CORPORATE SAFETY POLICY

CONCO CEMENT COMPANY (NORTHWEST) declares and records as Corporate Policy that:

We will provide a safe place to work for each employee. No other aspect of the employee’s work shall take precedence over personal safety. CONCO CEMENT COMPANY (NORTHWEST) will not require an employee to work in an unsafe manner or in an unsafe environment as a condition of employment.

As it understands such laws, CONCO CEMENT COMPANY (NORTHWEST), will adhere to the safety laws of those authorities within whose jurisdiction it conducts business. Likewise, each employee shall comply with all safety rules and regulations.

CONCO CEMENT COMPANY (NORTHWEST) vests accountability for the safety of employees to Senior Managers, Supervisors, field superintendents and foremen as outlined in this Safety Program.

Authority for implementation by management, superintendents, and foremen is hereby given.

All employees, supervisory or otherwise, are hereby directed to do everything reasonable and necessary to implement this policy.

__________________________  __________________________
Russell Soeters                Eric Skow
Regional Manager              Corporate Safety Director
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PURPOSE

This manual establishes the safety requirements for construction operations. Compliance is mandatory for all employees, contractors, subcontractors, vendors, and visitors.

This manual is to be used for project participant’s information to comply with the job safety program. All construction operations shall be performed in accordance with federal OSHA, WISHA, and local health and safety standards.

Safety has always been important in the successful operation of a concrete construction company. Recent restrictions have been placed on this industry and these new requirements can significantly increase the cost of accidents, injuries, WISHA/OSHA compliance penalties and the company’s overall insurance costs.

Unfortunately, there are no easy solutions for reducing the cost of workers’ compensation and liability insurance. Ultimately this significant component of our operating cost will be largely determined by how effectively we manage and control (reduce) hazards in our operations. Through an on-going program of loss prevention we will be able to manage our work site conditions in order to minimize injuries to our employees and the general public, and also prevent damage to our equipment and facilities.

This safety guide is provided to assist our management in carrying out the CONCO CEMENT COMPANY (NORTHWEST) accident prevention program. This program is required by law in our office, shops and field operations under WAC 296-24-040. This manual, however, cannot cover all potentially hazardous situations. Consequently, each employee must constantly be aware of conditions or operational exposures that may be unsafe or unhealthful and use good judgment to assure that employees are not injured.
Under this Safety Order, an Accident Prevention Programs (APP) is required, at a minimum, to include:

1. The identity of the person with authority and responsibility for implementing the program.

2. Procedure for identifying and evaluating work place hazards. Essentially, this section requires that scheduled periodic physical inspections be conducted to identify hazards. These inspections should be bi-monthly as a minimum for all shops.

3. Scheduled Safety inspections must be conducted of all work areas and under these conditions:
   a. When new substances, processes, procedures or equipment are introduced into the work area.
   b. Whenever the employer is made aware of a new or previously unrecognized hazard.

4. Methods and/or procedures to correct unsafe or unhealthy conditions found during safety inspections or through other means. This section requires that action be taken, based on the severity of the exposure, to assure that conditions or exposures are controlled and managed to prevent injury to employees.

5. A system to ensure that employees comply with safety standards applicable under Chapter 296-155 WAC (Safety Standards for Construction Work) and safe work procedures developed by the employer.

6. A system to ensure that safety training is provided to all employees. This safety training must consist of “General” training covering hazards applicable to all types of employment and “Specific” training covering hazards specific to the workers’ job assignment.

7. Training must be provided:
   a. To all new employees
   b. When employees transfer to a new position within the company which may have new hazards.
   c. Whenever new substances, processor, procedures or equipment are introduced.
   d. When new or unrecognized hazards are found.
   e. For supervisors to make them aware of their safety responsibilities

8. A system must be established for communicating safety issues to employees in a form readily understood by them. Compliance may consist of safety bulletin boards, meetings, training sessions, written communications and safety and health committees. Implemented in this standard is the requirement that employees are also able to communicate their concerns and input on the company safety program.

9. Procedures to investigate occupational illness and injury incidents.

10. Records of the steps taken to implement the APP. These records must be maintained for three years and include:
    a. Records of all scheduled and other safety inspections, hazards found and steps taken to mitigate hazards.
b. Documentation of safety and health training including the type of training, name of trainer, date of training and name of employee receiving training.

c. Regular records of injuries and illnesses that have occurred.

d. Records of regularly required equipment, process or conditions inspections.

Safety is an essential part of injury prevention, quality control, efficient production, and cost savings. Contractors and Subcontractors shall be accountable for the safety attitude and performance demonstrated by employees under their supervision.

Success of the safety and health program can be assured by teamwork and cooperation of project participants involved in its construction. CONCO CEMENT COMPANY (NORTHWEST), is committed to performing construction operations in the safest possible manner.
SECTION 1: SAFETY RESPONSIBILITIES
SAFETY RESPONSIBILITIES OF THE PROGRAM ADMINISTRATOR

CONCO CEMENT COMPANY (NORTHWEST) shall assign a Safety Program Administrator. The Program Administrator should be a manager of the company. Program Administrators are responsible for implementing the Injury and Illness Prevention Program. These key managers establish safety norms for all employees within the operating division.

Safety Program Administrators shall perform these functions:

1. Provide relevant resources or information to supervisors on Health and Safety Issues;
2. Inform management of employee communications and feedback on Health and Safety Issues;
3. Maintain current information on local, state and federal safety and health regulations;
4. Act as a liaison with government agencies such as WISHA;
5. Plan, organize and coordinate safety training;
6. Cause or conduct employee safety training;
7. Prepare and distribute company policies and procedures on safety and health issues;
8. Develop a code of safe practices and inspection guidelines;
9. Cause or Conduct regular safety inspections of the shop or jobsite and recommend necessary corrective action for safety health deficiencies to Senior Management;
10. Select adequate personal protective equipment for employees;
11. Ensure supply of personal protective equipment is available for employees;
12. Establish accident reporting and investigation procedures;
13. Maintain the required regulatory injury and illness records, such as the OSHA 300 log;
14. Review employee injury and illness trends on a quarterly basis;
15. Establish a system for maintaining safety inspection records.
SAFETY RESPONSIBILITIES OF THE CORPORATE SAFETY DIRECTOR

The Corporate Safety Director has the primary responsibility for developing, implementing and administering our accident prevention program.

Our Safety Director will work in conjunction with outside safety specialists to maintain a program which meets all legal requirements. The Director will also monitor implementation of the program by meeting with Senior Management to discuss safety and health issues. The Director will visit and conduct safety surveys; review accidents and near miss incidents; investigate employee and other safety or health complaints; coordinate safety training activities; meet with supervisors and employees to assist in promoting safety communications and review accident investigation reports, loss data and other appropriate information to evaluate the effectiveness of our program.
SAFETY RESPONSIBILITIES OF THE FIELD SUPERINTENDENT

The Project Superintendent, with the assistance from the Project Manager and the Corporate Safety Director, is responsible for the implementation and the enforcement of the company’s A.P.P. The Superintendent’s responsibilities shall include, but are not limited to the following:

1. Plan and require that all work be done in compliance with the Company’s A.P.P. and other safety requirements including all applicable local, state and federal regulations.

2. Impress upon all subcontractors’ supervisory personnel their responsibility and accountability of each individual to maintain a safe workplace and work in a safe manner.

3. Keep the Safety Director informed of all future planned activities and solicit input and advice with respect to safety concerns.

4. Ensure that all accident victims are promptly cared for and assist the Foremen so they can promptly investigate the accident and report the results to the Corporate Safety Department.

5. Accompany any and all outside agencies making an inspection of projects/facilities (i.e. WISHA, Federal and State Agencies, Fire Department, etc.), and implement recommendations made in accordance with those and/or other safety inspections.

6. Require from any outside agency making an inspection of the project a handwritten report stating violations and/or recommendations before leaving the premises. A copy of this report shall be provided to and the Corporate Safety Department. Copies of the formal report shall be distributed when available.

7. Write a brief report commenting on the outside agencies’ above-referenced report and distribute as referenced in Number 6.

8. Obtain a copy of all subcontractors’ weekly toolbox safety meetings signed by all attendees.

9. Inform project management of safety problems which are beyond Superintendent’s authority.

10. Authorize or enact any necessary action to correct any substandard or hazardous condition that may exist on the project.

11. Require Foremen and workers to use the personal protective equipment in accordance with the Company, Project Safety Program, Local, State, and Federal Safety Regulations.

12. Participate in, and periodically attend, “Weekly Tool Box” safety meetings held by Foremen under your direct supervision and evaluate their effectiveness.

13. Enforce WISHA and the company’s safety regulations, which include taking disciplinary action that may be necessary to secure compliance.

14. Keep abreast of changing situations that may affect safety.

15. Encourage team members to report unsafe conditions to you immediately, so that condition(s) can be corrected.
16. Report unsafe jobsite working conditions to the general contractor and require their participation in correcting the problem.

17. Ensure company’s representation at General Contractor’s Weekly Jobsite Meetings to maintain safety communications.

18. Conduct **weekly** Tool Box Safety Meetings and require all jobsite employees to attend. See that the meetings are thoroughly documented and that the Tailgate Meeting Report is signed by all employees present. **(Required to turn in (4) Per Month)**

19. Inform all team members of the company’s “**Open Door Policy**” and encourage them to come forward with safety problems and ideas.

20. Training employees in safety and health. **(See Section 7: Training)** Ensure that all new employees read and sign the New Employee Training Form.

21. Ensure that a ‘Job Site Inspection Report’ is completed and submitted to the Corporate Safety Department from each overseeing project.

22. Perform Injury investigations.

23. Post all mandatory poster forms at the jobsite (See Required Forms to be posted at the Jobsite) and contact the Corporate Safety Department if you have not received said forms.

24. Lead by example. Abide by the rules yourself.

25. Enforce safety rules and ensure that all the necessary personal protective equipment is available and in use for all employees.
SAFETY RESPONSIBILITIES OF THE FIELD FOREMAN

As a line supervisor, the Foreman will interface daily with his/her workers. Therefore, the Foreman will have a major influence upon the effectiveness of the CONCO CEMENT COMPANY (NORTHWEST) Safety Program. It is required of each foreman to establish a firm and positive injury prevention policy. Your responsibility includes the following:

1. Advising and instructing workers in safe work practices for all tasks they are assigned;
2. Promoting the availability of and enforcing the proper use of jobsite tools and personal protective equipment;
3. Monitoring the work area for unsafe acts and conditions, and instituting expedient corrective action, should any be identified;
4. Always setting a good example for employees;
5. Encouraging employees to receive training in hazardous communication, trenching safety, and the like when tasks they perform have hazards related to such activities;
6. Participating in accident investigations and taking abatement actions to preclude further occurrences, providing information regarding these actions to Superintendents and Corporate Safety Director;
7. Chairing “Weekly Tool Box” safety meetings with the crew, in order to:
   1. Discuss observed accident trends and causes,
   2. Plan construction safety into the crew’s work activities, and
   3. Take action to correct safety related concerns that are brought to the foreman’s attention,
   4. Encourage participation.
8. Obtaining and utilizing company supplied equipment.
9. Explain company rules and disciplinary guidelines and train new employees with regard to the Company’s Hazard Communication Program.
10. Evaluating employees when assigned new tasks and giving individual safety instructions and orders when needed to new employees and those found to be working in an unsafe manner.
11. Encourage safety suggestions from all employees, if safety suggestions cannot be implemented promptly, explain the reason to the employee and submit the safety suggestion to the Corporate Safety Department.
12. Planning out your daily job strategy and creating a well-organized job.
13. Complete written report of accident, including suggestions of feasible means of avoiding future accidents of a similar nature. Notify office of injury immediately. The General Contractor shall be notified of serious injuries.
SAFETY RESPONSIBILITIES OF THE SAFETY LEADERSHIP TEAM MEMBER

As an SLT Team Member, you will interface daily with your superintendent, foreman and co-workers to help keep the job site safe and injury free. You will have a major influence upon the effectiveness of this Safety Program, which will eventually reduce accident probabilities. Your responsibilities include the following:

1. Advise and help foreman instruct workers in new hire orientation and safe work practices for all tasks they are assigned;
2. Promote the availability of and help the foreman enforce the proper use of job site tools and personal protective equipment;
3. Monitor the work area for unsafe acts and conditions, and bring issues to the attention of the foreman so that corrective action can be taken;
4. Encourage co-workers to receive training in areas in which they are not proficient;
5. Participate in accident investigations and take corrective actions to preclude further occurrences;
6. Enforce safety rules and ensure that all the necessary personal protective equipment is available and in use by all employees (Mandatory: Hard Hat; Safety Glasses);
7. Explain company rules and disciplinary guidelines to new hires and train them about the company’s policies and procedures;
8. Evaluate employees when assigned new tasks and give individual safety instructions and orders when needed to new employees and those found to be working in an unsafe manner;
9. Conduct daily job site inspections to help the foreman identify unsafe hazards;
10. Assist in completing written reports of accidents, including suggestions of feasible means of avoiding future accidents of a similar nature;
11. Accompany all injured employees to the medical facility.
SAFETY RESPONSIBILITIES OF THE EMPLOYEE

1. Report all unsafe conditions to the supervisor.

2. Report all injuries to the supervisor promptly.

3. Wear a hard hat at all times on the job site.

4. Use eye and face protection when required or where there is reasonable possibility of injury.

5. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. No loafers or tennis shoes are allowed. Loose clothing and jewelry that presents a hazard shall not be worn.

6. Do not operate any machines or tools unless all guards and safety devices are in place and in proper working condition.

7. Do not operate machinery or tools if you are not an authorized operator and have not been directed to do so by your immediate supervisor.

8. Keep all tools in safe working condition. Never use defective tools or equipment. Do not modify any tool or perform a function for which it was not intended.

9. Properly care for and use all personal protective equipment as instructed in required training.

10. Stay alert. Watch for overhead loads and look for potential floor openings.

11. Do not leave materials or scraps in aisles, walkways, roads, or other means or points of access/egress.

12. Practice good housekeeping at all times.

13. Participate and cooperate with the CONCO CEMENT COMPANY (NORTHWEST) Communication Program.

14. Do not ride material hoist or other moving equipment, except on seats provided by the manufacturer.

15. Do not report for work under the influence of intoxicating beverages or illegal drugs. The use of prescription drugs while at work shall be as directed by a medical doctor.

16. Do not engage in horseplay or rough-housing.

17. Comply at all times with all commonly recognized and understood safe work practices for the construction industry. All posted safety rules must be followed.

18. Understand that violations of any of these rules will be cause for immediate disciplinary action, up to and including termination.
SAFETY RESPONSIBILITIES OF THE SUBCONTRACTOR

With respect to safety, any subcontractor of CONCO CEMENT COMPANY (NORTHWEST), at its own expense, shall conform to and comply with all requirements of the Contract Documents and applicable laws promulgated by any governmental authority, including and without limitation, the applicable requirements of the Occupational Safety and Health Act of 1970 and those of WISHA. The subcontractor shall be required to submit a safety plan, the submission of which shall in no way relieve subcontractor of its responsibilities. Subcontractor will take all necessary precautions to protect against any conditions and acts caused by subcontractors work or other involvement in the project, which involve any risk of bodily harm to persons or risk of damage to property. Subcontractor continuously shall inspect its work, materials, and equipment to discover any such conditions and shall be solely responsible for discovering and correcting any such conditions, including stopping of their own work, if required. The Subcontractor may be ordered to stop any work that the Contractor deems unsafe until acceptable corrective measures have been implemented. The subcontractor shall be responsible for all costs and delays incurred by the project as a result of any such stoppage of the work. Additional responsibilities of the subcontractor are:

1. Ensure that Subcontractor personnel are in compliance with all applicable rules and regulations pertaining to safety, including those of the CONCO CEMENT COMPANY (NORTHWEST) and those of WISHA. This includes all second and subsequent tier contractors and their employees.

2. Furnish, upon request, all documents concerning safety, including training records, MSDS, applicable safety programs, inspection, accident reports, etc.

3. Train all employees in applicable safety standards and safe work practices and document this training.

4. Maintain safe working conditions for all employees in the areas in which they are performing work.

5. Immediately correct all unsafe conditions identified by the subcontractor and/or a CONCO CEMENT COMPANY (NORTHWEST) representative.

6. Immediately report any injury to Subcontractor’s employees on the project site to the CONCO CEMENT COMPANY (NORTHWEST) representative.

7. Cooperate with CONCO CEMENT COMPANY (NORTHWEST), and Management employees in conducting accident investigations and providing the results of such investigations.

8. Maintain an Injury and Illness Log with accurate monthly man-hours, as well as a current OSHA Form 200. These logs will be submitted no later than three days after each month ends.
SECTION 2: SAFETY COMMUNICATION, INSPECTION, INVESTIGATION AND DOCUMENTATION
SAFETY COMMUNICATIONS

CONCO CEMENT COMPANY (NORTHWEST) recognizes that open, two-way communication between management and employees on health and other issues are essential for creating an injury free and productive workplace. Superintendents and foremen should promote “Safety Communications” with all employees on the job. Safety Communications should include:

1. New employee orientation and explanation of the Accident Prevention Program and discussion of other policies and procedures applicable to the employee’s job assignment.

2. Safety meetings at shop facilities, and field jobsite locations every 10 working days. The Safety Director, Program Administrator or invited Safety Professional may provide additional training on safety topics. Employees will be encouraged to participate in free and open discussions at each safety meeting.

3. Quarterly supervisor/foreman safety meetings.

4. **Hazardous Material Communications Program**: CONCO CEMENT COMPANY (NORTHWEST) will maintain a copy of our program and the Material Safety Data sheets (MSDS) with the superintendent/foreman on all project locations which will be provided to and discussed with employees at orientations, safety briefings, tailgate safety meetings and/or in the event that employees are likely to be exposed to a toxic substance.

5. **Safety Alerts**: Distributed to employee to inform them of changing safety conditions, new operational processes requiring additional safety attention.

6. **OSHA Alert**: Distribution of WISHA, Federal OSHA standards to Subcontractors and employees. Distribution will coincide with start up of new construction operations.

7. **Weekly Safety Training Topics**: Conducted weekly by a general contractor, subcontractor safety representative or superintendent. Subject information will be pertinent to employee job operations for that week.

8. **Contractor Safety Meetings**: Supervisors/foremen shall attend to brief and discuss job site safety compliance. Safety shall be the first item on the meeting agenda.
BULLETIN BOARD AND NOTICES

The CONCO CEMENT COMPANY (NORTHWEST) will post and/or distribute written safety notices. Employees are instructed in the shop facilities to read the Safety Bulletin Board on a daily basis. On jobsites, foremen will read all safety-related memos to their crews the day the safety memo is received. Supervisors will provide information to employees on implementation of any new safety procedures. The CONCO CEMENT COMPANY (NORTHWEST) will follow:

Posting Requirements - The following posters are to be posted or must be in the foremen’s Safety Program file:

1. WISHA/OSHA Poster of Employee Rights and Employer Responsibilities
2. Industrial Insurance Poster (P242-191-000)
3. Pay Day Notice
5. Emergency phone numbers and location of hospital
6. Notice of employees of unemployment and disability insurance
7. Industrial Welfare Commission Orders regulating wages, hours and working conditions.
8. Discrimination in employment prohibited by law.
9. OSHA 300 Log - Summary of Injuries and Illnesses (Each February)
10. Any OSHA Citations (if issued).

In addition, directives issued as a result of an accident investigation or survey, to employees affected by the hazard will be posted on the safety bulletin board.
HAZARD COMMUNICATIONS

CONCO CEMENT COMPANY (NORTHWEST) shall comply with WAC 296-62 Part C, and all other federal and local requirements pertaining to Hazard Communications.

As is common in the construction industry, CONCO CEMENT COMPANY (NORTHWEST) employees will likely use and/or handle products containing known hazardous agents at some point during their course of employment. Therefore, it is necessary to have a program to inform and educate employees regarding safety as it pertains to hazardous materials.

