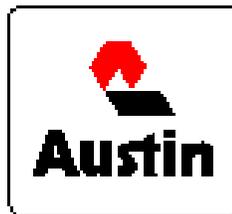


PROJECT

SAFETY, HEALTH AND ENVIRONMENTAL PROGRAM



**AUSTIN COMMERCIAL
DALLAS, TEXAS**

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Introduction

Throughout this project, Austin Commercial is serving as the Construction Manager. Each contractor shall retain the responsibility for providing a safe work environment for its own workers as well as for those workers of other employers who may be working near the contractor's operations. Nothing in this program makes the Owner or Austin Commercial, as the Construction Manager, responsible for injuries to any workers at the project. This program is intended to advise all contractors and their workers of the importance of providing a safe and healthy work environment and their obligations under the contract.

The mission of the Safety, Health & Environmental (SHE) Program is to develop, achieve and maintain an environment free of injury, illness and environmental impact. The total commitment and involvement of management, supervisors, individual employees, and contractors is necessary to accomplish this mission. Several processes and support systems will be implemented during the project to develop and maintain an Injury-Free Environment in which personnel will be full participants working toward the common goal of eliminating occupational illnesses and injuries.

Austin Commercial is committed to excellence in safety, health and environmental concerns and invites each person (client and contractor, management and craft personnel) to be dedicated and personally committed to achieving an incident-free project.

Nothing contained in this manual or in Austin Commercial's Safety, Health & Environmental (SHE) Program is intended to create or establish an employment relationship between Austin Commercial and employees of any Contractor. While Austin Commercial, as Construction Manager, reserves the right to deny any person access to the site, all decisions affecting the individual's terms or conditions of employment with his or her employer shall be the decisions of his or her employer.

Contractor's Responsibilities

Each contractor, as defined later, agrees that Austin Commercial has retained it for reasons, which include, but are not limited to, contractor's expertise with regard to safety and health hazards associated with the work to be performed by the contractor. Contractor agrees that it has and will have sole responsibility for the health, safety, and welfare of its employees, subcontractors, and agents performing work at the construction site. At all times while performing work at the construction site, the contractor, its employees, subcontractors and agents will also comply with all applicable Austin Commercial safety, health, and environmental procedures, policies, and guidelines. The contractor has the authority and responsibility to control, and/or correct all hazards associated with the work to be performed by the contractor. If the contractor becomes aware of a hazard which the contractor contends was created or caused by another entity, the contractor must notify Austin Commercial immediately in the case of an imminent hazard, and no later than two (2) working days in all other cases. If the contractor fails to do so, contractor agrees to assume all responsibility to control and/or correct the hazard as if the contractor were the creator or cause of the hazard.

The contractor will provide only properly trained and qualified personnel to perform work at the construction site. The contractor will provide only employees who are trained in both general safe work practices and all applicable specific hazards of the work to be performed. The contractor has the authority and responsibility to train the contractor's employees with regard to general and work-specific hazards and safe practices. The contractor shall certify in writing that all of their employees, subcontractors and vendors have been fully informed of tasks and specific hazards and safety

requirements before beginning work on-site.

Definitions

Austin – refers to Austin Commercial LP.

Construction Manager – refers to Austin Commercial LP.

Construction Site – refers to – _____

Contractor or Employer – refers to any company, business, or employer that will be performing work or hiring employees or other contractors that will be performing work at the construction site. It is intended that the term “contractor” includes general contractors, subcontractors, and specialty contractors.

Employee – refers to any worker who will be working at the construction site. It is intended that every individual who works at the construction site shall remain an “employee” of the contractor or subcontractor responsible for bringing the individual to the construction site.

Owner – refers to – _____

Safety Leadership Team – refers to a committee comprised of Austin Commercial and contractor supervision that meets on a regular basis to review the status of safety, health, and environmental issues.

SHE – stands for “Safety, Health, and Environmental.”

The following titles will be used to refer to members of Austin Commercial's management team:

Austin Project Manager – Austin Commercial's employee responsible for the overall project.

Austin Superintendent – Austin Commercial's employee responsible for field operations.

SHE Manager – Austin Commercial's employee responsible for overall management of SHE program.

The following titles will be used to refer to members of a contractor's management team:

Project Manager or Superintendent – refers to a Contractor's highest management representative who will be at the site on a daily basis.

Foreman or Supervisor – refers to a Contractor's employee who is directly supervising individuals working in the field at the construction site.

SHE Representative – refers to a Contractor's designated safety representative.

SHE Goals

In order to achieve the SHE goals, each contractor's management team must set the tone for safety early in the project. Without the active participation of all contractors and the commitment of each and every individual, these goals cannot be achieved.

The goals for this project are to:

1. Create and sustain an incident and hazard-free work environment.
2. Create and sustain a workplace free from substance abuse.

3. Create a Safety and Health conscious culture in Management, Field Supervision and all crafts.
4. Create and sustain a work environment free of hazardous and toxic spill/release.

Communications

Austin Commercial will serve as the focal point for communications relating to the SHE Program. All correspondence, documentation, and information required by this program will be transmitted to Austin Commercial and will be maintained, forwarded or distributed as necessary.

Pre-Bid Conference

A pre-bid conference will be held for each bid package. The SHE staff of Austin Commercial will explain the SHE Program highlights, and will share the level of commitment that will be required by all contractors. During the pre-bid meeting, contractors will be given an opportunity to ask questions concerning the program, and are, therefore, encouraged to review this document in detail prior to the meeting.

Pre-Award Conference

Prior to the award of any contract, the firm will be asked to submit a safety plan for their scope of the work. The plan should include an overview of what steps the contractor will take to manage the hazards associated with the scope of work and a detailed description of the training program to be used for employees assigned to this project.

Pre-Construction Conference

Following the award of a contract and prior to mobilization, the RIOCC will set up and lead a pre-construction conference where an in-depth review of the expectations of SHE performance will be conducted. All contractors are expected to attend this meeting. During this meeting, contractors will be invited to participate in the Safety Leadership Team. (This may be mandatory for some of the larger contractors.)

Personal Protective Equipment (PPE)

The following PPE is required for personnel while working on or visiting the project site: :

1. ANSI Z89.1 Class B/C Head Protection
2. ANSI Z87.1 Safety glasses with fixed side shields (Prescription glasses must also meet ANSI Z87.1 unless worn in conjunction with safety glasses or goggles)
3. Ankle high, leather (or equivalent) footwear

Additional PPE may be required depending on the specific job hazards. The need for additional PPE shall be determined by the pre-task planning process, and will become mandatory when identified in this process. Some examples are listed below:

1. Reflective safety vests in work areas with mobile equipment
2. Protective gloves, including Kevlar glove liners under outer leather gloves, when handling sharp materials or equipment and when working in or handling sheet metal (i.e. ductwork, electrical boxes) and cutting tools.

Reusable PPE must be decontaminated prior to storage. Personnel required to use respiratory protection must be in compliance with OSHA 29 CFR 1910.134, Respiratory Protection standard. Personnel must be trained to select, use, clean and store all PPE properly.

Incident Reporting

Contractors shall notify Austin Commercial's SHE department (or other Austin Commercial contact and ROICC representatives immediately (within one hour) of all incidents. Incidents include those that result in, or could have resulted in, an illness, injury, fire, property damage, or hazardous material spill while working on the project site. A Contractor Significant Incident Report (CSIR) shall be forwarded to ROICC within 5 calendar days.

In the case of an injury or occupational illness, a first report of injury document shall be forwarded to Austin Commercial within twenty-four (24) hours

Each contractor will be responsible for maintaining documentation and the reporting of incidents as required by federal, state, and local laws and regulations.

Incident Analysis

Each incident, occupational illness or occupational injury shall be formally documented and thoroughly analyzed by the contractor involved. The Root Cause Analysis shall be documented, with copies forwarded to the Austin Commercial SHE department within 24 hours of the incident.

At the discretion of Austin Commercial a joint analysis may be required. Therefore, when an incident occurs, the incident scene must be preserved and the parties involved, except for those who require medical treatment, will be retained to ensure a complete and thorough analysis. The decision as to whether a joint analysis is to be conducted will be made within one hour of initial notification.

Contractors shall report all first aid cases, OSHA recordable cases, restricted duty cases and lost workday cases, along with the total hours worked on the project (including field labor and office/general/support) to Austin Commercial SHE department each week.

New Contractor Orientation (NCO)

Contractors will be required to attend the NCO prior to beginning work on this project. Austin Commercial will conduct the NCO on-site. The NCO will consist of three (3) hours of site-specific awareness training. Below is a partial index of the NCO:

- Hazard Communication
- Pre-Task Planning
- Review of Selected OSHA Requirements
- Site Specific Rules & Requirements

Orientations must be scheduled through the AUSTIN Superintendent or SHE Manager at least 48 hours in advance. At the time of the orientation, each worker must submit a signed and completed *Consent* form (Section 3-01, Attachment 1) and certification of the worker's drug-free status on his/her

employer's letterhead.

Explosives

The use of explosives is prohibited, unless specifically authorized in writing by the Contracting Officer and in compliance with USACE EM 385-1-1. All explosive devices must be under the supervision of NAVY regional UXO personnel. Any UXO discovered/ uncovered as a result of contractor operations must result in a stop work until the NAVY UXO team can identify and dispose of the materials. Any employee found with explosives (not required by their work) in their possession will be permanently removed from the project site.

Firearms

The possession of firearms within the construction site is prohibited. Any employee found in possession of a firearm in the construction site will be immediately and permanently removed from the project site.

Restriction of Activities

Each contractor will designate and clearly identify an area within the construction site for employees to eat lunch and take breaks. Food and drinks (other than water or electrolyte-replenishing products, such as Gatorade) will not be allowed at any other part of the construction site. Each contractor will be responsible for maintaining its designated area in a clean and sanitary condition including the daily removal of trash and other debris.

Employees who fail to use the designated areas for food and drinks or who do not pick up and dispose of their trash will be subject to disciplinary actions as described in section 3-03. The first offense will be considered minor, however, repeated offenses could lead to removal from the site.

The construction site will be designated as a "No Tobacco" area except in those areas specifically identified and posted as tobacco use areas. (For the purpose of this program "tobacco" refers to any tobacco-containing product, including smokeless tobacco.) Any employee who breaks this rule will be subject to disciplinary action up to and including removal from the site.

Regulatory Compliance

Work performed on this site will be in conformance with local, state, and federal regulations. These regulations include but are not be limited to those promulgated and enforced by State health departments, Local, State and Federal environmental protection agencies, and the Occupational Safety and Health Administration. Any person who knowingly violates the regulations of any of these agencies having jurisdiction over the site, work place, or the work itself will be removed immediately from the project.

By reference, the applicable regulations of each of the local, state, and federal agencies that have jurisdiction over the project are made a part of the SHE Program. In instances where site policy exceeds a government regulation, the site policy will receive the same attention as the governmental regulations.

Return to Work Program

Each contractor should develop an alternative (light or limited) work program as its scope of work

allows.

Communications/Information Distribution

SHE related information will be distributed to each contractor in the monthly Safety Leadership Team meetings. The information distributed will relate to the safety, health, & environmental aspects of the project. Each contractor is responsible for distributing this information to its employees.

Medical Facilities and First aid

Medical Services

Austin Commercial will select a medical facility in close proximity to the project site for use by our employee owners. Contractors will be responsible for identifying the medical facility to be use by their employees unless there is a common insurance carrier (RCCIP, ROCIP, OCIP). On projects where a common insurance carrier is in place Austin Commercial will select and post the medical facility to be use in conjunction with the carrier.

Each contractor will be responsible for having individuals trained in first aid and CPR and maintaining adequate first aid supplies on site to treat its personnel.

If moving an injured person from the scene of the incident will aggravate the injury and he/she is not in an area of imminent hazard, the contractor shall summon an ambulance via 911 and render on-site emergency care until professional help arrives.

Hazardous Material Management

Purchasing

During the bidding and purchasing phase of the project, each individual and firm responsible for the purchase of materials shall research the products available and recommend those which have the least possibility of causing personal injury or environmental impact for use on the project site.

During the submittal process, materials that have a possibility of causing either personal injury or environmental impact shall be reviewed by Austin Commercial to verify the following.

1. Material Safety Data Sheets are included in the submittal.
2. Handling and storage instructions are clear and meet the methods and areas available.
3. Least impact materials have been selected and submitted.
4. Quantity required and schedule for delivery has been established.

Delivery

Each contractor shall submit the following to Austin Commercial at least 10 days prior to delivery of any hazardous materials or chemicals to the project.

1. List of hazardous materials or chemicals to be used on the project.
2. Total quantity of each material required for completion of the project.
3. Scheduled delivery dates for each material or chemical.
4. Material Safety Data Sheets for each material or chemical.

5. Special storage and handling instructions for each material or chemical.

Hazardous materials and chemicals shall be delivered in quantities to sustain field operations for no more than one-week, unless specifically approved in advance by Austin Commercial.

Storage

All hazardous materials must be properly stored. Each contractor will designate a hazardous material and chemical storage area at the project site. This area will be separated for flammable and non-flammable materials or chemicals. Additional segregation for materials or chemicals that might react to each other will be provided as necessary. The contractor is responsible for any required improvements (i.e., spill containment for liquid products, protection from the elements for outdoor storage areas, flammable cabinets for indoor storage, etc.).

Each contractor is responsible for unloading, placing in storage, and retrieval from storage any materials or chemicals that they have had delivered to the project. In addition, each contractor is responsible for the removal and recycling (where possible) of empty containers, and unused materials.

Handling and Use

Handling hazardous materials and chemicals will be done in strict accordance with the manufacturers' instructions. Each contractor shall keep the storage space and handling methods in mind when ordering materials for delivery.

Manual handling of bulk materials will not be allowed if mechanical means are available and meet the requirements of the manufacturer and space restrictions of the site.

Materials shall be used and/or applied as recommended by the manufacturer. Required personal protective equipment recommended by the Material Safety Data Sheet should be made available and used by personnel involved in handling and application.

Use of hazardous chemicals must be coordinated to prevent exposure to other trades.

Hazardous Waste

Empty or partially empty waste material containers shall be handled, stored, and disposed of in accordance with the project's hazardous material management plan. The purchasing firm is responsible for the proper disposal of hazardous waste in accordance with the local, state and federal laws. In no case shall these materials be disposed of on the site, through the industrial, sanitary or storm sewer systems.

Recycling of Solid Waste Materials

Each contractor working on the project will be required to look for opportunities for recycling waste materials from their operations.

Recycled materials shall include but not be limited to those listed below:

Dirt	Wood and wood products	Ferrous pipes, flashing
Brick and tile	Stumps, treetops, limbs	Steel and brass
Concrete, cinder block	Plaster and sheet rock	Aluminum

Asphalt	Glass	Copper
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Contractor’s Safety Plan

Each Contractor is responsible for maintaining an incident/hazard-free work environment. In compliance with Austin Commercial’s SHE Program Manual, the Contractor shall comply with the latest edition of this Site Safety, Health & Environmental Program and perform the following:

General Requirements

1. Within five (5) calendar days of notification of the contract award, submit in writing a Contractor’s Safety Plan to the Austin Commercial Safety, Health & Environmental Manager who will review and make recommendations as needed. The Contractor’s Safety Plan must comply with the Austin Commercial’s Site Safety, Health & Environmental Program before the Austin Commercial Safety Health & Environmental Manager will accept the document. **Construction will not begin without an accepted Safety Plan and Safety Representative on site. Delay in submitting a written Contractor’s Safety Plan and acceptable appointee(s) for Safety Representative shall not constitute grounds for a contract schedule extension or delay claim.**
2. The Contractor’s Representative shall provide and maintain a chemical and flammable material storage area as described in this manual, Section 2-05, *Environmental Loss Control Practice*.
3. Each Contractor shall immediately notify the Austin Commercial Project Manager when a representative of OSHA or any other State, Federal, or local regulatory agency arrives on the project site. The Austin Commercial Project Manager will notify the appropriate contractors.
4. Be responsible for the control, availability, and use of necessary safety equipment, including personal protective equipment and apparel for the employees.
5. Maintain first aid kit/supplies and Bloodborne Pathogens kits, as scope of work requires.
6. Each Contractor shall also maintain their own orientation program for employees which shall include a review of the following as a minimum:
 - A. Hazards present in the area in which its employees will be working
 - B. The personal protective equipment, safety equipment and apparel the workers will be required to use or wear as specified by the Site Safety, Health & Environmental Program, and
 - C. Hazards presented by tools or equipment used by its employees.
7. Submit a list of qualified ‘competent persons’ in scaffold erection, excavation, confined space, fall protection, electric tool/cord inspection, and others as required by OSHA.
8. Submit a list of equipment operators that are qualified to operate equipment by the make and model of equipment. Maintain current file of certification of crane and fork lift operators. Maintain equipment inspection files, including annual crane inspection. **NOTE: Blanket or generic certifications of training will not be accepted. Operators must qualify on each specific make and model of scissor lift, aerial lift, fork truck or other equipment that they are expected to operate.**

Contractor Safety Plan Requirements

The standard for construction on this project is an incident/hazard-free and spill/release-free environment. The Project SHE Program Manual has been developed to attain this goal.

The SHE Program Manual outlines the standards for work performed on this project. OSHA's standards for construction (29 CFR 1926) have been used as the starting point for the development of these standards. Austin Commercial recognizes OSHA standards as a minimum requirement and expects performance that exceeds these standards in several areas. Each contractor shall become familiar with the site requirements and pass the information to those employees who will be assigned to the project.

Site Specific Rules

In addition to OSHA's standards for construction, each contractor must enforce the site specific rules in Attachment 2.

Required Submissions

Each contractor shall submit the following information for review by the Austin Commercial Project SHE Manager (Items 1-11 are mandatory for all contractors. Items 12-16 may not be applicable to the scopes of all contractors):

1. Written Safety, Health & Environmental Program
2. Job Hazard Analysis Program
3. Hazard Communication Program
4. PPE Program
5. Housekeeping Policy
6. Incident Analysis Program
7. Incident Emergency Procedures/Response Plan
8. Safety and Health Audit and Inspection Program
9. Resume of Safety Representatives (as required by contract)
10. Environmental Waste Minimization and Management Program
11. Drug and Alcohol Abuse Prevention Program
12. Respiratory Protection Program
13. Fall Protection Program
14. Confined Space Program
15. Energized Electrical Work
16. Lock-out/Tag-out Program

Other Requirements for Contractors

Contractors Safety Health and Environmental Representative

Each contractor will be required to furnish a Safety Health and Environmental representative. The duties are described in section 2-01 Accountability and Responsibility.

The individual selected to fill this position shall have the following qualifications:

- Five (5) years of construction experience.
- Three (3) years of safety experience (over 50% of time in safety).
- Successful completion of OSHA 10 Hour training (or OSHA 500 certified trainer).
- Four (4) hours of environmental training.

