will be required to sit before the Executive Review Committee, where discipline above and beyond a verbal warning may be administered.

## 1.10 SUBCONTRACTOR H&S RESPONSIBILITIES

Subcontractor responsibilities for H&S include:

1.10.1 Reads and understands Q&D's written Health & Safety Program

1.10.2 Demonstrates leadership and cooperates with project superintendent/foreman in all matters relating to H&S.

1.10.3 Actively participating and complying with all Q&D H&S Program standards and efforts as well as applicable government standards.

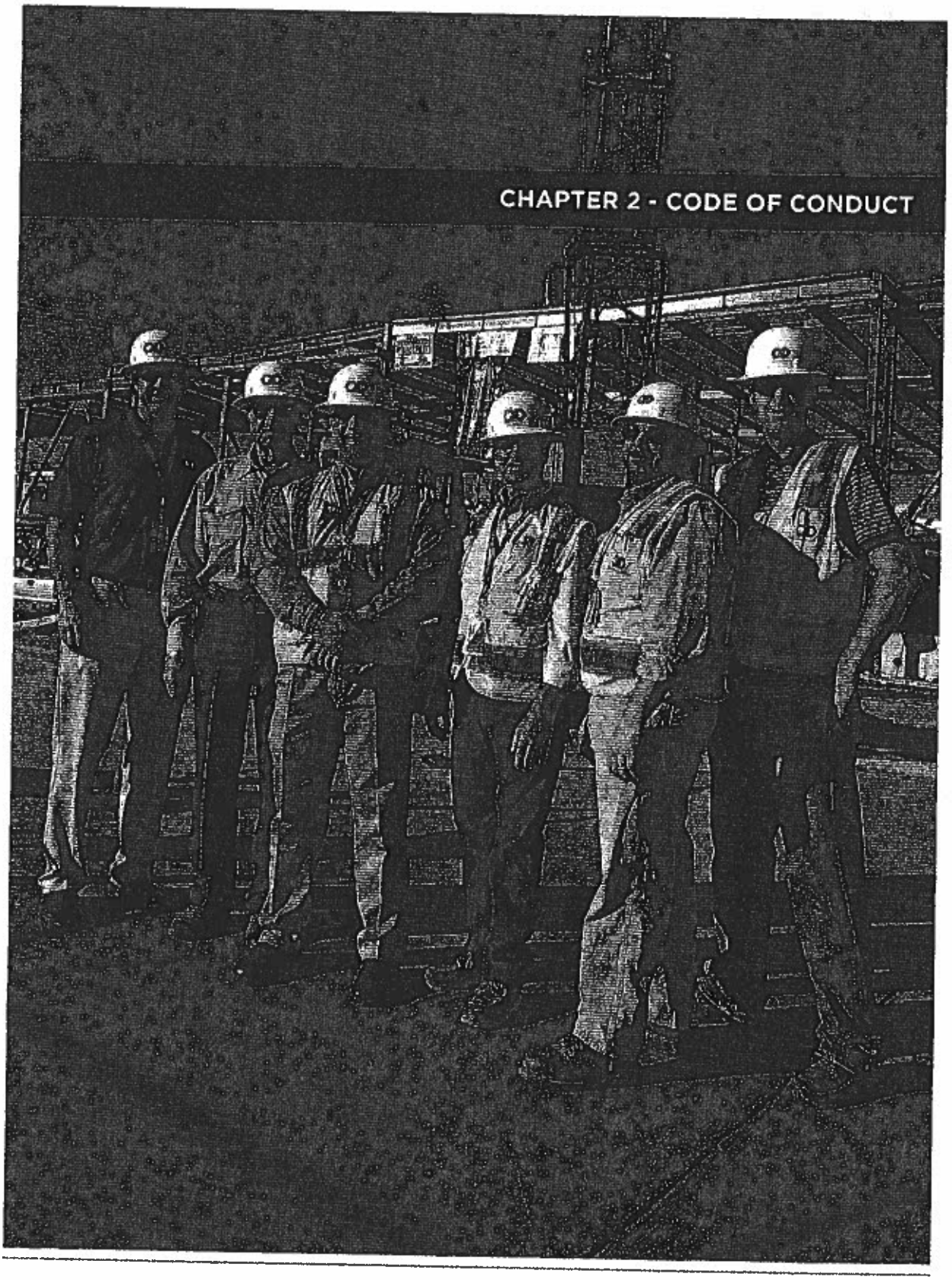
1.10.4 Ensuring that all their workers are aware of applicable Q&D standards and H&S standards.

1.10.5 Ensuring that all personnel are qualified through appropriate competency based job training or direct supervision.

1.10.6 Adequately identifying and controlling all hazards that have the potential to cause losses on site or to others near the site.

1.10.7 Communicating any issues that do not comply with Q&D's H&S Program or regulatory requirements to Q&D supervision immediately.

1.10.8 To take an active role in all site H&S efforts.


CHAPTER 2 - CODE OF CONDUCT

## 2. CODE OF CONDUCT

### 2.1 GENERAL RULES OF CONDUCT

2.1.1 PURPOSE

Rules are an integral part of Q&D's Health & Safety (H&S) Program. They provide a Code of Conduct with which each worker must follow for the benefit of their own safety, as well as the safety of their co-workers. Failure to follow rules established in the Code of Conduct may result in disciplinary action, up to and including termination.

2.1.2 DEFINITION

2.1.3 A rule is defined as "a directive instituted by an organization that governs and controls conduct or activities."

2.1.4 COMPLETENESS OF RULES

2.1.5 Due to the diversity of Q&D operations, the rules contained in the Health & Safety Program are not intended to cover every situation. Additional rules may be developed on a per job basis to address site specific hazards and owner/client requirements.

2.1.6 COMMUNICATION

Rules of conduct are communicated to all workers during project safety meetings. Rules are to be posted in a conspicuous area on each jobsite.

2.1.7 ENFORCEMENT

Workers who violate General Rules or Code of Conduct Rules may face disciplinary action up to and including termination.

### 2.2 SUPERVISORS RULES OF SAFETY

On the job accidents represent a serious threat to the physical well being of your workers. Prevention of accidents calls for your constant vigilance. Therefore, as you guide your workers through their daily work, be yourself guided by these precepts:

2.2.1 YOU are a supervisor. Care for your people at work as you would care for people at home. Be sure each of your workers understands and accepts his/her personal responsibility for safety.

2.2.2 KNOW the rules of safety that apply to the work you supervise. Never let it be said that one of your workers was injured because you were not aware of the precautions required on the job.

2.2.3 ANTICIPATE the risks that may arise for changes in equipment or methods. Make use of expert safety advice that is available to help guard against such hazards.

2.2.4 ENCOURAGE your workers to discuss with you the hazards of their work. No job should proceed where a question of safety remains unanswered. When you are receptive to the ideas of your workers, you tap a source of first hand knowledge that will help you prevent needless loss and suffering.

2.2.5 INSTRUCT your workers to work safely, as you would guide and counsel your family at home.

2.2.6 FOLLOW UP your instructions consistently. See to it that workers make use of the safeguards provided them. If necessary, enforce safety rules by disciplinary action.

2.2.7 SET A GOOD EXAMPLE. Demonstrate safety in your work habits and personal conduct. Do not appear as a hypocrite in the eyes of your workers.

2.2.8 INVESTIGATE AND ANALYZE every accident, however slight, that occurs on your jobsite. Where minor injuries go unheeded, crippling accidents are just around the corner.

2.2.9 COOPERATE fully with those in the organization who are actively concerned with employee safety. The purpose is to keep your workers fully able and on the job and to cut down the heavy personal toll of accidents.

2.2.10 REMEMBER that accident prevention reduces human suffering and loss and is one of your primary obligations to Q&D and your workers.

## 2.3 GENERAL CONSTRUCTION RULES OF CONDUCT

REPORTING

2.3.1 Accidents, injuries or near-misses, regardless of severity, shall be reported to a supervisor immediately.

2.3.2 Report any damage to scaffolds, false work, or other supporting structures immediately to your supervisor.

**PPE & CLOTHING**

2.3.3 Hard hats and work boots shall be worn on jobsite by all personnel.

2.3.4 Clothing shall be appropriate to duties being performed. Long pants and a shirt are the minimum requirements. Tank tops or shorts are not allowed.

2.3.5 Eye protection must be worn where a potential hazard to the eyes exist.

2.3.6 Hearing protection is required as necessary.

2.3.7 Safety vest or other high visibility clothing is required to be worn by workers when working around moving equipment or traffic.

2.3.8 Do not wear loose or frayed clothing, long hair, finger rings, etc. around moving machinery or other sources of entanglement.

CONDUCT

2.3.9 Possession or use on the job of unauthorized drugs or alcohol and/or reporting for work while under the influence of either is strictly forbidden, and may result in disciplinary action up to and including termination.

2.3.10 Running is not permitted anywhere, except in the case of an emergency.

2.3.11 Horseplay, fighting, gambling, and possession of firearms are strictly forbidden on the jobsite.

2.3.12 Never throw materials, tools or other objects from buildings or structures.

TOOLS

2.3.13 All tools are to be maintained in good condition.

2.3.14 Damaged tools or equipment shall be tagged "DEFECTIVE" and turned into tool manager.

2.3.15 Use only tools appropriate for the job.

2.3.16 Do not use screwdrivers as a chisels.

2.3.17 Do not lift or lower portable electrical tools by means of the power cord, use a rope.

2.3.18 Do not expose electric cords to damage by driving over them.

2.3.19 Do not disconnect air hoses at compressors until the hose line has been bled.

EQUIPMENT

2.3.20 Always wear seatbelts when operating vehicles and equipment.

2.3.21 No riders are allowed in the back of trucks or on any equipment not designed to carry passengers.

2.3.22 Only trained and authorized personnel shall operate forklifts.

2.3.23 Operate machinery and equipment only if you are authorized to.

2.3.24 Do not operate heavy equipment where there is the possibility of overturning in dangerous areas like edges of deep fills, cut banks and steep banks.

2.3.25 Do not operate excavating equipment near tops of cuts, banks or cliffs if employees are working below.

2.3.26 Vehicles and equipment must be parked such that they never block emergency access to structures.

2.3.27 Machinery shall not be serviced, repaired or adjusted in operation nor shall oiling of moving parts be attempted, except for equipment that is designed or fitted with safeguards to protect the person performing the work.

2.3.28 No work is to be performed on vehicles that are supported by jacks or hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

**LOCK-OUT/TAG OUT**

2.3.29 Where appropriate, lock-out procedures shall be used.

**JOBSITE**

2.3.30 Workers are required to remove all lunch trash; bottles, cans and any other trash immediately.

2.3.31 No radios or personal stereo units allowed on jobsite.

2.3.32 Pets are never allowed on job sites.

2.3.33 Keep aisles, work places and stairways clear, clean and well lighted. Report slippery or faulty floor surfaces at once to your supervisor.

**MSDS, CHEMICALS**

2.3.34 An information poster shall be clearly displayed at each job site, indicating the location of Q&D's written Hazardous materials Program and Material Safety Data Sheets (MSDS). When there is no job site office the superintendent/foreman will keep the above information available on the site at all times.

2.3.35 New field employee's must review the MSDS's on their job site.

2.3.36 Each job site must have a Hazardous Material Inventory Roster listing all known hazardous materials used in the work place.

2.3.37 Clean thoroughly after handling hazardous chemicals and follow special instructions printed on MSDS.

2.3.38 Do not use gasoline for cleaning purposes.

2.3.39 Each job site must have MSDS binders listing all known hazardous materials used in the work place.

2.3.40 Before use, each container of hazardous material must possess a label.

2.3.41 Workers who are required to handle hazardous materials on Q&D's job site should receive instructions from their supervisor.

2.3.42 No materials or equipment should be stored underneath or in the proximity of power lines by Q&D employees, their subcontractors or material suppliers.

2.3.43 Remove or pad protruding nails and sharp corners.

TRAINING

2.3.44 All field employees will attend hazardous material health and safety training annually.

JOB-SPECIFIC HAZARDS

2.3.45 Equipment or objects capable of coming into contact with overhead power lines should never be within 10 fee of power lines.

TRENCHING AND EXCAVATIONS

2.3.46 All surface encumbrances surrounding trenches or excavations must be removed or supported in such a way to safeguard workers.

2.3.47 Prior to any excavation area must be properly marked by USA to locate underground installations.

2.3.48 All underground utilities are to be exposed by hand. Once exposed utilities must be supported and protected from damage.

2.3.49 Trenches or excavations 4' or greater in depth must be provided with a ladder, ramp or other safe means of access and egress. Travel not to exceed 25' laterally.

2.3.50 Employees must wear high visibility clothing when working in trenches or excavations.

2.3.51 Employees are not permitted underneath loads handled by lifting or digging equipment.

2.3.52 Equipment operators are not allowed to operate equipment adjacent to employees working in a trench.

2.3.53 Hard hats are required when working in trenches, excavations and when working adjacent to equipment.

2.3.54 Employees are not permitted to work in trenches or excavations where a hazardous atmosphere is present. Refer to Q&D's Confined Space Program for proper procedures.

2.3.55 Employees are not permitted to work in trenches or excavations where water accumulations are present unless proper precautions have been taken.

2.3.56 Structures adjacent to excavations must be supported to ensure stability.

2.3.57 Spoil piles must remain 2' from the sides of all trenches or excavations.

2.3.58 Loose rocks or soil must be removed from trench walls.

2.3.59 All excavations and trenches are to be inspected daily or when conditions change by a competent person.

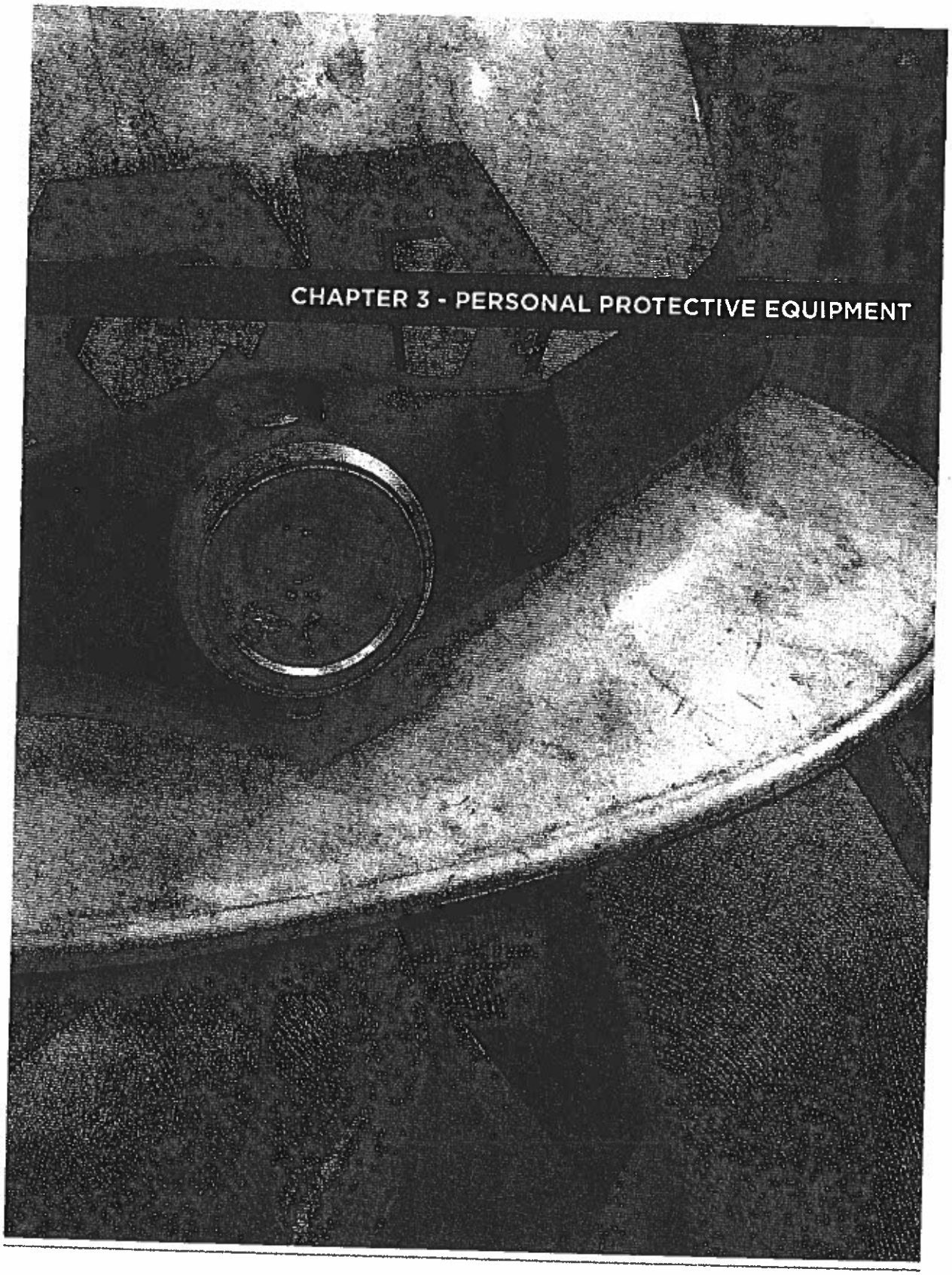
2.3.60 Trenches 5' or greater in depth must be protected against cave-ins by sloping, benching, shoring or shielding.

2.3.61 Employees working in excavations utilizing shoring or trench boxes shall remain within those protective devices at all times.

2.3.62 Employees are not permitted to jump or step across trenches or excavations at any time.

2.3.63 Trenches 20' or greater in depth must be designed by a registered engineer.

The foregoing Rules of Conduct apply to the majority of situations and conditions present on most construction projects. Additional rules may be developed to address project specific requirements. Failure to follow these rules may lead to disciplinary action, up to and including termination.



# CHAPTER 3 - PERSONAL PROTECTIVE EQUIPMENT

## 3. PERSONAL PROTECTIVE EQUIPMENT

### 3.1 RULES

The following rules will be observed and practiced by Q&D workers, sub-contractors, owner, suppliers and visitors on all projects or contracts.

