
Lamon Construction Co. Inc

California Contractors License # 174828

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I N J U R Y & I L L N E S S P R E V E N T I O N P R O G R A M

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Management Policy Statement

Lamon Construction Company, Inc. believes that everyone benefits from a safe and healthful work environment. We are committed to maintaining an injury-free and illness-free workplace, and to complying with applicable laws and regulations governing workplace safety.

To achieve this goal, the company has adopted an Injury and Illness Prevention Program (IIPP). This program is everyone's responsibility as we work together to identify and eliminate conditions and practices that reduce the benefits of a safe and healthful work environment.

The success of our program will depend not only on our production and service, but also on how safely each job is performed. There is no job so important - or any service so urgent that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I anticipate your full cooperation in making our program effective.

Sincerely,

Signed

Dennis G. Norton, IIPP Program Administrator

May 28, 2013

Date

Signed

Henry S. Lamon, President

May 28, 2013

Date

Program Responsibilities

All employees are expected to work conscientiously to implement and maintain the IIPP program. The jobsite foreman has the authority and responsibility for implementing the provisions of this program. Any questions regarding the program should be directed to the jobsite foreman.

Management

Management must set policy and provide leadership by participation, example and a demonstrated interest in the program.

Responsibilities include:

- Developing policy
- Allocating adequate resources
- Ensuring responsibility
- Reviewing and evaluating results

IIPP Program Administrator

The program administrator is responsible for ensuring that all provisions of the IIPP are implemented.

Responsibilities include:

- Advising senior management on safety and health policy issues.
- Maintaining current information on local, state and federal safety and health regulations.
- Acting as liaison with government agencies.
- Planning, organizing and coordinating safety training.
- Preparing and distributing company policies and procedures on workplace safety and health issues.
- Developing a code of safe practices and inspection guidelines.
- Arranging safety and health inspections and follow-up to ensure that necessary corrective action is completed.
- Making sure that an adequate supply of personal protective equipment is available.
- Establishing accident report and investigation procedures, and maintaining injury and illness records (OSHA Log 300).
- Reviewing injury and illness trends.

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- Establishing a system for maintaining records of inspection, hazard abatement, and training.

Supervisors

Supervisors are responsible for ensuring that employees know and abide by the Company policy and procedures on safety. They are expected to do everything within their control to assure a safe workplace in their area.

Responsibilities include:

- Keeping abreast of safety and health regulations affecting operations they supervise.
- Ensuring that each subordinate is able to and understands how to complete each assigned task safely.
- Conducting on-the-job safety training of those they supervise.
- Advising the program administrator of training needs of subordinates.
- Making sure equipment and machines are in safe operating condition.
- Ascertaining that subordinates follow safe work practices and health regulations.
- Ensuring that employees under their direction wear required protective equipment.
- Correcting unsafe and unhealthful conditions within their power.
- Investigation accidents to discover cause(s) and identifying corrective action to prevent future occurrences.
- Conducting periodic inspections of their work areas according to the appropriate inspection checklist(s).

Compliance

1. Management is responsible for ensuring that Company safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.
2. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.
3. As part of an employee's regular performance review, the employee will be evaluated on his/her compliance with safe work practices.
4. Employees, who make a significant contribution to the maintenance of a safe workplace, as determined by the program administrator, will receive written acknowledgment that is maintained in the employee's personnel file.
5. Employees who are unaware of correct safety and health procedures will be trained or retrained (see Training section).
6. Employees who deliberately fail to follow safe work practices and/or procedures, or who violated the Company's safety rules or directives, will be subject to disciplinary action, up to and including termination.

Disciplinary Policy

In order for any safety program to be effective there must be a means of assuring compliance by the workers. The policy of Lamon Construction shall be the following:

- Upon a first safety infraction the responsible employee shall receive a verbal warning.
- The second safety infraction within a 12 month period will cause a verbal warning to be issued and a written warning will be included in the employee's file.
- The third safety infraction within a 12 month period will result in the suspension of the employee for 5 working days.
- The fourth safety infraction within a 12 month period will result in the termination of the employee.
- In the case of a very serious infraction, the employee may be immediately suspended or terminated without regard to the number of violations that employee may have on his or her record.

All safety rules, procedures, and plans in effect are to be followed at all times. Infractions of company safety rules will result in application of a progressive disciplinary policy from verbal warnings to termination depending on the severity of the violation.

Communication

Lamon Construction Company, Inc. recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

1. The new-employee orientation will include review of **Lamon Construction Company, Inc.** IIPP and a discussion of policy and procedures that the employee is expected to follow
2. **Lamon Construction Company, Inc.** will schedule a time at general employee meetings when safety is freely and openly discussed by all present. Such meetings will be regularly scheduled and announced to all employees, so that maximum participation can occur.
3. From time to time, **Lamon Construction Company, Inc.** will post and/or distribute written safety notifications. Employees should check **Lamon Construction** bulletin boards regularly for such posting(s).

