



INJURY & ILLNESS PREVENTION PROGRAM

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INJURY & ILLNESS PREVENTION PROGRAM

T&M Painting and Construction, Inc.
General Contractor



Memo

To: All Jobsite Employees

From: T&M Painting and Construction Safety Officer

Re: HARD HATS

ATTN: All Jobsite Employees

EVERYONE SHOULD WEAR HARD HATS WHEN YOU ARE ON A GENERAL CONSTRUCTION JOBSITE.

Thank you,
Safety Officer

To: All Superintendents/Project Managers

Re: Injury and Illness Prevention Program

Reminders:

- 1) Whenever you have new employees working on your jobsite, it is your responsibility to train them and tell them about our Safety Rules on the jobsite and our Illness & Injury Prevention Program
- 2) Whenever an accident happens, whether minor or serious, fill out an accident report form (found in the back of this binder) and fax it to the office at 714/828-9498 within 24 hours. Address it to the Safety Officer (Controller). More details and an accident form are found in Chapter 4.
- 3) Suggestion Forms for employees who want to report workplace hazards to Management should be available to them at anytime. Forms are also available in Chapter 12 of this binder.
- 4) Several safety signs will be given to you, if you need more or if there are other safety signs you need, please request from the office so we can prepare them for you.
- 5) We will be providing you with safety meeting topics every week, but if you feel there are other important topics to prioritize, especially when it concerns your jobsite, please feel free to discuss those topics.
- 6) Please keep a record of all your safety meetings. You can attach it to Chapter 8.
- 7) Safety materials and articles are available any time in the office.

RESPONSIBILITIES

SUPERVISORS

Our supervisors are the foundation of the safety program. Their responsibilities are to:

- 1) Familiarize themselves with company safety policies, programs and procedures.
- 2) Provide complete safety training to employees prior to the assignment of duties.
- 3) Be aware of all safety considerations when introducing a new process, procedure, machine or material to the worker.
- 4) Consistently and fairly enforce all company safety rules.
- 5) Give maximum support to all programs and committees whose function is to promote safety and health.
- 6) Investigate injuries to determine cause, and then take action to prevent repetition.
- 7) See that all injuries, no matter how minor, are treated immediately and referred to the Director of Safety to insure that proper reporting to the insurance carrier.
- 8) Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.
- 9) Inspect work areas often to detect unsafe conditions and work practices.
- 10) Attend all company safety meetings.
- 11) Obtain and remain current for OSHA 10 hour training and C.P.R. training.
- 12) Conduct tailgate meetings at least once every week.

EMPLOYEES

Our employees are responsible for safety including the following:

- 1) Adhere to all safety rules and regulations.
- 2) Wear appropriate safety equipment as required.
- 3) Maintain equipment in good condition with all safety guards in place when in operation.
- 4) Report all injuries, no matter how minor, immediately to a supervisor.
- 5) Encourage co-workers to work safely.
- 6) Report unsafe acts and conditions to the Director of Safety or a supervisor.

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Policy Statement

EMPLOYEE SAFETY AND HEALTH

T&M Painting and Construction, Inc.
General Contractor

SAFETY POLICY STATEMENT

As of this date, **August 1, 1992**, it is the goal and intention of T&M Painting and Construction, Inc. a General Contractor, to provide a safe and healthy workplace for all our employees. The Injury & Illness Prevention Program (IIPP) will be administered by Carol Holmes (Controller), who has the authority and responsibility of overseeing the implementation and maintenance of our program, through training and evaluation of supervisors. Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker's questions about the program. A copy of our IIPP is available at each job site.

All permanent and intermittent workers, including managers and supervisors, are responsible for complying with safe and healthful work practices included in this IIPP. All injuries and illnesses are to be reported immediately to the supervisor. Our system of ensuring that all workers comply with these practices includes informing employees of the provisions of our IIPP in a manner readily understandable to all workers. All supervisors are responsible for disciplining employees for failure to comply with safe and healthful work practices, and providing training to employees whose safety performance is deficient. All disciplinary Action Reports must be faxed to Employer Resources, and will be maintained in the employee's personnel file as outlined in the written Disciplinary Action Program. Compliance with this IIPP is a condition of employment.

Our system of communicating our safety program to all employees including **new employee orientation with a discussion of USS Cal Builders' safety and health policies and procedures, a review of our IIPP, training for specific job related tasks (i.e.: fall protection) through the assistance of Integrity Safety Services and weekly safety meetings. All employees with new job responsibilities and/or assignments shall be trained according to their new assignment. Should a new substance, process, procedure or equipment be introduced that could present a new hazard, USS Cal Builders will either train the employees or call upon Integrity Safety Services to train the affected employees.**

We also post and distribute safety information to all employees. **Our program includes a system for employees to anonymously inform management about workplace hazards through use of suggestion forms readily available in the workplace with follow up of appropriate training to avoid any possible injury or illness.**

There are written procedures for hazard assessment and hazards correction. All accidents and close call incidents will be investigated using the procedures and report form of this program. All safety and skills training will be recorded on the form provided. Self inspection will be done semi-annually in April and October of each year and completed forms mailed or faxed to 714/828-9498.

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HAZARD COMMUNICATION

T&M Painting and Construction, Inc.
General Contractor

RIGHT TO KNOW/HAZARD COMMUNICATIONS WRITTEN PROGRAM

To minimize employee exposure to hazardous materials that may be found in the workplace and to train employees in the safe and proper methods of handling, use and disposal of hazardous materials, we have prepared these procedures. All employees must adhere to these procedures or face disciplinary action.

This program is an integral part of our IIPP and requires the same degree of compliance by all employees. The site administrator will be program coordinator, and is responsible for enforcement of these provisions.

1) MATERIAL INVENTORY

- A. An inventory will be maintained of all known hazardous materials used in our process. A copy of the inventory will be maintained by the program coordinator and available to all employees.
- B. Materials brought to the work site by outside contractors or vendors, and any substances added to our process will be included as necessary. A new inventory will be accomplished annually.

2) CONTAINER LABELING

- A. The containers containing any hazardous materials will be labeled in such a manner as to identify the contents and appropriate hazard warnings. Manufacturer's labels will be used whenever available. If contents are transferred from their original containers, the new containers will be labeled.
- B. Unless the material is being used in small quantities and the containers is not left attended. Any material in an unlabeled container must be labeled or returned to the original container at the end of each shift. The site administrator will assure these requirements are met.
- C. No unlabeled containers are to be left unattended.

3) MATERIAL SAFETY DATA SHEETS

- A. The site administrator will maintain the master set of MSDSs, and copies will be made available to all workers. **MASTER MSDS FILES MUST NEVER BE REMOVED.**
- B. Each hazardous material on our Materials Inventory will have a corresponding MSDS on file. The MSDS file will be reviewed annually at the completion of each inventory.

4) COMMUNICATIONS

- A. The site administrator will assure all employees are fully trained on proper handling, storage, precautionary measures and disposal of the hazardous material within their work area. All

employees will be familiar with any hazardous materials in their facility and be informed of the difference between physical and health hazards of hazardous materials and labeling requirements. Retraining will be accomplished annually and documented.

5) UNUSUAL CIRCUMSTANCES

- A. Unusual procedures may introduce materials not usually present. These circumstances require special training of all effected employees to assure all are aware of the exposures that may be involved in tasks outside their daily job requirements.

6) OTHER EMPLOYERS

- A. In the event other employees (subcontractors, etc.) bring employees onto our work site, their employees must be trained under this program. Likewise, the site administrator must determine if the other employer has introduced additional hazardous materials into our facility and add it to our Materials Inventory.