3.1.1 All workers, guests and visitors will wear hard hats and safety boots

3.1.2 Safety glasses will be worn in designated areas or when a hazard to the eyes
3,1.3 exists.

3.1.4 All PPE used will meet or exceed government regulations.

3.1.5 All PPE will be maintained in accordance with manufacture's instructions
3.1.6 and requirements.

3.1.7 All PPE will be inspected at time of issue and prior to each use by the worker.

All PPE that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately.

All PPE that has been removed from service will be tagged "Out of Service" and will remain in that status until repaired and inspected by a qualified person.

3.1.8 Records of inspection and service logs for specialized PPE will be maintained at the job site.

3.1.9 PPE is not to be modified or changed and will be used according to manufacturer's instructions and specifications.

3.1.10 When not in use PPE is to be stored in a manner that prevents damage or loss.

### 3.2 GENERAL

3.2.1 Personal protective equipment (PPE) does nothing to minimize or eliminate the actual hazard. At best, PPE when properly fitted and used, will reduce the severity of an injury or illness by providing a protective barrier.

3.2.2 The direct cause of injuries involving personal protective equipment are normally a disregard for established procedures; failing to use the proper protective equipment or using that equipment incorrectly or poor enforcement of the standard.

### 3.3 USES

3.3.1 PPE will be available for Q&D workers on all projects. Workers are responsible for providing approved footwear. Specialized PPE will be issued on a as needed basis.

3.3.2 Supervisors must ensure that all workers are issued PPE.

3.3.3 Supervisors must observe, instruct, and when necessary, correct workers on the proper use of that equipment.

3.3.4 Supervisors must ensure that all PPE used by workers meets regulatory requirements and Q&D standards.

## 3.4 HEAD PROTECTION

3.4.1 All personnel entering Q&D projects must comply with the protective headwear standard. This includes all Q&D workers, subcontractor personnel, visitors and client representatives.

3.4.2 Hardhats will be provided for Q&D employees. Subcontractors are required to provide their workers with hardhats.

3.4.3 Workers are not to alter hardhats in any way which may affect protective value. Drilling holes for ventilation is prohibited

3.4.4 Metal hardhats are not permitted at any time on Q&D projects

3.4.5 All equipment operators and truck drivers must put on a hardhat before stepping out of a vehicle on all Q&D projects.

## 3.5 EYE AND FACE PROTECTION

3.5.1 Approved eye and face protection shall be worn by personnel involved in any operation when a hazard to the eyes and/or face exists. These activities may include chipping, grinding, welding, burning, sawing or drilling.

3.5.2 Workers working in areas where they may be exposed to excessive dust, chemicals, or flying particles, must also wear eye protection. These areas include jackhammer, sandblasting, concrete pouring operations and working on or around table or radial arm saws.

3.5.3 Workers working in the area of welding, heating or cutting operations must be properly screened from ultraviolet light. When screening is not feasible, then the appropriate tinted eye protection shall be issued and used.

3.5.4 Goggles of the "cover all" type are available for workers required to wear prescription glasses.

3.5.5 Workers engaged in all types of grinding operations shall wear the full length face shields. Safety glasses are not adequate eye or face protection if the abrasive wheel disintegrates.

3.5.6 Workers engaged in operations requiring eye/face protection should be aware of co-worker exposure to the hazards their activity may be creating.

## 3.6 HEARING PROTECTION

3.6.1 Construction projects, regardless of size, shape or description tend to be noisy places. Noise is defined as an unwanted sound. It is often not feasible or practical to engineer noise out on a construction project. On most sites it becomes necessary to provide workers exposed to noise with hearing protection.

3.6.2 Ear plugs are available for workers who may be exposed to noise from impact tools such as jackhammers or powder actuated tools.

3.6.3 Earmuff type hearing protection is provided when continuous exposure to noise levels of a higher frequency, such as constant running machinery in an enclosed area. For long exposures to noise requiring the use of earmuffs workers shall be provided with earmuffs of the type attachable to the hard hat.

3.6.4 Supervisor must ensure that workers size their ear plugs or earmuffs for proper fit and protection. Supervisors not certain whether workers may be exposed to levels of noise which are permissible shall contact the Safety Department for hazard assessment assistance.

## 3.7 PROTECTIVE CLOTHING

### 3.7.1 PERSONAL CLOTHING

Workers shall be properly attired on all Q&D projects. Clothing appropriate for the work being performed shall be worn. The minimum attire shall include a proper shirt, long pants, and approved footwear suitable for construction work.

Shorts, tennis shoes, shirts without sleeves are not suitable attire and are not permitted on Q&D projects.

### 3.7.2 HAND PROTECTION

Gloves shall be worn by workers engaged in work requiring hand protection. Supervisors shall ensure that the appropriate gloves are worn.

Gloves should be used by workers engaged while working with solvents or chemicals. Review of the MSDS to select the proper protection.

### 3.7.3 PROTECTIVE SUITS

Rain suits shall be issued to workers for operations during applicable inclement weather; traffic control personnel, engineering workers conducting operations outside.

Workers exposed to raw untreated sewage, or other hazardous solids or liquids.

### 3.7.4 FOOT PROTECTION

Work boots approved by Q&D shall be worn by all workers, subcontractor personnel and visitors while on Q&D projects.

Workers shall wear approved protective rubber boots when working in wet areas or when handling solvents, chemicals or involved in pouring concrete. Workers engaged in sewer work shall also be required to wear rubber boots.

## 3.8 RESPIRATORY PROTECTION

ABOUT THE PROGRAM

This written Respiratory Protection Program has been designed for the exclusive use of Q&D Construction, LLC. Copying or reproduction of any kind without permission from Q&D Construction is strictly prohibited.

Every effort has been made by Q&D Construction assure accuracy and completeness of the information contained herein. This written Respiratory Protection Program follows the guidelines of OSHA's General Industry standard for Respiratory Protection (29 CFR 1910.134).

The written Respiratory Protection Program outlined herein can only be effective if taken seriously. Accidents and illnesses cost employers many thousands of dollars each year.

The policies and procedures outlined in this Respiratory Protection Program are at best minimum requirements. Any safety incentives or polices that Q&D Construction feels would reduce the risk of accident or illnesses should be implemented in conjunction with this program.

Q&D Construction

ADMINISTRATIVE RESPIRATORY PROTECTION PROGRAM

3.8.1 General:

The Occupational Safety and Health Administration General Industry standard for respiratory protection 29 CFR 1910.134 requires that a written respiratory protection program be established by an employer. The following procedures are based on the requirements established by OSHA and the American Standard Institute's Standard for Respiratory Protection, ANSI Z88.2.

3.8.2 Policy:

It is the policy of Q&D Construction to provide its employees with a safe and healthful work environment. The guidelines in this program are designed to help reduce employee exposure to occupational air contaminates and oxygen deficiency. The primary objective is to prevent excessive exposure to these contaminants. This is accomplished as far as feasible by accepted engineering and work practice control measures. When effective engineering controls are not feasible, or while they are being implemented or evaluated, respiratory protection may be required to achieve this goal. In these situations, respiratory protection is provided at no cost to employees.

3.8.3 Management Responsibilities:

It is management's responsibility to determine what specific applications require the use of respiratory protective equipment. Management must also provide proper respiratory protective equipment to meet the needs of each specific application. Employees must be provided with adequate training and instructions on all equipment.

3.8.4 Management/Supervisory Responsibilities

Superintendents of each area are responsible for ensuring that all personnel under their control are completely knowledgeable of the respiratory protection requirements for areas in which they work. They are also responsible for ensuring that their subordinates comply with all the facets of this respiratory protection program, including respirator inspections and maintenance. They are responsible for implementing disciplinary procedures for employees who do not comply with respirator requirements.

3.8.5 Employee Responsibilities:

It is the responsibility of the employee to have an awareness of the respiratory protection requirements for their work areas (as explained by management). Employees are also responsible for wearing the appropriate respiratory protective equipment according to proper instructions and for maintaining the equipment in a clean and operable condition.

3.8.6 Program Administration:

The following individual has total and complete responsibility for the administration of the respiratory protection program:

Safety Director
Department: General and Administration

This individual has the authority to act on any and all matters relating to the operation and administration of the respiratory protection program. All employees, operating departments, and service departments will cooperate to the fullest extent. This person is referred to as the Respiratory Protection Program Administrator in this program.

This individual is responsible for monitoring or conducting an exposure assessment of the respiratory hazard, developing standard operation procedures for this program, maintaining records and conducing program evaluation. The Respiratory Protection Program Administrator is also responsible for contaminant identification and measurement, including technical support, air sampling and laboratory analysis.

The following individual/company is responsible for evaluating the health of the company employees via a comprehensive medical and health program:

1530 East 6th Street
Reno, NV. 89512
(775) 332-5776

The following individual is responsible for directing and coordinating engineering projects, which are directly related to respiratory protection:

Safety Director
Department: General and Administration

The following individual is responsible for selection, issuance, training and fit testing of all respirators used in this company, including record keeping.

Safety Director
Department: General and Administration
Signature:_ _____

3.8.7 Medical Evaluation:

Every employee who is being considered for inclusion in the Respiratory Protection Program must participate in a medical evaluation. A determination of the employee's ability to wear a respirator while working is made initially before fit testing. Future evaluations are made when there is a change in work-place conditions or information indicating a need for re-evaluation.

A mandatory medical evaluation questionnaire in 1910. 134 must be used and reviewed by the Q&D Construction/Artefice by Dianda, PLHCP (Physician or other licensed healthcare professional). If the PLHCP deems necessary, the employee will receive an examination. The purpose of the medial evaluation is to assure that the employee is physically and psychologically able to perform the assigned work while wearing respiratory protective equipment. If the PLHCP denies approval, the employee will not be able to participate in the Respiratory Protection Program.

(Copies of the medial evaluation and questionnaire must be kept in employee's file in accordance with 29 CFR 1910.1020).

3.8.8 Respirator Selection:

3.8.8.1 Work Area Monitoring:

Exposure assessment will be done to ensure proper respirator selection. In order to determine the exposure level, air samples of the work place representative of the work period, exposure assessment based on analogous processes, or professional judgment will be used. Personal sampling equipment may be used in accordance with accepted Industrial Hygiene standards to sample each work area. Results of these samples will pinpoint areas where respiratory protection is required.

The exposure assessment will be performed

prior to the task requiring respiratory protection Periodically thereafter, as required by OSHA substance specific standards or at least every 12 months, (the program administrator) can establish more frequent evaluations/assessments), a review of the exposure assessment will be made to determine if respiratory protection is still required. If respiratory protection is still necessary, respirator selections will be reviewed to assure their continued suitability.

3.8.8.2 Respirator Selection:

Respirators are selected and approved for use by management. The selection is based upon the physical and chemical properties of the air contaminants and the concentration level likely to be encountered by the employee. The Respiratory Protection Program Administrator will make a respirator available immediately to each employee who is assigned to a job that requires respiratory protection. Replacement respirators/cartridges and filters will be made available as required.

The selection of the proper respirator type will be made following the procedures, which are attached.

ALL RESPIRATORS WILL BE NIOSH APPROVED.

Respirators currently approved for uses are:
North N770-30
Half Mask Face Piece

3.8.8.3 Use of Respirators:

All tight-fitting respirators (both negative and positive pressure) shall not be used with beards or other facial hair or any other condition that prevents direct contact between the face and the edge of the respirator or interferes with valve functions.

Employees will be required to leave the contaminated are;

1. Upon malfunction of the respirator.
2. Upon detection of leakage of contaminant into the respirator.
3. If increased breathing resistance of the respirator is noted.
4. If severe discomfort in wearing the respirator is detected.
5. Upon illness of the respirator wearer, including: sensation of dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fevers and chills.

6. To wash face to prevent skin irritation.

7. To change filter/cartridge elements ore replace respirators whenever they detect the warning properties of the contaminant or increased breathing resistance.

3.8.8.4 Respirator Training and Fitting:

1. Training:

Employees assigned to jobs requiring respirators will be instructed by their supervisor relative to their responsibilities in the respiratory protection program. They will also be instructed in the need, use, limitations and care of their respirator. Retraining is given at least every 12 months (the Program Administrator can establish more frequent evaluations/assessments) after initial training).

2. Fit Testing:

Employees will be properly fitted and tested for a face seal prior to the use of the respirator in a contaminated area. Qualitative fit testing will be the preferred method of fit testing.

Fit testing will be done initially upon employee assignment to an area where respirators are required. Fit testing will be repeated every 12 months (the Program Administrator can establish more frequent evaluations/assessments) thereafter. All tight-fitting respirators (negative and positive pressure) will be fit tested. Positive pressure tight-fitting respirators will be fit tested in the pressure mode.

Fit testing will be done on employees with facial hair that passes between the respirator seal and the face or interferes with valve function. Such facial hair includes stubble, beards and long sideburns.

A negative and/or positive pressure fit check shall be performed in the field by the respirator wearer each time the respirator is used.

1. Negative Pressure Check:

The wearer can perform this check alone in the field. It consists merely of closing off the inlet of the cartridge or filter by covering with the palm so that it does not pass air; inhaling gently so that the facepiece collapses slightly; and holding their breath for 10 seconds. If the face piece remains slightly collapsed and no inward leakage is detected, the respirator is probably tight enough. This check can be used only on respirators with tight-fitting facepieces.

Although this check is simple, it has severe

drawbacks, primarily that the wearer must handle the respirator after it has supposedly been positioned on his face. It has strongly recommended that the check be used only as a very general determination of fit when the respirator is to be used in a relatively toxic atmosphere. The wearer should use this check before entering any toxic atmosphere.

2. Positive Pressure Check:

This check is very similar to the negative pressure check, and it has the same advantages and limitations. Closing off the exhalation valve and exhaling gently into the facepiece conduct it. The fit is considered satisfactory if slight positive pressure can be build up inside the facepiece without any evidence of outward leakage.

For some respirators, this method requires that the wearer removes the exhalation valve cover and then carefully replaces it after the check, often a most difficult task. Removing and replacing the exhalation valve cover often disturbs the respirator fit even more than does the negative pressure test. Therefore, this check should be used sparingly if it requires removing and replacing a valve cover. The check is easy for respirators whose valve cover has single small port that can be closed by the palm or finger. The wearer should perform this check just before entering any hazardous atmosphere.

Note: If it determined that an individual cannot obtain an adequate fit with any tight fitting respirator, a loose fitting powered air purifying or supplied air respirator may be required instead.

3.8.8.5 Respirator Inspection, Maintenance and Storage:

Respirators must be properly maintained to retain their original effectiveness. The maintenance program will consist of periodic inspection, repair and cleaning and proper storage.

1. Inspection:

The wearer of a respirator will inspect it daily whenever it is in use. The Safety Director will eriodically spot check respirators for fit, usage and condition. The use of defective respirators is not permitted. If a defective respirator is found during inspection, it must be returned to the following individual Safety Director.

2. Repair:

During cleaning and maintenance, respirators that do not pass inspection will be removed from service and will be discarded or repaired. Repair of the respirator must be done with parts designed for the respirator in accordance with the manufacturer's instructions

before reuse. No attempt will be made to replace components or make adjustments, modifications or repairs beyond the manufacturer's recommendation.

3. Cleaning:

Respirators not discarded after one shift use, except filtering facepiece type, will be cleaned on a daily basis (or after each use if not used daily), according to the manufacturer's instructions, by the assigned employee or other person designated by the Respiratory Protection Program Administrator. Facilities and supplies for cleaning these respirators will be made available.

4. Storage:

Respirators not discarded after one shift use will be stored in a location where they are protected from sunlight, dust, heat, cold, moisture, and damaging chemicals. They shall be stored in a manger to prevent deformation of the facepiece and exhalation valve. Whenever feasible, respirators not discarded after one shift use will be marked and stored in such a manner to assure that they will be work only by the assigned employees. If use by more than one employee is required, the respirator will be cleaned between uses.

5. Compressed Air Systems:

Special precautions will be taken to assure breathing quality air when an air line respirator or SCBA is to be used. The air will meet the specifications for Grade D Air established by the Compressed Gas Association as stated in Commodity Specification for AIR (ANSI/ CGA G-71), 1989. Cylinders of purchased breathing air must have a certificate of analysis from the supplier that the air meets Grade D requirements. The moisture content in the cylinder must not exceed a dew point of -50 degrees F at 1 atmosphere pressure. For air from compressors, the moisture content must be minimized so that the dew point at 1 atmosphere pressure is at least 10 degrees f below the ambient temperature.

Form ##.###

# EXPOSURE ASSESSMENT RECORD

Q&D Construction

EXPOSURE PROTECTION PROGRAM ADMINISTRATOR

PROJECT

DATE

LOCATION

I. Job Description: (check one) ☐ Routine ☐ Emergency

Describe work performed and length of time involved:

II. Contaminants:

| Concentration (Measured or Estimated) | Reference: (Report Number Survey, Sample) | Occupational Exposure Limit (OEL)* | Hazard Ratio** |
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* OEL-Occupational Exposure Limit: PEL, TLV, REL, WEEL or other company-specified occupational exposure limit.

** The Hazard Ratio is the quotient of the measured or estimated concentration divided by the appropriate occupational exposure limit. Respiratory protection is required if this value is greater than one and all feasible engineering and work practice controls have been implemented to reduce the concentration to as low as possible.

