

# CRUZ

**CONSTRUCTION CO., INC.**

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## Safety & Injury Prevention

OUR GOAL IS ZERO ACCIDENTS AND INJURIES

## POLICY STATEMENT

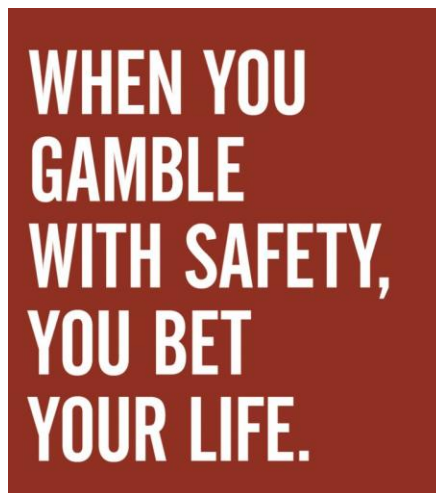
It is the policy of Cruz Construction Company, Inc. that the first consideration in the performance of work shall be the safety, health and well-being of our employees. To accomplish that goal, all reasonable methods, training, resources and authority necessary will be provided.

Jennifer Croke, Office Manager, and Kira Pawloski, Administrative Assistant, have been assigned the responsibility for the management and implementation of our safety program and Occupational Safety and Health program. However, for our programs to be successful, all employees must be actively involved.

All employees, including management, are expected to maintain work habits and attitudes that ensure a safe work environment and to comply with all Federal, State, Local and company policies and regulations. All employees are required by State regulations to read and sign the “Nevada Workplace Safety: Your Rights and Responsibilities” document, a copy of which will be maintained in each employee personnel file.

To further enhance the effectiveness of our safety program, a safety committee and incentive program has been established and discussed herein.

This is the most current version of this document and supersedes all previous versions.  
Always Remember, safety exceeds all!



# TABLE OF CONTENTS

SECTION	PAGE
CODE OF SAFE PRACTICES .....	4
<i>Safety and Health Requirements</i> .....	6
<i>Employee Safety Rules</i> .....	7
GENERAL SAFETY RULES: .....	7
PERSONAL PROTECTIVE EQUIPMENT .....	7
<i>Purpose and Policy</i> .....	6
<i>Protective Headwear</i> .....	6
<i>Protective Eyewear</i> .....	8
<i>Disposable Dust Masks</i> .....	8
<i>Respirators</i> .....	8
<i>Protective Gloves</i> .....	8
<i>Your Safety Rights</i> .....	8
<i>Your Safety Responsibilities</i> .....	8
SPECIAL CONSIDERATIONS .....	9
<i>Excavations</i> .....	9
<i>Night Work</i> .....	9
<i>Electrical</i> .....	9
<i>Traffic Control and Flagging</i> .....	10
<i>Manholes and Confined Spaces</i> .....	10
OSHA INSPECTION .....	11
<i>Purpose and Overview</i> .....	10
<i>Policy</i> .....	11
INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) .....	12
<i>Program Implementation and Responsible Persons</i> .....	11
<i>Safety Committee Memembers Responsibilities</i> .....	12
<i>Managers and Superintendents</i> .....	12
<i>Foreman</i> .....	12
SAFETY & HEALTH POLICIES COMMUNICATION .....	14
<i>Workplace Inspections and Corrections</i> .....	14
<i>Multi-Employer Job Site Exposures</i> .....	15
<i>Employee Communication Policy</i> .....	15
<i>Employee Notification and Training</i> .....	15
<i>Employee Compliance Procedures</i> .....	16
<i>Field Safety Incentive Program</i> .....	16
ACCIDENT INVESTIGATION AND REPORTING PROCEDURES .....	17
ATTACHMENT TO ACCIDENT INVESTIGATION FORM .....	17
<i>Investigation</i> .....	17
<i>Documentation and Recordkeeping Policy</i> .....	19
HAZARD COMMUNICATION PROGRAM .....	179
<i>Administration</i> .....	19
<i>Container Labeling (Primary, Secondary, Portable Containers &amp; Pipes)</i> .....	35
<i>Hazardous Non-Routine Tasks</i> .....	22
<i>Hazardous Chemical Inventory</i> .....	23
<i>Chemicals Used in Unlabeled Pipes</i> .....	3523
<i>Safety Orientation (Employees &amp; Independent Contractors)</i> .....	24
<i>Employee Training – Hazardous Chemicals</i> .....	24
<i>Record Keeping</i> .....	26

<b>SECTION</b>	<b>PAGE</b>
<i>Safety Data Sheets (SDSs)</i> .....	25
<i>SDS/Hazardous Chemical List/Chart</i> .....	35
<b>HEAT ILLNESS PREVENTION PROGRAM</b> .....	29
<i>Procedures for Monitoring Weather</i> .....	31
<i>Procedures for Monitoring Weather</i> .....	31
<i>Procedures for Acclimatization</i> .....	32
<i>Procedures for Emergency Response</i> .....	33
<i>Procedures for Handling a Sick Employee</i> .....	34
<i>Procedures for Employee &amp; Supervisory Training</i> .....	34
<b>VEHICLE OPERATIONS</b> .....	35
<i>Vehicle Driving Requirements</i> .....	35
<i>Parking</i> .....	36
<i>Flashing Amber Lights</i> .....	36
<i>Vehicle Accidents</i> .....	36
<b>STOP WORK AUTHORITY PROGRAM</b> .....	37
<i>Purpose, Policy &amp; Program Overview</i> .....	36
<i>Roles &amp; Responsibilities</i> .....	36
<i>Intervention Protocol</i> .....	36
<i>Stop, Notify, Investigate, Correct</i> .....	36
<i>Resume, Follow-Up</i> .....	36
<i>Situations that May Require a Stop Work Action</i> .....	39
<i>Stop Work Authority Conflict Resolution</i> .....	39
<i>Follow-Up</i> .....	39
<i>Training</i> .....	40
<b>MISCELLANEOUS FORMS</b>	
<i>Training Record for Hazard Communications</i> .....	41
<i>Nevada Workplace Safety: Your Rights and Responsibilities</i> .....	42-43

### CODE OF SAFE PRACTICES

1. All employees shall follow these safe practices, as well as all the rules and regulations of the appropriate OSHA standards. Failure to comply will result in disciplinary action. Serious violations may result in immediate termination.
2. Report all accidents and injuries, no matter how small, to your foreman. First aid kits are maintained on all jobsites. If you need to go to the doctor, your foreman will tell you where to go. Employees shall refrain from moving seriously injured persons. Call 911 and obey instructions from medical personnel. When calling 911, ensure that someone is at the jobsite entrance to direct emergency personnel.
3. Employees must immediately report all unsafe acts or conditions to their supervisor.
4. Safety meetings are mandatory for all employees, including pieceworkers. You must attend.
5. Jobsite housekeeping is every employee's responsibility. Here are some examples of your responsibilities: Nails in scrap lumber must be bent down or removed. Stairs need to be kept clear of hoses, cords and other things. Other hazards such as debris in walkways shall be corrected immediately, so you don't hurt yourself or others.
6. No person, employee or otherwise, shall be allowed on a jobsite when impaired due to medication, fatigue, illness, alcohol, over-the-counter medication, illegal drugs, or any other substances or conditions that might affect their alertness.
7. Safety glasses must be worn when there is a danger of something flying up into your eye; for example, when using a nail gun. You must also wear your safety glasses in all areas your foreman determined are necessary.
8. Hard hats must be worn when employees are working above you or when there is a possibility of things falling on you. You may not alter your hard hat; for example, by wearing it backwards or drilling holes in it. You must also wear your hard hat in all areas your foreman determines are necessary.
9. All necessary Personal Protective Equipment (PPE) shall be provided as needed by employer, but employees who want to use their own PPE may do so, at the discretion of management, if it meets ANSI or NIOSH standards, etc.
10. All employees shall wear clothing and footwear appropriate to the work.
11. Horseplay, fooling around, and other acts that tend to have an adverse influence on the safety and well-being of employees or others is prohibited. No fighting.
12. No dogs or other pets are permitted on jobsites.
13. Loud radios, boom boxes, and other audible distractions that interfere with safety and other communications are not allowed on jobsites.
14. Jobsite fall protection assessments shall be made by personnel who are Competent Person trained in fall protection, and they shall oversee all fall protection equipment, maintenance, usage and training.
15. All hand and power tools shall be maintained in good condition. Any tool not in appropriate condition shall be removed from the jobsite. No tool may be altered or modified by removing, tying or blocking a guard. **PINNING OF SAW GUARDS PROHIBITED.** Also, all saw blades must come to a complete stop before removing the blade from the cut. When you set the saw down, point the blade away from yourself.
16. Unplug your saw before changing the blade.
17. Do not use the cut-off saw without being properly trained by the foreman or his designated person.