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HAZARD REPORTING & CORRECTION

T&M Painting and Construction, Inc.
General Contractor

HAZARD REPORT FORM

HAZARD:
EXPOSURES;
SUGGESTED CORRECTIVE ACTION:

Office Use Only

Received by: _____ Date: _____

Referred by: _____ NOTE: Suspension is 5 working days

Is Report Valid? _____ Yes _____ No Explain: _____

Recommended Action: _____

Reviewed by: _____ Approved: _____
Signature Site Administrator

Procedures for Hazard Correction

NOTE: In the case of employee exposure to imminent danger, remove employees from the area, isolate the hazard until neutralized.

- I. Does the hazard/Suggestion deal with work practices or procedures?
_____ No. Go to Item II
_____ Yes. Complete and attach a Job Hazard Analysis form and on to item III.
- II. Does the Hazard/Suggestion deal with equipment or facilities?
_____ No. Complete item I.
_____ Yes. Complete item III.
- III. Briefly explain investigation procedure used to determine extent and nature of the hazard.

IV. What corrective action would eliminate or minimize employee exposure to the hazard? (First attempt to eliminate, then consider precautionary measures.)

V. Estimate costs: (include both materials and estimated man hours involved in corrective action.)

Expenses: _____

Labor required: _____

VI. Action approved: _____ Estimated completion: _____

Disapproved: _____ Explain reason and authority for denial: _____

VI. Complete a Safety Meeting Report and outline corrective action and/or procedural changes and report to employees. Including disapproval. Meeting date: _____

THIS FORM MUST BE RETAINED FOR A PERIOD OF THREE (3) YEARS

JOB HAZARD ANALYSIS

Carefully study and evaluate the hazards of each and every step of a job, no matter how minor that step might be. Identify existing or potential job hazards, both safety (physical) and health (physiological). Determine the best way to first eliminate the hazard, and in the event it cannot be practically eliminated, establish a new procedure or determine what barriers or personal protective equipment is to be used. Provide assessments and subsequent controls or re-initiate JHAS. JHAS should address all major and moderate risks for all aspects of work being conducted.

JOB TITLE:

DATE:

JOB LOCATION:

Step

Hazard

New

Procedure/Protection

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ACCIDENT INVESTIGATION PROCEDURES

T&M Painting and Construction, Inc.
General Contractor

FIRST AID EMERGENCY PROCEDURES

****WARNING****

Warning, do not attempt to rescue, approach or treat any victim until you have determined that the hazard has been neutralized. Otherwise, the unsafe condition may injure additional would-be rescuers.

First aid is the treatment given to a victim prior to the arrival of professional medical assistance. NOTE; first aid in no way replaces the attention of a physician. If there is any question about the seriousness of an accident victim's injury, contact a doctor as soon as possible. Give the following information:

1. What has happened and when/
2. Where the victim is located.
3. What first aid has been provided?

REPORTING

1. Report all injuries to OAR immediately (injuries or incidents).
2. Report all serious injuries or incidents to Safety at (213) 604-2936.
3. Report all serious injuries to Cal OSHA within 8 hours.
4. Document all injuries and incidents on SAF-3.
5. Document all near misses on SAF-4.
6. Complete accident details on Liberty Mutual Form 5020 immediately.

While the following guidelines are not a substitute for first aid training, they will help you provide first aid in six serious emergency situations.

1. BROKEN BONES

Call for medical assistance. If a doctor or ambulance can arrive within a short time, make no attempt to move the victim unless absolutely necessary. Attempt to immobilize the injured limb to prevent further injury. If the victim must be moved, splint the injured part with any available material long enough to reach above and below the break. Secure the splint above and below the break. Never attempt to set a broken bone – wait for a doctor. Watch for signs of shock and treat as discussed below.

2. BLEEDING

Call for medical assistance. If bleeding is severe, apply firm, steady pressure to the wound with layers of sterile gauze pads or bandages. If they aren't available, use any cloth. Do not remove this dressing. If the pad becomes saturated with blood, add more layers. Bandage the pads firmly in place. If not gauze or cloth is available, close the wound with your fingers, holding it closed. Keep the victim lying down until a physician arrives. Elevate the bleeding part to help control bleeding. Never use a tourniquet to control bleeding unless you

are dealing with an amputated, crushed or mangled limb. Use a tourniquet ONLY as a last resort effort to save a victim's life, because applying a tourniquet improperly may result in the loss of the limb.

3. BURNS

Minor burns: Immerse burned part in clear, cold water or apply ice for pain relief. Bandage with sterile pad or clear cloth. If pain persists, apply mild burn ointment.

Severe burns: Call for medical assistance. Take immediate steps to relieve pain, prevent infection and treat victim for shock as described below. If burn was caused by fire, boiling liquid or hot metal, do not strip away clothing over the affected area. Keep air away from burn by covering area loosely in place. Apply no grease or ointment. Keep victim lying down. If conscious, give victim plenty of water.

Chemical burns: flush burn with large amounts of water. Cover burn with the cleanest cloth available and have victim lie down until the doctor arrives. For chemical burns of the eye, flush with great amounts of water immediately, cover the eye and rush the victim to the doctor.

4. POISONING

Call a doctor or poison control center at once. If victim loses consciousness, give no other first aid. If breathing stops, start mouth to mouth resuscitation. Follow the instructions of the doctor or poison control center.

5. SHOCK

The symptoms are: weakness, cold, pale, clammy skin with beads of perspiration on face and palms; rapid, weak pulse, chills, nausea; irregular breathing. Any and all of these symptoms may be evident.

First aid involves keeping the victim warm – covered with blankets to prevent loss of body heat and lying down. Keep victim's airway open. If victim vomits, turn his head to the side. If victim is conscious and able to swallow, give water. If victim becomes nauseated, stop liquids. Contact a doctor as soon as possible.

6. BREATHING

If breathing stops for any reason, begin mouth to mouth resuscitation immediately. If possible, have someone else contact a doctor. Follow these steps:

- 1) Place victim on his or her back and determine if there is anything in the victim's mouth. If there is, turn the victim's head to one side and wipe out the mouth with a finger.
- 2) Straighten the victim's head and tilt it back so that the chin points up. Push down to keep victim's tongue from blocking the airway.
- 3) Place your mouth over the victim's and pinch his/her nostrils shut with your fingers.
- 4) Breathe into the victim's mouth until the chest rises.
- 5) Remove your mouth and listen for the sound of escaping air. If you don't hear it, check the victim's head and jaw positioning and repeat the process. If there is no sound of escaping breath this time, turn the victim on his or her side and slap the back between the shoulders. Check the mouth again for foreign matter.
- 6) Repeat steps 2, 3 and 4, removing your mouth to allow breath to escape from the victim's lungs. This process should be repeated 12 times per minute for an adult. Above all, keep repeating the process until help arrives.

CPR IN THREE SIMPLE STEPS

(Please try to attend a [CPR training course](#))

1. CALL

Check the victim for **unresponsiveness**. If there is no response, Call 911 and return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.



2. BLOW

Tilt the head back and listen for **breathing**. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.



3. PUMP

If the victim is still not breathing normally, coughing or moving, begin chest compressions. **Push** down on the chest 1 1/2 to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.



CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES

NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

How to do the Heimlich Maneuver:

For choking:

- To save a choking victim
- To save yourself

The Heimlich Maneuver for CHOKING

A choking victim can't speak or breathe and needs your help immediately. Follow these steps to help a choking victim:

1. From behind, wrap your arms around the victim's waist.
2. Make a fist and place the thumb side of your fist against the victim's upper abdomen, below the ribcage and above the navel.
3. Grasp your fist with your other hand and press into their upper abdomen with a quick upward thrust. Do not squeeze the ribcage; confine the force of the thrust to your hands.
4. Repeat until object is expelled.

