



# **INJURY AND ILLNESS PREVENTION PROGRAM**

**For compliance with Standard Title 8 CCR 3203**

**Prepared For:**

**United Marble and Granite**



**PROGRAM ANNUAL REVIEW FOR  
INJURY & ILLNESS PREVENTION PLAN**

**United Marble and Granite**

Record of Review:

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**PROGRAM ADMINISTRATOR'S ACKNOWLEDGEMENT  
FOR INJURY & ILLNESS PREVENTION PROGRAM**

**United Marble and Granite**

The **Program Administrator** is responsible for the successful implementation of this Injury Illness Prevention Program (IIPP).

I have acknowledged my responsibility for this Injury Illness Prevention Program and I am committed to enforcing its policies.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## 1.0 Introduction:

California Senate Bill 198 (SB 198) of 1989 requires that every employer in the state, regardless of size or industry, implement an Injury and Illness Prevention Program (IIPP). It must be a written plan that describes the procedures to be put into practice.

**United Marble and Granite** has developed, implemented and adopted this written Injury and Illness Prevention Program in accordance with SB 198 and in compliance with Title 8, California Code of Regulations §3203 (T8 CCR 3203) as part of our comprehensive Environmental Health & Safety Plan.

The prevention of accidents is a vital part of the Company's operations that includes consideration for the safety of its employees, the protection of facilities and equipment from misuse/damage, as well as the public and customers who come in contact with, or are affected by our work.

This safety policy is developed from concern for the health and well-being of all employees. The implemented Injury and Illness Prevention Program reflects this concern and provides guidance and direction for all employees to minimize exposure to illness and injury.

All employees, both management and non-management, must acknowledge that the responsibility for safe operations is an integral part of everyone's duties. The proper direction of employee operations requires a high degree of safety consciousness and continued alertness for the recognition and elimination of potential hazards. In addition it requires a constant surveillance for unsafe acts and unsafe conditions.

ACCIDENTS ARE CAUSED - they do not just happen! Therefore, it is our goal to seek out these causes, devise protective or preventative measures, and to promote safety minded attitudes among all employees.

The attitude of the Company's employees towards accident prevention and individual safety is a reflection of management's attitude. It is, therefore, an obligation of managers/supervisors to enforce these regulations and provide proper direction to work in a safe manner. The procedures outlined in the United Marble and Granite Injury and Illness Prevention Program and applicable safety practices are basic to the prevention of accidents. They are immeasurable to the successful and profitable completion of the Company's work. All employees are responsible for effective and vigorous implementation of the outlined programs and procedures.

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## 2.0 Policy Statement:

At United Marble and Granite, we believe that everyone benefits from a safe and healthy work environment. We are committed to maintaining an injury-free and illness-free workplace, and to complying with applicable laws and regulations governing workplace safety.

The safety and health of employees at United Marble and Granite is of primary importance. It is the Company's policy to provide a safe and healthy working environment and operating practices that will ensure safe working conditions for employees and visitors to our facility(s).

Accidents represent a tragic loss of human resources and needless economic impact. A safe and healthy operation conserves human and material resources and is essential for productive and efficient activities at our company.

All employees, both management and non-management are responsible for safety and must adhere to safety regulations and policies outlined by the Company.

The Company can meet these responsibilities by working continuously to promote safe working practices among all employees. All concerned must take care to maintain property and equipment in a safe operating manner. Each employee should observe prescribed occupational, safety and health practices when performing his/her assigned duties or at any time while on company business. United Marble and Granite management strongly supports all individual and group efforts to improve workplace safety and health for all employees. By working together to eliminate hazardous conditions and developing safe work practices, the Company can maintain a safe working environment for all employees.

**NO JOB IS SO IMPORTANT AND NO SERVICE IS SO URGENT THAT WE CANNOT TAKE TIME TO PERFORM OUR WORK SAFELY**

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### **3.0 Program Administrator**

The Program Administrator is responsible for ensuring that all provisions of the Injury and Illness Prevention Program are implemented.

Duties of the Program Administrator will be performed by:

Manny DeOliveira

The Program Administrator's responsibilities include, but are not necessarily limited to:

- Acknowledging his/her commitment to enforcing the policy by signing the acknowledgment form.
- Completing an annual, documented review of the program and noting any changes and what they are or that the program was reviewed and that no changes were necessary.
- Advising senior management on safety and health policy issues.
- Maintaining current information on local, state and federal safety and health regulations.
- Acting as liaison with government agencies.
- Planning, organizing and coordinating employee safety training.
- Preparing and distributing company policies and procedures on workplace safety and health issues.
- Developing a code of safe practices and inspection guidelines.
- Arranging safety and health inspections and follow-up to ensure that necessary corrective action is completed.
- Establishing incident/accident report and investigation procedures and maintaining injury/illness records on OSHA Form 300. The OSHA 300 Summary is posted each Feb. 1<sup>st</sup> through April 30<sup>th</sup>.

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- Reviewing injury and illness trends.
- Establishing a system for maintaining records of inspection, hazard abatement, and training.
- Correcting unsafe and unhealthy conditions within his/her power.
- Investigating incidents/accidents to discover cause(s) and identifying corrective action to prevent future occurrences.
- Conducting periodic inspections of the work areas according to the agreed upon schedule.



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## 4.0 Responsibilities

At United Marble and Granite all employees, including senior managers and supervisors are expected to work conscientiously to implement and maintain the Injury and Illness Prevention Program. The Program Administrator has the authority and responsibility for implementing the provisions of this program. Any questions regarding the program should be directed to the Program Administrator.

### Employees

Employees are expected and required:

- To follow all safety rules and safe work practices.
- Attend safety training meetings.
- Immediately report any accident, incident, near miss, unsafe behaviors, or safety hazards to a supervisor or manager.
- Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews.
- Employees who are unaware of correct safety and health procedures will be trained or retrained.
- Willful violations of safe work practices will result in disciplinary action up to and including termination of employment in accordance with company policies.

### Senior Managers/Executive Committee

Senior management sets the policies and provides leadership by participation, example, and a demonstrated interest in the program.

Responsibilities include:

- Developing policy.
- Allocating adequate resources.
- Ensuring responsibility.
- Reviewing and evaluating results.

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### **Management/Supervisors:**

Supervisors are responsible for ensuring that employees know and abide by the Company policy and procedures on safety. They are expected to do everything within their control to ensure a safe workplace in their area.

These responsibilities include:

- Keeping abreast of safety and health regulations affecting operations they supervise.
- Assuring that every employee is able to understand, how to complete each assigned task safely.
- Conducting and documenting on-the-job safety training of those they supervise.
- Advising the Program Administrator of training needs of subordinates.
- Ensuring that equipment and machines are in safe operating condition.
- Ensuring that an adequate supply of personal protective equipment is available.
- Ascertaining that employees follow safe work practices and health regulations.
- Assuring that employees under their direction wear required protective equipment.
- Correct unsafe and unhealthy conditions as well as behaviors within the Supervisor's power.
- Fully investigating incidents/accidents to discover cause(s) and identifying corrective action to prevent future occurrences.
- Conducting periodic inspections of their work areas according to the appropriate inspection checklist(s) and implementing appropriate corrective actions.
- Becoming acquainted with all potential hazards in areas in which they work and learning company standards and practices.
- Becoming familiar with and abiding by all safety rules and regulations.
- Wearing, using and maintaining appropriate personal protective equipment.

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## 4.0 Compliance

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

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. As part of an employee's regular performance review, the employee will be evaluated on their compliance with safe work practices.

Employees, who make a significant contribution to the maintenance of a safe workplace, as determined by the Program Administrator, will receive written acknowledgement which is maintained in the employee's personnel file.

Employees who are unsure of safety and health procedures will be trained accordingly. Employees who deliberately fail to follow safe work practices and/or procedures, or who violate the Company's safety rules or directives are subject to disciplinary action up to and including termination of employment.

Progressive discipline is not guaranteed. Each violation will be reviewed as a separate incident and may lead to termination of employment as deemed appropriate by Management and Human Resources.

Supervisory personnel are subject to disciplinary action for the following reasons:

- Repeated safety rule violations by themselves or company employees.
- Failure to provide adequate training prior to job assignment.
- Failure to report incidents/accidents or near misses and provide medical attention to employees injured at work.
- Failure to control unsafe conditions or work practices.
- Failure to maintain good housekeeping standards and cleanliness at his/her respective work locations.

Supervisors who fail to maintain high standards of safety will receive discipline up to and including termination of employment.

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## 5.0 Code of Safe Practices

**United Marble and Granite** is committed to maintaining an injury-free and illness-free workplace, and to comply with applicable laws and regulations governing workplace safety. All employees are expected to work conscientiously to implement the Injury and Illness Prevention Program.

The Code of Safe Practices is contained herein. There is an Employee Acknowledgment of Receipt and Review of the Code of Safe Practices contained herein. Each employee at United Marble and Granite receives a copy of the Code of Safe Practices when first implemented and during New Employee Orientation. Any questions concerning these safety policies are directed to the Program Administrator. Upon review, the employee will complete the Acknowledgment of Receipt and Review of Code of Safe Practices form and return it to the Program Administrator.

It is our policy that everything possible will be done to protect employees, customers and visitors from incidents/accidents, illnesses or near misses. Safety is a cooperative undertaking that requires participation by every employee. Failure by any employee to comply with safety rules will be grounds for disciplinary action up to and including termination of employment. Supervisors shall insist that employees observe all applicable company, state and federal safety rules and practices, and take action as necessary to obtain compliance.

## 6.0 Discipline Policy

Employees of United Marble and Granite who fail to comply with safety rules are subject to disciplinary action up to, and including, termination of their employment. The following disciplinary policy applies to all employees and, depending on the severity of the violation, steps in the policy may be skipped and the disciplinary process escalated:

**1<sup>st</sup> Violation:** Verbal Warning – This step must be documented by the employee's supervisor. The employee must be advised of the policy violated and of the disciplinary procedures.

**2<sup>nd</sup> Violation:** Written Warning – outlining nature of offense and necessary corrective action. This must be documented and maintained in the employee's personnel file.

**3<sup>rd</sup> Violation:** Final Written Warning and Suspension without pay for up to five (5) days. This is also documented in the employee's personnel file.

**4<sup>th</sup> Violation:** Termination of employment with specific and documented communication as outlined above having occurred.

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## 7.0 Communication

At United Marble and Granite, we recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following mechanisms and systems are in place at our company to facilitate the flow of communication concerning safety and health between management and staff.

### **New Employee Orientation**

The new-employee orientation includes discussion and review of health and safety policies and procedures, including the Injury and Illness Prevention Program, to ensure that the employee knows what rules, practices, and policies he/she is expected to follow.

### **Employee Involvement**

The Company will schedule safety meetings at intervals no longer than 90 days. The dates will be announced in advance to ensure maximum participation. This training is documented via a Sign-In Sheet with a brief outline of the presentation attached.

From time to time, the Company will post and/or distribute written safety notifications and information. Employees should check company bulletin boards, mail, email, etc. regularly for such posting(s).

Safety-related memos and documents are to be read promptly. Questions about the meaning or implementation of this information should be directed to the Program Administrator, Supervisor or Manager.

All employees are encouraged to inform the Program Administrator or his/her supervisor of any matter which they perceive to be a workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions.

If an employee so wishes, he/she may make such notification anonymously by submitting a Safety Hazard Report to the Program Administrator, a Supervisor, Manager, or any member of the Safety Committee.

***It is illegal to retaliate against any employee for reporting hazards or potential hazards or for making suggestions related to safety.***

All suggestions will be reviewed by the Program Administrator or his/her designee, and the Safety Committee who initiate an investigation of each report of a hazard, potential hazard or safety suggestion in accordance with company procedures for hazard control.

