

**FIELDER'S CHOICE ENTERPRISES, INC.  
SAFETY MANUAL**

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# **FIELDER'S CHOICE ENTERPRISES INC SAFETY PROGRAM**

## **SAFETY MANAGEMENT AND COMMITMENT**

### **Company Safety Policy**

FCE, Inc. is committed to providing a safe and healthful workplace for its employees and sub-contractors. All sub-contractors are to utilize this safety program or submit their own for approval by management.

### **Safety Program Goal**

It is the goal of FCE, Inc. to maintain a comprehensive safety and health program

Safety and health shall be a primary consideration the design, procurement, installation, use, and maintenance of all company facilities, equipment, tools, supplies, materials, processes, and operations. The company will comply with all applicable federal, state, and local laws pertaining to occupational safety and health. It is the intent of this written program to outline the responsibilities of FCE Inc. management, supervisors and employees.

As a condition of employment, all personnel are required to comply with company safety regulations and to act in a safe manner while on the job. Employees are to report accidents, injuries, unsafe acts or unsafe conditions to their supervisor immediately.

### **Management Responsibility**

It is the responsibility of management to:

1. Ensure the supervisors and employees are properly trained in required safety skills.
2. Support supervisors through providing safety material and topics to be used at monthly safety meetings.
3. Provide the resources necessary to maintain and implement safety into the company
4. Provide personal protective equipment (PPE) for all employees and enforce the use of the equipment as needed.
5. Provide the proper tools and safety equipment needed to perform the job safely.

6. Ensure that all accidents and near-miss incidents are investigated promptly and that corrective action is taken to correct any unsafe acts or condition(s).
  - Field Supervisor will complete a corporate incident report immediately or NLT 24 hours after incident. Copies of the incident report will be given to Whiting-Turner within 24 hours.

### **Supervisor (Foreman, Lead-person) Responsibility**

It is the responsibility of the supervisor to:

1. Enforce all safety and health rules and policies and take corrective action, including discipline, as needed.
2. Conduct daily jobsite inspections for safety hazards and safety violations, and take corrective action as needed.
3. Maintain a safe worksite through appropriate and immediate attention to unsafe acts, unsafe working conditions, and poor housekeeping.
4. Investigate all reported near misses, accidents and unsafe acts in a timely manner and take appropriate corrective action.
5. Assist management in the safety orientation and training of new employees on the recognition of unsafe conditions and ensure that all employees understand the contents of the written safety program.
6. Conduct monthly safety meetings to provide continuous training and awareness of safety.
7. Enforce the use of all personal protective equipment.
8. Inform management, in a timely manner, of the need for safety equipment and PPE.
9. Follow-up on reported and/or observed unsafe conditions or safety violations to ensure corrective action.

### **Employee Responsibility**

It is the responsibility of the employee to:

1. Follow all safety rules, policies and procedures as stated in the written safety program.
2. Report all unsafe acts and conditions to the supervisor immediately.
3. Utilize all personal protective equipment necessary for duties.

4. Conduct daily inspections of tools and materials for defect and remove and report unsafe tools.
5. Report accidents and near misses immediately to supervisor.
6. Attend and participate in safety meetings.
7. Provide insight and ideas regarding safety to management.
8. When using prescription medication during working hours, the employee must provide the superior with a letter from his/her physician verifying the type of medication, and that it will in no way impair the employee's ability to perform all the tasks associated with his/her job.

## **TRAINING AND ORIENTATION**

1. New employees will participate in an orientation meeting in which the company's safety policy and procedures will be reviewed. Employees will be trained on the recognition of potential hazards and safety regulations regarding the jobs they will perform. This orientation will occur before any work is performed. All personal protective equipment will be disbursed at this time and instruction on the proper use and storage of the equipment will be covered.
2. All employees will be made aware of the location of the OSHA Safety and Health poster, emergency telephone number locations, Hazard Communication Program, the location of first-aid supplies, and the names of employees trained to render first-aid treatment and CPR.

## **Worksite Hazard Analysis**

1. A pre-construction inspection will be conducted, prior to any job, by management or the supervisor to determine potential safety hazards.
2. A pre-construction safety meeting will be conducted, prior to any job, to discuss any safety hazards that may be encountered. Employees attending the meeting will be asked to provide insight of any potential hazards that may arise regarding the operations.
3. The supervisor will conduct job site walk-through inspections daily. All hazards and unsafe conditions observed will be corrected immediately.