UNCONSCIOUS VICTIM, OR WHEN RESCUER CAN'T REACH AROUND VICTIM:

Place the victim on back. Facing the victim, kneel astride the victim's hips. With one of your hands on top of the other, place the heel of your bottom hand on the upper abdomen below the rib cage and above the navel. Use your body weight to press into the victim's upper abdomen with a quick upward thrust. Repeat until object is expelled. If the Victim has not recovered, proceed with CPR. The Victim should see a physician immediately after rescue.

Don't slap the victim's back. (This could make matters worse.)



The Heimlich Maneuver for CHOKING

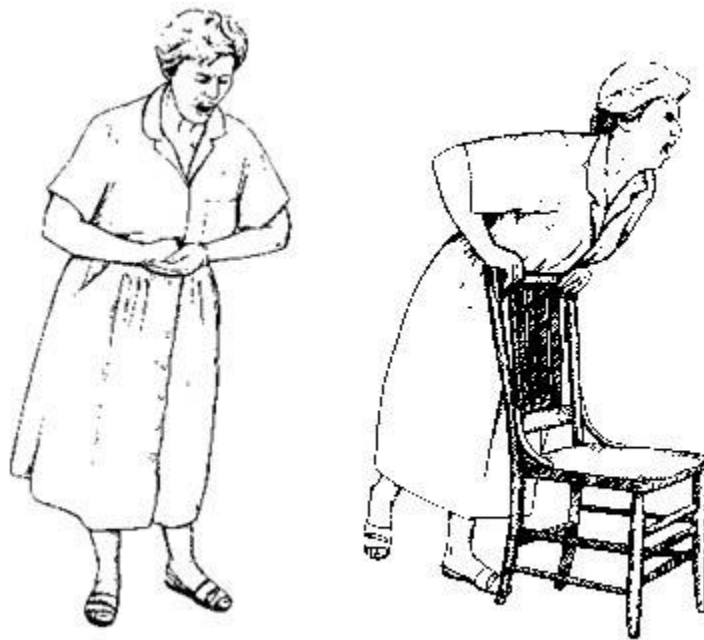
The Heimlich Maneuver for CHOKING

When you choke, you can't speak or breathe and you need help immediately. Follow these steps to save yourself from choking:

1. Make a fist and place the thumb side of your fist against your upper abdomen, below the ribcage and above the navel.
2. Grasp your fist with your other hand and press into your upper abdomen with a quick upward thrust.
3. Repeat until object is expelled.

Alternatively, you can lean over a fixed horizontal object (table edge, chair, railing) and press your upper abdomen against the edge to produce a quick upward thrust. Repeat until object is expelled.

See a physician immediately after rescue.





Bleeding

Major bleeding may be a life-threatening condition requiring immediate attention. Bleeding may be external or internal. Bleeding may be from an ARTERY, a major blood vessel which carries oxygen-rich blood from the heart throughout the body. It may be from a VEIN, which carries blood back to the heart to be oxygenated or bleeding may be from a CAPILLARY, the smallest of our body's blood vessels.

ARTERIAL bleeding is characterized by spurts with each beat of the heart, is bright red in color (although blood darkens when it meets the air) and is usually severe and hard to control. ARTERIAL bleeding requires immediate attention!

VENUS bleeding is characterized by a steady flow and the blood is dark, almost maroon in shade. Venus bleeding is easier to control than Arterial bleeding.

CAPILLARY bleeding is usually slow, oozing in nature and this type of bleeding usually has a higher risk of infection than other types of bleeding.

FIRST AID FOR BLEEDING IS INTENDED TO:

- STOP THE BLEEDING
- PREVENT INFECTION
- PREVENT SHOCK

How to control bleeding

- Apply DIRECT PRESSURE on the wound. use a dressing, if available. if a dressing is not available, use a rag, towel, piece of clothing or your hand alone.

IMPORTANT:

ONCE PRESSURE IS APPLIED, KEEP IT IN PLACE. IF DRESSINGS BECOME SOAKED WITH BLOOD, APPLY NEW DRESSINGS OVER THE OLD DRESSINGS. THE LESS A BLEEDING WOUND IS DISTURBED, THE EASIER IT WILL BE TO STOP THE BLEEDING!

- If bleeding continues, and you do not suspect a fracture, ELEVATE the wound above the level of the heart and continue to apply direct pressure.

- If the bleeding still cannot be controlled, the next step is to apply **PRESSURE AT A PRESSURE POINT**. For wounds of the arms or hands, pressure points are located on the inside of the wrist (radial artery-where a pulse is checked) or on the inside of the upper arm (brachial artery). For wounds of the legs, the pressure point is at the crease in the groin (femoral artery). Steps 1 and 2 should be continued with use of the pressure points.
- The final step to control bleeding is to apply a **PRESSURE BANDAGE** over the wound. Note the distinction between a dressing and a bandage. A dressing may be a gauze square applied directly to a wound, while a bandage, such as roll gauze, is used to hold a dressing in place. Pressure should be used in applying the bandage. After the bandage is in place, it is important to check the pulse to make sure circulation is not interrupted. When faced with the need to control major bleeding, it is not important that the dressings you will use are sterile! use whatever you have at hand and work fast!

**A SLOW PULSE RATE, OR BLUISH FINGERTIPS OR TOES,
SIGNAL A BANDAGE MAY BE IMPEDING CIRCULATION.**

Signs and symptoms of **INTERNAL BLEEDING** are:

- bruised, swollen, tender or rigid abdomen
- bruises on chest or signs of fractured ribs
- blood in vomit
- wounds that have penetrated the chest or abdomen
- bleeding from the rectum or vagina
- abnormal pulse and difficulty breathing
- cool, moist skin

First aid in the field for internal bleeding is limited. If the injury appears to be a simple bruise, apply cold packs to slow bleeding, relieve pain and reduce swelling. If you suspect more severe internal bleeding, carefully monitor the patient and be prepared to administer CPR if required (and you are trained to do so). You should also reassure the victim, control external bleeding, care for shock (covered in next section), loosen tight-fitting clothing and place victim on side so fluids can drain from the mouth.

ACCIDENT INVESTIGATION PROCEDURES

- I. All accidents, to include near misses, must be investigated as soon after an incident as possible. Our priority is for the care and safety of any injured personnel and precautionary measures must be taken to prevent additional injuries or exposures.
 - A. Questioning the injured person is an important part of any accident.
 - B. Conditions surrounding an incident may change rapidly, and pictures are recommended and should be taken as soon as practical
 - C. A complete list of witnesses should be compiled

- II. Accident investigations are conducted to find the facts, not to place blame. The investigator should be interested only in determining the cause.
 - A. The following questions are generally applicable.
 1. What was the injured person doing at the time of the incident/
 2. Was the injured employee working on an unauthorized task/
 3. Was the injured employee trained/qualified to perform the task?
 4. Was the employee familiar with the process, equipment and machinery?
 5. What were other workers doing at the time of the incident?
 6. Was the worker being supervised? Where was the responsible supervisor in relation to the incident?
 7. Where did our existing Safety Program fail?
 - B. It is important that you document the facts. The report should become part of a permanent record and must be kept on file for a minimum of three (3) years. All records pertaining to a project will be archived with the project information for ten (10) years.

- III. Immediate supervisor or foreman should conduct the initial investigation.

- IV. The purpose of the investigation is to prevent recurrences of the same nature. The purpose is not to place blame. Any hazards, or unsafe acts revealed by this investigation should be recorded on a Safety Hazard Report, corrective action taken in accordance with "Procedures for Hazard Correction", and reported to the employees. A copy of the Safety Hazard Report should become part of the accident investigation records.

T&M PAINTING AND CONSTRUCTION, INC. EMPLOYEE'S ACCIDENT REPORT FORM

*For LAUSD projects, use SAF-3 form.