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Any directives issued as a result of the investigation are distributed to all employees affected by the hazard.

### **Safety Committee**

The Safety Committee is comprised of employees from both the hourly and salaried ranks. The Committee convenes on a regular basis but not less than quarterly. Copies of the minutes are posted on the Employee Bulletin Board and are also maintained by the Chairperson of the Safety Committee for not less than one year.

The Committee reviews the results of all safety inspections and any incidents/accidents or near misses. At least one member of the Committee participates in any incident investigation and at least one member participates in conducting safety inspections.

The Committee evaluates any employee safety suggestion and, if requested by CAL-OSHA, may verify abatement actions taken by the company to correct unsafe conditions due to any citations issued by CAL-OSHA. Members of the Committee present suggestions to management for the prevention of incidents, accidents, illnesses or near misses.

### **Employee Safety Meeting**

The management of United Marble and Granite will regularly schedule general employee meetings where workplace safety conditions are freely and openly discussed by all present. Such meetings will be announced to all employees to encourage maximum participation. The **Employee Safety Meeting Form** will be used to document the subjects covered.

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## 8.0 Hazards

### Assessment of Hazards

At United Marble and Granite inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

Along with each inspection/investigation, the Program Administrator or his/her designee shall evaluate the severity of the hazard identified, and if it cannot be abated immediately, suggest priority for corrective action. The Hazard Inspection Checklist form is to be used to document inspections/investigations.

Periodic inspections to identify and evaluate workplace hazards are performed not less than quarterly by competent observer(s) and at least one member of the Safety Committee. Inspections were/are completed:

1. When the Injury and Illness Prevention Program was initially established.
2. Prior to the inspection, the inspector reviews workplace incident reports and inspection reports which have been submitted since the last inspection.
3. When introduction of new substances, processes, procedures or equipment presents a new safety/health hazard. Each supervisor is responsible for promptly reporting to the Program Administrator or his/her designee whenever a new substance (such as a chemical or solvent), new work procedure or technique, and/or new equipment are introduced which may pose a safety risk. A Safety Hazard Report form is used to report any of these situations. **(SEE SECTION 5)**
4. When the Program Administrator becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee, including receipt of a Safety Hazard Report form.
5. When an occupational injury, occupational illness or near-miss incident occurs.
6. At United Marble and Granite we assure that all personal protective equipment, whether employer-provided or employee-provided, complies with the applicable Title 8 standards for the equipment. We shall also assure this equipment is used and maintained in a safe, sanitary condition. All contaminated, defective and/or damaged PPE shall be removed from use until it is replaced or repaired.

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To access the need for PPE, the following was used as a guide to help with the hazard assessment.

### **Potential Hazard Sources**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects.
- High temperatures that could result in burns, eye injury, or ignition of protective equipment.
- Chemical exposures that could result in burns or exposure to skin or eyes.
- Chemical exposures that could result in lung or respiratory hazards.
- Harmful dust that could result in scratches or burns to eyes or lungs.
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights.
- Falling objects or potential for dropping objects.
- Overhead obstructions which create head bumping hazards.
- Sharp objects which might pierce the feet or cut the hands.
- Rolling or pinching objects which could crush the feet.
- Layout of workplace and location of co-workers.
- Electrical hazards.

### **Personal Protective Equipment (PPE) Determination**

Each of the basic hazards was reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.).
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities).



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- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards.
- Select PPE that will fit each employee properly and provides protection from the hazard.

### **Personal Protective Equipment (PPE) Employee Training**

After proper PPE for each process/equipment is selected, the company provides the equipment to employees and trains them in its proper use.

At a minimum, each employee using PPE must know:

- When PPE is necessary.
- What PPE is necessary and which PPE has been selected for each process the employee operates.
- How to properly put on, take off, adjust and wear PPE.
- The limitations of the PPE.
- How to determine if PPE is no longer effective or is damaged.
- How to get replacement PPE.
- How to properly care for, maintain, store, and dispose of PPE.

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete.
- Employer observed inadequacies in an employee's knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill.
- Employers must verify that each employee who is required to use PPE has received and understands the required training. This must be accomplished via a written certification of training which should be maintained with other documents related to safety and safety training.

From time to time, the Program Administrator or his/her designee may conduct unannounced inspections.

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## Hazard Abatement

At United Marble and Granite it is our intention to eliminate all hazards, behaviors and unsafe work practices immediately. However, some corrective actions require more time. Priority will be given based on severity and imminent hazards.

The Hazard Inspection Checklist (**SEE SECTION 8**) completed during the inspection/investigation will be used by the Program Administrator or his/her designee to describe measures taken to abate the hazard or to correct the unsafe work practice. Actions to be taken may include but are not limited to:

- Fixing or replacing defective equipment;
- Implementing safer procedures;
- Installing guards/modifying equipment;
- Employee training;
- Posting warning notices.

All actions taken and the dates they are completed shall be documented on the Hazard Inspection Checklist (**SEE SECTION 8**) or the Incident / Accident / Exposure Investigation Report Form as is applicable to the situation.

While corrective action is in progress, necessary precautions are to be taken to protect or remove employees from exposure to the hazard.

Employees shall not enter an imminent hazard area without prior specific approval of the Program Administrator, or his/her designee. Employees expected to correct the imminent hazard shall be properly trained and provided with necessary safeguards.

## Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures are corrected in a timely manner based on the severity of the hazard and are corrected according to the following procedures:

- When the situation is observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed workers are to be removed from the area except as may be necessary to correct the existing condition. The workers necessary to correct the hazardous condition are provided the appropriate protection and training.

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- Actions taken and the dates they are completed are documented on the appropriate section of the Safety Hazard Report Form (**SEE SECTION 5**) or Incident/Accident Investigation Form (**SEE SECTION 10**).
- Provisions for medical services and first aid, including emergency procedure.

### **Hazard Inspections**

Inspection of the workplace will help identify unsafe conditions and practices at United Marble and Granite. The **Hazard Checklist** will assist in evaluating how the Injury and Illness Prevention Program implementation is working. It will help in correcting workplace hazards that exist and initiate steps to prevent their recurrence.

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## 9.0 Accidents

### Accident Reporting

It is the Company's policy to comply with Title 8, Section 342 of California Code of Regulations. United Marble and Granite reports ***immediately (within 8 hours)***, by telephone or fax to the nearest district office of the California Division of Occupational Safety and Health (Cal/OSHA), any serious injury or illness or death of an employee occurring in the place of employment or in connection with any employment.

### Accident /Incident Investigation

The purpose of the investigation is to find the cause of an accident and to prevent further occurrences, *not* to assign blame. An unbiased approach is necessary for obtaining objective findings.

A thorough and properly completed incident/accident investigation is necessary to obtain facts. The investigation should focus on causes, hazards, and behaviors.

The majority of accidents do not cause injury or illness, yet result in property damage and/or lost time. Such mishaps usually indicate an unsafe act, faulty procedure or hidden hazard. Investigation facts, findings, and recommendations shall be fully documented on the Incident/Accident/Exposure Investigation Form.

The following outlines the protocol for accident/incident investigation at United Marble and Granite which is performed at least with one member of the safety committee present as part of the investigation team.

- Visit the accident scene as soon as possible and secure the scene.
- Talk with others while the facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the incident/accident and "walk" him or her through a mock re-enactment.
- All interviews should be conducted one at a time and, in as private of a setting as possible. Talk with everyone who has knowledge of the incident/accident even if they did not actually witness it.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.

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- Document details graphically. Use sketches, diagrams and photos as needed, and take measurements where appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident/accident itself, not just the injury.
- Every investigation should include an action plan. How will we prevent such accidents in the future?
- If a third party or defective product contributed to the incident/accident, save any evidence. It could be critical to the recovery of third party claims costs.
- If the incident/accident has been investigated by anybody other than the Program Administrator, the investigator should notify the Program Administrator as soon as possible.
- The Program Administrator will discuss the incident/accident, and ways to prevent future occurrences, at the next health and safety meeting/training with the Safety Committee and all employees.

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## 10.0 Employee Training

Training is not only the key to productivity, but is essential to maximizing the safety skills and knowledge.

The Company includes safety as an integral part of employee training. Employees are required to work safely as well as productively and efficiently. All employees, including managers and supervisors, receive training and instruction on general and job specific safety and health practices. Training and instruction are provided as follows:

- When the IIPP was initially established;
- At New Employee Orientation;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed;
- When an employee is assigned a new job or task for which training has not previously been provided;
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- All employees in periodic refresher safety training involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable.

Training on workplace safety and health practices includes, but is not limited to, the following items listed below. In addition, Supervisors provide specific training to workers regarding hazards unique to their job assignment, to the extent that such information was not already disseminated in other training.

- Explanation of the Injury Illness Prevention Plan (IIPP), Emergency Action Plan (EAP), Fire Prevention Plan(FPP), are all avenues for reporting any unsafe conditions, work practices, incidents, injury, or illness, and when additional instruction is needed.
- Use and care of appropriate personal protective equipment.

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- Information about chemical hazards to which employees may be exposed and other information contained in our Hazard Communication Program.
- Provisions for medical services and first aid, including emergency procedure.

## **11.0 Recordkeeping**

The Program Administrator, or his/her designee, maintains the following records which remain on file for a minimum of three years:

- Records of inspections, including the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and action taken to correct these identified unsafe conditions and/or work practices.
- Incident/accident records including the primary and secondary causes of the incident as well as the corrective action taken.
- Records of employee safety training using the Sign-in Sheet and Training Outlines which indicate the name of the employee, the date of the training, the type of training, and the identity of the instructor/trainer.
- OSHA 300 Logs

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## 12.0 OSHA Inspection Policy and Procedures

### PURPOSE

It is the policy of United Marble and Granite to permit inspections by representatives of the federal or state Occupational Safety and Health Administration (OSHA) with or without a warrant. This section has been prepared to communicate the Company's policy on the procedures to follow when an inspector from one of these agencies arrives at our facility. This policy applies to **all** workers, supervisors, managers, and other personnel which are henceforth referred to collectively as "Employees".

### POLICY

Employees are to **immediately** notify one of the "key persons" (a Manager, Vice President, President, Safety Manager, Human Resource Manager, Maintenance or Facilities Manager, or other senior person as applicable) when an OSHA inspector or representative arrives. The inspector is to be treated with courtesy and respect at all times. The inspector is to be made comfortable and asked to wait in the nearest conference room or vacant, uncluttered office until one of these "key persons" can be located and sent to meet with the inspector. If none of these managers is available after 30 minutes, the employee is to be informed of that fact. The inspector is to then be advised that the Company does not require an inspection warrant, but that policy requires the presence of one of these managers during an inspection and that the inspection may not proceed without one or more of these individuals being present. It should be politely suggested that the inspection take place on another day.

### PROCEDURES

**Opening Conference** – is held with the inspector and the "key person(s)" to verify the credentials of the inspector, to determine the scope of the inspection, whether the inspection is random or the result of a complaint or imminent hazard, and whether or not the inspector has a warrant. If the inspector has a warrant, the warrant is to be examined to determine if the inspection is limited to a particular area of the facility. If the inspector has a warrant, he or she is to be directed to the area(s) listed in the warrant with the scope of the inspection limited to the subject matter which is the basis for the inspection.



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However, the inspector has the right to conduct an inspection of the entire workplace and should he or she request to do so, the request is not denied.

**Accompany** – only the “key person(s)” accompanies the inspector at all times during the inspection. The only exception to this requirement is when the inspector requests to talk with an employee in private. However, if the employee has no objection to or would feel more comfortable with the presence of the “key person(s)”, the “key person(s)” has the right to be present unless the inspector objects. If the inspector objects, the “key person(s)” is to allow the inspector to speak with the employee alone.