The federal government has mandated that all products containing known hazardous agents are required to have an information sheet explaining any and all precautions which should be taken while handling and/or using the product. These information sheets are known as Material Safety Data Sheets (MSDS). MSDS sheets are available for products ranging from household cleaners to highly toxic industrial products.

On all projects, CONCO CEMENT COMPANY (NORTHWEST) supervisor’s shall maintain, a copy of all MSDS sheets as well as a chemical inventory list, specific to that jobsite, for any hazardous products stored or used by CONCO CEMENT COMPANY (NORTHWEST). The inventory list and/or any MSDS shall be made available to all employees upon request.

Subcontractors, working under the direction of CONCO CEMENT COMPANY (NORTHWEST) shall also maintain their own MSDS and chemical inventory list at the jobsite. In addition, copies of those documents shall be furnished to the CONCO CEMENT COMPANY (NORTHWEST) prior to beginning any work.

CONCO CEMENT COMPANY (NORTHWEST) shall ensure that each container holding hazardous chemicals, being used, stored, or transported by company employees, on the jobsite is labeled, tagged, or marked with:

1. Identity of hazardous chemical,
2. Appropriate hazard warnings, which provide general information regarding the hazards of the chemical.

Containers shall be labeled according to the Hazard Material Identification System (HMIS). Labels shall not be removed or defaced, and shall be legible and prominently displayed on the container.

Employee Training

CONCO CEMENT COMPANY (NORTHWEST) shall provide employee training, regarding working with/around hazardous materials, at the time of their initial hiring and as deemed necessary by a project supervisor. Employees will be trained how to find and understand:

1. The Hazard Communications Program and all MSDS
2. The physical and health hazards of a chemical.
3. The recommended personal protective equipment to be used.

4. Procedures for appropriate safe work practice and emergency procedures.

5. The HMIS labeling system.

Hazard Communication training will be a part of employee safety orientation. Ongoing safety training for Haz-Com will be conducted in weekly safety training talks.

**Personal Hygiene and Decontamination**

All onsite personnel performing or supervising remedial work where potentially exposed or subjected to hazardous chemical vapors, liquids, or contaminated solids shall observe and adhere to the personal hygiene-related provisions as follows:

1. Provided and required use by personnel:
   
   a. Storage and disposal containers for used disposable outerwear
   b. A facility for changing and storing of work clothing separate from personal clothing
   c. Washing facilities
   d. A separate lunch and/or break location
   e. Portable toilets

2. Disposable outerwear shall not be reused. It shall be discarded, at the worksite, into disposal containers provided for that specific purpose.

3. Smoking shall be prohibited in the work zones.

4. Eating and drinking shall be prohibited in the work zones.

5. Contractor personnel shall be required to thoroughly cleanse their hands and other exposed areas before eating or smoking.

**Equipment Decontamination**

1. All equipment used in the work zones shall be decontaminated prior to leaving the worksite.

2. Personnel engaged in vehicle decontamination shall wear protective equipment including disposable clothing and respiratory protection consistent with the requirements.
ENERGY CONTROL PROGRAM - LOCK-OUT, TAG-OUT

It is the policy of CONCO CEMENT COMPANY (NORTHWEST) that everything reasonable will be done to prevent electrical injury to our employees during machinery set up, running, cleaning, and service & maintenance/repair operations. Electrical appliances/ machinery/ equipment will be de-energized, locked or blocked and otherwise made safe before maintenance work is performed.

Scope of Procedures

These procedures apply to all machinery and equipment with electrical energy potential that could harm an employee. It does not apply to normal operations that involve routine minor adjustments or servicing of hazards that are safeguarded as required by the General Industrial Safety Orders. This procedure also does not apply to cord and plug-connected electric equipment when it is unplugged and under the full control of the employee. Nonetheless, employee orientation and training will include employee responsibility to properly safeguard cord connected equipment when doing this work.

Program Requirements

1. **Locking Device**

   Where possible on existing equipment, the energy sources shall be equipped with positive lock out controls which require a key locking disconnect or padlock to insulate the energy source. On new electrical appliances/ machinery equipment a positive lock-out device will be installed.

   Equipment not currently equipped with positive lock-out means shall be tagged to indicate that power is de-energized and effectively blocked out.

2. **Tagging System**

   Identifying tags shall be used to indicate when equipment or machinery is de-energized for service, repair/ maintenance work. All employees responsible for performing this work shall be provided with tags to use anytime they are working on de-energized equipment.

3. **Safety with Energy Sources**

   Protective measures shall be taken to protect employees against other energy sources (mechanical, fluids under pressure, steam, etc.) and tags will be used to alert other employees when work is being done. Other protective devices are blocks, mechanical safety hooks, valves and controls.

4. **Padlocks**

   Employees assigned to work on systems, machinery and equipment will be assigned padlocks to be used only for this purpose. Padlocks used in our lock-out program shall not be used for any other purpose.
Energy Control Procedures

1. Prior to commencing service or repair work on energized systems, the employee performing the work shall de-energize the equipment. He may also alert others who routinely use system(s) that work is to be done.

2. His/her padlock will be used to lock out energy to the system. If a padlock cannot be used, a tag, used only for this purpose will be affixed to the control so that this is clear that work is being done. The tag shall be dated and each worker doing this work shall use his/her tags.

3. Tags are not to be removed except by the person who placed it there.

4. Employees with padlocks shall maintain control of their own keys.

5. After appliances and/or machinery are placed in the safe mode it is the responsibility of the employee using the equipment to check it and confirm that it is safe to perform work.

6. If other energy sources are present they shall be effectively blocked out and tagged.

7. After performing the work, the employee shall recheck controls to insure that they are in the “off” position prior to re-energizing the system.

Training

Training shall include an initial introduction at the new hire safety orientation, on periodic basis dependent on the necessities at the worksite. The superintendent/foreman shall insure that all employees are given training on CONCO’S Energy Control Program. No employee will be permitted to work on systems or equipment without first being trained.
SAFETY MEETINGS

Accidents are typically the result of an unsafe act or working condition. The objective of a safety meeting is to reduce the number of accidents by training employees about correct working habits and current working regulations. The CONCO CEMENT COMPANY (NORTHWEST) shall hold the following meetings:

1. **Quarterly Supervisor/Foremen Safety Meetings** – A representative of the corporate safety department will meet with foremen/supervisors quarterly to review safety related conditions such as:
   
   a. New work  
   b. Near miss accidents or injuries  
   c. Unusual hazards that are encountered on the job  
   d. Unsafe acts, rules, violations and unsafe conditions found in the job  
   e. Information from corporate office relative to safe operations  
   f. General attitudes and job problems  
   g. Recommendations for prevention of unsafe conditions or changing work standards.  
   h. OSHA inspections, violations or general problems

2. **Jobsite ‘Tailgate’ Meetings** – Safety meetings should be held weekly on all jobsite locations by the field supervisors/foreman. Primary attention is to be given to past accidents, safety violations, new hazards, and bulletins pertaining to the WISHA and company safety standards. Subjects shall also include safety information pertinent to construction operations. A copy of the weekly safety tailgate meeting shall be sent to the Corporate Safety Department for recordkeeping purposes.

The CONCO CEMENT COMPANY (NORTHWEST), subcontractors, and tier subcontractors shall conduct weekly safety training talks with all employees. Weekly safety training shall include the signature of attending employees on the Weekly Safety Training Report.
SAFETY INSPECTION PROCEDURES

CONCO CEMENT COMPANY (NORTHWEST) is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. Prompt action will be taken to eliminate any hazards found. Regular checks of the workplace for hazards shall be accomplished as described below:

Monthly Safety Inspection: The Program Administrator will conduct safety inspections of all jobsite locations for hazards using the standard safety inspection checklist. Inspections shall be conducted at a minimum of once per month on each jobsite location and a record of the inspection shall be maintained in the corporate safety department office. Hazards will be brought to the attention of the project supervisor during a closing conference upon the completion of the inspection.

Periodic Inspections: The Safety Director will make periodic inspections of the field jobsites to access compliance with all company, federal, and state regulations. Hazards will be brought to the attention of the project supervisor during a closing conference upon the completion of the inspection. A record of the inspection shall be maintained in the corporate safety department office.

Job Hazard Analysis: As part of the on-going safety program, a job hazard analysis must be completed each week, at minimum, at every project location. This analysis shall be completed by a supervisor on the project. All documented hazards must be corrected immediately. Inspections shall be documented on a Job Hazard Analysis form and a record of the inspection shall be logged and maintained in the corporate safety department office.
IMMINENT DANGER INCIDENT

Imminent danger is an unsafe condition or act that creates an immediate exposure to risk, serious injury, or harm. Examples of imminent danger incidents are (but are not limited to):

a. Working at elevations above 6 feet without fall protection.
b. Removal of guardrail systems and floor hole covers without proper authorization or alternate method of protection.
c. Use of defective electrical tools or cords.
d. Excavation not sloped per excavation standards.

In the event that an Imminent Danger is recognized, all work shall immediately stop and employee(s) shall be removed from the hazardous area. The CONCO CEMENT COMPANY (NORTHWEST) shall make immediate and appropriate corrective actions. Documentation of the incident will be recorded on a Notice of Non-Compliance Form.

Subcontractor

In the event that a CONCO CEMENT COMPANY (NORTHWEST) subcontractor(s) fail(s) to take immediate corrective actions about an imminent danger situation regarding their work or employees:

1. Work in the area shall be stopped until hazardous condition has been abated.

2. CONCO CEMENT COMPANY (NORTHWEST), shall abate any uncorrected hazard at the expense of the responsible subcontractor(s).

3. A Notice of Non-Compliance will be sent to the subcontractor’s home office, and the subcontractor’s project manager will be notified.
ACCIDENT REPORTING

The following are required procedures to ensure that proper treatment is provided for employees who suffer work related illnesses or injuries while in the employment of CONCO CEMENT COMPANY (NORTHWEST).

Definitions

**Occupational Injury:** A disease, abnormal condition, or disorder, other than one resulting from occupational injury, caused by exposure to environmental factors associated with employment.

There are two (2) kinds of occupational injuries or illnesses for WISHA reporting purposes:

1. **Recordable:** An injury requiring medical treatment, restriction of work or motion, loss of consciousness, work related illness and fatalities.

2. **Non-Recordable:** An injury or illness requiring first aid only.

**First Aid:** Immediate and temporary care given to the injured worker until the services of a physician can be obtained. First Aid treatment can be of a “one-time” nature to treat minor cuts, contusions, scrapes to prevent them from becoming more serious.

**Medical Treatment:** Treatment administered by a physician or by registered professional personnel under the standing orders of a physician, but not to include first aid.

Procedures

1. An employee who becomes ill or is injured while working will report immediately to a supervisor or responsible manager;

2. When an employee has a lost time occupational illness or injury or is required to go to an outside specialist for consultation or treatment due to an occupational illness or injury, an Injury Report shall be completed by the injured employee’s supervisor and then forwarded to the corporate office. Written telephone records shall kept of all telephoned injury reports received from field locations.

3. No employee shall divulge any information to any non-CONCO agency concerning an accident, victim(s), or the circumstances surrounding an accident without first obtaining authorization from responsible management.

Medical Treatment

1. Only first-aid trained employees should administer the necessary first aid to an injured employee. A call to the appropriate Emergency Medical Services (EMS), and/or ambulance, should be made (if necessary) and the immediate supervisor should be notified. At least one person should stay with the injured employee. If a call for EMS assistance is made, the caller should have sufficient and accurate information to give to the doctor, ambulance, or others responding to the emergency call. Exact directions and jobsite locations and necessary will be critical for EMS to reach the scene of the accident.
2. All serious injuries, and/or death(s), shall be reported by the first employee having knowledge thereof, (by the fastest means of communication) to the Corporate Safety Department. (See Reporting Fatalities and Serious Injuries section)

3. If an employee needs medical attention, contact a clinic, physician or an ambulance service suggested by the CONCO CEMENT COMPANY (NORTHWEST). If there is not a clinic/physician/ambulance available, contact the most readily available service.

4. Employees with minor injuries (i.e. small cuts, bruises, etc.) may administer first aid to themselves. Nonetheless, all injuries should be reported to a supervisor, or person in charge. If further medical attention is needed, the supervisor will produce the location of a preferred clinic.

Injury to Non-Employees:

1. First aid may be rendered by a qualified employee (if necessary); however, do not assume responsibility for any injury. DO NOT obligate the Company to pay for ambulance, doctor, or hospital services. DO NOT make any statements without first consulting with a supervisor. DO NOT discuss the accident. Complete an accident report and forward to the Corporate Safety Department.
REPORTING FATALITIES AND SERIOUS INJURIES

In every case involving a death or a serious injury or illness, a report shall be made immediately (within 8 hours of the incident) by the employer to the nearest WISHA District Office by telephone or fax. District office phone numbers are listed on all safety bulletin boards on the WISHA poster. The corporate safety department shall be responsible for making the notification to WISHA.

NOTE: A serious injury or illness is defined by WISHA as any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement. Any injury, illness, or death caused by commission of a Penal Code violation need not be reported to WISHA (i.e. - a death resulting from a highway vehicle accident need not be reported, even if the death occurred while working).
ACCIDENT INVESTIGATION PROCEDURES

The following procedures must be followed in the event of a job related accident resulting in an injury to a CONCO CEMENT COMPANY (NORTHWEST) employee, or subcontracting employee:

1. Notify the Corporate Safety Department.

2. Immediately complete an Accident Investigation Report and submit to the Corporate Safety Department within 24 hours. Serious injuries requiring admission to hospital requires immediate telephone contact to the Corporate Safety Director.

3. Secure the affected area immediately after the accident to preserve the integrity of the accident scene until accident investigation is complete. If necessary, post an employee to keep out unauthorized personnel.

4. Photographs shall be taken during the accident investigation of a serious employee injury, an injury to non-project pedestrian, property damage, and in the event of equipment or material failure. Photos shall be submitted with the investigation report.

Note: An Accident Investigation Report and photographs are for the sole use of the CONCO CEMENT COMPANY (NORTHWEST), and are considered confidential information.

DO NOT DISTRIBUTE AN ACCIDENT INVESTIGATION REPORT AND/OR PHOTOGRAPHS TO ANY OUTSIDE CONTRACTOR/ INVESTIGATOR/ ATTORNEY WITHOUT PERMISSION FROM THE CORPORATE SAFETY DIRECTOR.
RECORDKEEPING REQUIREMENTS (INJURY-RELATED INCIDENTS)

To comply with company regulations the following documents shall be recorded and logged accordingly:

1. **Work related injury reports** – All job related injuries to employees of CONCO CEMENT COMPANY (NORTHWEST) are to be reported immediately. The Supervisor’s Report of Injury Form is to be completed and a copy sent to the corporate office within 24 hours of the accident. Injury reports will be kept in a confidential file at the corporate office headquarters, and recordable accidents will be recorded on the OSHA 300 Log.

2. **Serious injury reports** – Any serious injury (requiring hospitalization) is to be reported to the corporate safety department by telephone immediately. The corporate safety department will be responsible for the notification to WISHA. Documentation of the WISHA notification will be kept on file at the corporate office and the injury will be recorded on the OSHA 300 Log.

Two (2) forms must be maintained to comply with WISHA requirements:

1. **OSHA Form #300: Log & Summary of Occupational Injuries & Illnesses**
   (A copy of the OSHA 300 Log is to be maintained and posted during the month of February each year at the CONCO CEMENT COMPANY (NORTHWEST) office and jobsites. Permanent records will be kept at the corporate offices.

2. **Labor & Industries Form #F242-130-000: Employer’s Report of Industrial Injury or Occupational Disease**
   (Permanent records will be kept at the corporate offices.)

**Record Retention Requirement**

The Log & Summary, Form # 300, and supplementary record forms # F242-130-000, must be kept for 5 years following the year to which they relate.
SECTION 3: THE CODE OF SAFE PRACTICES
FOREWORD

These safety rules and those that may be added at a later date apply to all employees and must be followed. Superintendents/Foreman are required to enforce these standards at the jobsite. Failure to abide by the disciplinary rules of the company may result in disciplinary action or dismissal.

CODE OF SAFE WORK PRACTICES - GENERAL

1. All employees shall follow these work practices, cooperate with management on safety matters and report all unsafe conditions or practices to your supervisor.

2. Our field foreman and shop supervisors shall insist on employees observing and obeying every rule, regulation and order as is necessary for the safe conduct of the work and shall take such action as is necessary to obtain compliance, including disciplinary action if necessary.

3. The use, possession, transportation, promotion or sale of illegal drugs, controlled substances without a valid prescription, and/or drug paraphernalia by anyone while on CONCO CEMENT COMPANY (NORTHWEST) premises is absolutely prohibited. Except where specifically authorized, the use, possession or transportation or alcoholic beverages, firearms, weapons or explosives is also prohibited. Violation of these rules by any CONCO CEMENT COMPANY (NORTHWEST) employee will be cause for disciplinary action up to and including discharge and referral to law enforcement agencies.

4. Horseplay, scuffling and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

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 might unnecessarily expose the employee or others to injury.

6. 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 instructions from their supervisors.

7. Employees shall cleanse thoroughly after handling paint, chemicals or other substances and follow special instructions from authorized sources.

8. Gasoline shall not be used for cleaning purposes.

9. Running must be avoided except in case of an emergency.

10. All portable containers such as bottles, jugs, or cans must be labeled as to contents.

11. Smoking is prohibited except in designated areas.

12. Flammable or toxic materials must not be dumped into the sewers or waste water system. Disposal of waste must be done in accordance with approval of the supervisor.

13. All employees are expected to wear personal clothing that is safe and proper for their jobs. Unless specified otherwise, minimum clothing to provide torso and leg protection for employees shall be short sleeve T-shirt and full length slacks.
CODE OF SAFE PRACTICES - CONCRETE AND REBAR CONSTRUCTION

1. Employees shall perform their jobs in a save manner. Unsafe conditions, practices, machinery and equipment shall be reported to your supervisor, superintendent or safety director immediately.

2. **ALL INJURIES**, no matter how slight, must be reported **IMMEDIATELY** to a superintendent or foreman, so that arrangements can be made for medical treatment. It is also required that an “Employee’s Claim Form for Workers’ Compensation Benefits” be completed by the treating physician and a copy of that form be returned to the supervisor.

3. Safety meetings will be held at the beginning of each new job and weekly thereafter. These meetings are your opportunity to discuss problems, potentially hazardous conditions or unsafe practices in order to work on corrective solutions.

4. Horseplay, scuffling, or other unsafe acts are prohibited.

5. Employees shall refrain from physical altercation or fighting and shall refrain from provoking other employees to fight.

6. Sanitary conditions will be maintained at all times by employees at the job site or on company premises.

7. Employees shall plan and supervise work in such a manner as to prevent injuries in the handling of materials and the operation of equipment.

8. Employees shall not work at any time when their ability or alertness is impaired. The employee shall report any liking condition to a supervisor.

9. No employee is permitted to enter onto or remain on the job site or company premises or operate company equipment or motor vehicles while under the influence of illegal drugs or intoxicating substances. Medical prescriptions that may affect your abilities or alertness should be reported to your supervisor. Effort should be made to find an effective substitute without causing the side effects.

10. Smoking is restricted to designated areas only.

11. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places until it has been determined that there is sufficient air and it contains no flammable or toxic gases or vapors. Employees shall not work in areas that are poorly ventilated.

12. No employees shall bring or use any weapons or explosives to the job site or company premises and shall not have such items in their possession while performing work for this company.

13. Employees shall obey all traffic rules and shall drive in a reasonable and safe manner while operating motor vehicles belonging to the company and while operating the employee’s own vehicle on company business.

14. Keep your work area clean and free of scrap material and debris.

15. Do not come within 10 feet of overhead power lines.

16. Do not allow anyone to ride as a passenger on any lift equipment or cranes.

17. Gasoline shall not be used for general cleaning purposes but may be used for “Stressing Preparation” of post tensioning cables.
18. Employees shall not use compressed air or oxygen tanks to blow dust or dirt from skin, clothing, except when cleaning decks, walls or demo work.