Q&D CONSTRUCTION
est. 1964

Form ##.###

# RESPIRATOR SELECTION DOCUMENTATION

Q&D Construction

EXPOSURE PROTECTION PROGRAM ADMINISTRATOR _____

PROJECT _____ DATE _____

LOCATION _____

I. Respiratory Hazard Identification

- Oxygen Concentration _____
- Contaminant (s) _____
- Physical State (s) _____

II. Hazard Analysis

- Permissible Exposure Limit (PEL) _____
- Protection Factor Needed _____
- Skin Absorption/Irritation _____
- Eye Irritation _____
- Warning Properties _____

*Odor Threshold* _____

*Nose/Throat Irritation* _____

*IDLH Concentration* _____

*Lower Flammable Limit* _____

*Service Life Information* _____

*Chemical Cartridge Change-out Time* _____

III. Respirator Type Required

- Minimum Acceptable _____
- Alternative (Optional) _____

IV. Respirator Type Required

- Specific Selections _____

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Form ##.###

# QUALITATIVE FIT TEST RECORD

Q&D Construction

EMPLOYEE NAME _____ DATE _____

EMPLOYEE ID / SSN _____

RESPIRATOR _____ SIZE _____

RESPIRATORY HAZARDS ENCOUNTERED _____

_____

**SENSITIVITY TEST**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | RESULTS | | | | |
| Isoamyl Acetate (Banana Oil) | | | | | | PASS ☐ | FAIL ☐ | N/A ☐ | | |
| Saccharin #Squeezes | 10 ☐ | 20 ☐ | 30 ☐ | | | PASS ☐ | FAIL ☐ | | | |
| Bitter Aerosol #Squeezes | 10 ☐ | 20 ☐ | 30 ☐ | | | PASS ☐ | FAIL ☐ | N/A ☐ | | |
| Irritant Smoke | 10 ☐ | 20 ☐ | 30 ☐ | | | PASS ☐ | FAIL ☐ | | | |

| FIT TEST AGENT | FILTER/CARTRIDGE | RESULTS | | |
|---|---|---|---|---|
| Isoamyl Acetate | Organic Vapor Cartrige | PASS ☐ | FAIL ☐ | N/A ☐ |
| Saccharin | Particulate Filter | PASS ☐ | FAIL ☐ | N/A ☐ |
| Bitter Aerosol | Particulate Filter | PASS ☐ | FAIL ☐ | N/A ☐ |
| Irritant Smoke | 100 Level Particulate Filter | PASS ☐ | FAIL ☐ | N/A ☐ |

COMMENTS _____

_____

_____

_____

FIT TEST REPEATED BEFORE _____ TEST CONDUCTOR _____

EMPLOYEE SIGNATURE _____

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Form ##.###

# RESPIRATORY PROTECTION TRAINING LOG

Q&D Construction

| | | | |
|---|---|---|---|
| DATE/TIME | | TRAINER | |
| JOBSITE NAME | | SESSION | |
| JOBSITE LOCATION | | SUBJECT | |

| EMPLOYEE | EMPLOYEE NO. | SIGNATURE |
|---|---|---|
| | | |
| | | |
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# RESPIRATORY PROTECTION MEDICAL EVALUATION

Q&D Construction

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Can you read (circle one); Yes/No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send the questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory): The following information must be provided by every employee who has been selected to use any type of respirator (Please Print).

| | | | |
|---|---|---|---|
| Your Name | | Today's Date | |
| Birthdate<br>Month / Day / Year | | Social Security No. | |
| Gender<br>(Male/Female) | | Height | Weight lbs |
| Phone #<br>w/Area Code | | Best Time to Reach You | |
| Job Title | | | |

Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No

11. Check the type of respirator you will use (you can check more than one category):

A. _____ N, R or P disposable respirator (filter-mask, non-cartridge type only)

B. _____ Other type (for example, half ox full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus)

12. Have you worn a respirator (circle one); Yes/No

If "yes," what type(s):_____

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Part A. Section 2. (Mandatory): Every employee who has been selected to use my type of respirator must answer questions 1 through 9 below. (Please check "Yes" or "No").

| | Yes | No |
|---|---|---|
| 1. Do you currently smoke tobacco, or have you smoked tobacco in the last month? | ☐ | ☐ |
| 2. Have you ever had any of the following conditions? | | |
| A Seizures (fits) | ☐ | ☐ |
| B Diabetes (sugar disease) | ☐ | ☐ |
| C Allergic reactions that interfere with your breathing | ☐ | ☐ |
| D Claustrophobia (fear of closed-in places): | ☐ | ☐ |
| E Trouble smelling odors | ☐ | ☐ |
| 3. Have you ever had any of the following pulmonary or lung problems? | | |
| A Asbestosis | ☐ | ☐ |
| B Asthma | ☐ | ☐ |
| C Chronic bronchitis | ☐ | ☐ |
| D Emphysema | ☐ | ☐ |
| E Pneumonia | ☐ | ☐ |
| F Tuberculosis | ☐ | ☐ |
| G Silicosis | ☐ | ☐ |
| H Pnemothorax | ☐ | ☐ |
| I Lung cancer | ☐ | ☐ |
| J Broken ribs | ☐ | ☐ |
| K Any chest injuries or surgeries | ☐ | ☐ |
| L Any other lung problem that you've teen told about | ☐ | ☐ |
| 4. Do you currently have any of the following symptoms of pulmonary or lung illnesses? | | |
| A Shortness of breath | ☐ | ☐ |
| B Shortness of breath when walking fast on level ground or walking up a slight hill or incline | ☐ | ☐ |
| C Shortness of breath when walking with other people at an ordinary pace on level ground | ☐ | ☐ |
| D Have to stop for breath when ding at you own pace on level ground | ☐ | ☐ |
| E Shortness of breath when washing or dressing yourself | ☐ | ☐ |
| F Shortness of breath that interferes with your job | ☐ | ☐ |
| G Coughing that produces phlegm (thick sputum) | ☐ | ☐ |
| H Coughing that wakes you early in the morning | ☐ | ☐ |
| I Coughing that occurs mostly when you axe lying down | ☐ | ☐ |
| J Coughing up blood in the last month | ☐ | ☐ |
| K Wheezing | ☐ | ☐ |
| L Wheezing that interferes with your job | ☐ | ☐ |
| M Chest pains when you breathe deeply | ☐ | ☐ |
| N Any other symptoms that you think may be related to lung problems | ☐ | ☐ |
| 5. Have you ever had any of the following cardiovascular or heart problems? | | |
| A Heart attack | ☐ | ☐ |
| B Stroke | ☐ | ☐ |
| C Angina | ☐ | ☐ |
| D Heart failure | ☐ | ☐ |
| E Swelling in your legs or feet (not caused by walking) | ☐ | ☐ |
| F Heart arrhythmia (heart breathing ir-regularly) | ☐ | ☐ |
| G High blood pressure | ☐ | ☐ |
| H Any other heart problem that you've been told about | ☐ | ☐ |
| 6. Have you ever had any of the following cardiovascular or heart symptoms? | | |
| A Frequent pain or tightness in your chest: | ☐ | ☐ |
| B Pain or tightness in your chest during physical activity | ☐ | ☐ |
| C Pain or tightness in your chest that interferes with your job | ☐ | ☐ |
| D In the past two years, have you noticed your heart skipping or missing a beat | ☐ | ☐ |
| E Heartburn or indigestion that is not related to eating: | ☐ | ☐ |
| F Any other symptoms that you think may be related to heart or circulation problems | ☐ | ☐ |
| 7. Do you currently take medication for any of the following problems? | | |
| A Breathing or lung problems | ☐ | ☐ |
| B Heart trouble | ☐ | ☐ |
| C Blood pressure | ☐ | ☐ |
| D Seizures (fits) | ☐ | ☐ |
| 8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9) | | |
| A Eye Irritation | ☐ | ☐ |
| B Skin allergies or rashes: | ☐ | ☐ |
| C Anxiety | ☐ | ☐ |
| D General weaknesses or fatigue | ☐ | ☐ |
| E Any other problem that interferes with your use of a respirator | ☐ | ☐ |

## 3.9 FALL PROTECTION PROGRAM

### 3.9.1 OBJECTIVE

To protect workers from injury by falling and to protect workers, visitors and the public from falling objects.

### 3.9.2 PROGRAM

It is the objective of Q&D Construction to create a safe working environment for all workers. All Q&D sites that require work to be performed at elevated heights will follow the minimum fall protection regulation for that region. When client fall protection standard exceeds regulatory requirements, the most stringent shall apply. Training will be provided in the Job Specific Fall Protection Plan.

### 3.9.3 RESPONSIBILITIES

#### 3.9.3.1 PROJECT SUPERINTENDENT

It shall be the responsibility of the Project Superintendent to ensure:

- A plan for fall protection is effectively implemented at the project.
- All affected workers receive training in the Fall Protection Plan.
- All procedures and requirements are communicated during orientations.
- Copies of training records are sent to the Safety Department

#### 3.9.3.2 SAFETY DIRECTOR

- Ensure training documentation is kept on file for all workers that receive Fall Protection training
- Report any unsafe acts or conditions to the Project Superintendent

#### 3.9.3.3 Q&D AND SUBCONTRACTOR FOREMEN

- Ensure all workers under his/her authority receive appropriate fall protection training from a qualified individual.
- Ensure all training documentation is forwarded to the Project Superintendent.
- Ensure that approved safety equipment is available.
- Ensure safety equipment is regularly inspected and maintained.
- Provide to the Project Superintendent an

inventory of fall protection equipment available in his/her area.

- Ensure all workers under his/her authority adhere to the project fall protection plan.

3.9.3.4 WORKERS

- Must actively participate in training and comply with project fall protection plan.
- Must report to the Foremen any non-compliance of the fall protection plan.

3.9.4 DANGER AREAS

May include elevator shafts, scaffolding, slab edge, roof tops, or any other area where it is possible to fall a distance equal to or greater than a distance specified by local government regulations.

The Danger Area extends 8 feet from any unprotected edge plus the height of any elevated work platform such as stilts or a ladder. An example would be: a worker on 2 foot stilts is in the danger area if within 10 feet from an unprotected edge. Any worker within the danger area must utilize a means of fall protection.

3.9.5 PROTECTIVE GUARDS

The preferred method of fall protection is guardrails. Whenever possible, danger areas including floor openings will be protected by proper guardrails.

- Guardrails must be 42" high.
- An intermediate or mid-rail must be in place.
- Railing must be attached to inside of posts.
- Posts must be spaced less than 8 feet apart.
- Toe boards are required when employees are working below the opening.

Ensure when building a deck that the guardrails are installed immediately after the joist and plywood are set, ensure flyform guardrails are installed and closed off immediately after being set. Guardrail protection must be increased to allow for any raised work platform in the danger area. Example: a worker working on the second step of a ladder at 2 feet, must have a third guardrail 2 feet above the normal 42" top rail.

3.9.6 FALL RESTRAINT EQUIPMENT

When it is not feasible to have guardrails to protect workers in the danger area:

- Fall restraint equipment will be used.

- Fall Restraint equipment will be government standards approved and will not allow the worker to reach the point of fall. Lanyards must be attached to a fixed anchor point such as the poured concrete portion or structural steel frame of the structure, the structural steel or to lifelines which are attached to a poured concrete portion or structural steel frame of the structure. Where it is not feasible to use Fall Restraint equipment in a danger area for instance when work must be done on the unguarded edge, properly erected scaffolding should be used.

- Prefabricated scaffolding shall be erected by qualified workers according to manufacturer's instructions. They shall not be erected with any modified or defective parts.

- Where it is not feasible to use scaffolding, Fall Arrest equipment may be used. All Fall Arrest equipment shall be government standards approved and not allow the worker to fall more than 4 feet. Only one worker is permitted on a lanyard or safety line at one time.

3.9.7 MATERIALS AND BARRICADES

Materials and tools being stored must be 10 feet back from the edge except for tools being used and working amounts of materials. Proper lift ropes and containers are to be used for hoisting tools and equipment.

The danger zone beneath workers shall be barricaded off to protect other workers and the public from the possibility of falling tools or equipment. If it is not feasible to barricade as above, a watchman will posted.

This Fall Protection Program is intended as a general program. Each Project Superintendent is to ensure a Project Specific Fall Protection Plan is developed for each project using this program and the attached sample as a guide. Contact the Safety Department if further assistance is required.

This Fall Protection Program and the Project Fall Protection Plan shall be posted for all workers to see and it should be communicated during site orientation and periodically at safety meetings.

3.9.8 RESCUE AND INVESTIGATIONS

3.9.8.1 Rescue

A written and discussed rescue plan must be part of the site-specific Fall Protection Plan. Each rescue plan must have measures in place to rescue any person that has fallen and is suspended within 10 minutes.

3.9.8.2 Investigations

All near misses, fall event or other serious incident will be thoroughly investigated. All findings will be reported to the Executive Review Committee.

## 4. MAINTENANCE

Form ##.###

# SITE-SPECIFIC FALL PROTECTION PLAN

Q&D Construction

SUPERINTENDENT OR FOREMAN: Ronald Sample

PROJECT: Example Project

DATE: September 1 2012

LOCATION: Reno NV

| | FALL HAZARDS (LIST) | MITIGATION/SAFETY CONTROLS |
|---|---|---|
| 1 | Slab edge | Working on slab edge will be done with full body harness and anchored lanyard 66" from any unprotected platform |
| 2 | Elevator shaft | Elevator shafts will be decked over for working in and protected by guardrails. |
| 3 | Rooftop | Lifelines and lanyards shall be anchored to a poured concrete portion of the building capable of supporting over 5000 lb lanyards to be no longer than 4 feet |
| 4 | Scaffolding | Scaffolding will have guardrails, toe boards and minimum 2 feet wide planks. Warning tape barricades will be used to keep workers out of overhead danger |

This Fall Protection Plan is in addition to and subject to Q&D Construction's Fall Protection Program. This plan is to be updated as required to meet or exceed regulations

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# SITE-SPECIFIC FALL PROTECTION PLAN

Form ##.###

Q&D Construction

SUPERINTENDENT OR FOREMAN

PROJECT

DATE

LOCATION

| FALL HAZARDS (LIST) | MITIGATION/SAFETY CONTROLS |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |

This Fall Protection Plan is in addition to and subject to Q&D Construction's Fall Protection Program. This plan is to be updated as required to meet or exceed regulations

Q&D CONSTRUCTION
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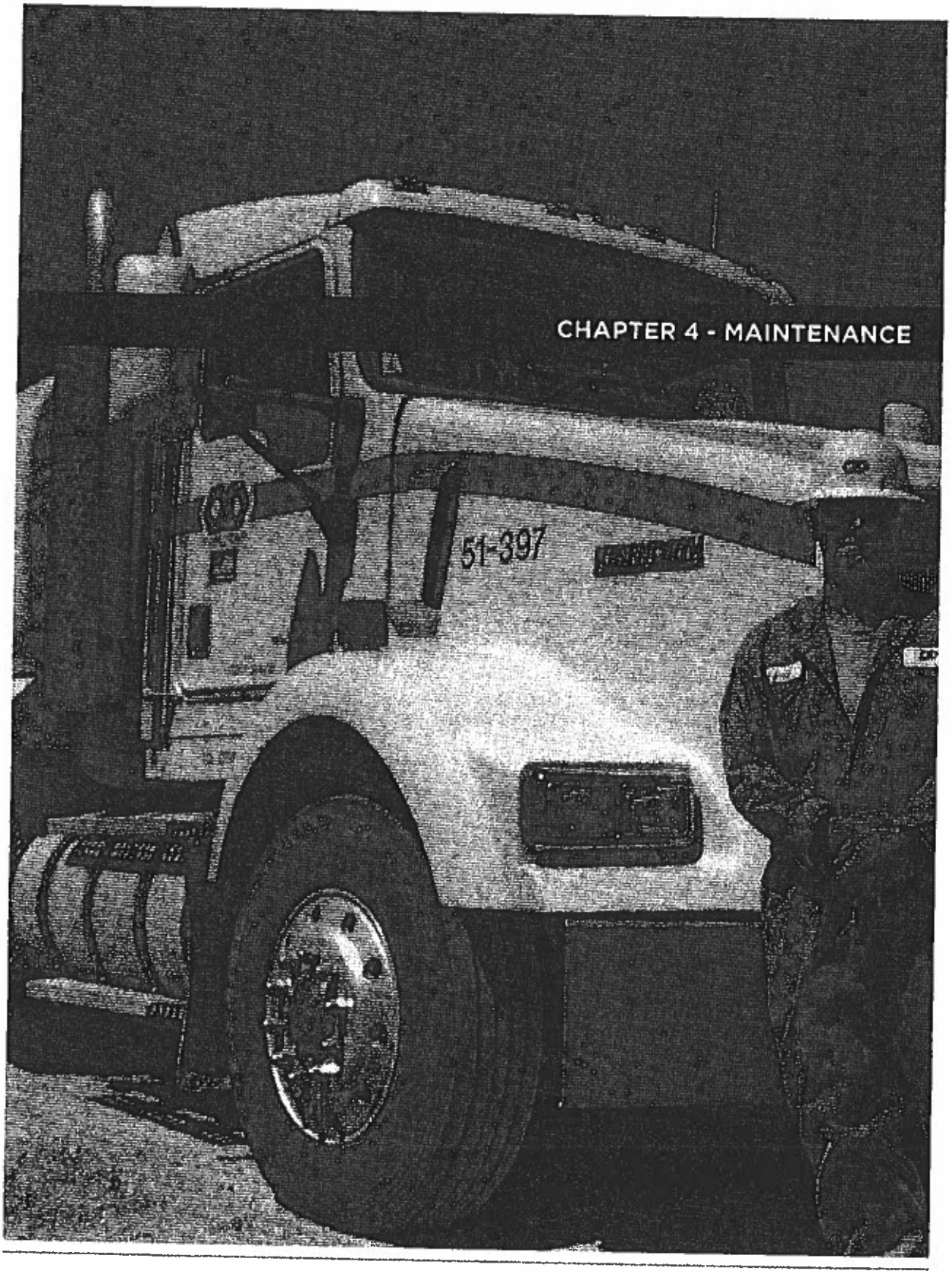

CHAPTER 4 - MAINTENANCE
51-397

## 4.1 GENERAL

- It is the program of Q&D to maintain all tools, equipment, and vehicles in a condition that will maximize the health and safety of all personnel.
- Each project shall implement a maintenance program that includes the following:
- All tools, equipment, and vehicles will be maintained in compliance with all applicable regulations and manufacture's specifications.
- All tools, equipment, and vehicle repairs will be performed by appropriately qualified maintenance personnel.
- A system for controlling inventory and issuing of equipment of tools.
- Each project Superintendent or Foreman is responsible for implementing the project maintenance program.

## 4.2 PERSONAL PROTECTIVE EQUIPMENT MAINTENANCE

Each project will have a well planned and organized maintenance program for keeping all PPE in good repair. The equipment must be properly stored, maintained, and sanitized as applicable.