18. Use the right tool for the job.
19. Lift properly. Try to lift with your legs instead of bending your back. Ask for help with heavy loads. Use as many people as needed when lifting a wall. When ask for help by a coworker, give him that help.
20. Check your ladder before you use it. Ladders with bent, missing or damaged parts are not allowed on the jobsite. Make sure the ground that you place your ladder on is level and stable.
21. Use a ladder that is tall enough for the job. On an extension ladder, you may not use the top 3 steps. On a stepladder, you may not use the top or the next to the top step. If you are using the ladder to climb to the roof or another level, the ladder must extend 3' above the roofline.
22. No employee will operate any forklifts, powder-actuated tools, or any other tool or equipment requiring an operator certification, without having that certification with them at the time.
23. Operators of powder-actuated tools are responsible for displaying the warning signs within 50' of its use. Eye protection is required for the operator and the helper.
24. All compressors, tanks and other pneumatic equipment, air hoses, and lines shall be properly maintained. Pulleys must be guarded (covered).
25. The spring must always be in the nail gun. Removal of nail gun springs is prohibited.
26. All electrical equipment must be in good condition. Any defective equipment or damaged cords shall be removed from the jobsite. Report any damaged and/or hazarded equipment needed for replacement.
27. Avoid touching chemicals. If contact is unavoidable, use gloves. Wash after contact. See Safety Data Sheets (SDS).
28. All conditions that are potentially hazardous to the public, other trades or employees shall be properly barricaded, isolated or appropriately guarded to prevent injuries.
29. Don't jump over open trenches. Always go around.

Please remember that these practices are for your protection. You may think that taking safety shortcuts saves you time, but it is not worth it. We are committed to protecting the health of our employees. Please do your part. Use common sense and be alert.

### *Safety and Health Requirements*

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged. Grounds for immediate discharge are:

- 1) Drinking alcohol, and/or drug abuse prior to or during working hours
- 2) Fighting
- 3) Theft
- 4) Willful damage to property
- 5) Failure to wear eye protection, hearing protection, safety helmets, etc.
- 6) Not using safety harnesses and lanyards when there is a potential for falling
- 7) Removing and/or making inoperative safety guards on tools and equipment
- 8) Removing barriers and/or guardrails and not replacing them
- 9) Failure to follow recognized industry practices
- 10) Engaging in dangerous horseplay
- 11) Failure to notify Cruz Construction Co, Inc of a hazardous situation

The following safety and accident activities will be adhered to:

- 1) Report all injuries immediately to your supervisor
- 2) Notify your supervisor should you become ill while on the job
- 3) Inform you supervisor if you have a disability or physical handicap
- 4) Never move an injured or ill person, unless to prevent further injury

### *Employee Safety Rules*

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover.

### GENERAL SAFETY RULES:

- Read and follow the safety notices and other information that is posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help your fellow employees when they ask for assistance or when needed for their safety.
- Clean up spills immediately.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your Doctor's approval.

### PERSONAL PROTECTIVE EQUIPMENT

#### *Purpose:*

To establish the policy for employees to wear Personal Protective Equipment.

#### *Policy:*

Cruz Construction Co, Inc is dedicated to providing a safe and healthy workplace. All employees are expected to do their part to achieve this goal. Employees can do their part by using the proper Personal Protective Equipment (PPE) provided them.

Personal Protective Equipment will be provided, used and maintained in a sanitary and reliable condition wherever it is necessary to prevent injury. Personal Protective Equipment requirements include, but are not necessarily limited to the items below:

#### *Protective Headwear:*

Where there is the exposure of overhead danger from falling objects or from electric shock or burns, protective headwear must be worn. Protective headwear is an approved hard hat that meets the requirements of the American National Standards Institute (ANSI Z889.1-1969).

Protective headwear will be issued to the required employees. Employees are responsible for using their hard hats while working. Also, employees must notify their supervisor about a damaged or lost hardhat immediately.

#### *Protective Eyewear:*

When there is an exposure to the eyes from flying objects, glare or liquids, protective eyewear is required. Protective eyewear is an approved safety eye protector or safety goggle, which meets the standards of the American National Standards Institute (ANSI Z87.1-1968).

#### *Disposable Dust Masks:*

When there is the potential of exposure to airborne nuisance dust or particles, disposable dust masks are required.

#### *Protective Gloves:*

When there is an exposure to the hands, protective gloves are required. Protective gloves are construction type work gloves and chemical resistive gloves.

Construction type work gloves are required for, but not limited to, employees that have an opportunity of cutting, pinching, hitting, or burning their hands.

Chemical resistive gloves are required for, but not limited to, employees that have an opportunity of spilling hazardous chemicals or corrosive material onto their hands.

#### *Your Safety Rights*

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts you or someone else in unnecessary danger of serious injury or requires you to perform a task which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

#### *Your Safety Responsibilities*

You also have some important responsibilities concerning safety. These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform,
- The responsibility of reporting any hazards you see.
- The responsibility of helping your co-workers recognize unsafe actions or conditions they cause.
- The responsibility of asking about the safety rules you are not sure about.



## SPECIAL CONSIDERATIONS

### *Excavations*

Excavations are defined as any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Employees should not enter an excavation unless it is necessary to perform their work.

- Employees who need to enter an excavation should first determine that it is safe to do so.
- Employees should verify that required protection against ground movement and the prescribed access is in place.
- Employees should verify that excavated material spoils piles are placed at least 2 feet from the edge of the excavation.
- Employees should be aware that an excavation can become subject to the requirements for a confined space.
- Employees should be aware that changed soil conditions may require modifications to shoring or sloping systems, including excavations less than 5 feet deep.
- Employees should know they may encounter hazardous waste during excavation processes. If they observe suspect material, they should inform the contractor, remove themselves from the area and notify their supervisor immediately.
- Employees should be provided with adequate protection by the contractor delineating the perimeter of the excavation when the contractor is not conducting operations at the location. Delineation can be provided in a number of ways, including using plating to cover the excavation or establishing a perimeter with tape line delineators.

### *Night Work*

Work during hours of darkness creates special hazards because of the lack of light for visibility.

- In addition to other required PPE discussed previously, employees must wear reflective garments at night.
- Employees must always work in lighted areas.
- If employees believe the contractor is not providing sufficient light for their operations, they should notify their supervisor immediately.

### *Electrical*

- Before beginning any wiring inspection, employees should follow appropriate lockout or tag-out procedures. Employees should verify that the contractor has completed work on the circuit and that the circuit is de-energized. Remember, all electrical equipment must be treated as energized until tested or otherwise proved de-energized.
- Most equipment with exposed metal surfaces is required to be grounded. Request that the contractor remove from service equipment that has damaged or removed grounding prongs that could expose our employees to harm.

- Conductors or equipment should not be located in damp or wet conditions; exposed to gases, fumes, vapors, and liquids with a deteriorating effect; or exposed to excessive temperatures unless approved for that purpose. If you observe this, remove yourself from that area and inform the contractor of the need for correction.
- Flexible cords should be protected from accidental damage. Verify cords are not placed at points where they can be pinched or damaged by closing a door or window edge. They should be protected from abrasion by adjacent materials. Any flexible cord where the outer sheath is damaged such that the conductor wiring is visible should be referenced to the contractor for removal from service.
- If a generator is used to power a temporary office, it must be grounded according to the Electrical Safety Orders in 8 CCR 2395.1–2395.114.1, or manufacturer instructions.

### *Traffic Control and Flagging*

The importance of maintaining smooth traffic flow through and around our worksites has necessitated Cruz Construction to institute programs to adequately train our employees on the proper procedures for flagging and traffic control. Due to the fact that different states, counties, and municipalities have different, separate, or additional requirements, traffic control is a topic that will require "on-site" training. Your supervisor will be able to instruct you on the proper traffic control procedures for your area. Please direct all questions regarding flagging and flag control to them.