Whenever possible, any hazards found during the inspection are corrected immediately. The “key person(s)” is to make no statement regarding the abatement action or to state that the corrective measures are being taken only as a result of the inspector’s demands.

If the Company has commenced its own investigation of an incident, but has not completed that investigation at the time of the inspection, answers to any questions regarding the incident should be deferred pending the completion of the Company’s investigation.

**Interviews, Documents, and Samples** – throughout the inspection process, every employee is to be courteous and respectful to the inspector. Further, if questioned by the inspector, employees are to always tell the truth and are never to argue with the inspector. Employees are not to agree or to disagree with the inspector, but are to remain non-committal, provide only enough information to answer the question, and are not to volunteer information or give long, narrative, detailed explanations. If an employee is uncertain or does not know the answer to a question, he or she should state that fact to the inspector and never speculate or guess at the answer to a question. Employees are not to admit to any violation, to discuss corrective or abatement measures, or to offer unsolicited comments or information.

If, during the inspection or any time thereafter, the inspector requests copies of written documents or materials, the “key person(s)” is to provide only those specific documents requested and is to make a copy of each document before surrendering it to the inspector. The inspector is **NOT** to be given free access to document storage, files, binders, or any other records. If the document was prepared by the Company, the inspector should be provided with a copy immediately as soon as possible. If the Company did not prepare the document (for example the manufacturer’s specifications on a particular piece of equipment) copies of the document are to be provided to the inspector only when accompanied by disclaimer language as shown on the disclaimer form in this program.

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The inspector is allowed to collect samples, take photographs, make video tapes (except of trade secrets), and monitor during the inspection. If the inspector performs any of these actions, the “key person(s)” is to do the same. These are included in the “key person(s)’s final report about the inspection.

**Record** – the “key person(s) is to maintain a written record of the scope of the inspection including the identity of employees to whom the inspector spoke, items of apparent interest to the inspector ( for example, a specific machine or machine operation), comments made by the inspector, and individual observations of the “key person(s)”. Within two business days of completion of the inspection and closing conference, the “key person(s) prepares a Final Report of the inspection incorporating any records, documents, notes, samples, photographs, monitoring, and etc. made, created, or taken during the inspection. This report is labeled and clearly designated that it was created at the request of the Company’s attorney. The report is then forwarded to the Company’s legal counsel. Copies of the report are **not** circulated.

**Closing or Exit Conference** – the inspector will hold a closing or exit conference during which time he or she should be asked if any citations are to be issued as a result of the inspection. If citations are to be issued, the inspector is to be clear about which safety order(s) was allegedly violated and explain the classification of any citation that may be forthcoming from the inspection: for example “serious”, etc. The inspector is to explain how the penalties, if any, were calculated and offer suggestions for abatement of any hazards for which the Company was cited. He or she will also explain that any citation is to be posted in the work place and the penalties for failing to post it as well as inform the Company of its right to appeal any citation. The “key person(s)” is not to admit any violation or to argue with the inspector. When the closing or exit conference has adjourned, the “key person(s) is to escort the inspector to the inspector’s vehicle.

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## 13.0 IIPP To Do List

The following list is in reference to your **Injury and Illness Prevention Program**.

Initially

### **Safety Hazard Report Form**

Make available to all employees. Please make copies of the form and place them in a conspicuous location where employees can easily access them.

(Section 5-4)

### **Code of Safe Practices**

Every employee is to receive a copy of Code of Safe Practices and complete a Signed Acknowledgment of Receipt and Review of the Code of Safe Practices which should be maintained in the employee's personnel file or with other safety training documentation. (Section 6 3-12)

### **Initial Employee Training Sign In Sheet**

Train every employee on the contents and purpose of the Injury and Illness Prevention Plan and their responsibilities under the plan. This training form is to be signed by the employee and maintained in his/her personnel file or with other safety training documentation. (Section 12-4)

Quarterly (every 90 days)

### **Employee Safety Training Sign In Sheet – Documented** (Section 5-5)

### **Complete a Safety Inspection Using the a Hazard Inspection Checklist**

(Section 5-4)

Hiring a New employee

### **Initial Employee Training Sign In Sheet** (Section 12-4)

### **Code of Safe Practices as Described Above** (Section 6 3-12)

In the Event of an Incident, Accident, or Exposure:

### **Complete the Incident/Accident/Exposure Investigation Form**

(Section 10 4-10)

Program Administrator

### **Sign and date the Program Administrator's Acknowledgement Form**

(Section 3-3)

**Annually review and document the review whether or not changes or amendments are necessary. If none are needed, note that on the form. If changes are needed, the changes are to be noted on the form.** (Section 3-4)

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## **14.0 Appendices**

- 1 – Copy of CCR 3203
- 2 – Program Administrator’s Acknowledgement
- 3 – Documented Annual Review of the Program
- 4 – Code of Safe Practices
- 5 – Acknowledgement of Code of Safe Practices
- 6 – Hazard Inspection Checklist
- 7 – Safety Hazard Report
- 8 – Incident/Accident/Exposure Forms
- 9 – Employee Training Roster Form
- 10 – Employee Initial Training Form
- 11 – OSHA Document Disclaimer
- 12 – OSHA 300



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## CODE OF SAFE PRACTICES

### **General Safety Rules and Policies**

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent without the fear of reprisal.
2. Foreman shall insist on employee observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions.
4. Any employee known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the employee or other to injury.
6. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
7. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instruction from their foreman.

12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect other from falling objects.
16. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
17. Use of ladders may be restricted depending upon whether employees are carrying loads. Each employee must be aware of the capacity of the ladder if loads are to be carried on the ladder.
18. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
19. Ladders must extend three feet above climbing level.
20. Gasoline shall not be used for cleaning purposes.
21. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exist, and authority for the work is obtained from the foreman or superintendent.
22. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the foreman and repaired before use.
23. When necessary, safety belts and lanyards should be provided and used.

### **Use of Tools and Equipment**

24. All tools and equipment shall be maintained in good condition.
25. Damaged tools or equipment shall be removed from services and tagged "DEFECTIVE." This includes ladders.
26. Pipes or Stilson wrenches shall not be used as a substitute for other wrenches.
27. Only appropriate tools shall be used for the job.
28. Wrenches shall not be altered by the addition of handle-extension or "cheaters."

29. Files shall be equipped with handles and not used to punch or pry.
30. A screwdriver shall not be used as a chisel.
31. Wheelbarrows shall not be pushed with the handles in an upright position.
32. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
33. Electric cords shall not be exposed to damage from vehicles.
34. Defective extension cords should not be used.

### **Machinery and Vehicles**

35. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.
36. Only authorized persons shall operate machinery or equipment.
37. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
38. Machinery shall not be serviced, repaired or adjusted while in operation, unless necessary, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
39. Where appropriate, lock-out procedures shall be used.
40. Employees shall not work under vehicles supported by jacks or chain hoists, without protection blocking that will prevent injury of jacks or hoists should fail.
41. Air hoses shall not be disconnected at compressors until any hose lines have been bled.
42. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
43. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
44. Tractors, bulldozers, scrapers and carryalls shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
45. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads or loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case



of danger, except in a situation where this position of the wheels or treads would cause greater operational hazard.

46. All vehicles subject to the Construction Safety Orders shall have working back-up alarms audible to 200 feet.

### **Accident, Illness and Injury Reporting and Investigation**

47. Accidents and injuries are to be reported to the project supervisor, either in person or by telephone, as soon as possible and, without exception, prior to the end of the workday.
48. Accident, injury and work-related illness investigation will be performed according to the procedures described in our Injury and Illness Prevention Program. Findings of the investigation and resolution of outstanding issues will be documented.
49. The following key points will be identified in every investigation:
  - Who and What was directly involved in the accident.
  - Who and What was indirectly involved in the accident.
  - Where and When the accident occurred.
  - The Cause of the accident, if known.
  - Steps/Procedures to take to prevent re-occurrence, if known.
50. All management and supervisory personnel will be trained in accident, illness and injury investigation techniques. Each investigation will be performed as soon as possible after the incident. The purpose of the investigation is to determine contributing factors, conditions and/or practices, so that proper action can be taken to prevent recurrence. Minor incidents or close calls should also be investigated because they serve as warnings of potential hazards that could result in serious future injuries or illnesses.

### **Barriers and Warning Signs**

51. Barriers are to be placed around safety hazards. Barriers must be sturdily constructed and obvious to site workers and the general public.
52. Warning signs must be placed on or near safety hazards. Design, placement and wording of warning signs must be in accordance with the general guidelines presented in T8 CCR 6003. "Danger" signs must be placed wherever an imminent hazard is present. "Caution" signs must be placed wherever the potential for an unsafe condition exists. Safety instruction signs must be placed wherever additional safety instructions regarding a

hazard are appropriate. Wording of safety instruction signs must be positive not negative ("do," not "don't").

### **Clothing**

53. Loose sleeves, tails, ties, frills, lapels, cuffs or other loose clothing must not be worn around machinery in which it may become entangled.
54. Clothing saturated with flammable liquids, corrosive substances, irritants or other potentially harmful chemicals must be promptly removed and not worn again until cleaned.
55. Where there is risk of injury from hair entanglement in moving parts of machinery or through contact with combustible, corrosive or toxic chemicals, hair must be confined to eliminate the hazard.
56. Do not wear metal jewelry (watches, rings, necklaces, bracelets, long ear rings) or metal-framed glasses when working near electrical circuits.
57. Cotton or wool clothing is preferable to synthetic clothing. Synthetic clothing may melt and burn or fuse to the skin when exposed to electrical current or intense radiant heat.
58. Personal protective equipment must be reasonably comfortable and not unduly encumber employees' movements.
59. Employees engaged in activities near moving traffic must wear brightly- colored clothing, such as neon orange coveralls or vests.

### **Compressed Gas Cylinders**

60. Transport cylinders only on carts designed for that purpose and with the safety caps tightly screwed-on. Lecture bottles and self-contained breathing apparatus cylinders may be transported individually with both hands.
61. Never allow cylinders to remain freestanding. Cylinders must be secured by chain, rack, bracket, or other means so as to prevent falling or rolling.
62. Never tamper with safety devices, such as safety rupture disks, on valves or cylinders.
63. Always open valves slowly with the valve outlet pointing away from you.
64. Valves should be closed when cylinders are not in actual use. The valve protection cap should be securely in place whenever the cylinder is not connected.

65. Full and empty cylinders are not to be stored together because an empty cylinder mistakenly attached to a pressurized system can dangerously "suck back." Clearly identify and isolate full and empty cylinders.
66. Cylinders should not be subjected to temperatures in excess of 125 degrees Fahrenheit. They should not be stored in direct sunlight or near sources of heat.
67. Do not swap fittings on regulators. Do not fashion adapters. Every gas regulator is designed for a specific use. Only use the correct regulator for the cylinder.
68. Cylinders of oxygen should not be stored indoors within 20 feet of cylinders containing flammable gases (such as hydrogen) or highly combustible materials. If stored more closely, cylinders must be separated by a fire-resistant partition with a minimum of a one-half hour rating.
69. Cylinders must be legibly marked to clearly identify the gas contained.

### **Concrete**

70. Safety glasses with side shields are worn when splashing of cement/water may occur.
71. Protective equipment (gloves, clothing, safety glasses and/or respirators) are worn to prevent over-exposure to form oils, curing compounds, bond breakers, retarders, sealers, and other hazardous chemicals.
72. Dry cutting of concrete is not done; only wet cutting is performed.
73. Sweeping of dry cement dust is not done.
74. Grounding and bonding procedures are used when dispensing flammable curing agents, bond breakers and retardants.
75. Workers wear safety glasses or goggles when working with form oils, curing agents, bond breakers, and retardants.
76. Workers using epoxy sealants and bonding agents have been trained in the hazards of their use and take care to keep them off their skin.