It shall be the responsibility of each worker to inspect the equipment prior to use and return any defective equipment to the Tool Room for repair or replacement.

It will be the responsibility of the Superintendent/Foreman to designate a qualified worker to inspect and maintain all specialized PPE on an ongoing basis. The designated worker is responsible for logging all inspections and repairs completed on defective equipment.

## 4.3 VEHICLE MAINTENANCE

It shall be the responsibility of each worker assigned a Q&D vehicle to perform daily inspection of that unit. The inspection will include, but is not limited to:

- Checking all fluid levels; engine oil, coolant
- Inspect vehicle lighting system (headlights, brake lights signal lights, tail lights)
- Test brake operation including parking and emergency brake.
- Visual inspection of tires

Any deficiencies should be reported to Maintenance immediately. Any damage to vehicle should be reported immediately to the Safety Department.

## 4.4 EQUIPMENT MAINTENANCE

It shall be the responsibility of each operator to perform a daily inspection of their equipment before beginning there work day. This inspection includes, but is not limited to:

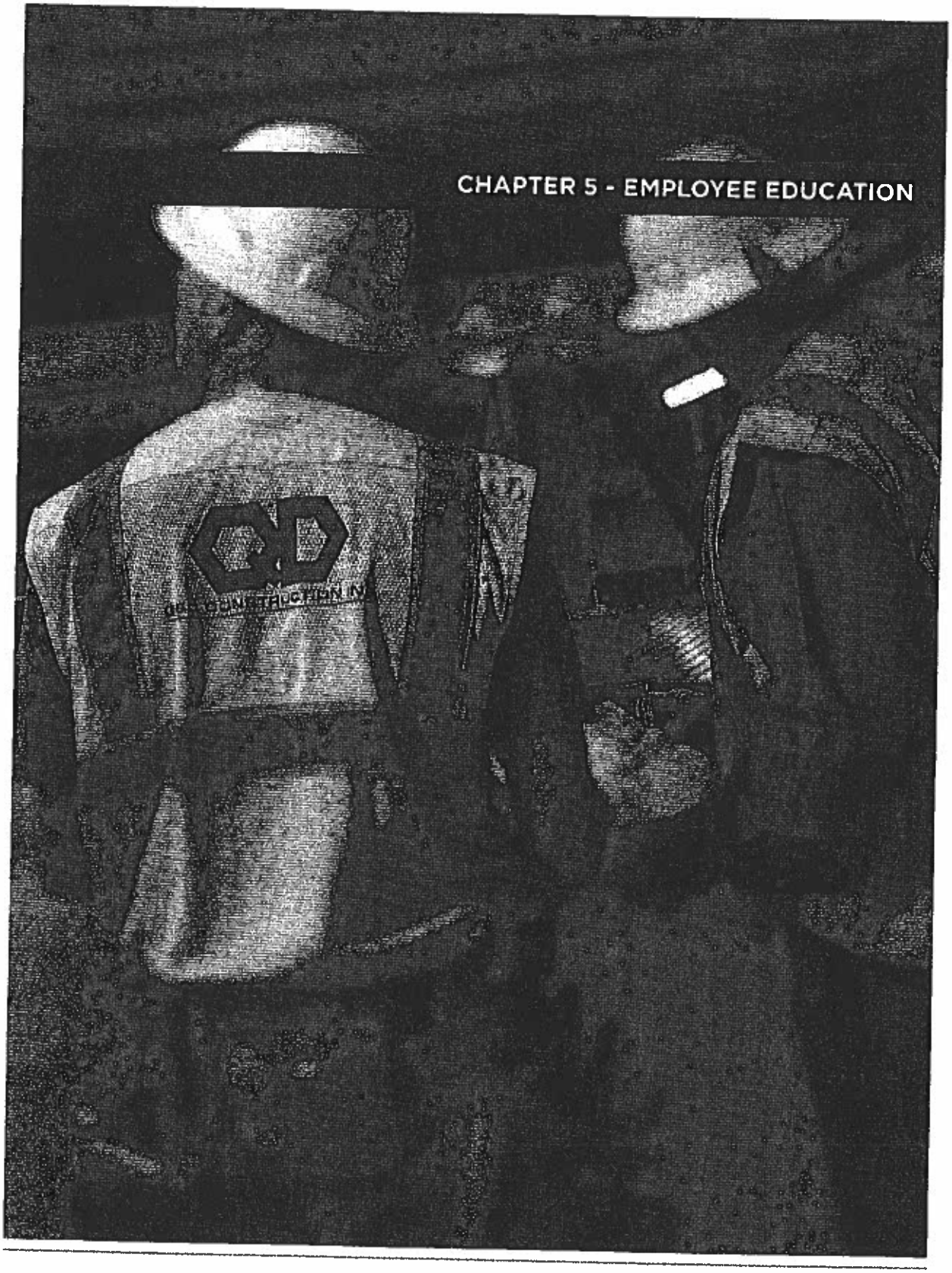
- Checking for signs of fluid leaks
- Checking brake systems (parking, emergency)

- Tire condition (if equipped)
- Mirrors, cab glass, operation of doors
- Emergency equipment (fire extinguishers if equipped) operators air ride seat, seat belts, back up alarms.

Each operator is responsible for reporting any repairs required on his/her assigned unit to the foreman. Damage to equipment shall be reported immediately to project foreman.

Q&D Construction takes great pride in the appearance of all vehicles and equipment. Vehicles and equipment should be treated as if they were your own. Take the time to clean company vehicles inside and out. Operators should keep their cab areas clean and free from trash.

## 5. EMPLOYEE EDUCATION


CHAPTER 5 - EMPLOYEE EDUCATION

## 5.1 ORIENTATION

Orientation of new employees and previous employees re-hired after a 30-day absence is mandatory and must be completed within 10 days of hire. The orientation program will cover the following topics:

- Q&D Construction Policies
- Employee Benefits
- Personal Protective Equipment
- Safety Equipment
- Accident/Emergency Procedures
- Evacuation Procedures
- Housekeeping Practices
- OSHA training
- Disciplinary Policy
- Illegal Harassment
- Drug and Alcohol Free Workplace
- Hazard Communication
- Construction Laser Safety

## 5.2 JOB SPECIFIC EDUCATION

5.2.1 Job specific education of workers is conducted when:

- A worker is assigned new or different work duties
- A worker is moved to a new site or location
- Hazards warrant specific education.

5.2.2 This type of and level of education will be conducted by the immediate supervisor or designated employee and will cover the items as a minimum the following topics:

- Review of work practices and procedures applicable to the job.
- All known safety hazards and methods used to control
- Discussion with the worker to determine knowledge and work experience, to be followed with on going instruction, until assured the worker is competent in that type of work.
- Providing the worker with all information necessary to perform the job safely and correctly.

5.2.3 Depending on job complexity and existing skill/experience level, job specific education may take anywhere from a few minutes to several months.

5.2.4 All job education needs to documented and forwarded to the Safety Department.

## 5.3 SPECIAL EDUCATION PROGRAMS - PROJECTS

5.3.1 As each project progresses through the various phases of construction, specific H&S education programs may be required.

5.3.2 The hazards directly related to each project and accident trends will determine the type and duration of education required. Education may include:

- Project Emergency Action Plan
- Fall Protection
- Confined Space Entry
- PPE
- Hazard Communication

The Project Superintendent will coordinate with the Safety Department when specialized education is required.

## 5.4 MINI-EDUCATION PROGRAMS

A series of mini-education programs are available to each Q&D jobsite.

Mini-education programs are a quick but effective refresher designed to focus employees attention in a specific area. The following topics are available:

| | |
|---|---|
| Personal Protective Equipment | Chemical Spills |
| Housekeeping | Stairways/Ladders |
| Scaffolding for the User | Excavation/Trenching |
| Bridgework | Floor/Wall Openings |
| Tools/Hand/Power | Fall Protection |
| Fire Prevention | Hazcom |
| Lifting Techniques | Electrical |

Contact the Safety Office to schedule these sessions.

## 5.5 SAFETY MEETINGS

5.5.1 GENERAL

Safety Meetings on the project are designed and scheduled to occur at two levels: Project Meetings and Tailgate Meetings.

5.5.2 PROJECT MEETINGS

Project Meetings should be held a minimum of monthly by the

Project Superintendent. The meeting should include safety issues associated with the project as well as Company wide issues. The Project Superintendent shall notify subcontractors and trade superintendents of the meeting particulars well in advance and assure their attendance.

Topics that should be considered for discussion are:

- Review of all project injury accidents, property damage accidents, near misses or site thefts.
- Identification of developing trends that require corrective action.
- Information on accidents having recently occurred on other Q&D sites that may apply to project.
- Changes to H&S Program that may have a direct impact on project operations, or specific procedures currently in place.
- Discussions on precautionary measures needed for a specific operation.
- Review any unsafe practices observed, discuss measures to prevent reoccurrence.
- Review Jobsite Safety Inspection Reports filed by the Safety Department.
- Discussion and comments on unsafe equipment, conditions, or practices.
- Ensuring that PPE is suitable for activities currently being conducted and available in sufficient quantity for both normal and emergency operations.
- Reviewing the Emergency Action procedures to ensure that everyone is aware of any changes.
- A review of the monthly accident/injury frequency and severity rates.
- Suggestions for continuous H&S improvements on site.

Each attendee is expected to take key information from this meeting and to communicate key points to their own workers at the next scheduled Tailgate Safety Meeting.

5.5.3 TAILGATE SAFETY MEETINGS

The Tailgate Safety meeting is held and is conducted by each Superintendent, Foreman or designated employee. Each employee is required to show their OSHA 10 or OSHA 30 hour card to their foremanor superintendent. Each member of the crew will attend. Use the Q&D Safety Minutes form to record topics and employees signatures. Forward the completed form to the Safety Department. You may copy this form for a site record if required.

5.5.4 GUIDELINES FOR TAILGATE SAFETY MEETINGS

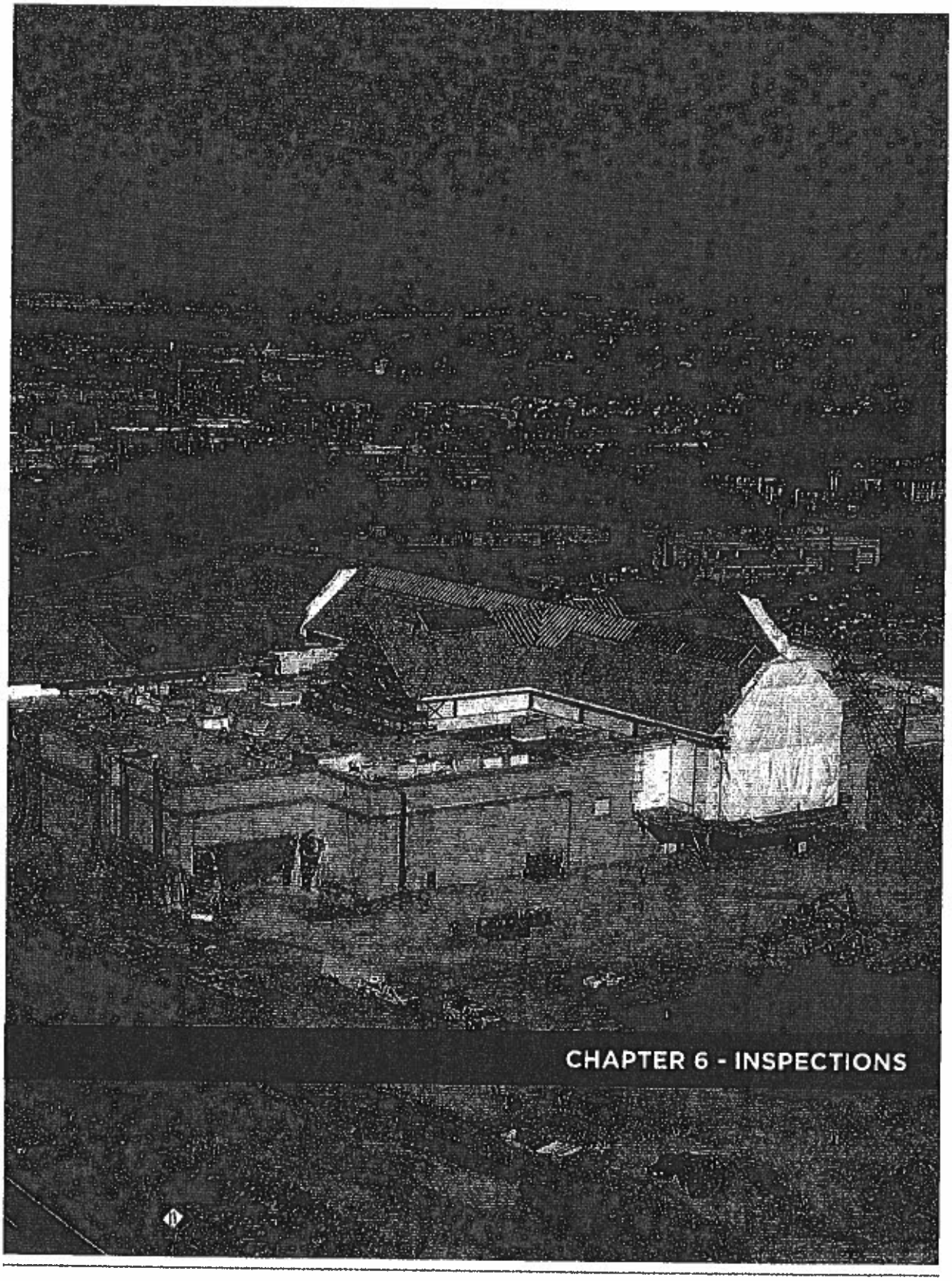
- All crew members will attend.
- Meetings shall be held daily or as often as conditions warrant on all Q&D projects.
- Note whether the employee has an OSHA 10 or OSHA 30 card next to their signature on the Safety Meeting Minutes sheet daily.
- Meetings shall be conducted weekly, or as conditions warrant in the Maintenance Division.
- Topics are provided by the Safety Department through the Nevada AGC, and are distributed the last week of the month. However site specific topics may be discussed as warranted.
- If the topic is not relevant to project, another topic may be substituted with the approval of the Safety Director.
- Point out unsafe acts, behavior, practices or hazardous conditions that have been observed in the work area and delegate corrective measures.
- Review recent injuries or accidents that have occurred on the project, or company wide. Discuss why they happened and what is being done to prevent reoccurrence.
- Encourage suggestions and discussions from each worker.
- Brief the crew on any new types of equipment in the area, changes in the projects environment.
- Additional topics in the form of a Mandatory Tailgate Safety Meeting may be issued when situations arise.

5.5.4.1 Superintendents and Foremen are reminded that the proper preparation and planning of the Tailgate Safety Meeting is the basic ingredient for its success. A relevant topic presented with a positive attitude will ensure a meaningful discussion.

5.5.4.2 Superintendents and Foremen must be aware of the fact that crew member H&S behavior is often set by their supervisor. The example set by the supervisor relating to production and accident prevention will be put into action by crew members, be it good or bad.

5.5.4.3 Superintendents and Foremen must set professional H&S attitudes and standards while insisting upon nothing less from his crew.

## 6. INSPECTIONS



# CHAPTER 6 - INSPECTIONS

## 6.1 General

It is the program of Q&D Construction to maintain an effective inspection program. The objective of this program is to identify and correct hazards that may affect health and or safety of workers. All operational areas shall be included in the inspection program to ensure that existing hazard controls remain effective and appropriate. Informal inspections shall be conducted by superintendents/foremen on an ongoing basis. Hazards or violations should be recorded on the Daily Job Report. Formal, or documented inspections, shall be conducted by the Safety Director or Assistant Safety Director.

## 6.2 PROJECT INSPECTIONS

6.2.1 Project inspections will be conducted weekly, or on an as needed basis.

6.2.2 Project Superintendent or Foreman will accompany Safety Director or Assistant Safety Director on all formal project inspections.

6.2.3 Identified hazards or violations that pose imminent danger to workers shall be corrected immediately, and recorded on the Daily Job Report.

6.2.4 At the conclusion of formal project inspections, the Safety Director or Assistant Safety Director shall review findings with Superintendent or Foreman, and determine an abatement date.

6.2.5 A re-inspection is required for all projects where hazards or violations were found to ensure conditions were corrected.

6.2.6 All formal project inspections are to be documented by the Safety Department. Documentation shall include hazards or violations found.

6.2.7 Inspection reports will be completed daily and distributed to the Department VP, Project Manager, Superintendent and Foreman.

## 6.3 GOVERNMENT INSPECTIONS

State of Nevada Occupational Safety & Health Officers visiting Q&D sites will be given full cooperation and be treated in a professional and courteous manner, by all Q&D Construction personnel. These Officers have the right to:

- Enter and inspect any work site.
- Review health & safety documents.
- Interview any workers on site.
- Remove workers from site if hazardous conditions exists.

State of Nevada OSHES Officers will carry credentials identifying that they are Compliance Officers. All project personnel will cooperate with officers carrying out their duties and assist them

in any accident investigations.

The Safety Director or Assistant Safety Director shall be notified immediately when Safety or Health Officers arrive at the site for inspection.

An opening conference will be held before inspection begins. This will include all subcontractors representatives and union representatives. Compliance Officer will inform representatives as to what type of inspection will be conducted. Reasons for inspections include:

- Referral from another Government agency.
- Complaint, from employee or public.
- Scheduled Inspection.
- Accident Investigation.

Once inspection is completed a closing conference will be conducted with each representative to discuss any violations that will result in recommendation for citation.

