with the Company will be handled by the President. Statements that must be made by employees to insurance company representatives or law enforcement authorities will be confined to the "basic facts." Further details must be cleared by the Company President prior to their release. No statement concerning any aspect of accident liability will be made to anyone not connected with the Company.

.. Take part in meetings with the site superintendent or foreman and the Safety

Supervisor to review safety and loss control policies and procedures which may need to be developed or revised.

2. **GOVERNMENTAL SAFETY AND HEALTH COMPLIANCE PROGRAMS**

2.1 **OSHA** Requirements Patrico Masonry Company is committed to providing the safest possible work site for all employees and supports the goals and purposes of the Occupational Safety and Health Act. The OSHA Construction Industry Standards (29 CFR 1926) are considered the minimum safety requirements for this Company. For this reason, the Company's safety and health procedures should not merely meet the standards, but should exceed those standards whenever necessary to prevent accidents and injuries.

a. The site superintendent or foreman will:

(1) Review and be familiar with the provisions of the OSHA safety and health standards

that apply to the masonry industry.

(2) Ensure employees comply with OSHA standards by using the proper equipment,

procedures, and precautions. Employee discipline will be used to correct repeated failures to comply with minimum standards.

(3) Maintain appropriate OSHA records.

 (4) Ensure posting of required notices related to OSHA.

(5) Be prepared for and meet the requirements of OSHA compliance inspections.

b. The Safety Supervisor will:

(1) At least monthly, or more frequently as may be required, conduct an evaluation of

each site on which the Company is working to identify any area which is not in compliance with OSHA requirements. Particular emphasis will be placed on scaffold safety, scaffold construction procedures and practices, use of personal protective equipment, and safety procedures for material handling.

(2) Provide the site superintendent an informal review of the findings of each site

evaluation, including those areas or practices which may not comply with OSHA standards. Recommendation(s) for correction of deficiency will also be provided.

(3) Monitor general and specific industry publications to maintain an awareness of

changes to OSHA standards.

2.2 EPA Requirements It is the policy of Patrico Masonry Company to mitigate the adverse impact on the local environment of the Company's construction activities at any jobsite. The Company will comply with all provisions of Federal, State of Missouri, and local environmental and pollution control standards unless provisions contained in the Company's construction contract are more stringent. In such a case, the standards imposed by the project owner as expressed in the construction contract will apply.

The President, Safety Superintendent, or site superintendent or foreman, as may be necessary, will meet with the client and/or general contractor representatives before the start of a job to assure a clear understanding of the project's environmental/pollution control and EPA permit requirements applicable to the Company's construction activities as addressed in the contract documents. The Company's site superintendent or foreman will be responsible for employees on each job complying

with all project environmental/pollution control requirements.

3. SAFETY EDUCATION AND TRAINING PROGRAMS

3.1 Supervisory Training

a. Safety education of all employees, including superintendents, foremen, journeymen and apprentices, will be conducted through all phases of work performed by the Company. Site superintendents or foremen are responsible for the prevention of accidents for work under their direction, and will be responsible for thorough accident prevention and safety training, as well as instruction of the employees they supervise.

b. The superintendent or foreman is also responsible for insuring that all job site employees comply with all applicable training provisions of OSHA regulations. Training records must be kept up-to date and readily available for possible review during OSHA inspections.

c. Experience has shown that those superintendents or foremen who have received basic first aid and CPR training are much more safety-conscious and usually have better crew safety performance records. Therefore, all employees Patrico Masonry Company will be required to be trained and certified in first aid and CPR, and maintain that certification during their employment by the Company.

3.2 Employee Safety Rules

a. The site superintendent or foreman will provide each employee a copy of this safety and loss control program, and provide each employee an orientation covering the Company's job rules and regulations and the employee's personal safety requirements.

b. As a condition of employment, each employee of, Patrico Masonry Company will be

required to sign and date an acknowledgement of receipt and acceptance of this safety and loss control program. The acknowledgement will be maintained in the employee's personnel file.

3.3 Safety Toolbox Talks

a. Responsibilities: The President of the Company will provide the direction and motivation to ensure site superintendents or foremen conduct regular work group safety meetings, which are known as toolbox talks. The Safety Supervisor will insure that each toolbox talk specifically supports one or more aspects of the Company's safety and loss control program.

b. Introduction: Conducting regular toolbox safety talks is one of the best ways to help prevent accidents. One does not have to be a professional speaker to give a good toolbox talk, but appropriate safety topics pertaining to current or upcoming work tasks must be selected and discussed. It is recommended that toolbox safety meetings be conducted on a weekly basis. The Safety Supervisor should provide site superintendents or foremen with background packages to be used in preparing and presenting each talk.

c. Conducting Toolbox Talks:

(1) The toolbox meeting is a method used by successful companies to develop and

maintain employee safety awareness. For greatest effectiveness, the subjects covered must be of interest to the employees and relevant to the work at the particular jobsite. Topics which might be covered in such talks include accident avoidance, inspection results, a specific portion of the Company's accident and loss prevention program, or how to properly and safely perform a work procedure.

(2) Ideally, the toolbox talk should last no longer than 15 minutes, including time for

active employee participation and a question-and-answer session.

(3) Schedule toolbox talks at the beginning of new operations to ensure all employees

are familiar with safe job procedures and any special safety requirements of the upcoming work.

(4) Work group meetings and toolbox talks or programs may be either motivational or

instructional. The motivational meeting creates awareness of and emphasizes employee self-protection. The instructional meeting covers a particular task or procedure.

(5) Regular work group meetings demonstrate the concern of this Company for the

safety and well-being of employees. These meetings contribute to a cooperative work environment and provide employees an opportunity to contribute ideas, suggestions and feed-back to improve quality, productivity, morale and safety. The site supervisor or foreman, assisted by the Safety Supervisor, are the key management communicators for individual work groups. These individuals are most familiar with the work to be done, individual employees, and the unique work requirements of a specific job. The individual conducting the toolbox meeting may solicit employee input by using the Toolbox Talk Evaluation Sheet (see Appendix 6).

