CAL-TEX ELECTRIC, INC.
Electric and Technology Services
MAIN OFFICE: 17001 Fish Point Rd SE | Suite 104 | Prior Lake, MN 55372
Minnesota 952-447-1125 | Sioux Falls 605-937-7925 | Omaha 402-802-6185

# SAFETY PROGRAM

*Cal-Tex Electric is committed to providing a safe and healthy workplace. We have a focus on training and motivating our team members to recognize risk, safeguard themselves, protect others, and to be leaders in safety.*

## A WORKPLACE ACCIDENT AND

## INJURY REDUCTION (AWAIR) PROGRAM

**January 1, 2026**

# 2026 Goals and Objectives

1. **Job Site Visit(s) for safety audit**
2. **Quarterly Safety Committee Meetings**
3. **Quarterly Forman group training**

# CAL-TEX ELECTRIC INC.
# SUMMARY OF "AWAIR" SAFETY PROGRAM

Cal-Tex Electric Inc. has adopted a company-wide safety program. The key elements of this program are as follows:

Every employee receives a copy of the company safety program containing:

- Letter to all employees stating Cal-Tex Electric Inc. has a company-wide safety program. The letter also lists the designated "Safety Coordinator", "Safety Clerk" and "Safety Committee" members.
- Duties and responsibilities of the Safety Coordinator, Management and employees, accountability, tool-box meeting requirements, supervisory meeting requirements, job-site inspection requirements, accident investigation requirements, and training requirements.
- Acknowledgement sheet (signature sheet) to be signed by employees stating that you have received a copy the safety program.

The following information will be at the following locations:

- A current up-to-date copy of the company safety manual will always be found at Cal-Tex Electric Inc.'s main place of business. The Safety Coordinator will always have a current copy for their personal use.
- A job-site copy of the company safety manual may also be located in each company truck, on Procore in company documents, Paylocity in Company Links, and at an individual job-site if it is determined that it would be desirable. Conditions that could make it desirable could be the following:
    - Unusual work conditions or practices demanding additional safety concerns.
    - General contractor requires an on site copy of the safety program.
    - The project is a long duration job.
    - Several employees will be working on the project.
    - Project has a job-site office.
- All accident investigation reports will be kept at Cal-Tex Electric Inc.'s office.
- Company training records will be kept at Cal-Tex Electric Inc.'s office.
- Records of toolbox talks that are presented on the job-site will be kept in employee's digital file.

If you have any questions, please contact Josh Karl -

By Phone: (612) 655-2606

By Mail: Cal-Tex Electric Inc.
17001 Fish Point Road SE
Suite 104
Prior Lake, MN 55372

CAL-TEX ELECTRIC INC. has adopted the following Safety Policy to promote a safe working environment for its employees. Please read this information and remain constantly aware of our safety concerns on our construction projects, offices and while driving company vehicles.

The following people serve on our safety committee. It is their responsibility to monitor the activities of our projects and to maintain a safe environment. Please feel free to contact any member of the committee with any safety concerns or suggestions you may have.

Safety Director
Josh Karl

Safety Clerk
Ciara Brix

Safety Committee
Josh Karl
Ryan Vesely
Kevin Butcher

Supervisors
Chad Milosevich
Eric Smith
Justin Hanson
Brandon Gregor
Chris Meek
Shaun Pivoran
Mark Groen
Cody Jensen
Tony Hanto

Remember; **ALWAYS REPORT EVERY ACCIDENT OR INJURY IMMEDIATELY** to the safety clerk, safety coordinator, or safety committee member.

State Law requires a work-related death or work-related injury which requires a report to OSHA, that a copy of this report shall be mailed to the Employers Office within 48 hours after Employer received notice of the occurrence or within 8 hours if there is a serious/hospitalization injury or a fatality occurs.

Cal-Tex Electric intends to conduct its operations so that injuries to people, damage to property and damage to the environment will be avoided. Every effort will be made to prevent accidents and illnesses by the timely recognition and correction of accident and illness causes. It is our intention to comply with all standards relating to Safety and Health matters that are enforced by Local, State or Federal authorities.

## RESPONSIBILITIES & DUTIES

### MANAGEMENT

**RESPONSIBILITIES:**

- Safety begins with management commitment and participation.
- We will set goals, establish accountability and become involved.
- A poor safety record is a management problem.
- Establish, implement and maintain the company safety program.

**DUTIES:**

- Communicate safety commitment and policy.
- Attend company safety functions.
- Review accident reports and safety activity.
- Make needed appropriations.
- Set a good example.

### SAFETY DIRECTOR

**RESPONSIBILITIES:**

- Is responsible for the program.
- In some cases, a safety committee will be used to schedule a block of time to devote to safety activity.

**DUTIES:**

- Develop written safety policies and procedures.
- Coordinate activities with safety committee.
- Inform management of proposed safety and health recommendations.
- Compile and distribute safety and health information to employees.
- Provide safety training for employees, supervisors, and managers.
- Re-train present employees
- Arrange for training of new employees.
- Conduct routine workplace safety inspections.
- Complete and analyze accident investigation reports.
- Monitor and evaluate the effectiveness of safety and health programs.
- Assure compliance with government regulations; and prepare progress reports on programs for management and safety committee.

SUPERVISORS

**RESPONSIBILITIES:**

- Supervisors have a direct responsibility for a working group.
- They will help build safety into the work process and be alert for safety and health problems.

**DUTIES:**

- Make site inspections.
- Prepare accident reports.
- Enforce safety rules.
- Make daily safety contacts.
- Correct unsafe acts and conditions.

EMPLOYEES

**RESPONSIBILITIES:**

- Workers must learn the hazards of their jobs and abide by safety rules. The program requires the wholehearted support of those it was designed to protect.

**DUTIES:**

- Abide by safety rules. Report hazardous conditions or concerns.
- Communicate safety to fellow employees.
- Make suggestions to help improve safety.

## ACCOUNTABILITY

Management shall be held accountable for the accident prevention program by Cal-Tex Electric, through the project manager, job superintendents, foremen and crews. The Safety Coordinator shall assist all levels of management in carrying out their duties.

Employees who violate any safety guidelines may be subject to disciplinary action.

**Serious vs Other Than Serious Violations**

- **Serious Violation:** A serious violation has a high probability of causing death or serious physical harm and the employee new or should have known about the hazard.
- **Other Than Serious Violation:** An other than serious violation is a lapse in safety that is directly related to job safety but is unlikely to cause death or serious physical harm.

A serious violation will result directly to 3rd offense disciplinary action.

| | |
|---|---|
| **1ST OFFENSE:** | **VERBAL WARNING** |
| **2nd OFFENSE:** | **WRITTEN WARNING** |
| **3rd OFFENSE:** | **DISCIPLINARY ACTION, WHICH COULD INCLUDE DISCHARGE FOR CAUSE AS PROVIDED IN THE CURRENT LABOR AGREEMENT** |

**PRE-START UP**

As soon as a job has been scheduled, key people shall meet to discuss accident prevention. Job site conditions, plans, procurement schedule, safety responsibilities of the general contractor, and operations schedule must be established and reviewed.

**TOOL BOX MEETINGS**

Toolbox meetings shall be held at weekly intervals. These should be short in duration, preferably about ten minutes. Accidents or near accidents should be reviewed and actions to prevent recurrence discussed. Safe ways of performing the work are good topics and all practical ideas developed need to be considered. On a rotating basis, other key people in the firm should attend.

**SUPERVISORY MEETINGS**

Supervisors should meet often to review accidents, discuss problems and establish needed corrective actions. They should attempt to be predictive rather than reactive; possible hazards and planned control methods should be considered for future work.

**JOB SITE INSPECTION**

The recognition and correction of accident causes is a continuing duty of the supervisory staff during their normal operating routine. Periodically, depending on conditions of the job, safety inspections shall be made part of the job as part of the safety program activity.