## **Accident/Incident Reporting and Investigation**

### **Purpose**

These procedures prescribe methods and practices for reporting and investigating accidents and incidents at all worksites of FCE, Inc. These procedures provide a means to deal with job site accidents and incidents in a standardized way. In addition, it is the policy of FCE, Inc. to comply with all worker's compensation laws and regulations.

## **Procedures**

1. Employees injured on the job are to report the injury to the supervisor, or other level of management, immediately after the accident or incident.
2. First aid, or other appropriate medical treatment, shall be provided, or obtained, for the injured employee(s) promptly.
3. "Near miss" incidents shall be reported to the supervisor promptly.
4. When reporting an accident, always include the description of the injury, the body part(s) injured, and the exact location where the accident occurred.
5. The supervisor shall complete an Incident Report, after observing the accident site and interviewing the injured employee, any witnesses, and other relevant people. The report will be complete by the end of the workday, but not more than 24 hours after the accident. If circumstances, such as hospitalization of the injured employee, delay the report, a preliminary report must be submitted.
6. The supervisor shall immediately notify management, by telephone of serious injuries (requires more than first aid).
7. Any employee witnessing an accident/incident at a job site shall call for emergency help or provide whatever assistance appears necessary. In addition, the employee is to immediately report the accident/incident to site supervisor and take part in answering questions related to the accident.

## **First Aid**

1. Supervisors will maintain certification in first aid and CPR.
2. Emergency numbers will be posted at the job site, in company vehicles, in the first aid kits, or at all three locations.
3. Injured employees, except in emergency situations, must see one of the companies approved Physicians (Panel of Physicians) posted at the job site, in company vehicles, in the first aid kits, or at all three locations.
4. In the case of an emergency, contact your supervisor immediately. In the event a supervisor cannot be reached, send someone to seek or call for help.
5. A first aid kit will be in all company trucks, on all job sites, in equipment storage rooms, or all three locations. The kit will be replenished as needed and inspected monthly.

## GENERAL SAFETY AND HEALTH REQUIREMENTS

### General Site Safety Rules

The following general safety rules apply to all persons working on the job site. These rules must be observed at all times.

1. Report all unsafe practices, conditions, equipment, or tools to your supervisor immediately.
2. All injuries, regardless of how minor, must be reported to your supervisor immediately.
3. Familiarize yourself with your job and its hazards prior to beginning work. In the case that you are unsure of the hazard or how to continue safely, request assistance from your supervisor.
4. Firearms, illegal drugs and alcohol are prohibited on company property, in company vehicles or on job sites.
5. All persons working at or above six feet will follow the 100% fall protection program.
6. Fighting, horseplay, scuffling, running, and other inappropriate conduct in the workplace are prohibited.
7. Roped-off, barricaded areas identified as safety hazards may be entered only by authorization of supervisor responsible for the work.
8. All chemical containers must be labeled to correctly identify its contents and must be properly stored.
9. All personal protective equipment will be used as required and maintained in a sanitary condition.
10. All machine guards and safety devices must be in place before operating tools and machinery.
11. Tools and equipment must be kept clean and in good working condition. They will be maintained and used according to manufacturer's recommendations. Tools and equipment will be inspected daily and defective tools and equipment will be taken out of service and tagged "**Do Not Use.**"
12. Always use the right tool for the job. Improvising to save time may prove to be hazardous.
13. Only persons with adequate training and/or experience are permitted to operate equipment.
14. Store all materials, tools, and equipment neatly and appropriately.

15. Do not enter any tank, vessel, or confined space (limited access) unless properly trained and authorized to do so by your supervisor through a properly completed written Confined Space Entry Permit.

16. Employees are not to ride as passengers on construction equipment nor are they to ride in the bed of pickups.

17. Daily housekeeping is required and job sites will be maintained in a neat and orderly manner.

18. Always dress properly and wear clothing that fits properly and is in good condition. Shirts with at least short sleeves, long pants and good work boots, hard hats and reflective vest are required.