### **Confined Space Entry**

*The following general guidelines must be fulfilled during any construction site confined space entry. All such work must be performed in compliance with the requirements of 8 CCR 5158 and other applicable regulations. Employees will be trained in these general requirements and other, site-specific requirements, prior to initiating confined space entry.*

77. Lines which may convey hazardous materials into the space, with the exception of public utility gas lines, must be disconnected, blinded, or blocked off.
78. The space must be emptied, flushed, or otherwise purged of hazardous materials to the extent feasible.
79. The air must be tested with air contaminant/oxygen deficiency instrument. Interconnected spaces must be individually tested. Testing must be repeated with sufficient frequency to prevent the unknown development of an air contaminant or oxygen deficiency to a dangerous extent. Records of testing must be kept.
80. If a dangerous air contamination and/or oxygen deficiency is present, work may proceed only after complying with the more stringent confined space entry requirements established in 8 CCR 5159.
81. No source of ignition may be introduced into the confined space until testing verifies that flammable and/or explosive substances are not present at unsafe concentrations.
82. Whenever oxygen-consuming equipment such as salamanders, plumbers' torches or furnaces, are to be used, measures must be taken to ensure adequate combustion air and exhaust gas venting.
83. Steps must be taken to ensure continuous ready entry into and egress from the confined space, to the extent feasible.
84. Additional precautionary steps, including deactivation, must be considered when working in confined spaces equipped with oxygen-displacing fire suppression systems.

### **Electrical Safety**

85. Electricians have been instructed in the Cal/OSHA Electrical Safety Orders and in lockout/blockout/tagout procedures.
86. All employees are required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines.
87. Employees are required to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines.
88. When electrical equipment or lines are to be serviced, maintained or adjusted, the necessary switches must be opened, locked-out and tagged whenever possible (see "Lockout/Blockout/Tagout").

89. Portable electrical tools and equipment must be grounded or of the double insulated type.
90. Extension cords have a grounding conductor.
91. Multiple plug adapters are prohibited, as are any other adapters which interrupt the continuity of the equipment grounding connection.
92. Ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed.
93. All temporary circuits are protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring.
94. Exposed wiring and cords with frayed or deteriorated insulation are repaired or replaced promptly.
95. Flexible cords and cables must be free of splices or taps.
96. Clamps or other securing means must be provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc.
97. The location of electrical power lines and cables (overhead, underground, underfloor, other side of walls, etc.) must be determined before digging, drilling or similar work is begun.
98. Metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric are prohibited where they could come in contact with energized parts of equipment or circuit conductors.
99. The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized part of equipment, fixtures or circuit conductors.
100. All disconnecting switches and circuit breakers must be labeled to indicate their use or equipment served.
101. Disconnecting means must always be opened before fuses are replaced.
102. All interior wiring systems must include provisions for grounding metal parts of electrical raceways, equipment and enclosures.
103. All electrical raceways and enclosures must be securely fastened in place.
104. All energized parts of electrical circuits and equipment must be guarded against accidental contact by approved cabinets or enclosures.
105. All unused openings (including conduit knockouts) in electrical enclosures and fittings must be closed with appropriate covers, plugs or plates.

106. Electrical enclosures such as switches, receptacles, junction boxes, etc., must be provided with tight-fitting covers or plates.
107. Disconnecting switches for electrical motors in excess of two horsepower, must be capable of opening the circuit when the motor is in a stalled condition, without exploding. (Switches must be horsepower rated equal to or in excess of the motor hp rating).
108. Motor disconnecting switches or circuit breakers must be located within sight of the motor control device.
109. Each motor must be located within sight of its controller, or the controller disconnecting means, capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor.
110. Employees who regularly work on or around energized electrical equipment or lines are instructed in the cardiopulmonary resuscitation (CPR) methods.
111. Employees are prohibited from working alone on energized lines or equipment over 600 volts.
112. Employees who regularly work around energized electrical equipment or lines have been instructed in the hazards associated with electricity, including shock, high current arcs, and ignition of combustible atmospheres.
113. Load rated switches, circuit breakers, or other devices specifically designed as disconnecting means shall be used for the opening, reversing, or closing of circuits under load conditions. Cable connectors not of the load-break type, fuses, terminal lugs, and cable splice connections may not be used for such purposes, except in an emergency.
114. After a circuit is deenergized by a circuit protective device, the circuit may not be manually reenergized until it has been determined that the equipment and circuit can safely be energized. The repetitive manual reclosing of circuit breakers or reenergizing circuits through replaced fuses is prohibited.
115. Overcurrent protection of circuits and conductors may not be modified, even on a temporary basis, beyond that Cal/OSHA regulations pertaining to installation safety requirements for overcurrent protection.
116. Test instruments and equipment and all associated test leads, cables, power cords, probes, and connectors must be visually inspected for external defects and damage before the equipment is used. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item must be removed from service and no employee may use it until necessary repairs and tests to render the equipment have been made.

**Electrical Shock**

117. Using caution, make certain that the victim is no longer in contact with the source of electricity. If still in contact, determine the safest way to quickly remove the victim from the source or the source from the victim.

*Note: Items 118 – 122 below assume a CPR/First Aid-trained person is present. T8 CCR 1512 requires that personnel trained and immediately available to provide first aid must be provided on construction sites.*

118. Send someone to dial "911" while you assist the victim. If possible, do not leave victim unattended.
119. Establish an open airway by gently tilting the victim's head back.
120. Check and maintain breathing. If victim is not breathing, perform mouth-to-mouth artificial respiration.
121. Check and maintain circulation. If victim's heart has stopped, perform CPR until emergency medical personnel arrive and take over from you.
122. If the victim is conscious and breathing, keep them warm and reassure them that help is on the way. If the victim vomits, turn them on their side to prevent airway blockage. Cover any burned skin with sterile gauze.

**Emergencies**

123. Employees will be trained in the content of the our Emergency Action Plan prior to starting work.
124. Employees are required to familiarize themselves with the Emergency Action Plan of jobsites prior to beginning work, including the location of emergency telephone numbers for police, fire and medical assistance.
125. In the case of an injured employee, notify other workers in the area that you are in need of assistance. Protect the injured employee from further injury.
126. It is our policy to ensure the availability of at least one first aid-trained individual for each jobsite. However, it is our policy that employees are not trained to provide emergency medical assistance in medical emergencies involving serious injury and/or loss of blood. Should employees choose to respond to such emergencies, it is on a "Good Samaritan" basis. In case of serious injury, dial "911" or otherwise seek the immediate assistance of trained medical personnel.
127. Inform supervisory personnel of the nature of the emergency as soon as is possible.

128. Before you dial "911" be sure that you can readily identify the location where the emergency has occurred.
129. For emergencies involving exposure to hazardous substances, consult the material safety data sheet (MSDS) for guidance. Have the MSDS readily available for medical personnel.
130. At least one first aid kit will be available at each jobsite. The content of the kit will be in compliance with the requirements of T8 CCR 1512.

### **Excavations**

131. Underground construction work, including excavation and trenching, will be performed in compliance with procedures stipulated in T8 CCR 1540 (Excavations) and 1541 (Shoring, Sloping and Benching Systems).
132. Prior to opening an excavation, it will be determined, to the extent possible, whether underground installations such as sewer, water, fuel, electric lines, telephone lines, etc. will be encountered.
133. Regional Notification Centers must be notified of proposed work at least 2 working days prior to the start of excavation work, with the exception of emergency repair work.
134. A stairway, ladder, ramp or other safe means of egress must be present in trench excavations that are four or more feet in depth. Such egress must be located with 25 feet of lateral travel of every employee in the trench.
135. Employees are not permitted to work underneath loads handled by lifting or digging equipment.
136. Where potentially harmful atmospheric contaminants may be present in the excavation, work will be performed in adherence with our written Confined Space Program.
137. Employees within an excavation must be protected from cave-in by an adequate protective system, such as shoring or shielding, unless the excavation is less than five feet in depth and a qualified "competent person" determines that there is no likelihood of cave-in.
138. Excavation support systems must be selected, designed, implemented and maintained in accordance with T8 CCR 1541.1.



**Fall Protection**

139. Floor and wall openings, unfinished balconies and other situations in which falls may occur must be protected with standard railings and toe boards where there is more than a four foot drop.
140. A standard railing consists of a top rail, intermediate rail, toe boards and post.
141. The vertical height of standard railing must be between 42 and 45 inches as measured from the upper surface of the top rail to the floor. The post and top railings should be constructed of at least two-inch by four-inch stock, with posts spaced no greater than eight feet. The intermediate rail must be constructed of at least one-inch by six-inch stock and be positioned halfway between the floor and the guard rail.
142. Standard toe boards must be at least four-inches in vertical height from the top of the board to the level of the platform/floor. They must be securely fastened in place and not have more than 1/4-inch clearance above floor level.
143. The anchoring of the post and framing of members for railings must be of such construction that the completed structure must be capable of withstanding a load of at least 200 pounds supplied in any direction at any point on the top rail with a minimum of deflection.
144. Where raw materials and/or personnel need to access through a particular regularly protected area, such an arrangement must be established and maintained. Establishment of permanently open areas and railing to accept personnel and materials is not permissible.
145. All holes are guarded.
146. All trenches are guarded.
147. Warning signs are posted where appropriate.
148. Paths to and from all platforms are unobstructed. Ladders, walkways and stairs are safe and not blocked.
149. Anyone working 6 feet high or higher, if guardrails are impracticable, must be tied off and wearing an approved safety belt and lanyard. Work from thrustouts or similar (trusses, beams, purlins) tie off over 15 feet. Work other than connecting (bolting up, etc) on structural steel, tie off over 15 feet. Work connecting on structural steel, tie off over 30 feet.
150. The qualified person for scaffold erection/dismantling must be identified and responsible for the work.

**Fire Prevention** (also see "Flammable and Combustible Materials")

151. Portable fire extinguishers must be provided where work involves flammable materials or the potential for ignition of combustible materials.
152. Fire extinguishers must be recharged at least annually and inspected at least monthly. Inspections are to be noted on the inspection tag attached to the extinguisher.
153. Employees who may be called upon to use fire extinguishers must be trained in their use.

**First Aid**

154. First aid kits are accessible to employees. The contents of first aid kits is, at a minimum, consistent with the requirements of 8 CCR 1512 for the number of employees on site. The contents of first aid kits will be checked at least quarterly for the adequacy of supplies.
155. Employees providing first aid assistance possess current Red Cross First Aid certificates or equivalent.
156. Refer to the sections of this handbook entitled "Electrical Shock" and "Emergencies" for more information on treatment of injuries.

**Fitness for Work**

157. Employees are expected to report for work without physical or mental impairment which may endanger themselves or their fellow workers. Employees are expected to maintain themselves in such condition throughout the work shift.
158. If an employee is observed to be acting in an impaired or otherwise unsafe manner, the circumstances should be reported to a supervisor as soon as is possible. Should the site supervisor be acting in such a manner, then the circumstances should be reported to management at the earliest opportunity.

**Flammable and Combustible Materials**

159. Combustible scrap, debris and waste materials (oily rags, etc.) must be stored in covered metal receptacles and removed from the worksite promptly.
160. OSHA-approved containers and tanks must be used for the storage and handling of flammable and combustible liquids.