**TRAINING**

Training is an important management function in order to effectively communicate what, when, where, why and how job functions are to be accomplished. Accident prevention shall be included in each phase of the training cycle so that safe operating procedures are routinely followed.

**ACCIDENT INVESTIGATION**

In spite of the best intentions, occasional accidents can happen. When an accident happens, the job foreman shall get the facts, determine all the causes, and take suitable corrective action to prevent a recurrence.

After an accident, the first step is to obtain medical attention for the injured or correct the damage to the extent that activity can continue. Then, as soon as possible, the investigation should begin to get the story, find all the causes, and determine corrective action to prevent recurrence.

It should be standard procedure to report all accidents right away. It is important to start the investigation as soon as possible so that details are fresh in the minds of those involved in the accident or those who may have witnessed it.

The person investigating the accident must be thoroughly familiar with operations, materials, equipment and the people involved. The foreman in charge is usually in the best position to do this and may need assistance from the safety coordinator.

The accident investigator will determine the accident sequence (cause, accident, injury). He is of course interested in the type and extent of the injury but that is not his major concern in the investigation. The injury is more a consideration of the doctor. The investigator is primarily interested in the accident cause and corrective action. To get at these he must get the whole story.

The accident description must include the action word or phrase such as struck by or struck against, caught between, falls and others. The accident description need not be wordy, but must include key factors. For example: employee was walking to toolbox, tripped over plank on floor and fell.

The corrective action for unsafe conditions is to fix them. The foreman can fix many of these right away. For example, a wet slippery spot on the floor can be cleaned up, or a plank or other obstruction can be removed so that people do not fall over it. Some conditions may be beyond the authority of the foreman and must be reported to higher management for correction. For example, a defective conduit bender may have to be replaced or sent out for extensive repair and these arrangements are the responsibility of higher management. On a construction job, the material hoist is usually under the control of the general contractor, and if defective, this must be reported to the general contractor for corrective action. For effective corrective action, the crew foreman should fix the unsafe conditions that he can and report to others those conditions beyond his authority to fix. Written reports to higher management or to the general contractor are usually more effective than verbal reports.

**PROCEDURE FOLLOWING AN ACCIDENT:**

- Employee reports accident to foreman/supervisor
- Employee receives medical attention if necessary
- Employee calls SFM injury hotline
- Supervisor/foreman completes accident report (see attached)
- Supervisor/foreman contacts Safety Director to report accident
- Office completes First Report of Injury and forwards to Insurance

**EYE AND FACE PROTECTION**

- SAFETY GLASSES ARE TO BE WORN AT ALL TIMES WILL ON A JOB SITE
- Safety glasses or face shields are worn anytime work operations can cause foreign objects getting into the eye such as during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles).
- Eye and face protectors are selected based on anticipated hazards.
- Safety glasses or face shields are worn when exposed to any electrical hazards including work on energized electrical systems.

**FOOT PROTECTION**

- Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

**HAND PROTECTION**

- Gloves should be worn at all times and should fit snugly.
- Workers wear the right gloves for the job (for example, heavy-duty rubber gloves for concrete work, welding gloves for welding, insulated gloves and sleeves when exposed to electrical hazards).

**HEAD PROTECTION**

- Workers shall wear hard hats where there is a potential for objects falling from above, bumps to their heads from fixed objects, or of accidental head contact with electrical hazards.
- Hard hats are routinely inspected for dents, cracks or deterioration.
- Hard hats are replaced after a heavy blow or electrical shock.
- Hard hats are maintained in good condition.

**BODY HARNESS**

- Company vehicles are supplied with a body harness.
- These are mandatory on any articulating lifts.
- These are mandatory on any occasion working over 6ft off the ground.

**FIRST AID KITS**

- Cal-Tex Electric, Inc. provides First Aid Kits on all job sites and in company vehicles. If your First Aid Kit is low on supplies, contact a member of the safety committee for refills.

**EXTENSION CORDS**

- 1926.405(g)(2)(ii) *Marking.* Type SJ, SJO, SJT, SJTO, S, SO, ST, and STO cords shall not be used unless durably marked on the surface with the type designation, size, and number of conductors. When referring to NEC table 400.4 for applications of different cord types. A SJTW is listed on the table as a "hard usage" cord. This cord would have to be labeled at every foot as OSHA states above.
- Visually inspect your cords prior to each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage.
- Do not use worn or frayed electric cords. An example would be where there is damage to the outer casing. Do not use electrical tape to make repairs. If the outer insulation is damaged, replace the cord.
- Extension cords must have strain relief at the cord ends. Ensure the strain relief is in good condition before you use the cord.
- Extension cords must have a grounding conductor and ground pin (3-wire type)
- Protect cords from damage. Avoid sharp corners and projections. Do not use cords where they will be subject to vehicular traffic
- Extension cords may pass through doorways or other pinch points, if protection is provided to avoid damage.
- Do not run extension cords through holes in walls, ceilings or floors.
- Do not conceal extension cords behind building walls, ceilings, or floors.
- Extension cords are for temporary use only. Do not use them as a substitute for the permanent wiring of a structure.
- Extension cord sets used with portable electric tools and appliances must be three-wire type and designed for hard or extra-hard usage.

**SCAFFOLDING**

- Scaffolds should be set on sound footing.
- Damaged parts that affect the strength of the scaffold are taken out of service.

- Scaffolds are not altered.
- All scaffolds should be fully planked.
- Scaffolds are not moved horizontally while workers are on them unless they are designed to be mobile and workers have been trained in the proper procedures.
- Employees are not permitted to work on scaffolds when covered with snow, ice, or other slippery materials.
- Scaffolds are not erected or moved within 10 feet of power lines.
- Employees are not permitted to work on scaffolds in bad weather or high winds unless a competent person has determined that it is safe to do so.
- Ladders, boxes, barrels, buckets or other makeshift platforms are not used to raise work height.
- Extra material is not allowed to build up on scaffold platforms.
- Scaffolds should not be loaded with more weight than they were designed to support.

**FLOOR OPENINGS**

- Floor openings (2 inches or more) are guarded by a secured cover, a guardrail or equivalent on all sides (except at entrances to stairways).
- Toeboards are installed around the edges of permanent floor openings (where persons may pass below the opening).
- Elevated Surfaces
- Signs are posted, when appropriate, showing the elevated surface load capacity.

**GENERAL FALL PROTECTION / FALL PREVENTION**

Anytime an employee is working at an elevated position, a fall protection plan must be put into place by calling the Safety Director.

- No employee may work within 15 feet of a leading edge that is above 4 feet unless number one, and one or more of the following are present
    - 1. The employee has received fall protection training
    - 2. A fall protection system is being used
    - 3. A guard rail is in place
    - 4. A warning line system is in place
- All components of a fall protection system must be free of defects.
- Workers must be 100% tied off when using a fall protection system composed of an anchor, body harness, lanyard or retractable and similar components. This means that at no point in time may the worker free fall six feet to the ground due to an accidental fall.
- Safety personnel shall conduct random fall protection equipment inspection if qualified to do so.
- When conducting equipment inspection the removal from service criteria shall follow the training guidelines that were provided to the inspector as well as supplementary information provided by the manufacturer.
- Fall protection equipment found in an unsafe condition shall not be left on site unless it has been destroyed to prevent reuse or it has been confiscated by safety personnel to be quarantined and transported to a select location where it will be destroyed or repurposed as a training tool for fall protection equipment inspection.

  **Fall protection system requirements**

- All anchor points must withstand 5000 pounds unless an engineer has certified it.
- Certified anchors must support two times the maximum predicted load.
- All fall protection system components must be inspected prior to use.
- All fall protection devices must be worn and utilized properly.
- Any defective equipment found shall be removed from service for repair, destruction, or repurposing as a training tool for fall protection equipment inspection.