Employee's name (injured party):

Age: Gender (M or F): Job/Position: Social Security #:

Birth Date: Supervisor's Name:

Company:

Address:

Phone:

Date and time of incident:

Location of Incident:

How long with company? Job title:

Has employee trained in the task being performed? Yes _____ No _____

Describe type of training (OJT, Trade School):

Describe injuries in detail:

Briefly describe the task being performed:

Was worker being supervised? Yes _____ No _____

What was the supervisor's location in relationship to the accident scene?

Summary of findings:

How could this have been avoided?

Witnesses:

Date of this report:

Person filling out report:

Please fax to 714/828-9498 immediately. If you have any questions, please call the office 714/828-4882.

FIRST AID FORM

Name:

SSN#:

Date & Time of Injury:

AM

PM

Outside treatment required:

Injury:

Type of First Aid:

Signature of Injured

Date

Signature of Preparer

Date

5

DRUG & ALCOHOL POLICY

T&M Painting and Construction, Inc.
General Contractor

DRUG AND ALCOHOL POLICY

We are committed to provide a safe and healthy workplace that will enable employees to perform at their most productive levels. The company recognizes that drug and alcohol use and abuse has negative personal and professional consequences. Employees who are under the influence of any substance not only fail to perform as expected but endanger themselves and their fellow employees on the job. Prescription drugs may also hinder safety and performance in the workplace. Drug and alcohol use in the work environment is always improper, except for medical purposes. All employees are required to abide by this policy.

1. MISUSE OF CONTROLLED SUBSTANCES IN THE WORKPLACE.

- a. The company prohibits the unlawful manufacture, possession, use, distribution or sale of controlled substances “(drugs)” and drug paraphernalia by any person or employee while on the company property or while performing company business.
- b. The company prohibits the unauthorized use, distribution or sale of alcoholic beverages by any person or employee while on company property or while performing company business.
- c. The company prohibits use of alcohol or drugs whole on company property or any job site by any person or employee, regardless of whether it is during the employee’s scheduled or actual hours at work or while performing company business. Company property includes but is not limited to the company’s facilities, the company’s parking lot and company owned vehicles or lease vehicles.

2. PRESCRIPTION AND OVER-THE-COUNTER DRUGS

If a physician has prescribed medication which might impair the safe performance of an employee’s job duties, the employee must obtain a document from the physician stating such and indicating the length of time the prescription is required. The doctor’s note must be presented to the personnel officer or the on-site supervisor. They will inform the employee’s immediate supervisor of any medical restrictions with respect to the employee.

The manager/supervisor may attempt to find other duties the employee may perform. If no such duties are available, the employee will be placed on a medical leave for absence until he/she is released from the doctor.

3. DRUG AWARENESS/EMPLOYEE ASSISTANCE PROGRAM

The company will provide drug awareness programs to inform the employees about drug and alcohol use and the dangers thereof. These programs will be announced on company bulletins and pamphlets distributed throughout the company.

Any employee who has an alcohol or drug problem is encouraged to discuss this with personnel to obtain referrals to counselors or agencies specializing in the treatment of alcohol and drug use. Employees who wish to voluntarily enter into and participate in an approved alcohol and drug rehabilitation program will be eligible for an unpaid leave of absence in accordance with the company policy to enter such a program. Employees must explore options which minimize their time off from work. The company reserves the right to require periodic reports/testing as to the employee's progress and/or successful completion of the program. An employee may use any accrued sick leave or vacation pay during this period if it is available to them. Employees are encouraged to seek the cost of these programs to determine what expenses are covered under their insurance policy. The company will not pay for rehabilitation, counseling or any other related services not covered by the group health plan.

Employees are required by law to inform their supervisor within five (5) calendar days of any workplace related criminal drug conviction in which they are involved. The company will, as required by the Drug Free Workplace Act, notify the federal government within 10 calendar days after receiving notice of any such conviction(s). A conviction means a finding of guilt (including a plea of no contest) or imposition of a sentence by any court or judicial body charged with the responsibility to determine violations of federal or state drug statutes.

4. DRUG TESTING

The company reserves the right to require the following employees to submit to testing (including without limitation urine or blood testing) for alcohol and illegal drugs:

1. Employees whom the company reasonably believes are under the influence of alcohol or illegal drugs.
2. Employees who work on government contracts involving access to classified information, or who work on the premises of customers who require drug testing.
3. Employees who are returning from a leave of absence for the purpose of participating in an alcohol or drug rehabilitation program.
4. Employees who violate the company's Drug and Alcohol policy.
5. Employees involved in on the job injuries or accidents.
6. All employees during any physical. The company will use an accredited drug testing laboratory which utilizes state of the art scientific equipment (GC/MS Gas Chromatography/Mass

Spectrometry) to ensure the validity and accuracy of the test. All results will remain strictly confidential and will be exposed only to those with an absolute need to know.

7. SEARCHES

The company reserves the right to search all property including desks, lockers, briefcases, purses, vehicles, etc. for the purpose of investigating violations of the Drug and Alcohol Policy. Entering company property is deemed to be consent to all searches.

Searches include all lawful means available to the company to ensure the safe and healthful work environment for all employees. All care will be taken to ensure the dignity and privacy of employees and the protection of personal property.

Employees who interfere with or refuse to cooperate in an investigation, including a search or a request to submit to a test for alcohol and/or drugs are subject to discipline up to and including termination.

8. DISCIPLINARY ACTION

Violation of this policy may result in disciplinary action up to and including termination of employment and additionally or alternately at the company's sole discretion, mandatory participation in a drug/alcohol rehabilitation program.

9. MANAGEMENT PARTICIPATION

Each supervisor shall be responsible for and obliged to report to management incidents or cases where violations of this policy occur. Management receiving such reports is accountable for taking and recommending disciplinary action and, if appropriate, referral to drug/alcohol rehabilitation programs.

6

**EMPLOYEE
INCENTIVE
PROGRAM**

T&M Painting and Construction, Inc.
General Contractor

**UNDER
CONSTRUCTION**

7

DISCIPLINARY ACTION PROGRAM

T&M Painting and Construction, Inc.
General Contractor

DISCIPLINARY ACTION PROGRAM

We have employed this Disciplinary Action Program to ensure all workers conform to the company policies and safe work practices. It is our intent to provide employees feedback on their performance, and offer warnings or violations and suggest methods for improving their duties.

Attached is a copy of our Disciplinary Action form that will be used to document violations. When counseled by their supervisor, employees are expected to read and sign the form. Signing the form is just acknowledging that you are aware of the action. There is a remarks section for recording your comments. Supervisors will offer a copy of the form to the worker, and present the original reports to management within 24 hours of the issue. Complete forms will be faxed to this office. Supervisors are not authorized to maintain their own disciplinary action files.

Reports are destroyed 90 days from the date of the most recent report. If there is only one report, it will be destroyed 90 days after it is written. If an employee is written up more than once, reports are kept until the employee goes 90 days without a written warning. Workers who feel their disciplinary action is unwarranted may bring it to the attention of the Human Resources manager. There should be no fear or reprisal when calling.

DISCIPLINARY ACTION SCHEDULE

NOTE: First counseling for violation should be verbal, with a 'memo for record' initiated to document the oral counseling, and filed in the employee's personnel file.

1 st Report	Warning, no action
2 nd Report	One day suspension without pay
3 rd Report	Three day suspension without pay
4 th Report	Termination

VIOLATIONS WARRANTING IMMEDIATE TERMINATION

1. Any violation of the company's Drug and Alcohol Policy.
2. Non-excused absence longer than one day or second non-excused absence in 60 day period.
3. Three written reports in a 90 day period.
4. Insubordination or arguments with the supervisor. Possession of any weapons on the work site. Fighting or threats to the physical security of supervisors or fellow employees.