Safety-related memos and documents are to be read promptly. Questions about the meaning or implementation of this information should be directed to the supervisor.

4. All employees are encouraged to inform their supervisor, the program administrator or designee of any matter that they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions.

If an employee so wishes, he/she may make such notification anonymously by depositing it in the program administrator's mailbox. A *Report of Safety Hazard* form may be used by the employee.

5. *No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.*
6. ALL employees are encouraged to bypass any set structure in order to report safety hazards directly to management. Reports or recommendations can be made by submitting them in a box in the carpenter's shop, anonymously if the employee so desires.

SAFETY COMMITTEE

The safety committee will consist of:

- Henry S. Lamon, President and Advisor
- Ken Norton, Member
- Steve Ithurburn, Member
- Dennis Norton, Safety Administrator

The committee will meet on or about the first Monday of every month. The meetings will follow the basic outline provided in this packet.

SAFETY COMMITTEE AGENDA

Safety committee meetings will be held on the first Monday of each month.

The committee will address the following topics:

1. Review old business
2. Review department accidents
 - A. First Aid injuries
 - B. OSHA reportable injuries

Members will be responsible for making a report on each injury in his or her department that occurred during the previous month. The report will include the following:

- A. Cause of Accident
 - unsatisfactory performance of employee
 - unsatisfactory condition of work place or equipment
 - basic cause of the accident
 - contributing causes of the accident
 - B. Plan of Action to Prevent Recurrence
 - Training
 - Retraining
 - Change in operation (procedure, guarding, equipment)
 - Disciplinary corrective action
 - C. Target Date for Plan of Action
 - Who will be responsible
 - When will action be completed
3. Review the "Monthly Safety Inspection Survey Report"
 - A. Determine corrective action(s) needed
 - B. Assign responsibility for completion of action(s)
 - C. Set target date(s) for completion
 4. New Business
 - A. Safety training needs
 - B. Safety rules
 - C. Safety equipment
 - D. Employee suggestions

Workplace Hazard Control and Abatement

Hazard control is the heart of an effective IIPP program. The Company's hazard control procedures are to identify hazards that exist or develop in the workplace, describe how to correct those hazards, and initiate steps to prevent their recurrence.

Assessment of Hazards

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

Along with each inspection/investigation, the program administrator or designee shall evaluate the severity of the hazard identified, and if it cannot be abated immediately, suggest priority for corrective action. The *Safety Inspection Checklist* is to be used to document inspections/investigations.

The program administrator or designee will conduct an inspection or investigation whenever any of the following occur:

1. Periodic inspections will be conducted in each work area according to the type of work being performed in each worksite.

Prior to the periodic inspection, the inspector should review workplace injury reports and inspections reports that have been filed since the last investigation or inspection. The *Safety Inspection Checklist* for the appropriate work area is to be used by the inspector(s).

2. The introduction of new substances, processes, procedures, or equipment presents a new safety/health hazard.
 - Each supervisor is responsible for promptly reporting to the program administrator or designee whenever a new substance (such as a chemical or solvent), new work procedure or technique, and/or new equipment are introduced which may pose a safety risk. A *Report of Safety Hazard* form shall be used by the supervisor.
 - Each supervisor's report should include an evaluation of the potential hazards(s), training and/or other steps to be taken to provide abatement solutions for any potential hazards(s).
 - Based upon the information, the program administrator or designee will conduct an inspection and issue any directive that may be necessary.
3. The program administrator becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee, including receipt of a *Report of Safety Hazard* form.
4. An occupational injury, occupational illness, or near-miss accident occurs (see *Accident Investigation* section).

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5. From time to time, the program administrator or designee may conduct unannounced inspections.

All investigations and findings shall be fully documented on the *appropriate forms* and filed as directed in *Recordkeeping*.

Abatement of Hazards

It is **Lamon Construction's** intention to eliminate all hazards and unsafe work practices immediately. Some corrective actions require more time. Priority will be given to severe and imminent hazards.

The *Safety Inspection Checklist* forms completed during the inspection/investigation will be used by the program administrator or designee to describe measures taken to abate the hazard or correct the unsafe work practice. Actions to be taken may include, but are not limited to:

- Fixing or replacing defective equipment
- Implementing safer procedures
- Installing guards, modifying equipment
- Employee training
- Posting warning notices

All such actions taken and the dates they are completed shall be documented on the appropriate forms.

When corrective action involves multiple steps or cannot be complete promptly, an action plan needed to be developed. The *Hazard Abatement Record* is to be used for this purpose and filed as directed in *Recordkeeping*.

While corrective action is in progress, necessary precautions are to be taken to protect or remove employees from exposure to the hazard.