**Guard rails**

- The top rail of a guardrail must measure 42 inches plus or minus three inches from the surface guarded to the top rail.
- The mid rail will lay at the middle of the surface guarded and top rail.
- A toe board must be installed when there is a risk to others below. The toe board must withstand a force of 50 pounds in an outward direction and be capable of remaining in place.
- The toe board must measure a minimum of 3.5 inches and be no higher than a quarter of an inch from the guarded surface.
- Guardrails shall be maintained throughout the time needed to complete the work performed in the area.

**Lanyards, and retractable devices**

- All lanyards and retractable devices must be in safe use condition.
- The user of the equipment must perform a pre-use inspection.
- Lanyards must be free of cuts, abrasion, fire damage, and questionable damage regulated by the manufacturer.
- Snap hooks must be of the double-locking type.
- All snap hook devices must fully close.
- The locking mechanism of connectors must be of the double lock type and fully close when in use.

**Body harnesses**

- All body harnesses must be in safe condition, and free of defects.
- Even when not being used for fall arrest purposes body harnesses must be worn properly.
- An improperly worn body harness looks unprofessional and may be hazardous, employees improperly wearing a body harness will face corrective action as determined by supervisor and safety personnel.
    - **Hardware**
        - All hardware part of the fall protection system must be free of damage, deficiencies, rust, and signs of bending stress.

**Fall Restraint**

Employee must be tied off in a way that a fall CAN NOT occur with the use of an anchor point and lanyard.

**Warning Line**

A warning line system can be used if the employee is worker greater than 15’ from the edge.

- Employee can not leave the designated area unless another means of fall protection is in use

- The warning line must be constructed so the lowest part of the line is not below 34” and the highest point does not exceed 39”
- The Rope must have a tensile strength of at least 500lbs and be flagged not more than 6” intervolves
- A parapet can be used as a rail if it is 39” or higher
- Must be flagged to access point

**Scissor Lifts/ Aerial Boom Lifts**

- Anytime an aerial boom lift is being used, fall protection must be used.
- Daily inspections for Mobile Elevated Work Platforms (MEWP’s) are to be done, checking for damage to the lifts toe boards, anchor point, entry gate, wheels, outriggers, fire extinguisher, etc.
- Do not use MEWP near power lines
- Do not make modifications to MEWPs
- Do not climb on MEWPs railings

**Canopy Work**

- When working on canopies, fall protection is required unless the parapet has been engineered for use as a railing and is 39” tall from working surface
- If entering the canopy from a MEWP, fall protection is required to be used while entering or exiting the MEWP to the canopy

**ELEVATED SURFACES**

- Surfaces elevated more than 48 inches above the floor or ground have standard guardrails.
- All elevated surfaces (beneath which people or machinery could be exposed to falling objects) have standard 4-inch toeboards.
- A permanent means of entry and exit with handrails is provided to elevated storage and work surfaces.
- Material is piled, stacked or racked in a way that prevents it from tipping, falling, collapsing, rolling or spreading.

**HAZARD COMMUNICATION**

- A list of hazardous substances used in the workplace is maintained and readily available at the worksite.
- There is a written hazard communication program addressing Material Safety Data Sheets (MSDS), labeling and employee training.
- Each container of a hazardous substance (vats, bottles, storage tanks) is labeled with product identity and a hazard warning(s) (communicating the specific health hazards and physical hazards).
- Material Safety Data Sheets are readily available at all times for each hazardous substance used.
- There is an effective employee training program for hazardous substances.

**CRANE SAFETY**

- Cranes and derricks are restricted from operating within 10 feet of any electrical power line.
- The upper rotating structure supporting the boom and materials being handled is provided with an electrical ground while working near energized transmitter towers.
- Rated load capacities, operating speed and instructions are posted and visible to the operator.
- Cranes are equipped with a load chart.

- The operator understands and uses the load chart.
- The operator can always determine the angle and length of the crane boom.
- Crane machinery and other rigging equipment is inspected daily prior to use to make sure that it is in good condition.
- Accessible areas within the crane's swing radius are barricaded.
- Tag lines are used to prevent dangerous swing or spin of materials when raised or lowered by a crane or derrick.
- Illustrations of hand signals to crane and derrick operators are posted on the job site.
- The signal person uses correct signals for the crane operator to follow.
- Crane outriggers are extended when required.
- Crane platforms and walkways have antiskid surfaces.
- Broken, worn or damaged wire rope is removed from service.
- Guardrails, hand holds, and steps are provided for safe and easy access to and from all areas of the crane.
- Load testing reports/certifications are available.
- Tower crane mast bolts are properly torqued to the manufacturer's specifications.
- Overload limits are tested and correctly set.
- The maximum acceptable load and the last test results are posted on the crane.
- Initial and annual inspections of all hoisting and rigging equipment are performed and reports are maintained.
- Only properly trained and qualified operators are allowed to work with hoisting and rigging equipment.

**FORKLIFTS**

- Forklift truck operators are competent to operate these vehicles safely as demonstrated by their successful completion of training and evaluation.
- No employee under 18 years old is allowed to operate a forklift.
- Forklifts are inspected daily for proper condition of brakes, horns, steering, forks and tires.
- Powered industrial trucks (forklifts) meet the design and construction requirements established in American National Standards Institute (ANSI) for Powered Industrial Trucks, Part II ANSI B56.1-1969.
- Written approval from the truck manufacturer is obtained for any modification or additions which affect capacity and safe operation of the vehicle.
- Capacity, operation and maintenance instruction plates, tags or decals are changed to indicate any modifications or additions to the vehicle.
- Battery charging is conducted in areas specifically designated for that purpose.
- Material handling equipment is provided for handling batteries, including conveyors, overhead hoists or equivalent devices.
- Reinstalled batteries are properly positioned and secured in the truck.
- Smoking is prohibited in battery charging areas.
- Precautions are taken to prevent open flames, sparks or electric arcs in battery charging areas.

- Refresher training is provided, and an evaluation is conducted whenever a forklift operator has been observed operating the vehicle in an unsafe manner and when an operator is assigned to drive a different type of truck.
- Load and forks are fully lowered, controls neutralized, power shut off and brakes set when a powered industrial truck is left unattended.
- There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.
- Overhead guards are in place to protect the operator against falling objects.
- Trucks are operated at a safe speed.
- All loads are kept stable, safely arranged and fit within the rated capacity of the truck.
- Unsafe and defective trucks are removed from service.

## ELECTRICAL SAFETY PROGRAM

Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires and explosions. By following the rules outlined in this program, we can help to prevent electrical related injuries.

### Safe Electrical Work Practices

At times it is necessary to work on or near live electrical circuits. Examples of need would be:

- An increased or additional hazard is created due to the interruption or deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, removal of illumination for an area, etc.
- Testing or trouble shooting that can only be performed with the circuit energized.

If exposed live parts above 50 volts are not de-energized, other safety-related work practices will be used to protect employees. These practices will protect employees against direct bodily contact with energized circuits, and against indirect contact through another conductive object (i.e. ductwork, copper pipe, etc).

Use testing equipment on all circuits to determine which parts, if any, of the circuit are energized prior to starting repair work or demolishing – Always test first!

You must be qualified through training in order to work on energized parts or equipment. Training for qualified persons will include the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials and insulated tools.

Ensure your workplace has adequate illumination. You may not enter spaces containing exposed energized parts unless the area has adequate illumination that enables you to perform the work safely. Do not reach blindly into areas that may contain energized parts.

Conductive jewelry and clothing such as watch bands, bracelets, rings, key chains, necklaces, etc. may not be worn while working on energized circuits.

Wet hands and clothing can increase the potential for electrical shock. To reduce this hazard, ensure your hands and clothing are dry prior to starting work around live electrical components.

### Ground Fault Circuit Interruptor (GFCI) Logs

If a work site has GFCI protection for temporary power, a GFCI log must be keep on site and GFCI's must be tested to be working properly at least once per month. Any GFCI's found not to be in working order, must immediately taken out of operation.