A few quick general guidelines can be addressed:

1. Always erect barricades, traffic signs, place cones, or any other necessary safety devices in all construction areas to divert vehicle and pedestrian traffic safely around the area.
2. Never leave any excavations uncovered or unattended. All open holes, trenches, pits must be covered with a barricade and plywood (3/4" or thicker) to keep unauthorized personnel or pedestrians from inadvertently falling or tripping.
3. Whenever our construction is exposed to or restricts the flow of vehicular traffic, flaggers must be used to prevent traffic accidents and inadvertent entry into our work areas.
4. All flaggers will be highly visible. They must wear an orange safety vest, hard hat, carry a top/slow paddle and or bright orange safety flag. Orange coned flashlights (when night flagging).

There are numerous additional requirements and guidelines that must be followed to safely control traffic and provide a safe work area for our employees. These topics will be constantly discussed in the weekly safety meeting and addressed in formal training sessions. As always, if you have questions about these requirements, contact your supervisor.

### *Manholes and Confined Spaces*

- All matches, lighters, or any other items capable of producing "a hot spark" are strictly prohibited within 10 feet of all manholes.
- Do not use toxic or combustible fluids in manholes, vaults, or confined spaces.
- All heating or lighting equipment used in manholes must be the type approved for that specific use.

- Anytime a manhole cover is to be removed, the following precautions should be followed:
- Manholes, vaults, and service box covers should be removed and replaced using approved hooks or hoists only.
- All necessary guards such as barricades, guard rails, lights, traffic signs and flags should be in place prior to beginning any work in manholes.
- Always use a ladder when entering or exiting any manhole or vault.
- Whenever possible, test manholes for the existence of gas prior to opening the cover.
- During initial testing of manhole, you must also check oxygen content with an oxygen deficiency tester. No entry is allowed if negative readings are recorded.
- Use of blowers does not eliminate the need for the use of gas testers. All confined spaces are considered dangerous until proven safe.
- Blower hoses shall be "purged" before placing them into the manhole. This is done by directing the flow of air at street level for a few moments away from the open manhole.
- Continuous "forced" ventilation must be used while work is being performed in the manhole. Should the blower stop for any reason, the manhole shall be evacuated.
- After breaks or any other reason where blower may have been turned off, manholes must be retested, hoses purged, before placing them back in the manhole.

### OSHA INSPECTION

#### *Purpose*

To establish the policy for all managers to follow if an OSHA Compliance inspection will be conducted.

#### *Overview*

The Occupational Safety and Health Administration (OSHA) is authorized to conduct workplace inspections to determine whether employees are complying with standards issued by the agency for safe and healthful workplaces. Many States have their own occupational safety and health programs, and regularly inspect workplaces. Inspections are usually conducted without advance notice and can be conducted for one or more of the following reasons”

- Imminent Danger Situations – Any condition where there is reasonable danger that a situation exists that can be expected to immediately cause death or serious harm.
- Catastrophes and Fatal Accidents – Investigation of fatalities and accidents resulting in the hospitalization of 3 or more employees. Such catastrophes must be reported to OSHA within 8 hours.
- Employee Complaints
- Programmed Inspections – Based on injury rates, previous citation history, and employee exposure to toxic substances or random computerized selection.

This policy details the phases of an OSHA compliance inspection, the response and attitude of management to an inspection and steps to insure completion of the appropriate follow-up corrective action.

### *Policy*

Cruz Construction Co, Inc policy is to demonstrate “good faith” effort to comply with all OSHA standards and any health and safety issues raised in an OSHA compliance inspection.

Management is responsible for implementing this policy and correcting all health and safety deficiencies revealed during compliance inspections. The Safety and Health Manager will provide technical assistance and coordination of corrective action, as required.

### INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Cruz Construction Co, Inc has developed the following Injury and Illness Prevention Program. Our primary objective is to avoid accidents through the means of eliminating unsafe working conditions and work practices.

Our Injury and Illness Prevention Program is designed to address, in detail, the following areas:

- Program Implementation and Responsible Persons
- Safety & Health Policy Communication
- Workplace Inspections and Corrections 4) Employee Communication Policy
- Employee Notification and Training
- Employee Compliance Procedures & Field Safety Incentive Program
- Accident Investigation Procedures
- Documentation and Recordkeeping Policy
- Multi-Employer Job Site Exposures

#### *Program Implementation and Responsible Persons*

Steven Cruz, owner of Cruz Construction Co, Inc is responsible for ensuring the implementation and maintenance of the Injury and Illness Prevention Program (IIPP). Full authority is granted to the appropriate individuals to properly manage and enforce all provisions of this policy.

A Safety Committee has been established to assist with the implementation of policies, procedures, and maintenance of the IIPP. Rotating members will consist of Superintendents and Estimating Personnel.

#### Safety Committee Members responsibilities will include, but are not limited to:

- Identifying exposures specific to operations performed by Cruz Construction Co, Inc and ensuring the communication of same to all employees
- Ensuring compliance with policies and procedures
- Conducting periodic meetings with Superintendents and Foremen for discussion of safety and accident concerns

- Reviewing all safety violations, accident reports, and employee safety suggestions, to ensure that causes have been properly identified and adequate steps have been taken to eliminate hazardous exposures and conditions
- Managing the Field Safety Incentive Program
- Coordination of required safety training for all employees
- Performing periodic reviews of the IIPP to confirm that no changes are required

### *Managers and Superintendents*

Managers and Superintendents are responsible for enforcing compliance with the IIPP at the job sites. A copy of this program will be provided to each Manager and/or Superintendent for his or her reference. Managers and Superintendents are required to familiarize themselves with the IIPP to assist with its effective implementation, maintenance, and communication of required elements. Responsibilities include, but are not limited to:

- Communicating identified exposures specific to operations performed by Cruz Construction Co, Inc to the Safety Task Committee and employees under their supervision
- Assisting with communication of safety matters to Lead Foreman and Employees
- Monitoring workplace hazard inspections and corrections
- Assist with enforcing compliance with all policies and procedures implemented
- Assistance with the administration of the Field Safety Incentive Program
- Conduct accident investigations when required
- Completing required safety training courses
- Assisting with coordination of group and individual safety training for all employees under their supervision

### *Foremen*

At job site locations, Foremen will be responsible for the following functions:

- Conducting job site inspections, at initial start-up and throughout duration of project, and documenting all identified hazards and potential exposures
- Communicating matters of safety to employees under their supervision
- Assisting management with the new hire process and employee training
- Ensuring all required job site posting notices are displayed and/or accessible, to include the Code of Safe Practices and list of Hazardous Substances and corresponding MSDS
- Conducting daily job site surveys to assess any potential hazards, to include inspection of trenching operations, when applicable
- Conduct and/or coordinate the completion of formal job site inspections, not to exceed every 30 days, at all long-term projects
- Correcting all identified job site hazards and potential exposures or communicating (immediately) existence of identified hazards to Management when correction is not possible
- Enforcing employee compliance with safe work practices

- Performing accident investigations
- Communicating identified hazards to employees
- Conducting, and documenting, safety training every Monday
- Completing required safety training courses
- Assistance with coordination of group and individual safety training for all employees under their supervision

### SAFETY & HEALTH POLICIES COMMUNICATION

Cruz Construction Co, Inc will maintain the following procedures for communicating to employees' policies implemented in effort to maintain safe work practices and conditions.

At hire all employees will receive:

- A copy of the company Employee Manual including Safety Practices and instructions on how to report work related injuries.

At hire, and during course of employment, the following will be reviewed with all employees:

- Job responsibilities, with training provided as needed
- Ongoing training that will be provided during employment, and the required mandatory attendance at scheduled safety meetings
- Personal protection equipment provided by Cruz Construction Co, Inc and the required use of same
- Employee's requirement to comply with all safety and health standards, and consequences for violation of same
- Known, and potential, hazards associated with the scope of work performed by Cruz Construction Co, Inc

#### *Workplace Inspections and Corrections*

In addition to daily job site inspections, formal inspections (not to exceed every 30 days) will be conducted for the purpose of identifying and evaluating work place hazards. Hazard inspections and corrections will also be conducted whenever:

- New substances, procedures or equipment are introduced at the workplace/job site
- New or previously unidentified hazards are recognized, or brought to management's attention
- An accident occurs
- Whenever a work practice or condition requires attention

Identified unsafe or unhealthy work practices and conditions will be corrected in a timely manner to be consistent with the severity of the identified hazard.