## 6.4 IMMINENT DANGER SITUATIONS

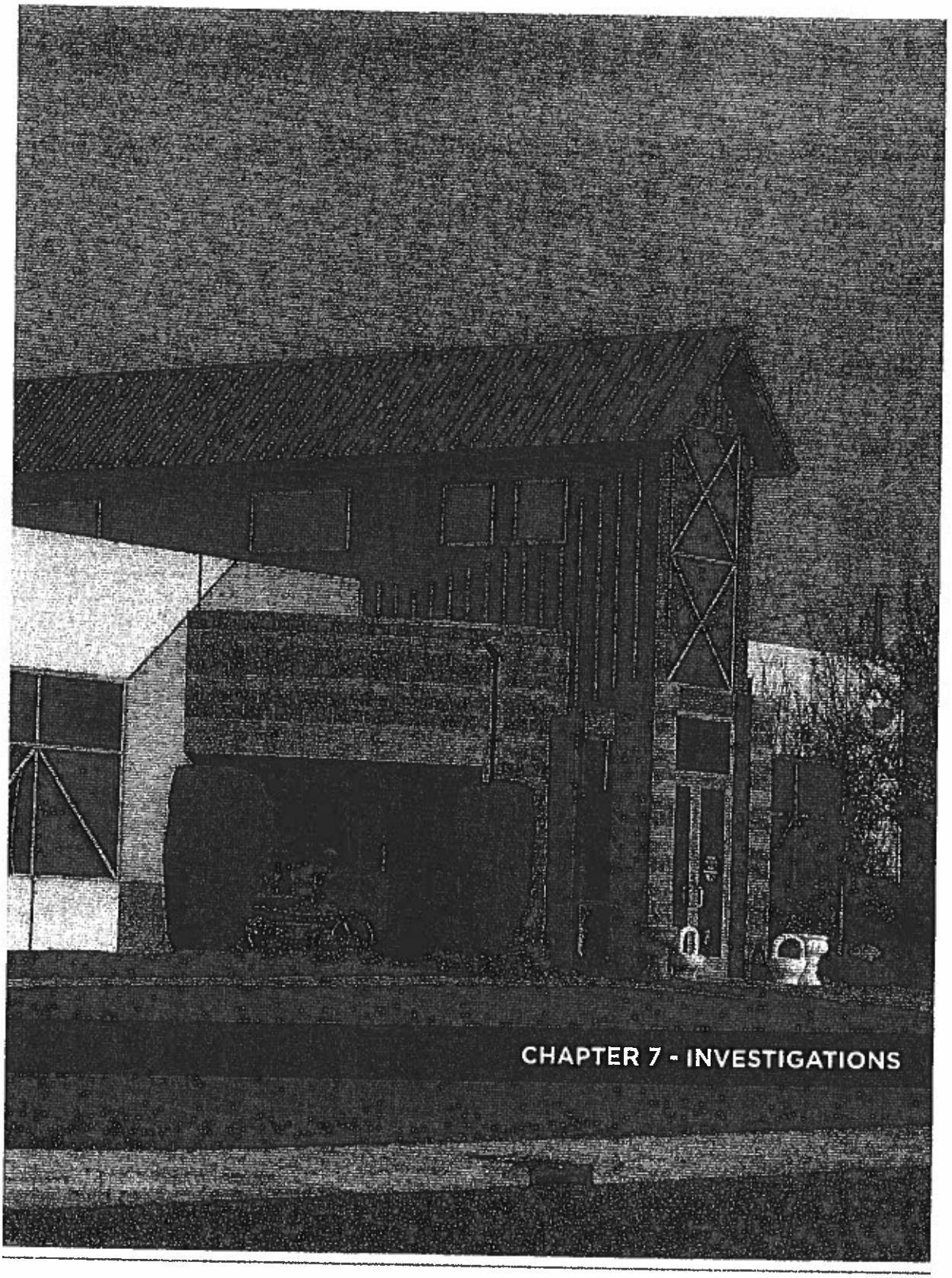
6.4.1 When an imminent danger situation is observed at any time workers must bring this to the attention of a supervisor immediately. Supervisors will respond to these situations and intervene immediately. When there is not a supervisor in the immediate area, workers have the duty to stop the work being performed in the hazardous area. The supervisor must be promptly contacted and apprised of the situation. If the imminent danger situation involves a subcontractor the same steps apply.

6.4.2 In all cases, imminent danger situations must be properly corrected before work may resume. These situations point to:

- A near miss that may result in a serious loss, if not corrected.
- A need to investigate the reason why imminent danger was allowed to exist.
- An opportunity to educate the crew at a project safety meeting before work resumes.
- A need to review existing hazard controls related to the event.

6.4.3 Anytime work is halted due to an imminent danger situation, the Safety Director or Assistant Safety Director shall be notified. This includes any imminent danger situation involving subcontractors.

# 7. INVESTIGATIONS



# CHAPTER 7 - INVESTIGATIONS

## 7.1 PURPOSE

To investigate accidents, incidents and near-misses so that causes can be determined and corrective actions can be implemented to prevent reoccurrence.

## 7.2 RESPONSIBILITIES

- All workers must immediately report all accidents or incidents to their supervisor.
- Supervisors shall promptly notify the Safety Department of accidents or incidents.
- Supervisors shall conduct a preliminary investigation, including securing witness statements, photographs of scene and any other pertinent information. This information shall be forwarded to the Safety Department as soon as possible.
- Supervisor shall document corrective action taken to prevent reoccurrence.
- Injuries, no matter how slight shall be reported immediately. A C-1 form or DWC form 1 (for California injuries only) shall be filled out by injured worker. Completed forms shall be submitted to the Safety Department, and a copy provided to the injured worker.

7.2.1 There are several reasons why supervision must take a leadership role in accident and incident investigations:

- They are ultimately responsible for their crew's safety.
- They know the task being performed and the workers performing the work.
- They know the details of jobs, procedures, hazards, environmental conditions and any unusual circumstances.
- They have a moral obligation to ensure their crew members are protected.
- Supervision must ensure hazards are identified and controlled.
- Investigating means learning about hazards, causes and events that are likely to occur again. By investigating, supervisors learn how to prevent accidents.
- When supervisors do not conduct investigations, corrective action simply do not take place.

7.2.2 Upon completion of supervisor's initial report of accident or incident, the Safety Director or Assistant Safety Director shall complete a detailed post accident/incident report and detail findings to management.

7.2.3 Investigation findings will also be presented in the monthly Health & Safety Committee meetings for review and recommendations.

## 7.3 IMPLEMENTATION OF CORRECTIVE ACTION

7.3.1 It is important to review and implement corrective action as soon as possible upon competition of the investigation. If the corrective action involves changes to Q&D's Health & Safety Program, the Safety Director must be contacted prior to implementation of corrective action.

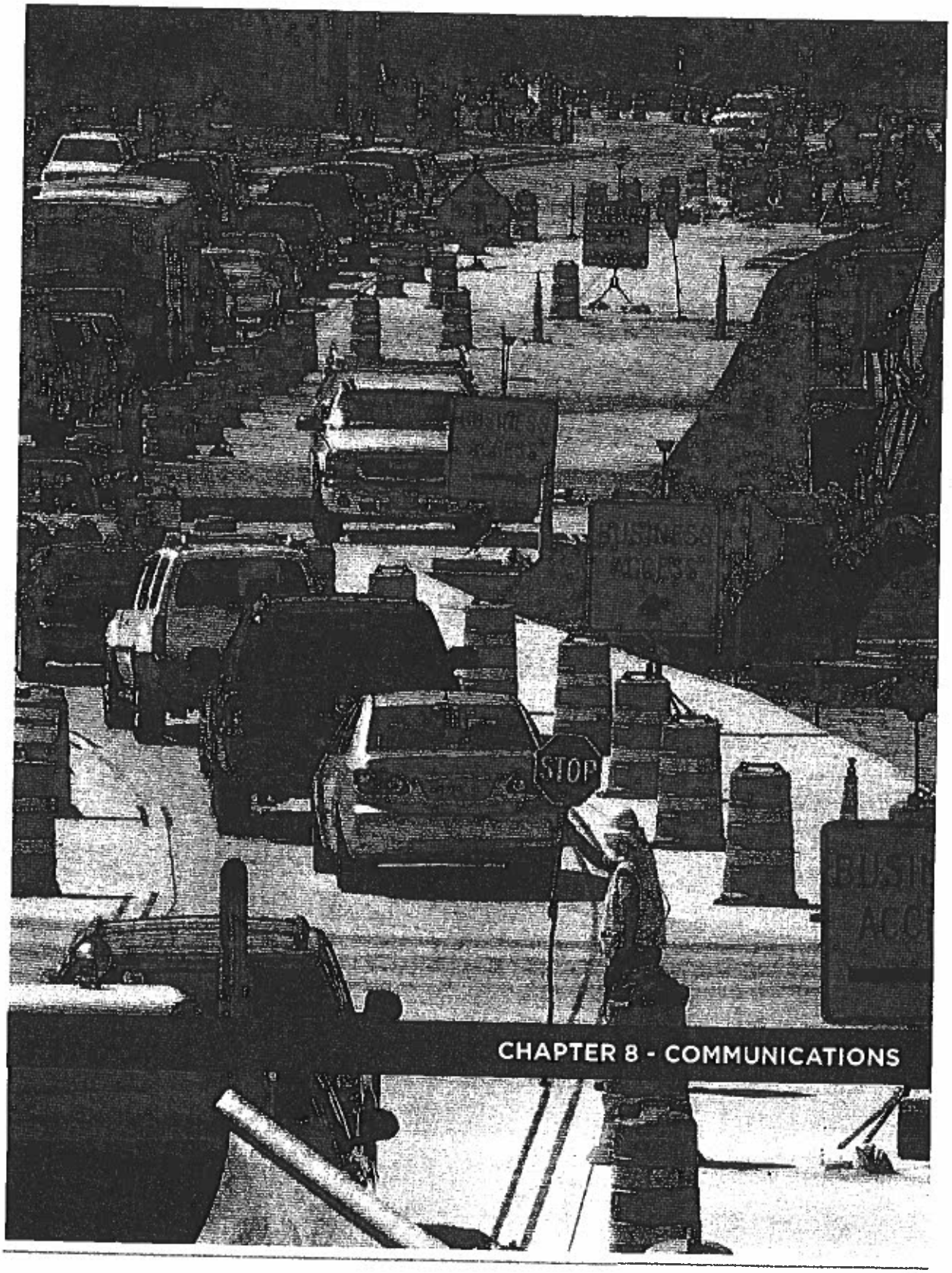
7.3.2 All unsafe work conditions or work practices identified will be evaluated and corrected.

7.3.3 Under no circumstances will Q&D personnel or subcontractors personnel be required to, or permitted to, work under conditions that pose a clear or imminent hazard.

7.3.4 Hazardous conditions that cannot be corrected immediately without endangering employees or property, the following steps will be followed by the Project Superintendent or Foreman:

1. Remove all exposed and endangered workers.
2. Notify Safety Director immediately
3. Mark the hazard and inform workers to stay out of marked area
4. Corrective measures taken to eliminate or control hazard and documentation of measures taken.
5. Unsafe or unhealthy work conditions needing corrective action shall be documented using the Near Miss Report. The form shall identify the hazards and the corrective action assignments. The form must include the name of the person initiating the action and the date, a description of the unsafe condition, corrective action needed and the date corrective action is taken.

## 8. COMMUNICATION




# CHAPTER 8 - COMMUNICATIONS

## 8.1 MEDIA RELATIONS

In the event of a job site crisis that may attract the media, alert the Communication Director immediately along with the other contacts you need to make in the event of a job site crisis. The President and Division Vice President will be notified immediately of any job site crisis or major problems

8.1.1 When contacted by the media certain guidelines shall be followed:

1. Refer all media inquires to the Communication Director.
2. Always be courteous to the media.
3. Decline to be interviewed unless authorized to do so.
4. NEVER give "off the record" information.
5. Direct subcontractors and staff to refer media inquires to Q&D's Communication Director.
6. Direct media to a safe area.
7. If the media won't go away, you can close the conversation with these safe statements:
   - "Q&D will share information when it is available."
   - "You may call our Communications Director."
   - "I need to get back to the situation at hand."
   - "You need to be in a safe area."

Q&D has a policy of ALWAYS responding to media inquires. We believe it is our responsibility as a leading employer in the area. The communication director learns what the media is looking for and helps prepare information before we release it to the media.

8.1.2 MANDATORY SAFETY MEETINGS

Mandatory Safety Meetings shall be conducted at the direction of the Operations Manager.

These meetings address very important issues usually after a serious accident which has resulted in injuries, property damage of a fatality. All site supervisors shall conduct the Mandatory Safety Meetings to ensure that the correct information is received by their workers. This is also an opportunity to communicate the importance of hazard identification and controls needed to prevent recurrence of a similar event.

## 8.2 REPORTING NEAR MISS INCIDENTS

8.2.1 PURPOSE
To establish a process for all Q&D Construction sites:

- Reporting and reviewing incidents.

- Facilitating changes in materials, practices, and/or procedures.

- Distributing this information to other employees and facilities in order to avoid recurrence.

8.2.2 DEFINITION / RESPONSIBILITY

8.2.2.1 An incident is one in which a condition exists or an act was carried out that had the potential for injury, property damage, environmental release, or an adverse health exposure to take place. Because of various circumstances, the potential injury or exposure did not occur, but the potential was recognized.

8.2.2.2 It is the responsibility of each employee to report an incident. The Project Superintendent or Foreman has the responsibility to distribute reported information to all workers on the project.

8.2.2.3 It is the front line supervisor's responsibility to inform all workers of the near miss reporting procedure with regard to unsafe conditions and near miss incidents. This procedure will also be discussed in the New Employee Safety Orientation.

8.2.2.4 Q&D policy strictly forbids retaliation or reprisal against an employee for reporting a safety, health or environmental concern.

8.2.2.5 If an employee feels their safety concerns are not being addressed they may contact the Safety Department and remain anonymous.

8.2.3 IMPLEMENTATION

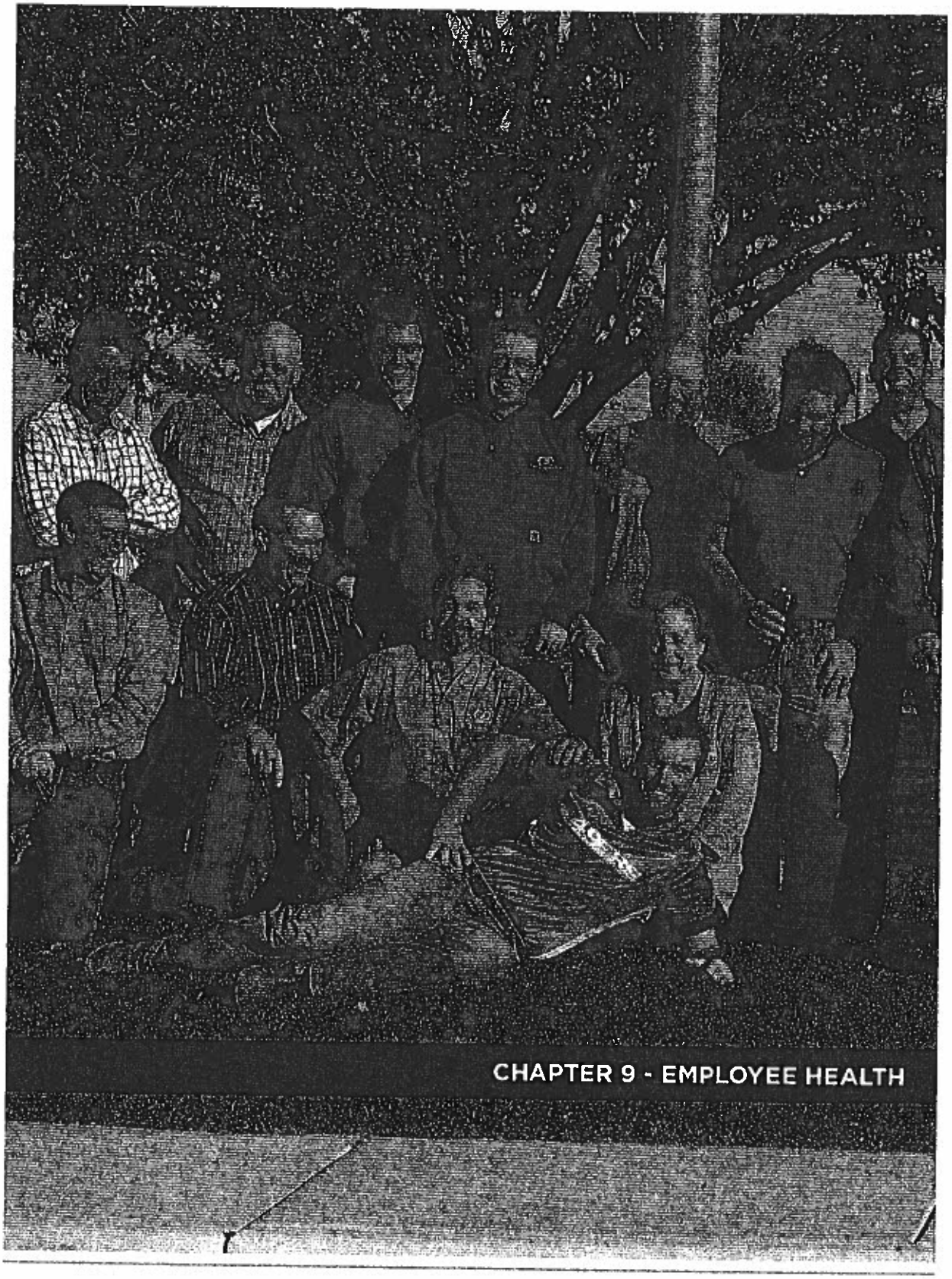
8.2.3.1 Any observation of a risk condition or incident that could cause an injury or property damage must be reported immediately to supervision.

8.2.3.2 The supervisor is responsible for requesting assistance as necessary to correct unsafe conditions and/or investigate near miss incidents.

8.2.3.3 The supervisor will document all facts and/or circumstances on the Near Miss Report. Only facts are to be entered on the document.

8.2.3.4 Upon completion of the Near Miss Report, action must be taken to prevent recurrence. Any modification to standards or systems will be coordinated by the Safety Department.

8.2.3.5 The Health & Safety Committee will review and make corrective recommendations on all Near Miss Reports.



# CHAPTER 9 - EMPLOYEE HEALTH

If noise control at the source is impractical, prevent noise transmission by:

- Moving noisy machines or processes to remote areas of the site.
- Erecting enclosures such as walls or tarps to totally or partially enclose machinery.
- Creating controlled access zones while tasks that create noise levels harmful to workers, is completed. Only those workers (in proper PPE) necessary to perform tasks are allowed in these areas.