Training Requirements

Training Records

Each contractor is required to furnish certification (on their company letterhead) that their employees have been trained in the applicable sections of the OSHA standards and this program. Documentation of training shall be available for review by Austin Commercial upon request. Training documentation shall include date of training, outline of curriculum, length of class, and name of instructor or firm who provided training.

Minimum Training Requirements for Employees:

Contractor employees are expected to have the basic skills, education and training to perform their scope of work. In addition, each should have an understanding of the safety regulations that apply to their work. The following chart provides a list of safety training that may be required depending on scope of work.

Work Activity	Training
General	Hazard recognition, Hazard communication, Fall protection, First aid/CPR/Bloodborne pathogens (at least two employees), Hearing protection, Work control program (supervisors), Incident reporting, Requirements for job clean-up, Hand and power tool, Fire protection and prevention, Emergency action plan, Electrical safety (awareness), Lockout/tagout awareness, Ladder safety, Hazard reporting procedure
Pier Drilling	Swing barricade protection, Rigging, Hot work procedures, Respirators
Underground Utilities	Excavation and trenching, Laser usage, Swing barricade protection, Rigging, Hot work procedures, Respirators
Carpenters	Excavation and trenching, Scaffold usage, Laser usage, Powder-actuated tools, Scissors lift operation, Rigging, Hot work procedures, Aerial lift operations, Respirators
Concrete Placement & Finishing	Excavation and trenching, Scaffold usage, Laser usage, Powder-actuated tools, Scissors lift operation, Rigging, Hot work procedures, Aerial lift operations, Respirators,
Elevator	Scaffold usage, Confined spaces, Electrical safety (temporary electric), Lock-out/tag-out authorized person,

Drywall	Laser usage, Powder-actuated tools, Scaffold usage, Scissors lift operation, Hot work procedures, Aerial lift operations, Respirators
Work Activity	Training
Electrical Fire Alarms Audio/visual	Excavation and trenching, Electrical safety (qualified person), Confined spaces, Lock-out/tag-out procedures authorized person, Scissors lift operation, Rigging, Aerial lift operation, Energized work procedure
Equipment Operators	Equipment specific training
Laborers	Excavation and trenching, Scaffold usage, Confined spaces, Laser usage, Powder-actuated tools, Scissors lift operation, Rigging, Hot work procedures, Aerial lift operations, Respirators
Masonry & Plasterers	Scaffold usage, Laser usage, Scissors lift operation, Rigging, Aerial lift operations, respirators
Millwork	Scaffold usage, Respirators
Plumbers Fire Sprinkler	Excavation and trenching, Scaffold usage, Confined spaces, Lock-out/tag-out procedures authorized person, Scissors lift operation, Rigging, Hot work procedures, Aerial lift operations, Respirators,
Paint	Scaffold usage, Respirators
Work Activity	Training
Rebar	Excavation and trenching, Scaffold usage, Confined spaces, Rigging, Hot work procedures
Roofing Waterproofing	Hot work procedures
Glass	Scaffold usage, Scissor lift operation, Aerial lift operation
Iron Workers Pre-cast Erectors Metal Miscellaneous	Fall protection, Scaffold usage, Laser usage, Scissors lift operation, Rigging, Hot work procedures, Aerial lift operations, Respirators
Carpet	
Tile—Vinyl	Hot work procedures (vinyl)

Record Keeping and Documentation

Each contractor will be responsible for the record keeping, documentation and reporting required by the various government regulations as they apply to their scope of work. Records, documents and

reports required, as a result of work on this project, shall be available to Austin Commercial for review.

The following is a partial list of records, documents and reports required on this project:

- OSHA Log of Occupational Injuries and Illnesses (OSHA 300)
- OSHA Training Records
- OSHA Citations and responses
- Material Safety Data Sheets (MSDS)
- Inventory of Hazardous Chemicals
- SARA filings
- Manifests for Transportation of Hazardous Waste
- Jobsite Safety Meetings
- Incident Analysis File
- Jobsite Inspections, including documented closure
- Log of First Aid Cases

Noncompliance

If the Austin Commercial Project Team notes any noncompliance with these safety requirements, or is advised of such noncompliance by the Safety Committee, or by a governmental agency with the authority to enforce safety regulations, Austin Commercial shall perform the following:

1. Notify the Contractor of the noncompliance and of the corrective action required. This notice, when delivered to the Contractor or the Contractor's Representative at the site of the work, shall be deemed sufficient notice of the noncompliance to immediately implement corrective action.
2. Exercise the right to issue a suspend-work order stopping all or part of the work if the Contractor fails or refuses to take corrective action within the time specified. The order will remain in effect until satisfactory corrective action has been taken.
3. Deny any claim or request from the Contractor for equitable adjustment for additional time or money on any suspend-work order issued under these circumstances.
4. Require the removal from the Project Site of any employee or piece of equipment that is deemed to be unsafe. The Contractor's Superintendent, Representative, or other personnel shall be replaced by the Contractor at the direction of Austin Commercial for their nonperformance of his or her safety duties at no additional cost to Austin Commercial.

SHE Bulletins

SHE bulletins will be distributed to contractors when entering or leaving the site, or in the lunch area. These bulletins will be reserved for issues that we believe need to be placed in the hands of employees quickly. Issues could include the facts concerning an incident, a spill or information that could prevent future incidents on the site.

Regulatory Agency Activities

Austin Commercial shall be notified immediately when any regulatory agency (EPA, OSHA, etc.) arrives on the project site. Austin Commercial will notify Owners personnel (ROICC) and those

companies that need to be involved in a regulatory agency inspection or meeting.

Contractors are required to comply with state, federal, and local regulations that apply to the construction of the project. In the event of any regulatory agency inspection, Austin Commercial will be involved from a supervisory standpoint. However, the individual contractor will be responsible for any penalties, and or corrections required for their scope of work.

In the event that any contractor receives a citation from a local, state, or federal regulatory agency, the cited firm shall take immediate action to resolve the violation with the appropriate regulatory authority.

These actions include: paying any and all fines, penalties or other cost that is levied by the regulatory authority and reimbursing Austin Commercial for all directly related and documented costs expended to resolve the violation by Austin Commercial.

Contact Information

A contractor or its employees may contact Austin Commercial at any time to discuss this Program or address any concerns about safety at the project.

AUSTIN Project Manager, AUSTIN Superintendent, SHE Manager at the construction site, or Austin Commercial's Safety Director at 214-443-5764

Attachments

- Attachment 1 Site Safety, Health & Environmental Program Commitment Statement Form
- Attachment 2 Site Specific Rules

**Commitment
to
Project
Site Safety, Health & Environmental Program**

I hereby attest with my signature below that I have read and understand these basic safety rules, and I ensure that my Company's employees will abide by them.

Signature of Contractor's Corporate Officer

Date

Printed Name of above Signature

Printed Title of Signatory

Site Specific Rules

1. Ladders – Any employee working on a ladder who is exposed to a fall through a floor opening or off an elevated floor due to the proximity of the ladder to the floor opening or building's slab edge, shall be protected from falling by a motion stopping system or a personal fall arrest system.
2. Ladders – Employees ascending or descending ladders shall not carry any materials or tools in their hand while climbing. Both hands must be free to all proper climbing of ladders. Tools and materials will be raised using ropes or other suitable means.
3. Scaffold – Guardrails or Personal Fall Arrest Systems must be used protect Employees on scaffold wider than 45" and 6' -0 or more above the lower level. For scaffolds 45" or narrower, employees must be protected when exposed to a fall of four feet or more.
4. Equipment Operation – Employees operating equipment, such as scissor lifts, aerial lifts, forklifts, etc., must receive training on the exact makes and models of equipment they will be using on site. Training on like or similar models will not be accepted. While operating a piece of equipment, operators must carry proof of training for that specific make and model of equipment on their person.
5. Electrical – GFCI will be used on all corded electrical equipment and tools.
6. Electrical – All electrical cords require inspection on a daily basis. If defects are found the cord will be removed from service until repairs can be made. Electrical tape is not an acceptable repair for electrical cords.
7. Fall Protection – Fall Protection is required for all workers exposed to a fall of six feet or more. No trade is exempt from this general requirement, not even steel or pre-cast erection.
8. Head Protection - Hard hats meeting the ANSI Z89 standards will be worn at all time while in the construction site.
9. Eye Protection - Safety Glasses with side shields meeting the ANSI Z87 standards will be worn at all time while in the construction area.

Accountability & Responsibility

Purpose

To advise contractors and their employees of the expectations of Austin Commercial and the Owner for the work to be performed at the construction site. Austin Commercial expects that the line management for each contractor will be accountable for the safe execution of work and services under its direction. Austin Commercial expects individuals working at the construction site to follow safe work practices, safety policies, programs, procedures and rules, and safety regulations, such as those administered by the Occupational Safety and Health Administration. This document details these responsibilities and accountabilities.

Definitions

Safety means all aspects of the recognition, evaluation and control of physical and health hazards to prevent incidents that may cause property damage, loss of productive hours, and/or personal injuries.

Property Damage means damage to equipment and property owned by Owner, Austin Commercial, Contractor, or a third party, and damage to the environment in the broadest sense.

Injury means physical and/or health effects, acute or chronic, from contact with or exposure to hazards in the workplace.

Safety and Health Program means Austin Commercial's Processes, Support Systems, Policies, Procedures, and Practices, rules and regulations that comprise Austin Commercial's Safety, Health & Environmental Program.

Accountability and Responsibility

Austin Project Manager

Austin Project Manager is responsible for the implementation of and compliance with the SHE Program on the project. The responsibilities and accountabilities for the results are measured by such criteria as incident rates and worker compensation cost per man-hour. The following actions, as a minimum, will be taken to accomplish this:

1. Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.
2. Make regular job site tours to determine if safe work practices are being observed, and that unsafe conditions do not exist.
3. Actively participate and follow the programs.
4. Serve on the Safety Leadership Team.
5. Review safety inspection and incident reports to ensure that corrections are made as required ensuring compliance.

6. Conduct regular safety meetings with project supervisors to promote safety awareness and to ensure compliance with the SHE Program.
7. Interface with client/owner to review and resolve safety concerns on the project. Communicate with and involve Austin Commercial's Safety and Health department personnel in matters that concern Safety and Health at the project.

Austin Superintendent

Austin Superintendent is responsible for functions related to performing work safely, and is accountable for compliance with the SHE Program. The following actions, as a minimum, will be taken to accomplish this:

1. Lead Pre-Construction conference.
2. Arrange for field representation at Pre-Bid and Pre-Award conferences.
3. Pre-plan work to prevent incidents.
4. Enforce safety rules and regulations evenly throughout the project.
5. Monitor activities of foreman and contractor supervisors for compliance with safety program.
6. Communicate with and involve Austin's Safety, Health and Environmental staff in safety, health and environmental matters at the project.
7. Conduct job-wide safety meetings.
8. Lead SIR (Safety Interaction Report) program.
9. Participate in Site Orientation.
10. Conduct meeting with foremen on safety responsibility.
11. Participate in Incident Analysis
12. Serve on the Safety Leadership Team
13. Attend all Department of Labor, Occupational Safety and Health Administration (DOL/OSHA) project site visits and inspections.
14. Notify immediately other Austin Staff, including Project Manager and Safety Health and Environmental Manager, of site visits by regulatory agencies.
15. Set a good example for personnel.

Safety, Health & Environmental (SHE) Manager

Austin's Project Safety Manager (and/or staff) will perform safety inspections of the contractors' work areas. These routine safety inspections will include workplace surveillance and interaction with personnel. The Safety Manager (and/or staff) will:

1. Attend the pre-construction meetings and review requirements with contractors.
2. Participate in joint incident analysis reports on incidents and injuries.
3. Investigate incidents and ensure that immediate corrective action is taken, if necessary.
4. Ensure that the contractors' employees are made aware of steps to be taken in the event of an incident.

5. Serve on the Safety Leadership Team.
6. Take immediate action to correct unsafe practices or conditions when discovered.
7. Enforce at all times the use of required personal protective equipment.
8. Serve as a safety resource to Job Supervisors/Foremen.
9. File Safety Interaction Reports (SIRs).
10. Review reports/summaries of observed conditions or practices regarding safety issues and suggest corrective actions, when necessary.
11. Assist in the implementation of incident reporting and the preparation of incident analysis reports according to procedures.
12. Report injuries and incidents in a timely manner in accordance with federal and state laws, regulations and Austin Commercial's SHE Program policies.
13. Ensure that adequate first aid supplies are available at the work site and that personnel maintain current first aid/CPR cards.
14. Provide SHE staff to audit Contractors' safety programs.

Contractor's Supervisors/Foremen

The Contractor's Supervisor is an integral part of an effective safety program, and the amount of effort he/she put into incident prevention on their daily assignments often determines whether an incident/hazard-free work environment is established.

A Supervisor's responsibilities include the following:

1. Prepare a daily work plan to:
 - A. Instruct the personnel under his/her supervision in safe work practices and work methods at the time the employees are given work assignments.
 - B. Ensure that his/her employees have and use the proper personal protective equipment, safety equipment and suitable tools for the job.
 - C. Include continuous monitoring to ensure that no unsafe practices or conditions are allowed to exist on the job sites.
 - D. Modify work plan and convey changes if conditions warrant
2. Hold daily "Tool Box" safety training with work crews to:
 - A. Discuss any observed unsafe work conditions.
 - B. Review the incident experience of the crew and discuss corrective action to prevent future incidents.
 - C. Encourage safety suggestions from the employees and report their recommendations to the Safety Representative.
3. Develop a safety conscious and cooperative attitude toward safety among the contractor's staff and sub-tier contractors.
4. Correct and report immediately, to the Safety Representative/Job Superintendent, any unsafe conditions, and/or practices.
5. Ensure that each employee at the end of his or her shift has signed the Daily Report as to whether he or she has been injured or not. See Attachment 1—Daily Sign-In Sheet.

Accountability & Responsibility

6. Conduct a complete analysis of every incident and take corrective action to prevent recurrence.
7. Set an excellent safety example for personnel.
8. Ensure that prompt first aid is administered to an injured employee and/or transport to the designated clinic.
9. Report any illness or injury to SHE Representative and designated Austin contact immediately.

Contractor's Safety Health and Environmental Representative

The SHE representative is responsible for coordinating safety and health activities for the job to which he/she is assigned and should execute the following activities and duties.

1. Inspect work sites daily to ensure that:
 - A. Safety practices, both OSHA and site specific requirements, are enforced.
 - B. Employees and subcontractors have been briefed on the safety aspects of their job(s).
 - C. Equipment is maintained and operated safely.
 - D. Ensure that contractor's employees wear proper dress and safety equipment.
2. Any safety violation and/or hazardous condition observed should be brought to the attention of the Supervisor in charge for immediate correction.
3. Conduct and document safety inspections and audits as outlined in section 3-04 of this program.
4. Prepare orientation talks and/or conduct training to ensure that contractor's employees are familiar with work site hazards and safe work practices.
5. See that sub-tier contractors have been briefed on all Safety requirements and expectations before a specialty contractor's job is started, and that they follow all aspects of the SHE Program as the job progresses.
6. Immediately visit the site of any injury, incident, or near-miss involving contractor's employees or equipment. View evidence and note conditions, conduct interviews, take appropriate follow-up actions, and assist with the analysis.
7. In the event a contractor's employee is injured while working at the jobsite, take the actions, make the notifications, and complete the reporting forms as outlined in the injury reporting procedure requirements of the customer and this program.
8. See that job-specific Safety Procedures are prepared as required for all jobs involving safety risks (such as working cranes near power lines, hot work, etc.). See that all supervisors and workers involved understand and follow the procedures.
9. Prepare and submit to Austin's SHE Manager, a weekly Safety and Health Report to cover the contractor's work on the project. These reports will include all first aid cases, OSHA recordable injuries, restricted duty injuries, lost time injuries, and manhours worked for the week and total for job to date.
10. Ensure that all incidents including near misses and vehicle accident/injuries are reported to the respective supervisors, superintendents and/or managers and Austin SHE department.
11. Regularly communicate with Austin Commercial's SHE managers assigned to the project.

12. Immediately inform Austin Commercial's Safety and Health Manager of any OSHA job site visit. Accompany the OSHA Compliance Officer(s) throughout the visit and inspection—except when the OSHA Compliance Officer has requested privacy during a discussion with a worker.
13. Conduct Industrial Hygiene monitoring and maintain Industrial Hygiene records as required and necessary due to the job/project environment.

Safety Leadership Team

1. Meet monthly to review SIR data and other safety indicators for the project, the continued efficacy of this program and any other SHE issues brought forth by team members.
2. Meet following any recordable injury to discuss the accident and possible corrective measures.

Safety, Health and Environmental Personnel Assignment

Safety, Health and Environmental Representatives should be reviewed and approved by Austin Commercial's Safety, Health and Environmental Manager.

Base Number of Safety, Health and Environmental Representatives (SHRs)

Each contractor will assign Safety and Health Representatives to the project according to the project site risk level. Location, environment and nature of the work activities should be assessed and reviewed with Austin Commercial's Safety, Health and Environmental Manager.

Under normal conditions, contractors will assign one (1) full-time, onsite Safety and Health Representative (SHR) for single construction contracts that employ between 25 and 100 employees, including subcontractors.

If the total number of employees, including subcontractors, is fewer than 25 employees, then the highest level of supervision on the job, Job Superintendent or General Foreman, will be designated Safety, Health and Environmental Representative for the project and assume any responsibilities associated with that title.

Additional SHRs

An additional SHR will be assigned to cover work on the project if the contractor has more than three (3) separate contracts or more than 100 employees. As soon as either condition is met, an additional Safety & Health Representative is required.

If the nature of the work, including sub-tier contractors, warrants an additional SHR, one may be appointed or designated after consultation and approval by Austin Commercial's SHE Manager.

Purpose

The objective of this procedure is to provide a plan of action that will protect life and property in the event of fire, explosion, bomb threat, chemical spill, inclement weather, or other emergency.

Definitions

Critical Operation means a task or machine that could cause damage or itself be damaged through stopping in mid-cycle, shutting down improperly, or remaining in operation unattended (i.e., a concrete pump in operation, a cutting torch in use, a tanker refilling a diesel tank, etc.).

Responsibility

Safety, Health & Environmental (SHE) Manager

Coordinate notification of all contractor field supervision on site in the event of an emergency. Personally notify local, state, federal agencies, and emergency responders as appropriate. Communicate with the owner and ACLP SHE Director. Evaluate effectiveness of plan after any incident requiring evacuation and periodically as the project progresses. Make necessary revisions.

ACLP Construction Manager

Coordinate evacuation process.
Track head counts from contractor superintendents/foremen and relay to the SHE Manager.