19. Employees shall not pass through or cross over any barricaded area.

20. No less than two men shall shake metal deck from bundles at any time.

21. Employees shall not work on any floor/roof level unless perimeter cables have been installed.

22. Employees shall use positive fall protection whenever there is a fall distance of more than 6 feet.

23. Employees shall not operate the following equipment unless trained: Scissor Lifts, Forklifts, and JLG Type Lifts. Report immediately to your foreman if you have not received training.

24. Printed information regarding the safe use of the forklift jib must be with the equipment (when in use) at all times.

25. Employees shall not use permanent steel or other metal stairways as walkways until pan type treads are filled, stairway railings and guardrails have been installed and stairways secured.

26. New or existing employees shall report immediately to the foreman if they require training when assigned a new task, new substance or any new equipment.

27. Employees must have adequate access to floor/roof levels. No climbing through cables is allowed.

28. All open sides of work surfaces 7'6” or higher must have proper guardrails installed. This includes: Ramps and runways, Open sides of scaffold, Stairs, well openings when required; toe-boards must also be installed when required. Floor and roof openings must have a proper guardrail or be properly covered.
CODE OF SAFE PRACTICES – CONCRETE PUMPING

1. All safety devices and provisions against accidents such as warning labels and information signs, covering, etc. must be in place. If missing, they shall be replaced.

2. Make use of handles and steps when ascending or descending. Use the three-point rule.

3. Wear personal protective clothing and equipment when operating the machine.

4. The placing boom may only be operated up to a maximum wind speed of 48 mph.

5. Under all circumstances, keep sufficiently away from obstacles such as boom cranes, scaffolds, buildings, etc.

6. The placing boom must NEVER be used as a crane for lifting objects or material – repeat NEVER.

7. DANGER! HIGH VOLTAGE! DANGER TO LIFE! KEEP DISTANCE! MAXIMUM PERMISSIBLE APPROACH = 17 FEET.

8. Only 1 (one) tip may be safely hung from the tip of any placing boom. The length of the end hose must not exceed the length specified in the operation manual of the manufacturer. The end hose MUST NOT be kinked during pumping operations. The safety cable between the boom pipeline and the end hose must be in place, attached and in good condition.

9. When pumping, the placing boom should never be tied down, or placed on the deck.

10. Perform all maintenance and lubrication of the boom at the manufacturer’s prescribed intervals.

11. Hard rock concrete weighs approx. 150 pounds per cubic foot. A 5-inch stand pipe will contain 1 cubic foot of concrete for every 88 inches.

12. Only qualified concrete pump operators and drivers with proper licenses and classifications may operate equipment.

13. No passengers may ride in company vehicles without prior management permission form authorized management.

14. All highway safety laws and speed limits must be obeyed.

15. Before leaving the yard, conduct a pump safety inspection. Make sure all needed equipment is present and fastened down.

16. Inspect all job sites for proper safety conditions. Ensure that electric or telephone lines are more that 17 feet away from planned pump location. Ensure that ground can support pump and outriggers.

17. The operator alone is authorized to make decisions about pumping safety. If there is any question about safety, do not set up a pump. Call the office and a manager will send assistance.

18. The operator is responsible for setting up all hoses and clamps and laying out hoses.

19. Never walk away from pump when it is in operation.

20. Do not leave pump unattended when servicing in yard.

21. Follow all applicable safety rules at all times: wear hard hats and follow all precautions called for on job sites or in yard.
22. Remember your thirteen safety hand signals: 1) Boom up, 2) Boom down, 3) Boom left, 4) Boom right, 5) Open or extend boom, 6) Close or retract boom, 7) Stop boom, 8) Start pump speed up, 9) Slow pump down, 10) Stop pump, 11) Little bit, 12) Add water 4-gallons, 13) All done clean up. (See appendix E-3)

23. In order to avoid concrete splashes due to suction of air, the agitator hopper must always be filled with concrete up to the mixing shaft.

24. Do not operate concrete pump without the hopper grill firmly bolted down.

25. Never allow hands near the gate or valve, or the agitator hopper while the machine is running.

26. Pipeline and clamps must be sufficient for pump capability.

27. Blowing-out should be performed under the supervision of an expert.

28. When laying pipeline use as few bends as possible. Horizontal pipelines must be adequately supported. When installing a vertical pipeline, the best method is to use upright struts supporting the lowest vertical pipe. Each succeeding pipe should then be anchored to the building.

29. Employees must inspect job site for overhead wires and not unfold or operate boom if specified distance requirements as listed in the manufacturer’s operation manual and noted on safety placards posted on the equipment are not met.

30. Employees will inspect boom piping, brackets, clamps and fastening hardware periodically to insure they are tightened properly and are in good working order.
CODE OF SAFE PRACTICES - SHOP OPERATIONS

1. Keep all hand tools in safe operating conditions. Cutting tools must be kept sharp. Be sure that all tools are clean and free from damage, grease or corrosion. Hammers, screw drivers and similar tools need safe handles. Chisels and similar tools should be dressed smooth and should be free from mushroomed heads.

2. Extension cords for power tools should be checked carefully before using to ensure they are free from defects.

3. A tool box or a holder is the safest way to carry tools.

4. Never use a defective or broken ladder. Report such defects to your supervisor.

5. Do not use stepladders as straight ladders.

6. Wear the proper clothing for the job. Avoid wearing jewelry. Protect your feet with safety soles, steel toes or a solid leather shoe. No sandals or opened toed shoes will be permitted. Wear safety goggles whenever there is a possibility of foreign body flying your eyes, especially when grinding or chipping.

7. Always shut off valves when working on steam or hot water pipelines.

8. Lock and tag electrical switches when doing repair work.


10. Inspect your equipment regularly. Ensure that equipment is used correctly.

11. All necessary safety precautions should be taken while window cleaning and make periodic checks of window studs and frames.

12. Make certain that adequate and proper guarding is provided for all machinery in the maintenance shop. Never operate equipment when guards have been removed.

13. A “No Smoking” rule should be enforced while painting or woodworking or working with other hazardous materials.

14. Store all lacquers and thinners in UL approved cans and in accordance with State or Local Fire Codes.

15. Check and maintain all stair rails and hand holds.

16. Follow all CONCO CEMENT COMPANY (NORTHWEST) regulations, federal and WISHA standards pertaining to Oxygen and Acetylene Equipment, and Arc Welding.
CODE OF SAFE PRACTICES - MACHINERY AND VEHICLES

1. Only authorized persons shall operate machinery or equipment.

2. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

3. Machinery shall not be serviced, repaired or adjusted while in operation, 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.

4. Where appropriate, lockout procedures shall be used.

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

6. Air hoses shall not be disconnected at compressors until hose line has been bled.

7. Seat belts must be used at all times in Company owned or leased vehicles. Employees using personal vehicles and rental cars on authorized Company business are also required to use their seat belts.

8. The number of people who may ride in a pickup truck is limited to three in the cab of a standard size and two in the cab of a compact pickup, and the number that can be seated safely on the floor of the pickup bed, or on “built-in” seats.

9. Employees are permitted to ride open type trucks, such as winch trucks, flatbeds, “cherry pickers, and mobile cranes only when adequate safety provisions such as seats, platforms, rails, etc. are provided. Feet must not be hung over the sides or rear.

10. All motor vehicle accidents, including those involving personal cars on Company business, must be reported to the Safety Department.

11. No employee shall be permitted to work within the swing or reach of any boom type equipment or in any location where they may become caught or struck by any moving parts of such equipment.

12. Cranes or boom type equipment shall not be operated within 17 feet of any overhead electrical wires.
PROTECTION OF THE PUBLIC AND OF PUBLIC PROPERTY

In reference to any persons or property not part of the CONCO CEMENT COMPANY (NORTHWEST) or part of a related project/jobsite, the following provisions are required:

1. The Project Superintendent shall take all necessary action to prevent injury to the public or property damage. When performing work adjacent to sidewalks or roadways, the Project Superintendent shall take all necessary action to protect traffic and the public.

2. Work shall not be performed in any area occupied or in use by the public unless specifically permitted by the contract or in writing by CONCO CEMENT COMPANY (NORTHWEST) management.

3. When it is necessary to maintain public use of work areas involving sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways, and vehicular roadways, the CONCO CEMENT COMPANY (NORTHWEST) shall protect the project and public with appropriate guardrails, barricades, temporary fences, and adequate visibility. Such protection shall guard against harmful radioactive rays or particles, flying materials, falling or moving materials and equipment, hot or poisonous materials, explosives and explosive atmospheres, flammable or toxic liquids and gases, open flames, energized electric circuits, or other harmful exposures.

4. Sidewalks, entrances to buildings, lobbies, corridors, aisles, doors, or exits that remain in use by the public shall be kept clear of obstructions to permit safe ingress and egress of the public at all times.

5. Appropriate warnings, signs and instructional safety signs shall be conspicuously posted where necessary. In addition, a flagger shall control the moving of motorized equipment in an area where the public might be endangered.

6. Sidewalks, sheds, canopies, catch platforms, and appropriate fences shall be provided when it is necessary to maintain public pedestrian traffic adjacent to the erection, demolition, or structural alteration of outside walls on any structure.

7. A temporary fence shall be provided around the perimeter of above-ground operations adjacent to public areas except where a sidewalk shed or fence is provided by the contract or as required by subparagraph 2, above. Perimeter fences shall be at least six (6) feet high. When the fence is adjacent to a sidewalk near a street intersection, at least the upper section of the fence shall be open wire mesh from a point not over four (4) feet above the sidewalk and extending at least twenty-five (25) feet in both directions from the corner of the fence.

8. Warning signs and lights shall be maintained from dusk to sunrise along the guardrails, barricades, temporary sidewalks, and at every obstruction to the public. They shall be placed at both ends of such protection or obstructions and not over twenty (20) feet apart alongside of such protection or obstructions.

9. Temporary sidewalks shall be provided when a permanent sidewalk is obstructed by the Contractor/Subcontractor’s operations. They shall be in accordance with the requirements of the local ordinances and/or Contract Documents. Guardrails shall be provided on both sides of temporary sidewalks.

10. Guardrails shall be provided on both sides of vehicular and pedestrian bridges. Pedestrian walkways elevated above adjoining surfaces or walkways within six (6) feet of the top of excavated slopes or vertical banks shall be protected with guardrails, except where sidewalks sheds or fences are provided as required by subparagraph 2 above. Guardrails shall be made of rigid materials capable of withstanding a force of at least two hundred (200) pounds applied in any direction at any point in their structure. Their height shall be minimum forty-two (42) inches and a maximum of forty-five (45) inches high. Top rails and posts must be two inches by four inches (2 x 4) dressed wood or equal material. Mid-rails and toeboards are required. Posts shall not be over eight (8) feet apart.
11. Barricades shall be provided where sidewalk sheds, fences, or guardrails as referenced above are not required between work areas and pedestrian walkways, roadways, or occupied buildings. Barricades shall be secured against accidental displacement and shall be maintained in place except where temporary removal is necessary to perform the work. When a barricade is temporarily removed, a watchman shall be placed at all openings.
SECTION 4: JOB-SPECIFIC SAFE WORK PRACTICES
FOREWORD

It is recognized that the employees of CONCO CEMENT COMPANY (NORTHWEST), who provide the knowledge and skill necessary for the safe completion of all construction operations, are the most important assets of this company. For this reason, employee safety is, and will remain, an integral part of the field operations. We have developed a safety program that encompasses all activities of the organization. The administration of the safety program is assigned to managers and supervisors at the jobsite locations. Our supervisors and foremen have been given full responsibility to enforce the safe work standards developed for each job function.

The following Safe Work Practices have been developed to ensure that all employees receive consistent safety and health training, both at the time of employment and during the course of their employment. These practices cover general hazards which are basic to all places of employment and specific hazards which arise out of specific job assignments in the office, field or shop.

It is important to note that our practices may not cover all potential exposures; however, supervisors and foremen will modify, revise and add to the procedures contained in this section as necessary to ensure that all employees receive proper safety and health training.

The following pages lay out our safe working requirements as they pertain to the specific job duties of the employees of this company.
PERSONAL PROTECTIVE EQUIPMENT

1. All employees must wear CLOTHING having adequate protection to the body. WORKBOOTS must be in conformance to (ANSI Z41); shirts with sleeves and long pants must be worn. No sneakers, sandals, tank-tops, cut-off shirts or shorts allowed.

2. HARD HATS (ANSI Z89.1) shall be worn at all time on site. Alterations or modifications of hat or liner shall be prohibited.

3. SAFETY GLASSES (ANSI Z87.1) must be worn 100% of the time on the jobsite.

4. HEARING PROTECTION shall be worn in areas where noise levels exceed 90 DBA, where exposure to 85-90 DBA exceeds 8 hours per day, or where posted.

5. Appropriate hand protection shall be worn when welding, shaking out materiel, or when handling hazardous substances. Hands shall be thoroughly cleaned upon completion of task.

6. Foot Protection: Athletic shoes, sandals, and hush puppies are prohibited. Shoes shall be made with leather uppers and must have heels / simulated heels.

7. Employees shall wear full-face shields during grinding or chipping operations. Additionally, safety glasses or goggles shall be worn when there is any risk of eye injury from flying debris or particles.

8. Employees shall wear a safety rated welder’s helmet or welding goggles when welding or gas cutting.
RESPIRATORY PROTECTION

Respiratory protective devices shall be approved by the Mine Safety and Health Administration and/or the National Institute for Occupational Safety and Health. Subcontractors requiring the use of respirators shall have a written respirator program. Respirator shall be selected for the hazard exposure of the employee. Employees shall be instructed and trained in the proper use of respirators. Employees should not be assigned to task requiring use of respirators unless it has been determined that they are physically able to perform the work and use the respirator.

Each respirator shall be individually assigned and not interchanged between workers without cleaning and sanitizing. Cartridges/canisters and filters shall be changed daily or upon breakthrough, whichever occurs first.

Subcontractors shall comply with state and local rules and regulations, including respirator fit test and medical/physical requirements.
ASBESTOS PROTECTION

Employee exposure to asbestos is an important concern in the construction industry. Because asbestos can cause cancer and lung disease, it is critical to ensure that employees are safeguarded from exposures exceeding current state standards. Employees shall not be exposed to asbestos through the performance of their duties.

Communication

If CONCO CEMENT COMPANY (NORTHWEST) performs any construction that deals with the removal or disturbance of asbestos the following measures shall be taken:

1. Abatement measure shall be taken to comply with state standards
2. All employees shall be informed of the asbestos hazard and shall be trained as required under the hazard communication standard (WAC 296-62).
3. All subcontractors shall be informed of the asbestos hazard and be required to inform and properly train their employees of the hazard.

Identification

Before allowing any construction, renovation, remodeling, maintenance, repair or demolition on a project site, CONCO CEMENT COMPANY (NORTHWEST) supervisors shall perform a good faith inspection to determine whether materials to be worked on or removed contain asbestos. A good faith inspection is not required if the owner or a licensed identifying agency has provided written documentation identifying an asbestos hazard (or lack there of) and the procedures to be followed to abate the hazard.

Should CONCO CEMENT COMPANY (NORTHWEST) receive a report from the owner or other agent of a project site which indicates that the presence of asbestos or other hazardous material has been detected on the site, a notification of this finding will be made to all employees and subcontractors. Work on the project shall not proceed before any and all abatement practices required by the identifying agency and/or the state have been completely met.

IF ANY EMPLOYEE SUSPECTS THE PRESENCE OF ASBESTOS OR ANY HAZARDOUS MATERIAL, THEY ARE REQUIRED TO IMMEDIATELY STOP WORK WITHIN THAT AREA AND NOTIFY THEIR SUPERVISOR.
HEARING CONSERVATION

CONCO COMPANIES will require effective hearing conservation whenever employee noise exposure equals or exceeds and 8 hour time weighted averaging sound level (TWA) of 85 measured on the “A” scale (slow response). Any employee who feels hearing protection is needed because of excessive noise levels at our job sites or in shops will be provided with efficient protection.

1. **Monitoring** - When information indicates that any employee’s exposure may equal or exceed an 8 hour time weighted average of 85 dBA, we will develop and implement a monitoring program for the job or area identified.

2. **Employee Notification** - CONCO will notify each employee exposed to an 8 hour time weighted average of 85 dBA of the results of the monitoring.

3. **Audiometric Testing Program** - CONCO will establish and maintain an audiometric testing program for employees whose exposures equal or exceed 8 hour time weighted average of 85 dBA or more. Baseline audiogram for these employees.

4. **Hearing Protection** - CONCO will make hearing protection available to all employees exposed to an 8 hour time weighted average of 85 dBA or greater at no cost to the employees. Hearing protection shall be replaced as necessary and CONCO will ensure that hearing protection is worn.

5. **Training Program** - CONCO will institute a training program for all employees who are exposed to noise at or above a 7 hour time weighted average of 85 dBA and shall ensure employees participation in such program. The training program shall be repeated annually for each employee included in the hearing conservation program.

6. **Access to Training Material and Information** - CONCO will make available to affected employees or their representatives copies of this standard upon request.

7. **Recordkeeping** - CONCO will maintain an accurate record of all employees’ exposure measurements and all audiometric testing done in the workplace and regarding employees. All audiometric testing shall be retained for at least three years, and audiometric test records shall be retained for duration of the affected employee’s employment.
HOUSEKEEPING

Clean working conditions are necessary before tasks taking place within the work area can be made safe. Maintaining a neat, orderly jobsite is essential in providing safer working conditions. Returning items to the proper place of storage and keeping floors and passage ways free from debris is essential in good housekeeping practice.

General Housekeeping

• Forms, scrap lumber with protruding nails, and debris shall be kept clear from work surfaces, passageways, and stairs. Debris should be kept a minimum clear distance of six feet from a building.

• Employee work areas should be kept clean and neat, free from excess cords/electrical wires or other tripping hazards.

• Stacked materials shall be stored in stable stacks to prevent falling, slipping, or collapsing. Use only good pallets for storing materials. (No missing slats, broken wood, etc.)

• Concrete bags stacked in excess of five feet shall be tapered back or stabilized.

• Combustible debris shall be removed during construction on a daily basis.

• Flammable or hazardous waste shall be placed in covered containers with proper labels and separated from normal debris.

• Waste materials or tools shall not be thrown from buildings.

• Turn off machinery and roll-up extension cords at the end of each working day.

• There should be a sufficient number of trash containers, conveniently spaced and in good condition.

Potable Water

An adequate supply of potable water shall be provided in employee work areas. Containers shall be tightly closed and equipped with a tap. Water shall not be dipped from containers. Water containers shall be marked - Drinking Water. Single-service cups shall be provided with a trash receptacle adjacent for disposal of cups.

Outlets for non-potable water shall be posted in a manner understandable to all employees to indicate that the water is unsafe for drinking, washing, or cooking.

Toilets

A minimum of one separate toilet shall be provided for each 20 employees or fraction thereof of each sex.

Toilets and facilities shall be kept clean, maintained in good order, assure privacy, and provided with an adequate supply of toilet paper. Job site shall be provided with chemical toilets. (Their use shall not contaminate ground or surface water.)
FIRE PROTECTION

The jobsite supervisor and employees shall take all necessary precautions to guard against and eliminate all possible fire hazards. CONCO CEMENT COMPANY (NORTHWEST) employees shall immediately correct any fire hazard resulting from their operations to prevent fire damage to any construction work, building materials, equipment, temporary field office, storage sheds, and all other property, both public and private.

A fire extinguisher rated not less than 2A shall be provided for each 3,000 square feet of protected building, or fraction thereof. Travel distance from any point of the protected building to the nearest fire extinguisher shall not exceed 75 feet. A fire extinguisher shall be located adjacent to the stairway, one each floor in multi-story building.

Portable fire extinguishers shall be inspected monthly and serviced annually by a person licensed or registered by the State Fire Marshal. CONCO CEMENT COMPANY (NORTHWEST) subcontractors shall insure operability of fire extinguishers prior to any spark-producing operation.

Temporary structures inside of a building shall be of noncombustible material or of combustible construction having a fire-resistance rating of not less than one hour.