**Hot Work Permit**
If working on energized parts or equipment is necessary, call the Safety Director, your Foreman, or Operations Manager to complete a Hot Work Permit.

**Live Panels**
No apprentice is allowed to work in a live panel with less than 2 years of field experience.

120v-208v – Hot gloves are mandatory while working in a live panel or equipment.

277v-480v volt panel – Face shield and hot gloves are mandatory while working in a live panel or equipment.

All live panels must have covers installed at all times during the working day and at the end of the day. Only exception is if you are working in said panel.

All panels with a 25,000 Available Fault Current or higher, or 400 amps and higher are required to have a hot work permit completed.

**Lockout/Tagout**
Live electrical circuits must be de-energized before the employee works on or near them, unless the employer/employee can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations.

While any employee is exposed to contacts with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both in according to the Cal-Tex Electric Inc. Lockout/Tagout Program.

**Safety Glasses and Safety Gloves**
Safety glasses and safety gloves are to be worn at all working times. Please consult your foremen if you are out of glasses or gloves to get new ones.

**Extension Cords**
- Extension cord sets used with portable electric tools and appliances must be three-wire type and designed for hard or extra-hard usage.
- Visually inspect your cords prior to each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage.
- Do not use worn or frayed electric cords. An example would be where there is damage to the outer casing. Do not use electrical tape to make repairs. If the outer insulation is damaged, replace the cord.
- Extension cords must have strain relief at the cord ends. Ensure the strain relief is in good condition before you use the cord.
- Extension cords must have a grounding conductor and ground pin (3-wire type).
- Protect cords from damage. Avoid sharp corners and projections. Do not use cords where they will be subject to vehicular traffic.
- Extension cords may pass through doorways or other pinch points, if protection is provided to avoid damage.
- Do not run extension cords through holes in walls, ceilings or floors.
- Do not conceal extension cords behind building walls, ceilings, or floors.
- Extension cords are for temporary use only. Do not use them as a substitute for the permanent wiring of a structure.
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referring to NEC table 400.4 for applications of different cord types. A SJTW is listed on the table as a "hard usage" cord. This cord would have to be labeled at every foot as OSHA states above.

**Overhead Lines**

- Employees and mechanical equipment must stay at least 10 feet away from overhead power lines. If the voltage is more than 50,000 volts, the clearance must be increased by 4 inches for each additional 10,000 volts. When mechanical equipment is being operated near overhead lines, employees standing on the ground may not contact the equipment unless it is located so that the required clearance cannot be violated even at the maximum reach of the equipment.
- If work is to be performed near overhead power lines, the lines must be de-energized and grounded by the owner or operator of the lines, or other protective measures must be provided before work is started. Protective measures (such as guarding or insulating the lines) must be designed to prevent employees from contacting the lines.

**Underground Lines**

Employees must wear insulated protective gloves when using jackhammers, bars, or other hand tools in work areas where the exact location of underground electric power lines is unknown.

## GENERAL SAFETY GUIDELINES

1. Follow the established safe job procedures. You are to perform only those jobs you have been assigned and properly instructed to perform.

2. Wear the company supplied protective eyewear and gloves at all times while working.

3. Wear company supplied hard hats when someone is working above or project requires.

4. Report unsafe acts or unsafe conditions to your supervisor without delay.

5. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.

6. Use only the machinery, equipment, and tools you are qualified and authorized to use by your supervisor.

7. Practical jokes, scuffling, or throwing articles at each other, etc. will not be tolerated.

8. Machine master switches are to be tagged or locked open when major repair, oiling and greasing or maintenance is being performed.

9. Covers on switch boxes and fuse stations are to be kept in place at all times when energized and unattended.

10. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.

11. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.

12. No worker will be permitted to use flammable solvents in an open container. Flammables must be stored and handled in approved safety containers.

13. Safety equipment such as safety glasses, shields, electrician's gloves, hard hats, arc-flash gear, etc. shall be used whenever the operation or job requires them.

## FLEET SAFETY GUIDELINES

1. Anyone who operates a licensed vehicle owned or controlled by Cal-Tex Electric Inc. must maintain a current driver's license as required by Federal and/or State regulations.
2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the company.
3. All drivers are required to inspect their vehicle at the beginning of each workday. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.
5. Seat belts will be worn by all occupants, at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
8. All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
9. No radar equipment will be permitted in any company vehicle.
10. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your company. If someone calls-in to complain about your driving, you may be subject to disciplinary action. If you are called-in more than 3 times, the Company may install a tracking device to monitor your actions while in the Company vehicle.
11. All drivers should use good DEFENSIVE DRIVING TECHNIQUES while operating company vehicles.
12. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
13. All vehicles should be equipped with an appropriate fire extinguisher and a first aid kit.
14. Refer to employee handbook for full driving policy.

## FIRE PREVENTION AND CONTROL

Effective fire prevention programs are needed by all businesses to protect people and property from the ever-present danger of fire. Plans need to include doing what is necessary to prevent a fire from getting started and also, if a fire gets started, responding quickly to keep it from spreading.

Fuel, oxygen, and heat are the basic ingredients of fire; the objective is to keep these factors from coming together in dangerous amounts. Extinguishment of a fire requires the removal of the fuel, the oxygen, or the heat, or reducing one of these below the level necessary for the fire to continue.

Elements of Fire Prevention:

- Good housekeeping is essential. All areas should be kept clean and neat. Unnecessary materials that will burn such as cardboard, wood, and paper should be kept to a minimum. Spills of gasoline, oil, paint or flammable solvents should be cleaned up immediately.
- Smoking by personnel should be limited to designated areas. Careless disposal of smoking materials has caused many fires. In areas designated for smoking, suitable ashtrays in sufficient number should be made available. No Smoking signs should be prominently displayed where necessary.
- Control inventory, so that materials that are easy to ignite and burn readily are kept to a minimum. Store materials with regard to their fire hazard characteristics.
- Keep aisles clear and exits marked so that people inside can readily exit the building in an emergency and so that fire department personnel can have ready access to all areas. Do not jeopardize life safety for plant security by locking doors so that people cannot open them from the inside.

- Avoid excessive dust build-up on stock, rafters, or ledges. Clean off dust and regularly lubricate electric motors. Lubricate machinery regularly to avoid friction and overheated bearings.
- Make sure all heat producing equipment such as furnaces and boilers are installed in accordance with local codes and serviced on a regular basis by competent personnel. Keep furnace and boiler areas or rooms clean. Keep combustible materials a safe distance from heat producing equipment.
- Provide adequate receptacles for trash and waste and empty on a regular basis. Keep these free from carelessly disposed of smoking materials.
- Store flammable liquids and gases in strict accordance with local codes. Dispense in approved type safety containers. Limit inventory insofar as possible.
- Make sure all electrical service is installed in accordance with appropriate codes. Update old installations according to good practices.
- Establish safe procedures for and carefully monitor activities such as welding and cutting or other heat producing operations not done on a regular basis. Be sure to check area closely after operation is finished so that no potential fire conditions exist.
- Stock should not be piled to within 18" of sprinkler heads and the area around control valves should be kept clear.
- The activity of outside repair or service contractors or other outside firms doing work in the building should be closely monitored so that their work which may create fire hazards is adequately controlled.
- Fire extinguishers of the proper type should always be readily accessible in the shop or at the jobsite.

## SAFE PRACTICES WHEN LIFTING

Strains and sprains, particularly to the back, often result when lifting or moving material and equipment. The following rules will help reduce painful and sometimes disabling injuries:

- Size up the load. If it's too heavy or too awkward, get help.
- Determine exactly where you will put the load before starting rather than determining destination in mid-lift.
- Push or pull the load, rather than lifting whenever possible. It is usually safer and easier.
- Make sure footing is solid and not slippery
- Provide support for heavy parts or parts of the load that may shift.
- Get close to the load instead of reaching for it.
- Grip load with whole hand rather than with just fingers
- Stand with feet a comfortable distance apart for good balance. Take as much strain as possible with leg muscles and not with spine. Keep back straight, not necessarily vertical, and bend at knees and hips.
- Avoid false motions, sudden jerks, or pulls.
- Shift feet to turn – never twist body.
- Take a deep breath before lifting (to flex stomach muscles to help support back muscles)
- When lifting with another, establish timing for both can lift smoothly and in unison.