Contractor's Superintendent/Foreman

Coordinate the timely training of all associates under their supervision.
Maintain at least two individuals assigned to the site that are trained in first aid and CPR to provide medical attention to injured employees until an ambulance arrives.
Coordinate the shutdown of all contractor controlled critical processes, and communicate status to Austin Commercial LP SHE Manager.
Conduct a cursory search of the work area to ensure complete evacuation.
Perform head counts of their employees upon reaching the assigned rally point. Relay the count to the ACLP Construction Manager.

Procedure

Commonalities exist between the procedures to be followed in all types of emergencies; steps that are the same for all emergencies are discussed below under the heading *General*. Additional steps for each type of emergency are listed in a corresponding section, *Fire, Bomb Threat, Chemical Release, Weather-Related Emergencies, and Post-Emergency Operations*.

General

Actions by person discovering the emergency:

Notify coworkers in the immediate area of the emergency situation

Retreat a safe distance from the hazard and contact a supervisory person, preferably from his/her company. This person will notify the Austin Commercial LP SHE Manager. While it may be human nature to attempt to alert everyone, notifying project management will ensure the most rapid and complete notification of everyone at the facility.

Proceed as described in *Actions by all workers upon notification of an emergency*.

Actions by the ACLP SHE Manager upon notification of an emergency:

Immediately assign an individual to begin notifying contractors of the emergency.

Personally contact the appropriate response agency.

Coordinate operations between the response agency and site personnel.

Communicate with other coordinators and periodically provide an update to the owner.

Actions by contractor superintendents/foremen upon notification of an emergency:

Calmly notify your employees and usher them to the designated meeting area.

Before leaving work area, conduct a cursory search for any workers who were not notified of the emergency or who are unable to exit without assistance.

Notify ACLP SHE Manager if an ambulance is needed.

Perform a head count and relay the results to the ACLP Superintendent, updating the count periodically if necessary.

Actions by all workers upon notification of an emergency:

Unless working at a critical process, stop whatever you are doing. If you are operating a critical process, and are not in immediate danger, follow the instructions of your supervisor Critical Process Coordinator. Never remain at your post if doing so places your life in jeopardy.

Calmly and orderly evacuate the building (or seek shelter) using one of the paths identified as an emergency evacuation route on the maps posted throughout the facility. Meet at the designated area for your company.

Once at the meeting point, report to your supervisor to be counted. Report any injuries sustained due to the emergency or evacuation to the supervisor at this time.

Do not leave the meeting area until released by your supervisor. Do not reenter the building (or exit the shelter) until notified that the emergency is over by your supervisor or the "all clear" signal is given.

Actions by ACLP Superintendent upon notification of an emergency:

Receive head counts and relay the results to the ACLP SHE Manager.

Assist the ACLP SHE Manager as needed.

Fire

Action by workers in response to a Fire:

Attempt to extinguish the fire only if properly trained and the fire is in the incipient stage. Do not block open fire doors. They must be closed to prevent the movement of heat and smoke to other portions of the facility.

In exiting the facility, do not use the elevators. Always use the stairs.

Bomb Threat:

Experience shows that 95% of all written or telephoned threats are hoaxes; however, there is always a chance that a threat may be authentic. Appropriate action should be taken in each case to provide for the safety of people and property.

Actions by person discovering or receiving a bomb threat:

If a threatening note or letter is received, immediately call the Emergency Coordinator. Do not continue to handle the note or show it to others, since latent fingerprints may be identifiable. To prevent panic, do not discuss the matter with anyone except the Emergency Coordinator or company officials.

If a bomb threat is received by telephone, the person receiving the call should be calm and courteous. Listen and do not interrupt the caller. (Pay attention to accents, male/female, background noises, etc.). Record details of the call. Immediately notify someone nearby while trying to keep the caller on the line. The person notified should in turn contact their supervisor or the ACLP SHE Manager.

Actions by person discovering a bomb or suspicious object:

Under no circumstances should anyone attempt to search out, move or defuse a suspected bomb.

Retreat to a safe location and notify your supervisor or the ACLP SHE Manager.

Actions by ACLP SHE Manager upon notification of a bomb threat:

After a bomb threat is received or a potential bomb discovered, the decision to evacuate the facility will be made by the ACLP SHE Manager in conjunction with the highest-ranking member of the ACLP management team present.

Independent of the decision to evacuate, the police should be contacted immediately.

Chemical Spill:

In the event of a chemical spill or waste release, take the following actions:

Actions by person discovering a chemical spill or release:

Avoid breathing any vapors that may be produced or contacting the material. Retreat immediately to a safe area (usually uphill and upwind).

Immediately report the incident to your supervisor, who will then notify the ACLP SHE Manager.

Do not attempt to clean up the spill or stop its flow unless so trained and authorized.

Do not flush the spill down any industrial, sanitary, or storm sewer system.

Actions by ACLP SHE Manager upon notification of a chemical spill or release:

The ACLP SHE Manager must decide whether a full, partial, or any evacuation is necessary based upon the material spilled and the amount.

If an evacuation is necessary, evaluate the safety of the normal designated meeting areas.

If these must be changed communicate this to the contractors' supervision at the time of initial notification if possible.

If the spill is large or presents a hazard to employees or the environment the

ACI SHE Manager will immediately call the local fire department or emergency response contractor.

If necessary, the ACLP SHE Manager will report the spill to the appropriate governmental environmental regulatory agencies.

Weather-Related Emergencies:

Unlike the other types of emergencies, the safest place in a weather-related emergency is indoors, usually in the center of the structure away from outside windows and doors.

In the event of a severe-weather emergency, the following actions should be taken:

The ACLP SHE Manager will decide if evacuation of work areas is necessary.

If evacuation is necessary, a safe place to congregate shall be selected by the ACLP SHE Manager.

The evacuation notice and meeting place will be announced over the radio. In the event of that workers are below grade, notification will be by word of mouth.

Post-Emergency Operations:

Workers shall not reenter the facility or leave the shelter for any reason until directed to by their supervisor.

The ACI Management Team will tour the facility and grounds to assess the extent of damage. After the tour, decisions will be made concerning temporary measures to protect the facility and its contents. A report of the emergency will be made to the ACLP Safety Director and the owner; they will advise regarding further action.

Training

All workers

The Emergency action plan will be communicated through New Contractor Orientation. Company specific details such as internal emergency call lists, rally points, and other information shall be communicated in site orientation conducted by each contractor. Workers must be kept abreast of any changes in their role in the emergency action plan and the use of emergency notification systems (i.e. pull-boxes, alarms, intercoms, radios and telephone lists).

ACLP and Contractor Supervision

Supervisory personnel will have further training on their specific roles in the plan as defined in the previous section.

Program Review

A critique will follow each evacuation incident. The effectiveness of this program will be gauged by the extent to which all contractors adhere to this procedure and the total time required to evacuate the work areas. Any changes to this program will be documented and maintained by the ACLP SHE Manager for the duration of the project.

Safety Awareness Program

Purpose

This program is intended to prevent incidents/accidents through the anticipation, recognition, evaluation, and control of hazards.

Requirement Overview

This program encourages the project management (Project Manager, Superintendent and their staffs) to become actively involved in the identification and correction of unsafe acts and the identification and recognition of safe acts in the construction environment. The program is not limited to management personnel, but can and should include craft worker involvement.

Responsibility

The Project Manager and Superintendent are responsible for implementing this program. They will identify the staff personnel who will be involved in the program. Each contractor will identify supervisors and craft personnel from its company to be involved in the program.

The Safety Observers responsibilities include Observing, noting and correcting any unsafe situation observed as follows:

1. All acts, situations, violations, etc., should be noted on a Safety Interaction Report (Attachment 1).
2. Interact with affected employee(s) to correct the issue immediately if possible.
3. Contact the appropriate supervisor to report any items that cannot be corrected immediately.
4. Turn in all Safety Interaction Reports at the end of the week to the Safety, Health & Environmental Manager for further evaluation and action, if any.

The Safety, Health and Environmental Manager will be responsible for the collection of information from the observation cards, production of a report showing the data each month, and dissemination of data to contractors.

Implementation

Safety Interaction Reports will be made available to all personnel participating in the program following an orientation of the proper methods for interaction with craft personnel and the use of the reports. Craft workers included in the program will be given orientation following their assignment to the program. Involvement in the program is not a full-time duty, the intent is to observe the actions of employees as normal work is being performed. When a problem is noted, interaction with the individual is required to get correction started.

Corrective Action and Feedback

Safety Observer

All observed hazards shall be corrected immediately by the Safety Observer. Hazards that cannot be corrected immediately shall be noted by the Safety Observer on the report card and forwarded to the appropriate supervisor for further action.

Supervisors

Supervisors are responsible and accountable for implementing the necessary action to correct the items noted on the observation report as submitted by his/her employee and providing the feedback to Safety Observers of the status of their observed hazard.

Feedback

The items (hazards) noted on the completed forms and the corrective actions taken shall be covered by each supervisor with his/her crew during the next weekly safety meeting.

Training and Documentation

Managers, supervisors and crafts persons selected to serve as Safety Observers shall be given necessary training to perform their duties as Safety Observers.

Program

The training program shall include review of the following resources and specific information:

1. Austin's Safety Policy and Safety Interaction Program
2. Review of "Safety Survey" (see *Section 3-04, Attachment 1*)
3. Review of potential hazards in the work place
4. Hazard Recognition, with emphasis on the following general categories:
 - a) Personal Protective Equipment
 - b) Exposure to Hazards
 - c) Behavior/Acts
 - d) Physical Hazards

Scheduling

This training shall be conducted as a separate program and is expected to require approximately one (1) hour of class time.

Documentation

All training of employees shall be documented on class sign-in sheets at the time of training. Documentation shall be maintained on the project.

Attachment 1 - Safety Awareness Program
Safety Interaction Report

Safety Interaction Report

Date: _____ Time: _____

Observation: _____

Corrective Action: _____

Cause: L/T ___ L/R ___ L/B ___

Commitment: _____

Further action or help needed?

Observer: _____

Company: _____

Back of Card

L/T (lack of training)

- A. Employee did not understand Safety Procedures.
- B. Employee carrying out task for which he/she was not trained to do.
- C. Training was not frequent enough, employee has forgotten procedures.
- D. Employee received no job specific training.
- E. Employee following foreman's instructions.

L/R (lack of resources)

- A. Task was not planned correctly. Correct tool, equipment or P.P.E. was not available as a result.
- B. Equipment damaged or defective.
- C. Not enough people provided/available to carry out the task safely.

L/B (lack of belief)

- A. Employee did not believe he/she could get hurt.
- B. Employee had a bad attitude about safety
- C. Employee taking shortcuts.

The above list is typical of some, but not all, indirect causes for unsafe acts/conditions.

Complete all sections please.

Purpose

To eliminate incidents/accidents and business interruptions by utilizing and standardizing best known methods to recognize existing and potential hazards, enhance work crew coordination and communication and ensure all tasks are performed incident-free.

Scope

This section establishes minimum pre-task planning requirements for all tasks performed on this project.

Procedure

Foremen/supervisors must conduct pre-task planning prior to allowing any job to begin. The Supervisor's Work Plan form (Attachment 1), and the Job Hazard Analysis (JHA)/Tool Box safety training form (Attachment 2) will be used to document pre-task planning. Documentation of the plans must be made available at the job site.

NOTE: If jobs are repetitive in nature, pre-task plans from similar jobs may be referenced as a "beginning point" to complete plans for current jobs.

1. Identify the job steps. Mentally walk yourself "step-by-step" through the job from beginning to end, considering how a person might get hurt (the hazard).
2. Once potential hazards have been identified, put together a plan to reduce/eliminate each hazard (protective measures).
3. Communicate hazards of the job and protective measures to your workers (and to other groups which may be affected by your work).
4. After completing your work, ask workers for feedback and make notes on your pre-task plan about what could have been done better or safer and file it away for future reference.
5. Use the information from the JHA for Daily Toolbox Training.

Roles and Responsibilities

Austin Commercial will conduct periodic audits to ensure that the pre-task planning is conducted properly; periodically evaluate the program for effectiveness and continuous improvement opportunities; and update documents and/or process changes as needed.

SUPERVISOR'S WORK PLAN

Contractor Name: _____ Date: _____

Supervisor: _____ Phone/Pager: _____

Location in Building: _____

Work Description: _____

Scope Hazard Analysis

BASIC STEPS	HAZARDS	CONTROLS

Tools, Equipment, Materials, Safety Equipment, Personal Protective Equipment

Systems Impact: Will any of the following systems be interrupted?

Temporary Electrical Power ___ Yes ___ No Fire Sprinkler ___ Yes ___ No
Permanent Electrical Power ___ Yes ___ No Fire Alarm ___ Yes ___ No
Domestic Water ___ Yes ___ No Other ___ Yes ___ No

Permits:

Hot Work: ___ Yes ___ No Confined Space ___ Yes ___ No
Energized Electrical Work ___ Yes ___ No Excavation ___ Yes ___ No

Review: _____ Austin Commercial Inc.

Comments: _____

Instructions

Project Name: Enter the name of the project

Contractor Name: Enter the name of your firm

Date: Enter the date the form is being filled out

Supervisor: Enter your name

Phone/Pager: Enter the phone or pager number that you can be reached with

Location in building: Location where the work will be done in the building (example; first floor computer room)

Work Description: Describe the work you will be performing, this should be detailed enough to allow coordination with other trades work in the area. If your work will change during the period being covered use additional pages. This can be done for each day of the week or for no more than one week at a time.

Scope Hazard Analysis: Fill in an over view of hazards associated with the over all scope or work you included in the plan. This is not intended to be extremely detailed to the individual steps required by each crew. The detailed steps of each crew will be included in the “Task Hazard Analysis”.

Tools, Equipment, Materials, Safety Equipment, Personal Protective Equipment: List the major item that you will need to do the work including special safety equipment.

Systems Impact: Check any lines that apply to the work being planned.

Permits: Mark any permits that will be required for the work planned.

Review: Austin Commercial Superintendent will review and sign in this space.

Comments: Austin Commercial will add any comments that they have in this space.

CREW PRE-TASK PLAN/TOOL BOX SAFETY TRAINING

Project: _____ Crew: _____ Date: _____
Supervisor: _____ Task: _____

Activities to Perform	Tools, Equipment Materials	Possible Injury	Controls, Plan

Special Topic: _____

MSDS: _____

Crew Sign In

Purpose

This practice is intended to reduce or eliminate pollution and to be responsive to environmental regulations, public and owner concerns, and to prevent the losses associated with environmental contamination.

Scope

This practice covers the operations of all contractors on this project.

Responsibilities

All ACLP and contractor management personnel will ensure that the following measures and procedures are implemented to control potential and particular environmental hazards on this project.

General--EPA, OSHA, and State Regulations

Hazardous Waste Generator Number

Each state requires registration as a small industrial waste generator, depending on the quantities of hazardous waste generated per month. Check with local authorities to determine local requirements.

The EPA requires registration if operations generate hazardous wastes in quantities of 2,000 pounds per month or 10,000 pounds per year.

Waste Dump Sites

Each contractor is responsible for the waste it generates, and must ensure that all waste is properly disposed. Supervisors and employees must ensure that chemicals and empty chemical containers such as curing compounds, paints, thinners, form release oils, and concrete additives are not being sent to regular, municipal landfills unless the landfill operator is made aware of the material that is dumped. Waste hauler shipping manifests must be maintained for future reference and these records must be maintained for an indefinite period of time. For the duration of the project, these records must be available on site.

SARA Title III - Community Right To Know

Each contractor is responsible for its own SARA filings. Tier II Reports, if required, will be compiled and filed with the local (usually, State) authorities by March 1 of each year, and the local fire chief, as well as the disaster planning committee chairperson. These parties will be made aware of what hazardous materials and quantities of those materials are maintained on site.

Employee Created Environmental Contamination (Non-job related activity)

Contractor employees should be encouraged at Tool Box safety meetings not to park personal vehicles in project parking lots if they have any type of fuel or chemical stored in the trunk or truck bed. Violation of this requirement could bring about disciplinary action. This measure will provide client and contractor protection from contamination arising from the use of unauthorized containers, unnecessary contamination not associated with the contract/project, and potential safety problems leading to injury.

Training

The requirements of the section will be communicated to all workers through their employer's project orientation (not the NCO).

Documentation

Employee training will be documented.

Purpose

This program is intended to allow employees an opportunity to report unsafe conditions or safety concerns, with out fear of retaliation.

Overview

This program will provide any employee on the project to report anonymously any condition that they feel is unsafe or unsanitary. Notification can be done by written notification, by phone or by contacting a member of the safety staff on the project or the safety director at the home office. All notification will be addressed by the safety department and the results will be shared with the crews either though tool box talks or job wide safety meetings.

Responsibility

The responsibility for managing this program rests with the site Safety Manager. The responsibility for reporting conditions will remain with the employees who observe them.

Implementation

During the project set up a direct phone line will be set up in the safety manager’s office, which will be dedicated to safety reporting and will be answered by voice mail only. The number will be provided to all employees during the project orientation. Additionally, a suggestion box will be provided to allow written notification of unsafe conditions as well.

Once a concern is received the safety manager will investigate the issue, if found to be legitimate the issue will be taken to the field supervisor in charge for immediate correction. Following the corrective action, the Safety Manager will write a toolbox topic (or find one that addresses the topic) and distribute to all supervisors for inclusion in safety meetings.

If the condition is not found at the time of the investigation, it will remain on the “watch list” for at least 5 working days. During this period the safety staff will continue to look specifically for the subject noted in the voice mail. If the concern is not observed during the following 5 days a toolbox topic will be developed to address the concern and what the appropriate corrective action should be and distribute to all supervisor for use in their safety meetings.

Training

During the project orientation every effort will be made to encourage employee to openly advise supervisor and safety personnel of any conditions, which they feel are unsafe or unsanitary. However, in the event that they feel anonymous notification is needed the location of the suggestion box and the safety line phone number will be provided as well.

Documentation

The safety manager shall compile a log of all reported safety concerns and/or conditions reported by employees through the safety line, suggestion boxes or personal notification. Once corrective action has been completed and the toolbox topic distributed the log will be marked complete, and all backup documentation will be filed and maintained until completion of the project.

Purpose:

To set out the responsibilities for Austin personnel in the event of an OSHA visit to any of Austin’s project sites.

Scope:

This procedure covers any and all visits by any personnel from OSHA both state and federal as they may apply to the location of the project. There are five (5) reasons that you may have OSHA show up on an Austin Commercial project. They are listed below;

1. Catastrophe – Fatality or the hospitalization of three or more from a single incident.
2. Complaint – Formal or informal complaint filed by an employee or the public in reference to a safety or health issue.
3. Referral – By an OSHA compliance officer or other government employee
4. Scheduled Inspection – Randomly selected projects from Dodge Reports
5. Blitz – Similar to a referral where compliance officers drive around looking for a particular violation and stop to do an inspection.