CONCO CEMENT COMPANY (NORTHWEST) shall train personnel and provide firefighting equipment to effectively control incipient fires resulting from its welding, flame cutting, or other operations involving the use of flame, sparks, or sparking devices. During such operations, all highly combustible or flammable materials shall be removed from the immediate working area. If removal is impossible, protect materials with an insulated fire blanket or suitable non-combustible shield against sparks, flames, or hot metal.

All flammable liquids having flashpoint of 100 degrees F or below, which must be brought into any building, shall be stored in an approved storage cabinet.

Access to all building areas for firefighting equipment shall be maintained at all times. It is not permissible to block off main roadways or fire aisles without providing adequate auxiliary roadways and means of entrance for firefighting equipment, including heavy fire department trucks, when applicable.

Training

Fire prevention safety training will be part of employee safety orientation and weekly safety training talks.

Fire Alarm System

Mobile radios shall offer one form of alarm communication. Jobsite personnel will notify the fire department via telephone. Project should be equipped with some type of recognizable warning system.

Material Storage

Storage shall not obstruct or adversely affect means of exit. Non-compatible materials which may create a fire hazard shall be secured by a barrier with a fire resistance of at least one hour. No Smoking or Open Flame signs shall be posted in areas which constitute a fire hazard.
ACCESS AND EGRESS

The following requirements pertain to all points of entry or exit for a jobsite. CONCO CEMENT COMPANY (NORTHWEST) shall comply with the following regulations:

General Requirement

A stairway, ramp, or ladder shall be provided when there is an elevation change of 18 inches or more in a frequently traveled passageway, entry, or exit.

Stairways

1. Stairways shall be at least 24 inches in width and shall be equipped with handrails, treads and landings. Temporary stairs shall have a landing not less than 30 inches wide in the direction of travel at each floor, or level, but never less than one landing for every 12 feet of vertical rise.

2. Stairways, ramps or ladders shall be provided at all points where a break in elevation is 18 inches or more occurs in a frequently traveled passageway, entry or exit.

3. A minimum of one stairway shall be provided for access and exit for buildings and structures to three stories or 36 feet. If more than three stories or 36 feet, two or more stairways shall be provided. Where two stairways are provided and work is being performed in the stairways, one shall be maintained clear for access between levels at all times.

4. Handrails shall be 30-34 inches above the tread nosing, constructed in a substantial manner, and free from protruding nails and splinters. Uprights and rail cross section shall not be less than 2 inches by 4 inches, or equivalent. Mid rails shall be provided between top rail of stair rail system and the stairway steps.

5. Railings and toeboards shall be installed around stairwells. Lighting in the stairwells shall provide five (5) feet candles of light on the steps.

6. Stairway and landings shall be clear of debris, loose material, and equipment not in use. Materials shall not be stored under stairwell.

7. Slippery conditions shall be eliminated on stairways prior to employee use. Stairways shall be free of hazardous projections and surfaced to prevent injury to employees.

8. Except during stairway construction, foot traffic is prohibited on stairways with pan steps where the treads and/or landings are to be filled in with concrete or other materials at a later date, unless the stairs are temporarily fitted with wood or other solid material at least to the top edge of each pan. Such temporary treads and landings shall be replaced when worn below the level of the top edge of the pan.

9. Except during stairway construction, foot traffic is prohibited on skeleton metal stairs where permanent treads and/or landings are to be installed at a later date, unless the stairs are fitted with secured temporary treads and landings long enough to cover the entire tread and/or landing area. Treads for temporary service shall be made of wood or other solid material, and shall be installed the full width and depth of the stair.
Ladders

1. Ladders are to be secured at the top and bottom. Ladders erected on a smooth surface shall be equipped with non-slip feet.

2. Employees are to face the ladder and use both hands when climbing. Do not climb ladders with tools or equipment in hands.

3. Employees shall not stand on the top three rungs of a stepladder.

4. Extension ladders must extend at least three feet above the landing. When this is not practical, grab rails which provide a secure grip for an employee moving to or from the point of access shall be installed.

5. Where ladders are allowed as primary access or exit as in above from a working area for 25 or more employees, or simultaneous two-way traffic is expected, double cleat ladders shall be installed. Double cleat ladders shall not exceed 30 feet in length.

6. Set up extension ladders as close to a 4 to 1 pitch as possible. For every 4 feet of vertical rise, the base of the ladder should be out 1 foot from the wall.

7. Ensure that all ladders are in good condition before using them. If they are not, report it immediately to the foreman.

8. When working by a door or hallway, make sure that the door is locked or the walkway barricaded to prevent collisions.

9. Planks shall not be used on the top of stepladders.

10. Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.

11. Ladders shall be capable of supporting at least four times the maximum intended load.

12. Ladders with defective, broken, missing rungs or steps or split side rails shall not be used. Defective ladders shall immediately be removed from the work area and defective tag installed.

13. Ladder feet shall be placed on a substantial base, and area around top and bottom shall be kept clear. Clearance area shall be at least five (5) feet square.

14. Ladders which project into passageways or doorways, where they could be struck by personnel or moving equipment, shall be protected by barricades or guards. Ladders shall not be erected against movable objects.

15. Stepladders must be fully opened to permit the spreader to lock.

16. Extension ladders shall not exceed 44 feet in length when extended to the limit permitted by the following lap schedule:

17. Extension Ladders shall not be fully extended but shall have the following minimum laps:

   - Two-section Ladders: 3 feet for ladder with working length of 33 feet
   - Three-section Ladders: 4 feet for each section.

18. Ladders shall be maintained free of oil, grease, and other slipping hazards.

19. Ladders are labeled with manufacturer-rated capacity. Labeling information shall not be defaced or removed. Ladders shall not be loaded beyond the manufacturer-rated capacity.
20. No metal ladders allowed.

Training Requirements

The employer shall provide a training program for each employee using ladders and stairways, as necessary. The program shall enable each employee to recognize hazards related to ladders and stairways and shall train each employee in the procedures to be followed to minimize these hazards.

The employer shall ensure that each employee has been trained by a competent person in the following areas, as applicable:

1. The nature of fall hazards in the work area.
2. The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used.
3. The proper construction, uses, placement, and care in handling of all stairways and ladders.
4. The maximum intended load-carrying capacities of ladders used.
5. Retraining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance with this section.
SCAFFOLDS

General

1. Scaffolds shall be erected by a competent person per WAC 296-155-(481 to 498) standards, project safety manual, and not limited to the following requirements.

2. Scaffolds shall be provided for all work that cannot be performed safely by employees standing on a permanent or solid construction at least 20 inches wide.

3. Scaffolds shall be inspected by a competent person and approved inspection tag affixed to the scaffold prior to employee use.

4. Anchorage and bracing shall be such that scaffold will be prevented from swaying, tipping, or collapsing.

5. Scaffold lumber shall be the equivalent of selected lumber, free from damage that affects strength. All scaffold lumber shall be visually inspected for defects before and during use. Defective lumber shall not be used.

6. Wood platforms shall not be covered with opaque finishes unless otherwise designated.

7. Scaffolds shall not be overloaded. Material shall not be allowed to accumulate to the extent that a scaffold is subjected to loading it is not designed to support.

8. No worker shall be permitted to work on a scaffold platform where slippery conditions exist unless such conditions are a necessary part of the work.

9. Workers on scaffolds who are exposed to overhead hazards shall be provided with overhead protection or other means that will effectively eliminate the hazard.

10. The project superintendent will designate a “Competent Person”. A “Competent Person” is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

(Note: Prohibited Types of Scaffolds - Lean-to or jack scaffolds; shore scaffolds; nailed brackets; lease tile; lease brick; lease blocks; stilts; or, other unstable scaffolds shall not be used as working platforms or for support of such platforms.)

Planking

The maximum permissible spans for 2 x 10-inch (nominal) or 2 x 9-inch (rough) shall be as shown in the following table:

<table>
<thead>
<tr>
<th>Unsupported span length (ft)</th>
<th>10 ft</th>
<th>8 ft</th>
<th>7 ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permissible working load (psf)</td>
<td>25 psf</td>
<td>50 psf</td>
<td>75 psf</td>
</tr>
</tbody>
</table>

Manufactured planks with spans in excess of 10 feet shall be labeled to indicate the maximum safe working load based on a safety factor of 4.
Erection and Dismantling

Erection and dismantling of scaffolds shall be performed under the supervision and direction of a qualified person. Erection and dismantling shall be performed in accordance with good engineering practice. Where engineering design is required, the engineering drawings shall be made available at the job site during erection. No structural members shall be removed from scaffolds during dismantling operations below the level being dismantled.

Daily inspections shall be conducted of erected scaffolds to ensure the integrity of compliance and providing a safe work area for employees. Inspection reports shall be documented and maintained on file in the job site office.

Guardrails

Where work platforms are proposed, guardrails shall be installed before other work not directly related to scaffold erection is permitted to begin.

Guardrails shall be installed on open sides and ends of work platforms six (6) feet or more above grade. Top rail shall be at a height not less than 42 inches nor more than 45 inches from the upper surface of the top rail to the platform level. A mid rail shall be installed halfway between the top rail and platform.

Access

A safe and unobstructed means of access, such as a walkway, stair, or ladder, shall be provided to all scaffold platforms. Climbing ladders or stairways on scaffolds used for access and egress shall be affixed or built into the scaffold by proper design and engineering and shall be so located that their use will not disturb the stability of the scaffold.

Scaffold Components

Scaffold components manufactured by different manufacturers shall not be intermixed unless the components fit together without force and the scaffold’s structural integrity is maintained by the user. Scaffold components manufactured by different manufacturers shall not be modified in order to intermix them unless a competent person determines the resulting scaffold is structurally sound. Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that the galvanic action will not reduce the strength of any component to a level below that which is required by the standard. Tube and coupler scaffolds erected to exceed 125 feet shall be designed by a Civil Engineer currently registered in Washington.

All stationary scaffold legs, including those of outriggers, shall rest upon base plates available from the manufacturer for this service. Each base plate shall have support adequate to sustain the load and prevent horizontal movement. When the scaffold or outrigger is resting on earth or soft material, the base plate shall rest on and be secured to the equivalent of a 2-inch by 10-in by 10-inch wooden base.

Metal scaffolds shall be securely tied to the building or structure by means of a double looped No. 12 iron wire, or single looped No. 10 iron wire or equivalent at intervals not to exceed 30 feet horizontally and subject to the following:
1. Ties shall be required at the free ends of the scaffold when the height of the scaffold platform exceeds three (3) times the least base dimension. The remaining ties of the first row shall be required when the height of the scaffold platform is four (4) times the least base dimensions.

2. Ties for subsequent levels shall be installed at 26-foot intervals vertically, with the last tie no further from the top than four (4) times the least base dimension.

Training

CONCO CEMENT COMPANY (NORTHWEST) shall have each employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.

CONCO CEMENT COMPANY (NORTHWEST) shall have each employee who is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold trained by a competent person to recognize any hazards associated with the work in question.

When CONCO CEMENT COMPANY (NORTHWEST) has reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use, or dismantling of scaffolds, the employer shall retrain each such employee so that the requisite proficiency is regained.
AERIAL LIFTS

Aerial lifts shall conform to requirements of ANSI A92.2-1969. The following regulations are for using and/or operating mobile, “boom-type” aerial lift equipment:

1. Lift controls shall be inspected each day prior to use to determine that controls are in safe working condition.
2. Only authorized persons, trained in the use of an aerial lift, shall operate an aerial lift.
3. Employee shall wear body harness and lanyard when working from an aerial lift.
4. Aerial lift traveling in close proximity to employees, walls, equipment shall have an escort at floor/ground level to insure safe movement. Aerial lift boom shall be lowered and properly cradled before traveling.
5. Aerial lifts shall be used for job operations conforming to manufacturer’s specifications.
6. Planks and/or ladders shall not be used in basket of an aerial lift to increase working height. Employee shall stand on the floor of the basket.

Training Requirements

CONCO CEMENT COMPANY (NORTHWEST) shall require each employee who performs work in an aerial lift to be trained by a person qualified in the subject matter. That person must be able to recognize the hazards associated with the type of aerial lift being used and to understand the procedures to control or minimize those hazards.

If CONCO CEMENT COMPANY (NORTHWEST) has reason to believe that an employee lacks the skill or understanding needed for safe work involving the use, or operating of the aerial lift, CONCO CEMENT COMPANY (NORTHWEST) shall retrain each such employee so that the requisite proficiency is regained.
FALL PROTECTION POLICY

Falls from elevated levels represent one of the potentially highest jobsite injury severities to an employee. Nonetheless, the potential for falls from elevations on the construction site can be greatly reduced by following these fall prevention regulations. CONCO CEMENT COMPANY (NORTHWEST) is committed to preventing unnecessary accidents by implementing and enforcing the following Fall Protection Program.

Fall Protection Safe Work Plan

Pre-planning of fall hazards associated with elevated work (four feet or higher) shall be implemented as necessary on CONCO CEMENT COMPANY (NORTHWEST) projects. A Fall Protection Safe Work Plan shall be submitted prior to beginning elevated work. Each Fall Protection Safe Work Plan shall be prepared or reviewed by project superintendent prior to any employee exposure.

A Fall Protection Safe Work Plan shall:

a) identify fall hazards in the work area
b) identify fall protection systems to be used (guardrails, personal fall arrest systems)
c) address safe access to elevated work area(s)
d) identify or define anchorage points of 5,000 lb. capacity per employee
e) identify a competent person assigned to supervise the project
f) address emergency rescue
g) provide for fall protection training
h) provide for inspection of fall protection systems.

Personal Fall Arrest System

1. Components of a Fall Arrest System are a full-body harness, a lanyard (either a 6ft. shock-absorbing or retractable style), and an anchorage point.

2. Body harness, lanyards, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials. Any fall arrest systems used improperly shall be removed from the work area.

3. Any fall arrest system or component subjected to impact loading shall be immediately removed from service.

4. Personal fall arrest systems shall be inspected for wear, damage, deterioration, and defective components prior to each use. Defective system shall be removed from the work area. Employees shall not use guardrails as anchor point for personal fall arrest systems.

5. Anchorage used for attachment of personal fall arrest systems shall be capable of supporting at least 5,000 pounds per employee attached. Horizontal lifeline shall maintain a safety factor of at least two.

6. Lanyard and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.

7. Snap hooks shall be compatible with D-rings and shall be a locking type snap-hook designed to prevent disengagement.
8. Personal fall arrest systems shall be rigged such that an employee can neither fall six (6) feet nor contact any lower level.

9. Body belts are not allowed.

Positioning Device System

1. Components of a Positioning Device System are a full-body harness with two (2) D-rings on the front positioned at waist level, a positioning chain or rope, and an anchorage point.

2. Positioning devices shall be rigged such that an employee cannot fall more than two feet.

3. Positioning device shall be secured to an anchorage capable of supporting twice the potential impact load of an employee’s fall or 3,000 pounds, whichever is greater.

Guardrail Systems

1. Any employee working on a walking/working surface with an unprotected side or edge which is four (4) feet or more above a lower level shall be protected from falling by the use of guardrail systems or personal fall arrest system.

2. Railings shall be constructed of wood or in an equally substantial manner from other materials. Top rail shall not be less than 42 inches or more than 45 inches in height from the upper surface of rail to final finished floor. Mid rail shall be halfway between the top rail and the floor, platform, runway, or ramp.

3. Anchor post shall be spaced at 8 feet or closer intervals. Guardrail systems shall be capable of withstanding a force of 200 pounds at the top edge in any outward or downward direction.

4. Wire rope guardrails shall not deflect downward less than three (3) inches.

5. Guardrail systems shall have a smooth surface to prevent punctures, lacerations, and snagging of clothing.

6. Ends of top rails and mid rails shall not overhang unless overhanging does not create a projection hazard.

7. Wire rope used for top rail and mid rail shall be at least one-quarter inch. If wire rope is used for top rails, it shall be flagged at six (6) foot intervals with high visibility material.

8. Frequent inspections of guardrail systems shall be conducted to ensure compliance and fall protection capability. Removal of guardrail systems shall be coordinated with the project superintendent.

Toeboards

1. Toeboards shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.

2. Toeboards shall be a minimum of 4 inches in vertical height from top edge of walking/working surface. Toeboards shall be capable of withstanding a force of at least 50 pounds applied in any downward or outward direction.
3. Toeboards shall be a solid material.

Holes
1. Employees shall be protected from falling through holes (including skylights) more than six (6) feet above lower level by personal fall arrest system, covers, or guardrail systems erected around such holes.
2. Covers shall be capable of safely supporting the greater of the weight of a 200 pound person or the weight of workers and materials placed thereon.
3. Covers shall be secured to prevent accidental displacement.
4. "OPENING DO NOT REMOVE" shall be painted or stenciled with legible letters not less than one inch high.

Leading Edges/Controlled Access Zones

Each employee who is constructing a leading edge, four (4) feet or more above a lower level shall be protected by guardrail systems or personal fall arrest systems. In the event that it is not feasible, or creates a greater hazard to employees working in a leading edge area to use any of the conventional fall protection equipment it may be permissible to implement a controlled access zone as part of the site-specific fall protection plan. In those specific instances, fall hazards will be addressed through training and the limiting of the fall hazard exposures. Before a controlled access zone can be implemented as part of a site-specific fall protection plan; it must first be reviewed and approved by the Corporate Safety Director.

Training Program

Fall Protection Safety Training will be introduced in Project Safety Orientation. Additional fall protection information will be distributed during the weekly safety training meetings.

1. The employer shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.
2. The employer shall assure that each employee has been trained, as necessary, by a competent person qualified in the following areas:
   a. The nature of fall hazards in the work area;
   b. The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
   c. The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;
   d. The role of each employee in the safety monitoring system if this system is used;
   e. The limitations on the use of mechanical equipment;
f. The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and

g. The role of employees in Fall Protection Safe Work Plans.
ELECTRICAL SAFETY

All electrical equipment and procedures must be in accordance with WAC 296-155 (426 to 462). The following regulations refer to CONCO CEMENT COMPANY (NORTHWEST) employees and their exposures to electrical hazards:

1. Electrical equipment shall be listed by an approved testing organization (UL, Factory Mutual). All installations shall conform to the National Electric Code and all applicable federal, state and local codes.

2. All electric receptacles for employee use shall be protected by a Ground Fault Circuit Interrupter system (GFCI). GFCI shall be capable of tripping off at 5 milliamps.

3. Employees must not work on or in proximity to energized circuits of any voltage unless adequate safety measures have been taken and the work operation has been reviewed and approved by the electrical superintendent.

4. Extension cords shall be heavy duty and have three-wire ground plug.

5. Electrical tools and extension cords shall be inspected prior to operational use. Defective or damaged electrical tools or cords shall be removed from service and tagged – “Do Not Use/Defective Tool”. Defective or damaged equipment shall be removed from the work area.

6. Only double insulated tools should be used.

7. Electric cords shall be kept clear of walkways and other locations where they may be exposed to damage or create tripping hazards. Electric cords shall be covered or elevated. A non-conductive method shall be used to secure electric cords in an elevated position. Electric cords shall not be secured by wires, nails, or welding rods.

8. Splices in electrical cords must retain the mechanical and dielectric strength of the original cable. Field splices are not permissible.

9. Temporary lighting must have guards over the bulbs. Broken and burned-out lamps must be replaced immediately.

10. Energized wiring in junction boxes, circuit breaker panels, and similar places must be covered at all times.

11. Hazardous areas must be barricaded and appropriate warning signs posted.

12. A qualified electrician shall perform electrical equipment repair.
HAND AND POWER TOOLS AND EQUIPMENT

1. All tools and equipment shall be maintained in good condition.

2. 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.

3. Only appropriate tools shall be used for the job.

4. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes or other appropriate devices shall be used.

5. Electric cords shall not be exposed to damage from vehicles.

6. Employees shall ensure that all guards and other protective devices for equipment are properly placed and adjusted. Damaged tools or equipment shall be taken out of service and tagged ‘DEFECTIVE’.