161. Flammable liquids must be kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)
162. Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing.
163. Storage rooms for flammable and combustible liquids must have explosion- proof lights and mechanical or gravity ventilation.
164. Fire extinguishers must be selected and provided for the types of materials in areas where they are to be used.

Class A - Ordinary combustible material fires. Class B - Flammable liquid, gas or grease fires. Class C - Energized- electrical equipment fires.

165. Fire extinguishers must be mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials.
166. Where sprinkler systems are permanently installed, nozzle heads must be directed or arranged so that water will not be sprayed into operating electrical switch boards and equipment.
167. "NO SMOKING" signs must be clearly posted in areas where flammable or combustible liquids are used or stored.
168. Safety cans must be used for dispensing flammable or combustible liquids.
169. Spills of flammable or combustible liquids must be cleaned up promptly. Refer to the MSDS for guidance.
170. Gasoline shall not be used for cleaning purposes.
171. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.

### **Hand Tools and Equipment**

172. All tools and equipment (both company and employee-owned) used by employees at their workplace must be maintained in good condition. Tools should be inspected prior to each use. Damaged tools must be repaired or replaced prior to use.
173. Employees are made aware of the hazards caused by faulty or improperly used hand tools.

174. Appropriate safety glasses, face shields, etc., are used while using hand tools or equipment which might produce flying materials or be subject to breakage.
175. Tool handles must be wedged tightly in the head of all tools.

### **Hazardous Chemical Exposure**

176. Exposure to hazardous chemicals can occur (a) because of chemicals you or others are working with or (b) because of the area in which the work is occurring. Examples of (a) are use of solvents or stripping of lead cable. Examples of (b) are trenching in contaminated ground and running conduit above a suspended ceiling in a building with asbestos fireproofing.
177. **Solvents:** Harmful exposure to solvents is most likely to occur by skin and eye contact and by inhalation of vapors. Skin and eye contact may produce irritation; inhalation may cause respiratory irritation and drowsiness, dizziness, giddiness, and headache. Workers should avoid contact exposure by wearing chemical-resistant gloves and safety glasses. Avoid inhalation exposure by good work practices, working in well-ventilated areas, and, if necessary, by wearing the appropriate respirator (as per our Respiratory Protection Program).
178. **Lead:** In general, lead exposure by inhalation poses the greatest risk because lead fumes and fine lead dust are readily absorbed into the blood system, while, if ingested, just 10% of the lead becomes absorbed. Most lead poisonings are the result of prolonged exposure, not single events. When working with lead-jacketed cable or other lead-containing materials, care should be taken not to fragment the material and release airborne dust. Workers should also wash their hands and face upon completion of the work and prior to eating, drinking or smoking.
179. **Asbestos:** When brittle (friable) asbestos becomes crushed, fibers become airborne, and it is possible to inhale the fibers. Inhalation of asbestos fibers results in an increased likelihood of developing asbestos-related disease such as asbestosis, lung cancer, or mesothelioma. Care should be taken not to damage asbestos-containing building and construction materials, such as fireproofing, pipe/boiler insulation and wire insulation.
180. It is our policy that employees receive appropriate training in safe handling practices of hazardous chemicals (see our Hazard Communication Program).
181. Eye wash fountains and safety showers must be provided in areas where corrosive chemicals are handled.
182. All containers must be labeled as to their contents.

183. Employees are required to use appropriate personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc).
184. Employees are prohibited from eating, drinking and smoking in areas where hazardous chemicals are present.
185. Control procedures have been instituted to minimize exposure to hazardous materials, where appropriate, such as personal protective equipment, ventilation systems, work practices, etc.

### **Hazard Communication**

186. An up-to-date hazardous substances inventory is maintained.
187. We have a written hazard communication program dealing with Material Safety Data Sheets (MSDS) labeling, and employee training.
188. Each container for a hazardous substance labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards).
189. A MSDS is readily available for each hazardous substance used.
190. There is an employee training program for hazardous substances. The program includes:
  - An explanation of what an MSDS is and how to use and obtain one.
  - MSDS contents for each hazardous substance or class of substances.
  - Explanation of "Right to Know."
  - Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas.
  - The physical and health hazards of substances in the work area, and specific protective measures to be used.
  - Details of the hazard communication program, including how to use the labeling system and MSDS's.

### **Hoists**

191. Overhead electric hoists must be equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel.
192. Each hoist must automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed.
193. The rated load of each hoist must be legibly marked and visible to the operator.

194. Stops must be provided at the safe limits of travel for trolley hoists.
195. The controls of hoists must be plainly marked to indicate the direction of travel or motion.
196. Close-fitting guards or other suitable devices must be installed on hoists to assure hoist ropes will be maintained in the sheave grooves.
197. All hoist chains or ropes must be of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times.
198. Nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground or working platform, must be guarded.
199. It is prohibited to use chains or rope slings that are kinked or twisted.
200. It is prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling.
201. It is prohibited to carry loads over people.
202. Tag lines must be attached to all hoisted loads.
203. Ropes and handlines used near exposed energized parts must be nonconductive.

### **Housekeeping**

204. Spilled liquids or other materials must be cleaned up immediately.
205. Work areas are to be kept clean and orderly. Tools, wires, supplies, materials and loose objects are not to be left in disorder during the work day, at the conclusion of the work day, or at the end of the project.
206. Clean paths, without obstruction, of entry to and egress from the work area are to be maintained at all times.
207. Sharp protruding nails and wire must be removed or bent.
208. Employees may not perform housekeeping duties at close distances to energized electrical contact hazards, unless adequate safeguards are in place.
209. Electrically conductive cleaning materials (e.g., steel wool, metalized cloth, silicon carbide, and conductive liquid solutions) may not be used in proximity to energized parts unless procedures are utilized which prohibit electrical contact.

**Inspections**

210. Job site inspections will be performed in accordance with our Injury and Illness Prevention Program.
211. At a minimum, project superintendents will conduct safety and health inspections on a weekly basis. Foremen will conduct daily inspections. Inspections will also be conducted whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard. Lastly, an inspection will be performed whenever management is made aware of a new or previously unrecognized hazard.
212. All inspections must be documented.

**Ladders**

213. Ladders must be maintained in good condition, with the joint between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play.
214. Non-slip safety feet must be provided on each ladder.
215. Ladder rungs and steps must be maintained free of grease and oil.
216. It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded.
217. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height.
218. Employees must face the ladder when ascending or descending.
219. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment.
220. Employees must be instructed not to use the top step of ordinary stepladders as a step.
221. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface.
222. When portable rung or cleat type ladders are used the base must be so placed that slipping will not occur, or be lashed or otherwise held in place.
223. Portable metal ladders must be legibly marked with signage reading "CAUTION - Do Not Use Around Electrical Equipment" or equivalent wording.

224. Employees are prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes.
225. Employees must only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder).
226. Ladders must be placed on firm, dry ground.
227. The tops of ladders must be secured to prevent their being dislodged.
228. The bottom (foot) of a ladder must be placed one foot out from the wall for every four feet it is in height.
229. Portable ladders must have nonconductive siderails if they are used where a worker or the ladder could contact exposed energized parts.

### **Lifting**

230. Equipment (forklifts, handtrucks, hoists, etc.) should be used instead of manual labor, wherever feasible.
231. Jobsite inspection should identify the following and train workers on proper handling procedures:
  - materials which are lifting hazards (bulky objects, or objects where sudden weight shifts may occur, such as bags)
  - tasks which require lifting, twisting or bending while holding heavy materials
  - whether or not workers are wearing belts and, if they are wearing them properly (tightly around the waist)
232. In general, back support belts have not been found to be effective in reducing back injuries and are not recommended.
233. Areas where workers will be carrying materials must be kept free of trip hazards and other obstacles that may result in injury.
234. Where feasible, areas where workers lift heavy objects or put them down must be organized to reduce risk of injury. For example, if workers are lifting bags of cement from a pallet, raise the pallet up to a height where workers won't have to squat down before lifting.
235. Workers should be instructed to have a firm hold on materials prior to lifting.
236. Workers should be instructed not to attempt to lift an object in order to determine whether it is too heavy to lift.



237. In general, the basic rules of lifting are:
- keep your back as straight as possible
  - avoid twisting of the torso during lifting
  - use leg and arm muscles instead of back muscles

### **Live Line Tools**

238. Workers must be trained in the handling, care and maintenance of live line tools prior to assignment to live line work. Such training must be documented.
239. Employees are responsible for maintaining live line tools in the manner instructed.
240. Live line tools must be of an approved type for the work involved and must be used in accordance with the manufacturer's instructions and company policy.
241. No alterations or repairs may be made to live line tools unless such repairs are made by an authorized individual and with parts meeting the manufacturer's specifications.
242. Tools which show any signs of damage, leakage or creepage must not be used for live line work. Such tools are to be tagged and either disposed of or repaired by an authorized individual.

### **Lockout/Tagout/Blockout**

243. Where machinery, equipment and prime movers are cleaned, repaired, serviced or adjusted, the **(COMPANY)** has developed a written Energy Control Program. The Program identifies the rules and techniques used to control hazardous energy and the means by which the **(COMPANY)** enforces worker compliance. Only properly trained employees may perform lockout/tagout/blockout-related work. Specific content of the Program includes:
- a statement characterizing the intended use of the procedure
  - the procedural steps for shutting down, isolating, blocking and securing machinery, equipment and prime movers in order to control hazardous energy
  - the procedural steps for the placement, removal and transfer of lockout devices and tagout devices, including specific responsibility for such actions

- the requirement for testing of machinery and equipment to verify the effectiveness of lockout or tagout devices, or other energy control devices
244. All machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting or setting up operations, whenever required.
  245. Means must be provided to assure the control circuit can also be disconnected and locked-out.
  246. The locking-out of control circuits in lieu of locking-out main power disconnects is prohibited.
  247. All equipment control valve handles must include a means of locking-out.
  248. Stored energy (mechanical, hydraulic, air, etc.) must be released or blocked before equipment is locked-out for repairs.
  249. Appropriate employees must be provided with individually keyed personal safety locks.
  250. Employees are required to keep personal control of their key(s) while they have safety locks in use.
  251. Only the employee exposed to the hazard can place or remove the safety lock.
  252. Employees must check the safety of the lock-out by attempting a start up after making sure no one is exposed.
  253. Employees must be instructed to always push the control circuit stop button prior to re-energizing the main power switch.
  254. A means must be provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags.
  255. A sufficient number of accident preventive signs or tags and safety padlocks must be readily available in case of any reasonably foreseeable repair emergency.
  256. When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, the element is required to be separately locked or blocked out.
  257. In the event that equipment or lines cannot be shut down, locked-out and tagged, a safe job procedure must be established and rigidly followed.
  258. The jobsite will be inspected at least annually by supervisory personnel to determine that the requirements of the energy control procedure are being followed.

259. Employees must be trained at least annually on the content of the Program and the employee's responsibilities to fulfill the requirements of the Program.
260. Written inspection and training records must be maintained. The inspection records must include the machine or equipment, the date of the inspection, the employees included, and the person(s) performing the inspection.

### **Noise**

261. Jobsites must be evaluated for the presence of noise levels which exceed limits established in T8 CCR 5096.
262. Approved hearing protective equipment (noise attenuating devices such as ear plugs and ear muffs) must be made available to every employee working in noisy areas (e.g., above 85 dBA as an eight-hour time-weighted average).