Responsibilities:

Project Manager or Superintendent: Greet the compliance officer, review the photo identification and ask the reason of the visit. Explain that our company policy requires that our safety director be advised in the event of a visit from OSHA. Provide a location for the compliance officer to sit and offer them coffee or a soft drink. Call the safety director and or the safety manager responsible for the project. Notify the owner’s representative (ROICC) of the pending inspection.

Superintendent: Once the above has been performed, inform all contractors on site that there is a compliance officer on site and the reason for the visit. Assist the Safety Director or his designee in the opening conference and walk around.

Foremen: Proceed to the field and begin an inspection of the project to be sure that all hazards are corrected. Work with contractor’s personnel to correct any possible hazards in their work environments.

Safety Manager: If on site, prepare the site by making a final inspection. If not on site report as soon as possible and assist site personnel in review of the site.

Safety Director: Respond to the site or designate a safety manager to respond to the site. Handle all communications with the compliance officer once on site.

Notify the President of the company and Regional Manager of the visit.

Procedure:

Austin Commercial's projects should be in compliance with the OSHA standards at all times. The inspections listed in the responsibilities are intended to fine tune the site by correcting any minor items that may have been overlooked or occurred since the last inspection.

The OSHA compliance officer has a job to do the same as Austin Commercial, be courteous at all times. The inspection will not begin until the Safety Director or his designee arrives on site unless the Safety Director directs otherwise.

In most instances the compliance officer will request an opening conference. All contractors who may be affected by the visit should attend this conference. In addition any union employees on site must have the opportunity to have their representative attend.

Following the opening conference the compliance officer will want to walk the site. This walk will be limited to the area defined in the opening conference, for a compliant or referral, the walk will be limited to the area where the violation is alleged to exist. The superintendent and safety director will accompany the compliance officer on this walk. It is important to duplicate any photographs, video, or notes that the compliance officer may take. The superintendent, safety director or other designated employee owner can do this. During the walk the superintendent or safety director should invite contractor representative to be present when the compliance officer is observing a work area or trade. If any violations are observed, correct them immediately. This correction may prevent a citation or could reduce the severity of the citation and/or penalty.

Note: In the event that the safety director is not on site, the superintendent or safety manager handling the walk should call the safety director if any change in the scope of the inspection should occur or if questions should arise during the inspection.

The compliance officer has the right to interview employees in private during the walk. It is Austin's policy that management personnel will not be interviewed in private. Management is defined as anyone from a foremen level up. If one of these employee owners is to be interviewed the safety director or our attorney must be present.

At the conclusion of the walk, the compliance officer will hold a closing conference. During this meeting the compliance officer will advise everyone of what has been observed, and the possible citations that could result. If the compliance officer does not request the closing conference the superintendent or safety director should request the closing.

Following the inspection, report the results to the company president regional manager, and safety director if not present.

Drug and Alcohol Abuse Prevention

Purpose

Austin Commercial and the Owner seek to provide a safe, healthful and efficient work place for all individuals working at the construction site. Accordingly, the following Drug and Alcohol Abuse Prevention Program will be in effect at the site, and contractors will be expected to follow and implement this program.

Prohibited Acts

The distribution, use, sale, dispensing, possession or manufacture of alcohol, illegal drugs, or prohibited substances, the possession of drug paraphernalia, or the abuse of prescription drugs is absolutely prohibited at the construction site.

No one will be permitted on construction work sites, parking lots, in vehicles, or offices, who tests positive for the presence of illegal drugs, alcohol, or for legal drugs for which they do not have a current prescription.

Drug and Alcohol Screening

To ensure a drug- and alcohol-free workplace, individuals working at the construction site will be subject to the following drug and alcohol tests to be performed by an independent testing service. All tests, other than "Pre-access", will also include a 'breathalyzer' test for alcohol.

Pre-Access Testing

Prior to starting work at the site, all contractor employees and new applicants for employment will be required to pass a drug screen. Any employee or applicant who tests positive for controlled substances will not be allowed entry to the site for any purpose and for the duration of the project. Certification of a worker's drug-free status, on his/her employer's company letterhead, must be submitted at the time of orientation.

Post Injury and Incident Testing

All employees involved in an incident, which causes or could have caused personal injury, property damage, a fire, or a hazardous material spill or release, will be subject to post injury and incident drug and alcohol testing. The contractor is responsible for ensuring that the worker undergoes testing as soon as possible following an incident. Any employee who tests positive will not be allowed entry to the site for the duration of the project.

Random Testing

During the course of the construction activities on the project, periodic random drug testing will take place. The selection method will be random, with no consideration of employer, position, or previous testing.

Approximately 10 percent of all workers at the construction site will be selected for random

Drug and Alcohol Abuse Prevention

screening every thirty days. Any individual who fails a random drug and alcohol screen will not be allowed entry to the site for the duration of the project.

‘For Cause’ Testing

Each contractor shall require each of its employees to undergo drug or alcohol testing if the Contractor has reasonable suspicion that an employee at the site may be under the influence of drugs or alcohol.

Any individual who fails a drug or alcohol test administered ‘for cause’ will not be allowed entry to the site for any purpose and for the duration of the project.

The Owner and the Construction Manager reserve the right to prevent an individual from entering the site if reasonable suspicion exists that the individual may be under the influence of alcohol or illegal drugs.

Random Test Procedures

An independent testing lab will be contracted for the project to administer all random drug and alcohol testing. All drug testing will be performed using a urine specimen. Alcohol test will be administered using a Breathalyzer.

A medical technician will prepare the chain of custody forms, split the sample, label both containers and then perform initial test using a rapid test kit. When the initial test is negative the individual will be allowed to return to the project.

When the initial test is positive, the second half of the specimen will be forwarded to a certified testing laboratory for GC/MS testing. Until the confirmation test results are received the individual will not be allowed access to the work site.

In the event of a positive confirmation test, the medical review officer will contact the individual to confirm the results. At this time the individual will be given an opportunity to present any prescriptions that might account for the positive results.

Following the contact with the individual, the medical technician will contact the employer and advise their “authorized individual” of the results. Project security will be advised of positive test results from a ‘random’, ‘post injury / incident’, or ‘for cause’ test.

The substance testing service will maintain confidential files of all drug and alcohol test results. Additionally they will maintain a database of the names all persons who are tested, the date of the test and the result of the tests.

Results

Results of drug and alcohol tests are considered extremely confidential. A confirmed positive result will result in the individual not being allowed to enter the construction site. Nothing in this policy is intended to affect an individual’s employment relationship with his or her employer. Instead, Austin Commercial and the Owner seek to have a construction site that is safe, healthful, and efficient.

Access will be denied for anyone who tests positive on a pre-access test. Anyone who tests positive on a 'random', 'post injury/incident' or 'for cause' test will have their site access credentials removed by project security.

Only authorized persons will know of the results and they are responsible for keeping it confidential, except as required to take disciplinary action.

Challenge of test results

At the discretion of the individual's employer (the contractor), a confirming test will be offered. This test must be performed on the remaining portion of the original sample. If an individual does not request a confirming test, the individual will not be allowed to enter the site. If the individual or his employer requests a confirming test and while the results of the confirming test are pending, the individual's credentials authorizing entry to the construction site will be removed. If the confirming test is "negative," the individual will be allowed to reenter the construction site.

Cut-off limits for Drugs and Alcohol

The following limits will be used to determine a positive test result for each drug in the test panel.

Drug tested	initial	confirmation
Marijuana	50ng/ml	15ng/ml
Cocaine	300ng/ml	150ng/ml
Opiates	300ng/ml	300ng/ml
Amphetamines	1000ng/ml	500ng/ml
Phencyclidine	25mg/ml	25ng/ml
Alcohol	.04 by breath analyzer	

The limits listed above are subject to change by the Construction Manager or Owner at any time. A change in the limits will not affect an employee's previously signed consent to submit to substance abuse testing.

Medications That May Affect an Individual's Ability to Work Safely

Each contractor shall advise its employees that each employee at the job site is responsible for reporting any medication that will affect the employee's ability to work safely, to make safe decisions, or to perform essential job-related functions. (Austin Commercial is not seeking to acquire any information about a worker's medical condition or medical history.) If the contractor determines that the individual, due to the effect of the medication, poses an unreasonable health and safety risk, the contractor may reassign the employee to perform other duties until the effect of the medication has subsided.

Consent

As a part of this program, all individuals who will be working at the site must sign a consent-form agreeing to be tested according to this program. The consent form is attached hereto as Attachment 1. A completed and signed copy of this form must be submitted at the time of orientation (NCO).

Drug and Alcohol Abuse Prevention

Costs

Contractors will be responsible for paying for any testing required pursuant to this program. While Austin Commercial will coordinate monthly random drug tests, contractors will still be responsible for the cost of those tests.

Consent

Drug and/or Alcohol Testing Procedure

By signing below, I acknowledge that I understand that every worker who will be working at this construction project must be drug tested prior to the worker being allowed entry to the plant and/or work site. I understand that if I test “positive” at any time that I will be removed from and/or not be allowed entry to the site

I understand that the distribution, use, sale, dispensing, possession or manufacture of alcohol, illegal drugs, or prohibited substances, the possession of drug paraphernalia, or the abuse of prescription drugs is absolutely prohibited at the construction site.

I further consent and agree to drug and/or alcohol testing in the following situations:

Pre-Access Testing

Prior to starting work at the site, I will be required to pass a drug screen

Post Accident and Incident Testing

If I am involved in an incident, which causes or could have caused personal injury, property damage, a fire, or a hazardous material spill or release, I will be subject to post-accident and/or incident drug and/or alcohol testing.

Random Testing

During the course of the construction activities on the project, I may be chosen for periodic random drug and/or alcohol testing.

‘For Cause’ Testing

If my employer has reasonable suspicion that I may be under the influence of alcohol or illegal drugs, I will be required to pass a drug and/or alcohol test.

I further understand and acknowledge that:

- My employer will pay the cost of all required drug and/or alcohol tests.
- My desire to work at the construction site is voluntary on my part and thus my consent to testing is also voluntary.
- I may request in writing, and receive without charge, a copy of the results of such testing.
- My employer is not Austin Commercial LP or Owner, and I am not an employee of Austin Commercial LP or Owner for any purpose under the law.
- The test results will be released to my employer, and my employer may use the tests in determining any adverse employment action that may be taken against me.

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Drug and Alcohol Abuse Prevention
Attachment 1 – Consent Form

- I have the right to refuse to submit to such testing; however, refusal by me to submit to, or to cooperate at any stage, in such testing shall be considered equivalent to a confirmed test “positive” and I will be removed from and/or not be allowed to enter the construction or plant site.
- Austin Commercial LP and Owner have made no representations, inducements, or statements, other than those in writing about the testing.
- With full knowledge of the foregoing, I hereby agree to submit to drug and/or alcohol testing conducted by the clinics and/or laboratories selected to administer the tests at the construction site. **I further agree to release any and all claims that I may have now or might come to have in the future against Austin Commercial LP or Owner related to or arising from the drug and alcohol tests to be performed at the construction site.**

PROJECT NAME

PROJECT OWNER

SIGNATURE

PRINTED NAME

DATE

Purpose

To implement a **Root Cause Analysis (RCA)** approach to incident analysis for all incidents and injuries which occur during work on projects, so that root causes can be determined and corrected to prevent similar future incidents and injuries. The fundamental basis of the RCA approach of placing the focus of post-incident/injury investigation on fact, not finding fault, will be followed. The results of RCA can be used to improve Job Hazard Analysis.

Scope

The Root Cause Analysis (RCA) system will be used for the analysis of all incidents and injuries that occur on the project.

Contractors are expected to participate fully throughout the RCA process and attend RCA process training.

Definitions

Accident means an unplanned event or sequence of events that result in a loss.

Cause means an event or condition that brings about an incident or accident.

Hazard means an existing condition or behavior in the workplace that could result in a loss.

Close-call/Near miss/Incident means an unplanned event, or sequence of events, with potential to result in a loss.

Loss means an incident that results in injury, death, property damage, negative public image, or loss of revenue.

Loss control means reducing or eliminating damage to or loss of any resource.

Multiple causes means two or more events, conditions or behaviors that by themselves, would not result in a loss, but when combined at the right time, create the right condition for an accident or incident.

Proximate cause means the failure event most closely related to, and causative of, a loss.

Root cause means the most basic reason(s) for an injury or incident, which if corrected will prevent a recurrence.

Responsibility

Supervisors

Contractor's supervisors, after an incident, are responsible for the following activities:

1. Attending to injured persons **first**.
2. Ensuring no secondary incidents occur (shutting down equipment, controlling spills, etc.).
3. Securing the area, as appropriate, to preserve evidence and determining what work is to be stopped and what can be continued.

4. Initiating the analysis immediately by noticing who and what are at the incident scene.
5. Notification of Austin Commercial's SHE Manager or other ACLP contact.
6. Scheduling witness interviews, to be performed individually and as soon as possible while the information is fresh in people's minds.
7. Conditions permitting incidents should be re-enacted by the foreman, injured and witnesses.
8. The supervisor must look beyond the careless or unsafe act that may have been the proximate cause.
9. Practical, immediate actions should be taken to reduce the chance of recurrence.

Superintendents

Contractor's superintendents, after an incident analysis is completed, are responsible for the following activities:

1. Review of corrective actions recommended in the incident Root Cause Analysis report.
2. Ensuring that permanent actions are taken to prevent recurrence.
3. Elevating information to the level of management necessary to effect necessary changes.
4. Monitor effectiveness of corrective actions.

General

Injured

Tend to the injured first; however, no one should be placed at risk if hazards still remain. If the safety of the first responders is threatened, their continued well being must take precedence.

Security

Securing the area of the incident to prevent further injury or loss is secondary only to treating the injured. Once the hazard(s) have been controlled, no further changes should be made to the area until the investigative documentation has been completed for the Root Cause Analysis. Delay in securing the area and documenting conditions (whether by notes, photographs, videotape, etc.) may permit important evidence to be destroyed or removed. In outdoor situations, the weather and lighting level at the time of the incident should be noted.

Witnesses

Investigative analysis interviews with witnesses should be conducted as soon as possible. Witnesses should not be allowed to discuss the incident until after they have been interviewed. Delay and intervening discussions between witnesses may alter perceptions and dull recollection.

Causative Elements

There are five major sources (or elements) of incident causes. The Root Cause Analysis will establish the cause(s) of the incident as falling in one or more of these categories:

Manpower

Management, contractors, employees, customers, visitors, suppliers, the public, in other words, the human element. Manpower includes the people who:

- Establish company policies, procedures, practices, standards and related aspects of the "company culture".
- Design the workplace environment.
- Manage the preventive maintenance systems to keep tools, machines and equipment in good, safe working condition.
- Select, hire, terminate and place specific people in specific jobs.
- Orient, inform, instruct, motivate, guide, coach and lead employees.
- Perform the day-to-day tasks of operating or maintaining the machines, working with the materials, and performing other services, etc.

Materials

This element includes hand tools, consumable supplies, materials, chemicals and other substances that people use, work with and/or process.

Methods

This element includes the standards, practices, procedures, policies and so on that make up the safety, health and environmental management system.

Machines

This element includes all the power tools and machines that people work near and with. These items are a tremendous source of potential injury and death.

Environment

This element includes all parts of the surroundings: buildings, enclosures, equipment, materials, fluids, air, light, noise, heat, cold, etc.

Goals

The goals of Root Cause Analysis are:

1. Identify and locate the principle sources of incidents by determining, from actual experience, the materials, machines, and tools most frequently involved in accidents and the tasks most likely to produce injuries.
2. Disclose the nature, frequency and size of incident problems.
3. Disclose the unsafe practices, which necessitate training employees or changing work methods.

4. Enable supervisors to use the time available for safety work to the greatest advantage by providing them with information about the principle hazards and unsafe practices in the work location.
5. Permit an objective evaluation of the progress of a safety program by noting through continuing analysis the effect of the corrective actions, educational techniques, and other methods adopted to prevent incidents and injuries.

Procedure

Information to Be Collected

The following information is necessary to complete an RCA report. The answers to these questions should be included in the incident report form or in a narrative as part of the incident report.

Characteristics of the Person(s) Involved in the Incident

Department and occupation, time with employer, time performing occupation.

Narrative Description

What the person was doing? What objects or substances were involved? What actions or movements led to the incident? Events should be in sequence, beginning with the incident event and working backward through events that directly contributed to the incident. A description of any products or equipment involved with the incident and any other conditions (such as temperature, light, noise, weather, etc.) should be noted.

Equipment Characteristics

The description should include the type, brand, size, and any distinguishing features of the equipment, its condition, and the specific part involved.

Task Characteristics

The general task and specific activity (such as 'using a wrench'). The description should include the posture and location of the person involved (such as 'squatting under the pipe') and whether he/she was working alone or with others.

Time Factors

Record the time of the day and how it related to the shift the person involved was working. Was it the first hour of a ten-hour shift, for example? What type of shift—day, swing, straight, rotating, etc?

Preventive Measures

What personal protective equipment was being worn, and did the person's apparel affect the accident sequence? What kind of training did the person have for the task being performed? Did standards or procedures exist for the task? Were they written? Were they followed? If not followed, how did what happened differ from what should have happened? Were all guards in place and in use? What was the nature of supervision at

the time of the incident? What immediate corrective actions were taken to prevent recurrence?

Severity of the Incident

The nature of the injury, body parts affected, and the OSHA severity class. If the incident resulted in some permanent impairment, this should be noted.

Root Cause Analysis Report

Using the *Guide for Identifying Causal Factors and Corrective Actions* form (see Attachment 1) complete each column based on the facts of the incident. Forward the report to the Superintendent, and Austin's S.H.E. Manager.

Corrective Action—Control

Manpower

Managing the manpower element and the interactions of people with the other elements is a major means of effective control.

Materials

Proper selection of materials and substitution of safer materials is a means of control.

Methods

Reducing incidents with root causes in the methods area can be grouped into three major areas:

- Creating adequate programs.
- Ensuring program standards are written in understandable language and specific enough to be used.
- Enforcing compliance with standards.

Machines

Controlling this root cause of incidents can be affected by proper safety guarding of equipment, operator training and ergonomic design of the machines and process flow.

Environment

Control of the environmental factors includes ventilation, heating, and separation of persons from noise sources, radiant heat sources, etc.

Closing the Loop

The Root Cause Analysis process is not complete until the loop has been closed by implementation of the corrective actions recommended in the report. Tracking and documentation of the corrective actions are the final steps.

Training

Supervisors, who have not previously been trained, will be trained in Root Cause Analysis within the first month of presence on the project.

All members of incident investigation teams will be trained in Root Cause Analysis.