4. **CONSTRUCTION SAFETY AND HEALTH REOUIREMENTS**

4.1 Jobsite Safety Inspections: It is a requirement of Patrico Masonry Company that inspections be conducted periodically to detect and correct unsafe practices and conditions. These inspections will focus on the identification and correction of potential safety, health and fire hazards. As part of an effective safety and loss control program, the site supervisor or foreman must: Make inventories in the area(s) of work of critical equipment and material items with a high risk of loss, and of mobile material handling equipment. In coordination with the Safety Supervisor, establish inspection responsibilities and schedules. Establish procedures to follow up on remedial actions. Review inspection findings and make recommendations for changes to eliminate potential causes of accidents or material loses. a. Daily Jobsite Inspections by the Site Superintendent or Foreman. While Patrico Masonry Company is committed to providing a safe work environment, it must never be forgotten that people make the process work. Ultimately, it is people that cause injuries and damages. As part of daily activities, the site superintendent or foreman must fulfill the following responsibilities:

(1) Set program standards for observing employee safety practices.

(2) Communicate safety standards and procedures to employees.

(3) Monitor employee compliance with established safety practices and procedures.

b. Weekly Safety Audits. While all employees should correct unsafe procedures on the jobsite, a more formalized jobsite safety audit review will be conducted each week by the site superintendent or foreman according to the following guidelines.

(1) The weekly inspection will be based on the Construction Safety Audit Checklist (see

Appendix 7). This form will be completed by the site superintendent or foreman and submitted to the President through the Safety Supervisor.

(2) The site superintendent or foreman will conduct this weekly audit in person and will

not delegate the audit to other employees.

c. Inspections by the Company President. On every jobsite visit, the President or the Safety Supervisor will discuss the status of site safety and loss control programs with the site superintendent or foreman. The performance of these programs at the individual jobsite will be measured against the Company and client targeted goals. Such site visits will also include a review of jobsite working conditions and compliance with Company safety policies.

d. Company Insurance Carrier Safety Audits. Carriers of the Company's workers' compensation, general liability, and automobile insurance may need to conduct a jobsite safety inspection or accident investigation. These Company insurance audits will be scheduled with the approval of the President, who will in turn notify the Safety Supervisor and the site superintendent or foreman when the insurance

company representative will be on site. All employees are expected to cooperate fully with the Company's insurance representative.

4.2 Emergency Preparedness Procedures.

a. Medical and First·Aid Requirements. The site superintendent or foreman will review with the President the scope of medical emergency response services that will be provided Company employees at the jobsite by the general contractor or owner. If adequate medical emergency response services are not available at the jobsite, the site superintendent or foreman will establish verbal or written working agreements with one or more local agencies to provide such services. The telephone numbers for emergency service units will be posted on all jobsites. In the event or an accident, illness or injury, the site superintendent or foreman, if qualified, will render appropriate first-aid

and/or CPR until medical emergency personnel take over emergency treatment.

b. Fire prevention and Protection. The site superintendent or foreman must be knowledgeable of sessions for new employees will include: Emergency telephone numhers) to call to report a fire. Locations and operation of any fire alarm systems available at the jobsite. Proper operation of fire extinguishers. Emergency evacuation routes and procedures.

5. COMPANY INSURANCE CLAIMS HANDLING PROCEDURES

5.1 Workers' Compensation Claim Reports. At the beginning of a project, the Company president will request the Company's insurance carrier's local area office claims representative contact the site superintendent or foreman and the Safety Supervisor to arrange an onsite meeting. At this meeting, the insurance carrier representative is to provide the site superintendent or foreman a package containing the various insurance claim forms and instructions for properly completing the necessary forms. These reo

ports are generally known throughout the insurance industry as "Employer's First Report Of Accident" and are usually similar to OSHA Form 101, "Supplementary Record of Occupational Injuries and Illnesses" (See Appendix 8). The first report form generally fulfills all federal requirements of the OSHA Form 101, which should be used if the insurance carrier does not provide a similar form. A typical "Employer's First

Report Of Accident" is provided in Appendix 9 and should be used if the insurance carrier does not provide a similar form prescribed by the state. In practice, both the OSHA Form 101 and the "Employer's First Report of Accident" are to be completed together. This first report form should be used in any case requiring medical care at an outside agency (i. e., hospital, doctor's office, laboratory, etc.). This report

must also be completed for any entry made on the OSHA 200 log, regardless of whether outside medical care is required.

5.2 Completing OSHA Form 101 and Employer's First Report.

a. The site superintendent or foreman is responsible for completing and processing workers' compensation insurance form. The Safety Supervisor will be available to assist throughout the reporting process as may be required.

b. The project or job number should be typed or printed on the top right· hand corner or a" report forms.

c. The Company address listed on the form should be the physical location of the project or job site. It may be a local mailing address, geographical address, or both.

d. "Type of Business" is usually indicated by "construction" or "construction maintenance policies

e. An estimate will suffice for any request of the number of employees on the project.

f. For the length or employment or time the employee has been with the Company, enter the time since the employee was last hired by the company.

g. Answer a" questions as clearly as possible. Give a concise description of the accident. Do not include opinions, conjectures or suggestions. When referring to the injury, always use terminology such as "the injured states" or "the injured alleges."

h. Route the completed report through the Safety Supervisor to the Company president, who is responsible for seeing that the completed report is forwarded to the insurance carrier and other appropriate addressees.

5.3 Other Types of Insurance Company Claim Reports. The site superintendent or foreman must complete and forward to the president through the Safety Supervisor a" other types of claim forms which may be required by the insurance carrier. The applicable six-digit location code must be included on the insurance claim report form to enable the insurance company to properly process the Company's claim.

a. In the event of any serious third-party injury, death or damage to property, the site superintendent or foreman should immediately notify the Company *president* and the Safety Supervisor.

b. Company employees must be instructed by the site superintendent or foreman that they cannot admit liability *for* an accident. Any unauthorized admission may jeopardize the position of the Company.

c. Any notices, summons and complaints, legal papers, correspondence, or other documents relating to the loss or accident must be transmitted immediately to the president through the Safety Supervisor. The president will consult the Company's legal counsel and the Company's insurance carrier as may be necessary.