RECORD OF EMPLOYEE DISCIPLINARY ACTION

Record OF Verbal Warning (#)

Written Warning (#)

Name:

Date:

Department:

Shift:

Time:

Attendance		Tardiness		Carelessness	
Insubordination		Destruction of Company Property		Violate Drug/Alcohol Policy	
Violation of Safety Rules		Substandard Work		Failure to follow Instruction	
Theft		Housekeeping		Horseplay	
Fighting		Failure to follow Company Policy		Leaving without Permission	
Discourteous to Customers		Working on Personal matters		Other	

Supervisor's Remarks:

Signature of Supervisor

Employee Statement:

I agree _____ I disagree _____ with Supervisor's Remarks

Signature: _____ Witness: _____

Action to be taken: _____ Warning _____ Suspension _____ Termination _____ Other

Consequence should incident be repeated:

I have read this Disciplinary Action and understand it.

Signature of Employee:

Date:

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SAFETY MEETING REPORTS

T&M Painting and Construction, Inc.
General Contractor

SAFETY MEETINGS

Management and supervisory safety meetings will be conducted as outlined. The items to be reviewed at these meetings are:

1. Company safety policies and procedures
2. Accidents involving company employees
3. Up-dated information from the Safety Officer on any changes in the laws or codes that affect Company operations.
4. Discussion of safety issues which occur on the jobsite. Also, solutions to safety problems for the information and education of everyone.

JOBSITE – Safety meetings will be conducted by the Superintendent or Supervisor. The topic of the safety meeting should be relevant to the work being done. Also, additional safety topics can be reviewed for the information and education of the employees.

The company's employees at the jobsite must attend the "tailgate" safety meeting. If the project is for LAUSD, then the meetings are to be held once every week, preferably on Monday or Tuesday. California OSHA requires "tailgate" safety meetings once every 10 days. Attendance will be documented. Participation from the employees should be encouraged at the meeting.

SHOP, WAREHOUSE AND OFFICE – Safety meetings will be conducted by the safety officer. The topic of the safety meeting should be relevant to the work being done.

All shop employees must attend the "tool box" safety meeting. Meetings are to be held every two weeks. Attendance will be documented. Participation from the employees should be encouraged at the meeting.

Failure to attend a safety meeting without a valid excuse shall result in discipline.

T&M Painting and Construction, Inc.
Job No.: _____

SAFETY MEETING LOG AND EMPLOYEE SIGN IN SHEET

Date of Meeting:

Supervisor conducting meeting:

Safety subjects covered:

Employee suggestions at meeting:

Attendees (Employees: **PLEASE PRINT AND SIGN YOUR NAME**):

Name:

Signature:

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MISCELLANEOUS PROGRAMS

T&M Painting and Construction, Inc.
General Contractor

BASIC SAFETY PRINCIPLES

1. **TRAINING:** Get the proper training. Ask questions. Doing the right job = doing the job safe.
2. **USE YOUR HEAD:** Concentration on what you're doing and good judgment will prevent many accidents.
3. **DRESS RIGHT:** Loose or torn clothing, jewelry, long hair, improper shoes and some types of fabrics can be dangerous in certain situations. Find out what the proper work dress is before you show up on the job.
4. **FOLLOW ALL THE RULES:** These rules are part of your job. You are paid to follow them
5. **GUARDING:** Knowing what guarding is required and use it. Unguarded machinery is too dangerous to take chances with.
6. **LIFT CORRECTLY:** Back injuries can be painful, costly, and cause permanent disability.
7. **TOXIC MATERIALS:** Request "MSDS" from your supervisor on any toxic materials you are exposed to. Read the labels for all products.
8. **PERSONAL PROTECTION:** Always use appropriate protection for eyes, lungs, head, skin, hearing etc.
9. **HOUSEKEEPING:** Keep your area clean to prevent slips, trips and fires.
10. **TOOLS:** Use the right tools for the job. Never use defective tools or equipment.
11. **KNOW EMERGENCY PROCEDURES:** Know what to do before an emergency occurs.
12. **REPORT ALL INJURIES:** Immediately report all work related injuries to your supervisor.
13. **ONLY WORK RELATED INJURIES ARE COVERED BY "WORKERS' COMPENSATION":** If the injury or illness did not occur as a result of the job, it is not covered by workers' compensation.
14. **WORK SAFELY:** When you have an accident, everyone loses; yourself, your family, your fellow workers and the company.

GUIDELINES FOR RECORDKEEPING

Records will be kept of all safety program activities, and may include:

- Initial orientation training
- Job descriptions and/or job analysis
- Safety meetings
- Training schedule for each employee
- Accident investigations
- Employee and employer claim forms
- Cal/OSHA required records (Form 200, medical exposure records, injury reports)
- Inspections performed, in-house, and any performed by outside agencies
- Disciplinary actions
- Safety Committee meetings
- Vehicle inspection forms
- DMV driving records
- CPR/First Aid training

At least one copy of all the above records will be maintained and filed by the Safety Officer at the main office in the Controller's file cabinets for not less than 10 years if pertaining to a construction project and indefinitely for an employee's record. Additionally, pursuant to HPA, health related records must be maintained for 30 years following termination of employee.

In conclusion, T&M Painting and Construction, Inc. values the safety of all company employees, and it is our intent to maintain the high standards of safety that will ensure the good health and well being of all those we employ.

THANK YOU FOR YOUR COOPERATION!!

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**PROGRAM
EVALUATIONS &
SAFETY AUDITS**

T&M Painting and Construction, Inc.
General Contractor

INJURY AND ILLNESS PREVENTION PROGRAM

HAZARD	Satisfactory	Needs Attention	Target Date for Correction	Date Corrected
Do you have a written, effective Injury & Illness Prevention Program?				
Do you have a person who is responsible and has authority for overall activities of the Injury & Illness Prevention Program?				
Do you have a system for identifying and evaluating your workplace hazards?				
Do you systemically correct these hazards in a timely manner?				
Do you provide training in both general and specific safe work practices?				
Do you encourage employee participation in health and safety matters?				
Do you maintain an ongoing safety training program?				
Do you have a system in place that ensures employees will be recognized for safe and healthful work practices?				
Will employees be disciplined for unsafe safety and health acts?				
Is there a labor management safety committee (Optional)				
If there is no safety committee, is there in-place a system for communicating safety and health concerns to employees?				
On construction sites, is a Code of Safe Practices posted?				
Are "tail gate" meetings conducted every week or sooner if appropriate?				

_____ Name	_____ Date
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CONSTRUCTION

HAZARD	Satisfactory	Needs Attention	Target Date for Correction	Date Corrected
<i>Carpenters Checklist:</i>				
Portable power saw blade upper half is permanently guarded; and the bottom half has a hinged guard.				
Radial arm and table saws have anti-kick devices installed.				
Exposed saw teeth are covered by hoods and guards.				
Safety devices are installed on all pneumatic nailers and staplers operating at over 100 PSI.				
Employees are trained in proper saw use and safety before working unsupervised.				
Pneumatic tools are disconnected from air supplies when not in use.				
Pneumatic tool is not operated within 10 feet of another employee.				
Safety glasses with side shields are worn at all times.				
Make sure employees do not block off or remove any guard or safety device.				
<i>Excavators Checklist:</i>				
A permit has been issued by Cal/OSHA for excavation deeper than 5 feet.				
Wall of trenches and excavations are shored, benched or sloped to avoid cave ins.				
Spoils piles are at least 2 feet from the edge of any excavation.				