Under no circumstances will an employee be permitted to work under conditions that pose a clear or imminent danger.

When an imminent hazard is identified, and immediate correction is not possible, all exposed workers will be removed from the area. Employees responsible for correcting the hazardous condition will be provided with the necessary training and protection.

#### *Multi-Employer Job Site Exposures*

Subcontractors to Cruz Construction Co, Inc are required to maintain safety program(s) in compliance with OSHA Standards (applicable to the scope of operations performed).

Subcontractors are responsible for taking all necessary precautions while performing its work to ensure the safety of its employees and others and communicate matters of safety affecting other contractors/employees present at the job site.

Cruz Construction Co, Inc will communicate matters of safety to subcontractors as they pertain to the safe and healthy work practices and conditions of the job site.

#### *Employee Communication Policy*

Cruz Construction Co, Inc encourages all employees to report unsafe work practices and job hazards to their immediate supervisor and/or management. A copy of the Safety Communication Policy Statement is provided to all employees at the time of hire.

Employee Safety Information forms will be made available to employees for the purpose of providing suggestions or reporting an unsafe workplace condition or practice. Forms are readily available in the main office at Cruz Construction.

Employees who report job site hazards, or identify unsafe work practices, will not suffer retaliation because of their active participation in supporting Cruz Construction Co, Inc s efforts to maintain an effective Injury and Illness Prevention Program.

Employee participation in securing a safe and healthy workplace is expected. Employees are advised of their role in safety prevention at the time of hire.

#### *Employee Notification and Training*

All employees, permanent and intermittent, to include managers and supervisors will be provided necessary training and instruction on general and job-specific safety and health practices. Management will provide Superintendents and Foremen with the proper tools, and training, to assist with the enforcement of job safety.

The following items/procedures will be used to ensure proper training:

- Assigned job tasks will be reviewed with all employees to ensure that they are provided with the necessary means to perform the tasks safely.

- Tailgate Safety Meetings are conducted ONCE WEEKLY, with employee signatures obtained to verify attendance.
- Individual and unscheduled safety training will be documented on daily Time Cards.
- Safety training provided, and paid for, by Cruz Construction Co, Inc.

*Employee Compliance Procedures*

Mandatory compliance with safe work practices is required from all employees, permanent and intermittent, to include Managers, Superintendents and Foremen. Superintendents and Foremen are responsible for safe work practices at the jobsite, and that personal protection equipment is properly used.

Enforcement of safe work practices will be conducted in a fair and uniform manner.

Managers, Superintendents, and Foremen are responsible for evaluating the performance of all employees under their supervision and provide specific training to employees whose work habits are unacceptable.

Superintendents and Foreman are responsible for informing management when employees fail to comply with safe work practices. A Safety Program Action Report form will be used to document safety violations.

Completed report forms will be reviewed by Management to determine the appropriate disciplinary action required. A willful violation of safe work practices, which threatens the employee’s life or the life of another individual, may result in immediate termination of employment. Minimum disciplinary guidelines established include:

1 <sup>st</sup> Infraction	Written Warning
2 <sup>nd</sup> Infraction	1-day Suspension (Without Pay)
3 <sup>rd</sup> Infraction	5-day Suspension (Without Pay)
4 <sup>th</sup> Infraction	Termination of Employment

*Field Safety Incentive Program*

To support Cruz Construction Co, Inc’s commitment to companywide safety, Cruz Construction Co, Inc has implemented a system to help motivate field employees and acknowledge safe work practices and behaviors at the job site.

A CCI Field Safety Raffle drawing will occur annually. Field Safety Incentive Raffle tickets will be given at the discretion of Owners, Managers, and Superintendents for notable safety behaviors at the job site.

Prizes may include: two-night stay (\$400 value), dinner for two

(All field employees will receive a copy of the Field Safety Incentive Program rules when hired.)



## ACCIDENT INVESTIGATION AND REPORTING PROCEDURES

Appropriate first aid or professional medical treatment will be administered immediately.

In the event of an accident resulting in injury or illness, or near-miss incident, the job Superintendent or Foreman will conduct an investigation. A Supervisor's Report of Accident form will be used to document the investigation, which will consist of the following:

- Interviewing the injured worker(s), if possible
- Obtaining names of witness(s)
- Determining the cause of the accident/exposure
- Examining the work site for hazards that may be associated with the accident/exposure
- Determining whether or not the accident could have been avoided, and if so, how
- Identifying the corrective action, if applicable, taken to prevent the accident/exposure from reoccurring.

It is the responsibility of each employee to report all accidents and incidents immediately to their supervisor verbally and on a C-1 Form (See "Injury Reporting" in Safety Binder).

If an injured employee requires professional treatment, Jennifer Croke will be responsible to fill out a C-3 Form (Employers Notice of Injury) upon receipt of the C-4 Form (Physicians Report of Injury) or within 6 days.

Management will be responsible for providing the injured employee with an Employee's Report of Accident/Exposure form. The injured employee is required to complete the form and provide a copy to Management within 24 hours of the accident, unless he or she is physically unable to do so.

Management will be responsible for processing appropriate documentation relevant to Workers Compensation procedures.

### ATTACHMENT TO ACCIDENT INVESTIGATION FORM

An accident is an unplanned event. Sometimes it injures people or damages things, sometimes not. Even an unplanned interruption of the work flow is an accident. Behind every accident there is a sequence of contributing causes. By recognizing and eliminating these causes, it is possible to avoid a repeat performance of the first accident.

Post-accident investigation helps identify cause factors. A careful and complete accident investigation should reveal all the major contributing causes in the sequence of events.

The following check list will help you to conduct an accident investigation. After you have identified each cause factor, match it with a recommendation for corrective action. Persistent follow-through on these recommendations will pay off with fewer accidents in your workplace.

## *Investigation*

1. Steps
  - A. Secure area/machine
  - B. Interview employee.
  - C. Interview witnesses.
  - D. Take photographs or sketch area.
  - F. Prepare preliminary chronological sequence of events.
  - G. Review job procedures.
  - H. Review training procedures.
  - I. Analyze all compiled data.
  - J. Compare with previous accident data.
  - K. Write a report.
  - L. Recommend corrective action.
  - M. Follow-up.
  
2. Factors to consider in an investigation.
  - A. The machine(s):
    - Maintenance, procedures and history.
    - Design factors:
      - Stability.
      - Operating control arrangement.
      - Weak or defective parts.
    - Incorrect uses. Did the employee try to do something which exceeded the design limits of the machine?
  
  - B. Alteration or modification of equipment.
    - The person(s)--check the following:
      - Physical condition and history. Look for evidences of fatigue, illness.
      - Psychological factors. Be alert for possible family problems or other sources of mental stress.
      - Training. Review history of job training. Was it done properly? Not at all?
      - Habits. Did the person react in some injurious way?
  
  - C. The working environment:
    - Supervision. Look at attitudes, management policies, experience.
    - Work rules and procedures.
    - Tools. Examine condition, design, method of use.
    - Training. Evaluate your general program of safety and training.
    - Work pressure. Did the "hurry" factor contribute to this accident?
    - Machine guarding, lockouts, safety devices.

- Plant condition. Look for vapors, moisture, floor layout, noise.
- Guard rails, ladders, tripping hazards, floor condition.

### *Documentation and Recordkeeping Policy*

The following records will be retained for a minimum of 3 years:

- Scheduled and unscheduled periodic inspections, which will include methods used to identify, evaluate and correct work site conditions and practices.
- Records relating to individual safety and health training, which will include:
  - Employee's Name
  - Employee's Signature
  - Date of Training
  - Name of Trainer
- Records relating to group training and tailgate safety meetings, which will include:
  - Date of Training
  - Training Topic
  - Signatures of all Employees Present
  - Name of Trainer
  - Records relating to the investigation of accidents/exposures resulting in injury or illness
- The following records will be retained for at least 5 years:
  - Records relating to workplace fatalities, injuries and illnesses (form 5020, if applicable)
  - OSHA Form 300 (Log and Summary of Occupational Injury and Illness)

## HAZARD COMMUNICATION PROGRAM

### *General Information*

Cruz Construction Company Inc. is committed to the prevention of hazardous material and chemical incidents that could result in injury and/or illness to any employee. We will spare no effort in providing a safe and healthful work environment for employees and all levels of supervision will be accountable for the safety of those employees under their direction.