### **Personal Protective Equipment (PPE)**

263. Protective goggles or face shields must be provided and worn where there is any danger of flying particles or corrosive materials. Protective eye and face equipment must meet the requirements of ANSI Z87.1-1968.
264. Approved safety glasses are required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns (e.g., where there is danger of electrical arcs or flashes, or from flying objects from electrical explosion). Eye protection must meet the requirements of ANSI Z87.1-1979.
265. Filter lenses or plates used in welding operations must be in accordance with T8 CCR 1516, Table EP-1.
266. Employees who need corrective lenses (glasses or contacts) and who are working in environments with potentially harmful exposures may not wear contact lenses and must wear only approved safety glasses or protective goggles.
267. Protective gloves, aprons, shields, or other means of protection must be provided where risk of cuts or exposure to corrosive liquids and chemicals is present.
268. Hard hats are to be provided and worn where danger of falling objects exists. Head protection must comply with the requirements of T8 CCR 1515 and ANSI Z89.1-1989.
269. During high voltage work, hard hats must comply with the requirements of ANSI Z89.1-1971, Safety Requirements for Industrial Protective Helmets of Electrical Workers.

270. Hard hats must be inspected by the wearer each day prior to use for damage to the shell and suspension system.
271. Appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, as per T8 CCR 1517 and ANSI Z41.1-1991.
272. Safety-toe footwear must meet the requirements of ANSI Z41.1-1967.
273. NIOSH/MSHA-approved respirators must be provided for regular or emergency use where needed to maintain exposure to toxic chemicals at or below the Cal/OSHA permissible exposure limits. Where respiratory protective equipment is provided, it will be used and maintained in accordance with our written respiratory protection program, as per T8 CCR 5144.
274. Protective equipment must be maintained in a sanitary condition and ready for use. Such equipment must not be exchanged between employees unless previously sanitized.
275. Where work may potentially involve exposure to corrosive materials, eye wash facilities and a "quick drench" shower must be readily accessible.
276. Ear protection must be provided for protection against the effects of occupational noise exposure when sound levels exceed those of the Cal/OSHA noise standard.
277. Personal protective equipment must be reasonably comfortable, be selected for the hazard present, and not unduly encumber employees' movements.
278. Personal protective equipment must be used in accordance with the manufacturer's instructions.
279. It is the responsibility of the employer to require use of personal protective equipment whenever and wherever warranted. It is the responsibility of the employee to wear personal protective equipment wherever required by the employer.
280. Employees will receive training in the use and care of PPE required for their work. The training will be documented. If it becomes evident that additional training is required (e.g., a supervisor is made aware of improper use of PPE), additional training will be provided.

### **Portable Power Tools and Equipment**

281. Grinders, saws, and similar equipment must include appropriate safety guards. Guarding must not be removed from such equipment.

282. Portable circular saws must be equipped with guards above and below the base shoe.
283. Circular saw guards must be checked to assure they are not wedged up, leaving the lower portion of the blade unguarded.
284. In general, rotating or moving parts of equipment must be guarded to prevent physical contact.
285. All cord-connected, electrically-operated tools and equipment must be effectively grounded or be of the approved double-insulated type.
286. Effective guards must be in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.
287. Portable fans must be provided with full guards or screens having openings 1/2 inch or less.
288. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction.
289. Pneumatic and hydraulic hoses on power-operated tools must be checked regularly for deterioration or damage.
290. Portable cord- and plug-connected equipment and extension cords must be visually inspected before use on any workshift. The inspection is to focus on external defects (e.g., loose parts, deformed or missing pins, or damage to outer jacket or insulation) and for evidence of possible internal damage (e.g., pinched or crushed outer jacket). Cord- and plug-connected equipment and extension cords which remain connected once they are put in place and are not exposed to damage need not be visually inspected until they are relocated.
291. Adapters which interrupt the continuity of the equipment grounding connection may not be used.
292. Portable electrical equipment and extension cords may not be used in highly conductive work locations (e.g., in areas inundated with water or other conductive liquids) without the specific authorization of the project foreman.

### **Record-Keeping**

293. Record-keeping is performed in accordance with the requirements stipulated in our Injury and Illness Prevention Program.
294. Records relating to the IIPP shall include at a minimum, person(s) conducting the inspection or evaluation; the unsafe conditions and work

practices that have been identified; and, actions taken to correct the identified condition or work practice.

295. Medical and exposure records are retained in accordance with Title 8, California Code of Regulations, Section 3204 "Access to Employee Exposure and Medical Records."
296. Records of scheduled and unscheduled periodic inspections, as well as other records, including methods used to identify and evaluate workplace conditions and work practices, will be retained.
297. Records and documentation of safety and health training must include at a minimum, the name of employee and/or employee number; date of training; training topic(s); training format; and instructor.
298. Records of employees who have worked for the company for less than one year may be turned over to the employee upon termination as long as the terminated employee signs an acknowledgement letter documenting the records which have been turned over to him or her.

### **Scaffolding**

299. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the foreman and repaired before use.
300. A trained and experienced "qualified person" must be responsible for scaffold erection and dismantling. A registered civil engineer is required for complicated/extensive scaffolding (refer to 8 CCR 1643-47 for specifics).
301. Planking on scaffolds must extend at least 6 inches over end supports, but not more than 18 inches unless access to the ends is blocked-off.
302. Guardrails are required on scaffolds greater than 7-1/2 feet high. The top edge of the guardrail must be between 42 and 45 inches from the "floor" of the scaffold.
303. Toeboards must be at least 4 inches high.
304. Scaffolding must be set up level (plumb).
305. The minimum dimension width of the base of a rolling or tower scaffold is 1/3 the height.
306. Rolling scaffolding must be locked (caster brakes) and blocked prior to mounting the scaffold.
307. Workers must dismount rolling scaffolds prior to movement of the scaffold.

308. Tools, equipment, materials, etc. which may fall during movement of rolling scaffolds must be lowered to the ground/floor prior to movement of the scaffold.
309. Scaffolding must be kept well away from electrical lines.
310. All scaffolding must be carefully inspected for damage prior to use. Where damage is evident, the scaffolding may not be used until repairs are completed by an authorized individual.
311. Scaffolding must be solidly attached to the structure prior to use.

### **Supervisors' Responsibilities**

312. Supervisors' responsibilities are described in our Injury and Illness Prevention Program. Foremen and superintendents are responsible for administering the IIPP on the jobsite.
313. Demonstrating good safety practices at all times, so that other workers will learn by example.
314. Ensuring that all workers are provided with basic safety training, as described in the IIPP, prior to beginning work; documenting the training.
315. Ensuring that workers are trained in the specific hazards of their work prior to assignment to that work; documenting the training.
316. Enforcing safety rules at all times.
317. Performing daily job hazard inspections. Correcting potentially hazardous situations before work is allowed to begin.
318. Holding toolbox/tailgate safety meetings at least every 10 working days.
319. Completing an OSHA 200 form for occupational injuries and illnesses.
320. Performing or assisting with accident, injury or illness investigations.
321. Ensuring that emergency information (police, fire, medical) and other state- required information and posters are posted at each job site.
322. Ensuring that health and safety information requested by employees is made available to them (e.g., MSDS).

### **Tools and Equipment**

323. All tools and equipment shall be maintained in good condition.
324. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."

325. Pipe wrenches shall not be used as a substitute for other wrenches.
326. Only appropriate tools shall be used for the job.
327. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
328. Files shall be equipped with handles and not used to punch or pry.
329. A screwdriver shall not be used as a chisel.
330. Wheelbarrows shall not be pushed with handles in an upright position.
331. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
332. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

### **Traffic Safety**

333. Personnel working in or adjoining areas with vehicular traffic are required to wear bright/reflective clothing (shirts, vests, or jackets).
334. "Road Work Ahead" signs must be placed upstream of traffic on **all** routes of access to the work area.
335. Direction of traffic is performed by workers with "slow/stop" paddles and who are properly positioned, that is, maintain direct line-of-sight with each other or, if not, remain in radio contact.
336. For surface street work, cones must be positioned around the work area and sufficiently upstream to adequately allow merging or other vehicular response.
337. When a street is blocked-off, post signs to direct traffic to alternative routes.

### **Training**

338. Training requirements and schedule are included in our Injury and Illness Prevention Program. It is the intent and policy of the company to fulfill or exceed all Cal/OSHA training requirements.
339. Training requirements are also presented in other written health and safety programs developed by the company, such as our Hazard Communication Program.
340. All workers are provided with a new hire orientation, including basic safety training, as described in the IIPP, prior to beginning work.



341. Workers engaged in specific activities entailing unique hazards receive additional training prior to assignment to that work.
342. Workers designated as "qualified persons" (i.e., permitted to work on or near exposed energized parts) must be trained in the content of the Cal/OSHA Electrical Safety Orders that pertain to their particular job assignments. In addition, qualified persons must be trained in (a) the skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment; (b) the skill and techniques necessary to determine the nominal voltage of exposed live parts; and (c) the clearance distances specified in the Cal/OSHA Electrical Safety Orders and the corresponding voltages to which the qualified person may be exposed.
343. Where the company learns of new hazards associated with on-going company work, training will be provided to all affected workers as soon as is feasible.
344. All health and safety training is documented in accordance with the requirements of Injury and Illness Prevention Program.

### **Vehicle Safety**

345. Employees operating vehicles on public thoroughfares must have valid operator's licenses appropriate for the class of vehicle.
346. When ten or more employees, including the driver, are regularly transported in a van, bus or truck, the operator's license must be appropriate for the class of vehicle being driven.
347. Each van, bus or truck used regularly to transport employees, must be equipped with an adequate number of seats (with seat belts).
348. Vehicles used to transport employees must be maintained in good operating condition, including all "safety" equipment (lights, brakes, horns, mirrors, windshields, turn signals).
349. A fully charged fire extinguisher, in good condition, with at least a B:C rating is required in each company vehicle.
350. When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, they must be placed in closed boxes or containers which are secured.
351. Employees are prohibited from riding on top of any load which can shift, topple, or otherwise become unstable.

352. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

### **Welding**

353. Only authorized and trained personnel are permitted to use welding, cutting or brazing equipment.
354. Each operator must have a copy of the appropriate operating instructions for the equipment and be directed to follow them.
355. Compressed gas cylinders must be regularly examined for obvious signs of defects, deep rusting, or leakage; damaged cylinders must be tagged and returned to vendor.
356. Care must be used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage.
357. Precautions must be taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch.
358. Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) may be used. Use must be in the manner intended by the manufacturer or supplier; do not use equipment in a manner which was not intended.
359. Compressed gas cylinders must be kept away from sources of heat and areas where they may fall (elevators, stairs, or gangways).
360. It is prohibited to use cylinders as rollers or supports.
361. Cylinders, cylinder valves, couplings, regulators, hoses, and apparatus must be kept free of oily or greasy substances.
362. Care must be taken not to drop or strike cylinders.
363. Unless secured on special trucks, regulators must be removed and valve protection caps put in place before moving cylinders.
364. Cylinders without fixed hand wheels must have keys, handles, or non-adjustable wrenches on stem valves when in service.
365. Never crack a fuel-gas cylinder valve near sources of ignition.
366. Before a regulator is removed, the valve must be closed and gas released from the regulator.
367. Red should be used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose.

368. Pressure-reducing regulators must be used only for the gas and pressures for which they are intended.
369. Open circuit (No Load) voltage of arc welding and cutting machines should be operated as low as possible and not in excess of the recommended limits.
370. When working under wet conditions, automatic controls for reducing no load voltage must be used.
371. Grounding of the machine frame and safety ground connections of portable machines must be checked periodically and prior to each daily first use.
372. Electrodes must be removed from the holders when not in use.
373. Electric power to the welder must be shut off when no one is in attendance.
374. Suitable fire extinguishing equipment must be available for immediate use.
375. Welders are forbidden to coil or loop welding electrode cable around their body.
376. Wet machines must be thoroughly dried and tested before being used.
377. Work and electrode lead cables must be frequently inspected for wear and damage, and replaced when needed.
378. When the object to be welded cannot be moved and fire hazards cannot be removed, shields must be used to confine heat, sparks, and slag.
379. Fire watchers must be present when welding or cutting is performed in locations where a serious fire might develop.
380. Clothing, eye protection helmets, hand shields and goggles must meet ANSI standards.
381. Adequate ventilation or appropriate respiratory protection must be provided where welding or cutting is performed.