## SAFE PRACTICES FOR HAND AND POWER TOOLS

- Use the right tool for the job. Even if it means making an extra trip to the toolbox to get the right one. Do not improvise or make do.
- Keep cutting tools as saws, knives, and chisels sharp.
- Keep tools in good repair. Repair or replace cracked or loose handles, out of alignment jaws, mushroomed heads.
- Do not carry sharp tools in pockets.
- Make sure all hand held electric tools are double insulated, or have frame connected to ground.
- Hand held portable electric saws should have guards above and below base plate.
- Electric chain saws, drills, tappers, fastener drivers, and reciprocating saws should have constant pressure switches.
- Keep guards in place.

- Do not use tools with frayed cords or loose or broken switches.
- Maintain work areas free of clutter.
- Dress properly so that loose clothing does not get caught in moving parts.
- Do not surprise or distract persons using power tools.
- Use safety glasses or dust masks or other protective gear when necessary.

**SAFE PRACTICES WHEN USING LADDERS**

Improper use and care of ladders may result in accidents and serious injury. Frequent causes of ladder accidents include unsafe climbing and descending; ladder not secured; using a broken ladder; and overreaching from the ladder.

1. When setting up a straight or extension ladder, incorporate the following safety tips as appropriate to avoid injury:
   - To raise the ladder, brace the base of ladder against a stationary object so it cannot slip. Get help if you need to.
   - Grasp the top rung with both hands.
   - Raise top end over your head and walk toward the base of the ladder, moving hands to grasp the rungs in the center to maintain stability.
   - When the ladder is vertical, move it to the desired location and lean it forward against the resting point.
   - Footing should be firm and level. Precautions should be taken to secure ladder if slippery conditions exist.
   - Extension or straight ladders used to reach an elevated platform or roof should extend at least 3 feet above the landing.
   - A straight ladder should be placed so there is one foot out for every four feet of length to the top (4:1 ratio).
   - When adjusting an extension ladder, be sure the locking device is fully secured and hooked over the rungs before using the ladder.
   - Never stand on the top three rungs of a straight ladder.

2. Ladders should be tied, blocked, or otherwise secured to prevent movement (if appropriate for the situation). They should not be in front of doors unless the door is blocked open, locked, or guarded.

3. Keep rungs and steps of ladders free from grease, oil, paint, snow, ice, mud or other slippery surfaces.

4. For a stepladder, be sure it is fully open and spreaders locked before using. Don't stand on the top plate of a stepladder and OSHA does not allow us to stand on the 1st rung down from the top. Never walk a stepladder while standing on it.

5. Three points of contact must be maintained when climbing or descending. Materials should be hoisted to the work level if objects being carried could cause you to loose your balance.

6. Face ladders when going up or down.

7. Do not over-reach when on a straight, extension or stepladder. Move ladder if the work is too far.

8. Two or more persons should not work on a ladder unless the ladder is specifically designed for this use and within its capacity.

9. Ladders should never be used for braces, skids, or gangways.

10. Wood ladders should not be painted except the top step of stepladders may be painted to indicate that it is not to be stepped on.

11. Aluminum or wet wood ladders should not be used near open wiring since they are excellent conductors of electricity.

CAL-TEX ELECTRIC, INC.
Electric and Technology Services
MAIN OFFICE: 17001 Fish Point Rd SE | Suite 104 | Prior Lake, MN 55372
Minnesota 952-447-1125 | Sioux Falls 605-937-7925 | Omaha 402-802-6185

# RESPIRABLE CRYSTALLINE SILICA POLICY

SAFETY POLICY & PROCEDURES

## 1. POLICY

It is intended to meet the requirements of the Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153) established by the Occupational Safety and Health Administration (OSHA)

## 2. PURPOSE

This Respirable Crystalline Silica Program was developed to prevent team member exposure to hazardous levels of Respirable Crystalline Silica that could result through construction activities or nearby construction activities occurring on worksites. Respirable Crystalline Silica exposure at hazardous levels can lead to lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease.

## 3. SCOPE

This Respirable Crystalline Silica Program applies to all team members who have the potential to be exposed to Respirable Crystalline Silica when covered by the OSHA Standard. The OSHA Respirable Crystalline Silica Construction Standard applies to all occupational exposures to Respirable Crystalline Silica in construction work, except where team member exposure will remain below 25 micrograms of Respirable Crystalline Silica per cubic meter of air (25 $\mu g/m^3$) as an 8-hour time-weighted average (TWA) under any foreseeable conditions.

All work involving chipping, cutting, drilling, grinding, or similar activities on materials containing Crystalline Silica can lead to the release of respirable-sized particles of Crystalline Silica (i.e. Respirable Crystalline Silica). Crystalline Silica is a basic component of soil, sand, granite and many other minerals. Quartz is the most common form of Crystalline Silica. Many materials found on constructions sites include Crystalline Silica; including but not limited to – cement, concrete, asphalt, pre-formed structures (inlets, pipe, etc.) and others. Consequently, this program has been developed to address and control these potential exposures to prevent our team members from experiencing the effects of occupational illnesses related to Respirable Crystalline Silica exposure.

## 4. DEFINITIONS

If a definition is not listed in this section, please contact your supervisor. If your supervisor is unaware of what the term means, please contact the Competent Person or your Safety Department.

ACTION LEVEL means a concentration of airborne Respirable Crystalline Silica of 25 $\mu g/m^3$, calculated as an 8-hour TWA.

COMPETENT PERSON means an individual who is capable of identifying existing and foreseeable Respirable Crystalline Silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them.

TEAM MEMBER EXPOSURE means the exposure to airborne Respirable Crystalline Silica that would occur if the team member were not using a respirator.

HIGH-EFFICIENCY PARTICULATE AIR (HEPA) FILTER means a filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.

OBJECTIVE DATA means information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating team member exposure to Respirable Crystalline Silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in the employer's current operations.

PERMISSIBLE EXPOSURE LIMIT (PEL) means the employer shall ensure that no team member is exposed to an airborne concentration of Respirable Crystalline Silica in excess of 50 $\mu g/m^3$, calculated as an 8-hour TWA.

PHYSICIAN OR OTHER LICENSED HEALTH CARE PROFESSIONAL (PLHCP) means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required by the Medical Surveillance Section of the OSHA Respirable Crystalline Silica Standard.

RESPIRABLE CRYSTALLINE SILICA means Quartz, Cristobalite, and/or Tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle size- selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality-Particle Size Fraction Definitions for Health-Related Sampling.

SPECIALIST means an American Board-Certified Specialist in Pulmonary Disease or an American Board-Certified Specialist in Occupational Medicine.

## 5. REQUIREMENTS

### A. RESPONSIBILITIES

Cal-Tex Electric firmly believes protecting the health and safety of our team members is everyone's responsibility. This responsibility begins with management providing the necessary support to properly implement this program. However, all levels of the organization assume some level of responsibility for this program including the following positions:

**Safety Department:**

Conduct job site assessments for Silica containing materials and perform team member Respirable Crystalline Silica hazard assessments in order to determine if a team member's exposure will be above 25 $\mu g/m^3$ as an 8-hour TWA under any foreseeable conditions.

Select and implement into the project's Exposure Control Plan (ECP) the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1; and potentially

including (but not limited to) - a written ECP, exposure monitoring, Hazard Communication training, medical surveillance, housekeeping and others.

NOTE: OSHA's Construction Standard Table 1 is a list of 18 common construction tasks along with acceptable exposure control methods and work practices that limit exposure for those tasks.