6. SUBSTANCE AND ALCOHOL ABUSE

6.1 Company Policy on Substance and Alcohol Abuse in the Workplace. Patrico Masonry Company recognizes that substance and alcohol abuse is a serious problem to the construction industry that adversely affects employee safety and productivity at the job site. In order to insure a safe, healthy and productive work environment for Company employees and other employees at the jobsite to protect

Company property and other fiscal assets, and to insure efficient work practices, Patrico Masonry Company has adopted a policy of maintaining a work place that is free of substance and alcohol abuse.

6.2 Prohibited Practices:

a. Possessing, selling, manufacturing, distribution, dispensing, and/or use of illegal or unauthorized drugs, drug paraphernalia, or other intoxicants on or in Company property or jobsites on which the Company is working is prohibited and will result in disciplinary action.

b. Reporting to or being at work under the influence of illegal or unauthorized drugs is prohibited. Reporting to, or being at work under the influence of a quantity of alcohol or other legal intoxicants which can adversely affect the individual's performance or the safety and well being of the individual and/or other employees or property is prohibited and will result in disciplinary action.

c. Reporting to, or being at work, with a quantity of prescribed or over-the-counter drugs where

such use prevents the employee from performing the duties of the job or poses a safety risk to the employee and/or other employees or property at the jobsite is prohibited and will result in disciplinary action.

6.3 Testing for Substance and/or Alcohol Abuse. As a condition of employment and/or continued employment, Patrico Masonry Company reserves the right to require employees to submit to medical or physical examination or tests. These tests may include, but are not limited to, urine drug tests and/or blood tests or other examinations to determine the possible use of any illegal or unauthorized drugs, alcohol or any other substances prohibited in this policy. Such tests will be conducted as follows:

a. All applicants for employment or reemployment, if not tested within the prior six month period and subject to that test not finding detectable levels of illegal, prohibited, or unauthorized drugs, alcohol or prohibited substances.

b. Following an accident or incident at the workplace resulting in personal injury to the individual or one or more other employees, or damage to property, or workplace circumstances which could have resulted in personal injury or damage to property. Tests will be administered to injured employees and all other employees who, by their assigned duties, activities, or physical location, were in the area in which

the accident occurred. Specific individuals to be tested will be identified by the President, or in his absence, the Safety Supervisor. If it is impossible or impractical, due to the physical condition of the individual nvolved in an accident, to give a urine and/or blood sample, and if in subsequent medical treatment *that* individual(blood or other body fluid shall be drawn, then the blood or other body fluids will be

analyzed for drugs, alcohol and/or other prohibited substances.

c. When there is reasonable suspicion, based on specific personal observations, to believe that an employee is under the influence of illegal drugs, unauthorized controlled substances, alcohol, or other intoxicants while at the workplace or on or in Company property, the Company may require the employee to provide urine and/or blood specimens for laboratory testing.

d. When the owner of a construction project has established specific standards for drug, alcohol or substance abuse testing that exceed the requirements of Paragraphs 6.3 a through c above.

e. Any employee who refuses to submit to a test for abuse of drugs, alcohol or other controlled substances, as permitted by law, current collective bargaining agreements, or this Policy, shall be subject to termination.

6.4 Cost of Initial Testing. If an employee of Patrico Masonry Company is requested by an authorized representative of the Company to submit to a test for drugs, alcohol or other substances, the cost of that test and the confirmatory test of the same specimen will be paid for by Patrico Masonry Company.

6.5 Penalties for Drug, Alcohol, or Controlled Substance Abuse:

a. The penalty for any occurrence of an employee possessing, selling, manufacturing, distributing, dispensing, and/or using any illegal or unauthorized drugs, drug paraphernalia, any form of alcoholic beverage, or any other intoxicant at any Company jobsite or on or in any Company property shall be immediate termination of employment.

b. If an employee involved in the illegal use of illegal drugs or other controlled substance, or the

excessive use or abuse of alcohol, voluntarily asked for help in recovering from such abuse prior to being identified as a user on a Company jobsite or on or in Company property will not be suspended or terminated if all other aspects of the employee's work performance have been satisfactory. The employee will be provided information on where and how to seek help to overcome and correct the problem and must adhere to any rehabilitation program that is prescribed. Upon successful completion of the prescribed rehabilitation program the employee will be permitted to return to work. Nonparticipation or incomplete participation in the prescribed rehabilitation program will result in immediate termination of employment with this Company.

c. Any employee identified as a user of any illegal drug, controlled substance, or intoxicant, or the excessive use of alcohol, through any testing program will be immediately terminated.

6.6 Rehabilitation Programs. Any employee voluntarily entering any prescribed program or recovery or rehabilitation from the excessive or illegal use of any illegal drug, controlled substance, or excessive use of alcohol, must follow and complete all aspects of the rehabilitation program including, if necessary, entering a formal inpatient rehabilitation facility. Any employee entering into or participating in any such

rehabilitation program, either as an inpatient or an outpatient, will be personally responsible for the cost of such rehabilitation over and above any Company or union provided benefit. Successful completion of *any* prescribed rehabilitation program does not guarantee the employee a work position. Any job assignment after completion of rehabilitation will be subject to the work being done by this Company at the time

of completion and the Company's need for the employee's skills. Any employee requesting to return to work after completion of a rehabilitation program must provide the Company satisfactory written evidence of successful completion of the rehabilitation program and must agree to an ongoing program of periodic testing. Failure to do so will subject the employee to immediate termination.