## 9.5 HEARING PROTECTION

When engineered controls are impractical, personal hearing protection shall be used. Refer to Section 3.6 for information on selection of hearing protection.

Mandatory hearing protection is required when workers are performing the following job functions:

- Operating jackhammers.
- Concrete or asphalt saw cutting operations.
- Using cutoff or chop saws.
- Operation of heavy equipment; excavators with hydraulic hammers, scrapers, dozers, etc.
- Grinding operations of any kind.
- Air arc welding/cutting operations.

## 9. EMPLOYEE HEALTH

### 9.1 PURPOSE

The purpose of this policy is to establish guidelines for protecting employee's health.

### 9.2 HYGIENE FACILITIES

The proper number of toilets for both male and female employees will be provided by Q&D. The Project Superintendent or Foreman is responsible for ensuring the correct number of proper maintained toilets is on site. Toilets shall be kept clean and serviced at regular intervals. If the site is mobile, tow behind toilets shall be provided and be made easily accessible to employees.

### 9.3 POTABLE WATER

Potable drinking water shall be provided by Q&D on all projects. It is the responsibility of the superintendent or foreman to ensure sufficient water is readily available to all workers.

### 9.4 NOISE

Hearing protection is designed to reduce the level of sound energy reaching the inner ear. Loss of hearing is often very gradual over a period of years.

#### 9.4.1 GUIDLINE

Use hearing protection when:

- You can't carry on a conversation at a normal volume at a distance of 3 feet or less.
- Noise surveys indicate levels exceeding OSHA standards
- When the requirement is posted

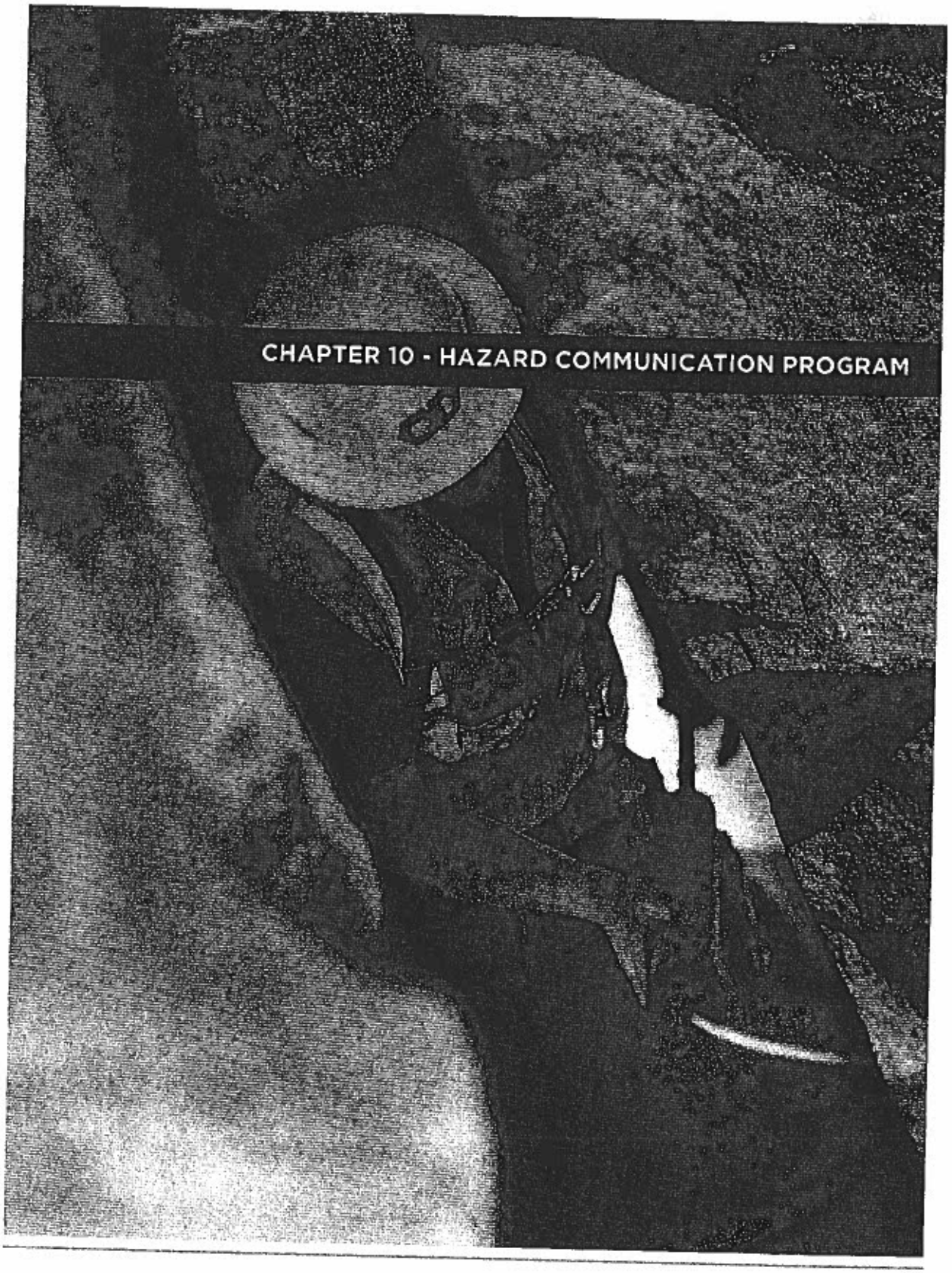
#### 9.4.2 NOISE MEASUREMENTS

When noise levels appear to be high it is the responsibility of the Project Superintendent or Foreman to ensure noise measurements are taken and appropriate controls are implemented. Noise measurement instruments are available through the Safety Department.

#### 9.4.3 ENGINEERED NOISE CONTROLS

Anything that affects our ability to communicate effectively is called noise. Noise levels can negatively impact safety when communication is hampered. Reducing noise at the source is the most effective way to control noise. Controls include:

- Purchasing quieter equipment
- Modifying existing equipment
- Banning personal and walkman type radios on all projects



# CHAPTER 10 - HAZARD COMMUNICATION PROGRAM

## 10. HAZARD COMMUNICATION PROGRAM:
Global Harmonization System

### 10.1 Scope and Application

This document serves as the written Hazard Communication Plan for Q&D Construction.

This policy fulfills the requirement of a written hazard communication plan under OSHA 1910.1200.

Hazard communication (sometimes known as HAZCOM) informs employees of hazardous materials in the workplace. The hazardous properties of the chemicals are communicated with container labels, Safety Data Sheets and employee training. The Hazard Communication Plan provides detailed safety guidelines and instructions for the receipt, use and storage of chemicals at our facilities and job sites by employees and contractors.

The Hazard Communication Written Plan outlines:
- Responsible individuals
- Location
- Training requirements
- Contractor requirements
- Non-routine tasks
- Chemical inventories
- Container labeling
- Safety Data Sheets (SDSs)

This policy applies to all locations or projects where chemicals are used.

| Location | Address |
|---|---|
| Q&D Main Office | 1050 S 21st Street, Sparks, NV 89431 |
| Various Jobsites | Varies |

The following job titles will be included in the Hazard Communication Program and must follow the Hazard Communication Plan:

All Management, site Supervisors, Safety Representatives, Purchasing Agents, employees, and Subcontractors

## 10.2 Implementation

It is the responsibility of Safety Director to administer this policy. It is the responsibility of any employee or contractor involved to adhere fully to this policy. Individual responsibilities for implementing this plan are indicated below.

10.2.1 Management: Safety Director:

- 10.2.1.1 Ensure compliance with this program.
- 10.2.1.2 Conduct immediate corrective action for deficiencies found in the program.
- 10.2.1.3 Maintain an effective hazard communication training program.
- 10.2.1.4 Make this plan available to employees or their designated representative.

10.2.2 Purchasing Staff: Tool Room Manager/Yard Manager:

- 10.2.2.1 Ensure that all received containers are properly labeled and that labels are not removed or defaced.
- 10.2.2.2 Ensure that all shipped containers are properly labeled.
- 10.2.2.3 Ensure that department employees are properly trained in spill response.
- 10.2.2.4 Ensure that received Safety Data Sheets (SDSs) are properly distributed.
- 10.2.2.5 Obtain from the supplier/manufacturer SDSs for all chemicals purchased from retail sources.

10.2.3 Location Safety Representative: Assistant Safety Director:

- 10.2.3.1 Maintain a list of hazardous chemicals using the identifier that is referenced on the SDS for all materials used in respective operations.
- 10.2.3.2 Ensure that the SDS for each of these materials is available in the designated location.
- 10.2.3.3 SDSs may also be maintained electronically as long as they are available at all times. The Risk Management Center has a SDS Management system which retains all SDSs.
- 10.2.3.4 Monitor the effectiveness of the program.
- 10.2.3.5 Conduct an annual audit of the program.
- 10.2.3.6 Monitor employee training to ensure its effectiveness.
- 10.2.3.7 Keep management informed of necessary changes.
- 10.2.3.8 Ensure that SDSs are readily accessible to all employees on all shifts.

10.2.3.9 Monitor facility for proper use, storage and labeling of chemicals.

10.2.3.10 Ensure that SDSs are available for emergency medical personnel when treating exposed employees.

10.2.3.11 Provide information, as requested, concerning health effects and exposure symptoms listed on SDSs.

10.2.3.12 Provide specific chemical safety training for assigned employees.

10.2.3.13 Ensure that chemicals are properly used, stored and labeled.

10.2.3.14 Ensure that only the minimum amount necessary is kept at work stations.

10.2.3.15 Ensure that contractor employers are provided with SDSs for materials used in the areas where their employees will be working.

10.2.4 Employees

10.2.4.1 Comply with the requirements of this program.

10.2.4.2 Report any problems with the storage or use of chemicals.

10.2.4.3 Immediately report spills or suspected spills of chemicals.

10.2.4.4 Use only those chemicals for which they have been trained.

10.2.4.5 Use chemicals only for specific assigned tasks in the proper manner.

10.2.5 Contractors

10.2.5.1 Comply with all aspects of this program.

10.2.5.2 Coordinate information with the Location Safety Representative, Superintendent or Foreman.

10.2.5.3 Ensure that contractor employees are properly trained.

10.2.5.4 Notify the Location Safety Representative before bringing any chemicals into any facilities.

10.2.5.5 Monitor and ensure proper storage and use of chemicals by contractor employees.

## 10.3 Procedure

10.3.1 General Program Information

10.3.1.1 This written Hazard Communication Plan consists of the following elements:

- Chemical inventory and storage
- Employee training
- Non-routine tasks
- Product labels
- Safety Data Sheets (SDSs)
- Contractors
- Emergencies and spills

- Chemical procurement procedures

10.3.2 Chemical inventory and Storage

10.3.2.1 A chemical inventory of hazardous chemicals will be created, reviewed and updated annually by [Safety Director.

10.3.2.2 The inventory will be located in Safety Office, Job site or on MSDS.com. And readily available to all employees.

10.3.2.3 Chemicals will be identified in the inventory by the product identifier on the SDS and the product label.

10.3.2.4 Chemicals will be stored properly, based on the potential hazard of each chemical.

**10.4 Employee Training**

10.4.1 Initial orientation training:

10.4.1.1 All new employees shall receive safety orientation training by Safety Director or Assistant Safety Director, covering the elements of the Hazard Communication Program and the Right-to-Know Program.

10.4.1.2 The training will be assigned using Training Track in the Risk Management Center.

10.4.1.3 This training will consist of general training, covering:

10.4.1.3.1 The location and availability of the written Hazard Communication Program.

10.4.1.3.2 The location and availability of the chemical inventory used in the workplace.

10.4.1.3.3 The methods and observation techniques used to detect the presence or release of a hazardous chemical in the workplace.

10.4.1.3.4 The specific physical and health hazards of all chemicals in the workplace as outlined in the Globally Harmonized System of Classifying and Labeling Chemicals (GHS).

The hazard classification system outlines the following hazards that must be identified:

- Physical
- Health
- Pyrophoric
- Combustible dust
- Asphyxiants
- Hazards not otherwise classified (HNOC)

For each hazard classification, the specific hazard category is also determined based on the severity of the hazard and relevant scientific data.

10.4.1.3.5 Specific control measures for protection from physical and/or health hazards.

10.4.1.3.6 An explanation of the chemical labeling system.

10.4.1.3.7 The location and use of SDSs.

10.4.2 Job-specific training

10.4.2.1 Employees will receive on-the-job training from their supervisor and/or the Location Safety Representative.

10.4.2.2 Training will include:

10.4.2.2.1 Health and physical hazards.

10.4.2.2.2 Container labels.

10.4.2.2.3 SDSs.

10.4.2.2.4 Control methods.

10.4.2.2.5 Proper personal protective equipment (PPE).

10.4.2.2.6 Proper handling of each chemical.

10.4.2.2.7 How to detect the presence or release of chemicals.

10.4.2.2.8 Emergency procedures, including spill clean-up and accidents.

10.4.3 Annual refresher training

10.4.3.1 Annual hazard communication refresher training will be conducted as part of continuing safety training.

10.4.4 D. Immediate, on-the-spot training

10.4.4.1 This training will be conducted by supervisors and/or the Location Safety Representative when:

10.4.4.1.1 A new chemical hazard is introduced.

10.4.4.1.2 Any employee requests additional information or exhibits a lack of understanding of the safety requirements.

**10.5 Non-Routine Tasks**

10.5.1 Non-routine tasks are defined as:

10.5.1.1 Working on, near or with unlabeled piping.

10.5.1.2 Working with unlabeled containers of an unknown substance.

10.5.1.3 Confined space entry where a hazardous substance may be present.

10.5.1.4 A one-time task using a hazardous substance differently than intended, i.e., using a solvent to remove stains from tile floors.

10.5.2 Training will be conducted by Superintendent or Foreman.

10.5.3 Non-routine tasks require the following steps:

10.5.3.1 Conduct a hazard determination.

10.5.3.2 Determine precautions.

10.5.3.3 Implement specific training and documentation.

10.5.3.4 Perform the task.

10.5.4 All non-routine tasks will be evaluated by the Superintendent or Foreman before the task commences to determine all hazards present.

10.5.4.1 This determination will be conducted with quantitative/qualitative analysis, air sampling, substance identification/analysis, etc., as applicable.

10.5.5 Once the hazard determination is made, Superintendent or Foreman will determine the necessary exposure controls.

10.5.5.1 In addition, the Department Supervisor or Location Safety Representative will provide specific safety training for employees present or affected and will document the training using the Chemical Safety Training Document (Appendix B of this document), marking it as "Non-Routine Task Training."

10.5.6 Off-site use or transportation of chemicals will fall under the requirements of non-routine tasks if needed.

### 10.6 Container Labels

10.6.1 Each container will have an appropriate label prominently displayed that includes:

10.6.1.1 A product identifier.

10.6.1.2 A signal word.

10.6.1.3 The applicable hazard statements.

10.6.1.4 A pictogram.

10.6.1.5 Precautionary statements.

10.6.1.6 The contact information of the responsible party.

10.6.2 Portable containers which contain a small amount of chemicals need not be labeled if they are used immediately during that shift, but they must be under the strict control of the employee using the product.

10.6.3 All warning labels, tags, etc., must be maintained in a legible condition and not defaced. Facility weekly inspections conducted by the Tool Room Manager will check for correct labeling

10.6.4 Incoming chemicals are to be checked for proper labeling.

### 10.7 SDS Information

10.7.1 SDSs are supplied by the chemical manufacturer to provide additional information concerning the safe use of the product.

10.7.2 SDSs must have a unique product identifier that corresponds to the product label.

10.7.3 SDSs must be in English; however, other languages are allowed in addition to an English version.

10.7.4 The SDSs will be kept in Maintenance Shop; Safety Office; Jobsite Office; Foreman's truck.

10.7.5 SDSs must be readily accessible to all employees on all shifts.

10.7.6 Prior to beginning work with a chemical, employees must be trained on its SDS.

10.7.7 Each SDS provides these sixteen sections in the following order:

10.7.7.1 Section 1. Identification

10.7.7.2 Section 2. Hazard identification

10.7.7.3 Section 3. Composition information on ingredients

10.7.7.4 Section 4. First aid measures

10.7.7.5 Section 5. Fire-fighting measures

10.7.7.6 Section 6. Accidental release measures

10.7.7.7 Section 7. Handling and storage

10.7.7.8 Section 8. Exposure controls/personal protection

10.7.7.9 Section 9. Physical and chemical properties

10.7.7.10 Section 10. Stability and reactivity

10.7.7.11 Section 11. Toxicological information

10.7.7.12 Section 12. Ecological information

10.7.7.13 Section 13. Disposal considerations

10.7.7.14 Section 14. Transport information

10.7.7.15 Section 15. Regulatory information

10.7.7.16 Section 16. Other information

**10.8 Contractors**

10.8.1 All outside contractors working inside our facilities are required to follow the requirements of this program.

10.8.2 The Site Superintendent will provide contractors information on:

10.8.2.1 Location of SDSs.

10.8.2.2 Precautions to be taken to protect contractor employees.

10.8.2.3 Potential exposure to hazardous substances.

10.8.2.4 Chemicals used in or stored in areas where they will be working.

10.8.2.5 Location and availability of SDSs.

10.8.2.6 Recommended personal protective equipment (PPE).

10.8.2.7 Labeling system for chemicals.

**10.9 Emergencies and Spills**

10.9.1 In case of an emergency, implement the Emergency Action Plan:

10.9.1.1 Evacuate people from the area.

10.9.1.2 Outside personnel will be will be contacted, i.e., first responders.

10.9.1.3 Isolate the area.

10.9.1.4 If the material is flammable, turn off ignition and heat sources.

10.9.1.5 Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures.

**10.10 Chemical Procurement Process Requirements**

10.10.1 Obtain permission through Tool Room Manager prior to purchasing any chemical product.

10.10.1.1 A Hazard Assessment is performed prior to people using and being exposed to the material.

10.10.1.2 Hazard Assessment tools are available in the Risk Management Center to assist with developing control procedures, including the PPE required.