_____ Name	_____ Date
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CONSTRUCTION

HAZARD	Satisfactory	Needs Attention	Target Date for Correction	Date Corrected
<i>Excavators Checklist (Cont'd.)</i>				
Excavations are not dug near building foundations, walls and sidewalks.				
Physical barriers are erected around excavations.				
Before digging, USA must be contacted if underground utilities are possible and property owners contacted to identify hidden utilities.				
Employees do not ride in power shovels, backhoe buckets or other equipment not designated for this purpose.				
<i>Glaziers and Painters Checklist</i>				
Proper ladder is used for the job.				
Ladders are placed so that the side rails have secure footing.				
Top of the ordinary types of step ladders are not used as steps.				
Ladders are not placed on boxes or other unstable bases to gain height.				
The ladders always extend 3 feet above roof when climbing to the roof of a building.				
Ladders are not placed in front of a door unless the door is guarded, locked or blocked open.				
Ladders are not placed against a window.				
Employees do not climb higher than the third rung from the top on straight ladders, or the second tread from the top of step ladders.				

_____ Name	_____ Date
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SAFETY INSPECTION CHECKLIST

Area Inspected:

Inspected by:

Date:

This form provides a list of general safety conditions that need to be monitored. A () mark indicates it is satisfactory.

- 1) Housekeeping & Sanitation
 - a. General neatness of work area _____
 - b. Disposal of waste/trash/misc. scrap _____
 - c. Walk ways clear (trip hazards) _____
 - d. Restrooms/changing areas clean _____
- 2) Fire Prevention
 - a. Extinguishers checked _____
 - b. Flammables stored properly _____
- 3) Electrical
 - a. Exposed wires/cords on floors _____
 - b. Panels unobstructed _____
- 4) Tools & machinery
 - a. Good working condition _____
 - b. Inspection and maintenance _____
- 5) Hoists & Cranes
 - a. Inspect Cables _____
 - b. Check slings, chains, hooks & eyes _____
 - c. Lubrication and maintenance _____
- 6) Welding and Cutting
 - a. Equipment in good operating condition _____
 - b. Gas cylinders upright _____
 - c. Cylinder caps in use _____
- 7) Personal Protective Equipment
 - a. Eye Protection (safety glasses) _____
 - b. Face shields _____
 - c. Respirators/masks _____
 - d. Hoods (welding) _____
 - e. Hand protection (gloves) _____
 - f. Feet protection (safety boots) _____

SELF-INSPECTION CHECKLISTS

This checklist is by no means all inclusive. You should add to them or delete portions or items that do not apply to your operations. However, carefully consider Each item as you come to it and then make your decision.

EMPLOYER POSTING

- Is the Cal/OSHA poster "Safety and Health Protection on the Job" displayed in a prominent location where all employees are likely to see it?

- Are emergency telephone numbers posted where they can be readily found in case of emergency?

- Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records, and MSDS etc., been posted or otherwise made readily available to affected employees?

- Are signs concerning "Exiting from buildings", room capacities, floor loading, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

- Are other California posters properly displayed such as:
 - Unemployment Insurance Benefits
 - Pay Day Notice
 - Fair Employment
 - Family Leave
 - Fair Employment

RECORDKEEPING

- Are all occupational injury and illnesses, except minor injuries requiring first aid, being recorded as required on the Cal/OSHA form 200?

- Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date?

- Have arrangements been made to maintain required records for the legal period of time for each specific type record? (some records must be maintained for at least 40 years).

- Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks, etc.?

SAFETY AND HEALTH PROGRAM

- Do you have an active safety and health program in operation?

- Is one person clearly responsible for the overall activities of the safety and health programs?

- Do you have a safety committee or group made up of management and labor representatives that meet regularly and report in writing on its activities?

- Do you have a working procedure for handling in-house employee complaints regarding safety and health?

- Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

MEDICAL SERVICES AND FIRST AID

- Do you require each employee to have a pre-employment physical examination?

- Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?

- If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?

- Are medical personnel readily available for advice and consultation on matters of employees health?

- Are emergency phone numbers posted?

- Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

- Have first aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?

- Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

FIRE PROTECTION

- Is your local fire department well acquainted with your facilities, its location and specific hazards?
- If you have a fire alarm system, is it certified as required?
- If you have a fire alarm system, is it tested at least annually?
- If you have interior stand pipes and valves, are they inspected regularly?
- If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventative maintenance schedule?
- Are fire doors and shutters in good operating condition?
 - Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Are fire door and shutter fusible links in place?
- Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?
- Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
- Are sprinkler heads protected by metal guards, when exposed to physical damage?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly and noted on the inspection tag?
- Are employees periodically instructed in the use of extinguishers and fire protection procedures?

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
- Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?

- Are hard hats provided and worn where danger of falling objects exists?
- Are hard hats inspected periodically for damage to the shell and suspension system?
- Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
- Are approved respirators provided for regular or emergency use where needed?
- Is all protective equipment maintained in a sanitary condition and ready for use?
- Do you have eye wash facilities and a quick Drench shower within the work area where employees are exposed to injurious corrosive materials?
- Where special equipment is needed for electrical workers, is it available?
- When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?
- Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

GENERAL WORK ENVIRONMENT

- Are all worksites clean and orderly?
- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip resistant?
- Are all spilled materials or liquids cleaned up immediately?
- Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?
- Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
- Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
- Are covered metal waste cans used for oily and paint soaked waste?
- Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- Are paint spray booths, dip tanks, etc. cleaned regularly?
- Are the minimum number of toilets and washing facilities provided?
- Are all toilets and washing facilities clean and sanitary?
- Are all work areas adequately illuminated?
- Are pits and floor openings covered or otherwise guarded?

WALKWAYS

- Are aisles and passageways kept clear?
- Are aisles and passageways marked as appropriate?
- Are wet surfaces covered with non-slip material?
- Are holes in floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- Are materials or equipment stored in a way that sharp projectives will not interfere with the walkway?
- Are spilled materials cleaned up immediately?
- Are changes of direction or elevations readily identifiable?
- Are aisles and walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
- Is adequate headroom provided for the entire length of any aisle or walkway?
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL OPENINGS

- Are floor openings guarded by a cover, a guardrail or equivalent on all sides (except at entrance to stairways or ladders)?
- Are toe boards installed around the edges of permanent floor opening (where persons may pass below the opening)?
- Are skylight screens of such construction and mounting that they will withstand a load of 200 pounds?
- Is the glass in windows, doors, glass walls, etc. which are subject to human impact of sufficient thickness and type for the condition of use?
- Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
- Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- Are manhole covers, trench covers and similar covers, plus their supports designed to carry truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
- Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self closing feature when appropriate?

STAIR AND STAIRWAYS

- Are standard stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least a 6'6" overhead clearance?
- Do stairs angle no more than 50 and no less than 30 degrees?
- Are stairs of hollow pan type treads and landings filled to noising level with solid material?
- Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7 ½ inches?
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- Are stairway handrails located between 30 and 40 inches above the leading edge of the stair treads?
- Do stairway handrails have at least 1 ½ inches of clearance between the handrail and the wall or surface they are mounted to?
- Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
- Is the vertical distance between stairway landings limited to 12 feet or less?
- Is a stairway provided to the roof of each building four or more stories in height, provided the roof slope is 4 to 12 or less?

ELEVATED SURFACES

- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4 inch toe boards?
- Is a permanent means of access and egress provided to elevated storage and work surfaces?
- Is required headroom provided where necessary?
- Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXISTING EGRESS

- Are all exits marked with an exit sign and illuminated by a reliable light source?

- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT". "TO BASEMENT", "STOREROOM" etc.?
- Are exit signs provided with the 'EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide?
- Are exit doors side hinged?
- Are all exits kept free of obstructions?
- Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable or explosive substances?
- Are there sufficient exits to permit prompt escape in case of emergency?
- Are special precautions taken to protect employees during construction and repair operations?
- Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?
- Are exit stairways which are required to be separated from other parts of a building, enclosed by at least two hour fire resistive construction in buildings more than four stories in height, and not less than one hour fire resistive construction elsewhere?
- When ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot vertical and 12 foot horizontal?
- Where exiting will be through frameless glass door, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

- Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- Are windows which could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit travel?
- Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Are door that swing in both directions and are located between rooms where there is frequent traffic, provide with viewing panels in each door?

PORTABLE LADDERS

- Are all ladders maintained in good condition, joint between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
- Are non-slip safety feet provided on each ladder?
- Are non-slip safety feet provided on each metal or rung ladder?
- Are ladder rungs and steps free from grease and oil?
- Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- Is it prohibited to place a ladder on boxes, barrels or other unstable bases to obtain additional height?
- Are employees instructed to face the ladder when ascending or descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rail or other faulty equipment.
- Are employees instructed not to use the top step of ordinary step ladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?
- Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- Are portable metal ladders legibly marked with a sign reading "CAUTION – do not use around electric equipment" or equivalent wording?
- Are employees prohibited from using ladders as guy braces, skids, gin poles, or for other than their intended purposes?
- Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?

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CODE OF SAFE PRACTICES

T&M Painting and Construction, Inc.
General Contractor

CODE OF SAFE PRACTICES

Accidents may happen without warning, but they usually have a cause. Inattention and lack of job skills cause most accidents. The following rules apply to all employees.

General Safety Rules:

1. Each employee is expected to show up for work fully prepared, alert, and ready to work.
2. Safety equipment, such as safety glasses, respirators, safety harnesses, gloves, etc. must be worn as directed by your supervisor. Employees are not expected to perform tasks that present an imminent hazard to their well being. If you feel you are put in a dangerous situation, notify your supervisor immediately.
3. The use of alcohol and drugs in the job is a danger to all and absolutely will not be tolerated.
4. Only those employees qualified by training or experience may operate or repair equipment or machinery. If you do not know, or in doubt regarding the correct and safest way to perform your assigned task, consult your supervisor immediately.
5. Heed all safety instruction and warning signs. These are not optional, but a condition of employment.
6. Report all injuries and accidents to your supervisor immediately. Accident prevention is a part of everyone's job.
7. Attendance at all safety meetings is mandatory.
8. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
9. Foreman shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such actions as are necessary to obtain observance.
10. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
11. Anyone known to be under the influence of drugs or intoxicating, substances, shall not be allowed on the job while in that condition and is subject to immediate termination.

12. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
13. Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
14. No one shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other cause s that it might unnecessarily expose him/her, or others, to injury.
15. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter and said employee(s) have had confined space training.
16. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent. This shall apply to personally owned tools and equipment on site as well.
17. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be 'prohibited.'
18. 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 foreman.
19. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
20. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
21. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
22. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
23. Employees shall cleanse thoroughly after handling hazardous chemicals, and follow special instructions from authorized sources.
24. Cal OSHA prohibits carrying anything while climbing up or down any type of Ladder. Regulation requires two hands and one foot or two feet and one hand on the rungs while climbing.
25. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.

26. Gasoline shall not be used for cleaning purposes.
27. 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. All such operations require a Hot Wash permit and a 20-minute fire watch at the conclusion of said operations.
28. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the foreman and repaired before use.
29. Ladders are placed so that the side rails have secure footing.
30. Top of the ordinary types of step ladders are not used as steps, including the top rung.
31. Ladders are not placed on boxes or other unstable bases to gain height.
32. The ladders always extend 3 feet above roof when climbing to the roof of a building.
33. Ladders are not placed in front of a door unless the door is guarded, locked or blocked open.
34. Ladders are not placed against a window.
35. Employees do not climb higher than the third rung from the top on straight ladders, or the second tread from the top of step ladders.

Construction

1. Gasoline shall not be used for cleaning purposes at any time.
2. Employees must thoroughly clean any exposed part of their body by washing it under 15 minutes of continuous flow, after handling hazardous chemicals, as well as follow special instructions from supervisor(s).
3. All tools and equipment must be inspected before each use.
4. Any damaged scaffolding, ladders or other equipment must be reported to your supervisor immediately.
5. Never use un-regulated high pressure air to blow debris, dust clothing, dry surfaces or skin at anytime. Must use 15 PSI of pressure for blowing debris and wear safety glasses at all times.
6. Obey all posted notices and warning signs at all times.

7. No employee is to operate any equipment or perform any tasks without proper training. If you feel you lack the skills and experience to safely perform an assigned task, notify your supervisor.

Personal Protective Program:

Our safety program includes the proper selection and use of protective equipment (PPE). When equipment has been specified for certain work areas of work assignments, you must use it.

1. You must wear clothing suitable for the work you are doing. Service and industrial employees are expected to wear appropriate work clothing. Office and sales personnel are encouraged to dress in a professional manner commensurate with your duties.
2. Wear sturdy supportive shoes. We recommend the use of hard toed safety shoes for shop personnel. Others are to wear appropriate foot wear. Sandals are prohibited as are any open toe shoes, open heel shoes and tennis shoes.
3. Special eye protection will be required depending on the job you are doing. Be wise; protect your eyes.
4. When exposed to loud noises, such as powered equipment, you must wear earplugs or muffs. Plain cotton is not acceptable.
5. Safety harnesses, properly tied-off with a lanyard, must be worn when ever you are working close to the edge of the roof, and there is no parapet or safety rail.
6. Hard hats are required at all construction sites.

Use of Tools and Equipment

1. All tools and equipment shall be maintained in good condition, with guards in place.
2. Damaged tools or equipment shall be removed from service and tagged "defective."
3. Pipe or Stillson wrenches shall not be used as 'a substitute for other wrenches.
4. Only appropriate tools shall be used for the job.
5. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
6. Files shall be equipped with handles and not used to punch or pry.

7. A screwdriver shall not be used as a chisel.
8. Wheelbarrows shall not be pushed with handles in an- upright position.
9. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
10. Electric cords shall not be exposed to damage from vehicles driving over them.
11. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

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, lock-out 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 hoists should fail.
6. Air hoses shall not be disconnected at compressors until hose line-has been bled.
7. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
8. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
9. Tractors, bulldozers, scrappers and carryalls shall not operate where there is possibility of overturning in dangerous areas like the edges of deep fills, cut banks, and steep slopes.
10. All crane operations will provide a written Lift Plan to Safety department. No crane operation will be allowed without an approved Lift Plan.
11. All industrial truck operation (listed in item 9) requires annual classroom training and practical training every three years.

The Code of Safe Practices printed above is general in nature as it is impossible to include specific safe practices peculiar to each company.

12

SELF INSPECTION CHECKLIST

T&M Painting and Construction, Inc.
General Contractor

SUPERVISOR'S WEEKLY JOB WALK CHECKLIST

This is an abbreviated checklist. You should always check for the obvious. The job site should be clean of debris. Particular attention should be paid to the traffic patterns and immediate work areas. There should be a first aid kit, and at least one employee trained in First Aid/CPR. Whenever inspecting a site, ask yourself, "What could go wrong here?"

Date: _____ Superintendent: _____

Name of job address: _____

Crew Leader: _____

Posting:

Sat. Unsat. N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required OSHA posters present |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are emergency phone numbers posted |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are appropriate safety/warning signs present on site |

On Ground:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ground fault box at source |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper fire extinguishers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MSDSs on site and all containers labeled |

Ladders:

- | | | | |
|--------------------------|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tied off |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Feet set with 1-4 pitch |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3' above roof line |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inspected/secured at night |

General:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is site clean and orderly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all employees wearing proper Personal Protective Equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper placement of all equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guardrails/toeboards properly positioned on all overhead working surfaces |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Combustible debris/waste stored safely and removed from worksite daily |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All aisles and passageways kept clear and properly marked |

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | First aid kit |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Where required, as changed in elevation easily identified |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No mechanical equipment or material within 6 feet of roof edge |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roof openings cover or roped off, unsafe decking properly covered |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical lines shut off or roped off |

Job walks should be completed on each and every day, at the very least, weekly.