7. HAZARD COMMUNICATIONS

7.1 Hazard Communications Program. This section of the. Patrico Masonry Company Safety and Loss Control Program establish requirements for Hazard Communications in compliance with the requirements of OSHA Standard 29 CFR 1926.59. The following procedures and practices are established to insure information necessary for the safe use, handling and storage or hazardous chemicals and materials is made available to all employees. Included in this program are guidelines and procedures to be used to:

a. Identify chemical hazards.

b. Preparation and proper use of container labels, placards and other types of warning devices.

c. Dissimilation of information about hazardous materials as contained in Material Safety Data Sheets, including availability of such information at the jobsite.

d. Training of employees who could come into contact with hazardous materials.

7.2 Chemical and Hazardous Materials Inventory.

Patrico Masonry Company will maintain an inventory of all known chemicals and

hazardous materials used or stored at each job site. A chemical and hazardous materials inventory of hazardous materials used or stored at a jobsite at which this company is working is available from the superintendent or foreman.

b. Chemicals and hazardous materials brought onto the jobsite by Patrico Masonry

Company will be included in the chemical and hazardous materials inventory listing.

c. If Patrico Masonry Company is working at a multi-employer jobsite, the foreman or

superintendent will provide the designated representative of the firm or organization exercising overall jurisdiction over the jobsite an inventory of all chemicals and hazardous materials in storage or in use at the jobsite. The foreman or superintendent will also notify the designated individual of any additions or deletions to that inventory listing.

7.3 Container Labeling.

a. All chemicals and hazardous materials at a jobsite in use by employees of Patrico

Masonry Company or in storage will be stored in their original container or in an approved container with a proper label attached, except for small quantities in immediate use. Any container not properly labeled should be reported to the foreman or superintendent for immediate labeling or disposal.

b. Employees may dispense chemicals or hazardous materials from original containers only insmall Quantities intended for immediate use. Any amount of a chemical or hazardous material left unused at the end or the work day will be returned to the original container, or reported to the foreman or supervisor for proper handling, storage or disposal.

c. No unmarked containers of any size are to be left unattended in the work area or on the jobsite.

d Patrico Masonry Company will rely on manufacturer applied labels whenever possible,

and will insure these labels are maintained in a serviceable condition. Containers delivered to the jobsite without an appropriate label will be labeled immediately upon delivery. If the manufacturer's label has been removed from a container, that container will immediately be relabeled upon determining the original label has been removed.

e. All employees of Patrico Masonry Company will ensure that each container of a chemical or hazardous material is appropriately labeled with the identity of the chemical or hazardous material and any appropriate hazard warnings.

7.4 Material Safety Data Sheets (MSDS).

a. Any employee of Patrico Masonry Company who, as required by the assigned task,

works with a chemical or hazardous material may request to see and review a copy of the MSDS for that material. Requests for MSDSs should be directed to the foreman or superintendent.

b. MSDSs for all chemicals and hazardous materials in use or storage at a jobsite will be maintained at the jobsite to provide immediate reference to safety information about the material. Standard chemical references may also be maintained at job sites as necessary.

c. In case of an emergency during evenings, weekends or holidays when employees of Patrico Masonry Company are not present at the jobsite, access to MSDS information can be obtained by contacting the safety supervisor at (636)949-8810 If that individual is not available, contact Vince Patrico at (314-)565-5725

7.5 Employee Training:

a. All employees of Patrico Masonry Company at a jobsite on which chemicals or hazardous materials are present will be trained to work safely with the chemicals or hazardous materials.

Employee training will include, but is not limited to:

(1) Methods that may be used to detect a release of chemicals) or hazardous

Material in the workplace.

(2) Physical and health hazards associated with exposure to chemicals or hazardous

materials at the jobsite.

(3) Protective measures to be taken when working with chemicals or hazardous materials

'(4) Safe work practices, emergency responses, and the use of personal protective

 equipment.

(5) Information about the OSHA Hazard Communications Standard, including:

(a) Labeling of chemical and hazardous material containers.

(b) Warning systems used at the jobsite.

(c) Explanation of Material Safety Data Sheets.

b. The Safety Supervisor will be responsible for insuring foremen and superintendents are provided sufficient training materials and training outlines to conduct the training discussed in Paragraph7.5(a) above.

7.6 Personal Protective Equipment (PPE): Required PPE furnished employees of Patrico Masonry Company is available from the foreman or superintendent at the jobsite. Any employee found in violation of PPE requirements may be subject to disciplinary action up to and including immediate discharge. Employees will safeguard and maintain a" company owned PPE and report any unserviceable item to the foreman or superintendent at the job site. (Section 8 of this Safety and Loss Control Program provides this company's full and complete policy and procedures for the use of PPE.I

7.7 Emergency Response:

a. Any incident or overexposure to or spill of a chemical or hazardous material will be reported immediately to the foreman or superintendent at the jobsite.

b. The foreman or superintendent will be responsible for insuring all proper emergency actions are taken in the event of an accidental leak, spill, or exposure to a chemical or hazardous material.

7.8 Hazards of Non-Routine Tasks:

a. The foreman or superintendent will be responsible for informing employees of any special tasks that may arise which would involve possible exposure to chemicals or hazardous materials. The foreman or superintendent will review safe work procedures and the use of required personal protective equipment prior to the start of any hazardous non-routine task. When necessary, areas will be posted to indicate the nature of the hazard involved.

7.9 Informing Other Employers: At a multi-employer work site, other employers are required to adhere to the provisions of the OSHA Hazard Communications Standard.

a. Information about chemicals and hazardous materials known to be present at the jobsite will be exchanged with other employers working at the same location. If there are no provisions provided by the general contractor, construction manager, owner, or other individual or organization exercising overall responsibility for the job site for exchange of information about chemicals or hazardous materials, the foreman or superintendent will insure other employers have information about chemicals or hazardous materials in use or in storage by Patrico Masonry Company and its employees. Other employers will be responsible for providing necessary information to their employees.

b. Other employers at a multi-employer work site will be provided a copy of this Safety and loss Control Program as *may* be required.

7.10 Patrico Masonry Company routinely posts information for employees at its jobsites

on the OSHA Hazard Communications Program. This information can be found in the same area where other notices to employees are normally posted.