The Occupational Safety and Health Administration's (OSHA) Hazard Communication standard (29 CFR 1910.1200) is based on the simple concept that employees have both a need and a "right to know" the identities and hazards of any chemicals they work with during the course of their employment. Employees also need to know what protective measures are available to prevent chemical exposures and how to avoid adverse health effect

This is our written Hazard Communication program. Copies of this program will be available in the shop for review by any interested employees. We will meet the requirements of OSHA's Hazard Communication standard as follows:

This document is essential to assist Cruz Construction Company, Inc. in implementing and complying with the Standard and addressing our:

- 
- use of labels, placards, posters and other forms of warning,
  - use of Safety Data Sheets (SDSs),
  - hazardous chemical inventory,
  - communication of hazards by SDSs and labels,
  - training of employees and independent contractors,
  - procedure for non-routine tasks,
  - communications with other employers concerning hazardous materials used on our site,
  - record keeping

### *Administration*

\_\_\_\_\_ is responsible for the implementation of this program and its review, maintenance and updating as necessary.

- All employees, including permanent and independent contractors, who may have exposure to hazardous chemicals during normal work or in emergency situations must comply with the practices and procedures outlined in this program.
- **Cruz Construction Company, Inc.** through people in specific supervisory positions will be responsible for maintaining OSHA records at all times.

- **Cruz Construction Company, Inc.** through people in specific supervisory positions will be responsible for training, maintaining training records and making this program available to employees and contractors.

## CONTAINER LABELING

### *Primary Containers*

**Designated supervisors** will ensure all containers of hazardous materials received for use or shipped by **Cruz Construction Company, Inc.** are clearly labelled according to the regulated requirements of Hazcom 2012 (GHS). This includes the name of the material (Trade Name or chemical name), hazard pictogram(s), signal word, hazard statements, precautionary statements, and the manufacturer or distributors name address and emergency contact information.










### *Secondary Containers*



When the contents of large containers are broken down into smaller or secondary containers for in-house use (such as spray bottles) **Cruz Construction Company, Inc.** will ensure that the label shows the chemical identity and appropriate warnings as required by OSHA. The supervisors in each work area will ensure that all secondary containers are properly labeled. Either (1) a copy of the original manufacturer's label will be made and placed on the secondary container, or (2) the minimal information bulleted above will be placed on the container in permanent ink.

### *Portable Containers and Pipes*

Portable containers are those in which an employee or independent contractor transfers chemicals from a labeled container to a portable one solely for immediate use. Designated supervisors will ensure all containers of hazardous chemicals are clearly labeled with the identity and appropriate hazard warnings.

**Designated supervisors** will post placards, signs and other written or illustrated materials displaying the same information as labels on stationary containers and processes. Employees and independent contractors shall have the opportunity to review these signs and placards at any time during their shift, by contacting their immediate supervisor. Supervisors will review labeling procedures from time to time and update as necessary.

 <p><b>Carcinogen</b>  <b>Mutagenicity</b>  <b>Reproductive Toxicity</b>  <b>Respiratory Sensitizer</b>  <b>Target Organ Toxicity</b>  <b>Aspiration Toxicity</b></p>	 <p><b>Flammables</b>  <b>Pyrophorics</b>  <b>Self-Heating</b>  <b>Emits Flammable Gas</b>  <b>Self-Reactives</b>  <b>Organic Peroxides</b></p>
 <p><b>Irritant (skin and eye)</b>  <b>Skin Sensitizer</b>  <b>Acute Toxicity</b>  <b>Narcotic Effects</b>  <b>Respiratory Tract Irritant</b>  <b>Hazardous to Ozone Layer</b></p>	 <p><b>Skin Corrosion/Burns</b>  <b>Eye Damage</b>  <b>Corrosive to Metals</b></p>
 <p><b>Explosives</b>  <b>Self-Reactives</b>  <b>Organic Peroxides</b></p>	 <p><b>Gases Under Pressure</b></p>
 <p><b>Oxidizers</b></p>	 <p><b>Acute Toxicity (fatal or toxic)</b></p>
 <p><b>Aquatic Toxicity</b></p>	

<b>SAMPLE LABEL</b>	
<p style="text-align: center;"><b>PRODUCT IDENTIFIER</b></p> <p>CODE _____  <b>Product Name</b> _____</p> <p style="text-align: center;"><b>SUPPLIER IDENTIFICATION</b></p> <p><b>Company Name</b> _____  Street Address _____  City _____ State _____  Postal Code _____ Country _____  Emergency Phone Number _____</p> <p style="text-align: center;"><b>PRECAUTIONARY STATEMENTS</b></p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked.  Keep away from heat/sparks/open flame. No smoking.  Only use non-sparking tools.  Use explosion-proof electrical equipment.  Take precautionary measure against static discharge.  Ground and bond container and receiving equipment.  Do not breathe vapors.  Wear Protective gloves.  Do not eat, drink or smoke when using this product.  Wash hands thoroughly after handling.  Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b>  If exposed call Poison Center.  If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center;"><b>HAZARD PICTOGRAMS</b></p> <div style="text-align: center;">   </div> <p style="text-align: center;"><b>SIGNAL WORD</b>  <b>Danger</b></p> <p style="text-align: center;"><b>HAZARD STATEMENT</b></p> <p><b>Highly flammable liquid and vapor.</b>  <b>May cause liver and kidney damage.</b></p> <p style="text-align: center;"><b>SUPPLEMENTAL INFORMATION</b></p> <p><b>Directions for use</b></p> <p>_____</p> <p>_____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>

### *Hazardous Non-Routine Tasks*

Occasionally, a Cruz Construction employee may be asked to perform a task that is not part of their normal job. Before taking on a new task, the affected employee will be given information by their supervisor about any hazardous chemicals that might be used during the activity.

This information will include:

- Specific chemical hazards;
- Protective measures employees can take; and
- Measures Cruz Construction has taken to reduce the hazards, which might include ventilation, personal protective equipment, use of the buddy system, and emergency procedures.

### *Hazardous Chemical Inventory*

Supervisor is responsible for compiling, maintaining and updating a list of all known hazardous materials used on site by employees or independent contractors. The inventory shall be kept in a red binder with each Supervisor with the SDSs.

**Cruz Construction Company, Inc.** employees and independent contractors shall be allowed to review the inventory and obtain information from the SDS at any time during their work shift. Supervisors shall be responsible to ensure the inventory is always available.

When new chemicals are received \_\_\_\_\_ will update the inventory as required, including the date when the chemical was introduced. Supervisors will ensure that separate lists of hazardous chemicals used at each location are maintained and posted in individual work areas.

### *Chemicals Used in Unlabelled Pipes*

All employees and independent contractors working in areas where chemicals are transferred through unlabelled pipes shall contact their immediate supervisor prior to starting work, and obtain information on:

- the chemical(s) in the pipe(s)
- the potential hazards of those chemical(s)
- details of the safety precautions to be taken

### *Employee and Independent Contractor Safety Orientation*

Before commencing any work at **Cruz Construction Company, Inc.** \_\_\_\_\_ will make sure all new hires and contractors receive a safety orientation appropriate for the nature of their work.

For all **Cruz Construction Company, Inc.** staff and permanent contractors the minimum safety orientation will include:

- an overview of the Corporate Safety Policy and
- a detailed review of the emergency response action plan
- a detailed review of hazardous chemicals used onsite

#### *Informing Contractors*

For Temporary Contractors and Consultants, the safety orientation will include:

- Hazardous chemicals to which they may be exposed while working for Cruz and the procedure for obtaining SDS's; and
- Precautions contracted employees may take to reduce the possibility of exposure by using appropriate protective measures; and
- An explanation of Cruz Construction's labeling system.
- A review of the specific worksite hazards and emergency procedures e.g. evacuation.
- The general safety requirements e.g. required PPE

The orientation given to casual visitors will be determined on a case by case basis by

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#### *Records must be kept of all orientations*

Employees conducting orientations must request the certification of training from contractors and new hires. In addition to training and orientation, new employees must read and sign the company safety rules.