10.10.2 Update the hazardous material inventory.

10.10.2.1 Maintain a hazardous material inventory that lists all of the hazardous materials used at this workplace.

10.10.2.2 File a copy of the hazardous material inventory in the Safety Office.

10.10.3 Manage the SDSs.

10.10.3.1 Obtain SDSs for all chemicals before they are used.

10.10.3.2 Review each SDS when it is received to evaluate whether the information is complete and to determine if our existing protective measures are adequate.

10.10.3.3 Replace SDSs when updated sheets are received.

10.10.3.3.1 Communicate any significant changes to those who work with the chemical.

10.10.3.4 SDSs are required for all hazardous materials used on site by project personnel.

10.10.4 Labels

10.10.4.1 Ensure that all received containers are properly labeled and that labels are not removed or defaced.

A. File these records in the Safety Filing System:

**Facility/ Building:** _____ **Date:** _____

**Department:** _____

This Information can be found on the container labels.

| Name of Material | Address of the Material's Maker | Phone Number of the Material's Maker | Is it a household product, and is it used in the same amount and manner as household use? (YES/NO) | The SDS is on file (YES/NO) | Container Size | Container number | Hazard Statements Noted on the Label* | Chemical Class** |
|---|---|---|---|---|---|---|---|---|
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| * Hazards | | |
|---|---|---|
| Physical Hazards:<br>1= Flammable<br>2= Combustible<br>3= Oxidizer | Health Hazards:<br>4= Skin Irritant or corrosive<br>5= Eye Irritant or corrosive<br>6= Respiratory hazard<br>7= Nervous system hazard<br>8= Reactive<br>9= Kidney hazard<br>10= Liver hazard<br>11= Reproductive hazard | Other:<br>12= Pyrophoric<br>13= Combustible dust<br>14= Hazards not otherwise classified (HNOC) |

| ** Chemical classes: | |
|---|---|
| 1= Solvents/flammable paints<br>2= Liquid Fuels (gasoline, diesel)<br>3= Acids<br>4= Bases<br>5= Compressed inert gas<br>6= Compressed fuel or flammable gas<br>7= Coolants<br>8= Grease/lubricant | 9= Wood based materials<br>10= Resins/glues<br>11= Metals (including welding rod/wire; saw blades and component metal materials)<br>12= Other (specify) |

**Appendix B: Chemical Safety Training Document**

Hazard Communication & Chemical Safety Training is an annual re-training requirement for all employees.

**Employee:** _____ **Training type:**

**Trainer:** _____ Routine ☐

**Training Date:** _____ Non-routine ☐

On the above date, Hazard Communication & Chemical Safety Training was provided. Training consisted of the following topics:

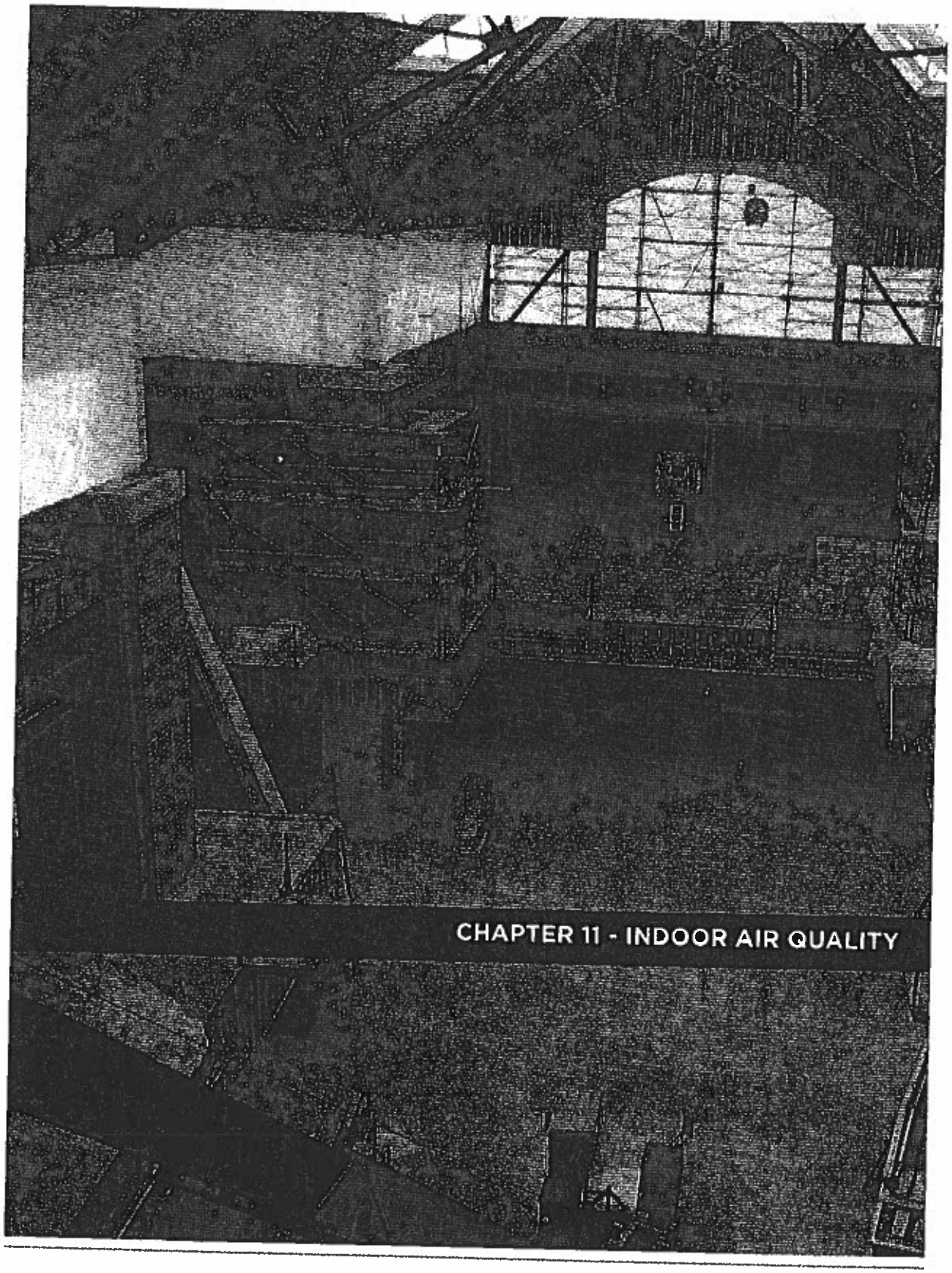
1. Hazard communication requirements
   a) Written product information
   b) Labeling of containers
   c) Understanding and use of SDS
   d) Safe handling and storage of chemical products
2. How to identify potentially harmful chemicals
3. Location of the written Hazard Communication Program
4. Actions to take on a spill or fire involving chemical products
5. Location and contents of SDSs
6. Uses of personal protective equipment (PPE):
   a) When PPE is required
   b) What PPE is required
   c) How to don and remove PPE
   d) Limitations of specific PPE
   e) Proper care, maintenance and useful life
   f) Disposal
7. Walk-through of emergency procedures
8. Workplace chemicals
9. Specific responsibilities of employee

**Employee Certification:**

*I have received the above training on chemical product safety and am aware of my responsibilities for safe chemical use, storage, handling and emergency procedures.*

**Employee Signature:** _____ **Date:** _____

**Trainer Signature:** _____



# CHAPTER 11 - INDOOR AIR QUALITY

## 11. INDOOR AIR QUALITY

An important part of protecting worker health is ensuring the air we breathe is clean. Poor indoor air quality may have a dramatic effect on worker health resulting in absenteeism and/or chronic illness.

Sources of indoor air pollution include:

- Projects/Shop
- Diesel fume particulate.
- Carbon monoxide from gasoline exhaust fumes.
- Dusts from abrasive work such as cutting or grinding.
- Chemical vapors
- Welding fumes
- Silica; buffing, cutting or grinding concrete, asphalt

### 11.10.1 ENGINEERED POLLUTION CONTROLS

Natural Ventilation

- Ensure adequate cross ventilation.
- Position internal combustion engines down wind.
- Allow adequate fresh air into the structure.
- Ensure heaters are drawing fresh air from outside.

Dilution Ventilation

- Use of portable fans
- Increase fan speeds on existing ventilation units to increase make-up air.

Mechanical Ventilation

- Local exhaust.
- Snorkel tubes to vent diesel, gasoline and welding fumes out of the structure.
- Cleaning of ventilation system.

### 11.10.2 PRECAUTIONS

Workers experiencing respiratory problems that they feel are related to workplace air quality are to inform their supervisor immediately. The supervisor shall contact the Safety Director for guidance. If necessary, air monitoring will be conducted.

### 11.10.3 COLD ENVIRONMENTS

Exposure to low temperatures while working in cold environments can have a negative impact on workers health, if proper precautions are not taken. Health concerns include frostbite, fatigue and hypothermia.

#### 11.10.3.1 PREVENTION

- Protect workers whenever possible from the wind.
- Use the "buddy system" to help detect signs of exposure to cold environments.
- Remove outer clothing to prevent sweating indoors to reduce the effects of rapid cooling when workers return to the cold outdoors.

#### 11.10.3.2 RECOMMENDED CLOTHING

- Dressing in layers provides better insulation qualities than a few heavy layers. Outer clothing should be water and wind resistant.
- Gloves should be wind and water resistant.
- Boots should provide adequate ankle support, have a slip resistant sole and provide for extra socks in cold environments.
- Head protection should include a hard hat liner.

#### 11.10.3.3 PRECAUTIONS

- Workers with circulatory conditions or diabetes should check with their physician before working in cold weather.
- Workers with a history of frostbite are more prone to re-injury. Extra caution is required to protect the previously affected area.
- Bulky clothing requires extra care when working near machinery to avoid entanglement.
- Equipment operators must have suitable cold weather clothing on the machine in case of breakdown.

#### 11.10.3.4 FIRST AID

If any sign of frostbite appears or shivering becomes difficult to control, proceed indoors if possible, and seek immediate medical assistance.

### 11.10.4 PREVENTING SPRAINS AND STRAINS

Most sprains and strains are caused by over-exertion and can easily have been prevented. Prevention includes:

- Take a few minutes to stretch your muscles before beginning the task.

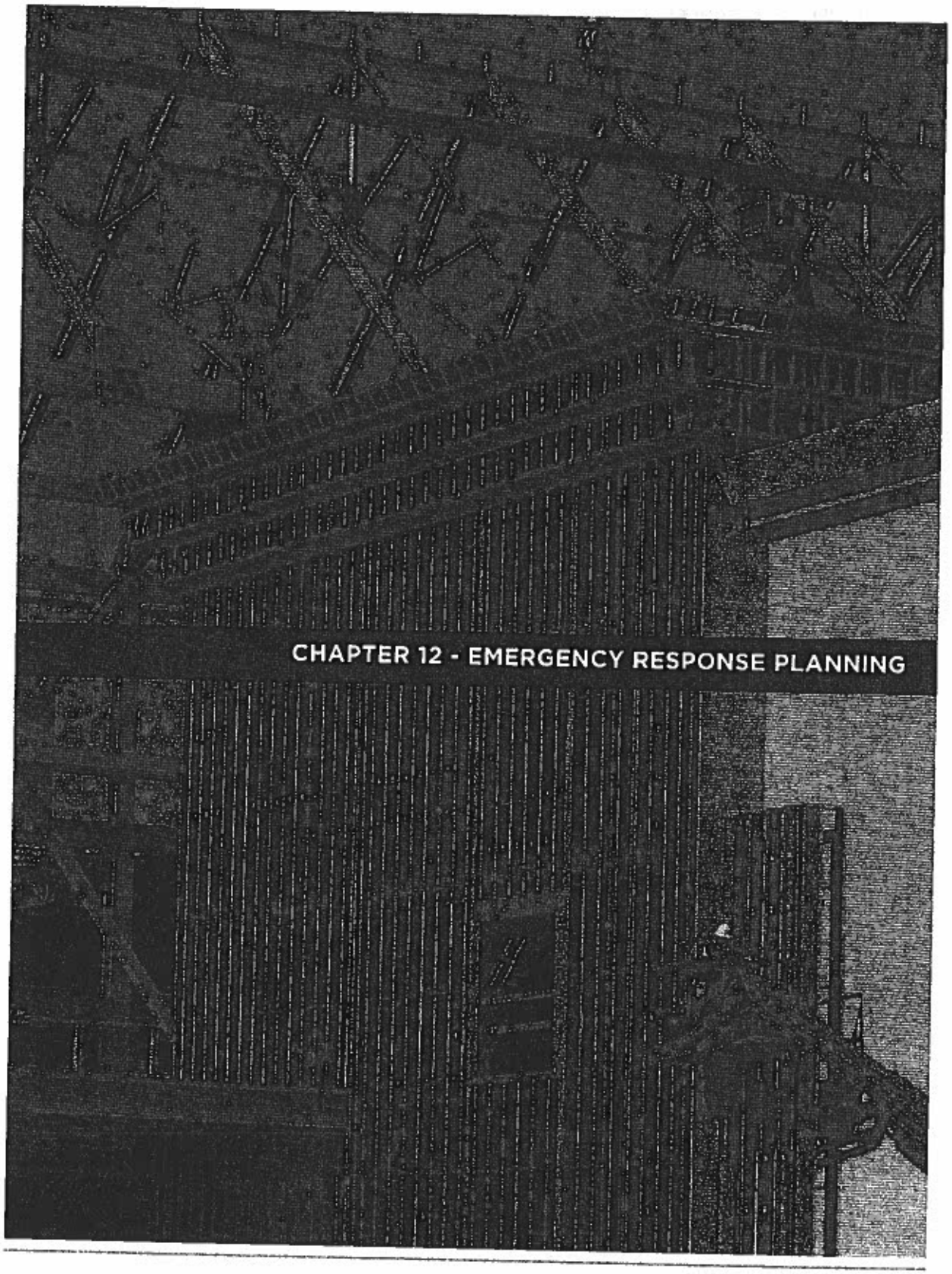
- Know the weight of the object before lifting
- Know your physical limitations
- Plan your route when lifting and moving materials.
- Always lift using your legs.
- Position the load so you can see where you are going.
- Get help if the weight is unknown or may be excessive.
- When walking/working on uneven terrain, plan your steps.

### 11.10.5 REPETITIVE TASKS

To avoid injury from repetitive tasks, supervisors shall ensure that workers are not assigned jobs requiring repetitious motions for extended periods, whenever possible. Task rotation can effectively reduce the risk of repetitive stress injuries.

### 11.10.6 LIGHTING

Proper lighting in the general work area can reduce the possibility of accidental trips and falls. All workers should ensure adequate lighting is in place, prior to starting work. Quality of workplace lighting is very important to workers performing tasks requiring fine detail or dexterity. Poor lighting may cause eyestrain and/or headaches and can easily be corrected by increasing the quantity of light available.



# CHAPTER 12 - EMERGENCY RESPONSE PLANNING

## 12. EMERGENCY RESPONSE PLANNING

Every Project Superintendent or Foreman shall ensure that sufficient resources and plans are in place to deal with emergencies at the site. At a minimum, this emergency response plan shall address:

- First aid services.
- Transporting injured workers to medical aid.
- Initial fire suppression.
- Environmental spill or release.
- Communications to contact outside agencies for assistance.
- Emergency route map and contact numbers
- Any other system required for efficient response as identified by hazard assessment.

Additional planning shall be required for:

- Specialized rescue for work performed at heights or over water.
- Hazardous atmospheres; confined space.

The Hazard Assessment will identify any site specific hazards. Upon completion of the assessment, the Emergency Action Plan shall be developed and all workers will receive training.

The Emergency Action Plan and emergency phone numbers will be posted at an appropriate location at the site.

### 12.1 FIRST AID

12.1.1 A sufficient number of qualified first aid personnel as well as facilities and equipment will be provided.

12.1.2 Prior to beginning work on any project, the Superintendent or Foreman shall ensure that a fully stocked first aid kit is available at the site.

12.1.3 Injured workers suffering from non-life threatening injuries are to be transported to the nearest medical facility by the superintendent, foreman or a designated employee. In the event injuries are life threatening call 911immediately. .DO NOT allow injured workers to transport themselves.

12.1.4 In the event of an emergency requiring first aid treatment, only those employees properly trained shall render treatment to an injured employee. Each jobsite will have a minimum of one person designated as "First Aid" responsible.

12.1.5 Any first aid provided in the field should be reported to the Safety Department immediately.

12.1.6 Superintendent or foreman should conduct periodic inspections of first aid kits to ensure adequate non-expired supplies are readily available if needed. Eye wash must be present in a quantity that allows for quick drenching or flushing of the eve in the event of an exposure to corrosive materials.

## 12.2 FIRE PREVENTION INSPECTIONS

The Fire Prevention Program depends on the identification of potential fire hazards and remedial actions. Fire inspections are part of the regular inspection program conducted by the Project Superintendent, Foreman or Safety Director. Areas to be inspected include:

- General site.
- Housekeeping through out the site.
- The handling and storage of flammable liquids and combustible materials.
- The handling and storage of compressed gas cylinders
- Equipment refueling areas.
- Compliance of "No Smoking" areas.
- The inspection and maintenance of fire fighting equipment (charged and certified).
- The project fire warning system
- Fire suppression and alarm systems.
- The removal of trash/garbage at regular intervals.

## 12.3 ENVIRONMENTAL SPILL OR RELEASE PROCEDURES

It is the intent of Q&D Construction to protect workers, the public, property and the environment from the effects of an accidental spill or release of hazardous materials.

All employees working with chemicals that can become a "spill" will be properly trained in the prevention of spills and the use of containment or spill kits.

In all instances good housekeeping is the best preventative measure for reducing the risk of a chemical spill.