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**PERSONAL PROTECTIVE EQUIPMENT:****HAND PROTECTION**

- Hand protection is required for employees whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents.
- Gloves **are not** to worn where there is a danger of the hand protection being caught in moving machinery or equipment.
- Always wear **both** gloves
- Cuff gloves to prevent any hazardous material from running down the glove and onto the forearm otherwise, duct tape the glove.
- Remove gloves before touching objects such as door knobs, telephones, or unprotected parts of the body.
- Long fingernails are clipped and sharp edged rings removed before wearing gloves to prevent accidental puncture of the glove.
- Chemical gloves are removed either by the wash down method or flex wrist method.
- Gloves are inspected prior to each use and replaced as necessary.
- Do not use your cellular telephone (talking, texting, and etc.) while operating equipment, machinery, or while driving forklift or other company vehicle.

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## EYE AND FACE PROTECTION

Employees working in locations where there is a risk of receiving eye injuries such as punctures, contusions or burns as a result of contact with flying particles, hazardous substances, projections or injurious light rays which are inherent in the work or environment, are safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby employees in some cases.

- Goggles and/or face shields are worn when grinding or welding
- Where exposed to injurious light rays, the proper shade of lens is selected to protect against that exposure.
- Where eye protection is required and the employee requires vision correction, such eye protection is provided as follows:
  1. Safety spectacles with suitable corrected lenses, or
  2. Safety goggles designed to fit over spectacles, or
  3. Protective goggles with corrective lenses mounted behind the protective lenses.
- The wearing of contact lenses is prohibited where working environments having harmful exposure to flying particles, materials or light flashes, except when special precautionary procedures, which are medically approved, have been established for the protection of exposed employee.
- Design, construction, testing and use of devices for eye and face protection including side shields when required, is in accordance with American National Standard for Occupational and Educational Eye and Face Protection, Z87.1-1968.

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## RESPIRATORY PROTECTION

When it is clearly impracticable to remove harmful dusts, fumes, mists, vapors or gasses at their source or where emergency protection against occasional and/or relatively brief exposure is needed, employees exposed to such hazards use, approved respiratory equipment. Whenever respirators are required to be used to control harmful exposure, only respiratory equipment approved for that purpose is used.

**Dust Masks:** Are used only as a means of protection against nuisance dust in small concentrations.

- This is a comfort mask and can be used as respirator. It should not be used where dust or air particulates contain concentrations greater than the permissible exposure limit.
  1. This type of mask is not government certified.
  2. The proper respirator should be used around harmful substances.
  3. This mask is not to be used for protection against gases, vapors or asbestos.
  4. This mask is not suitable for spray operations or sand blasting.

**Negative Pressure Respirators, Air Supplied Full Face Respirators and Self Contained Breathing Apparatus (SCBA):**

For information and policies regarding these types of respirators, please refer to our **Airborne Contaminant Compliance Plan**.

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## LADDERS

- Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
- Prior to using a ladder, inspect it for defects such as loose joint, grease on the steps, or missing rubber feet.
- Use the right ladder for the job.
- Never paint a ladder as this may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Always face the ladder whether ascending or descending.
- Never carry objects up or down a ladder as this will prevent you from maintaining a “three point contact” with ladder and prevent you from using both hands to climb.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign, or have a standby person guard the door.
- Never allow anyone, but yourself on the ladder – one person on the ladder at a time.
- Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
- The ladder is to extend at least 3 feet above the landing and be secured at the top and the bottom if you use a ladder to access a roof or platform.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder.
- Set a single or extension ladder with the base  $\frac{1}{4}$  of the working ladder length away from the support or in other words, set the ladder at a 75 degree angle.
- Never violate the “belt buckle rule” while on a ladder by reaching too far to the right or too far to the left as this throws off the center of gravity and will cause you and the ladder to fall.

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## LIFTING

- Plan the lift. What are you going to do or where are you going to place the load after you lift it? Is the destination area clear and the path to the destination free of tripping/slipping hazards?
- Do not lift on slippery surfaces.
- Test the weight of the load with your foot before attempting to lift.
- Ask for assistance if the load is too heavy to lift alone safely.
- If necessary, break the load down into smaller components if possible to provide a comfortable lift.
- Do not over exert and ensure that you have a solid handhold on the load.
- Do not jerk the load or speed up. Lift in a smooth and controlled manner using your leg muscles and not your back to lift.
- Do not twist while lifting – turn with your feet and your entire body as one unit, and take a step.
- Keep the load close to your body and walk as close as possible to the load. Pull the load towards you if necessary before lifting it.
- Avoid long forward reaches to lift over an obstruction.
- Do not bend your back backwards to lift or place items above your shoulders. Use a step stool or platform.
- Do not lift while in an awkward position.
- Use a mechanical device such as forklift, hoist, hand truck, or elevating table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.



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## **BENCH GRINDERS**

- Wear the appropriate eye protection (safety goggles under face shield).
- Ensure that there is a gap between the tool rest and wheel of no more than 1/8<sup>th</sup> of an inch.
- Ensure that the upper wheel (tongue) guard has a gap of no more than 1/4<sup>th</sup> of an inch.
- Do not grind on the face of the wheel.
- Inspect the wheel edge for excessive grooving and dress the wheel if necessary.

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## ACKNOWLEDGMENT OF RECEIPT & REVIEW OF CODE OF SAFE PRACTICES

### TO ALL EMPLOYEES:

Attached is a copy of United Marble and Granite Code of Safe Practices. These guidelines are provided for your safety. It is the employee's responsibility to read and comply with this code. Any questions regarding this Code of Safe Practices should be directed toward your Program Administrator or KPA.

The attached copy of the Code of Safe Practices is for you to keep.

I have read and understand the Code of Safe Practices.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
**(Please Print)**

Signed: \_\_\_\_\_

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## HAZARD INSPECTION CHECKLIST

Company Name: <b>United Marble and Granite</b>	Address:	
Inspected By:	Date:	Reason for Inspection:
Rating Evaluation: <b>S</b> = Satisfactory <b>U</b> = Unsatisfactory <b>NA</b> = Not applicable		
If unsatisfactory prioritize by severity: <b>U1</b> = Immediate <b>U2</b> = Within 48 hours <b>U3</b> = Within 2 Weeks <b>U4</b> = Needs a plan		
Item	Rating Priority	Action Taken
<b>Employer Posting Requirements</b>		
1. Are all the appropriate posters in a prominent location where all employees are likely to see them?		
2. Are emergency telephone numbers posted where they can be easily found in case of an emergency?		
3. Where employees may be exposed to any toxic substance or harmful physical agents, has appropriate information on employee access to medical and exposure records and Material Safety Data Sheets been posted or otherwise made easily available?		
4. Are signs posted where appropriate to inform of building exits, room capacities, floor loading, and exposure?		
<b>Emergency Action Plan</b>		
1. Are alarm systems properly maintained and tested regularly?		
2. Is the emergency action plan reviewed and revised periodically?		
3. Do employees know their responsibilities:		
• For reporting emergencies?		
• For conducting rescue and medical duties?		
<b>Fire Protection</b>		
1. Is there a fire prevention plan?		
2. Does the plan describe the type of fire protection equipment and/or system?		
3. Is there established practices & procedures to control potential fire hazards and ignition sources?		
4. Is the local fire department well acquainted with the facility, location & specific hazards?		
5. If there is a fire alarm system, is it certified as required?		
6. If there is a fire alarm system, is it tested at least annually?		
7. Are fire doors and shutters in good operating condition?		
8. Are automatic sprinkler system, water control valves, air and water pressure checked weekly/periodically as required?		
9. Is maintenance of auto sprinkler systems assigned to a responsible person or to a sprinkler contractor?		

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<b>Exiting or Egress</b>		
1. Are all exits marked with an exit sign and illuminated by a reliable light source?		
2. Are the directions to exits, when not immediately apparent, marked with visible signs?		
3. Are doors, passageways/stairways, which are neither exits nor access to exits appropriately marked "NOT AN EXIT" or in such a way that they will not be mistaken for exits?		
4. Are all the exits kept free of obstructions?		
5. Are there sufficient exits to permit prompt escape in case of emergency?		
6. Are special precautions taken to protect employees during construction and repair operations?		
7. Where exiting will be through frameless glass doors or glass exit doors, are the doors of fully tempered glass and do they meet the safety requirements for human impact?		
<b>Housekeeping</b>		
1. Are all work sites clean and orderly?		
2. Are work surfaces kept dry, or appropriate means taken to assure the surfaces are slip-resistant?		
3. Are all spilled materials or liquids cleaned up immediately?		
4. Are the minimum number of toilets and washing facilities provided?		
5. Are all work areas adequately illuminated?		
6. Are aisles and passageways kept clear?		
7. Are aisles and walkways marked as appropriate?		
8. Are all wet surfaces covered with non-slip material??		
9. Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe?		
<b>First Aid</b>		
1. If medical and first aid facilities are not in proximity of the work place, is at least one employee on each shift currently qualified to render first aid?		
2. Are medical personnel readily available for advice and consultation on matters of employee health?		
3. Are emergency phone numbers posted?		
4. Are first aid kits easily accessible to each work area with necessary supplies available; periodically inspected and replenished as needed?		
5. Have first aid kits supplies been approved by a physician, indicating they are adequate for a particular area or operation?		

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<h2 style="margin: 0;">SAFETY HAZARD REPORT</h2> <p style="margin: 0;">(Employee Communication &amp; Compliance)</p>
--

<b>Company:</b>  <i>United Marble and Granite</i>	<b>Date Submitted:</b>	<b>Originated By:</b> (Optional)	<b>Department:</b>
<b>Safety Problem:</b>		<b>Problem Acknowledgment:</b>	
<b>Probable Cause or Causes:</b>			
<b>Investigator Assigned:</b>		<b>Target Completion Date:</b>	
<b>Corrective Action(s) Taken:</b>			
<b>Corrective Action Taken By:</b>	<b>Date Implemented:</b>	<b>Successful?</b>  Circle one:    Yes No	<b>Reviewers Initials &amp; Date:</b>
If not successful, what is the next step?			