#### *Employee Training –Hazardous Chemicals*

**Cruz Construction Company, Inc.** will provide or will arrange to provide by competent and qualified people, training to all employees who are exposed or may be exposed to hazardous chemicals. Retraining will also be provided when a new hazard is introduced into the workplace or new hazard information becomes available for chemicals already in use onsite. Supervisors will receive special training on chemical hazards and protective measures so they can monitor staff and provide appropriate safety advice. As a minimum such training will include:

- Overview of the Hazard Communication
- Overview of the hazard communication program at **Cruz Construction Company, Inc.**
- Location and availability of our written hazard program program.
- Written hazard evaluation procedures, this written program, and the hazardous chemical inventory
- a description of the chemicals present on-site and at the shop at **Cruz Construction Company, Inc.**
- Physical hazards of hazardous chemicals used by **Cruz Construction Company, Inc.**



- Description of the health risks, including the signs and symptoms of exposure and any medical conditions that might be aggravated by exposure,
- Procedures to follow if overexposure is suspected,
- Information on how to detect the presence of a hazardous chemical release such as the odor or visual appearance
- Steps **Cruz Construction Company, Inc.** has taken to reduce or prevent exposure to these chemicals,
- Description of the emergency procedures to follow if an employee is exposed to these chemicals,
- Description of protective measures against chemical exposure such as engineering control or work practices and the use and maintenance of PPE,
- Description of the procedures and equipment to be used when cleaning hazardous spills and leaks,
- Details of where to find the SDS files, the order of information in a Hazcom / GHS compliant SDS, and how to read and interpret the information,
- Details of how to read and interpret information on Hazcom 2012 / GHS labels,
- Details on the location of written hazard evaluation procedures, this written program, and the hazardous chemical inventory.

\_\_\_\_\_ will make all training materials available to all employees and independent contractors and will ensure each employee signs a form to verify attendance and receipt of training materials.

#### *New Training Instruction*

- **Training shall be provided at the time of initial assignment to tasks where occupational exposure to a hazardous chemical may take place.**
- Training shall be repeated whenever a new chemical or a new hazard is introduced in the work area.
- An oral interview has been established to verify that the employee understood the training.
- This instruction must include the use and care of any safety equipment and PPE.

#### *Hazardous Non-routine Tasks*

**Cruz Construction Company, Inc.** will provide, or will arrange to provide by qualified persons, special training to all employees before they start work on non-routine tasks. At a minimum such training will include:

- the hazardous chemicals that may be present in such work
- details of the safety precautions to be taken
- details of the measures **Cruz Construction Company, Inc.** is taking to reduce or eliminate the hazards
- details of emergency procedures.

### *Record Keeping*

**Cruz Construction Company, Inc.** will maintain its hazardous chemicals inventory for chemicals used at or shipped from the Facility for at least 30 years. Such list will be maintained in accordance with 29 CFR 1910.1020 "Access to Employee Exposure and Medical Records".

Records will also be kept of employee safety orientations and hazardous chemical training. Any retraining will also be recorded.

### SAFETY DATA SHEETS (SDSs)

Supervisor will establish an SDS program to collect, manage, monitor and update SDSs and the SDSs library as required. No container will be released for use until the SDS is received and the information verified.

Supervisors must first obtain approval from \_\_\_\_\_ for all new hazardous chemicals to be shipped or used by employees.

Supervisors who purchases chemicals will be responsible for obtaining all SDSs for hazardous materials used or shipped by employees or contractors. Designated supervisors are thereafter charged with informing employees and independent contractors of any new information, prior to their exposure.

Copies of SDS's for all hazardous chemicals to which employees of this company may be exposed will be kept with each Supervisor, the Shop and in the Main Office. Employees are encouraged to look-up SDS's for the chemicals they use. SDS's will be available to all employees during all shifts.

If an SDS is missing, or if a new product arrives without an SDS, immediately inform the Operations Manager so they can contact the supplier or manufacturer.

The Operations Manager will then either research and obtain the SDS sheet online or contact the chemical manufacturer or distributor to obtain the necessary information. A copy of the letter or e mail to the manufacturer is to be kept on file. If the request is made by phone, details of the call must be logged.

If **Cruz Construction Company, Inc.** has hazardous materials on site but is unable to contact the distributor we will access the information on line.

Employees of **Cruz Construction Company, Inc.** and independent contractors shall have the chance to view the master list of SDSs at any time during their work shifts and are required to notify their immediate supervisor if they discover an SDS is not available.

Supervisors will ensure that the SDSs are conveniently located close to the work area where the hazardous materials are used.

<b>PRODUCT NAME</b>	<b>MANUFACTURER HAZARDOUS CHEMICAL LIST</b>	<b>COMMON NAME</b>	<b>WORK AREA(S) WHERE USED</b>
80W Gear Oil	Valvoline	Oil	Shop
Yellow Super Weatherstrip/Gasket Adhesive	3M	Gasket Adhesive	Shop
Dielectric Silicone Grease	AGS	Dielectric Protector/Battery Terminal Protector	Shop
Medium Str.Threadlocker Blue Gel	Permatex	Adhesive	Shop
High Tack Gasket Sealant	Permatex	Sealant	Shop
Power Lube Multi-Purpose Lubricant	CRC Industries	Multi-Purpose Lubricant	Shop
Eagle One Nevr-Dull Wadding Polish	Ashland	Wadding Polish	Shop
Super White Multi-Purpose Lithium Grease	CRC Industries	Multi-Purpose Grease	Shop
Terand Penetrant Lubricant Demoisturant Protectant	CPC	Lubricant	Shop
The Right Stuff Gasket Maker	Permatex	Sealant	Shop
767 Anti-Seize Lubricant	Permatex	Lubricant	Shop
Berryman B-12 Chemtool Carburetor, Choke, Throttle Body Cleaner	Berryman	Cleaner	Shop
NCP-2 Battery Corosion Preventative	The NOCO Company	Aerosol Cleaner	Shop
Marvel Air Tool Oil	Turtle Wax	Car Care Product	Shop, On Site
NAPA Prem Perf Automatic Transmission Fluid	Valvoline	Transmission Fluid	Shop
Loctite 266	Henkel	Adhesive	Shop
High Tack Spray-A-Gasket Sealant	Permatex	Sealant	Shop
Harvey's Purple Primer	Harvey	Joining PVC Pipes	On Site
Christy's Red Hot Blue Glue PVC Plastic Pipe Cement	Christy's	Solvent Cement	On Site
PB Penetrating Catalyst	Blaster	Penetrant	On Site – Parking Lots, roads, driveways
Goof Off Professional Strength VOC Aerosol	W. M. Barr	Multi-Purpose Remover	Shop, On Site
50% Starting Fluid	Johnsen's	Starting Fluid	Shop
Pro Lspr 6pk WB Mark White	Rust-Oleum	Marking Paint	On Site – Parking Lots, roads, driveways
STIHL HP 2-Cycle Engine Oil	OMNI	2 Cycle Engine Fuel Additive	Shop, On Site
NAPA Antifreeze Coolant	Ashland	Antifreeze	Shop
Brakleen Brake Parts Cleaner	CRC Industries	Brake Cleaner	Shop
Gasoline – All Grades	Hess	Fuel	While fueling vehicles

Construction Marking Paint	Aervoe	Aerosol Marking Paint	On Site
WD-40 Multi-use Product Aerosol	WD-40	Penetrant, Lubricant	Shop, On Site
Green Rhino	ClearBlue Chemical	All-purpose cleaner	Shop
Diesel Fuel, All Types	Hess	Fuel	While fueling vehicles
Delo 400 SDE SAE 15W-40	Chevron	Oil	Shop, On Site
Armor Top #375	Western Colloid	Asphalt Crack Filler/Resurfacer	On Site – Parking Lots, roads, driveways
Asphalt Adhesive	Crafco	Pavement Crack & Joint Sealing	On Site – Parking Lots, roads, driveways
Captor	Tessenderlo Kerley	Water Treatment	On Site
SS-1	Reed & Graham	SS-1	Parking lots, roads, driveways
OverKote Pavement Sealer	Diversified Asphalt Products	Slurry seal	Parking lots, roads, driveways
CO2	Carbonic Ind.	Carbon Dioxide	shop
Acetylene	Air Liquide	acetylene	shop
Argon	Air Liquide	Argon	Shop
Oxygen	Air Liquide	Oxygen	Shop
Propane	Blue Grass Hdwe	Propane	On-site
AUE-101	PPG	Enamel Paint	Shop
Big Orange	Zep Mfg. Co.	Degreaser	Shop
Anti-Freeze Coolant	Chevron	Anti-Freeze	Shop
Windshield Washer fluid	FMP	Windshield washer fluid	Shop
Brake fluid dot 3 valve prof chem BF-12, 12 oz	Ashland Chemical	Brake Fluid	Shop
Penetrating Oil	Hill Brothers	Penetrating Oil	Shop
Lead-acid battery	Exide Corp.	Batteries	Shop, on-site
Anti-Seize Grease	Caltex	Anti-Siezing Lubricant	Shop
Automatic Transmission Fluid	Wolf's Head Oil Company	Transmission Fluid	Shop
Hydraulic Fluid	Phillips Products	Hydraulic Fluid	Shop
Concrete	Quikrete	Sand/gravel	On-site
Natural Orange Lotion	Gojo	Hand Cleaner	Shop, on-site
Simple Green	Sunshine Makers	Antibacterial Cleaner	Shop
Lysol Toilet Bowl Cleaner	Reckitt Benckiser LLC	Lysol	Shop bathroom
Ajax Dishwashing Liquid	Colgate-Palmolive	Dishwashing liquid	Shop bathroom
399 Cleaner and Degreaser	Aervoe Ind. Inc.	Degreaser	Shop
Formula 409 All-Purpose Cleaner	Clorox Co.	Multi surface cleaner	Shop
Turtle Wax Wheel Cleaner	Turtle Wax Inc.	Wheel cleaner	Shop
Isopropyl Alcohol	Airgas	Liquid	Shop