19. Jewelry, especially rings and dangling necklaces, can cause serious injury if it gets caught in rotating equipment, on nails or screws, ladder rungs or various types of building materials, therefore, rings and dangling jewelry must be removed prior to working where they can get caught. This applies especially when working at elevations.

20. Protect your back! Ask for help in moving heavy, bulky, or unusually long materials.

### **Vehicle Safety**

Only authorized and trained personnel are to operate motor vehicles. It is the responsibility of all vehicle operators to wear their seatbelt, drive according to the law, and maintain a valid operator's license. Speed limits are to be followed and when necessary speed shall be reduced to prevent an accident.

### **Vehicle Operation**

1. Always check the load for stability and security.
2. All equipment and supplies shall be stored properly.
3. When view is blocked during backing up, honk horn two times and utilizes assistance when available.
4. Reduce speed in adverse weather.
5. If you are involved in an accident, contact the office immediately.
6. If stopped by an official, report to the office immediately, regardless of infraction or not.
7. Utilize the 3-5 second rule. Pick a spot ahead of the car ahead of you. When that car passes that point, begin counting, if you cross the point before 3-5 seconds, slow down

8. No more than three people may ride in the front of a pick-up.

### **Vehicle Maintenance**

An overall vehicle inspection shall be done daily. Check:

1. All fluids, oil, transmission fluid, washer fluid, fuel.
2. Tires, wipers, windshields and lights.
3. Horns and back up alarms.
4. Brakes and steering.
5. Windows and rear view mirrors.

Report any defective or missing equipment to your supervisor. **DO NOT OPERATE VEHICLE UNTIL REPAIRS ARE MADE IF IT IS CONSIDERED UNSAFE.**

### **Heavy Equipment Safety**

When using heavy equipment, there are five basic guidelines that employees must always follow to ensure safety:

1. Know how to properly operate the equipment you are using.
2. Do not use heavy machinery when you are drowsy, intoxicated, or taking prescription medication that may affect your performance.
3. Use only equipment that is appropriate for the work to be done.
4. Inspect your equipment to ensure that it is in good working condition before beginning a job. In addition, ensure that regular inspections and maintenance are conducted as appropriate.
5. Do not stress or overload your equipment.

**Accidents do not just happen, they are caused.** Therefore, employees should also follow these guidelines:

1. Ensure the following before leaving equipment unattended:
  - All buckets, blades, etc. are on the ground.
  - Transmission is in neutral.
  - Engine is off.
  - Equipment is secure against movement.
2. Never get on or off moving equipment.
3. Do not attempt to lubricate or adjust a running engine.
4. Make sure you keep equipment properly lubricated.
5. Keep all shields and safety guards in place.
6. Avoid underground utilities and overhead power lines.

The following sections provide basic guidelines for working with forklifts, front-end loaders, and backhoes. Refer to the product documentation that accompanied your equipment for more information and specific instructions.

## **Forklifts**

Only authorized employees may operate forklifts. The following list provides general safety guidelines:

1. Do not allow riders. Do not raise people on forklift.
2. Do not speed.
3. Drive up and back down ramps.
4. Do not walk, stand, or work under the elevated portion of a forklift (even if it is not loaded).
5. Ensure that the forklift has an overhead barrier to protect the operator from falling objects.

In addition, follow these guidelines for safe forklift operation:

1. Always work within the capacity limits of your forklift. Consult with the manufacturer before modifying the operation or capacity limits of a forklift.
2. Do not operate a forklift in areas with hazardous concentrations of acetylene, butadiene, hydrogen, ethylene, or diethyl ether, or other explosive environments.
3. Never lift a load while moving. Wait until you are completely stopped before raising the mast.
4. Be sure the top load sits squarely on the stack. An uneven load could topple.
5. Travel with loads slightly tilted back to provide stability.
6. Travel with loads at the proper height. A stable clearance height is usually 4 to 6 inches at the tips and 2 inches at the heels of fork blades. Lift stacked loads in the same manner as loads on the floor.
7. When preparing to leave the forklift unattended, lower the mast, neutralize the controls, shut the power off, and set the brakes. The forklift is “unattended” when the operator is more than 25 feet away or the forklift is out of view.
8. When ascending or descending a grade in excess of 10%, drive the forklift with the load upgrade.
9. If you cannot see over a load, drive in reverse. Do not try to look around a load and drive forward.