Root Cause Analysis
Attachment 1—Guide for Identifying Causal
Factors and Corrective Actions

GUIDE for IDENTIFYING
CAUSAL FACTORS and CORRECTIVE ACTIONS

YES/ NO	Root Causes Causal Factors	Possible Corrective Actions	Recommended Corrective Action	Person Responsible
	<p>1.0 Was a Manpower element a contributing cause? Review each question and if “yes”, complete each row, and proceed to the next question.</p>			
	1.1 Was there a failure by supervision to detect, anticipate, or report a hazardous condition?	Improve supervisor capability in hazard recognition/ verification and reporting procedures.		
	1.2 Was there a failure by supervision to detect or correct deviations from job procedures?	Review job safety analysis and job procedures. Increase supervisor monitoring. Correct deviations.		
	1.3 Did employee(s) not know that wearing specified PPE was required?	Review job procedures. Improve job instruction.		
	1.4 Did employee(s) not know how to use and maintain the PPE?	Improve job instruction. Review PPE training.		
	1.5 Did employee(s) not know the job procedure?	Determine why; Encourage all employees to report problems with an established procedure to supervision. Review job procedure and modify if necessary. Counsel or discipline employees. Provide closer supervision.		
	1.6 Did employee(s) deviate from the known procedure?	Review employee requirements for the job. Improve employee selection and training.		
	1.7 Was employee(s) not mentally and physically not capable of performing the job?	Review employee requirements for the job. Improve employee selection. Remove or transfer employees who are temporarily, either mentally or physically, incapable of performing the job.		
COMMENTS ON MANPOWER ELEMENT				

Root Cause Analysis
Attachment 1—Guide for Identifying Causal
Factors and Corrective Actions

YES/ NO	Root Causes Causal Factors	Possible Corrective Actions	Recommended Corrective Action	Person Responsible
	<p>2.0 Were MATERIALS, or lack of, a contributing factor?</p> <p>Review each question and if “yes”, complete each row, and proceed to the next question.</p>			
	2.1 Was the wrong equipment – tool(s)/material used?	Specify correct equipment/tool(s)/ Material or job procedures		
	2.2 Was the correct equipment – tool(s)/material not readily available?	Provide correct equipment/tool(s)/material. Review purchasing specifications and procedures. Anticipate future requirements.		
	2.3 Was proper personal protective equipment (PPE) not specified for the task or job?	Review methods to specify PPE requirements. Review PPE assessment study see SP-039 – Section 7 page 24.		
	2.4 Was appropriate PPE not available?	Provide appropriate PPE. Review purchasing and distribution procedures.		
	2.5 Was the PPE not adequate?	Review PPE requirements. Check standards, specifications, and certification of the PPE.		
COMMENTS ON MATERIALS ELEMENT				

Root Cause Analysis
Attachment 1—Guide for Identifying Causal
Factors and Corrective Actions

YES/ NO	Root Causes Causal Factors	Possible Corrective Actions	Recommended Corrective Action	Person Responsible
	<p>3.0 Was a METHOD, or lack of a method, a contributing cause?</p> <p>Review each question and if “yes”, complete each row, and proceed to the next question.</p>			
	3.1 Did the location/position of equipment/material/employee contribute to a hazardous condition?	Perform job safety analysis. Change the location, position, or layout of the equipment. Change position of employee(s). Provide guardrails, barricades, barriers, warning lights, signs, or signals.		
	3.2 Was employee(s) not informed of the hazardous condition(s) and the job procedures for dealing with it as an interim measure?	Review job procedures for hazard avoidance. Review supervisory responsibility. Improve supervisor-employee communications. Take action to remove or minimize hazard.		
	3.3 Was employee(s) not supposed to be in the vicinity of the equipment/material?	Review job procedures and instruction. Provide guardrails, barricades, barriers, warning lights, signs, or signals.		
	3.4 Were there no written or known procedures (rules) for this job?	Perform job safety analysis and change job procedure.		
	3.5 Did job procedures not anticipate the factors that contributed to the accident?	Perform job safety analysis and change job procedures.		
	3.6 Were any tasks in the job procedure too difficult to perform (for example, excessive concentration or physical demands)?	Change job design and procedure.		
	3.7 Is the job structured to encourage or require deviation from job procedures?	Change job design and procedures.		

Root Cause Analysis
Attachment 1—Guide for Identifying Causal
Factors and Corrective Actions

YES/ NO	Root Causes Causal Factors	Possible Corrective Actions	Recommended Corrective Action	Person Responsible
	3.8 Was the PPE, if necessary / allowed not properly used when the injury occurred?	Determine why and take appropriate action. Implement procedures to monitor and enforce use of PPE.		
	3.9 Was there no supervisor / employee review of hazards of job procedures?	Establish a procedure that requires a review of hazards and job procedures (preventive actions) for task performed infrequently.		
	3.10 Was supervisor not adequately trained to fulfill assigned responsibility in accident prevention?	Train supervisors in accident prevention fundamentals.		
	3.11 Was there a failure to initiate corrective action for known hazardous conditions that contributed to this accident?	Review management safety policy and level of risk acceptance. Establish priorities based on potential severity and probability of recurrence. Review procedure and responsibility to initiate and carry out corrective actions. Monitor progress.		
	3.12 List other causal factors in "Comment" Section.			

COMMENTS ON METHOD ELEMENT

Root Cause Analysis
Attachment 1—Guide for Identifying Causal
Factors and Corrective Actions

YES/ NO	Root Causes Causal Factors	Possible Corrective Actions	Recommended Corrective Action	Person Responsible
	<p>4.0 Was a condition of a MACHINE (S) a contributing cause?</p> <p>Review each question and if “yes”, complete each row, and proceed to the next question.</p>			
	<p>4.1 Did any defect(s) in equipment/tool / materials contribute to hazardous conditions?</p>	<p>Review procedure for inspecting, reporting, maintaining, repairing, replacing, or recalling defective equipment/tool(s) or material used.</p>		
	<p>4.2 Did the design of the equipment/tool create employee stress or encourage employee error?</p>	<p>Review human factors engineering principles. Purchase equipment/tools that are ergonomically designed. Review purchasing procedures and specifications. Check out new equipment and job procedures involving new equipment before putting into service. Encourage employee to report potential hazardous conditions created by equipment design.</p>		
	<p>4.3 List other causal factors in “Comment” Section.</p>			
COMMENTS ON MACHINE ELEMENT				

Root Cause Analysis
Attachment 1—Guide for Identifying Causal
Factors and Corrective Actions

YES/ NO	Root Causes Causal Factors	Possible Corrective Actions	Recommended Corrective Action	Person Responsible
	<p>5.0 Was an ENVIRONMENTAL element a contributing factor?</p> <p>Review each question and if it applies, complete each, row and proceed to the next question.</p>			
	<p>5.1 Was the hazardous condition created by the location/position of equipment /material not visible to employee(s)?</p>	<p>Change lighting or layout to increase visibility of equipment. Provide guardrails, barricades, barriers, warning lights, signs, or signals, floor stripes, etc.</p>		
	<p>5.2 Was there insufficient work space?</p>	<p>Review workspace requirements and modify as required.</p>		
	<p>5.3 Were environmental conditions a contributing factor such as: poor or no illumination, high noise levels, air contaminants, low/high temperature extremes, poor ventilation, vibration, radiation?</p>	<p>Monitor, or periodically check, environmental conditions as required. Check results against acceptable levels. Initiate action for those found unacceptable.</p>		
	<p>5.4 List other causal factors in "Comment" Section</p>			
COMMENTS ON ENVIRONMENTAL ELEMENT				

Violation of Safety Policy & Rules

Purpose

Contractors are responsible for following the established rules for safety and conduct set forth in this Safety, Health & Environmental Program manual. Contractors who fail to work safely or fail to follow the safety rules shall be subject to contractual damages including removal from the project.

Introduction

Austin Commercial and the Owner expect that each and every contractor will require its employees to follow their own safety rules, to follow the safety practices outlined in the SHE program, and to abide by OSHA regulations. On the construction site, it is further expected that individuals who are observed working unsafely will be informed immediately of the unsafe work practice. If additional training is necessary, it is expected that each and every contractor will provide the training required for its employees to work safely. Austin Commercial's SHE staff is available to act as a training resource. In the event an employee has been trained to work safely and yet the employee continues unsafe work practices, it is expected that the contractor/employer will discipline the employee appropriately. In the event, Austin Commercial observes any individual working in an unsafe manner, it reserves the right to remove the individual from the work site. To ensure that individuals at the site are working safely, Austin Commercial expects that all contractors will inform Austin Commercial of any unsafe work activity.

Reporting System

Citations

The primary document to be used to report a continued unsafe work practice is the Citation. An example is attached hereto as Attachment 1. Austin Commercial will have copies of the citation available for use by contractors.

A copy of each citation shall be forwarded to Austin Commercial's SHE Manager.

A copy of each citation shall also be kept at the job site.

Who May Issue Citations

Austin Commercial's Project Manager; Superintendent; Safety, Health and Environmental Manager or their staff members may issue a citation to any employee working at the project site.

Each Contractor may issue citations to their employees only and will determine who within their organization will be given this authority. In no case will any contractor issue citations to an employee of another contractor.

Contractors

Contractors are responsible for performing their work in a safe and healthful manner in accordance with the site SHE program and OSHA standards. Those who do not are subject to removal from the project for repeated safety violations (see Attachments 1, 2, and 3).

Violation of Safety Policy & Rules

Removal From Site

Except in cases of flagrant unsafe behavior, removal from the site will be preceded by a "Removal Warning" letter. This letter will be sent from the ACI SHE Manager to the employer of the unsafe individual. A copy, signed by the contractor's Project Manager or Superintendent, must be returned within 24 hours to the Austin Commercial SHE Manager.

Safety, Health & Environmental Personnel

SHE personnel are responsible for monitoring the implementation of this section of the SHE Program. Whenever Austin Commercial Safety, Health and Environmental personnel visit a work area, they will review copies of any citations kept on file at the work area as part of the routine review process.

Failure to implement this section of the SHE Program will be noted and reported as any other non-compliance items in site review reports.

SAFETY INFRACTION CITATION

DATE: _____ JOB #: _____

NAME: _____

COMPANY: _____

DESCRIPTION OF INFRACTION: _____

CLASSIFICATION:

Minor _____

Significant _____

Serious _____

Flagrant _____

Issuing Authority

Contractor's Signature

(Front View of Form)

DEFINITIONS

MINOR INFRACTION—Relatively minor exposure to individual cited, without injury potential to others.

SIGNIFICANT INFRACTION—Exposure to individual cited which involves potential injury exposure to others.

SERIOUS INFRACTION—Safety violation that in the opinion of the issuing supervisor could result in serious injury or death to the individual cited and/or to other persons.

FLAGRANT INFRACTION—Willful or extremely careless exposure of the individual cited, and/or others, to potentially catastrophic injuries or death.

(Back View of Form)

SEVERITY OF INFRACTION
Guide to Removal from the Site

	Severity of Infraction			
	Minor	Significant	Serious	Flagrant
Definition	Relatively inconsequential exposure of self to minor injury or hazard	Consequential exposure of self and/or others to injury hazard	High level of exposure of self and/or others to injury hazard.	Willful or extremely careless exposure of self and/or others to potentially catastrophic hazard
Example	Not wearing hard hat	Horseplay	Not tying off	Drunk on job
First Offense			Letter to Employer	Removal
Second Offense		Letter to Employer	Removal	
Third Offense	Letter to Employer	Removal		
Fourth Offense	Removal			

NOTES:

1. Citations will be recognized only for a period of one year from the date of the latest citation.
2. The severity of the infraction is based upon the judgment of Austin Commercial's management and supervision and may not exactly follow the above guidelines or any other predetermined industry standards.

Removal Warning

To: Contractor or Specialty Contractor

Austin Commercial is providing you with this warning that your employee identified below will be removed from the construction site if the employee is identified working in an unsafe manner and/or in violation of this project's safety rules.

NAME: _____

DEPARTMENT: _____

DATE: _____

REMARKS: (Set forth all facts in detail)

Austin Commercial SHE Manager

I have read this report: _____

Signature of Contractor

Purpose

This program ensures that the work site will be given a Safety, Health & Environmental inspection on a regular basis.

Definitions

Safety Inspection is the process of reviewing a project site or work area, and comparing the site area to the OSHA standards and the project policy manual. Although the major focus will be on conditions, unsafe behavior observed during the inspection will be addressed as well. The *Safety Survey* (Attachment 1) is provided as a guide for these inspections.

Responsibilities

Austin Commercial

The SHE Manager shall schedule and participate in the SHE staff safety surveys.

The Project Manager will schedule and participate in weekly surveys by the management staff.

The owner's representative (ROICC) has the right to inspect the project site at anytime and all corrections shall be made with-in the time frame allowed for all inspections

All contractors are responsible for correction of any items noted on an inspection form immediately after being notified of problem either verbally or by copy of a safety survey

Contractors

Each contractor shall have its SHE representative document at least one safety survey of the area(s) in which the contractor is working each week. Contractors are encouraged to have their supervisory staff participate in the work site inspection program.

Inspection Process

Frequency

The SHE staff of Austin Commercial and each contractor shall inspect the work site on a daily basis. The inspection will be documented as required to ensure that any problems found are corrected in a timely manner. In addition each member of the SHE team (ACLPL and Contractor) shall perform and document at least one, formal safety survey every week that they have personnel on site performing work.

Imminent Danger

If a situation that may present an immediate risk of an incident, injury or illness is found, work will be stopped immediately and will not resume until the situation has been corrected. No additional compensation or time extension will be granted as a result of such stoppage.

Worksite Inspections by Project Personnel

Reports

The *Safety Survey* form (Attachment 1) is available for documentation of the inspections. If the contractor has a similar form that they prefer to use it will be acceptable as long as the same general information is provided.

Austin Commercial's SHE manager will develop a leading indicator report based on the information collected on the safety inspections. This report will be completed on a monthly basis and reviewed at the Safety Leadership Team meetings.

Corrective Action—Follow-Up

All findings should be corrected as soon as possible. A follow-up inspection should be scheduled for auditing correction of reported items.

Each contractor will be required to have a tracking system to ensure that items discovered, that were not immediately correctable by the inspector, are assigned to a responsible person for corrective action.

All items not immediately corrected should be given a date for completion of corrective action. These items should be closed within the given time period.

Documentation

A copy of each completed *Safety Survey* with correction dates shall be maintained at the work site in a separate designated file.

Each documented safety survey will be copied and forwarded to the Austin Commercial SHE Manager on the last day of each workweek. Each item identified as not satisfactory, and not corrected immediately, will require an explanation and appropriate correction date.

Copies of the corrective documentation will be submitted to the Austin Commercial SHE Manager for record purposes

Tools and Equipment

Inspection

All tools, manual or power driven, and equipment mobile or stationary used in the execution of the work shall be inspected on a regular basis by the contractor's employees before using them. Electrical tools, extension cords, etc. shall be included in the inspections. Defects shall be reported for correction immediately.

Defective Tools & Equipment

Any tool or piece of equipment that is defective shall be tagged with a "Defective—Do Not Use" tag, and removed from service for repair.

Safety Survey

Location: _____ Date: _____

Inspector: _____

			Satisfactory		Date Corrected
			Yes	No	
1		House Keeping			
	a.	Appearance of the job neat & orderly			
	b.	Regular disposal of waste & trash			
	c.	Passageways & walkways clear			
	d.	Projecting nails removed			
	e.	Oil & grease removed			
	f.	Proper toilet facilities			
	g.	Drinking water & cups			
2		Power Tools & Hand Tools			
	a.	Tools & cords in good condition			
	b.	All mechanical safeguards in place			
	c.	Right tool for the job at hand			
	d.	Tool being used for its intended purpose			
	e.	Eye, face & hearing protection use			
3		Ladders			
	a.	Properly secured to prevent movement			
	b.	Side rails on ladders extended 3 feet above landing			
	c.	Job built ladders meet ANSI standards			
	d.	Step ladders being used properly			
4		Fall Protection			
	a.	Guardrail systems			
	b.	Safety nets			
	c.	Personal fall arrest system			
	d.	Warning lines			
	e.	Floor & wall openings			
	f.	Other			

Safety Survey

			Satisfactory		Date Corrected
			Yes	No	
5		Scaffolding			
	a.	Erection under competent supervision			
	b.	Scaffold grade lumber & proper overlap			
	c.	Safely tied to structure			
	d.	Guardrails & toe boards in place			
	e.	Proper access			
	f.	Frequent inspections			
	g.	Mechanical scaffolds operation			
	h.	Other			
6		Fire protection			
	a.	Number, location & accessibility of extinguishers			
	b.	Periodic inspection & maintenance			
	c.	Use of approved containers for flammable liquids			
7		Excavations & Shoring			
	a.	Shoring of adjacent structures			
	b.	Banks sloped or shored			
	c.	Location of materials			
	d.	Barricades			
	e.	Access provided within 25' of employees			
	f.	Frequent inspections			
8		Equipment			
	a.	Back-up alarms or flagmen			
	b.	Seat Belts in place and use			
	c.	Roll-over protection			
	d.	Fire Extinguisher			
	e.	Horn			
	f.	Other			

Safety Survey

			Satisfactory		Date Corrected
--	--	--	--------------	--	----------------

			Yes	No		
9		Hoist & Cranes				
	a.	Slings, hooks, shackles & eyes				
	b.	Outriggers used if available				
	c.	Barricade of swing radius				
	d.	Power lines minimum 10 feet clear				
	e.	Other				
10		Personal Protection				
	a.	Hard hats meeting ANSI standards				
	b.	Eye protection meeting ANSI standards				
	c.	Respirator				
	d.	Gloves				
	e.	Boots, shoes, toe guards				
	f.	Hearing protection				
11		Electrical				
	a.	Temporary power installation				
	b.	Temporary lighting installation				
	c.	GFCI available and used				
	d.	Extension cords in good condition				
	e.	Adequate task lighting				
	f.	Other				
12		Welding and Cutting				
	a.	P.P.E., clothing, equipment etc.				
	b.	Fire extinguisher				
	c.	Fire watch				
	d.	Storage of cylinders				
	e.	Torch inspection				
	f.	Housekeeping				

Safety Survey

			Satisfactory		Date Corrected
			Yes	No	
13		Stairways			
	a.	Permanent treads & landings			
	b.	Handrails installed			
	c.	Lighting			
	d.	Barricades			
	e.	Projections			
	f.	Housekeeping			
14		Respiratory			
	a.	Fitness test documentation			
	b.	Training			
	c.	Right respirator for the job			
	d.	Storage			
	e.	Cleaning and sanitizing			
	f.	Hazard identification			
	g.	Competent person on site			
	h.	Inspections of equipment			
	i.	Respirator log			
	j.	Other			
15		Aerial Lifts			
	a.	Training documentation			
	b.	Lift condition			
	c.	Electrical system condition			
	d.	Gas or LPG system condition			
	e.	Guardrails and gates			
	f.	Control operation test			
	g.	Proper usage			
	h.	Other			

Safety and Health Meetings

Purpose

Scheduled safety and health meetings are vital for sharing information, providing instruction, obtaining feedback and maintaining employee interest. This program establishes the criteria for safety and health meetings.