Ensure that the materials, tools, equipment, personal protective equipment (PPE), and other resources (such as worker training) required to fully implement and maintain this Respirable Crystalline Silica Program are in place and readily available if needed.

Ensure that Project Managers, Superintendents, Competent Persons, and team members are educated in the hazards of Silica exposure and trained to work safely with Silica in accordance with OSHA's Respirable Crystalline Silica Construction Standard and OSHA's Hazard Communication Standard. Managers and Competent Persons may receive more advanced training than other team members.

Maintain written records of training (for example, proper use of respirators), ECPs, inspections (for equipment, PPE, and work methods/practices), medical surveillance (under lock and key), respirator medical clearances (under lock and key) and fit-test results.

Conduct an annual review (or more often if conditions change) of the effectiveness of this program and any active project ECP's that extends beyond a year. This includes a review of available dust control technologies to ensure these are selected and used when practical.

Aid in the coordination of work with other employers and contractors to ensure a safe work environment relative to Silica exposure.

**Project Managers:**

Ensure all applicable elements of this Respirable Crystalline Silica Program are implemented on the project including the selection of a Competent Person.

Assist the Safety Department in conducting job site assessments for Silica containing materials and perform team member Respirable Crystalline Silica hazard assessments in order to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

Assist in the selection and implementation of the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1; and potentially including (but not limited to) - a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping and others.

Ensure that team members using respirators have been properly trained, medically cleared, and fit-tested in accordance with the company's Respiratory Protection Program. This process will be documented.

Ensure that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls, work practices, and wear the necessary PPE.

Where there is risk of exposure to Silica dust, verify team members are properly trained on the applicable contents of this program, the project specific ECP, and the applicable OSHA Standards (such as Hazard Communication). Ensure team members are provided appropriate PPE when conducting such work.

**Superintendents/Foreman/Job Leadership**

Make frequent and regular inspections of job sites, materials, and equipment to implement the written ECP.

Identify existing and foreseeable Respirable Crystalline Silica hazards in the workplace and take prompt corrective measures to eliminate or minimize them.

Notify the Project Manager and/or Safety Department of any deficiencies identified during inspections in order to coordinate and facilitate prompt corrective action.

Assist the Project Manager and Safety Department in conducting job site assessments for Silica containing materials and perform team member Respirable Crystalline Silica hazard assessments in order to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

**Team members:**

Follow recognized work procedures (such as the Construction Tasks identified in OSHA's Construction Standard Table 1) as established in the project's ECP and this program.

Use the assigned PPE in an effective and safe manner.

Participated in Respirable Crystalline Silica exposure monitoring and the medical surveillance program.

Report any unsafe conditions or acts to site leadership and/or Competent Person.

Report any exposure incidents or any signs or symptoms of Silica illness.

## B. SPECIFIED EXPOSURE CONTROL METHODS

When possible and applicable, Cal-Tex Electric will conduct activities with potential Silica exposure to be consistent with OSHA's Construction Standard Table 1. Supervisors will ensure each team member under their supervision and engaged in a task identified on OSHA's Construction Standard Table 1 have fully and properly implemented the engineering controls, work practices, and respiratory protection specified for the task on Table 1 (unless Cal-Tex Electric has assessed and limited the exposure of the team member to Respirable Crystalline Silica in accordance with the Alternative Exposure Control Methods Section of this program).

Table 1: Specified Exposure Control Methods When
Working with Materials Containing Crystalline Silica

CAL-TEX ELECTRIC, INC.
Electric and Technology Services
MAIN OFFICE: 17001 Fish Point Rd SE | Suite 104 | Prior Lake, MN 55372
Minnesota 952-447-1125 | Sioux Falls 605-937-7925 | Omaha 402-802-6185

| CONSTRUCTION TASK OR EQUIPMENT OPERATION | | ENGINEERING AND WORK PRACTICE CONTROL METHODS | REQUIRED RESPIRATORY PROTECTION | |
|---|---|---|---|---|
| | | | **≤ 4 hours/shift** | **>4 hours/shift** |
| **1** | Stationary masonry saws | Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | None |
| **2a** | Handheld power saws (any blade diameter) when used outdoors | Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | Half Mask Respirator |
| **2b** | Handheld power saws (any blade diameter) when used indoors or in an enclosed area | Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | Half Mask Respirator | Half Mask Respirator |
| **3** | Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) for tasks performed outdoors only | Use saw equipped with commercially available dust collection system. Operate and maintain the tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency. | None | None |
| **4a** | Walk-behind saws when used outdoors | Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | None |
| **4b** | Walk-behind saws when used indoors or in an enclosed area | Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | Half Mask Respirator | Half Mask Respirator |
| **5** | Drivable saws for tasks performed outdoors only | Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | None |

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| **6** | Rig-mounted core saws or drills | Use tools equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | None |
| **7** | Handheld and stand-mounted drills (including impact and rotary hammer drills) | Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain the tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes. | None | None |
| **8** | Dowel drilling rigs for concrete for tasks performed outdoors only | Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes. | Half Mask Respirator | Half Mask Respirator |
| **9a** | Vehicle-mounted drilling rigs for rock and concrete | Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. | None | None |
| **9b** | Vehicle-mounted drilling rigs for rock and concrete | Operate from within an enclosed cab and use water for dust suppression on drill bit. | None | None |
| **10a** | Jackhammers and handheld powered chipping tools when used outdoors | Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. | None | Half Mask Respirator |
| **10b** | Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area | Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. | Half Mask Respirator | Half Mask Respirator |

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| **10c** | Jackhammers and handheld powered chipping tools when used outdoors | Use tools equipped with commercially available shroud and dust collection system. Operate and maintain the tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. | None | Half Mask Respirator |
| **10d** | Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area | Use tools equipped with commercially available shroud and dust collection system. Operate and maintain the tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. | Half Mask Respirator | Half Mask Respirator |
| **11** | Handheld grinders for mortar removal (i.e., tuckpointing) | Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain the tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. | Half Mask Respirator | Powered Air-Purifying Respirator (PAPR) with P100 Filters |
| **12a** | Handheld grinders for uses other than mortar removal for tasks performed outdoors only | Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | None |

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| **12b** | Handheld grinders for uses other than mortar removal when used outdoors | Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain the tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. | None | None |
| **12c** | Handheld grinders for uses other than mortar removal when used indoors or in an enclosed area | Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. | None | Half Mask Respirator |
| **13a** | Walk-behind milling machines and floor grinders | Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | None |
| **13b** | Walk-behind milling machines and floor grinders | Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain the tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes. | None | None |

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| **14** | Small drivable milling machines (less than half-lane) | Use a machine equipped with supplemental water sprays designed to suppress dust.<br>Water must be combined with a surfactant.<br>Operate and maintain machine to minimize dust emissions. | None | None |
| **15a** | Large drivable milling machines (half-lane and larger) for cuts of any depth on asphalt only | Use machines equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. | None | None |
| **15b** | Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate | Use machines equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust.<br>Operate and maintain machine to minimize dust emissions. | None | None |
| **15c** | Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate | Use a machine equipped with supplemental water spray designed to suppress dust.<br>Water must be combined with a surfactant.<br>Operate and maintain machine to minimize dust emissions. | None | None |
| **16** | Crushing machines | Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points).<br>Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions.<br>Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote-control station. | None | None |

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| **17a** | Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials | Operate equipment from within an enclosed cab. | None | None |
| **17b** | Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials | When team members outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions. | None | None |
| **18a** | Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials | Apply water and/or dust suppressants as necessary to minimize dust emissions. | None | None |

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|---|---|---|---|---|
| **18b** | Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials | When the equipment operator is the only team member engaged in the task, operate equipment from within an enclosed cab. | None | None |

When implementing the control measures specified in Table 1, Cal-Tex Electric shall:

- For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust.
- For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust.
- For measures implemented that include an enclosed cab or booth, ensure that the enclosed cab or booth:
    - Is maintained as free as practicable from settled dust.
    - Has door seals and closing mechanisms that work properly.
    - Has gaskets and seals that are in good condition and working properly.
    - Is under positive pressure maintained through continuous delivery of fresh air.
    - Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better);
    - Has heating and cooling capabilities.