## **Backhoes**

Only authorized employees may operate backhoes and front-end loaders. The following list offers general safety guidelines for both types of machinery:

1. Always operate at a safe speed.

2. Travel with the bucket low to the ground.
3. Always lower the bucket before servicing the equipment or leaving the loader unattended.
4. Use a rigid-type coupler when towing loads.
5. Always check with the utility company before digging.
6. When cutting a bank, be careful not to cause a cave-in. Do not drive on an overhang.

## **Housekeeping**

1. All debris, including scrap lumber with protruding nails, must be cleared from work areas, passageways, and stairs in and around the construction site at all times.
2. Combustible scrap and debris must be removed at regular intervals and disposed of properly.
3. All work areas are to be cleared at the end of each workday.
4. Oil, flammable or hazardous waste or debris such as paints, thinners, oil rags, etc., will be disposed of in clearly marked containers and disposed of daily.
5. Garbage shall be placed in container marked “garbage only” and disposed of daily.

## **Sanitation**

1. Coolers, marked “drinking water,” will be made available throughout the worksite and single service cups will be provided. A trash receptacle will be provided at every water station. Cups used for water are to be disposed of in the marked container.
2. A minimum of one toilet will be provided at each worksite. A minimum of two toilets will be provided for operations with 20 or more persons. One additional toilet will be provided per 40 persons.

## **Fire Protection and Prevention**

### **Fire Extinguishers**

1. Tampering with, or unauthorized use of, a fire extinguisher is strictly prohibited.
2. Portable fire extinguishers of proper size and rating will be located in each job site trailer, equipment storage room, company vehicle, and operational equipment.
3. Fire extinguishers will be inspected monthly and maintained in accordance with NFPA Standards.
4. Fire extinguishers will be obtained prior to starting welding or open flame operations and will be kept in the area of such operations.

5. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the job site.

### **Handling Flammable or Combustible Liquids**

1. Flammable liquids must be kept in an approved closed container when not actually in use.
2. Only approved metal, closed, containers can be used for the storage of flammable liquids. (Plastic containers are not allowed).
3. Containers of flammable or combustible liquids must be properly labeled to show both the name of the liquid and the hazard in accordance with the Hazard Communication Program.
4. No more than 25 gallons of a flammable or combustible liquid may be stored in a work or construction area outside of a flammable liquid storage cabinet or room.
5. Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet of the operation, unless conditions warrant greater clearance.

### **Compressed oxygen and gas cylinders**

1. Cylinders are to be stored and transported in an upright position.  
When not in use cylinders must be separated by a minimum of 25 feet or firewall.  
Cylinders cannot be stored on a cart for more than 24 hours.
2. Slings, chokers, or ropes shall not be used to rise or lower cylinders. A special cradle or bottle rack shall be used.
3. Valves on gas cylinders shall be closed, and valve protection caps (if so equipped) in place, before cylinders are moved.
4. Inspect all hoses for leaks and/or loose connections daily or before each use if not used daily.
5. Close the valve, install the valve protection cap (if so equipped), and mark the cylinder "empty" when empty.

### **Stairways**

1. On all structures, two or more floors (20 feet or over) in height, stairways, ladders or ramps must be provided for employees during the construction period.
2. All parts of stairways must be free of hazardous projections, such as nails.
3. Debris and other loose material must not be allowed on or under stairways.

4. Slippery conditions on stairs must be eliminated as soon as possible after they occur.
5. Temporary stairs must have a landing not less than 30 inches in the direction of travel at every 12 feet of vertical rise.
6. Rise height and tread width must be uniform throughout any flight of stairs.
7. Every flight of stairs having four or more risers must be equipped with standard stair railings or standard handrails along each unprotected side or edge. A standard railing consists of top rail, and an intermediate rail, toe board, posts or screen, and is a vertical height of not less than 36 inches. A standard handrail is similar, but is mounted on a wall or partition and does not include an intermediate rail. It has a height of 30-37 inches above the forward edge of the tread.