7. No employees shall operate machinery or equipment unless authorized by the foreman to do so.

8. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

9. Employees shall not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties.

10. Machinery shall not be serviced, repaired, or adjusted while in operation, 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.
POWDER-ACTUATED TOOLS

1. Only powder-actuated tools that meet the design requirements of (ANSI A10.3-1977) shall be used.

2. Only qualified persons who carry valid operator’s cards for the tools shall be permitted to operate powder-actuated tools. Subcontractors shall maintain a list of qualified operators.

3. A valid operator’s card shall be carried on your person at all times and shall be issued by the tool manufacturer.

4. A lockable container shall be provided and kept with each tool.

5. The words “POWDER ACTUATED TOOLS” shall appear in plain sight on the outside of the container.

6. The following notice shall be attached on the inside of the cover of the container: “WARNING - POWDER-ACTUATED TOOL TO BE USED ONLY BY A QUALIFIED OPERATOR AND TO BE KEPT UNDER LOCK AND KEY WHEN NOT IN USE.”

7. Each tool shall be supplied with the following:
   a. Operator’s instruction and service manual
   b. Powder load and fastener chart
   c. Tool inspection and service record
   d. Service tools and accessories (i.e., eye goggles, equip in use signs)

8. Tools shall be tested before each use to ensure that safety devices are in proper working condition, tool is clean, moving parts operate freely, and barrel is free of obstruction.

9. A loaded tool shall never be carried on the work site. Tools shall always be left unloaded until ready for actual use.

10. The tool shall be held firmly against and perpendicular to the surface to which it is applied.

11. Fasteners driven by standard velocity tools should not be driven directly into masonry materials closer than one-half (1/2) inch from the corner edge.

12. Fasteners should not be driven into a spalled area, such as where a previous fastener has failed, or into very rough concrete or through pre-drilled or pre-punched holes.

13. In the event of a misfire, tools shall not be removed from the working surface for 15 seconds. The cartridge shall be removed from the tool before lifting it from the surface.

14. In the event of jamming, misfire, or obstruction in the bore of the tool, follow the manufacturer’s recommendations for clearing. Do not attempt to clear an obstructed bore by firing another cartridge or stud and cartridge assembly. All miss-fired powder charges shall be properly disposed.

15. Warning signs and barricades shall be erected within 50 feet of where there is extensive use of powder-actuated tools. Signs shall identify by type of hazards present and shall limit access to these areas. Signs shall be 8 x 10 inches with lettering 1 inch in height reading “CAUTION POWDER-ACTUATED TOOL IN USE.”
EXCAVATIONS

Excavation and trenching operations shall comply with WISHA, Federal OSHA, state, and local standards.

General Requirements

1. CONCO CEMENT COMPANY (NORTHWEST) shall assign a competent person to supervise each excavation and trenching operation. In addition, a competent person shall conduct an inspection of the excavation, each day, and prior to any employee entering the excavation, to ensure safety compliance.

2. Before work is to begin, CONCO CEMENT COMPANY (NORTHWEST) shall develop a safe work plan to include:
   a. Review of utility installation location.
   b. Access and egress.
   c. Exposure to vehicular traffic.
   d. Warning system for mobile equipment.
   e. Exposure to failing loads.
   f. Protective systems (if needed).

3. Utility companies shall be contacted within established local response times to determine location of utility underground installations prior to start of excavation.

4. Ladder, ramp, stairway shall be located within 25 feet of employees as safe means of egress from trench excavations.

5. Where there is an exposure to vehicular traffic, warning barriers or barricades shall be used to protect areas. Employees shall wear warning vests with reflector materials. When mobile equipment is operated adjacent to an excavation, warning barricades and a signal person shall be utilized.

6. Employees shall not stand under loads being handled by lifting of digging equipment. Employee shall stand away from loading or unloading operations.

7. Precautions shall be taken to prevent water accumulation in excavations. Employees shall not work in excavations with water accumulation unless installation of support or shield system to prevent cave-in, and water removal to control level of water accumulation.

8. All materials and equipment shall be kept at least two (2) feet from the edge of an excavation. Materials shall not be allowed to roll into excavations.

9. Do not excavate beneath the level of adjacent foundations, retaining walls, or other structures until a qualified person had determined that the work will not be hazardous. Support undermined sidewalks.

10. Don’t park heavy equipment next to a trench. Nearby structures such a buildings, curbs, trees, and utility poles will exert stress on trench shoring.

11. If you are digging a trench near a roadway or where other operations that creates vibration, make the shoring strong enough to withstand the added stress.

12. Walkways with standard guardrails shall be installed over excavation 30 inches in width and six (5) feet or more in depth, if necessary for access and egress.
13. Protective systems shall have the capacity to resist, without failure, all loads that are intended or could be applied or transmitted to the system.

14. All Protective Systems need to be engineered and proper identification of such engineering should be visible on the protective system.

**Sloping Requirements**

If a trench is more than five feet deep, it must be shored or sloped. If there is a possibility of soil movement, (no matter how shallow) it must be shored. *If in doubt, shore or slope the trench.*

Excavations shall be sloped according to the following schedule:

**Soil Classification**

1. **Stable Rock**: Natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.

2. **Type A Soil**: Cohesive soil with an unconfined, compressive strength of 1.5 ton per square foot (tsf) or greater. Soil that is fissured or subject to vibration from heavy traffic, pile driving, or similar effects cannot be classified as Type A soil.

3. **Type B Soil**: Cohesive soil with an unconfined, compressive strength greater than 0.5 tsf but less than 1.5 tsf.

4. **Type C Soil**: Cohesive soil with an unconfined compressive strength of 0.5 tsf or less; or granular soil including gravel, sand, and loamy sand.

### Maximum Allowable Slopes

<table>
<thead>
<tr>
<th>Soil or Rock Type</th>
<th>Maximum Allowable Slopes&lt;sup&gt;1&lt;/sup&gt; (H:V) for Excavations Less Than 20 Feet Deep&lt;sup&gt;3&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stable Rock</td>
<td>Vertical (90°)</td>
</tr>
<tr>
<td>Type A&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3/4:3 (53°)</td>
</tr>
<tr>
<td>Type B</td>
<td>1:1 (45°)</td>
</tr>
<tr>
<td>Type C</td>
<td>1-1/2:1 (34°)</td>
</tr>
</tbody>
</table>

Notes:

1 Numbers shown in parentheses next to maximum allowable slopes are angles expressed in degrees from the horizontal. Angles have been rounded off.

2 A short-term maximum allowable slope of 1/2H:1V (63 degrees) is allowed in excavations greater than 12 feet in depth shall be 3/4H:1V (53 degrees).

3 Sloping or benching for excavations greater than 20 feet deep shall be designed by a registered professional engineer.
CONFINED SPACE

A confined space is any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined spaces include but are not limited to trenches, pits, storage tanks, process vessels, manholes, sewers, boilers, and tunnels.

Employees shall not enter a confined space until it has been tested for oxygen content, toxic fumes, and flammable vapors.

<table>
<thead>
<tr>
<th>Test Conducted</th>
<th>Allowable Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen</td>
<td>19.5-22%</td>
</tr>
<tr>
<td>Flammability</td>
<td>LEL &lt; 10%</td>
</tr>
<tr>
<td>Carbon Monoxide</td>
<td>35 PPM</td>
</tr>
</tbody>
</table>

Employees required to work in a confined space and the attendant shall be trained in:

1. Health and safety hazards present at the particular confined space location.
2. Operation of equipment.

All confined space information for testing results, attendants, entrants, time, date, and location shall be documented. A competent person shall approve and monitor confined space operations. All information shall be submitted to the Corporate Safety Director prior to startup of operation.
CONCRETE CONSTRUCTION

General Provisions

1. Equipment and machinery used in concrete construction and masonry work must meet the applicable requirements for design, construction, inspection, testing, maintenance and operations as prescribed in ANSI A10, 9-1970, Safety Requirements of Concrete Construction and Masonry Work.

Reinforcing Steel

1. Employees working more than 4 feet above any adjacent working surfaces, placing and tying reinforcing steel in walls, piers, columns, etc., must be provided with a safety harness, or equivalent device.

2. Employees shall not be permitted to work over vertically protruding reinforcing steel unless it has been protected to eliminate the hazard of impalement.

3. Reinforcing steel for walls, piers, columns, and similar vertical structures shall be guyed and supported to prevent collapse.

4. Wire mesh rolls shall be secured at each end to prevent dangerous recoiling action.

5. A qualified person, trained in operation of hydraulic post-tensioning equipment shall conduct tendon stressing operations.

6. Only employees assigned to post-tension operations are permitted around the tendon live-ends during the stressing operation.

7. All employees shall be informed of the date, time, and location of the post-tensioning operation.

Concrete Placement

General

1. Handles on bull floats, used where they may come in contact with energized electrical conductors, must be constructed on a non-conductive sheath with the electrical and mechanical characteristics equivalent to those of a handle constructed of a non-conductive material.

2. Powered concrete troweling machines (manually guided) must be equipped with a control switch that will automatically shut off the power whenever the operator removes his/her hand from the equipment handle.

3. Handles of concrete buggies must not extend beyond the wheels or either side of the buggy.

4. Dry saw cutting of concrete is not permissible. Contractor and Subcontractors shall comply with WISHA, Federal OSHA, state, and local standards, rules, and regulations in preventing employee exposure to silica.
Concrete Pump Truck Set-up

1. Before unfolding the boom of a pump truck on a new jobsite, be sure to check for power lines and other obstructions, excavations, and unstable ground.

2. Cribbing (if used) must be adequate and the soil it’s set on must have adequate load-bearing capacity.

3. Outriggers and cribbing must be set on level ground.

4. Level the pump before unfolding the boom. For maximum stability, the pump must be within 3 degrees of level.

5. Keep the boom tip and any section of the boom at least 17 feet from any electric line, for any boom position needed to do the job.

6. If it’s possible to inadvertently move the boom out of the placement area and hit an electric wire, the operator should establish a good vantage point, perpendicular to the boom, between the placing area and the electric wires follow and/or employ a spotter to keep an eye on the boom.

7. If the operator arrives at the jobsite at night and must set up the pump in the dark, a flashlight or spotlight should be used to check for power lines.

8. If the operator can’t tell whether or not any power lines exist, the boom should not be unfolded until daylight.

9. Operators should always assume that a power line is live, even if someone on the jobsite says it has been cut. Only a qualified power company representative can confirm that the power line is de-energized.

10. When pumping concrete near a cliff or into a vertically cut excavation, always follow the one-to-one rule: For every 1 foot of depth, stay at least 1 foot back from the edge.

Concrete Pumping/ Placing Crew

Concrete placing crews, working in the area beneath a concrete pump-truck boom, must take special precautions during concrete placement.

1. Wear personal protective gear. Essential items include hard hat, safety glasses, water proof gloves, and rubber boots.

2. When attaching the discharge hose to the boom, make sure safety pins are installed in the clamps to prevent accidental clamp opening.

3. Be aware of the boom position, and avoid working directly beneath the boom.

4. Watch the boom when it is moving. Special precautions should be taken if power lines are in the area. The operator should always maintain a clearance of at least 17 feet (5 meters) between a pumping boom and a power line. Warn the pump operator if this minimum clearance is violated.

5. Make sure that a cable or chain safety sling is attached to the placing boom and discharge hose.

6. Never position part of your body between the discharge hose and a fixed object. Only a slight movement of the boom can pin your hand or foot between the discharge hose and a form or an embedment.

7. When moving the system hose during a pour, do not kink the hose. Pump pressure may be high enough to forcefully unkink the hose, causing a dangerous ‘hose whipping’.
8. If the pump operator is unable to view the pour location while operating the pump, the placing crew foreman shall give start and stop commands, either by radio or by industry standard hand signals.

9. Do not support the weight of a discharge hose on your back or shoulders.

10. Do not use the pump boom as a lifting device.

**Concrete Buckets**

1. Concrete buckets equipped with hydraulic or pneumatic operated gates must have positive safety latches or similar safety devices installed to prevent aggregate and loose material from accumulating on the top and sides of the bucket.

2. The riding of concrete buckets for any purpose is prohibited, and vibrator crews must be kept out from under concrete buckets suspended from cranes or cableways.

3. When discharging on a slope, the wheels of ready-mix trucks shall be blocked and the brakes set to prevent movement.

**Forms and Shoring**

**General**

1. For information on deck erecting and ‘leading edge’ operations see Fall Protection Policy, in this section.

2. Formwork and shoring must be designed, erected, braced, supported, and maintained so that it will safely support all vertical and lateral loads that may be imposed upon it during the placement of concrete.

3. Drawings or plans showing the jack layout, formwork, shoring, working decks and scaffolding must be available at the job site.

4. Imposition of any construction loads on the partially completed structure shall not be permitted unless such loading has been considered in the design and approved by the engineer/architect.

5. Erected shoring equipment must be checked immediately prior to, during, and immediately after the placement of concrete. Any shoring equipment that is found to be damaged or weakened shall be immediately reinforced or reshored.

6. Only authorized personnel shall be allowed in areas where stripping operations occur. Signs shall be posted indicating a ‘Form Stripping Hazard’, control lines shall be erected to restrict access, and a monitor shall be assigned to direct non-authorized personnel from the area.

7. ‘Stripped’ forms and shoring must be removed and stacked promptly. Protruding nails, wire ties, and other form accessories not necessary must be pulled out, cut, or removed by other means.

8. ‘Reshoring’ must be provided when necessary to safely support slabs and beams after stripping, or where such members are subjected to superimposed loads due to construction work being done.
**Tubular Welded Frame Shoring**

1. Metal tubular frames used for shoring must not be loaded beyond the safe working load recommended by the manufacturer.

2. All locking devices on frames and braces must be in good working order; coupling pins must align the frame or panel legs; pivoted cross braces must have their center pivot in place; and all components must be in condition similar to that of the original manufacturer.

3. All baseplates, shore heads, extension devices, or adjustment screws must be in firm contact with the footing sill and the form material, and must be snug against the posts.

4. When checking the erected shoring frames against the shoring layout, the spacing between towers and cross brace spacing must not exceed that shown on the layout, and all locking devices shall be in the closed position.

**Single Post Shores**

1. For stability, single post shores must be horizontally braced in both the longitudinal and transverse directions and diagonal bracing must also be installed. Such bracing must be installed as the shores are being erected.

2. All baseplates or shore heads of single post shores must be in firm contact with the footing sill and the form materials.

3. When formwork is at an angle, or sloping, or when the surface shored is sloping, the shoring must be designed for such loading.

4. Adjustment of single post shores to raise formwork shall not be made after concrete is in place.

5. Timbers shall not be used if split, cut, has sections removed, is rotted, or otherwise structurally damaged.

6. All timber and adjusting devices used for adjustable timber single post shores shall be inspected before erection.

7. Adjusting devices shall not be used if they are heavily rusted, bent, tended, rewelded, or have broken weld-mounts or other defects.

8. All nails used to secure bracing or adjustable timber single post shores shall be driven home and the point of the nail bent over if possible.
Compressed Gas Cylinders

1. When cylinders are hoisted, they shall be secured on a cradle, sling board, or pallet. Cylinders shall not be hoisted or transported by means of choker slings or magnets.

2. Cylinders shall be secured in an upright position. Fuel and oxygen cylinders shall be stored in separate locations, a minimum distance of 20 feet apart. Cylinders stored closer shall be separated by a noncombustible barrier with a fire-resistance rating of at least one-half hour.

3. Valve protection cap shall be installed on cylinders not in use. Regulators shall be removed and valve protection caps installed before cylinders are moved.

4. Cylinders shall be kept far enough from welding, cutting, and spark-producing operations to prevent contact with cylinders.

5. Oil or grease shall never be permitted to come in contact with oxygen cylinders, valves, regulators, or other fittings. Oxygen cylinders and apparatus shall not be handled with oily or greasy hands or tools.

6. Before a regulator is removed from a cylinder valve, the cylinder valve shall be closed and the gas released from the regulator.

7. The cylinder valve shall always be opened slowly.

8. Before connecting a regulator to a cylinder valve, the valve shall be opened slightly and closed immediately. This is called “cracking”. The valve shall be opened while standing to one side of the outlet, never in front of it. The fuel-gas cylinder valve shall never be cracked open near other welding work or near sparks, flame, or other possible sources of ignition.
   EXCEPTION: Hydrogen cylinders. See supplier’s instructions before connecting regulator.

9. An acetylene cylinder valve shall not be opened more than one and one-half (1 ½) turns of the spindle, and preferable no more than three-fourths (3/4) of a turn.

10. If cylinders are found to have leaky valves or fittings which cannot be stopped by closing of the valve, the cylinders shall be taken outdoors away from sources of ignition and slowly emptied.

11. Oxygen cylinders shall be left on the outside of a confined space; cylinders shall be secured and heavy portable equipment shall be blocked to prevent accidental movement.

12. When operations are suspended for any substantial period of time, such as during lunch or overnight, gas cylinders shall be shut off.

13. At no time should oxygen by used to “blow off” the deck.

14. Empty bottles are not subjected to regulations. However, Acetylene bottles are NEVER empty; they are just out of pressure.

15. Cylinder storage areas shall have appropriate signs posted to indicate oxygen or fuel storage area.
16. No person other than the gas supplier shall attempt to mix gases in a cylinder. No one except the owner of the cylinder or person authorized by him shall refill a cylinder. No one shall use a cylinder’s contents for purposes other than those intended by the supplier.

Operating Instructions

1. Inspect torches, regulators, hoses and cylinders in use at the beginning of each working shift for brakes or leaks (valves, couplings, connections), and for damaged/defective parts. Defective items shall not be used.

2. Ensure operable fire extinguisher is available within 25 feet. A dry chemical or carbon dioxide fire extinguisher rated at least 10BC shall be used.

3. Inspect work area to ensure removal of all combustibles. If removal of combustible is not feasible, area shall be covered or protected by a fire blanket.

4. Overhead work should have a fire watch assigned at the lower elevation. Area shall be barricaded and warning signs posted.

5. Hoses and cables shall be maintained to prevent the creation of a tripping hazard.

6. Appropriate personal protective equipment, including burning glasses, shields, and approved gloves, must be used. The welder shall wear approved eye and head protection. Personnel assisting the welder shall also wear protective glasses.

5. Flash arresters shall be installed on all acetylene hoses.

6. Only friction strikers shall be used for the lighting of torches; matches, cigarette lighters, etc. shall not be used.
ARC WELDING

Electric welding equipment, including cable, shall meet the requirements of the National Electric Code. Welding practices shall comply with all applicable regulations.

Equipment

1. Electrode holders shall be designed for the maximum rated current.
2. Arc welding and cutting cables shall be insulated, flexible type, capable of handling the maximum current requirements of the work in progress.
3. Cables shall be free from repair or splices for a minimum distance of 10 feet from cable end to electrode holder.
4. Cables in need of repair shall not be used.
5. When electrode holders are left unattended, the electrodes shall be removed and the holder prevented from making electrical contact with employees or a conductive object.
6. Faulty or defective equipment shall be tagged and removed from the work area.

Operation

1. When arc welding near other workers, they shall be protected from the arc rays by non-combustible screens. Shields or other safeguards should be provided for those otherwise exposed to sparks, slag, falling objects, or the direct rays of the arc.
2. The frames of all arc-welding machines shall be grounded.
3. Where it is necessary to place the cord from the welding machine across an aisle, path, or roadway, the cord shall be protected from damage caused by traffic.
4. When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.
5. When the arc welder or cutter has occasion to leave his work, to stop work for any appreciable length of time, or when the arc welding or cutting machine is to be moved, the power switch to the equipment shall be opened and the equipment made safe.
6. Spent weld rods shall be picked up and disposed of frequently.
MOBILE CRANE SAFETY

Mobile crane equipment and crane operators on CONCO CEMENT COMPANY (NORTHWEST) jobsites shall comply with the following procedures regarding inspection, maintenance and operation of equipment. These standards shall apply to all truck mounted cranes (boom trucks) and rough terrain (RT) cranes. In addition to these standards, all mobile cranes must meet all WISHA, federal and other state safety requirements.