Where a team member performs more than one task included on OSHA's Construction Standard Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

## C. ALTERNATIVE EXPOSURE CONTROL METHODS

Alternative Exposure Control Methods apply for tasks not listed in OSHA's Construction Standard Table 1, or where Cal-Tex Electric cannot fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1.

First, Cal-Tex Electric will assess the exposure of each team member who is or may reasonably be expected to be exposed to Respirable Crystalline Silica at or above the Action Level in accordance with either the Performance Option or the Scheduled Monitoring Option.

- **Performance Option** – Cal-Tex Electric will assess the 8-hour TWA exposure for each team member on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize team member exposures to Respirable Crystalline Silica.

- **Scheduled Monitoring Option:**

    - Cal-Tex Electric will perform initial monitoring to assess the 8-hour TWA exposure for each team member on the basis of one or more personal breathing zone air samples that reflect the exposures of team members on each shift, for each job classification, and in each work area. Where several team members perform the same tasks on the same shift and in the same work area, Cal-Tex Electric will plan to monitor a representative fraction of these team members. When using representative monitoring, Cal-Tex Electric will sample the team member(s) who are expected to have the highest exposure to Respirable Crystalline Silica.

    - If initial monitoring indicates that team member exposures are below the Action Level, Cal-Tex Electric will probably discontinue monitoring for those team members whose exposures are represented by such monitoring.

    - Where the most recent exposure monitoring indicates that team member exposures are at or above the Action Level but at or below the PEL, Cal-Tex Electric will repeat such monitoring within six months of the most recent monitoring.

    - Where the most recent exposure monitoring indicates that team member exposures are above the PEL, CJA will repeat such monitoring within three months of the most recent monitoring.

    - Where the most recent (non-initial) exposure monitoring indicates that team member exposures are below the Action Level, Cal-Tex Electric will repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the Action Level, at which time Cal-Tex Electric will probably discontinue monitoring for those team members whose exposures are represented by such monitoring, except when a reassessment is required. Cal-Tex Electric will reassess exposures whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the Action Level, or when Cal-Tex Electric has any reason to believe that new or additional exposures at or above the Action Level have occurred.

Cal-Tex Electric will ensure that all Respirable Crystalline Silica samples taken to satisfy the monitoring requirements of this program and OSHA are collected by a qualified individual (i.e. a Certified Industrial Hygienist) and the

samples are evaluated by a qualified laboratory (i.e. accredited to ANS/ISO/IEC Standard 17025:2005 with respect to Crystalline Silica analyses by a body that is compliant with ISO/IEC Standard 17011:2004 for implementation of quality assessment programs).

Within five working days after completing an exposure assessment, Cal-Tex Electric will individually notify each affected team member in writing of the results of that assessment or post the results in an appropriate location accessible to all affected team members.

Whenever an exposure assessment indicates that team member exposure is above the PEL, Cal-Tex Electric will describe in the written notification the corrective action being taken to reduce team member exposure to or below the PEL.

Where air monitoring is performed, Cal-Tex Electric will provide affected team members or their designated representatives an opportunity to observe any monitoring of team member exposure to Respirable Crystalline Silica. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, Cal-Tex Electric will provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

Once air monitoring has been performed, Cal-Tex Electric will determine its method of compliance based on the monitoring data and the hierarchy of controls. Cal-Tex Electric will use engineering and work practice controls to reduce and maintain team member exposure to Respirable Crystalline Silica at or below the PEL, unless Cal-Tex Electric can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce team member exposure at or below the PEL, Cal-Tex Electric will nonetheless use them to reduce team member exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.

In addition to the requirements of this program, Cal-Tex Electric will comply with other programs and OSHA standards (such as 29 CFR 1926.57 [Ventilation]), when applicable where abrasive blasting is conducted using Crystalline Silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain Crystalline Silica.

## D. CONTROL METHODS

Cal-Tex Electric will provide control methods that are either consistent with Table 1 or otherwise minimize worker exposures to Silica. These exposure control methods can include engineering controls, work practices, and respiratory protection. Listed below are control methods to be used when Table 1 is not followed:

- Dust suppression by other methods such as total emersion, hoses, chaffing cans, etc. These methods need to be monitored to prove effectiveness.
- Modified vacuum dust collection systems when commercially made attachments or systems are not available for the task.
- Respiratory protection.
- Operation isolation.
- Fans can be used as supplemental control only. This is to remove the silica from the immediate breathing zone.

- Weather considerations (i.e., working up wind, not working on windy days, precipitation considerations)
- Conduct silica producing activities off hours to minimize exposure to surrounding crews or the public.
- Maintain all surfaces as free as possible from accumulations of silica.
- Team members shall not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in any areas where exposure to silica is above the PEL.

## E. RESPIRATORY PROTECTION

Where respiratory protection is required by this program, Cal-Tex Electric will provide each team member an appropriate respirator that complies with the requirements of the company's Respiratory Protection Program and the OSHA Respiratory Protection Standard (29 CFR 1910.134).

Respiratory protection is required where specified by the OSHA Construction Standard Table 1, for tasks not listed in Table 1, or where the company has not fully and properly implemented the engineering controls, work practices, and respiratory protection described in Table 1. Situations requiring respiratory protection include:

- Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls.
- Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering, and work practice controls are not feasible; and
- During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

## F. HOUSEKEEPING

Cal-Tex Electric does not allow dry sweeping or dry brushing where such activity could contribute to team member exposure to Respirable Crystalline Silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible.

Cal-Tex Electric does not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to team member exposure to Respirable Crystalline Silica unless:

- The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or
- No alternative method is feasible.

## G. WRITTEN EXPOSURE CONTROL PLAN

When team member exposure on a construction project is expected to be at or above the Action Level, a Written Exposure Control Plan (ECP) will be established and implemented. This ECP will contain at least the following elements:

- A description of the tasks in the workplace that involve exposure to Respirable Crystalline Silica.
- A description of the engineering controls, work practices, and respiratory protection used to limit team member exposure to Respirable Crystalline Silica for each task.
- A description of the housekeeping measures used to limit team member exposure to Respirable Crystalline Silica; and
- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of team members exposed to Respirable Crystalline Silica and their level of exposure, including exposures generated by other employers or sole proprietors.

The written ECP will designate a Competent Person to make frequent and regular inspections of job sites, materials, and equipment to ensure the ECP is implemented. An ECP template can be found in the Appendix.

The written ECP will be reviewed at least annually to evaluate the effectiveness of it and update it as necessary. Having said this, ECP's are project specific, and most project durations do not exceed a year. The written ECP will be readily available for examination and copying, upon request, to each team member covered by this program and/or ECP, their designated representatives, and OSHA.

## H. MEDICAL SURVEILLANCE

Medical surveillance will be made available for each team member who will be required to use a respirator for 30 or more days per year due to their Respirable Crystalline Silica exposure. Medical surveillance (i.e. medical examinations and procedures) will be performed by a PLHCP and provided at no cost to the team member at a reasonable time and place.

Cal-Tex Electric will make available an initial (baseline) medical examination within 30 days after initial assignment, unless the team member has received a medical examination that meets the requirements of the OSHA Respirable Crystalline Silica Construction Standard within the last three years. The examination shall consist of:

- A medical and work history, with emphasis on past, present, and anticipated exposure to Respirable Crystalline Silica, dust, and other agents affecting the respiratory system in addition to any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing), history of tuberculosis, and smoking status and history;
- A physical examination with special emphasis on the respiratory system.
- A chest X-ray (a single postero-anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film [no less than 14 x 17 inches and no more than 16 x 17 inches] or

digital radiography systems) interpreted and classified according to the International Labor Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader;

- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course.