### **Floor and Wall Openings (Fall Prevention)**

1. A floor hole is defined as an opening measuring 2 inches or more in its least diameter in any floor, roof, or other walking/working surface.
  - a) On construction sites, floor holes, including skylights, where there is danger of fallings through must be guarded on all exposed sides by a standard guardrail, or closed over with a cover that is secured against accidental displacement.
  - b) On construction sites, all covers in walking/working surfaces or roofs shall be color-coded or shall be marked with the work “HOLE” or “COVER” to provide warning of the hazard.
2. A wall opening means a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, thorough which employees can fall to a lower level.
  - a) On construction sites, each employee working on, at, above or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.
2. A wall opening means a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, thorough which employees can fall to a lower level.
  - a) On construction sites, each employee working on, at, above or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected

from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

3. A standard guardrail, or the equivalent, except where there is an entrance to a ramp, stairway, or fixed ladder, must guard every open sided floor or platform 4 feet or more above the adjacent floor or ground level.
4. The railing must have a 4 inch toe board whenever persons can pass beneath the open sides, or there is moving machinery with which falling material could create a hazard.
5. Runways must be guarded by a standard top rail and mid-rail on all open sides 4 feet or more above the floor or ground. Wherever tools, machine parts, or materials are likely to be used on the runway, a 4-inch toe board must be provided.

## **Tools-Hand and Powered**

### **Hand Tools**

1. Wrenches, including adjustable, pipe-end and socket wrenches must not be used when jaws are sprung to the point that slippage occurs.
2. Impact tools, such as hammers, wedges, and chisels, must be kept free of mushroomed heads.
3. All tools, company issued and personal, must be inspected daily for splinters, cracks and loose joints. Any tools with defects must be removed from the work site and tagged "DO NOT USE."
4. Always use the proper tool for the job

### **Power Tools**

1. Power tools are designed to accommodate guards; they must be equipped with such guards when in use. Belts, gears, shafts, pulleys, sprockets, drums, fly wheels, chairs or other reciprocating, rotating or moving parts of equipment must be guarded.
3. Extension cords, plugs and attachments will be visually inspected daily prior to each use. Path to ground must be permanent and continuous. Strain relief cords shall be connected to devices and fittings so that strain relief is provided. Extension cords used with power tools must be of the three wire type. All worn or frayed cords will not be used.
2. All manufacturer's warnings and safe operating procedures for tools will be followed.
3. The use of electrical cords for hoisting and/or lowering tools is not permitted.

4. Electric power tools must be industrial or heavy-duty grade, with approved double insulated wiring or grounded.
5. All portable, power-driven circular saws must be equipped with guards above and below the base plate or shoe.
  - a) The upper guard must cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for level cuts. The lower guard must cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.
  - b) When the tool is withdrawn from the work, the lower guard must automatically and instantly return to the covering position.
6. All pneumatically driven nail guns, staplers, and other similar equipment provide with automatic fastener feed, which operate at more than 100 psi, must have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.
7. Compressed air must not be used for cleaning purposes.
8. All compressed air hoses exceeding ½ inch diameter must have a safety device at the source of supply to reduce pressure in case of hose failure.
9. Always make sure you put the proper fuel in power tools (i.e. mixed gas in chainsaws.)

## **Material Handling**

### **Storage**

1. Storage areas must be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.
2. All materials stored in tires must be stacked, racked, blocked interlocked, or otherwise secured to prevent sliding, falling or collapse.
3. Aisles and passageways must be kept clear to provide for the free and safe movement of material handling equipment or employees. Such areas must be kept in good repair.
4. Materials must not be stored on scaffolds or runways in excess of supplies needed for immediate operations.
5. Brick stacks must not be more than 7 feet in height. When a loose brick stack reaches a height of four feet, it must be tapered back two (2) inches in every foot above four.

6. Masonry blocks, which exceed six (6) feet, must be tapered back one-half block per tier above six (6) feet.
7. Lumber:
  - a) Used lumber must have all nails withdrawn before stacking.
  - b) Lumber must be stacked on level and solidly supported sills.
  - c) Lumber must be stacked so that it is stable and self-supporting.
8. Lumber piles to be handled manually must not exceed sixteen (16) feet in height.
9. Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, must be stacked and blocked to prevent spreading and/or tilting.
10. Materials ten (10) or more feet in length, being manually transported, require an employee on each end of the material.

### **Confined Space Entry**

Each workplace/construction site will be evaluated to determine if there are permit-required confined spaces on site.