8. PERSONAL PROTECTIVE EQUIPMENT

8.1 Requirement for Personal Protective Equipment (PPE): All employees of Patrico Masonry Company will be provided appropriate PPE as specified by OSHA standards to control or eliminate hazardous exposures that could cause injury or illness. Personal protective equipment provided by the company includes all clothing and other work accessories, with the exception of safety shoes or boots, designed to create a barrier against workplace hazards. Each employee is expected to provide his or her own individual safety shoes or boots.

a. Selection of the proper type of PPE is important for protecting each employee from workplace hazards. As an effort to minimize accidents resulting in personal injury or illnesses, the foremen or superintendent will enforce the following PPE safe work procedures on all job sites at which employees of this company are working.

b. Employees are required to sign and date the Acknowledgement of Receipt of Safety Equipment

(see Appendix 10) upon receipt of safety equipment. Each employee is responsible for maintaining any PPE item issued by this company in a safe and proper working condition. Employees will report any item of PPE which is made unusable through normal wear to the foreman or superintendent for repair or replacement. Any employee who willfully refuses to use or willfully damages any item of PPE will be

subject to disciplinary action which may lead to immediate termination.

8.2 Head Protection: Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object. Head protection must resist penetration and absorb the shock of a blow. All head protective equipment must meet the requirements of ANSI *Requirements for Industrial Head Protection,Z89.1-1986as* referenced by 29 CFR 1926.100.

a. All employees and visitors are required to wear protective helmets while on any Patrico Masonry Company construction project. Protective helmets must be worn to protect employees and visitors from potential head injury caused from impact, falling or flying objects. There are no exceptions to this requirement. .

b. Paint or cleaning materials should not be used on protective helmets. Some paints and cleaning materials may damage the shell and reduce protection by physically weakening it.

c. Helmet shells should be cleaned by dipping them in hot water containing a good detergent for at least 20 minutes. Shells can then be scrubbed and rinsed in clear hot water. After rinsing, the shell should be carefully inspected for any signs of wear or damage.

d. All components of protective helmets (including shells, suspensions, headbands, sweatbands, and any other accessories) should be visually inspected daily by the employee for signs of dents, cracks, penetrations, or any other damage that may reduce the protection originally provided.

e. If damage is suspected, the helmet should be turned in to the foreman or superintendent and a new one in satisfactory working condition will be issued.

f. Employees should never store or carry their helmet on the real-window shelf of an automobile since sunlight and extreme heat may adversely affect the degree of protection provided by the helmet.

8.3 Hearing Protection: In some work situations it is not feasible to reduce noise levels or duration of employee exposure to noise. Exposure to high noise levels can cause hearing loss or impairment. It can also create physical and psychological stress. There is no cure for noise-induced hearing loss.

a. Employees working in an excessively noisy area must wear ear protection. Ear protection devices inserted in the ear must be fitted or determined individually by a competent person. Ear muffs or plugs should be used for work when an employee is exposed to excessive noise levels for extended periods of time.

b. Cotton is *NOT* an acceptable substitute for prescribed hearing protection.

8.4 Eye and Face Protection: Eye and face protection is required whenever there is a reasonable probability of preventable injury. Design, construction, testing and use of eye and face protection must meet the standards established by 29 CFR 1926.102.

a. All eye and face protection used by employees of Patrico Masonry Company must meet the following requirements:

(1) Provide adequate protection against hazards for which they are designed.

(2) Be reasonably comfortable when worn under the designated conditions.

(3) Fit snugly and not unduly interfere with movements of the wearer.

(4) Be durable.

(5) Be capable of being disinfected.

(6) Be easily cleanable.

(7) Maintained in clean and good condition.

b. All employees will be provided appropriate eye and face protection equipment for any work which presents a potential eye or face injury from physical or chemical agents. The designated eye and face protection shall be worn by each employee with a jobsite exposure to potential eye and face injuries.

c. Each employee must wear a full face shield, along with safety glasses equipped with side shields, when involved in grinding, chipping, or when flying particles create hazards to the eyes and face.

d. Employees are required to keep eye and face protection equipment clean and in good repair.

Use of eye and face protective equipment with structural or optical defects is prohibited.

e. All safety glasses, safety goggles, or prescriptive eye wear must comply with the provisions of ANSI·287.1.

8.5 Foot Protection: Foot and leg injuries from falling or rolling objects, sharp objects hot surfaces, and wet, slippery surfaces can be prevented through the wear of appropriate safety shoes or boots. Since footwear is an item of individual clothing, each employee must provide his or her individual foot protection. The following safety practices for protective footwear will be implemented and enforced on all company projects.

a. All employees and visitors are required to wear safety shoes or boots while on any jobsite at which Patrico Masonry Company is working.

b. All safety footwear must meet the minimum requirements of ANSI Standard for Men's Safetv- Ice Footwear, Z41.1, as referenced in 29 CFR 1926.136.

c. Safety shoes or boots must have an impact-resistant toe. Shoes or boots with metal

guards are recommended to provide additional protection to the foot.

8.6 Respiratory Protection: Appropriate respiratory protective devices will be provided to employees when there is a possibility of harmful exposure. Employees must wear respiratory protective devices at all times when there is a possible exposure to hazardous materials and/or dangerous atmospheric conditions.

a. Respiratory protective equipment will be used by each employee to prevent inhalation of harmful dusts or other potentially hazardous chemicals or materials.

(1) Respirators will be selected by the safety superintendent on the basis of the hazard

to which the employee is exposed.

(2) Each employee required to use a respirator will be instructed on the proper use,

maintenance and limitations of the respirator in use.

(3) Each employee using a respirator will be responsible for regular cleaning and disinfection as is necessary.

(4) When not in use, respirators will be stored in convenient, clean and sanitary locations and protected from sunlight and physical damage.

(5) Respirators will be assigned to employees for their exclusive use.