Lg. Diameter High Strength Threadlocker (Red)	Dynatex	Gel	Shop
AC-20 oil	Martin Asphalt Co.	Petroleum Asphalt	parking lots, roads, driveways
27 Paint Thinner	Klean-Strip Pro Paint Thinner	Paint Thinner	On-site, shop
Pipe Joint Lubricant	M.A. Industries	Joint Lubricant	Shop
Motor Start starting fluid	Valvoline Oil Co.	Starting Fluid	Shop
Ether Cylinder Mixture	Quick Start Products	Diesel Starting Fluid	Shop
Chevron LS Diesel 2	Chevron	Diesel Fuel	While fueling vehicles
Liquid Red B	Unisol	Diesel Fuel Red Dye	While fueling vehicles

### HEAT ILLNESS PREVENTION PROGRAM

The following designated person or persons (Program Administrator Safety Coordinator/ Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

1. Program Administrator(s): Kale Peery, Jennifer Croke, Kira Pawloski
2. Superintendent: Steve Brehler
3. Crew Leader(s): Ricardo Reyez, Hugo Zendejas, Jose “Arnie” Ceballos, Kelly Killian, Jose Ramirez, Ken Evans, Eddie Garcia, Martin Campos Alvarado

Bottled drinking water is available at Cruz Construction Warehouse. Cruz Construction will provide coolers. It is the foreman’s responsibility to pick up/distribute. It is the employee’s responsibility to obtain a sufficient amount of water for the entire shift.

Individual drinking water bottles (12 oz.) will be brought to the site and kept in company coolers, so that at least two quarts per employee are available at the start of the shift. All workers, whether working individually or in smaller crews, will have access to drinking water.

Water will be fresh, pure, and suitably cool and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.

Water containers will be located as close as practicable to the areas where employees are working (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.

Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are

located is not sufficient. When employees are working across large areas, water will be placed in multiple locations. For example, on a multi-story construction site, water should be placed in a safely accessible location on every floor where employees are working.

All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be governmentally approved for potable drinking water systems, as shown on the manufactures label.

Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 80 degrees Fahrenheit, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.

Audible devices (such as whistles or air horns) will be used to remind employees to drink water.

When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, pre-shift meetings before the commencement of work to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest when necessary will be conducted. Additionally, the number of water breaks will be increased. Supervisors/foreman will lead by example and workers will be reminded throughout the work shift to drink water.

Individual water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

Shade structures will be opened and placed as close as practical to the workers when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee.

Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned, and the air conditioner is on.

Enough shade structures will be available at the site to accommodate all of the employees who are on such a break at any point in time. During meal periods there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)

Daily, workers will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if he/she is experiencing symptoms of heat illness and in no case will the employee be ordered back to work until signs or symptoms of heat illness have abated.

Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times. All employees on a recovery, rest break or meal period will have full access to shade, so they can sit in a normal posture without having to be in physical contact with each other.

In situations where trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.

For non-agricultural employers, in situations where it is not safe or feasible to provide shade (mobile equipment and vehicle hazards, high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

*Procedures for Monitoring the Weather (included but are not limited to)*

The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

CALIFORNIA Dial-A-Forecast

Eureka 707-443-7062

Hanford 559-584-8047

Los Angeles 805-988-6610(#1)

Sacramento 916-979-3051

San Diego 619-297-2107 (#1)

San Francisco 831-656-1725(#1)

Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own.

Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness

in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.

*Procedures for Acclimatization (included but are not limited to)*

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s) or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

During a heat wave or heat spike, the work day will be cut short (example: 12 p.m.), will be rescheduled (example: conducted at night or during cooler hours) or if at all possible, cease for the day.

New employees, or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early- morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.

The supervisor, or the designee, will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.

New employees will be assigned a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness. Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.



*Procedures for Emergency Response (included but are not limited to)*

Prior to assigning a crew to a worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads) to avoid a delay of emergency medical services.

Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid, if necessary.

Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English-speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.

All foremen and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.

When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). Under no circumstances will the affected employee be left unattended.

At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.

During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Employees and supervisors training will include every detail of these written emergency procedures.

*Procedures for Handling a Sick Employee*

when an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site; emergency service providers will be called.

Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!

If an employee does not look OK and displays signs or symptoms of severe heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

*Procedures for Employee and Supervisory Training (included but are not limited to)*

To be effective, training must be understood by employees and given in a language the employees understand. All employers must maintain records of the training showing the date of training, who performed the training, who attended training and subject(s) covered.

Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when employees' exhibits symptoms consistent with heat illness.

Supervisors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.

Supervisors will be trained in appropriate first aid and/or emergency responses to different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.

Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.

All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan including but not limited to: providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures and acclimatization contained in the company's written prevention procedures.

Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual

contact with emergency responders at the nearest road or landmark to direct them to their worksite.

When the temperature is expected to exceed 80 degrees Fahrenheit, short ‘tailgate’ meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.

New employees will be assigned a “buddy” or experienced coworker to ensure that they understand the training and follow company procedures.

## VEHICLE OPERATIONS

Cruz Construction will request driving vehicle history report upon hire, if applicable. Employees must be authorized prior to operating any company vehicle.

Drive vehicles defensively. The vehicle operator is responsible for the proper care and maintenance of assigned equipment and should not operate an unsafe vehicle.

Do not transport hazardous materials in state vehicles unless specifically authorized. Fuel should be carried only in approved fuel containers.

### *Vehicle Driving Requirements*

- Driver and all passengers must wear seatbelts at all times while vehicle is in motion.
- No vehicles are to be driven that have obvious mechanical or safety defects.
- All designated/posted speed limits are to be obeyed and shall not be exceeded at any time.
- all state and local traffic laws are to be followed explicitly.
- Use mirrors and spotters to assist in seeing and avoiding hazards encountered on roadways.
- While driving, scan your mirrors about every 5 seconds. Stay aware of traffic traveling the roadway behind, next to and in front of you.
- Never attempt to pass any slow-moving vehicles in Cruz Construction vehicle unless you are certain that the maneuver can be safely completed.
- Before removing any parked vehicle, a complete walk-around inspection should be done to retrieve cones placed in front of and behind the vehicle, along with insuring that no damage has been incurred while vehicle was parked.
- When backing vehicle, use spotters whenever available. Spotters must be used whenever visibility is restricted or limited to behind vehicle. Never back any vehicle or equipment around corners or into oncoming traffic.
- Avoid wearing overly dark sunglasses or welding glasses when driving. Vision can be extremely impaired.
- No drug or alcohol use or possession is permitted in any Cruz Construction owned or leased vehicle. Violators will be immediately terminated and prosecuted.

### *Parking*

- Park vehicles in accordance with legal requirements for parking on public streets and highways.
- Stay at least 25 feet clear of the tracks when parking within railroad rights-of-way.
- Where workers are engaged in construction activities, park vehicles in the shoulder or closed lanes of travel between oncoming traffic and the work location to provide barrier protection.
- Avoid parking behind or in the operating area of the contractor's equipment.
- 

### *Flashing Amber Lights*

Amber warning lights: Flashing amber lights include such devices as flashing incandescence, flashing LED, rotating beacons, and light bars.