All employees will be informed of the existence, location, and danger of all confined spaces through the use of signs that state:

**Danger—Permit Required-Confined Space—  
Authorized Entrants Only**

**Superintendents - Tim Wade, Adam Martin, Dwayne Campbell, & Jim Collins** are designated as **FCE's Competent Persons**.

- Tim Wade, Adam Martin, Dwayne Campbell, Jim Collins along with FCE's Safety Consultant will provide site training to all project employees. Tim Wade, Adam Martin, Dwayne Campbell, & Jim Collins are aware of all Virginia requirements.

Only those employees that have been properly trained and are deemed "authorized entrants" are to enter a confined space. Entry into the confined space will be done according to the "Confined Space Entry Permit Program."

No one is to enter a confined space, regardless of training, without the proper authorization of the site supervisor.

### **Excavations**

**Superintendents - Tim Wade, Adam Martin, Dwayne Campbell, & Jim Collins** are designated as **FCE's Competent Persons**.

- Tim Wade, Adam Martin, Dwayne Campbell, & Jim Collins along with FCE's Safety Consultant will provide site training to all project employees. They are aware of all Virginia requirements.
1. Employees will not work in excavations, over 4 feet in depth, that have not been sloped to the proper angle, shored, benched, or provided with other means of protection to prevent collapse of the walls.
  2. Employees will not work in excavations over 4 feet in depth that are not provided with ladders, steps, ramps, or other safe means of egress located as to require no more than 25 feet apart.
  3. Before starting any excavation work, make sure all required excavation permits are obtained. For work outside of industrial sites, make sure a "Miss Utility" check has been performed.
  4. Excavations must be properly barricaded to prevent accidental entry by other workers or visitors.
  5. In excavations which employees may be required to enter, excavated or other materials must be effectively stored or retained at least 2 feet or more from the edge of the excavation.
  6. Trenches less than 4 feet in depths must be effectively protected when the condition of the ground indicate expected hazardous ground movements.
  7. Trench Excavations over 20 feet in depth:
    - Shoring and sloping will be designed by a Professional Engineer, registered in the State of Virginia.
  8. Trenches will be dewatered to allow protection from hazards associated with water accumulation.
  9. Daily inspection of excavations will be made to make sure there are no hazards from cave-ins, failure of shoring systems, hazardous gases, or other potential hazards.

## **Trench Shields**

When using Trench Shields for protection, the following applies:

1. Do not work outside the protection of the shield. All work must be confined to the area of the shield.
2. Always leave the trench when the shield is being moved or removed.

3. Once a shield is removed, no work shall be performed inside the trench until other measures are taken to protect from cave-in.
4. Walls above the shield must be shored or laid back at least 45 degrees.
5. All soil removed shall be stored at least 2 feet from the edge of the trench shield to prevent pressure on the walls.
6. Inspect the shield regularly for broken welds or signs of fatigue. In the case of question, stop all work, leave the trench, and have the shield thoroughly inspected.
7. Excavation of material to a level no greater than 2 feet below the bottom of the members of a support system or trench box will be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the support system.

## **Personal Protective Equipment Program**

### **PPE Program Policy**

Employees using hand and power tools and those who are exposed to falling, flying, abrasive, splashing objects, dusts, fumes, mists, vapors, or gases will be provided with the particular protective equipment and associated training necessary by (title safety person) to protect them from the hazard.

Personal protective equipment must be used and maintained in a sanitary condition at all times. Employees are to follow the guidelines provided on use and care of all personal protective equipment. Improper use and care of PPE will not be tolerated. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

All employees of FCE, Inc. will be instructed on the proper use, care and maintenance of personal protective equipment prior to use.

All new employees will be issued a hard hat and safety glasses prior to beginning work with FCE, Inc. Employees are required to provide their own safety-toed work boots. Special needs such as prescription safety glasses or goggles that will fit properly over prescription glasses will be provided by FCE, Inc. Special equipment, such as face shields, respirators, hearing protection and gloves, will be issued on a need basis.

### **Head Protection**

Issued, ANSI approved, hard hats are required at all times.

All hard hats are to be worn correctly. Persons wearing hats under their hardhat and/or wearing them backwards will be cited for a safety violation.

Hard hats will be inspected daily for infractions and weaknesses. The company safety officer will inspect any hard hat that has been involved in an accident before it is used again.