 (6) Only NIOSHA/MSHA certified respiratory protection will/be used by employees of

this company at any construction jobsite.

b. The safety superintendent will select the type of respirator to be used based on the properties of the jobsite contaminant. The nature and extent of the hazard(s), the work environment, and other applicable job site factors, as well as the characteristics and limitations of available respirators, will be factors for consideration in selecting proper respiratory protection.

9. FIRE PROTECTION AND PREVENTION

9.1 Protection and Prevention: Fire on a construction project is a constant hazard that can cause loss of life, equipment and material. To provide maximum protection against accidental fires at jobsites on which employees of this company are working, all employees must comply with the following safe work procedures.

9.2 Fire Protection:

a. All available firefighting equipment will at all times be readily available to all employees.

b. Firefighting equipment will be inspected periodically and maintained in proper operating condition. Defective or exhausted equipment will be replaced immediately.

c. Firefighting equipment will be conspicuously located at each jobsite when there is reasonable cause to suspect a fire hazard.

d. Firefighting equipment and water storage devices which will be used for firefighting will be protected from freezing.

e. Employees will not remove or tamper with fire extinguishers installed on equipment or vehicles or in other locations unless authorized to do so or in case of fire. If a fire extinguisher is used, it is to be replaced as soon as possible with another fully charged extinguisher.

9.3 Fire Prevention:

a. Equipment powered by internal combustion engines will be so located so that exhausts are directed away from combustible materials.

b. Smoking is prohibited at or in the vicinity of operations which constitute a fire hazard. All such activities are to be conspicuously posted: "No Smoking Or Open Flames."

c. Driveways between and around combustible material storage areas must be at least 15 feet wide and free from accumulation of rubbish, equipment and other materials.

d. Portable fire extinguishing equipment, suitable for anticipated fire hazards on the jobsite, must be provided at convenient, conspicuously accessible locations.

e. Storage of flammable substances on equipment or vehicles is prohibited unless such unit has an adequate storage area designated for such use.

9.4 Flammable and Combustible Liquids:

a. Explosive liquids, such as gasoline, will not be used as cleaning agents. Use only approved cleaning agents.

b. Store gasoline and similar combustible liquids in approved and labeled containers in well ventilated areas free from heat sources.

c. Handling of all flammable liquids by hand-held containers will be in approved type safety containers with spring closing covers and flame arrestors.

10. MATERIAL HANDLING

10.1 Material Handling Safety Requirements: Material handling accounts for approximately 40% of lost time accidents that occur in the construction industry. These injuries are often a result of inadequate planning, administrative procedures, and jobsite practices. In an effort to hold job site accidents to a minimum, the following safe work procedures will be practiced and enforced at all construction projects at which employees of c. Riding loads, slings, a crane's hook or ball, or other material hoisting equipment is prohibited except in an emergency.

10.4 Training: Employees will be provided periodic instruction on proper material handling practices so that they are aware of the following types of injuries associated with manual handling of materials:

a. Strains and sprains from lifting loads improperly, or from carrying loads that are too heavy or too large.

b. Fractures and bruises caused by dropping or flying materials, or getting hands caught in pinch points.

c. Cuts and abrasions caused by falling materials which have been improperly stored, or by cutting securing devices incorrectly.

11. HAND AND POWER TOOLS

11.1 Need For Tool Safety: Tools are such a common part of construction work that it is difficult to remember that they may pose safety hazards. In the process of removing or avoiding these hazards, employees must learn to recognize the potential hazards associated with different types of tools and the precautions necessary to prevent injury. In an effort to eliminate or minimize accidents resulting from the use of hand and power operated hand tools, Patrico Masonry Company implements and will enforce the following safe work procedures at all jobsites.

11.2 General Requirements:

a. Do not use broken, defective, burned or mushroomed tools.

b. Always use the proper tool and equipment for any task you may be assigned to do. For example, do not use a wrench as a hammer, or a screwdriver as a chisel.

c. Do not leave tools on scaffolds, ladders, or any overhead working surface. Work areas should include adequate space for convenient arrangement and location of tools.

d. Do not strike two hardened steel surfaces together; i. e., two hammers or a hammer and hardened steel parts.

e. The practice of throwing tools from one location to another, from one employee to another, or dropping them to lower levels is prohibited. When it is necessary to pass tools or materials under the above conditions, suitable containers and/or ropes are to be used.

f. Wooden tool handles will be sound, smooth, and in good condition and securely fastened to the tool.

g. Sharp-edged or pointed tools should never be carried in employee's pockets.

h. Tools designed to accommodate guards must be equipped with such guards when in use.

i. All rotating, reciprocating or moving parts of equipment (belts, gears, shafts, flywheels, etc.)

must be guarded to prevent contact with employees using the equipment.

j. All hand- held power tools without a positive accessory holding means must be equipped with a constant pressure switch that will shut off power to the tool when pressure is released.

k. A momentary contact "en-off" control or switch must be provided on all hand-held powered drills, fastener drivers, grinders, and similar powered tools.

11.3 Electric Tools: Electric tools present several dangers to the user, the most serious of which is the possibility of electrocution. Only assigned, qualified employees will operate power, power-actuated or air driven tools. The following safe work procedures will be enforced for the use of electric and other powered tools.

a. All hand-held electric tools must have either a three- wire cord with ground and be grounded, double insulated, or powered by a low-voltaqe isolation transformer. A Ground Fault Circuit Interrupter should be used when working with electric tools to protect the worker from electrical shock hazards.

b. Never remove the third or "grounding prong" from an electrical plug.

c. Electric tools should be operated within their design limitations.

d. Gloves and safety footwear are recommended during the use of electric tools.'

e. When not in use, electric tools should be stored in a dry place.

f. Electric tools should not be used in damp or wet locations.

g. The work area should be well lighted when any power tool is in use.

11.4 Powered Abrasive Wheel Tools: Power abrasive wheel tools present a special safety problem because they may throw off flying fragments. These procedures will be enforced when any powered tool equipped with an abrasive wheel is in use.

a. Portable or hand-held grinding tools must be equipped with safety guards to protect workers from flying fragments and the moving wheel surface.

b. Inspect and sound- or ring·test abrasive wheels prior to mounting to ensure they are free from cracks or defects. The user should also check to make sure the abrasive wheel RPM rating is appropriate for the tool.

c. When using a power grinder:

(1) Always use eye protection.