Weekly Meeting

Contractor Supervisors/Foreman shall schedule a toolbox safety meeting with their crew at least once a week. The intent is to train/educate their employees on accident prevention methods, safe work practices and other specific safety topics. The weekly meetings, with prepared talks, shall be scheduled by each supervisor on a day and time that best meets the work schedule.

Topics for each weekly safety meeting shall be selected by the supervisor from such resources as:

1. Safety Awareness Reports or Observation Report cards.
2. Specific near misses, incidents or injury cases.
3. Typical hazard prevention methods related to the craft.
4. Job Safety Analysis Reports.
5. Results of walk-through inspections.
6. Results of any hazard notification from craft workers

Supervisors are expected to involve all employees, to the extent practical, in preparing and conducting the safety meeting. While responsibility for a portion of the meeting may be delegated to a subordinate, the supervisor must still attend and participate in each meeting. Questions and discussions should be encouraged.

The topic and attendance of each weekly meeting shall be documented by the supervisor. Records of all weekly safety meetings shall be maintained in a designated file at the job site.

Five Minute SHE Pre-Job Review

Supervisors shall schedule a Safety, Health & Environmental (SHE) pre-job review at the start of each shift with their crew to review the potential SHE hazards associated with their scheduled assignment for the shift and/or specific work activity during the shift.

Pre-job reviews should consist of completing a *Job Hazard Analysis/Tool Box Safety Training* form (Section 2-04, Attachment 2) for the work assignment as specified by a work order or as planned by the supervisor. The Pre-Task Review shall be conducted by the supervisor with participation by the crew members.

The completed form, as prepared and completed by each supervisor, shall be maintained in a designated file at the job site.

Mass Safety Meetings

ACLP Project Manager or ACLP Superintendent shall conduct a Mass Safety Meeting with all contractors and their employees at least every other week. When the total number of contractor employees at the job site is too high to render a single meeting effective, the workforce may be divided into manageable groups at the discretion of the Manager conducting the meeting(s).

Suggested safety and health topics include the following:

1. New Procedures/Practices
2. Incident/Injury Reports
3. Safety Statistics
4. Training Topics
5. Review and Discussion of Safety Observation Reports
6. Audit Walk-Through Inspections Reports
7. Results of any hazard notifications

The topic(s) of the meeting, person(s) presenting the information and persons in attendance for each meeting shall be documented and maintained in a designated file at the jobsite.

Special Safety & Health Meetings

Project Manager and SHE Manager at a project may schedule additional Special Safety & Health Meetings to communicate and address specific, priority safety and health topics with contractors and their subcontractors.

Training and Documentation

Policy

All contractors will conduct and document Safety, Health, Environmental, Quality, Craft and Supervisory Skill training to maintain and improve the safety, health and environmental awareness and skills of employees.

Documentation

Attendance and Completion

All training of employees (including supervisors), will be documented by employees signing an attendance record. Contractors may use Attachment 1 or another form that collects substantially similar information to document attendance. Copies of attendance records will be available at the jobsite for review by Austin Commercial's SHE Manager.

Verification/Validation

All training, including supervisory, shall be verified/validated to ensure that the participants understood the training. Verification and validation of the training can be by method of quizzes, written or oral tests, and/or work practice evaluation. Copies of the results of testing and the testing implement will be available for review by Austin's Commercial's SHE Manager.

Attendance Record

Class Name: _____ Date: _____ Hours Taught: _____

Instructor: _____ Test: Written _____ Oral _____ N/A _____

	Employee Name	Company
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

This is a record of attendance and is not certification of information or knowledge gained by the employee(s) listed above.

Purpose

Projects should have available on site those postings and notices that are required by Federal, State and local laws and those required by Austin Commercial's Safety, Health & Environmental (SHE) Program.

Required Postings

1. OSHA Job Safety and Health Notice
2. Minimum Wage
3. Family and Medical Leave Act
4. EEO Poster (Age Discrimination, ADA etc.)
5. Emergency Telephone Numbers
6. OSHA 300 Log—Posted during the months of February, March and April
7. Assured Grounding Poster—Usually posted in Tool Room
8. Hazard Communication and OSHA 1910.1020 Notice—Employee Rights
9. Appropriate Worker Compensation Laws Postings
10. Austin Commercial Safety Policy
11. OSHA Hearing Conservation Standard
12. Storm Water Pollution Prevention Plan
13. Designated Competent Persons, in each of the following areas, as appropriate for contractor's scope of work:
 - a) First Aid
 - b) Respiratory Protection
 - c) Electrical
 - d) Ladders & Stairways
 - e) Excavation
 - f) Scaffolding
 - g) Confined Space, Entry Supervisor
 - h) Lead
 - i) Asbestos

**Hazard Communication & Access
to Exposure and Medical Records**

Purpose

This procedure provides guidance for effective information transfer and training about how to obtain information about hazardous substances in the workplace. This information and training is for all employee/owners who may be exposed to hazardous substances in the workplace as result of normal operations, conditions, and/or emergencies in order to minimize, avoid, or eliminate the potential for exposure. Information concerning exposure and medical records access rights is included.

Requirement Overview

There are five major components:

1. A worksite hazardous substance list. All products can have adverse health effects and must be identified on the jobsite list. The hazardous substance list can be used as the index to the MSDS book or file.
2. Material Safety Data Sheets (MSDSs). An MSDS must be obtained from the manufacturer, wholesaler, and/or supplier for each hazardous chemical/substance brought on the jobsite.
3. MSDS must be stored in at least one central location, organized and maintained in such a manner as to facilitate easy retrieval for reference. These sheets should be readily available for emergencies, for supervisors' reference during planning, and for employee/owner review, as requested.
4. Training. Documented training must be held for all employees to explain how to use MSDSs and how to obtain exposure and medical exposure information.
5. Access to exposure and medical records. A system must be established that allows employees to obtain copies of personal exposure and medical records.

DEFINITIONS

NOTE: See Attachment 6 for a list of abbreviations.

Chemical means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard evaluation.

Chemical Manufacturer means an employer with a workplace where chemicals are produced for use or distribution.

**Hazard Communication & Access
to Exposure and Medical Records**

Common Name means any designation or identification such as code name, code number, trade name, brand name, or generic name used to identify a chemical other than the chemical name.

Designated Representative means the individual or organization to whom an employer gives written authorization to exercise the employees rights under this act.

Distributor means any business, other than a chemical manufacturer or importer, that supplies hazardous chemicals to other distributors or to purchasers.

Employee means any person who may be or may have been exposed to hazardous chemicals in the persons' workplace under normal operating conditions or foreseeable emergencies. Office workers, ground maintenance workers, security personnel, or nonresident management are not included unless their job performance routinely involves potential exposure to hazardous chemicals.

Expose or **Exposure** means that any employee is subject to a hazardous chemical in the course of employment through any route of entry, including, ingestion, skin contact, or absorption, and includes potential, possible, or accidental exposure.

Hazardous Chemical means any element, chemical, compound, or mixture of elements or compounds that is a physical hazard or health hazard as defined by the OSHA Standard in 29 CFR 1910.1200(c) and 29 CFR 1926.59(c) or a hazardous substance as defined by the OSHA Standard in 29 CFR 1910.1200(d)(3) or 29 CFR 1926.59 (d)(3).

Label means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Material Safety Data Sheet or **MSDS** means written or printed material concerning a hazardous chemical which is prepared in accordance with the OSHA Standard in 29 CFR 1910.1200(g) or 29 CFR 1926.59(g).

OSHA Standard means, within this procedure, the OSHA Hazard Communication standard in 29 CFR 1910.1200 or 29 CFR 1926.59 or the OSHA Access to Employees Exposure and Medical Records standard in 29 CFR 1910.1020.

Workplace or **Worksite** means an establishment at a geographical location containing one or more work areas.

Responsibilities

Contractor's Superintendent

The Project/Contract Superintendent is:

1. To ensure that the Hazard Communication Act is complied with and that the standards

**Hazard Communication & Access to Exposure
and Medical Records**

outlined in this procedure are implemented. (See Attachment 2—*OSHA Hazard Communication Standard Summary*)

2. Ultimately responsible to see that those who need copies of MSDSs receive them and the availability of the MSDSs is communicated to each employee on the job site.

Person-in-Charge of Purchasing

The person in charge of purchasing products for the project/contract, (material management system supervisor, purchasing agent, warehouse manager, superintendent, engineer, etc.) will have the responsibility to ensure that the following notice is printed in a prominent place on all purchase orders:

NOTICE

Products supplied by the vendor must meet Federal and/or State "HAZARD COMMUNICATION" or "RIGHT-TO-KNOW" requirements of law in labeling and a Material Safety Data Sheet must accompany delivery. Failure to comply will result in Austin Commercial's refusal to accept delivery and Austin Commercial will exercise their option to cancel the order.

Person Ordering or Receiving Materials

The person who ordered and received the material must ensure that the container is labeled, tagged or marked with the following information:

1. Identity of the hazardous material or chemical
2. Appropriate hazard warnings.
3. Name and address of the manufacturer, importer or other responsible party.
4. The person who receives the product and the MSDS will ensure that a copy of the MSDS is forwarded to the person who requested the product and the warehouse supervisor (if the material is to be stored in an area under their responsibility, particularly if special storage considerations are required), and the central location for filing the MSDS and/or the safety representatives or person to whom the duties of safety on the project is assigned if different from the central filing location.
5. The project/contract superintendent, or the person designated by the project/contract superintendent will maintain or oversee the central filing system for the MSDS (master copies). This person is also responsible for completing list of all hazardous substances on the project where it can be readily accessible to employees and update the list periodically (at least annually)

Contractor's Safety, Health & Environmental (SHE) Coordinator

Austin Commercial's SHE representative will:

1. Advise or assist (or obtain advice or assistance) for the supervisor to effectively train

**Hazard Communication & Access to Exposure
and Medical Records**

personnel in the safe handling procedures for a product

2. Determine the proper use of personal protective equipment that may be required.
3. If the potential exists for hazardous exposure to Austin Commercial personnel from nearby client processes or production areas, obtain the MSDS information from the client for products the client has purchased for processing of their finished products, (this will be carried out through appropriate communication channels of project/contract management).
4. Working with the project/contract representative, monitor and compile documentation of training provided.
5. Update the MSDS file whenever a revised MSDS is received. The MSDS must be updated by the producer/supplier whenever new significant health information is found.
6. Review the MSDS file on an annual basis for completeness.
7. Obtain copies of MSDSs for products brought on-site by subcontractors. Give the subcontractors written notification that Austin Commercial requires MSDSs for all materials brought on site; where we store our MSDSs; and how they can obtain copies of our MSDSs. It is extremely important that this communication and cooperation takes place and is documented by the general contractor and subcontractor(s). (See form letters contained in Attachments 1, 4, and 5).

Supervisors

Supervisors (superintendent, foreman, etc.) will ensure that:

1. Their employees are informed and trained regarding hazardous substances used, or to which those under their direction may be exposed in routine and non-routine work assignments.
2. Use of appropriate personal protective equipment is enforced.
3. An accurate, complete file of MSDSs for all hazardous products used in their department and/or craft to which they have potential exposure is maintained.
4. Adequate documentation of initial craft/crew orientation and continuing education information and training, by the use of signed Tool Box Safety Meeting sheets is generated for each training required.
5. All container labels and warnings are in place and readable.
6. A HazCom Tool Box Safety Meeting is presented and documented anytime a new material is introduced into the work place (new material received, material brought on site by subcontractors, new material being used by client, etc.).

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Employees

Employees have a responsibility to read the labels of all products they use and to follow the instructions and to use the personal protective equipment required for the use of these products. If they do not know what a product is or how they should handle/use it, they have the responsibility of asking for instructions from their supervisor.

Employee Information Access

Effective information and training containing three components must be presented and documented.

General Orientation

1. A general explanation of the requirements of the OSHA Hazard Communication standard, 29 CFR 1910.1200 and 29 CFR 1926.59, and the location and availability of Austin Commercial's written procedure. (See Attachment 2—*OSHA Hazard Communication Standard Summary* and Attachment 8—*Hazard Communication Employee Orientation Packet*).
2. A general explanation of the requirements of the OSHA Access to Employee Exposure and Medical Records standard, 29 CFR 1910.1020, and the location and availability of a copy of the standard and the Austin Commercial procedures to request the information.
3. General explanation of hazardous chemicals/substances. (See Attachment 9—*Hazardous Substances Commonly Found on Construction Projects*).
4. General explanation of MSDSs; how maintained, where stored and how to request information.
5. General engineering and/or administrative controls pertaining to crafts or the entire worksite should be introduced.
6. Non-routine tasks such as permit-required confined space entry, opening pipe lines, and connections, etc., should be introduced.
7. Location and issuing procedures for personal protective equipment should be detailed.
8. Review of container labeling and importance of reading labels.
9. Emergency clean-up procedures for spills.

Note: Employee/owners should be encouraged to ask questions whenever in doubt.

Specific Orientation

1. Conducted by direct supervision (foreman)
2. Specific hazardous chemicals/substances used by the craft pointed out.
3. A general overview of engineering/administrative/protective equipment-exposure controls.

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and Medical Records**

4. Specific hazardous chemicals/substances involved in non-routine tasks.
5. Emergency procedures to be followed.
6. Any medical or exposure monitoring required by OSHA as related to the chemicals/substances used by the craft.

Continuing Education

Continuing education is a component of the Toolbox Supervisors' Safety Meetings. The Toolbox safety meetings will be used cover specific hazardous chemicals/substances used by the craft or crew.

1. The supervisor will be provided a copy of the MSDS, for reference in preparing for the safety meeting and then will attach the copy of the MSDS to the Tool Box Safety Meeting Report.
2. The supervisor must review the container labeling system to include any temporary system used at the jobsite.
3. Information concerning access to exposure and medical records will be presented annually.

Posting of Required Notices

Notices should be posted on a bulletin board (see Attachment 10—*Jobsite Posting for Hazard Communication and Access to Employee Exposure and Medical Records*) stating that all employees have the right to:

1. Review Material Safety Data Sheets (MSDSs), where they are kept on the project, and how or from whom they should make the request to obtain a copy for review.
2. Obtain a copy of exposure and medical records, where they are kept, and how or from whom they should make the request to obtain a copy.

Summary of Procedure

1. Identify hazardous substances to include products with combustible, toxic, or other dangerous material.
2. Compile a list of hazardous substances found on the jobsite. This list can be used as the index in the MSDS book or file cabinet. (See Attachment 3—*Chemical Inventory Sheet Form* for guidance on creating a list).
3. Obtain material safety data sheets from suppliers and/or manufacturers. (See Attachments 4 and 5 for form letters).
4. Post or file the hazardous substance list on the jobsite. Post directions for obtaining copies of the material safety data sheets from a central location or file setup at the jobsite (provide

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MSDS whenever requested by an employee). (See Attachment 7—*Required Project/Jobsite Bulletin Board Postings*).

5. Effective transfer of information to employees and documentation of training of employees is necessary. (See Attachment 11-*Hazard Communication Training Outline*). The following sessions must be held:
 - a) Orientation on HazCom and Access to Employee Exposure and Medical Records.
 - b) Continuing education through Tool Box safety meetings
 - c) Scheduled General Safety Meetings.
 - d) Presentations on the labeling system(s) in use for hazardous substances
6. Provide personnel protective equipment (PPE) and train in the selection, use, limitations, and maintenance of the equipment when alternatives to the use of the hazardous substance cannot be made. Substituting a less hazardous chemical that will do the same job is preferred to the use of PPE.
7. Ensure that proper labels are used to identify hazardous substances and that every one understands how to read and follow the precautions on the label. Ensure that labels are readable and not torn or covered over by over-running contents.
8. Develop and use a system for labeling temporary containers.

References

If a Material Safety Data Sheet is not available on a product from the vendor or the client, then other sources may need to be consulted.

1. Request information and MSDS from the manufacturer. The manufacturer's address can be obtained from a product's label. Ensure that you maintain copies of requests for MSDS in central files. Be sure to follow-up in writing both upon initial contact and subsequent inquires.
2. Many times a toll free number is published by the manufacturer which can be used to request MSDS.
3. Ask your SHE Coordinator.

**Hazard Communication & Access to Exposure
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**Attachment 1—Subcontractor’s Hazard
Communication Letter Form**

Subcontractor’s Hazard Communication Letter Form

Date

Addressee

Company

Address

City, State Zip

SUBJECT: Subcontractor’s Responsibility for OSHA’s
Hazard Communication Standard

Dear (Addressee):

As required by the OSHA Hazard Communication standard (29 CFR 1910.1200 or 29 CFR 1926.59), we request that you supply our Contract/Project Superintendent with Material Safety Data Sheets (MSDSs) on all hazardous materials that you plan to bring on site to complete your work according to our contract. We will, in turn, supply or notify your jobsite supervisor regarding the MSDSs on materials used by our employee/owners to which your employees may be exposed. Contact our Contract/Project Superintendent to obtain appropriate MSDSs and to locate our MSDS job file.

OSHA holds you responsible for the safety and health of your employees. It is your responsibility to have a written Hazard Communication Program that meets the requirements outlined by OSHA. In addition, you are responsible for removing excess chemicals and/or hazardous materials brought on our jobsite as part of our Contract. We require proper disposal of this material (according to federal regulations and state laws).

You may review our written Hazard Communication Program, Chemical list and MSDS at any time. Copies of this information are available at the job site, please contact our Project/Superintendent to review this material or contact my office to ask any questions or to clarify any issues.

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**Attachment 1—Subcontractor’s Hazard
Communication Letter Form**

Very truly yours,

cc:

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 2—OSHA Hazard Communication
Standard Summary**

OSHA HAZARD COMMUNICATION STANDARD

The OSHA hazard communication standard went into effect for all employers May 23, 1988. It requires all employers to:

1. Identify all chemicals used on the worksite.
2. Acquire a file of material safety data sheets (MSDS) for those chemicals.
3. Write a hazard communication program stating how requirements will be met.
4. Provide access to the material safety data sheet file and the written hazard communication program.
5. Train those who will work on the site in:
 - a) The requirements of the standard.
 - b) What an MSDS is and its terms.
 - c) The company's written hazard communication program.
 - d) Specific hazards of each chemical or category of chemicals on the site (to include non-routine tasks.)
 - e) The location and detection of and the emergency response for each chemical or category of chemicals.
6. Maintain good training records.
7. Maintain control of new chemicals and training of new employees before either are introduced to the workplace.
8. Establish a communication system for other contractors and subcontractors on the worksite.