### **Eye and Face Protection**

Approved safety glasses are required during: chipping, butting, breaking, sawing, drilling or any activity that poses a hazard to the eyes.

Face shields are required for grinding, welding, chemical handling, and other operations that pose a hazard to the face and forehead. Safety glasses are required to be worn underneath the face shield.

Face and eye protection equipment shall be kept clean and in good repair.

### **Respirators**

Only persons trained on the proper use, care and who have been fit tested are allowed to wear respirators.

Respirators are to be worn and maintained as instructed at all times.

Respirators will be issued by FCE, Inc.

Respirators shall be used when using, but not limited to:

- Buffing machine
- Handling materials where dust and powder may be present
- Welding, cutting or burning in poorly ventilated areas
- Burning or cutting painted steel
- Spraying paint

### **Foot Protection**

Approved, durable leather, safety boots are required at all times.

### **Hearing Protection**

Hearing protection devices will be worn during operations that require use of pneumatic tools, jackhammers and any other noise producing tools. In the case of question, contact your supervisor.

Instruction will be provided for the fitting of hearing protection.

Hearing protection devices may include earplugs or earmuffs. Plain cotton is NOT an acceptable protective device.

### **Body and Clothing Requirements**

Long pants will be worn at all times. Excessive jewelry and loose clothing are not allowed.

### **Hand Protection**

While utilizing tools and handling materials that could cause injury to the hand, appropriate gloves are required to be worn.

Leather gloves shall be worn when working with sharp or abrasive material.

Rubber gloves shall be worn when working with solvents and/or chemicals.

## **Fall Protection Policy**

### **Policy**

FCE, Inc. requires 100% continuous fall protection for all employees. All employees will be trained on the recognition of fall hazards and measures to prevent them prior to beginning work for FCE, Inc. All fall systems will be provided by FCE, Inc.

All jobs and duties shall be accessed for fall hazards and appropriate measures shall be made to prevent falls prior to beginning any duties.

### **Ladders**

1. Ladders will only be used as per manufactures recommendation. All ladders must be maintained in good repair. Ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction must not be used. Any ladder with a defect must be removed from the worksite and tagged "Do Not Use."
  - **Ladders will be inspected daily** for possible defects or structural damage.
2. Portable ladder feet must be placed on a firm, substantial base.
3. The area around the top and bottom of the ladder must be kept clear of debris, cords, welding leads, and other tripping hazards.

4. Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.
5. Ladders are not to be used in a horizontal position as platforms, walk boards, runways, or scaffolds.
6. Ladders must not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities conducted on any other work, unless protected by barricades or guards.
7. Ladder rails must extend at least 3 feet above the upper landing surface to which the ladder is used to gain access. If it is necessary to extend the ladder less than 3 feet, the ladder shall be secured at the top to a rigid support that will not deflect and grab rails, which provide a secure grip for an employee moving to or from the point of access, must be installed.
8. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement.
9. Portable metal ladders must not be used for electrical work, or where they may come in contact with electrical conductors.
10. Prior to ascending and descending a ladder, the employee shall ensure that the ladder is secured against displacement, and extends at least 36 inches above the landing.
11. Ladders shall not be used to support scaffold boards.
12. Hands must be free from tools and equipment when climbing on a ladder.

## **Written Hazard Communication Program**

### **Introduction**

The OSHA Hazard Communication Standard was promulgated to ensure that all chemicals are evaluated and that information regarding the hazards would be communicated to employers and employees. The goal of the standard is to reduce the number of chemically related occupational illnesses and injuries.

In order to comply with the Hazard Communication Standard, this written program has been established by FCE, Inc. All divisions and sections of the company are included within this program. Copies of this written program will be available (for review by any employee) in the office.

### **Hazard Determination**

All hazardous chemicals in this facility are purchased material; there are no manufactured or intermediate hazardous chemicals. Therefore, FCE, Inc. shall rely on the hazard determination made by the chemical manufacturer as indicated on the Material Safety Data Sheet (MSDS).

### **Basic Components of the Program Include**

- A. Hazardous Chemical Inventory List
- B. Material Safety Data Sheets
- C. Label and other forms of warning
- D. Employee information and training
- E. Non-routine tasks
- F. Unlabeled pipes
- G. Multi-employer workplaces
- H. Program review

#### **A. Hazardous Chemical Inventory List**

A List of all known hazardous chemical/products used at FCE, Inc. worksites is contained in Appendix A of this written program. This list will be compiled for each job.