(2) Turn off power when the tool is not in use.

 (3) Never clamp a handheld grinder into a vice or clamp to another temporary surface.

d. To prevent grinding wheel from cracking, the user should ensure it fits freely on the spindle.

e. Never stand directly in front of the wheel during start-up because there is a possibility the wheel may disintegrate (explode) when accelerating to full speed.

SCAFFOLDING

12.1 Scaffold Safety: Employees in masonry construction are subjected to increased exposure to accidents that could produce serious injuries because much of the work is performed on scaffolds. Employees of Patrico Masonry Company will adhere to the following safety procedures involving scaffolds to reduce exposure to potential hazards. These practices will be followed by all employees without exception.

12.2 General Requirements:

a. Never erect, move, dismantle, or alter any scaffold without the supervision of a competentperson.

b. Scaffolds and all of their components must be capable of supporting without failure at least four times the maximum intended load.

c. The footing or anchorage for scaffolds must be sound, rigid, and capable of supporting the maximum intended load without settling or displacement.

d. Any damaged or weakened scaffold, including accessories, must be repaired or replaced immediately.

e. An access ladder or equivalent safe access must be provided for each scaffold.

f. Scaffold planks shall extend over their end supports not less than six inches and not more than 12 inches. All planking must be Scaffold Grade or equivalent, as recognized by approved grading rules.

g. Overhead protection is to be provided employees working on a scaffold who are exposed to overhead hazards.

h. Slippery conditions on scaffolds must be eliminated immediately after they occur.

12.3 Guardrails and Toe boards:

a. Guardrails and toe boards must be installed on all open sides and ends of platforms more than ten feet above the ground.

b. Guardrails must be 2 x 4 inches, or equivalent, approximately 42 inches high, with a mid rail, when required. Supports shall be at intervals of not more than eight feet. Toe boards must be a minimum of four inches high.

13. Motor Vehicles and Mechanized Equipment

13.1 Increased Hazard Potential: Mechanized equipment, including forklifts, cranes, hoists, and other material handling devices, pose increased safety hazards at construction sites. Limited visibility and confined operating areas increase the risks of accidents Patrico Masonry Company recognizes the potential hazards associated with motor vehicles and mechanized equipment and will fully and completely enforce the following procedures in an effort to minimize accident possibilities.

13.2 Vehicle Safety Practices:

a. All equipment left unattended adjacent to roadways or construction areas during hours of darkness or reduced visibility will have lights, reflectors and/or barricades to identify the location of the equipment.

b. Foremen and superintendents will insure that all machinery and equipment is inspected prior to each use to verify it is in safe operating condition.

c. Rated load capacities and recommended operating procedures will be conspicuously posted on all equipment at the operator's station.

d. Wire rope will be taken out of service when one of the following conditions exist:

(1) In running rows, six random distributed broken wires in one lay or three broken

wires in one strand or one lay.

(2) Wear of one-third the original diameter or outside individual wires.

(3) Kinking, crushing, heat damage, or any other damage resulting in distortion of the

rope structure.

(4) In standing ropes, more than two broken wires in one lay in sections beyond connections, or more than one broken wire at an end connection.

e. A fire extinguisher rated 5BC or higher will be available for immediate access at all operator stations.

f. When vehicles or mobile equipment is stopped or parked, the parking brake will be set. Equipment on inclines will have wheels chocked as well as the parking brake set.

g. All vehicles or combinations of vehicles will have the following systems in good operating condition:

(1) Two headlights.

 (2) Two taillights.

(3) Brake lights.

(4) Audible warning device at operator's station.

(5) Seat belts properly installed.

(6) Appropriate number of seats for occupants.

(7) Service, parking and emergency brake systems.

h. Operators will not use motor vehicles having an obstructed rear view unless:

(1) Vehicle is equipped with an audible, functioning reverse signal alarm.

(2) Vehicle is backed up only under the guidance of an observer who says it is safe to

back the vehicle.

i. When operating a vehicle, the operator and any passenger will wear the installed seat belts.

14. **SUMMARY**

As emphasized through this Program, the Company places primary importance on safety and loss control in planning all Company activities in order to protect employees and Company assets. Each supervisory employee is responsible for the safety, well-being and safe work conduct of all employees. This written Safety and loss Control Program may be revised and updated periodically. Each employee is invited to make written suggestions for the improvement of this program to the Company president of Patrico Masonry Company.

10.2 General Storage Requirements:

a. All materials and supplies must be stored in a manner that will prevent sliding, falling or collapse.

b. Aisles and passageways must be kept clear to provide for free and safe movement of material handling equipment and employees.

c. Do not place materials within six feet of any hoist way or floor opening inside buildings under construction.

d. Do not store materials on scaffolds in excess of the amount of material needed for immediate work.

e. Remove all nails from used lumber prior to stacking.

f. Avoid stacking non-compatible materials in the same pile.

10.3 Material Handling:

a. Do not attempt to lift or move a load that is too heavy for one person; get help.

b. Wear protective gloves and clothing (i. e., aprons), if necessary, when handling loads with rough or sharp edges.

c. Riding loads, slings, a crane's hook or ball, or other material hoisting equipment is prohibited except in an emergency.

10.4 Training: Employees will be provided periodic instruction on proper material handling practices so that they are aware of the following types of injuries associated with manual handling of materials:

a. Strains and sprains from lifting loads improperly, or from carrying loads that are too heavy or too large.

b. Fractures and bruises caused by dropping or flying materials, or getting hands caught in pinch points.

c. Cuts and abrasions caused by falling materials which have been improperly stored, or by cutting securing devices incorrectly.