Chemical Inventory Sheet

(Required for Each Contract/Project)

1. Product Name
2. Chemical Name
3. Manufacturer Information
4. Location
5. MSDS Ordered
6. MSDS on File
7. Classification

Explanation of Chemical Inventory Sheet Entries

Product Name	Taken from the container label usually referred to as Brand or Trade Name.
Chemical Name	Taken from the container labels usually referred to as the Generic Name and listed beneath the Brand/Trade Name on the label.
Manufacturer Information	Name of manufacturer and address and or/phone number.
Amount	Quantity on hand
Location	Where stored for usage.
MSDS Ordered	Has an MSDS been ordered for this particular material?
MSDS on File	Has the MSDS been received on this material and placed in the central file on the job/contract and a copy sent to the safety representative.
Classification	Refers to Hazard Codes and the following codes are commonly used:
<u>Code Number</u>	<u>Description of Hazard by Code Number</u>
1.	<u>Immediate (acute) health hazard</u> includes highly toxic corrosive, toxic, irritant, sensitizers and other hazardous chemicals which cause an adverse effect to a target organ (as defined by OSHA 1910.1200), which manifests itself within a short period time following a one-time, high exposure to the substance
2.	<u>Delayed (chronic) health hazard</u> including carcinogens and other hazardous chemicals which cause an adverse effect to a target organ (as defined by OSHA 1910.1200), which manifests itself after a long period of time following or during repeated contacts with the substance.
3.	<u>Fire hazards</u> including flammable, combustible, and oxidize (as defined by OSHA 1910.1200).
4.	<u>Sudden release of pressure hazard</u> including explosive and compressed gas as defined by OSHA 1910.1200.
5.	<u>Reactive hazard</u> including unstable reactive organic peroxide and water reactive as defined by OSHA 1910.1200.

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**Hazard Communication & Access to Exposure
and Medical Records**
Attachment 3—Chemical Inventory Sheet Form

NOTE: Determine Hazard Code by reading MSDS. Some chemicals require more than one Hazard Code.

**Hazard Communication & Access to Exposure
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Attachment 4—Request for MSDS Form

Request for MSDS

Date

Addressee
Company
Address
City, State, Zip

RE: Request for MSDS; JOB Number _____

Dear (Addressee):

We have recently purchased or have come to be aware of the following item(s) or substance(s) at our jobsite:

In accordance with EPA's Toxic Substances Control Act, we hereby request two copies of the Material Safety Data Sheets (MSDSs) which relate to the above item(s).

- The items were purchased by us with Purchase Order Number _____ issued to _____.
- The items may have been brought to our jobsite by a subcontractor but are nonetheless on our jobsite.
- The items are on the jobsite and the law requires that we obtain the MSDS for them.

Please forward one copy to:

Your attention to this request is appreciated.

Yours truly,

Project Manager

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 5—Second Request for MSDS
Form**

Second Request for MSDS

date

Addressee
Company
Address
City, State, Zip

RE: MSDS Request

Dear (Addressee):

Attached is our original request to you for an MSDS of a hazardous substance or mixture which you manufacture or supply. Under the Toxic Substance Control Act, you are required to provide us with the requested MSDS by law. We have not received a response from you although it has been more than twenty-five (25) days since our request was made. Please respond immediately.

Yours truly,

Project Manager

Attachment: Letter dated (date of previous letter)

MSDS ABBREVIATIONS

ABIH	American Board of Industrial Hygiene
ACGIH	American Conference of Governmental Industrial Hygienists
ACS	American Chemical Society
AIHA	American Industrial Hygiene Association
AMA	American Medical Association
ANSI	American National Standards Institute
AQTX	Aquatic Toxicity
ASTM	American Society for Testing Materials
atm	Atmosphere
BLS	Bureau of Labor Statistics
ca	<i>Circa</i> , Latin for 'about'
CAR	Carcinogenic effects
CAS	Chemical Abstract Service
cc	Cubic centimeter
CC	Closed Cup
(C)	Ceiling concentration
CFM	Cubic foot per minute
CFR	Code of Federal Regulations
CNS	Central Nervous System
COC	Cleveland Open Cup
CONC	Concentration
CUM or M3	Cubic meter
decomp	Decompose or decomposition
DHHS	US Department of Health and Human Services
DOL	US Department of Labor of which the Occupational Safety and Health Administration is a part.
DOT	Department of Transportation
EPA	Environmental Protection Agency

**Hazard Communication & Access to Exposure
and Medical Records**

Attachment 6—MSDS Abbreviations

°F	Degree Fahrenheit
FR	Federal Register
G.I. or GI	Gastrointestinal
g or gm	Gram
IARC	International Agency for Research on Cancer
inhl	Inhalation
insol	Insoluble
IRDS	Primary irrigation dose
IRR	Irritant effects (systemic)
kg	Kilogram (one thousand grams)
L	Liter
LC50	Lethal concentration to 50% of those tested (mean lethal concentration)
LDLo	Lowest possible lethal dose
LEL	Lower explosive limit
LFM	Linear feet per minute
m ³	cubic meter
mg	milligram (1/1000, 10 ⁻³ , of a gram)
mg/m ³	Milligrams of substance per cubic meter of air
ml	Milliliter
mm Hg	Millimeters of Mercury
MLD	Mild
mppcf	Millions of particles per cubic foot of air
MSDS	Material Safety Data Sheet
MW	Molecular Weight
n	Normal
NBS	National Bureau of Standards
NCI	National Cancer Institute
NEO	Neoplastic effects
NFPA	National Fire protection Association

**Hazard Communication & Access to Exposure
and Medical Records**

Attachment 6—MSDS Abbreviations

NIOSH	National Institute of Occupational Safety and Health
NOx	Oxides of Nitrogen
NTIS	National Technical Information Service
ng	Nanogram (one billionth, 10 ⁻⁹ , of a gram)
OSHA	Occupational Safety & Health Administration
PEL	Permissible Exposure Limit (OSHA)
pH	Negative Logarithm of the hydrogen ion
PPE	Personal Protective Equipment
ppm	Parts per million parts of air, parts per million
ppt	Parts per trillion
PUL	Pulmonary
SCBAF	Self-contained breathing apparatus with full face piece
SCC	Setaflash Closed Cup
<u>SCFM</u>	Standard cubic feet per minute
SCI	Specific Chemical Identity - means the chemical name Chemical Abstracts Service (CAS) registry number, or any other information that reveals the precise chemical designator of the substance
SKN	Skin effects
soln	Solution
SOx	Oxides of sulfur
STEL	Short term exposure limit. See also "TLV" (Threshold limit value)
STP	Standard temperature and pressure
SYS	Systemic effects
TCC	Tag Closed Cup
TCLo	Lowest published toxic dose
temp	Temperature
TER	Teratogenic effects
TFX	Toxic effects
TLm	Median tolerance limit
TLV	Threshold limit value

**Hazard Communication & Access to Exposure
and Medical Records**

Attachment 6—MSDS Abbreviations

TOC	Tag Open Cup
torr	mm Hg pressure
TWA	Time weighted average
UEL	Upper explosive limit
ug or μ g	Microgram (one millionth, 10^{-6} , of a gram)
VOC	Volatile organic compound
>	Greater than
<	Less than

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 7—Required Project/Jobsite
Bulletin Board Postings**

**Required Project/Jobsite
Bulletin Board Postings**

The Material Safety Data Sheet Collection for hazardous chemicals in this work area
is located at _____.

The Written Hazard Communication Program for this workplace
is located at _____.

The Hazardous Chemical List for this work area
is located at _____.

Questions regarding chemicals, chemical handling or health and safety
should be directed to _____.

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 8—Hazard Communication
Employee Orientation Packet**

EMPLOYEE ORIENTATION PACKET
HAZARDOUS SUBSTANCES
YOU HAVE A RIGHT TO KNOW

Regulations require that employers make available to employees, their physicians or their authorized representatives, upon request, Material Safety Data Sheets (MSDS) for each hazardous material used at a place of employment. In order to meet these requirements the following information about MSDS is provided.

MSDS is the term used to identify Material Safety Data Sheets. An MSDS is a document, which supplies information about a particular hazard substance or mixture. You should read the MSDS for all the materials you work with - they contain the information you need to know in case of a personal exposure, spills or other kinds of incidents when you use potentially hazardous materials.

If during your work you handle or are accidentally exposed to highly toxic substances, having read the MSDS for those substances can make a big difference.

Check with your supervisor whenever you use new chemicals or potentially hazardous materials, then read the MSDS and keep yourself prepared and protected.

The MSDS normally contains the following information:

1. a substance's chemical and trade name
2. any hazardous ingredients
3. physical data
4. fire and explosion data
5. health hazard data and first-aid procedures
6. reactivity data
7. spill and leak procedures
8. special personal protection information
9. other special procedures
10. manufacturer's name, address and phone number

If you have any questions about information contained in an MSDS for a particular substance, please ask your supervisor or contact your safety representative.

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 9—Hazardous Substances
Commonly Found on Construction Projects**

**HAZARDOUS SUBSTANCES
COMMONLY FOUND
ON CONSTRUCTION PROJECTS***

Acetone	Fiberglass, mineral wool	Ozone
Acetylene gas	Foam insulation	Paint remover
Adhesives	Freon 20R20 (and others)	Paint stripper
Aluminum etching agent	Gasoline (petrol, ethyl)	Particle board
Ammonia	Glues	Pentachlorophenol
Anti-freeze	Graphite	Photographic developers and fixers
Arsenic Compounds	Greases	Photogravure ink (copy machine)
Asbestos	Helium (in cylinders)	Plastics
Asphalt fumes	Hydrochloric acid	Polishes for metal floors
Benzene (and derivatives)	Hydrogen (in cylinders)	Propanol
Bleaching agents	Inks	Putty
Carbon black	Insulations	Resins, epoxy/synthetics
Caulking sealant agents	Iron	Shellac
Caustic soda (sodium hydroxide)	Kerosene	Solder, flux (zinc chloride)
Chromate scales	Lead	Solder, soft (lead, tin)
Chromium	Lime (calcium oxide)	Solvents
Cleaners	Limestone	Sulfuric acid
Coal tar pitch	Lubricating oils	Thinner, paint/lacquer
Coatings	Lye (sodium hydroxide)	Tin
Cobalt	Lye (potassium hydroxide)	Transite
Concrete curing compounds	Magnesium	Turpentine, gum spirit, oil of
Cresol	Metals (aluminum, nickel, copper, zinc, cadmium, iron, etc.)	Varnishes
Cutting oil (oil mist)	Methanol (methyl alcohol)	Waterproofing agents
De-emulsifier for oil	Methyl ethyl ketone (2-butanone)	Welding rods
Diesel gas, diesel oil	Motor oil additives	Wood alcohol (methanol)
Drywall	Muriatic acid (hydrochloric acid)	Wood preservative
Enamel	Nitroglycerin	Xylene
Etching agents	Oxalic acid	Zinc
Ethyl alcohol		

* No representation is made that these are the only hazardous substances found on construction projects for which a contractor must have MSDSs, initiate training etc.

CHEMICAL FAMILIES

SOLVENTS

Definition: A liquid capable of dissolving one or more materials without undergoing a chemical reaction. Can be identified by its paint-like, sweet odor. Solvents are liquids.

Examples: Perchloroethylene (degreaser)
Toluene (paint thinner)
Dichloroethane (adhesive)
Xylenes (paints)
Methylene Chloride (paint stripper)

Uses: Cleaning oils, greases and resins. Found in paints, varnishes, polishes and adhesives.

Dangers: Inhaling the vapor may cause lack of coordination or damage to the liver, kidneys, nervous system. Solvents may irritate the skin or be absorbed through the skin. Solvents may be flammable.

Storage: Cool dry place out of the sun. Separate corrosives from solvents. May require special ventilation and grounding.

First Aid: Wash the contacted area for 15 minutes with cold water and seek medical aid. If ingested or inhaled, seek medical aid.

CORROSIVES

Definition: Acid or alkali. A material that can attack metal and human tissues, such as mucous membranes, etc. Can be found as a liquid and a solid. Chemical names may include "acid" or "hydroxide."

Examples: Muriatic Acid (masons)
Hydrochloric Acid (wood workers and plumbers)
Oxalic Acid (wood workers)

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 9—Hazardous Substances
Commonly Found on Construction Projects**

Potassium Hydroxide (painters)
Sodium Hydroxide (plumbers)

Uses: Clean finishes, bleaches

Dangers: Very irritating to the skin and eyes. Can cause severe burns. Toxic vapors can be given off when mixing a corrosive with an incompatible material. Fumes may be irritating to breathe.

Handling: May require gloves, apron, respirator. Special ventilation may be required.

Storage: Cool dry place out of sun. Separate acids from alkalis.

First Aid: Wash contacted area for 15 minutes with cold water and seek medical aid.

METALS/COMPRESSED GASES

Definition: Metals may be found as a solid or fume if needed. A compressed gas is any material under pressure. The pressure may be low or high, depending on the material. A compressed gas may be an inert material (argon, hydrogen), corrosive, solvent or a metal.

Examples: Acetylene (welding)
Argon (welding)
Oxygen (welding)
Cadmium (welding rod)
Silver (welding rod)

Uses: On a construction site, metals and compressed gases are used in welding. Metals are used on duct work, piping and framing.

Dangers: Metal dusts and fumes can causes a pneumonia-like illness, or can be irritating to the skin. Some metals are very toxic like beryllium, cadmium, and nickel. These are suspected of causing cancer. Compressed gases may possess the same toxicity as the material in another physical form or may be more toxic. Compressed gases are dangerous if released too fast. Some gases are FLAMMABLE. Some

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 9—Hazardous Substances
Commonly Found on Construction Projects**

gases displace oxygen and act as an asphxiant.

Handling: May require goggles and respirator. Special ventilation normally required for welding. Special handling required for the toxic metals or their alloys.

Storage: Store compressed gases in a cool dry place out of the sun—especially important. Some gases must be separated due to flammability, toxicity or incompatibility. Values must be protected; full and empty cylinders must be marked. Metals have no special storage requirements. Stored metal duct must be kept dry and away from ignition source.

First Aid: Depends on metal and its physical form. Some metals do not act on the body for several hours after exposure.
For compressed gases, first aid is typically the same as the material in its other form.

PROTECTIVE CLOTHING

Gloves:: Heat resistant
Sharp surfaces
Acid resistant
Solvent types (butyl, neoprene, PCV)

Goggles: Vented vs. Non-vented
Face shield
Safety glass

Respirators: Air-purifying vs Air-supply
Storage and cleaning
Disposable
Types (cartridge)
Documented program

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 9—Hazardous Substances
Commonly Found on Construction Projects**

PERSONAL HYGIENE

Use appropriate protective clothing as required. DO NOT share equipment.

Immediately remove contaminated clothing.

Wash before going on break. (A toxic material like asbestos requires showering.)
Never take food into the work area.

Never smoke in a work area if chemicals are present. Leave cigarettes in storage area.

Clean up spills immediately, keep work area clean.

CHEMICAL SPILLS CLEAN-UP

1. Evacuate the immediate area. Eliminate all sources of ignition.
2. Do not leave material unattended.
3. Persons trained and equipped with protective equipment should do clean-up.
4. Use absorbent or neutralizer as soon as possible. Contain the spill.
5. Pick absorbent or neutralizer and place into container. Label.
6. Wash off tools (some tools must be thrown away when cleaning up a corrosive spill.)
7. Wash down area only if wash down water can be collected and tested before release.
Notify SHE Coordinator of chemical spill.

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 10—Jobsite Posting for Hazard
Communication and Access to Exposure and
Medical Records**

NOTICE
of
AUSTIN COMMERCIAL'S
HAZARD COMMUNICATION PROGRAM
AND
ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

AUSTIN COMMERCIAL has a written Hazard Communication Program in compliance with OSHA's standard at 29 CFR 1926.59. Occupational exposure and medical records are retained on file in compliance with OSHA's standard at 29 CFR 1910.1020. The following items are available to you on request:

- **Copy of the Company's Written Hazard Communication Program.**
- **Copy of the OSHA Hazard Communication Standard.**
- **Copy of the Company's list of hazardous chemicals for your workplace.**
- **Copies of any Material Safety Data Sheets for any covered chemicals to which you are exposed.**
- **Copies of exposure and medical records maintained by the Company.**

Check with the jobsite office to review, or to obtain a copy of any of the above information.

01

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 10—Jobsite Posting for Hazard
Communication and Access to Exposure and
Medical Records**

HAZARD COMMUNICATION TRAINING OUTLINE

General

Effective employee Information and Training containing three components must be carried out upon employment and annually thereafter.

A. General Orientation

1. A general explanation of the OSHA Standard 1910.1200 and 1926.59 and the location and availability of Austin's procedures.
2. A general explanation of hazardous chemicals/substances.
3. General explanation of MSDS; how maintained, where they are stored and how to request information.
4. General engineering and/or administrative controls pertaining to crafts or the entire worksite should be introduced.
5. Location and issuing procedures for personal protective equipment.
6. Review of container labeling and importance of reading labels.

NOTE: Employee should be encouraged to ask questions whenever in doubt.

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 11—Hazard Communication
Training Outline**

B. Specific Orientation

1. Conducted by direct supervision (Foreman).
2. Specific hazardous chemicals/substances used by the craft pointed out.
3. A general overview of Engineering/administrative/protective equipment-exposure controls.

C. Continuing Education - should be a component of the Tool Box Supervisor's Safety Meetings and should cover a specific hazardous chemical/substance used by the craft. The supervisor should be provided a copy of the MSDS for reference and then attach to the Tool Box Safety Meeting Report (would not have to be done at every Tool Box Meeting, but frequently enough to cover all craft hazardous chemical exposure potentials within the year of a person's employment).

D. All training shall be documented by having employees sign and date the attached form. A copy of this form should be filed in the employee's personnel file.

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 11—Hazard Communication
Training Outline**

AUSTIN COMMERCIAL

HAZARD COMMUNICATION EMPLOYEE INFORMATION

JOB SITE _____ LOCATION _____

As an Austin Commercial employee, I verify, by my signature, that I have received and understood the intent of the following information:

1. OSHA Hazard Communication Program.
2. Location and availability of Austin's written program.
3. Location and availability of the "Customer" written program.
4. The "Customer" Hazard Material Identification System.
5. How to Read MSDS.
6. How to Obtain MSDS.

DATE _____

(Signature)

The on-going portion of this program will be provided by site supervision documented on weekly "Tool Box" safety meeting forms:

1. Discussion of different MSDS.
2. How to detect the presence of hazardous chemicals.
3. Protection against hazardous chemicals.
4. Emergency reaction to a hazardous chemical spill
5. Specific procedures required to prevent employee exposure to hazardous chemicals and/or substances.