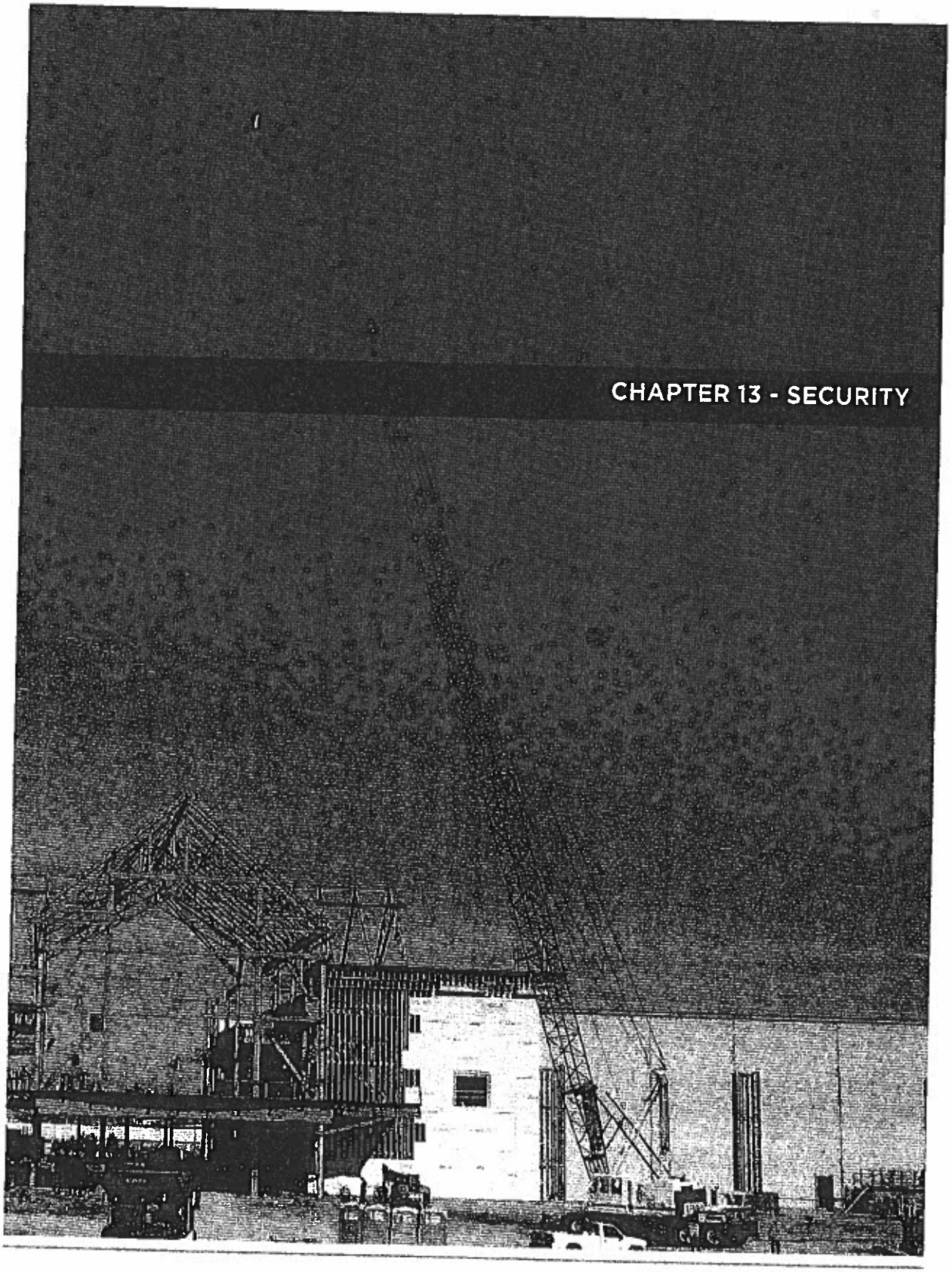
All chemicals must be stored in appropriate, properly-labeled containers. When more than 5 gallons of a hazardous chemical is stored in one location, it must be placed in a containment pad, mobile containment bin, or type of built containment that meets or exceeds local laws and regulations.

Any leak, spill, or release of a hazardous material must be reported immediately to the Project Superintendent or Foreman, who will notify the Safety Director. Foreman will ensure there are adequate spill response materials or spill kits on site to contain chemicals if a spill or release occurs.

In the unlikely event a spill were to occur:

- Any leak, spill or release of a hazardous material must be reported immediately to the Project Superintendent or Foreman, who will notify the Safety Director. If a spill or release occurs:
- Ensure your personal health and safety is not compromised.

- Warn others and secure the area.
- Notify your supervisor immediately.
- Identify the product.
- Review the SDS.
- Use the recommended PPE
- Clean up the spill or release using the recommended equipment according to the SDS.
- Store contaminated soils or materials in approved containers.
- Properly label disposal containers and store in containment area.
- Dispose of all containers in an approved manner/location.
- Safety Director will report any spill or release of a hazardous material to the appropriate environmental regulatory office.



# CHAPTER 13 - SECURITY

## 13. SECURITY

### 13.1 INTRODUCTION

Properly planned measures reduce the risk of theft and vandalism. Planning must be thorough since this ever present risk may result in injuries or loss to workers, the general public, or equipment of the entire project. Security is everyone's responsibility and an important part of Q&D's Health & Safety Program.

### 13.2 DEVELOPMENT

Developing a security program should begin in the planning stages of the project, regardless of project size. The following should be addressed:

- Public access and control.
- Worker access.
- Tool, equipment and material control.
- Hazards created by adjacent properties.

### 13.3 PUBLIC ACCESS AND CONTROL

When planning public access and control, the project location and layout must be considered. When a project is located in a high crime area, more controls may be necessary as compared to a residential area where curious children may be the primary problem. Public access and control may include the use of fencing, gates, detours, signs, lighting, visitor control and site security patrols.

When working in areas that could expose members of the public to a potential hazard, all necessary precautions must be taken to eliminate or minimize the risk. All pedestrian traffic areas around the project shall be kept clear of debris and tripping hazards.

Proper traffic control must be used when road construction, driveway construction or utility work may interfere with the movement of traffic. Appropriate measures must be taken to ensure the safety of workers, motorists and pedestrians. Traffic control plans must meet the minimum standards as outlined for the job. When it's necessary to cover roadway trenches a 1" thick plate must be used if the width is 4' or less, widths greater than 4' must be covered by a 1 ½" thick plate.

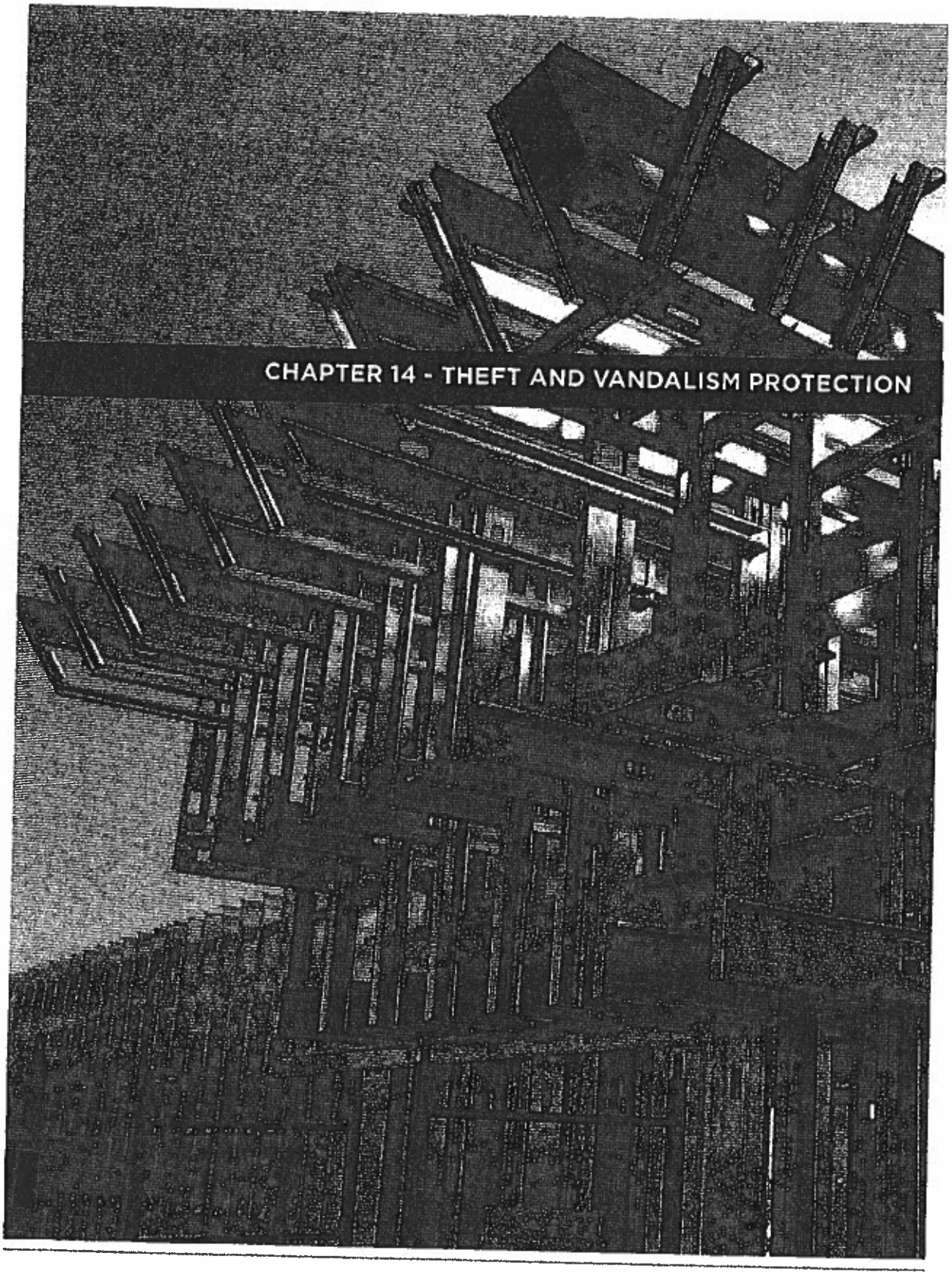
13.3.1 The use of fencing is required to prevent public access, keep materials and equipment inside the site, to comply with applicable building code requirements, and to reduce third party liability risk to the company.

13.3.2 High visibility signs must be posted to direct workers, visitors and traffic.Basic signs should include No Trespassing, Authorized Persons Only, PPE Required On Site, and Q&D Construction sign with project name and a contact name/ number in case of emergency.

13.3.3 Visitors should report to the project office prior to going on site. Signs should direct all visitors to the office and inform them of the PPE requirements.

13.3.4 Every project that is fenced shall have an identifiable entry gate. The project office should be located as close as possible to the gate. Secondary gates should remain locked at all times, and opened solely for the purpose of material deliveries and over-sized loads.

13.3.5 Only those locks approved by Q&D shall be used to secure gates. Once a gate is unlocked and opened for access, the lock shall be secured to the gate to prevent unauthorized removal and the possibility of duplicate keys being made.



# CHAPTER 14 - THEFT AND VANDALISM PROTECTION

## 14. THEFT AND VANDALISM PREVENTION

It is everyone's responsibility to protect and secure all Q&D assets. All tools purchased and issued by the Tool Room are marked with the NVCINW-0012 number identifying them as unique to Q&D in the event of theft. Superintendents and Foremen play an important role by ensuring all tools and equipment are accounted for, and secured at the end of each workday.

### 14.1 GENERAL

14.1.1 Foremen are responsible for controlling tools and equipment issued to their crews. Inventories will be conducted by each foreman daily to ensure all tools and equipment is accounted for.

14.1.2 Tools and equipment not being used should be secured and not left unattended. Portable generators, Wackers, and other power equipment should always be secured if work is not being done in the immediate area.

14.1.3 Tools and equipment stored in pickups or other vehicles such as generators, Wackers and other power equipment shall not be left unsecured. Utility box doors should be locked at all times.

14.1.4 Tool storage trailers and containers shall be locked at all times unless work is being done in the immediate area.

14.1.5 Tool trailers and containers that are equipped with alarms require the superintendent or foreman to arm the system at the end of each workday. Alarm keys are NOT to be loaned or duplicated. In the event an alarm key is lost or stolen, notify the Equipment Manager immediately.

14.1.6 Alarm systems are not to modified, repaired or otherwise tampered with. If maintenance or shut-off (due to accidental activation) is required, notify the Equipment Manager immediately. Do NOT attempt to turn alarm off.

14.1.7 Whenever possible, heavy equipment should be parked in front of trailer or container doors to prevent forcible entry.

14.1.8 Tool storage trailers, containers and equipment should be placed in a high visibility area whenever possible to reduce the risk of theft or vandalism.

14.1.9 When parking heavy equipment, the foreman shall ensure that all keys are removed, masters are turned off and all cab doors are locked.

14.1.10 If a theft or vandalism is discovered, notify the Safety Department immediately. Maintain the scene and wait for further instruction.

### 14.2 UNAUTHORIZED REMOVAL OF MATERIALS; TOOLS & EQUIPMENT

14.2.1 Removal of materials, scrap, new or otherwise recyclable from any Q&D jobsite is prohibited. Permission to remove materials may be granted by a General Superintendent.

14.2.2 Removal of hand or power tools from any Q&D jobsite for personal use is prohibited. Permission to remove tools may be granted by the Equipment Manager or a General Superintendent.

14.2.3 Removal of heavy equipment from any Q&D jobsite for personal use is prohibited. Permission to remove heavy equipment may be granted by the Equipment Manager.

14.2.4 Failure to follow the policy set forth above may lead to disciplinary action, up to and including discharge.

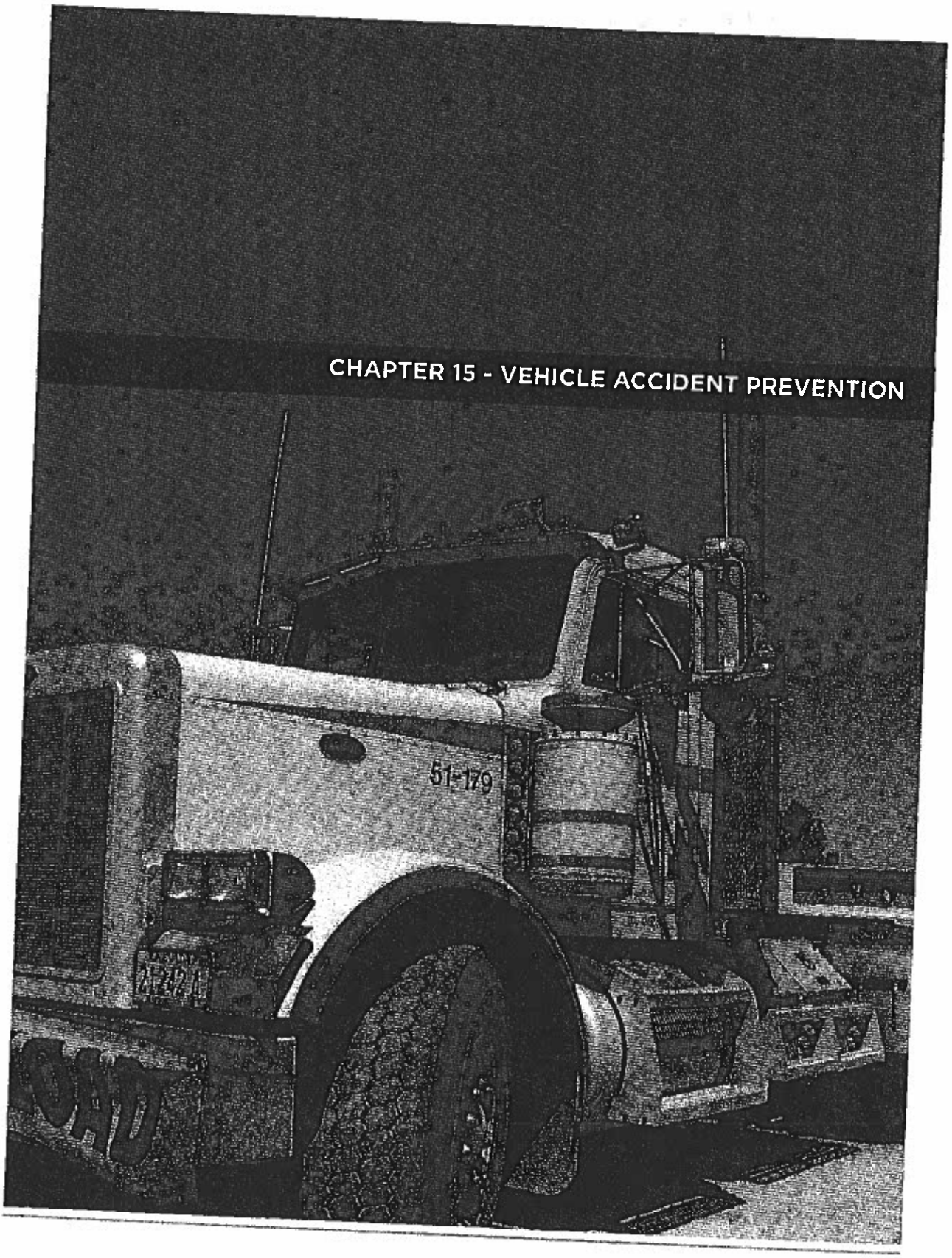
## 14.3 HEAVY EQUIPMENT

14.3.1 When situating heavy equipment spreads superintendents and foremen should consider these factors:

- Is the area considered level and is there enough area to safely accommodate employee parking.
- Is equipment parked in an area that is visible from roadways or other high visibility areas.
- Will fuelers/lubers have adequate room to perform their duties.

It is the responsibility of each foreman to ensure that all master switches are turned off, ignition keys are removed, cab doors are locked and fire extinguishers are secured inside equipment. at the end of each work day. By taking a few extra minutes to walk the equipment line the foreman can eliminate the potential for equipment theft and vandalism.

# CHAPTER 15 - VEHICLE ACCIDENT PREVENTION



## 15. VEHICLE ACCIDENT PREVENTION

### 15.1 PARKED VEHICLES

15.1.1 When parked, all Company vehicles shall have the parking brake set, and the right rear wheel(s) chocked.

### 15.2 HAND-HELD ELECTRONIC DEVICES

15.2.1 Use of hand-held electronic devices is prohibited while operating Company vehicles; hands free or Bluetooth devices are acceptable.

### 15.3 DISTRACTIONS AND DRIVING DISTANCES

15.3.1 Minimize distractions while driving and maintain a proper following distance.