11. HAND AND POWER TOOLS

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11.2 General Requirements:

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b. Always use the proper tool and equipment for any task you may be assigned to do. For example, do not use a wrench as a hammer, or a screwdriver as a chisel.

c. Do not leave tools on scaffolds, ladders, or any overhead working surface. Work areas should include adequate space for convenient arrangement and location of tools.

d. Do not strike two hardened steel surfaces together; i. e., two hammers or a hammer and hardened steel parts.

e. The practice of throwing tools from one location to another, from one employee to another, or dropping them to lower levels is prohibited. When it is necessary to pass tools or materials under the above conditions, suitable containers and/or ropes are to be used.

f. Wooden tool handles will be sound, smooth, and in good condition and securely fastened to

the tool.

g. Sharp-edged or pointed tools should never be carried in employee's pockets.

h. Tools designed to accommodate guards must be equipped with such guards when in use.

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b. Never remove the third or "grounding prong" from an electrical plug.

c. Electric tools should be operated within their design limitations.

d. Gloves and safety footwear are recommended during the use of electric tools.

e. When not in use, electric tools should be stored in a dry place.

f. Electric tools should not be used in damp or wet locations.

g. The work area should be well lighted when any power tool is in use.

11.4 Powered Abrasive Wheel Tools: Power abrasive wheel tools present a special safety problem because they may throw off flying fragments. These procedures will be enforced when any powered tool equipped with an abrasive wheel is in use.

a. Portable or hand-held grinding tools must be equipped with safety guards to protect workers from flying fragments and the moving wheel surface.

b. Inspect and sound- or ring·test abrasive wheels prior to mounting to ensure they are free from cracks or defects. The user should also check to make sure the abrasive wheel RPM rating is appropriate for the tool.

c. When using a power grinder:

(1) Always use eye protection.

(2) Turn off power when the tool is not in use.

 (3) Never clamp a handheld grinder into a vice or clamp to another temporary surface.

d. To prevent grinding wheel from cracking, the user should ensure it fits freely on the spindle.

e. Never stand directly in front of the wheel during start-up because there is a possibility the wheel may disintegrate (explode) when accelerating to full speed.

SCAFFOLDING12.1 Scaffold Safety: Employees in masonry construction are subjected to increased exposure to accidents that could produce serious injuries because much of the work is performed on scaffolds. Employees of Patrico Masonry Company will adhere to the following safety procedures involving scaffolds to reduce exposure to potential hazards. These practices will be followed by all employees without exception.

12.2 General Requirements:

a. Never erect, move, dismantle, or alter any scaffold without the supervision of a competent person.

b. Scaffolds and all of their components must be capable of supporting without failure at least four times the maximum intended load.

 c. The footing or anchorage for scaffolds must be sound, rigid, and capable of supporting the maximum intended load without settling or displacement.

d. Any damaged or weakened scaffold, including accessories, must be repaired or replaced immediately.

e. An access ladder or equivalent safe access must be provided for each scaffold.

f. Scaffold planks shall extend over their end supports not less than six inches and not more than 12 inches. All planking must be Scaffold Grade or equivalent, as recognized by approved grading rules.

g. Overhead protection is to be provided employees working on a scaffold who are exposed to overhead hazards.

h. Slippery conditions on scaffolds must be eliminated immediately after they occur.

12.3 Guardrails and Toe boards:

a. Guardrails and toe boards must be installed on all open sides and ends of platforms more than ten feet above the ground.

b. Guardrails must be 2 x 4 inches, or equivalent, approximately 42 inches high, with a mid rail,when required. Supports shall be at intervals of not more than eight feet. Toe boards must be a minimum of four inches high.

13. Motor Vehicles and Mechanized Equipment

13.1 Increased Hazard Potential: Mechanized equipment, including forklifts, cranes, hoists, and other material handling devices, pose increased safety hazards at construction sites. Limited visibility and confined operating areas increase the risks of accidents. , Patrico Masonry Company recognizes the potential hazards associated with motor vehicles and mechanized equipment and will fully and completely enforce the following procedures in an effort to minimize accident possibilities.

13.2 Vehicle Safety Practices:

a. All equipment left unattended adjacent to roadways or construction areas during hours of darkness or reduced visibility will have lights, reflectors and/or barricades to identify the location of the equipment.

b. Foremen and superintendents will insure that all machinery and equipment is inspected prior to each use to verify it is in safe operating condition.

c. Rated load capacities and recommended operating procedures will be conspicuously posted on all equipment at the operator's station.

d. Wire rope will be taken out of service when one of the following conditions exist:

(1) In running rows, six random distributed broken wires in one lay or three broken

wires in one strand or one lay.

(2) Wear of one-third the original diameter or outside individual wires.

(3) Kinking, crushing, heat damage, or any other damage resulting in distortion of the

rope structure.

(4) In standing ropes, more than two broken wires in one lay in sections beyond connections,or more than one broken wire at an end connection.

e. A fire extinguisher rated 5BC or higher will be available for immediate access at all operator stations.

f. When vehicles or mobile equipment is stopped or parked, the parking brake will be set. Equipment on inclines will have wheels chocked as well as the parking brake set.

g. All vehicles or combinations of vehicles will have the following systems in good operating condition:

(1) Two headlights.

(2) Two taillights.

(3) Brake lights.

(4) Audible warning device at operator's station.

(5) Seat belts properly installed.

(6) Appropriate number of seats for occupants.

(7) Service, parking and emergency brake systems.

h. Operators will not use motor vehicles having an obstructed rear view unless:

(1) Vehicle is equipped with an audible, functioning reverse signal alarm.

(2) Vehicle is backed up only under the guidance of an observer who says it is safe to

back the vehicle.

i. When operating a vehicle, the operator and any passenger will wear the installed seat belts.

14. **SUMMARY**

As emphasized through this Program, the Company places primary importance on safety and loss control in planning all Company activities in order to protect employees and Company assets. Each supervisory employee is responsible for the safety, well-being and safe work conduct of all employees. This written Safety and loss Control Program may be revised and updated periodically. Each employee is invited to make written suggestions for the improvement of this program to the Company president.