Hazard Communication & Access to Exposure
and Medical Records

Attachment 11—Hazard Communication
Training Outline

OSHA 1910.1020 INFORMATION
TRAINING OUTLINE

General

Under the OSHA 1910.1020 "Access to Employee Exposure and Medical Records" standard, all employee/owners shall be trained in the following:

1. The components of the OSHA 1910.1020.
2. The availability of this standard for their review (copies).
3. Their rights under this standard to access any Medical or Exposure record.
4. The name(s) of the person they need to contact to get access to the records.
5. DOCUMENTATION of the training and information session (employee/owner sign document attached).

NOTE: The standard requires:

(g) Employee information.

(1) Upon first entering into employment, and at least annually thereafter, each employer shall inform current employee/owners covered by this section of the following:

- (i) The existence, location, and availability of any records covered by this section;
- (ii) The person responsible for maintaining and providing access to records; and
- (iii) Each employee/owner's right of access to these records.

(2) Each employer shall keep a copy of this section and its appendices, and make copies readily available, upon request, to employees. The employer shall also distribute to current employees any informational materials concerning this section which are made available to the employer by the Assistant Secretary of Labor for

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 11—Hazard Communication
Training Outline**

Occupational Safety and Health.

HAZCOM and OSHA 1910.1020

Training Confirmation

Job/Project # _____ Location _____

The HAZCOM and OSHA 1910.1020 annual refresher training and notification session has been conducted and documented according to policy and OSHA standard requirements.

This training was completed on:

Date _____

Project # _____ Signed: _____

Superintendent

Please complete and return to Austin Commercial's SHE Manager.

**Hazard Communication & Access to Exposure
and Medical Records**

**Attachment 11—Hazard Communication
Training Outline**

**Access to Employee/Owner Exposure and
Medical Records**

Project # _____

On _____, I have attended a training/orientation program on Austin Commercial's HAZCOM—"Right to Know" and Austin Commercial's OSHA 1910.1020 Access to Employee Exposure and Medical Records training programs.

I understand that the following are available to me on request:

- *** COPY OF EMPLOYEE EXPOSURE RECORDS
- *** COPY OF EMPLOYEE MEDICAL RECORDS
- *** COPY OF MATERIAL SAFETY DATA SHEETS FOR ANY CHEMICALS TO WHICH YOU ARE EXPOSED
- *** COPY OF PERSONAL AND AREA OCCUPATIONAL EXPOSURE MONITORING RECORDS
- *** COPY OF BIOLOGICAL MONITORING RECORDS

To obtain any of this information, contact any of the following persons:

_____ or _____ or
Job Site Safety Coordinator Superintendent

Date _____
Employee/owner Signature

Purpose:

To clearly state the company policy as it relates to the use of cranes on Austin Commercial's construction projects.

Operators:

All employee-owners who operate cranes shall have a physical examination prior to their first assignment and annually thereafter for the duration of employment.

All employee-owners who operate cranes shall successfully pass a drug screen prior to their first assignment and at least annually thereafter for the duration of employment.

All employee-owners who operate cranes shall pass a written examination prior to their first assignment and annually thereafter.

All employee-owners who operate cranes shall be certified by the equipment department prior to their first assignment and annually thereafter.

Operator certification shall be specific for the type of crane to be operated.

Operator certification shall be contingent upon the completion of 10 hours of classroom instruction covering the OSHA standards, ANSI B30, and ACLP policy and procedures.

Operator certification shall be contingent upon the completion of an in the seat checkout in the crane for which the employee-owner is to receive certification.

Exception:

Due to the logistics of job locations and the availability of instructors and supervisors a newly hired operator will be allowed to operate under the following conditions:

1. A thorough background check has been done to verify previous experience in the safe operation of equipment equal to that which the individual will operate on an ACI project.
2. The employee-owner can successfully pass the written examination prior to start of the work.
3. The employee-owner will operate under the direct supervision of a CERTIFIED OPERATOR at all times.
4. Written approval from the equipment department and the job site superintendent has been attained.
5. Employee-owner is scheduled and will attend the next scheduled crane safety class (shall not exceed 90 day from date of employment).
6. Operation of the lifting equipment will not exceed 85% of the rated capacity as set up prior to completion of the certification process.

Crane Delivery and Setup:

All cranes rentals shall be approved by the equipment manager. Decisions relating to the size, type, location and configuration of all cranes will be made jointly by the Superintendent, Project Manager, and Equipment department.

Delivery and setup of all cranes shall be done under the supervision of the crane superintendent with assistance from the factory representative as needed.

The superintendent and the operator shall agree upon the day to day positioning of the crane.

The operator shall be the sole authority in the safe operation of the crane.

Tower Crane foundations shall be designed by a Registered Professional Engineer for the location and conditions where the tower crane is to be used.

Tie backs and other connections for tower cranes shall be designed by a Registered Professional Engineer for each specific installation.

Factory representative shall supervise the erection, jumping, or dismantling of all tower cranes.

Crane Operation:

Under no circumstances shall a crane be operated in a manner that is in violation of the policy of Austin Commercial, OSHA, or ANSI B30.

Truck mounted cranes and rubber tired cranes with outriggers shall not be operated without the outriggers being extended and proper dunnage under the shoe.

Cranes shall be operated in strict accordance with the manufacturer's limitations and specifications.

Cranes shall not be operated proximate to power lines except as specified below.

1. Minimum clearance between any part of a crane, cable or load shall not be less than 15 feet for power lines 50KV or less.
2. Minimum clearance between any part of a crane, cable, or load shall not be less than 15 feet plus 0.4 inches for each KV above 50KV.

If any part of a crane including the boom, cable, rigging or load comes in contact with a live power line, or is subject to an arc from a power line, the crane shall be removed from service until the entire machine can be inspected by a qualified person.

The use of a crane to lift a personnel basket will only be allowed when every requirement of the OSHA standards and Austin's policy can be met.

When the load to be lifted exceeds 85% of the chart capacity for the crane configuration in use, shall be considered critical lifts and the attached lift plan shall be executed in its entirety.

Additionally the requirements of the US Army Corps of Engineers EM-385-1-1 concerning crane operations and crane operator qualification are made part of this policy by reference.

Start-up Inspections to be completed before each shift and a copy submitted to the General Contractor.

Crane Critical Lift Plan:

Prepare and sign weight handling critical lift plans for lifts over 75 percent of crane hoist's maximum load limit; lifts involving more than one crane or hoist; lifts of personnel; and technically difficult lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks and submit 15 calendar days prior to on-site work.

Crane Reports:

Submit crane inspection reports required with Daily Reports of Inspections.

Certificate of Compliance:

The Contractor shall provide a Certificate of Compliance for each crane entering an activity under this contract (see Contracting Officer for a blank certificate). Certificate shall state that the crane and rigging gear meet applicable OSHA regulations (with the Contractor citing which OSHA regulations are applicable, e.g., cranes used in construction, demolition, or maintenance shall comply with 29 CFR 1926 that the crane operator(s) is qualified and trained in the operation of the crane to be used. [For cranes at DOD activities in foreign countries, the Contractor shall certify that the crane and rigging gear conform to the appropriate host country safety standards.] The Contractor shall also certify that all of its crane operators working on the DOD activity have been trained in the proper use of all safety devices (e.g., anti-two block devices). These certifications shall be posted on the crane.

Weight Handling Equipment:

- 1) Cranes must be equipped with:
 - a) Load indicating devices (LIDs) and a boom angle or radius indicator, or load moment indicating devices (LMIs).
 - b) Anti-two block prevention devices.
 - c) Boom hoist hydraulic relief valve, disconnect, or shutoff (stops hoist when boom reaches a predetermined high angle).
 - d) Boom length indicator (for telescoping booms).
 - e) Device to prevent uncontrolled lowering of a telescoping hydraulic boom.
 - f) Device to prevent uncontrolled retraction of a telescoping hydraulic boom.
- 2) The Contractor shall notify the Contracting Officer 15 days in advance of any cranes entering the activity so that necessary quality assurance spot checks can be coordinated. Contractor's operator shall remain with the crane during the spot check.
- 3) The Contractor shall comply with the crane manufacturer's specifications and limitations for erection and operation of cranes and hoists used in support of the work. Erection shall be performed under the supervision of a designated person (as defined in ASME B30.5). All testing shall be performed in accordance with the manufacturer's recommended procedures.
- 4) The Contractor shall comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes and ASME B30.8 for floating cranes and floating derricks.
- 5) The presence of Government personnel does not relieve the Contractor of an obligation to comply with all applicable safety regulations. The Government will investigate all complaints of unsafe or unhealthful working conditions received in writing from contractor employees, federal civilian employees, or military personnel.
- 6) Each load shall be rigged/attached independently to the hook/master-link in such a fashion that the load cannot slide or otherwise become detached. Christmas-tree lifting (multiple rigged materials) is not allowed.
- 7) Under no circumstance shall a Contractor make a lift at or above 90% of the cranes rated capacity in any configuration.

- 8) When operating in the vicinity of overhead transmission lines, operators and riggers shall be

Crane and Derrick Requirements

alert to this special hazard and shall follow the requirements of ASME B30.5 or ASME B30.22 as applicable.

- 9) Crane suspended personnel work platforms (baskets) shall not be used unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Personnel shall not be lifted with a line hoist or friction crane.
- 10) A fire extinguisher having a minimum rating of 10BC and a minimum nominal capacity of 5lb of extinguishing agent shall be available at all operator stations or crane cabs. Portable fire extinguishers shall be inspected, maintained, and recharged as specified in NFPA 10, Standard for Portable Fire Extinguishers.
- 11) All employees shall be kept clear of loads about to be lifted and of suspended loads.
- 12) A weight handling equipment operator shall not leave his position at the controls while a load is suspended.
- 13) Only Contractor crane operators who have met the requirements of 29 CFR 1910.94, 29 CFR 1910.120, 29 CFR 1926.65, 29 CFR 1926.500, USACE EM 385-1-1, ASME B30.5, and ASME B30.22 and other local and state requirements shall be authorized to operate the crane.
- 14) The Contractor shall use cribbing when performing lifts on outriggers.
- 15) The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.
- 16) A physical barricade must be positioned to prevent personnel from entering the counterweight swing (tail swing) area of the crane.
- 17) A substantial and durable rating chart containing legible letters and figures shall be provided with each crane and securely mounted onto the crane cab in a location allowing easy reading by the operator while seated in the control station.
- 18) Certification records which include the date of inspection, signature of the person performing the inspection, and the serial number or other identifier of the crane that was inspected shall always be available for review by Contracting Officer personnel.
- 19) Written reports listing the load test procedures used along with any repairs or alterations performed on the crane shall be available for review by Contracting Officer personnel.
- 20) The Contractor shall certify that all crane operators have been trained in proper use of all safety devices (e.g. anti-two block devices).

START-UP INSPECTIONS
for
Cranes and Derricks

Contract number _____ Contractor

Person making inspection _____ Date

Crane Make: _____ Model: _____ Serial
#: _____

Inspect
One

Circle

1. All control mechanisms for maladjustment interfering with proper operation Pass Fail
N/A
2. All control mechanisms for excessive wear of components and contamination by
lubricants or other foreign matter. Pass Fail N/A
3. All operator aids, motion and load limiting devices, and other safety devices for
malfunction and inaccuracy of settings. Pass Fail N/A
4. All cords and Lacing. Pass Fail N/A
5. All hydraulic and pneumatic systems - with particular emphasis given to those
which flex in normal operation of the crane. Pass Fail N/A
6. Hooks and Latches for deformation, chemical damage, cracks, and wear. Pass Fail N/A
7. Rope for proper spooling onto the drum(s) and sheave(s) and rope reeving
for compliance with crane manufacture's specifications. Pass Fail N/A

8. Electrical apparatus for malfunctioning, signs of excessive deterioration, dirt and moisture accumulation. Pass Fail N/A
9. Hydraulic systems for proper oil level. Pass Fail N/A
10. Tires for recommended inflation pressure (mobile cranes). Pass Fail N/A
11. Wedges and supports for looseness or dislocation (climbing tower cranes). Pass Fail N/A
12. Braces and guys supporting crane masts; anchor bolt base connections for looseness or loss of preload (tower cranes and derricks). Pass Fail N/A
13. Derrick mast fittings and connections for compliance with manufacture's recommendations. Pass Fail N/A
14. Barge or pontoon ballast compartments for proper ballast; deck loads for proper securing; chain lockers, storage, fuel compartments, and battening

Periodic Inspection to be completed prior to initial use on ROICC Projects

**Periodic Inspections
for
Cranes and Derricks**

Contract Number _____ Contractor

Person making inspection _____ Date

**Crane Make: _____ Model: _____ Serial
#: _____**

Inspect

Circle One

1. Foundation or supports for continued ability to sustain imposed loads. Pass Fail N/A
2. Braces supporting crane masts (towers) for safe condition; anchor bolt base connections for tightness or retention of preload; wedges and supports of climbing cranes for tightness and proper positioning. Pass Fail N/A
3. Guys for proper tension. Pass Fail N/A
4. For derricks, inspect all cords and lacing, tension in guys, plump of the mast, and derrick mast fittings and connections for compliance with manufacturer's recommendations. Pass Fail N/A
5. Crane structure and boom and jib members, and their connections, for absence of deformation, cracks, or corrosion. Pass Fail N/A
6. Bolts, rivets, nuts, and pins for tightness. Pass Fail N/A
7. Proper tension (torque) of high strength (traction) bolts used in connections and at the slewing bearing. Pass Fail N/A

- | | |
|---|----------------------|
| <p>8. Power plants for performance and compliance with safety requirements.</p> | <p>Pass Fail N/A</p> |
| <p>9. Electrical apparatus for proper functioning and absence of signs of excessive deterioration, dirt, and moisture accumulation.</p> | <p>Pass Fail N/A</p> |
| <p>10. Hydraulic and pneumatic tanks, pumps, motors, valves, hoses, fittings, and tubing for proper functioning and absence of damage, leaks, and excessive wear; hydraulic and pneumatic systems for proper fluid/air levels.</p> | <p>Pass Fail N/A</p> |
| <p>11. All control mechanisms for adjustment for proper operation, no excessive wear of components, and absence of contamination by lubricants or other foreign matter.</p> | <p>Pass Fail N/A</p> |
| <p>12. Drive components such as pins, bearings, wheels, shafts, gears, sheaves, drums, rollers, locking and clamping devices, sprockets, drive chains or belts, bumpers, and stops for absence of wearing, cracks, corrosion, or distortion.</p> | <p>Pass Fail N/A</p> |
| <p>13. All crane function operating mechanisms for proper operation, proper adjustment and the absence of unusual sounds.</p> | <p>Pass Fail N/A</p> |
| <p>14. Travel, steering, holding, braking and locking mechanisms for proper functioning and absence of excessive wear or damage.</p> | <p>Pass Fail N/A</p> |
| <p>15. Tires for damage or excessive wear.</p> | <p>Pass Fail N/A</p> |
| <p>16. Brake and clutch system parts, linings, pawls, and ratchets for absence of excessive wear.</p> | <p>Pass Fail N/A</p> |
| <p>17. Wire rope. Visually inspect all running ropes, visually inspect all counterweight ropes and load trolley ropes, if provided. Visual inspections should concentrate on discovering gross damage, such as that listed below, which may be an immediate hazard: particular attention should be given to boom hoist ropes and sections of rope subject to rapid deterioration such as at flange points, crossover points, and repetitive pickup points on drums.</p> | |
| <p style="padding-left: 20px;">a. Distortion of rope such as kinking, crushing, unstranding, birdcaging, main strand displacement, core protrusion;</p> | <p>Pass Fail N/A</p> |
| <p style="padding-left: 20px;">b. general corrosion;</p> | <p>Pass Fail N/A</p> |

- c. number, distribution, and type of visible broken wires; Pass Fail N/A
- d. broken or cut strands; Pass Fail N/A
- e. core failure in rotation resistant ropes (care shall be taken when inspecting rotation resistant ropes because of their susceptibility to damage from misuse and potential for deterioration when used on equipment with limited design parameters). Pass Fail N/A
- f. reduction of rope diameter below nominal diameter due to loss of core support, internal or external corrosion, or wear of outside wires. Pass Fail N/A
- g. severely corroded or broken wires at end connections, severely corroded, cracked, bent, worn, or improperly applied end connections. Pass Fail N/A

Care shall be taken when inspecting rope sections subject to rapid deterioration, such as the following: sections in contact with saddles, equalizer sheaves, or other sheaves where rope travel is limited; sections of the rope at or near terminal ends where corroded or broken wires may protrude; sections subject to reverse bends; and sections of rope which are normally hidden during routine visual inspections, such as parts passing over outer sheaves.

- 18. Sheaves for the absence of cracks in the flanges and spokes. Pass Fail N/A
- 19. Rope for proper spooling onto drum(s) and sheave(s) and proper reeving. Pass Fail N/A
- 20. Hooks and latches for absence of deterioration, chemical damage, cracks, and wear. Pass Fail N/A
- 21. Crane operator aids (safety devices) and indicating devices for proper operation. Pass Fail N/A
- 22. Motion limiting devices for proper operation with the crane unloaded (each motion should be inched into its limiting device to run in at slow speed with care exercised) and load limiting devices for proper operation and accuracy of settings. Pass Fail N/A
- 23. Load, boom angle, load or load moment indicating, wind, and other indicators for proper operation and accuracy's within the tolerances recommended by the manufacturer. Pass Fail N/A
- 24. Safety and function labels for legibility and replacement. Pass Fail N/A
- 25. For floating plant, inspect ballast compartments for proper ballast;

deck loads for proper securing; safety of chain lockers, storage, fuel compartments; battening of hatches; hull void compartments sounded for leakage; tie-downs for barge-mounted land cranes for absence of wear, corrosion, and tightness; cleats, bitts, chocks, fenders, capstans, ladders, stanchions for absence of corrosion, wear, deterioration, and deformation; take four corner draft readings. Pass Fail N/A

CERTIFICATE OF COMPLIANCE	
<p>This certificate shall be signed by an official of the company that provides cranes for any application under this contract. Post a completed certificate on each crane brought onto Navy property.</p>	
<p>PRIME CONTRACTOR /PHONE:</p>	<p>CONTRACT NUMBER:</p>
<p><u>CRANE SUPPLIER/PHONE:</u> (if different from prime contractor)</p>	<p>CRANE NUMBER: (i.e., ID number)</p>
<p>CRANE MANUFACTURER/TYPE/CAPACITY:</p>	
<p>CRANE OPERATOR'S NAME(S):</p>	
<p>I certify that:</p> <p>1. The above noted crane conforms to applicable OSHA regulations (host country regulations for naval activities in foreign countries). The following regulations apply: _____</p> <p>2. That the operators noted above have been trained and are qualified for the operation of the above noted crane.</p> <p>3. That the operators noted above have been trained not to bypass safety devices during lifting operations.</p>	
<p>COMPANY OFFICIAL SIGNATURE:</p>	<p>DATE:</p>
<p>COMPANY OFFICIAL NAME/TITLE:</p>	
<p>POST ON CRANE (IN CAB OR VEHICLE)</p>	