#### **B. Material Safety Data Sheets:**

When chemicals are ordered, the purchaser shall specify on the purchase order that chemicals are not to be shipped without corresponding material safety data sheets.

When MSDS sheets arrive, they will be reviewed for completeness by (title of person responsible for safety). Should any MSDS be incomplete, a letter will be sent immediately to the manufacturer requesting the additional information.

A complete file of MSDS sheets for all hazardous chemicals to which employees of this company may be exposed, will be kept in labeled binders in the office.

MSDS sheets for hazardous chemicals used by departments will be kept in labeled binders in office of the respective departments. MSDS sheets will be available for employees during each work shift. Should MSDS sheets be unavailable, please contact supervisor immediately.

MSDS sheets will be reviewed annually by safety officer. Should there be any MSDS that has not been updated within the past year; a new MSDS will be requested.

After three (3) documented requests for a MSDS have been unsuccessful, the problem will be reported to the nearest Occupational Safety and Health Office.

#### **C. Labels and other forms of warning:**

The Hazardous Communication Standard requires that manufacturers label hazardous chemicals. The label must contain the following:

- a) Chemical identity.
- b) Appropriate hazard warnings.
- c) Name and address of the chemical manufacturer, importer, or other responsible party.

When chemicals are ordered by purchaser, the purchase order will indicate the need for the above stated information to be included on the labels or the order will not be accepted.

When chemicals are transferred from the manufacturer's containers to secondary containers, the supervisor will ensure that the containers are labeled with the identity of the chemicals and appropriate hazard warnings.

The entire labeling procedure will be reviewed annually by safety officer and changed as necessary.

#### **D. Employee Information and Training:**

Prior to starting work, new employees of FCE, Inc. will attend a health and safety orientation program. The safety officer is responsible for organizing and conducting initial training.

The format for the training program will be oral and written.

The following topics will be covered:

- a) An overview of the requirement of the Hazard Communication Standard.
- b) The labeling system and how to use it.
- c) How to review a MSDS and where they are kept.
- d) Chemicals present in the work operations.
- e) Physical and health effects of hazardous chemicals.
- f) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the area.
- g) Personal protective equipment and work practices to lessen or prevent exposure to chemicals.
- h) Steps the company has taken to lessen or prevent exposure to chemicals.
- i) Safety/emergency procedures to follow if exposure occurs.
- j) Location and availability of the written program.

Following each training session, the employee is required to sign and date the training record verifying attendance.

Additional training will be provided with the introduction of each new hazard/chemical. Records of this additional training will be maintained.

#### **E. Non-routine Tasks:**

The responsible supervisor will identify hazardous non-routine tasks at specific job sites.

Prior to any employee beginning a hazardous non-routine task, he/she must report to supervisor to determine the hazards involved and the protective equipment required.

#### **F. Unlabeled Pipes:**

Work activities are often performed in areas where chemicals are transferred through pipes (these pipes are not required to be labeled). However, the employee needs to be aware of potential hazards. Prior to starting work in areas having unlabeled pipes, the employee shall contact the supervisor to determine;

- a) The identity of the chemical in the pipes.
- b) Potential hazards
- c) Safety precautions.

#### **G. Multi-employer Workplaces:**

Often one or more contractor works concurrently on-site. In the case that a sub-contractor does not have a written program, they will be asked to follow FCE, Inc., Hazard Communication Program and provide FCE, Inc., with the following:

- a) A Hazardous Chemical Inventory List and applicable MSDS sheets.
- B) Information on any precautionary measures that need to be taken to protect employees.
- c) The chemical labeling system used...

All sub-contractors will be provided with the above information from FCE, Inc.

It is the responsibility of the Supervisor to ensure that all MSDS sheets of chemicals that will be used on the job site are made available at a central location in the workplace along with the labeling system used. All sub-contractors will be informed of the availability of this information and its location by letter.

#### **H. Program Review:**

This written Hazard Communication Program for FCE, Inc. will be reviewed by a safety officer annually and updated as necessary.

### Appendix A **Hazardous Chemical Inventory List**

- 1.
- 2.
- 3.

- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.