Inscriptions

1. **Initial Inspection** - Prior to initial use, all new and altered cranes shall be inspected by a qualified person to ensure compliance with the provisions of this standard.

2. **Regular Inspection** - Inspection procedure for cranes in regular service is divided into two general classifications based upon the interval at which inspection should be performed. The intervals are dependent in turn upon the nature of the critical components of the crane and the degree of their exposure to wear, deterioration, or malfunction. The two general classifications are designated as frequent and periodic with respective intervals between inspections as defined below:

   A. **Frequent inspection** - shall be performed by the operator before start up on a daily basis and will include the following:

      a) Check engine water and oil levels.
      b) Check safety devices. (backup alarm, headlights, turn signals, parking break, fire exit and tires).
      c) Check hydraulic oil level of crane with all outriggers and boom’s retracted and lowered.
      d) Lubricate major pivot points and sheave bearings.
      e) Check wire rope. (clamps, pins and attachments)
      f) Check load block for any deterioration and safety latch.
      g) Check for hydraulic leaks.
      h) Inspect rigging.
      i) Check vehicles registration and annual crane certification.
      j) Function test all controls.

   B. **Periodic inspection** - one to twelve month intervals, or as specifically recommended by the manufacture or by qualified person. Periodic inspections shall be performed by an outside inspection service and certification issued for compliance with government regulations on an annual basis.

Wire Rope Inspection

If any of the following conditions are found during inspection of any wire rope on the crane, notify a supervisor so that the proper repairs or replacements of the defective wire rope can be scheduled. The rope must be replaced if:

- In running ropes, there are six or more randomly distributed broken wires in one rope lay, or three or more broken wire in one strand in one rope lay. (A rope lay is the length along the rope in which one strand makes a complete revolution around the rope.)
In pendants or standing ropes, where there are three or more broken wires in one rope lay.

Any rope there are one or more broken wires near an attached fitting. Breaks that occur near attached fittings, such as sockets, are usually the results of fatigue stresses concentrated in these localized sections. Wire breaks of this type should be cause for replacement of the rope or renewal of the attachment to eliminate the locally fatigued area. Six to eight feet should be cropped off the rope below the socket.

In running ropes there is any evidence of wire breaks in the valleys between strands. Breaks occurring on crowns of outside wires indicate normal deterioration. Breaks in valleys between strands indicate an abnormal condition, possibly fatigue or breakage of other wires not readily visible. More than one of these valley breaks in one rope lay should be cause for replacement.

**Crane Operation**

**General**

1. Only authorized drivers that meet state requirements with the proper class drivers license and medical certificate shall be permitted to drive cranes.

2. Authorized drivers must complete an approved mobile crane and rigging course before being allowed to operate the crane.

3. All cranes shall be set up on a firm and level surface. If the surface is not level, timbers may be used to provide a larger stable base, which will allow the crane to be leveled, and outriggers set on a firm base.

   **NOTE** Unless the crane has an ON RUBBER capacity chart outriggers shall be extended and tires clear of ground before operation. If using the ON RUBBER capacity chart the tires must be in good condition and contain the proper inflation before the lift can be made.

4. Whenever possible, the area of operation should be flagged or barricaded off to prevent unauthorized personnel from entering the area of operation.

5. The operator shall not engage in any practice, which will divert his attention while actually engaged in operating the crane.

6. If the operator feels physically or mentally unfit, the operator shall not engage in the operation of this equipment and shall report his condition to his supervisor prior to starting work.

7. The operator shall respond to signals only from the appointed signal man, but shall obey a stop signal at any time, no matter who gives it.

8. The operator shall be responsible for those operations under his direct control. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured.

9. If a warning signal is furnished, it shall be sounded each time before traveling, and intermittently during travel, particularly when approaching workmen.
10. Before leaving his crane unattended, the operator shall:
   • Land any attached load, bucket, lifting magnet, or other devices.
   • Disengage clutch.
   • Set travel, swing, boom brakes, and other locking devices.
   • Put controls in the “OFF” position.
   • Stop the engine.
   • Secure crane against accidental travel.

11. The operator shall familiarize himself with the equipment and its proper care. If adjustments or repairs are necessary, or any defects are known, he shall report the same promptly to the appointed person, and shall also notify the next operator of the defects upon changing shifts.

12. All controls shall be tested by the operator at the start of a new shift. If any controls do not operate properly, they shall be adjusted or repaired before operations are begun.

13. Machines shall not be refueled with the engine running.

14. A carbon-dioxide, dry chemical or equivalent fire extinguisher shall be kept in the cab or vicinity of the crane.

**Hoisting**

1. No crane shall be loaded beyond its rated capacity, except for test purposes.

2. The hoist rope shall not be wrapped around the load.

3. The load shall be attached to the hook by means of slings or other approved devices.

4. The individual directing the lift shall see that the load is well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.

5. Before starting the hoist, note the following conditions:
   • Hoist rope shall not be kinked.
   • Multiple part lines shall not be twisted around each other.
   • The hook shall be brought over the load in such a manner as to prevent swinging.
   • If there is a slack rope condition, it should be determined that the rope is properly seated on the drum and in the sheaves.

6. During hoisting care shall be taken that:
   • There is to be no sudden acceleration or deceleration of the moving load.
   • Load does not contact any obstructions.

7. Side loading of booms shall be limited to freely suspended loads. Cranes shall not be used for dragging loads sideways.

8. The operator shall not hoist, lower, swing, or travel while ANYONE is on the load or hook.

9. The operator should avoid carrying loads over people.

10. On truck-mounted cranes, no loads shall be lifted over the front area except as approved by the crane manufacturer.
11. The operator shall test the brakes each time a load approaching the rated load is handled by raising it a few inches and applying the brakes.

12. Outriggers shall be used when the load to be handled at that particular radius exceeds the rated load without outriggers as given by the manufacturer for that crane. Where floats are used they shall be securely attached to the outriggers. Wood blocks used to support outriggers shall:
   - Be strong enough to prevent crushing.
   - Be free from defects.
   - Be of sufficient width and length to prevent shifting or toppling under load.

13. There shall not be less than 3 full raps of rope on the drum at anytime.

14. When two or more cranes are used to lift one load, one designated person shall be responsible for the operation. He shall analyze the operation and instruct all personnel involved in the proper positioning, rigging of the load, and the movement to be made.

15. In transit the following additional precautions shall be exercised:
   - The boom shall be carried in line with the direction of motion.
   - The superstructure shall be secured against rotation, except when negotiating turns when there is an operator in the cab or the boom is supported on a dolly.
   - The empty hook shall be lashed or otherwise restrained so that it cannot swing freely.

16. Before moving a crane with a suspended load, a designated person shall be responsible for determining and controlling safety. Decisions such as position of load, boom location, ground support, travel route, and speed of movement shall be in accordance with his determinations.

17. A crane with or without load shall not be traveled with the boom so high that it may bounce back over the cab.

18. When rotating the crane, sudden starts and stops shall be avoided. Rotational speed shall be such that the load does not swing out beyond the radius at which it can be controlled. A tag or restraint line shall be used when rotation of the load is hazardous.

19. The operator shall not leave his position at the controls while the load is suspended.

20. Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line.

21. Except where electrical distribution & transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers not a part of or an attachment to the crane have been erected to prevent physical contact with the lines, cranes shall be operated proximate to, under, over, by, or near power lines only in accordance with the following:
   a) Maintain a minimum clear distance of 17 feet from any part of the crane
   b) In transit with no load and boom lowered the clearance shall be a minimum of four feet.

It is recommended that a person be designated to observe the clearance and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.
SLINGS AND RIGGING

These standards shall apply to all wire rope and synthetic web slings.

Safe Operating Practices

Whenever any sling is used, the following practices shall be observed:

1. Slings that are damaged or defective shall not be used and immediately removed from service.
2. Slings shall not be shortened with knots or other makeshift devices.
3. Sling legs shall not be kinked.
4. Slings shall not be loaded in excess of their rated capacities.
5. Slings used in basket hitch shall have the loads balanced to prevent slippage.
6. Slings shall be securely attached to their loads.
7. Slings shall be padded or protected from the sharp edges of their loads.
8. Suspended loads shall be kept clear of all obstructions.
9. All employees shall be kept clear of loads about to be lifted and of suspended loads.
10. Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
11. Shock loading of slings is prohibited.
12. A sling shall not be pulled from under a load when the load is resting on the sling.

Inspections

Each day before being used, the sling and all fastenings and attachments shall be inspected for damage or defects by a competent person designated by the employee. Additional inspections shall be performed during sling use, where service conditions warrant. Damaged or defective slings shall be immediately removed from service.

Wire Rope Slings

1. Wire rope slings shall not be used with loads in excess of the rated capacities. Slings shall be used only in accordance with the manufacturer’s recommendations.

2. Wire rope slings shall be immediately removed from service by cutting them up and removing them from service if any of the following conditions are present:
   a. Six randomly distributed broken wires in one rope lay, or three broken wires in one strand in one rope lay.
   b. Wear or scraping of one-third the original diameter of outside individual wires.
   c. Kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure.
   d. Evidence of heat damage.
   e. End attachments that are cracked, deformed or worn.
f. Hooks that have been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook.
g. Corrosion of the rope or end attachments.

Synthetic Web Slings

1. Sling identification

   Each sling shall be marked or coded to show the rated capacities for each type of hitch and type of synthetic web material.

2. Webbing

   Synthetic webbing shall be of uniform thickness and width and selvage edges shall not be split from the webbing’s width.

3. Fittings shall be:

   a) Of a minimum breaking strength equal to that of the sling.
   b) Free of all sharp edges that could in any way damage the webbing.

   **Attachment of End Fittings to Webbing & Formation of Eyes**

   Stitching shall be the only method used to attach end fittings to webbing and to form eyes. The thread shall be in an even pattern and contain a sufficient number of stitches to develop the full breaking strength of the sling.

4. Environmental Conditions

   When synthetic web slings are used, the following precautions shall be taken:

   a) Nylon web slings shall not be used where fumes, vapors, sprays, mists or liquids of acids or phenol are present.
   b) Polyester and polypropylene web slings shall not be used where fumes, vapors, sprays, mists or liquids of caustics are present.
   c) Web slings with aluminum fittings shall not be used where fumes, vapors, sprays, mists or liquids of caustics are present.

5. Safe Operating Temperatures

   Synthetic web slings of polyester and nylon shall not be used at temperatures in excess of 180 F. Polypropylene web slings shall not be used at temperatures in excess of 200 F.
6. **Removal from Service**

Synthetic web slings shall be immediately removed from service if any of the following conditions are present:

a) Acid or caustic burns.
b) Melting/charring of any part of the slings surface.
c) Snags, punctures, tears or cuts.
d) Broken or worn stitches or distortion of fittings.
ROUGH TERRAIN FORKLIFT SAFE OPERATING RULES

These safe work practices must be reviewed by all operators. The following safe work practices apply to all CONCO CEMENT COMPANY (NORTHWEST) industrial forklift machine operators:

1. Do not allow anyone except authorized Conco Companies personnel to operate the forklift.
2. Operators shall look in the direction of, and keep a clear view of, the path of travel.
3. Make certain the forklift has a warning horn and back up alarm in working order.
4. Industrial trucks/forklifts shall be operated at a safe speed with due regard for traffic conditions.
5. Operators shall avoid making quick starts, jerky stops or quick turns.
6. Operators shall slow down for wet and slippery surfaces.
7. No load shall be moved unless it is properly secured.
8. Operator shall check the maximum rated lifting capacity and will not overload the truck or forklift at any time.
9. Chock blocks must be used on trucks and trailers before loading or unloading with a forklift.
10. Operators will give pedestrians the right of way at all times.
11. Operators shall not drive toward any person who is in front of a fixed object or wall.
12. Operators shall not overtake and pass another forklift traveling in the same direction at intersections, blind spots or hazardous areas.
13. Forklifts should be driven on the right side of the road and aisle way at all times.
14. Forklifts shall not be driven over loose objects on the road or surface areas.
15. When refueling the forklift, use the following procedures:
    • Make certain the engine is turned off.
    • Confirm that the proper fuel is being used.
    • Use funnels or other filling devices to prevent spillage.
    • Make certain that there are no flames or other combustible sources present during fueling operations.
    • Smoking is prohibited during re-fueling operations.
    • Replace fuel caps securely after fueling.
16. Operators shall avoid the accumulation of fumes and gases by long periods of idling of fuel operated engines in an enclosed or semi-enclosed area.
17. Fuel tanks shall not be filled while the engine is running.
18. No “passenger” shall ride on the lift or the load being carried.
19. A forklift shall not be used to elevate a platform or pallet with persons on it, except pallets especially designed and approved for this purpose and at the direction of supervision.
20. Work platforms must have a standard guardrail and also be securely fastened to the forks.
21. No person should stand or walk under elevated forks.

22. The operator must not operate an unsafe forklift at any time. The equipment must be inspected before use each day or the start of the shift. Be sure to inspect the operation of the forklift, ensuring that the lift is in good operating order and that the brakes are working properly.

23. Operators shall not counterweight a forklift to increase lifting capacity.

24. Operators shall not make any repairs or adjustments on a forklift unless approved by supervision.

25. Operators should know the rated capacity of the forklift and ensure that it is posted on the machine and clear visible

26. Operators should be extremely careful when titling a load forward, backward or high tiering.

27. If the forklift is to be idle and left unattended, remove the key to prevent unauthorized persons from operating the forklift.

28. Be sure the safety brake is set and the forks are lowered to the ground when the forklift is not in use.

29. Operators shall not exceed the safe load capacity of a forklift at any time.

30. Operators should not use a forklift to push or pull another forklift.

31. Forklifts should not be parked or left unattended in aisles or by exits or doors.

32. Forklifts should yield the right of way to all emergency vehicles.

33. Operators shall not put their fingers, arms or legs between the uprights of the mast or beyond the contour of the forklift.

34. A forklift shall not be left on an incline unless it is safely parked and the wheel chocked.

35. On a downgrade, the load shall be last, the mast titled back and the forks raised only enough to clear the surface.

36. Forks should always be placed under the load as far as possible.

37. The load shall be carried as low as possible (consistent with safe operation) 2” to 6” above the surface.

38. When the forklift has no load, the operator will travel with the forks as low as possible.

39. When unloading trucks or trailers the brakes on the vehicle will be set locked.

40. Operators entering a building will come to a complete stop and sound the horn before proceeding.

41. The forks will not be operated while the forklift is traveling.

42. The operator’s view should not be obstructed by the load. In the event of a high load, the forklift will be driven in reverse.

43. The operator must always face the direction of travel.

44. The operators should not drive with wet or greasy hands or shoes.
VEHICLES (COMPANY)

Vehicles shall have a service brake system, an emergency brake, and a parking brake system. These systems shall be maintained in operable condition.

Additional requirements:

1. Two headlights and two taillights.
2. Windshield and powered windshield wipers. Cracked windshield shall be promptly replaced.
3. Operable defogging or defrosting system.
4. Seat belts shall be used.
5. Horn.

All systems shall be inspected each day prior to startup and maintained in safe operable conditions.

Tools and materials shall be secured to prevent movement when transported in same compartment with employee.

Parking brakes shall be set on all parked vehicles. Vehicle shall be equipped with reverse signal audible alarms above ambient noise level. Employees shall not ride on any vehicle or equipment.
TRAFFIC CONTROL

When operations are such that signs, signals, and barricades do not provide the necessary protection on or adjacent to a highway or street, a flagperson or other appropriate traffic control shall be provided.

Appropriate traffic warning signs shall be installed at construction entrance gate located at (TBA). Flaggers shall be used in conjunction with traffic warning signs to ensure safe traffic control.

Flaggers shall wear orange or green fluorescent vest, jackets, or shirts. During hours of darkness, flagger stations shall be illuminated such that flaggers will be clearly visible to approaching traffic. Flagger shall wear reflector garments and shall be visible at a minimum of 1,000 feet.

Flaggers shall be trained in the proper fundamentals of flagging moving traffic per state specifications. Training shall be conducted prior to assigning flagger duty.
DISCIPLINARY POLICY FOR SAFETY PROCEDURAL VIOLATIONS

The following disciplinary policies apply to all CONCO CEMENT COMPANY (NORTHWEST) employees. These policies help to ensure that the safety regulations set forth in this manual, are enforced and consistently followed without regard to race, religion, or sexual orientation. Any disregard, either intentional or unintentional, for these safety regulations may be grounds for one of the following actions:

Disciplinary Action

1. **Non Serious** – Any violation of the CONCO CEMENT COMPANY (NORTHWEST) safety policies and/or federal, state, and local health and safety orders, that does not put either the violator or others at serious risk of catastrophic injury. The following employee disciplinary actions will be taken for any witnessed non-serious violations occurring during the course of employment of the CONCO CEMENT COMPANY (NORTHWEST):
   - **First offense** - Verbal warning
   - **Second offense** - Verbal warning
   - **Third offense** - Written warning
   - **Fourth offense** - Termination

2. **Serious** – Any violation of the CONCO CEMENT COMPANY (NORTHWEST) safety policies and/or federal, state, and local health and safety orders, that does put either the violator or others at serious risk of catastrophic injury. The following employee disciplinary actions will be taken for any witnessed serious violations occurring during the course of employment of the CONCO CEMENT COMPANY (NORTHWEST):
   - **First offense** - Verbal and written warning
   - **Second offense** - Termination

It is necessary for the integrity of this safety program to maintain fairness with our employees by following above guidelines. In order for discipline to be effective, it must be immediate, fair and consistent.

Subcontractor Non-Compliance

CONCO CEMENT COMPANY (NORTHWEST) has the responsibility to reasonably ensure that all subcontractors perform in compliance with applicable health and safety laws and regulations. Maintaining a safe workplace is the most important element in reducing employee injury and improving cost efficiency and productivity.

Subcontracting employees, who fail to comply with the minimum safety regulations of the federal, state and local safety and health orders will be reprimanded in the following manner:

Subcontractor Employee Safety Citations

As an employer, we have an obligation to maintain a safe workplace for each of our employees. To fulfill this obligation, we adopt and enforce rules of safe work practices and provide our employees with proper training, tools and equipment to
work safely. *It is the responsibility of every subcontractor, not CONCO CEMENT COMPANY (NORTHWEST), to ensure that their employees adhere to all applicable safety orders.*

Whenever an employee is initially observed working in an unsafe manner, he or she should be verbally warned. Subcontractor should have a disciplinary policy and shall be responsible issuing and documenting their own safety warnings.

In the event that an unsafe behavior persists, an *Employee Safety Citation* may be issued to the violating employee. This form shall be filled out completely and signed by both the CONCO CEMENT COMPANY (NORTHWEST) supervisor and the subcontracting employee. A copy will be given to the employee’s supervisor, and a copy will be filed at the job site. *Employee Safety Citations* may also be used at the supervisor’s discretion if the behavior is imminently dangerous to the life and health of any person on the site, or likely to result in property damage. At the time a Citation is issued to the employee, he or she will be counseled concerning his or her behavior.

In the event that the subcontracting employee continues to exhibit unsafe behavior, the CONCO CEMENT COMPANY (NORTHWEST) supervisor reserves the right to remove the subcontracting employee from the project.

When any of these actions are taken, the circumstances will be fully documented. This will include the time, location on the job site, behavior of the employee, any witnesses and any statement the employee cares to make on his own behalf. This documentation will also be placed in the employee’s file.
SECTION 6: EMERGENCY ACTION PLANS
## EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police &amp; Fire</td>
<td>911</td>
</tr>
<tr>
<td>Corporate Safety Director</td>
<td>(510) 715-6418</td>
</tr>
<tr>
<td>Corporate Safety Office</td>
<td>(925)685-6799</td>
</tr>
<tr>
<td>Regional Safety Manager</td>
<td>(206)683-6030</td>
</tr>
</tbody>
</table>
JOBSITE MEDICAL EMERGENCY MANAGEMENT PLAN

Definitions

What is a Jobsite Emergency?