- General use—When the vehicle is equipped with an amber light, follow these guidelines:

#### *Lights ON:*

1. Entering or leaving a closure with the appropriate turn signal.
2. Moving at slow speed in or near traffic.
3. When using a vehicle as a barrier to protect workers.

#### *Lights OFF:*

1. When parked in a closure (emergency flashers may be used).
  2. Operating in normal traffic.
  3. When no danger to employees or motorists exists.
- Night use—Use discretion so you do not blind or distract traffic needlessly.

### *Vehicle Accidents*

If an employee is involved in a vehicle accident with a Cruz Construction vehicle or privately-owned vehicle used for business, the employee must complete a statement of the accident and submit it to the Office Manager as soon as possible. The Office Manager will follow-up with the insurance company and file a formal claim if the employee has not done so.

## STOP WORK AUTHORITY PROGRAM

### *Purpose*

The purpose of this procedure is to provide an outline of site/project “stop work authority” for employees.

### *Policy and Program Overview*

This program formally establishes the Stop Work Authority (SWA) of all Cruz Construction Co., Inc. employees to stop individual tasks or group operations when the control of Health, Safety and Environment (HSE) risk is not clearly established or understood.

It is the policy of Cruz Construction Co., Inc. that:

- All employees and its contractors have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist;
- No work will resume until all stop work issues and concerns have been adequately addressed, and
- Any form of retribution or intimidation directed at any individual or company for exercising their authority as outlined in this program will not be tolerated.

As with any policy, accountability for non-compliance will follow established Cruz Construction Co., Inc. disciplinary procedures.

### *Roles and Responsibilities*

Persons in the following roles have responsibilities in support of this program:

- Company employees are responsible to initiate a “stop work” intervention when warranted, support the intervention of others and properly report all “stop work” actions.
- Forman/Supervisors are responsible to create a culture where SWA is exercised freely, honor request for “stop work”, work to resolve issues before operations resume, recognized proactive participation and ensure that all “stop work” actions are properly reported with required follow-up completed.
- Forman/Supervisors must establish the clear expectation to exercise SWA, create a culture where SWA is exercised freely, resolve SWA conflicts when they arise and hold those accountable that choose not to comply with established SWA policies.

### *Intervention Protocol*

In general terms, the SWA process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe work actions or conditions.

Though situations may differ, the following steps should be the framework for all stop work interventions.

### *Protocol Instruction*



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### *Stop*

When an employee or contractor perceives condition(s) or behavior(s) that pose imminent danger to person(s), equipment or environment he or she must immediately initiate a stop work intervention with the person(s) potentially at risk.

If the supervisor is readily available and the affected person(s), equipment or environment is not in imminent danger, coordinate the stop work action through the supervisor. The stop work action should be clearly identify as a stop work action and initiated in a non-combative manner.

### *Notify*

Notify affected personnel and supervision of the stop work action. If necessary, stop work activities that are associated with the work area in question. Make the area(s) as safe as possible by removing personnel and stabilizing the situation.

### *Investigate*

Affected personnel will discuss the situation and come to an agreement on the stop work action.

If all parties come to an agreement the condition or behavior is safe to proceed without modifications, (e.g. the initiator was unaware of certain information or circumstances), the affected persons should show appreciation to the SWA initiator for their concern and then resume work. The SWA is complete at this point and no further steps are needed.

If it is determined and agreed the SWA is valid, A Stop Work Issuance Form will be completed. The condition(s) or behavior(s) that pose threats or imminent danger to person(s), equipment or the environment must be resolved before restarting work. Work will be suspended until a proper resolution is achieved.

### *Correct*

Modifications to the affected area(s) will be made according to the corrections outlined in the Stop Work Issuance Form. The affected area(s) will then be inspected by qualified experts to verify completeness of the modifications and to verify all safety issues have been properly resolved. The completion of modifications will then be noted on the Stop Work Issuance Form.

### *Resume*

The affected area(s) will be reopened for work by personnel with restart authority. All affected employees and contractors will be notified of what corrective actions were implemented and that work will recommence. In the event an employee still believes it is unsafe, they will be assigned to another job with absolutely no retribution.

### *Follow-Up*

Forman/Supervisors will provide the root cause analysis to the stop work action and identify any potential opportunities for improvement. The Safety Manager will publish the incident details regarding the stop work action to all Operations Managers and employees outlining the issue,

corrective action and lessons learned. Management will promptly review all stop work reports in order to identify any additional investigation or required follow-up.

#### *Situations that May Require Stop Work Authority*

Stop Work Authority should be initiated for conditions or behaviors that threaten danger or imminent danger to person(s), equipment or the environment. Situations that warrant a SWA may include, but are not limited to the following:

- Alarms
- Change in conditions
- Changes to scope of work or work plan
- Emergency situation
- Equipment used improperly
- Lack of knowledge, understanding or information
- Near-miss incident
- Unsafe conditions

#### *Stop Work Authority Conflict Resolution*

It is important to have a defined process for conflict resolution in case opinions differ regarding the validity of a stop work action, corrective actions or the decision to resume work. All opinions should be noted; however, a clearly defined protocol must be included in the Stop Work Authority Program to provide prompt conflict resolution. Persons with proper authority to make the final determination may include senior management and HSE managers who are not associated with the conflict.

#### *Follow-Up*

It is the desired outcome of any “stop work” intervention that the identified safety concerns be addressed to the satisfaction of all involved persons prior to resuming work. Although most issues can be adequately resolved in a timely fashion at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes. “Stop Work” interventions that required additional investigation or follow-up will be handled utilizing existing protocols and procedures for incident investigation and follow-up.

A Stop Work Authority Form must be completed immediately following the incident and must be forwarded to the Operations Manager for documentation purposes.

#### *Training*

Training regarding this SWA Policy and Program will be conducted as part of all new employee and orientations. Additionally, a review of the SWA Policy shall be completed as part of all field location safety briefings and regularly in safety meetings.

Documentation of all training and reviews shall be maintained as per established procedures.

# TRAINING RECORD FOR HAZARD COMMUNICATIONS

This is to certify that I have been trained and informed about the hazards and precautions associated with the use of hazardous chemicals in my work at Cruz Construction Company, Inc.

<input type="checkbox"/> Overview of OSHA's requirements
<input type="checkbox"/> That containers of hazardous materials will be labeled
<input type="checkbox"/> That employees know where MSDS sheets are kept.
<input type="checkbox"/> That employees have been informed about hazardous materials on the job
<input type="checkbox"/> That employees know how to protect themselves from these materials
<input type="checkbox"/> That employees know who to contact in an emergency
<input type="checkbox"/> That employees can read the labels on containers of hazardous materials.
<input type="checkbox"/> Location of the SDS book and the written hazard communication (HAZCOM) program is in each Supervisor's truck.
<input type="checkbox"/> Chemicals I am likely to use for my job at Cruz Construction Company, see attached SDS sheet chart.
<input type="checkbox"/> Physical properties and health effects of these hazardous chemicals.
<input type="checkbox"/> Methods and observation techniques used to determine the presence or release of hazardous chemicals in my work area.
<input type="checkbox"/> How to reduce or prevent exposure to these hazardous chemicals through control and work practices and use of personal protective equipment.
<input type="checkbox"/> Steps Cruz Construction has taken to reduce or prevent exposure to these chemicals.
<input type="checkbox"/> Emergency procedures to follow in the event of a spill or release.
<input type="checkbox"/> How to read container labels and how to review and interpret MSDS's to obtain appropriate hazard information.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date



# STOP WORK AUTHORITY FORM

DATE: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

The “Stop Work Authority” process involved stop, notify, correct and resume approach for the resolution of a perceived unsafe condition, act, error, omission or lack of understanding that could result in an undesirable event, or cause potential harm or injury to personnel, property or the environment.

The specific hazard is described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Photos have been taken of hazard  Yes  No

Submitted by: \_\_\_\_\_

Employee Print Name

Date

\_\_\_\_\_  
Employee Signature

Received by: \_\_\_\_\_

Supervisor Signature

Date

Investigation and disposition/resolution of safety concern and/or work stoppage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_

Safety Representative

Date

I do hereby acknowledge that I am satisfied with the disposition/resolution of the safety concern.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The Company’s established SWP supports greater employee engagement in safety, increasing safety awareness, encouraging workers to look out for each other, fostering greater communication among co-workers and supervision, and broadening employee focus and emphasis on safety.