SAFETY INSPECTION REPORT FORM – GENERAL

Date: _____ Inspector: _____ Signature: _____ Area inspected: _____		Evaluations: S = Satisfactory N = Needs Improvement NA = Not Applicable If an unsatisfactory rating is provided for a particular item, the Hazard Report Form must be completed and turned in.
	Rating	Additional Comments
1. Recordkeeping and Posting		
1.1 Is the OSHA poster <u>Job Safety & Health Protection</u> Displayed in a prominent location, and is the OSHA injury and Illness log & summary up to date?		
1.2 Are signs concerning exits posted?		
1.3 Are warning signs posted properly? a. Danger Signs b. Caution Signs c. Safety Signs		
1.4 Is the documentation of safety inspections and Corrections properly maintained?		
1.5 Do Employees have ready access to the Company's Safety Manual?		
2. First Aid		
2.1 Are first aid kits available & periodically inspected?		
2.2 Are the contents of the first aid kits approved by a licensed physician?		
2.3 Is at least one person per shift currently qualified to render First Aid? Must on site at all times!		
3. Fire Protection		
3.1 Is there a written Fire Prevention Plan in affect?		
3.2 Have employees been trained in the plan? Is the training documented?		
3.3 Are there adequate fire extinguishers available?		
3.4 Are the extinguishers visually inspected monthly, and documented on the annual inspection log?		
3.5 Are the extinguishers regularly inspected and recharged? (There is an annual requirement).		
3.6 Are employees trained annually in the proper operation of extinguishers? Is this training documented? Are smoking rules established and posted?		
4. Housekeeping		
4.1 Are work areas clean and orderly?		

	Rating	Additional Comments
4.2 Are floors and working surfaces kept dry?		
4.3 Is scrap, debris and waste stored safely and removed from the work area promptly? Are there provisions made for proper waste disposal?		
4.4 Are toilet and wash facilities provided? Are paper products and soap supplies adequate?		
4.5 Are toilet and wash facilities kept clean?		
4.6 Are lunch rooms/break areas clean and orderly?		
4.7 Are refrigerators, food preparation, storage areas and utensils kept clean and sanitary?		
4.8 Are there any tripping hazards (loose carpet, extension cords or air hoses, scrap)?		
4.9 Are materials and equipment stored or positioned so that sharp projections do not interfere with work or passers through? Is everything stored, stacked and positioned so that they will not fall?		
4.10 Is the maximum load limit posted for any overhead storage area?		
5. <u>Electrical Hazards</u>		
5.1 Are all electrical appliances and tools properly grounded? (3 or 2 prong plug adapters are UNAUTHORIZED and should be replaced with a properly grounded plug).		
5.2 Are electrical outlets adequate and not overloaded?		
5.3 Are any wires frayed or is the casing deteriorated?		
5.4 Are danger signs under for "high voltage" at any junction boxes?		
6. <u>General Physical Conditions</u>		
6.1 Are there holes or cracks in floors, sidewalks or other walking/working surfaces?		
6.2 Is there adequate clearance in walkways? Are aisles and established walkways marked in industrial areas?		
6.3 Are handrails used on all stairways having four or more risers?		
6.4 Are all floor or wall openings properly equipped with guard rails and toe boards?		
6.5 Are all exits marked by illuminated signs?		
6.6 Are all exits kept clear of obstructions?		
7. <u>Hazard Communications</u>		
7.1 Is your written Hazcom Program current?		
7.2 Is Hazcom training being performed and documented on SMRs? Are employees briefed on PPE requirements?		
7.3 Is the Hazardous Substance Inventory current with any changes in process or materials?		
7.4 Are all containers properly labeled?		

	Rating	Additional Comments
7.5 Are employees using required PPE?		
7.6 Are MSDSs available to employees?		
8. HVAC Systems		
8.1 Is the Heating, Ventilation and Air Conditioning system adequate to provide a constant supply of fresh air into the workplace?		
8.2 Are exhaust systems installed where needed to isolate odors, dusts, or fumes from contaminant producing processes?		
9. Noise Control		
9.1 Are there areas in the workplace where noise levels exceed 85 db? (any work area where two people must raise their voices to be heard an arms length away is suspect)		
9.2 If you have areas where the sound level exceeds allowable limits, a. Are affected employees wearing PPE? b. Have you initiated a Hearing Conservation Program?		
10. Lighting		
10.1 Is lighting adequate for location and operations being performed?		
10.2 Are fluorescent tubes properly secured to prevent them falling should they become loose?		
10.3 Does current lighting eliminate shadows?		
11. Machines/Tools/Equipment		
11.1 Are all guards properly installed and utilized?		
11.2 Do all guards in use prevent hands, arms and other body parts from making contact with hazardous area?		
11.3 Do all guards in use prevent objects from falling into moving parts?		
11.4 Are all "Two hand trip" devices operating properly without being defeated?		
11.5 Are all machines, tools and equipment kept in good repair?		
11.6 Are maintenance records kept on all machines, tools and equipment?		
11.7 Are all machines, tools and equipment requiring the use of Personal Protective Equipment posted with signs to remind employees of the requirement?		
12. Safety/Skills Training		
12.1 Are weekly safety meetings being conducted and documented, with completed SMRs placed in the Safety Manual?		
12.2 Are Hazardous Substances being reviewed used the MSDS and documented on the SMRs?		

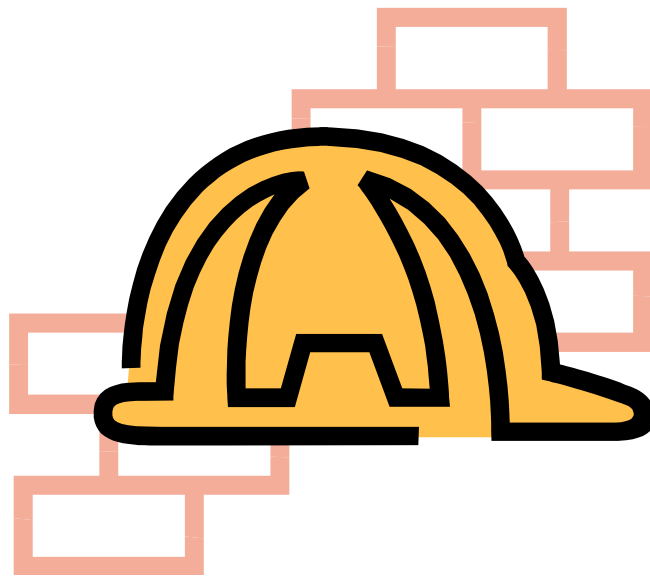
	Rating	Additional Comments
12.3 Are special skills training being conducted and documented?		
12.4 Are their Job Descriptions written for all positions?		
12.5 Are there training objectives established for all positions?		
12.6 Are employees trained in care and use of Personal Protective Equipment (PPE)?		
12.7 Has a Hazard Survey been performed for each position to determine the need for PPE? Is it documented?		

SAFETY SIGNS

T&M Painting and Construction, Inc.
General Contractor

CAUTION

**HARD HATS
MUST BE WORN
IN THIS AREA**



DANGER

PELIGRO No Entre



NO ENTRY!!

NOTICE

AVISO

Personal Autorizado Unicamente

**Authorized
Personnel
Only**



**Watch
Your
Step!!**

Precaucion