An emergency is an unexpected situation or sudden occurrence of a serious nature that demands immediate and decisive action. This unexpected situation may focus unfavorable attention on CONCO CEMENT COMPANY (NORTHWEST) and could involve loss of life, serious injury, significant property damage or release of a hazardous substance (environmental).

In the event of a crisis it is important to communicate accurate information to employees, the media and the public. This requires senior management, superintendents, and foremen to take charge quickly, understand the circumstances, define the problem, evaluate the options more decisively, eliminate the root cause, and preempt a recurrence.

What is a ‘Serious Accident or Incident’?

A Serious incident is defined as one where there is a jobsite fatality, amputation, disfigurement, hospitalization for more than observation, a major release of a hazardous material or spill, or major property damage. These may include major vehicle incidents, serious injuries to our employees, and subcontractor job related incidents.

Why Have An Emergency Management Plan?

This plan has been developed to help the CONCO CEMENT COMPANY (NORTHWEST) respond to serious incidents accordingly, and to present the company and company employees fairly to the public and/or media. If a crisis does occur, following this action plan can control it. By preparing our resources, getting the facts out appropriately, and demonstrating our cooperation with outside sources, we can help shape the way our message is interpreted by employees, the public and/or the media.

Emergency Medical Procedures

In the event of a medical emergency, the CONCO CEMENT COMPANY (NORTHWEST) shall:

1. Provide care for injured employee(s).
2. Notify emergency services.
3. Stabilize any hazardous condition(s).
4. Minimize damage to public and private property.
5. Conduct an extensive accident investigation.

The Emergency Response Team is as follows:

1. Project Superintendent
2. Project SLT
3. Regional Safety Manager
4. Corporate Safety Department
Immediate Procedures (First 5 Minutes)

1. The jobsite Superintendent/Foreman calls 911 to summons EMS (Emergency Medical Services) and/or Fire Agency Responders, and attends to the injured as appropriate.

2. Designate personnel for:
   - Rendering immediate aid
   - Receiving EMS responders
   - Securing jobsite access
   - Standing by the radio, cell phone for communications

3. The Superintendent/Foreman immediately notifies the Safety Department.
   
   Main Office (925)685-6799) DO NOT LEAVE MESSAGES.

4. The Superintendent/Foreman should verify that the jobsite is secure and wait for EMS and the Safety Department Director/Representative.

5. Obtain the name and location of the hospital where any injured personnel are transported.

Securing the Accident Scene (Second 5 Minutes)

1. Crowd Control and Site Security. Secure the jobsite by setting up barriers to protect the injured personnel, and secure the immediate area around the incident.

2. Preserve the Evidence – Only EMS should be allowed to touch anything, make sure nothing is removed

3. Turn off all equipment on the spot.

4. Assemble and secure witnesses. Inform all employees that no one is allowed to leave and locate a general meeting area.

5. Don’t allow witnesses to discuss the incident with each other or with personnel not directly involved with the investigation.

6. Take extensive photos of the site.

Short-Term Procedures (Next 20+ Minutes)

1. Keep all phone lines and radios as clear as possible for management communication.
2. MAKE NO STATEMENTS ABOUT THE INCIDENT AND DO NOT ALLOW EMPLOYEE’S TO BE INTERVIEWED.

3. ALL PHONE CONTACT WITH FAMILY MEMBERS WILL BE HANDLED FROM THE SAFETY DEPARTMENT OR FROM THE SENIOR MANAGEMENT.

4. Keep all non-EMS personnel away for the incident location.

**CPR/ First-Aid Requirements**

The Project Superintendent/ Safety Leadership Team Member will be the CPR/ First-aid trained personnel the jobsite. A list of all first-aid trained personnel shall be maintained in the jobsite offices. First-aid kits shall be maintained in accessible areas on the job site, and one shall always be located in the superintendent’s office.

**Bloodborne Pathogens Exposure Control**

Employees that are administering first-aid resulting from a workplace accident (such as a serious laceration from a work tool) shall be aware of the imminent hazards associated with blood and the potentially infectious materials carried in blood, in particular HIV and Hepatitis B Virus.

Employees must always assume the potential for exposure when dealing with any first-aid situation and protect themselves from contact with blood or other infectious materials by observing the ‘Universal Precautions’:

1. Allow the injured person, if possible, to self administer any required first-aid under the supervision of a certified first-aid individual.

2. When first-aid assistance is needed, the employee administering the care shall wear disposable rubber gloves, eye protection, and any other applicable personal protective equipment necessary to prevent fluid transmission. In addition, pocket masks or mouth pieces shall be used by those providing CPR. All personal protective equipment shall be made available at the project site.

3. Any blood or other potentially hazardous material must be cleaned or washed from the work area, and from the first-aid provider before returning to work. All contaminated materials must be properly collected and discarded.

In the event of an exposure incident, the effected employee shall be provided a confidential medical evaluation and any follow up medical testing and/or evaluations required.
WORK PLACE VIOLENCE PROTECTION PLAN

All employees have a right to work in an environment free from physical violence, threats, and intimidation. CONCO CEMENT COMPANY (NORTHWEST) contends that violence is a form of serious misconduct that undermines the integrity of the employment relationship. Any such behavior by an employee during working hours shall result in disciplinary action up to and possibly including termination.

While CONCO CEMENT COMPANY (NORTHWEST) has no intention of intruding into the private lives of its employees, the company expects all employees to report on the work site without possessing weapons and to perform their job without violence towards any other individual.

Policy Implementation

It is the responsibility of the CONCO CEMENT COMPANY (NORTHWEST) supervisors to ensure that all employees are informed of this policy and its guidelines. In addition, supervisors are responsible to ensure that the provisions of this plan are met at all work locations.

Employees who are victims of a violent act or are witness to a violent act shall immediately report such conduct to their supervisor or to the corporate Safety Director.

CONCO CEMENT COMPANY (NORTHWEST) reserves the right to search any areas on the company premises or on company project site premises for weapons including, but not limited to, lockers, furniture, containers, drawers, equipment, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, company vehicles and personal vehicles parked on company premises.

Prohibited Activities

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay or other conduct that may be dangerous to others. CONCO CEMENT COMPANY (NORTHWEST) specifically prohibits the following actions and will routinely discipline an employee up to and including termination for:

1. Use, possession, or sale of any weapon.
2. Storing of any weapon in lockers, furniture, containers, drawers, equipment, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits.
3. Refusing to submit to an inspection for the presence of a weapon that is requested by the company.
4. Verbal or physical threats, threatening gestures, or statements.
5. Fighting.
6. Retaliation against employees that report incidents of threats, physical violence, intimidation conduct, or weapons possession.

These prohibited actions include all acts of harassment that are based on an individual’s sex, race, age or any other characteristic protected by federal, state or local law.
BOMB THREAT

In the event of a bomb threat at the office or construction site, the following guidelines are to be followed as closely as possible. This guideline will be reviewed with all employees that are likely to answer the telephone or open mail.

Threat received by telephone:

1. Do not attempt to transfer the call.
2. Obtain as much information regarding the bomb as possible:
   a) When will the bomb explode?
   b) Where has it been placed?
   c) What does it look like?
   d) Why was it placed?
3. Pay attention to the caller’s voice. Determine sex, age, race, speech, etc.
4. Listen for background noise which might give a clue to the origin of the call.
5. Ask the caller to repeat the message.
6. Note the date and time.
7. Immediately contact:
   a) Local Police Department — Dial - 911
   b) Project Manager and/Project Superintendent
   c) General Manager (Main Office)
   d) Corporate Safety Director
8. Evacuate the area, building or project until authorities and/or upper level management arrive. Do not take any unnecessary chances.
9. Upper level management may be asked to assist local authorities in searching the premises. If suspicious objects are located, DO NOT TOUCH OR COVER THE OBJECT. Inform the authorities.
10. Do not let any employees, subcontractors or the general public into affected area until the “all clear” sign has been given by authorities.
11. If the threat is received by other means, follow steps from No. 6.
COMMUNITY RELATIONS PROCEDURE

Inquiries and questions from the press regarding emergencies, injury accidents, fires, property loss, etc., shall be immediately referred to the Corporate Safety Director. CONCO CEMENT COMPANY (NORTHWEST) employees, subcontractors, and lower tier subcontractors shall make no statements to the press. The same procedure applies to the release of job site photographs.
SECTION 7: TRAINING
TRAINING RESPONSIBILITIES

1. Corporate Safety Director will provide safety training, support, and information & training aides. The safety director will also conduct supervisory training on a quarterly basis.

2. Program Administrator/ Regional Safety Manager shall ensure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed. Will provide support to field and shop superintendents.

3. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.

The following training will be provided:

1. To all new employees and those given new job assignments for which training has not previously been received.

2. Whenever new substances, processes, procedures or equipment are introduced into the workplace, which represent a new hazard.

3. When a supervisor is made aware of a new or previously unrecognized hazard.

4. Post-accident. Training will be provided for employees involved in an accident/ near-miss incident, where inadequate training was a contributing factor.

When a supervisor is unable to provide the required training, a request for assistance should be made to the safety department.

Documentation of safety and health training provided to each employee shall include:

1. employee name or other identifier;
2. training dates;
3. type(s) of training;
4. training providers.

This information shall be retained for three (3) years.
NEW-HIRE SAFETY ORIENTATION

Employees shall attend a Safety Orientation conducted by the Project Superintendent/Foreman. Safety Orientation attendance is mandatory prior to beginning a work assignment. Employees shall sign a copy of the Safety Orientation attendance form. Training documentation shall be maintained in the corporate safety department office.

CONCO CEMENT COMPANY (NORTHWEST) shall provide each employee with a work-specific safety orientation. The minimum requirements for the safety orientation are outlined below:

Safety Orientation Topics of Discussion

3. Accident/Incident reporting procedures.
5. Post accident/incident drug testing.
   a) Emergency Unit Access Point
   b) Communications
   c) Employee Accountability Staging Area
7. Fall Protection: Personal Fall Arrest System and Fall Protection Safe Work Plan.
8. Electrical: Ground fault circuit interrupter required.
9. Excavation: Permit required, competent person.
11. Housekeeping.
12. Jobsite safety inspection requirements.
15. Fire Prevention: Location of fire extinguishers, operation of fire extinguishers.
17. Spill notification procedures.
19. Weekly safety training requirements.
20. Safety enforcement/disciplinary procedures.
Orientation for New Hires / Transfers
Policy & Procedures

Starting New Hires Out Right:

The main difference between the foreman / superintendent with a safe productive crew and those whose crews have more accidents and lower productivity is the way they handle new hires.

The foreman / superintendent must consider everyone who joins the crew to be a new worker no matter how much experience is involved or how short the stay is.

New hires must start out slowly at the beginning.

Steps in new worker orientation:

- Ask about the last job the employee was on
- Describe the new job and the job rules
- Describe the hazards and safety precautions to follow
- Introduce employee to Safety Coordinator ( SLT ) for jobsite
- Give the worker a test run of assignment on equipment and / or tools
- Discuss Code of Safe Work Practices, IPP, HazCom, and MSDS Program
- Show the worker around the site
- Start new crew members out slowly
- Watch out for the new worker at first and check on progress
- Involve crew in watching out for the new worker
- Complete the Safety Orientation Check-Off List Form (Submit Copy to Main Office)

Initial Orientation of the new employee will be done by the Superintendent and the Foreman. Each must do his/her part and drive home to the new employee that we are serious about safety. The job we do here lays the groundwork for the entire safety effort by impressing upon the employee: “Think Before You Act” and “Safety Pays”. Reducing injuries is our highest priority.

1. All employees will be instructed in the Alanaillo way of safety and in the safe performance of their jobs before they are allowed to work.
2. Employee should be provided with all necessary and required safety equipment and encouraged to report any unsafe conditions or unsafe acts to the foreman.
3. A buddy system that pairs the new person with an experienced employee ( SLT ) or journeyman to check out and train new hires is a recommended training technique.
4. Orientation should impress on the new employee our sincere concern for performing work in the safest possible manner. Emphasis will be placed on the basic safety rules and job-site hazards and corrective actions.
5. The foreman / superintendent should provide additional training meetings to all new hires for the first month after hire prior to regular tailgate meetings. Meetings should only last a short time but it will give the new hires a chance to get feedback from the foreman on safety issues. This training should be documented.
6. Foreman / Superintendents and Safety Leadership Team Members will monitor the new employee’s performance for a least one month and will correct any unsafe habits or methods.
7. We should encourage new employees not to rush or to take unsafe shortcuts. We want them to ask questions if they don’t know.
8. Each step in the orientation must be conducted in a business-like manner, but not hurried. The time used is well spent because it will shape the employee’s attitude in the beginning. A good attitude will result in superior, safe work performance.
9. By spending some additional time observing work behaviors, training in safe procedures and giving feedback, we may be able to reduce the trend of so many new hires getting injured.
Appendix B

New Hire Orientation Check-off List
CONCO COMPANIES
SAFETY ORIENTATION CHECK-OFF LIST
NEW HIRE / REHIRE

Date __________ Job # _______ Job Name ________________________________

Supervisor’s Name ___________________________ Employee’s Name

New Hire _______ Date ___________ Rehire _______ Date ___________

Superintendent / Foreman / Safety Leadership Team Member:

Review Drug & Alcohol Policy Yes__ No__ Date __________
Review Code of Safe Practices Yes__ No__ Date __________
Discuss Safety Program IPP Yes__ No__ Date __________
Discuss Reporting Unsafe Acts or Conditions Yes__ No__ Date __________
Discuss Site Specific Hazards & Control Yes__ No__ Date __________
Discuss Procedure for Reporting and Injury Yes__ No__ Date __________
Show MSDS & Hazard Comm. Information Yes__ No__ Date __________
Discuss Proper lifting Techniques Yes__ No__ Date __________
Discuss Ladder / Scissors Lift Safety Procedures Yes__ No__ Date __________
Discuss Fall Protection Req. (Harnesses & Lanyards) Yes__ No__ Date __________
Discuss Trenching Shoring Procedures Yes__ No__ Date __________
Discuss Forklift / Gradall Safety Procedures Yes__ No__ Date __________
Told About Replacement of Work Safety Gear Yes__ No__ Date __________
Given Job Phone Number, Name of Supervisor Yes__ No__ Date __________
Review Certifications Employee Has (First Aid/ Forklift) Yes__ No__ Date __________
Types ____________________________ __________________________

Other items Covered:

______________________________________________________________

Any questions or concerns of employee:

______________________________________________________________

I have reviewed and understand the Yes checked items listed above and I understand that following Alamillo Steel’s safety policies and procedures are a condition of employment.

Supervisor’s Signature ___________________________ Employee’s Signature ___________________________

Date Received at Main Office _____________ Reviewed By: ___________________________

Please forward a copy to the Safety Director and Maintain a Copy in your Foreman Box for review during site visits.
Appendix C

Safety Inspection Checklist (JHA)
<table>
<thead>
<tr>
<th>PRESSURE EQUIPMENT:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Air receivers and compressors, air hoses</td>
<td></td>
</tr>
<tr>
<td>Face(goggles), ear protection, gloves, screens and shields in place</td>
<td></td>
</tr>
<tr>
<td>Gas cylinders chained upright, hoses and valves good condition</td>
<td></td>
</tr>
<tr>
<td>Sandblasting Equipment (signs posted, pots, breathing apparatus)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOOLS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Detectable tools properly tagged (i.e. electric cords)</td>
<td></td>
</tr>
<tr>
<td>Hand tools (i.e. Rotohammer, Skill saws, Electric Cutters)</td>
<td></td>
</tr>
<tr>
<td>*<em>P</em></td>
<td></td>
</tr>
<tr>
<td>Powder Actuated tools - All operators certified / card available</td>
<td></td>
</tr>
<tr>
<td>Tools protected from unauthorized use, signs posted</td>
<td></td>
</tr>
<tr>
<td>Laser in Safe Location ('Laser in Use' sign posted)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL PROTECTION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebar protection (green caps or straights)</td>
<td></td>
</tr>
<tr>
<td>Safety harnesses (Full Body), Lanyards (Inspected Daily)</td>
<td></td>
</tr>
<tr>
<td>Manhole covers (marked and secure), Handrails, Toeboards</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury and Illness Prevention Program (I.P.P. book on site)</td>
<td></td>
</tr>
<tr>
<td>Code of Safe Practices, First Aid Kit (Fully Stocked)</td>
<td></td>
</tr>
<tr>
<td>Excavation, Shoring / Trenching Permits Posted (Competent Person)</td>
<td></td>
</tr>
<tr>
<td>Hospital and Clinic lists (List available)</td>
<td></td>
</tr>
<tr>
<td>Certified First Aider</td>
<td></td>
</tr>
<tr>
<td>Exp. Date:</td>
<td></td>
</tr>
<tr>
<td>MSDS (Onsite, chemicals tagged, stored, spill platform)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNSAFE ACTS AND/OR PRACTICES OBSERVED (LIST):</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB NAME &amp; NUMBER:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAIMS TO DATE:</td>
<td></td>
</tr>
<tr>
<td>FOREMAN:</td>
<td></td>
</tr>
<tr>
<td>SUPERINTENDENT:</td>
<td></td>
</tr>
<tr>
<td>ESTIMATED MANHOURS:</td>
<td></td>
</tr>
<tr>
<td>DATE/LOCATION:</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D
Weekly Tailgate Meeting Form
SAFETY TRAINING TAILGATE MEETING

DIVISION: ___________________________ / ___________________________ DATE: ___________________________

JOB NO: ___________ JOB NAME: ___________________________________________

IMPACT AWARD NOMINEE: ___________________________ WHY? ___________________________

SUBJECTS DISCUSSED: __________________________________________

________________________________________

PRINT NAME HERE

1. __________________________________________

2. __________________________________________

3. __________________________________________

4. __________________________________________

5. __________________________________________

6. __________________________________________

7. __________________________________________

8. __________________________________________

9. __________________________________________

10. __________________________________________

11. __________________________________________

12. __________________________________________

13. __________________________________________

14. __________________________________________

15. __________________________________________

16. __________________________________________

17. __________________________________________

18. __________________________________________

19. __________________________________________

20. __________________________________________

FOREMAN: __________________________________________

SUPERINTENDENT: __________________________________________

WHITE-OFFICE: __________________________________________

CANARY-FOREMAN: __________________________________________

SIGN NAME HERE

1. __________________________________________

2. __________________________________________

3. __________________________________________

4. __________________________________________

5. __________________________________________

6. __________________________________________

7. __________________________________________

8. __________________________________________

9. __________________________________________

10. __________________________________________

11. __________________________________________

12. __________________________________________

13. __________________________________________

14. __________________________________________

15. __________________________________________

16. __________________________________________

17. __________________________________________

18. __________________________________________

19. __________________________________________

20. __________________________________________

FOREMAN: __________________________________________

SLT: __________________________________________

PINK-GENERAL CONTRACTOR: __________________________________________
Appendix E

Daily Excavation Inspection
DAILY EXCAVATION INSPECTION

Date: __________ Time: __________ Weather: __________

Soil Classification: Stable Rock
Type A Soil
Type B Soil
Type C Soil
Layered Soil

If layered soil, identify different soil or rock types arranged in layers:

Are visual and manual tests being done?

Protective system to be used:
- Sloping
- Benching
- Shored
- Shielded

Does protective system support the soil classification?

Are there going to be any surcharge loads in adjacent areas? Yes ________ No ________

If yes, what safety measures will be used to protect against a hazardous condition?

Is there any evidence of a possible cave in?

Is there any evidence of failure of protective system?

Is there any evidence of other hazardous conditions?

Is there fall protection?