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INCIDENT / ACCIDENT / EXPOSURE INVESTIGATION FORM		
FOR OFFICE USE ONLY		
<input type="checkbox"/> Recordable Injury <input type="checkbox"/> Non – Recordable Injury <input type="checkbox"/> Near Miss	Claim #	
	Date Filed:	
	OSHA Log #	
All incidents shall be reported to supervisor / manager immediately, who will ensure completion and submission of this form to HR within 24 hours of the incident. This form may be faxed to HR.		
TO BE COMPLETED BY EMPLOYEE		
Name of Employee	Permanent Address and Phone #	
Date of Hire (mm/dd/yy)		
Emergency Contact	Phone #	
Employee Description of Incident:		
TO BE COMPLETED BY SUPERVISOR / MANAGER		
Date of Incident:	Time of Incident:	Employee's Job/Occupation:
Reported to Supervisor/ Manager/HR:		Occupation at Time of Incident:
Date:		
Time:		
Name of Supervisor / Manager:	Time Employee Began Work:	Type of Injury (i.e., laceration, sprain, burn, contusion)
Witness Names	Part of Body Affected (Back, Hands, Neck, etc.)	
Incident Occurred At Which Facility?		Exact Location of Incident
Employee Status:		Description of Specific Activity at Time of Incident
<input type="checkbox"/> Employee <input type="checkbox"/> Temporary / Contract		

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Equipment / Materials / Chemicals Involved (if any)	Was any safety guard / device provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Were safety guard / devices being used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Was personal protective equipment required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Was personal protective equipment being used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Brief Review of Occurrence (Sequence of Events)			
Initial Treatment:		Comments / Remarks:	
<input type="checkbox"/> First Aid / CPR Administered <input type="checkbox"/> Sent to Hospital <input type="checkbox"/> Emergency Medical Responders Called <input type="checkbox"/> (911) Refuses Medical Treatment		<b>Employee</b> to sign below if medical treatment was refused:  Signature and Date	
Name of Person(s) Providing Treatment:			
■  ■  ■			
Employee Signature and Date		Supervisor Signature and Date	
HR Signature and Date		Safety Manager or Committee Member Signature and Date	
<b>Authorization</b>			
I hereby authorize any hospital, physician, or other person who has attended or examined me, to furnish to the Company, or its authorized representative, any and all information with respect to any illness or injury, medical hospital, consultation, prescriptions or treatment, and copies of all hospital and medical records. A photocopy of this authorization shall be considered as effective and valid as the original.			
_____ Employee Signature and Date			

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<b>SAFETY INCIDENT / ACCIDENT / EXPOSURE INVESTIGATION FLOWCHART</b>	
Safety Incident ↓	Supervisor on duty shall prepare the report of on the job / incident / injury / illness and submit it to HR within 24 hours or immediately following the incident, if possible.
HR informs the Safety Committee and provides the Investigation folder ↓	Upon receipt of the report, HR shall provide a copy of the Safety Incident Investigation folder to the team leader.
Investigation Committee Is Formed ↓	Investigation committee shall consist of the employee, witnesses (if any), a member of the Safety Committee and the team supervisor. The team supervisor shall lead the investigation.
Conduct Investigation ↓	<p>The Safety Incident Investigation may consist of any or all of:</p> <ul style="list-style-type: none"> <li>■ Site Visit</li> <li>■ Documentation with sketches / photographs</li> <li>■ Employee and witness interviews</li> <li>■ Reconstruction of the incident</li> </ul> <p>Whenever possible, the incident investigation shall be conducted at the site of the incident.</p>
Root Cause Analysis (Brainstorming) ↓	The investigating committee shall employ suitable root cause analysis tools to determine the direct, indirect and basic causes of the incident.
Correction Action Report ↓	<p>The committee shall complete the enclosed corrective action report.</p> <p>The correction action report shall include action items and their respective target dates.</p>
Investigation Closing Meeting ↓	<p>The lead investigator shall arrange a meeting with the department manager, a member of the Safety Committee, HR and the affected employee (if necessary), and present the corrective action report and request resources needed.</p> <p>The corrective action report shall be signed off by the Department Manager / Director, HR, a member of the Safety Committee, the affected employee and the team supervisor.</p> <p>Responsible parties shall be assigned relevant corrective actions.</p>
Communicate Findings	The corrective actions shall be implemented and the results shall be declared to the team and displayed on the Employee bulletin board.



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INCIDENT / ACCIDENT / EXPOSURE INVESTIGATION FORM	
OBSERVATION SHEET (To be completed by Team Supervisor/Lead Investigator)	
Name of Employee	
Date of Injury	
Today's Date	
<ul style="list-style-type: none"> <li>■ Please attach photographs, diagrams, sketches.</li> <li>■ Please check all areas of concern and provide details about them in the comments section.</li> </ul>	
<b>Machine / Fixture</b> <input type="checkbox"/> Machine guarding in place? <input type="checkbox"/> Adjusted? <input type="checkbox"/> Positioned correctly? <input type="checkbox"/> Properly maintained? <input type="checkbox"/> Right for the job? Used properly? <input type="checkbox"/> Safety devices working?	Comments:
<b>Tools</b> <input type="checkbox"/> Right for the job? <input type="checkbox"/> Used correctly? <input type="checkbox"/> In safe condition?	Comments:
<b>Environment</b> <input type="checkbox"/> Lighting <input type="checkbox"/> Workspace layout <input type="checkbox"/> Housekeeping <input type="checkbox"/> Blocked Aisles <input type="checkbox"/> Floor Conditions <input type="checkbox"/> Smoke / Vapor / Dust / Mist <input type="checkbox"/> Ambient Noise	Comments:
<b>Work Instructions</b> <input type="checkbox"/> Available <input type="checkbox"/> Adequate <input type="checkbox"/> Known and Understood <input type="checkbox"/> Followed <input type="checkbox"/> Training Needed	Comments:
Employee Signature and Date	Supervisor Signature and Date
HR Signature and Date	Safety Manager or Safety Committee Member Signature and Date

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INCIDENT / ACCIDENT / EXPOSURE INVESTIGATION FORM	
EMPLOYEE / WITNESS STATEMENT	
Name of Employee:	
Name of Witness:	
Date of Injury:	
Injury Location:	
Today's Date:	
<b>Employee Statement:</b>	
<b>Witness Statement:</b>	
<b>Suggestions For Preventing Future Recurrence:</b>	
I hereby certify that the above statement is given by me and is true to the best of my knowledge.	
_____	_____
<b>Employee</b> Signature and Date	<b>Witness</b> Signature and Date

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<b>INCIDENT / ACCIDENT / EXPOSURE INVESTIGATION FORM</b>	
<b>CORRECTIVE ACTION REPORT (TO BE COMPLETED BY THE TEAM SUPERVISOR/LEAD INVESTIGATOR)</b>	
Please refer to the examples and definitions provided on last page in this section for help on this form.	
<b>Statement of Root Cause</b> – Unsafe Acts / Conditions / Practices leading to the injury.	
<b>Direct:</b>	
<b>Indirect:</b>	
<b>Basic:</b>	
<b>Corrective Actions</b> – Actions towards preventing recurrence of the injury.	
<b>Action:</b>	
<b>Person Responsible:</b>	<b>Completion Date:</b> ___/___/___
<b>Action:</b>	
<b>Person Responsible:</b>	<b>Completion Date:</b> ___/___/___
<b>Action:</b>	
<b>Person Responsible:</b>	<b>Completion Date:</b> ___/___/___
<b>INVESTIGATION COMMITTEE PLEDGE</b>	
We believe our investigation has revealed all root causes that contributed to the safety incident in question. We have identified corrective actions to prevent the recurrence of the same. We are committed to implementing the corrective actions and meeting our target dates.	
Business Unit Manager / Director Signature and Date	Supervisor Signature and Date
Employee Signature and Date	Safety Manager or Safety Committee Member
HR Signature and Date	Signature and Date

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<b>INCIDENT / ACCIDENT / EXPOSURE INVESTIGATION FORM</b>	
<b>ROOT CAUSE EXAMPLES</b>	
THE FOLLOWING EXAMPLES OF ROOT CAUSES CAN BE CONSIDERED WHEN CONDUCTING A SAFETY INCIDENT INVESTIGATION.	
<b>DIRECT CAUSES</b>	
<i>DIRECT CAUSES ARE THE UNPLANNED RELEASE OF ENERGY OR HAZARDOUS MATERIAL THAT RESULTS IN INJURY.</i>	
<ul style="list-style-type: none"> <li>▪ Struck against</li> <li>▪ Struck by</li> <li>▪ Fall from elevation, fall on same level</li> <li>▪ Caught in, under, or between</li> <li>▪ Rubbed or abraded</li> </ul>	<ul style="list-style-type: none"> <li>▪ Overexertion</li> <li>▪ Contact with electric current</li> <li>▪ Contact with temperature extremes</li> <li>▪ Contact with chemicals</li> <li>▪ Allergic reaction</li> </ul>
<b>INDIRECT CAUSES</b>	
<i>INDIRECT CAUSES ARE EITHER UNSAFE ACTS OR UNSAFE CONDITIONS.</i>	
<p><b>Unsafe Acts:</b></p> <ul style="list-style-type: none"> <li>▪ Driving errors</li> <li>▪ Failure to use available PPE</li> <li>▪ Improper lifting / Improper position</li> <li>▪ Improper use of equipment</li> <li>▪ Inattention to footing or surroundings</li> <li>▪ Making safety devices inoperable</li> <li>▪ Not following operating procedure</li> <li>▪ Operating without authority</li> <li>▪ Operating / working at unsafe speeds</li> <li>▪ Using defective equipment</li> <li>▪ Working on energized equipment</li> </ul>	<p><b>Unsafe Conditions:</b></p> <ul style="list-style-type: none"> <li>▪ Chemical exposures, physical or airborne</li> <li>▪ Defective equipment, material, tools</li> <li>▪ Excessive noise levels</li> <li>▪ Fire / explosion hazards</li> <li>▪ Inadequate / insufficient aisle or workspace</li> <li>▪ Inadequate illumination or ventilation</li> <li>▪ Inadequate identification / warning systems</li> <li>▪ Uncontrolled / unprotected heat sources</li> <li>▪ Unguarded / inadequately guarded hazard</li> <li>▪ Uninsulated / non-grounded electrical system</li> <li>▪ Work surface slippery, uneven or unprotected</li> </ul>
<b>BASIC CAUSES</b>	
<i>BASIC CAUSES ARE THE SYSTEMS, METHODS AND OPERATING PROCEDURES LEADING TO THE IMMEDIATE CAUSE.</i>	
<ul style="list-style-type: none"> <li>▪ Appropriate PPE not available</li> <li>▪ Disregard for employee limitations / problems</li> <li>▪ Inadequate communication</li> <li>▪ Inadequate employee evaluation / observation</li> <li>▪ Inadequate job training</li> <li>▪ Inadequate preventative maintenance</li> <li>▪ Inadequate housekeeping</li> <li>▪ Inadequate tools or equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lack of / inadequate procedures</li> <li>▪ Lack of / inadequate inspections / audits</li> <li>▪ Programs / expected practices not communicated</li> <li>▪ Unclear / inadequate standards of work</li> <li>▪ Unclear / misapplied performance priorities</li> <li>▪ Unclear policies, procedures or effective work practices</li> <li>▪ Inadequate staffing or assignment of personnel</li> </ul>

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# EMPLOYEE TRAINING ROSTER FORM

<b>Facility:</b>	<b>United Marble and Granite</b>		
<b>Date:</b>		<b>Time:</b>	AM <input type="checkbox"/> PM <input type="checkbox"/>
<b>Conducted by:</b>		<b>Live Presentation:</b>	<input type="checkbox"/>
<b>Subject Covered:</b>		<b>PowerPoint Presentation:</b>	<input type="checkbox"/>

**Print Your Name**

**Signature**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
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- 20) \_\_\_\_\_

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## Initial Employee Training Sign In Sheet

**Facility: United Marble and Granite**

<b>Employee Name:</b>	<b>Job Title:</b>	<b>Training Date:</b>
<b>Training Conducted By:</b>	<b>Trainer's Title or Affiliation:</b>	

### Subjects Covered:

- Management Commitment/Assignment of Responsibility.
- Safety Communication.
- Hazard Assessment and Control.
- Accident Investigation and Analysis.
- Safety Planning and Work Procedures.
- Safety and Health Training.
- Recordkeeping.
- How, When, and Where to Report Unsafe Conditions.
- Employee Responsibility for the Prevention of Accidents.
- Review of OSHA Inspection Policy and Procedures.

I hereby certify that I have received the above-mentioned training.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## DOCUMENT DISCLAIMER

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Document Title

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Date

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United Marble and Granite Representative's  
Signature

---

Title

ORIGINAL TO REQUESTOR

COPY WITH KEY PERSON'S FINAL INSPECTION REPORT