- Testing for latent tuberculosis infection; and

- Any other tests deemed appropriate by the PLHCP.

Cal-Tex Electric will make available medical examinations that include the aforementioned procedures (except testing for latent tuberculosis infection) at least every three years. If recommended by the PLHCP, periodic examinations can be more frequent than every three years.

Cal-Tex Electric will ensure that the examining PLHCP has a copy of the OSHA Respirable Crystalline Silica Construction Standard, this program, and the following information:

- A description of the team member's former, current, and anticipated duties as they relate to the team member's occupational exposure to Respirable Crystalline Silica.

- The team member's former, current, and anticipated levels of occupational exposure to Respirable Crystalline Silica.

- A description of any personal protective equipment (PPE) used or to be used by the team member, including when and for how long the team member has used or will use that equipment; and

- Information from records of employment-related medical examinations previously provided to the team member and currently within the control of Cal-Tex Electric.

Cal-Tex Electric will ensure that the PLHCP explains to the team member the results of the medical examination and provides each team member with a written medical report within 30 days of each medical examination performed. The written report shall contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the team member at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment.

- Any recommended limitations on the team member's use of respirators.

- Any recommended limitations on the team member's exposure to Respirable Crystalline Silica; and.

- A statement that the team member should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

Cal-Tex Electric will also obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following in order to protect the team member's privacy:

- The date of the examination.
- A statement that the examination has met the requirements of the OSHA Respirable Crystalline Silica Construction Standard; and
- Any recommended limitations on the team member's use of respirators.

If the team member provides written authorization, the written opinion shall also contain either or both of the following:

- Any recommended limitations on the team member's exposure to Respirable Crystalline Silica; and/or
- A statement that the team member should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

If the PLHCP's written medical opinion indicates that a team member should be examined by a Specialist, Cal-Tex Electric will make available a medical examination by a Specialist within 30 days after receiving the PLHCP's written opinion. Cal-Tex Electric will ensure that the examining Specialist is provided with all of the information that the employer is obligated to provide to the PLHCP.

Cal-Tex Electric will ensure that the Specialist explains to the team member the results of the medical examination and provides each team member with a written medical report within 30 days of the examination. The written report will contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the team member at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment.
- Any recommended limitations on the team member's use of respirators; and
- Any recommended limitations on the team member's exposure to respirable crystalline Silica.

In addition, Cal-Tex Electric will obtain a written opinion from the Specialist within 30 days of the medical examination. The written opinion shall contain the following:

- The date of the examination.
- Any recommended limitations on the team member's use of respirators; and
- If the team member provides written authorization, the written opinion shall also contain any recommended limitations on the team member's exposure to Respirable Crystalline Silica.

## I. HAZARD COMMUNICATION

Cal-Tex Electric has included Respirable Crystalline Silica in the company's Hazard Communication Program established to comply with the OSHA Hazard Communication Standard (29 CFR 1910.1200).

Cal-Tex Electric will ensure that each team member has access to labels on containers of Crystalline Silica and those containers respective Safety Data Sheets (SDS's).

All team members will be trained in accordance with the provisions of the OSHA Hazard Communication Standard and the Training Section of this program. This training will cover concerns relating to cancer, lung effects, immune system effects, and kidney effects.

Cal-Tex Electric will ensure that each team member with the potential to be exposed at or above the Action Level for Respirable Crystalline Silica can demonstrate knowledge and understanding of at least the following:

- The health hazards associated with exposure to Respirable Crystalline Silica.
- Specific tasks in the workplace that could result in exposure to Respirable Crystalline Silica.
- Specific measures Cal-Tex Electric has implemented to protect team members from exposure to Respirable Crystalline Silica, including engineering controls, work practices, and respirators to be used.
- The contents of the OSHA Respirable Crystalline Silica Construction Standard.
- The identity of the Competent Person designated by Cal-Tex Electric; and
- The purpose and a description of the company's Medical Surveillance Program.

Cal-Tex Electric will make a copy of the OSHA Respirable Crystalline Silica Construction Standard readily available without cost to any team member who requests it.

## J. RECORDKEEPING

Cal-Tex Electric will make and maintain an accurate record of all exposure measurements taken to assess team member exposure to Respirable Crystalline Silica. This record will include at least the following information:

- The date of measurement for each sample taken.
- The task monitored.
- Sampling and analytical methods used.
- Number, duration, and results of samples taken.
- Identity of the laboratory that performed the analysis.

- Type of personal protective equipment (PPE), such as respirators, worn by the team members monitored; and

- Name, team member number, and job classification of all team members represented by the monitoring, indicating which team members were actually monitored.

Cal-Tex Electric will ensure that exposure records are maintained and made available in accordance with 29 CFR 1910.1020. Exposure records will be kept for at least 30 years.

The employer shall make and maintain an accurate record of all objective data relied upon to comply with the requirements of the OSHA Respirable Crystalline Silica Construction Standard. This record shall include at least the following information:

- The Crystalline Silica-containing material in question.

- The source of the objective data.

- The testing protocol and results of testing.

- A description of the process, task, or activity on which the objective data were based; and

- Other data relevant to the process, task, activity, material, or exposures on which the objective data were based.

Cal-Tex Electric will ensure that objective data are maintained and made available in accordance with 29 CFR 1910.1020. Objective data records will be kept for at least 30 years.

Cal-Tex Electric will make and maintain an accurate record for each team member enrolled in the Medical Surveillance portion of this program. The record shall include the following information about the team member:

- Name and team member number.

- A copy of the PLHCPs' and/or Specialists' written medical opinions; and

- A copy of the information provided to the PLHCPs and Specialists.

Cal-Tex Electric will ensure that medical records are maintained and made available in accordance with 29 CFR 1910.1020. Medical records will be kept under lock and key for at least the duration of employment plus 30 years. It is necessary to keep these records for extended periods because Silica-related diseases such as cancer often cannot be detected until several decades after exposure. However, if a team member works for an employer for less than one year, the employer does not have to keep the medical records after employment ends, as long as the employer gives those records to the team member.

## 6. PROGRAM EVALUATION:

This program will be reviewed and evaluated on an annual basis by the Safety Department unless changes to operations, the OSHA Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153), or another applicable OSHA Standard require an immediate re-validation of this program.

## ACKNOWLEDGEMENT OF RECEIPT OF SAFETY PROGRAM

I acknowledge the receipt of a copy of the Cal-Tex Electric Inc, Safety Program. I understand it is my responsibility to read this and any additional safety rules as provided by the Employer. I will notify the foreman or company safety officer if any safety questions arise.

I also understand that failure to follow safety rules will result in disciplinary action:

I am aware that I must report all work-related injuries, within 24 hours of the injury, to my foreman or safety clerk.

It is the electrician's responsibility to constantly evaluate the safety of the working situation. No one should become so complacent about the hazards of the construction site that the risk of injury is accepted casually. Workmen have a right to a safe workplace and no one should expect to sacrifice their health to hold onto a job.

SIGNATURE_____

DATE_____

SUPERVISOR'S REPORT OF INJURY OR ILLNESS

Type of injury: _____ Disabling _____ Medical _____ Illness _____Unclassified

Name of Employee _____ Department __

Address of Employee _____

Occupation _____ Years Experience _____

Place of Accident _____ Date _____

Time _____ Witnesses _____

Sent to Doctor _____ Given First Aid Refused _

Doctor Name and Address_____

_____

Did employee return to Work? _____

1. Place of accident or exposure _____
2. What was the employee doing when injured? _____

   _____
3. How did accident occur? (Describe fully) _____

   _____

   _____
4. Part of body affected _____
5. Name of object or substance which directly injured employee _____

   _____
6. What is being done to prevent similar accidents or injuries _____

   _____

   _____

Date: _____ Signature of Supervisor: _____

**FOLLOW-UP ACTION** _____

_____

_____

Safety Director/Committee Member _____Date _____