Is there access and egress per OSHA requirements?
Appendix F

Daily Scaffold Inspection
Scaffolding Daily Inspection

Yes  No
☐  ☐  Conditions of the planks/ split planks
☐  ☐  Condition of frames
☐  ☐  Fully planked work area
☐  ☐  Guardrails/ Midrails/ Endrails
☐  ☐  Anchored
☐  ☐  Cross/Horizontal braces on each section
☐  ☐  Overlap of planks
☐  ☐  Posting (Scaffolding signs)
☐  ☐  Ladders
☐  ☐  Plum/Level
☐  ☐  Overall sturdiness for conditions
☐  ☐  Correct distance from adjacent wall
Appendix G

Employee Notice
DIVISION:

NAME OF EMPLOYEE ☐ CONTRACTOR ☐:

SUPERINTENDENT/FOREMAN:

JOB NAME: ☐ JOB NUMBER: ☐

1st Warning Date: ☐

2nd Warning Date: ☐

3rd Warning Date: ☐

Type of Violation

Life Threatening ☐ Serious ☐ Non Serious ☐

Conduct:

Explain: 1. ☐

2. ☐

3. ☐

4. ☐

5. ☐

Corrective Action Taken:

Signature of Violator: ☐ Date: ☐

Print Name of Violator: ☐ Company: ☐

Signature Superintendent/Foreman: ☐ Date: ☐
Appendix H
Supervisor’s Report of Injury
SUPERVISOR’S REPORT OF INJURY

Job No: ___________________________  Job Name: ___________________________

Division: ___________________________  Foreman/ Superintendent ________________

Injured Employee: ________________  SSN#: ___________________________

Home Address: ___________________________  Home Phone: ____________  DOB: __________

Job Title: ___________________________  Date of Injury: ____________  Time: __________

Nature of Injury (Body Part): ___________________________________________________

Explain what happened: _______________________________________________________

How long was the employee in specific job classification? ________________  Length of Employment: ________________

What corrective action has been taken to prevent a similar accident? ________________

Did employee receive training on job duties? (Explain what type): ________________

Were safety glasses being worn?  Yes  No   Were hard hats being worn?  Yes  No

Who will be escorting injured worker to clinic? ________________

Did you explain to injured worker our Modified Duty Program? __________________________________________________________

List witnesses (name, address, phone#): ___________________________________________

__________________________________________________________

Reported to ___________________ at the Safety Department on ________________

(Name) ________________  (Date) ________________

ORDER FOR MEDICAL/FIRST AID TREATMENT

Modified Duty Available: ___________________________  Bill Employer On All First Aid Treatment ________________

Yes  No

To: __________________________________________________________

(Name of Medical Facility)

PLEASE CALL THE SAFETY DEPT. AT (925) 685-6799 WHEN EMPLOYEE CHECKS INTO CLINIC TO VERIFY INSURANCE INFORMATION.

Name of Employee: __________________________________________

Immediately FAX a copy of the “Doctor's First Report” and the Work Status to (925) 825-8827.

Date and Time of injury: ________________  Employer: ___________________

Supervisor’s Signature: ___________________________  Date: ________________

Instruction:  White - Main Office Use  Goldenrod - Bottom Part to Employee, Top Part Remains in Book

                  Pink - Forward to Insurance Company
Appendix I

Vehicle Accident Report
**The Conco Companies**

**VEHICLE ACCIDENT REPORT**

### YOUR INFORMATION

**VEHICLE A**

<table>
<thead>
<tr>
<th>Your Name:</th>
<th>Phone #’s: (Home) (Cell) (Nextel #)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conco Pumping Reliable Reliable sub-hauler</td>
</tr>
<tr>
<td>Vehicle #:</td>
<td>Trailer #: (A) (B)</td>
</tr>
</tbody>
</table>

*Remember to take as many pictures as possible from multiple angles, and take a picture of YOUR license plate & vehicle number!!!*

### OTHER PARTY INFORMATION

**VEHICLE B**

<table>
<thead>
<tr>
<th>Other Party Name:</th>
<th>Phone #: (Home) (Cell) (Work)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address: City: State:</td>
</tr>
<tr>
<td>Driver’s License #:</td>
<td>Insurance Company:</td>
</tr>
<tr>
<td>Insurance Policy #:</td>
<td>Insurance Co, Phone #:</td>
</tr>
<tr>
<td>Vehicle Make: Model: Year: Plate #:</td>
<td></td>
</tr>
</tbody>
</table>

**VEHICLE C**

<table>
<thead>
<tr>
<th>Other Party Name:</th>
<th>Phone #: (Home) (Cell) (Work)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address: City: State:</td>
</tr>
<tr>
<td>Driver’s License #:</td>
<td>Insurance Company:</td>
</tr>
<tr>
<td>Insurance Policy #:</td>
<td>Insurance Co, Phone #:</td>
</tr>
<tr>
<td>Vehicle Make: Model: Year: Plate #:</td>
<td></td>
</tr>
</tbody>
</table>

*If there are more than two parties involved, please attach a separate sheet with their information*

### INJURIES: Please Circle One

<table>
<thead>
<tr>
<th>Name of Injured Party:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City: State:</td>
</tr>
<tr>
<td>Medical Treatment Required?</td>
<td>YES NO</td>
</tr>
<tr>
<td>Description of Injuries:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Injured Party:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City: State:</td>
</tr>
<tr>
<td>Medical Treatment Required?</td>
<td>YES NO</td>
</tr>
<tr>
<td>Description of Injuries:</td>
<td></td>
</tr>
</tbody>
</table>

### ACCIDENT INFORMATION:

<table>
<thead>
<tr>
<th>Accident Date:</th>
<th>Time: AM / PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/City:</td>
<td>Hwy: State:</td>
</tr>
<tr>
<td>Police Report Made?</td>
<td>YES NO</td>
</tr>
<tr>
<td>Officer Name:</td>
<td>Badge #:</td>
</tr>
<tr>
<td>Report #:</td>
<td>Citations Issued? YES NO To Whom?</td>
</tr>
</tbody>
</table>

*Please attach a copy of the officer’s collision report card*
ACCIDENT DESCRIPTION:

Please draw a diagram of the accident.

Number your vehicle as: #1, the other vehicle(s) as #2, #3, etc.

Show pedestrians by: O

Show direction of travel by an arrow. Example: #1 → #2

Give name of streets and highways.

Circle as many as apply: Daylight___ Night___ Dawn___ Clear___ Rain___ Snow___ Fog___ Dry___

Ice___ Wet___ Concrete___ Asphalt___ Dirt___ Gravel___

WITNESSES:

Name: ___________________________ Phone #: ___________________________
Address: _________________________ City: ___________________________ State: ___________________________

Name: ___________________________ Phone #: ___________________________
Address: _________________________ City: ___________________________ State: ___________________________
**Standard Signals** - When handling work conditions require hand signals, they shall be provided or posted conspicuously for the use of both signalman and operator. No hand motions shall be made unless signals are clearly understood by both signalman and operator.

**Special Signals** - When signals for auxiliary equipment functions or operations not covered are required, they shall be agreed upon in advance by the operator and signalman.

**Instructions** - When it is desired to give instructions to the operator other than provided by the established signal system, all hand motions shall first be stopped.

- **Emergency Stop** - With both arms extended laterally, hands open downward, move arms back and forth.
- **Stop** - With upper arm extended, hand open downward, move arms back and forth.
- **Raise Boom** - With upper arm extended horizontally, fingers closed, point thumb upward.
- **Lower Boom** - With upper arm extended horizontally, fingers closed, point thumb downward.
- **Extend Telescopic Boom** - With both hands clenched, point thumbs outward.
- **Retract Telescopic Boom** - With both hands clenched, point thumbs inward.
- **Raise Load Vertically** - With either arm extended, fingers pointing up, move hand in small horizontal circle.
- **Lower Load Vertically** - With either arm extended downward, fingers pointing down, move hand in small horizontal circle.
- **Move Load Out Horizontally** - With either arm extended, hand raised and open, extend hand in direction of required movement.
- **Move Load In Horizontally** - With either arm extended, hand rotated and open toward direction of movement, move hand in direction of required movement.
- **Tilt Forks Up** - With one arm held at side, extend other arm upward at about 45°.
- **Tilt Forks Down** - With one arm held at side, extend other arm downward at about 45°.
- **Close Bucket** - Hold one hand closed and stationary, rotate other hand in small horizontal circle with forefinger pointing horizontally at closed hand.
- **Open Bucket** - Hold one hand open and stationary, rotate other hand in small horizontal circle with forefinger pointing horizontally in open hand.
- **Move Slowly** - Place one hand horizontally in front of body giving motion signal. (Raise load slowly is shown)
- **This Far to Go** - With hands raised and open inward, move hands laterally indicating distance to go.

**Stop Engine** - Draw thumbs or forefinger across mouth.
STANDARD HAND SIGNALS FOR CRANES
CRAWLER, LOCOMOTIVE, AND TRUCK CRANES

HOIST. With forearm vertical, forefinger pointing up, move hand in small horizontal circle.

LOWER. With arm extended downward, forefinger pointing down, move hand in small horizontal circles.

USE MAIN HOIST. Tap fist on head; then use regular signals.

USE WYPLINE (Auxiliary Hoist). Tap elbow with one hand; then use regular signals.

RAISE BOOM. Arm extended, fingers closed, thumb pointing upward.

LOWER BOOM. Arm extended, fingers closed, thumb pointing downward.

MOVE SLOWLY. Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal. (Hoist slowly shown as example.)

RAISE THE BOOM AND LOWER THE LOAD. With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.

LOWER THE BOOM AND RAISE THE LOAD. With arm extended, thumb pointing down, flex fingers in and out as long load movement is desired.

SWING. Arm extended, point with finger in direction of swing of boom.

STOP. Arm extended, palm down, hold position rigidly.

EMERGENCY STOP. Arm extended, palm down, move hand rapidly right and left.

TRAVEL. Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.

DOG EVERYTHING. Clasp hands in front of body.

TRAVEL (With Tracks). Use both fists in front of body, making a circular motion with each other, indicating direction of travel, forward or backward. (For crawler cranes only.)

TRAVEL (One Track). Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body. (For crawler cranes only.)

EXTEND BOOM (Telescoping Booms). Both fists in front of body with thumbs pointing outward.

RETRACT BOOM (Telescoping Booms). Both fists in front of body with thumbs pointing toward each other.

EXTEND BOOM (Telescoping Boom). One Hand Signal. One flat in front of chest with thumb tapping chest.

RETRACT BOOM (Telescoping Boom). One Hand Signal. One fist in front of chest, thumb pointing outward and heel of fist tapping chest.
Appendix K

Hand Signals for a Concrete Pump
Appendix L

Drug Policy Statement
I. Purpose Statement
The purpose of The Conco Companies Drug & Alcohol Policy is to create, encourage and enforce a safe working environment for all employees, and to protect coworkers and the general public from the dangers of substance abuse.

II. Coverage and Implementation
The Drug and Alcohol policy in this document is only intended for non-driving, field employees of the Conco Companies. All employees with job duties that require a commercial vehicle driver’s license are subject to the Drug and Alcohol Policy of the Conco Companies Fleet Safety Manual. commercial vehicle drivers/operators that are employed with The Conco Companies or are working for them. This program shall be implemented by Conco Companies management personnel and shall be followed by all noted employees. The management actions of this program will be handled by The Conco Companies Safety Department.

III. Scope of Testing
Testing will occur in four instances: Pre-Employment, Post-Accident, Reasonable Suspicion, and Return to Work. These tests will screen for illegal drugs and/or alcohol (which are outlined in section VI: Substances to be Screened).

IV. Alcohol Policy
The consumption, purchase, sale or use of alcohol by any employee or subcontractor during work hours or on any project or work site is STRICTLY PROHIBITED. Alcohol abuse is serious and contributes to accidents and life threatening conditions/accidents. If you have an alcohol abuse problem, contact your supervisor or the Drug and Alcohol Program Administrator. Assistance in locating an appropriate treatment center shall be provided. Any employee who voluntarily seeks treatment for an alcohol abuse problem shall not be discriminated against.

V. Drug Policy
The consumption, purchase, sale or influence of illegal drugs by any employee or subcontractor/subhauler during work hours or on any project or work site is STRICTLY PROHIBITED. Illegal drugs are not only
against the law; they can contribute to life threatening conditions/accidents. If you have a drug abuse problem, contact your supervisor or the Drug and Alcohol Program Administrator. Assistance in locating an appropriate treatment center shall be provided. Any employee who voluntarily seeks treatment for a drug abuse problem shall not be discriminated against.

*Note: The Conco Companies does not recognize medical marijuana as a legitimate excuse for a positive drug test!*

**VI. Substances to be Screened**

<table>
<thead>
<tr>
<th>General Substances</th>
<th>Specific Substances</th>
<th>DOT Driver Conformation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amphetamines:</strong></td>
<td>Amphetamine</td>
<td>500 ng/ml</td>
</tr>
<tr>
<td></td>
<td>Methamphetamine</td>
<td>500 ng/ml</td>
</tr>
<tr>
<td><strong>Cocaine Metabolites</strong></td>
<td></td>
<td>150 ng/ml</td>
</tr>
<tr>
<td><strong>Opiates</strong></td>
<td>Morphine</td>
<td>2000 ng/ml</td>
</tr>
<tr>
<td></td>
<td>Codeine</td>
<td>2000 ng/ml</td>
</tr>
<tr>
<td><strong>Phencyclidine (PCP)</strong></td>
<td></td>
<td>25 ng/ml</td>
</tr>
<tr>
<td><strong>Marijuana Metabolites</strong></td>
<td></td>
<td>15 ng/ml</td>
</tr>
<tr>
<td><strong>Ethyl Alcohol (when applicable)</strong></td>
<td></td>
<td>0.00 g %</td>
</tr>
</tbody>
</table>

**VII. Collection Procedures**

a. **Pre-Employment Testing Procedure**

All prospective employees shall be tested for illegal drug use by a oral swab test administered by a trained Conco Companies supervisor. All employees with a negative test result shall be considered eligible for employment. Any oral test resulting in a non-negative result shall require the prospective employee to submit to a urine drug test at an approved testing facility. In these cases the hiring supervisor shall direct the prospective employee to a collection facility before beginning employment with The Conco Companies. Prospective employees are required to report directly to the collection facility without delay, failure to do so will be viewed as an admission of guilt and will result in termination of the application process. A negative drug test result must be provided (in writing) by the testing facility before the employee shall be allowed to
begin work. A positive drug test result from the testing facility shall result in termination of the application process.

b. Reasonable Suspicion Testing Procedure
An employee may be required to submit to a drug and alcohol test if there is reasonable suspicion that the employee is under the influence of drugs and/or alcohol. (Note: All supervisor’s shall be trained to identify drug and/or alcohol abuse.) The employee’s supervisor shall immediately notify the Program Administrator and document the suspicious behavior that was observed. The supervisor and the Program Administrator shall make the determination if a drug and/or alcohol test is necessary. Reasonable causes shall include (but are not limited to):

- Incoherent, slurred speech
- Odor of alcohol on the breath
- Staggering gait, disorientation, or loss of balance
- Red and watery eyes, if not explained by environmental causes
- Paranoid or bizarre behavior
- Unexplained drowsiness

If a reasonable suspicion test has been requested of an employee, he/she shall inform the supervisor if they are taking a legal prescription medication that could cause symptoms such as those listed above. If so, the employee should be instructed to inform the collection facility and to provide to the collection facility with their treating physician’s contact information and/or a copy of the prescription.

c. Post Accident Testing Procedure
Any employee that is involved in an accident caused by that employee’s negligence, carelessness, inattention to proper safety protocols or unsafe conduct resulting in preventable property damage or bodily injury will be required to submit to a drug and/or alcohol test. The test shall be administered immediately following the incident/accident. Should the employee be unable to take the test immediately, it must be conducted within thirty-two hours of the incident. For vehicle accidents where a citation is issued and the vehicle is not drivable, and/or any party is injured requiring hospitalization, and/or if a fatality occurs, the driver must submit to a post-accident drug test.

d. Return to Duty
Any employee who has previously tested positive for drugs and/or alcohol or has missed work due to enrollment in a substance abuse program must pass a drug and alcohol test before being allowed back to work. (Please see section ‘XII - Return to Work Program’ for additional requirements of employees
requesting a return to work.) Any employee that fails a return to work drug test, shall be terminated and shall be subject to a minimum one year re-hiring freeze.

VIII. Collection of Specimen
All oral swabs shall be collected under the direction of a trained Conco Companies supervisor. All urine samples shall be collected by a certified collection facility, where a laboratory technician shall give the employee directions on urine sample collection. For monitored collections, a technician shall watch the collection of the urine specimen (see Section XIV. Consequences of Refusing to Test and Altered Samples for instances where a monitored collection is required). At this time, the employee shall disclose any medication (prescription or non-prescription) currently being used, that may alter the test results.

IX. Testing Process
For urine samples, upon completion of the testing process, a Medical Review Officer (MRO) working for the certified laboratory will inform both the employee and the The Conco Companies of the test results.

X. Employees Right to Re-Test
Any employee who feels that the results of a drug test are inaccurate may choose to have the original sample re-tested. (Note: This does not mean that the employee may provide a new sample. Instead, the second half of the original “split” sample (which is frozen) will be thawed and tested by a different certified laboratory.) All re-testing shall be completed at the employee’s expense. If the re-test is negative, The Conco Companies will reimburse the employee for cost of the test; however re-testing costs will not be reimbursed for positive re-test results.

XI. Disciplinary Action
Employees with any positive drug or alcohol test result shall be immediately removed from any safety-sensitive duties and shall be subject to immediate termination. The Department Head reserves the right to offer company employees, with a positive result, the option of enrolling in the Return to Work Program. While completing this program, the company employee shall not be allowed to perform any safety-sensitive functions, but may continue working in another capacity (if available).
XII. Return To Work Program

Any employee that tests positive for a drug and/or alcohol test (pre-employment, post-accident, reasonable suspicion or return to work) is not guaranteed inclusion into the Return to Work program, the Department Head shall make the decision on a case by case basis. If given the opportunity to enroll in the Conco Companies Return to Work Program, the employee must voluntarily begin an approved (by the Department Head) substance abuse program for a minimum of twelve (12) weeks. A return to work agreement must be signed by the employee and he/she will be required to submit to a return to work drug and/or alcohol test. In addition, employees in the Conco Companies Return to Work Program shall voluntarily provide a urine sample (at an appropriate testing facility) at any time requested by the Department Head for a maximum period of eighteen (18) months.

Any employee that does not agree/comply with the program requirements shall be subject to the Conco Companies disciplinary action policy (see section XI). Employee’s that voluntarily agree with the Conco Companies Return to Work Program will be able to return to their position without prejudice. Those employees shall not experience a change in pay, benefits or title.

Note: All program costs will be the employee’s responsibility. Assistance is available to those employees who qualify, for more information on assistance, contact the Program Administrator.

XIV. Consequences of Refusing to Test and Altered Samples

If a company employee or prospective employee refuses to test, leaves a collection facility without submitting a specimen, or if a sample is diluted or altered in any way; it will be treated as a positive test. Refusal to test includes (but is not limited to): Failure to appear at test-site, failure to remain until test is completed, failure to provide a urine sample, failure to permit monitored collection (should it be required), and failure to cooperate with any part of the testing process.

Employees whose samples have been diluted or altered in any way will be required to submit to a second test, this test will be administered as soon as possible and with no prior warning; the second test may be a monitored collection. Unless the employee has a documented medical condition or is taking medication that would dilute or otherwise alter their urine specimen in any way, the employee will be terminated should their second test result in another diluted test.
XV. Employee Responsibilities

It is the employee’s responsibility to read, understand and comply with all rules and regulations set forth in this program. Should the employee have any questions on the rules and regulations set forth in this document, it is their responsibility to ask for clarification from the Program Administrator.

XVI. Program Contact Information

<table>
<thead>
<tr>
<th>The Conco Companies Safety Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>5141 Commercial Circle</td>
</tr>
<tr>
<td>Concord, CA  94520</td>
</tr>
<tr>
<td>Phone (925)685-6799</td>
</tr>
<tr>
<td>Fax (925)685-6851</td>
</tr>
<tr>
<td>email: <a href="mailto:gbeck@theconcocompanies.com">gbeck@theconcocompanies.com</a></td>
</tr>
<tr>
<td>Program Administrator - Graham Beck (925)685-6799</td>
</tr>
<tr>
<td>Department Head - Eric Skow (925)685-6799</td>
</tr>
</tbody>
</table>