Employees shall not enter an imminent hazard area without prior specific approval of the program administrator or designee. Employees expected to correct the imminent hazard should be properly trained and provided with necessary safeguards.

Accident Investigation

The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences – not to assign blame.

A thorough and properly completed accident investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

Injury and Illness

The occurrence of an occupational injury and/or illness precipitates a document called *Employee Injury/Incident Report*. This report is completed by the injured employee's supervisor, and a copy of the report is to be sent to the program administrator or designee within 24 hours of the occurrence. All fatalities and serious injuries or illness will be reported to the program administrator immediately who will:

- 1. Report the fatalities and serious injuries or illness by phone or FAX to the nearest office of the Division of Occupational Safety and Health (CCR Title 8, Section 342 see attached form) within eight (8) hours.**
2. Investigates the incident by visiting the site and interviewing the victim and witnesses.

Accidents

The majority of accidents do not cause injury or illness, yet result in property damage and/or lost time. Such mishaps usually indicate an unsafe act, faulty procedure or hidden hazard. Investigations of these occurrences are conducted at the discretion of the supervisor, program administrator or designee.

All investigation facts, findings and recommendations shall be fully documented on the *Accident/Exposure Investigation Report* form. This report is filed in accordance with the instructions in *Recordkeeping*.

Training

Training is essential to maximizing the skills and knowledge of employees. It is the key to productivity. All employees will be given jobsite orientation prior to beginning work.

Lamon Construction has a duty to include safety as an integral part of employee training. Employees need to work safely as well as productively and efficiently. The supervisor is the essential link in ensuring the proper outcome.

Supervisors must know how to perform a designated job, and be aware of safety and health hazards facing employees under their immediate supervision. Supervisors are responsible for ensuring that they themselves and those under their direction receive training on general workplace safety, as well as on safety and health issues specific to each job. With this in mind, training will be conducted with the following considerations:

Supervisors

The program administrator or designee will consult with department administrators or supervisors to determine training topics and needs of supervisors - these include human relations, trainer skills, production/process skills, and familiarization with hazards and risks faced by employees.

Supervisors who recognize their own need for training are encouraged to submit a direct request for training in any area in which they feel deficient.

Employees

Supervisors are expected to assess training needs of all employees under their direction. They are to train those they supervise in general workplace safety and give them specific instructions regarding hazards unique to any job assignment, to the extent that such information was not already covered in other training.

The company recognizes that continuing safety and health training is needed for:

1. Employees given a job assignment for which they have not previously received training. If the position is supervisory, such training shall include familiarization with hazards and risks faced by the employees under the supervisor's direction.
2. Whenever new substances, processes, procedures or equipment pose a new hazard.
3. Whenever the supervisor, program administrator or designee becomes aware of a previously unrecognized hazard.
4. All employees in periodic refresher safety training involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable.

All training shall be documented on one of the training record forms and filed as directed in *Recordkeeping*.

Recordkeeping

No operation can be successful without recordkeeping that enables the Company to learn from past experience and make corrections for future operations. In addition, the IIPP regulation requires records to be kept of the steps taken to establish and maintain the Company's Injury and Illness Prevention Program.

Injury and Illness Prevention Program Records

Each supervisor will maintain an updated copy of the Company's IIPP. The program administrator will retain the following records on file for at least three (3) years:

- Master copy of IIPP, changes/updates
- Documents verifying that the Company has maintained ongoing two-way communication with employees such as:
 - Memos, letters to employees on safety and health issues
 - Toolbox/Tailgate Safety Meeting sign off sheets
 - New employee safety orientation session acknowledgment form
 - Employee suggestions and company response
- All records of inspections/investigations - including date, name of person who performed the inspection/investigation, unsafe conditions and work practices identified, corrective action taken and date of correction - forms covered in this category include:
 - *Report of Safety Hazard*
 - Safety Inspection Checklist
 - Hazard Abatement Record
 - *Accident/Exposure Investigation Report*

Records of safety and health training received by employees - containing the employee's name, training date, type of training and identification of trainer - examples are:

- *Employee Safety Meeting Attendance*
- Employee Safety Training Verification

CODE OF SAFE PRACTICES

Acknowledgment of Receipt & Review of the Code of Safe Practices

TO ALL EMPLOYEES:

Attached is a copy of the code of safe practices. These guidelines are provided for your safety.

It is the responsibility of _____(name) to provide and review this code with each employee.

It is the employee's responsibility to read and comply with this code.

The attached copy of the code of safe practices is for you to keep.

Please sign and date below and return *only* this page to:

(Name)

I have read and understand the Company Injury and Illness Prevention program and code of safe practices.

Date

Employee Signature

Code of Safe Practices

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking that requires participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable company, state and federal safety rules and practices, and take action as necessary to obtain compliance.

Construction – General Rules

- All employees shall follow these and other safe work practices and report all unsafe conditions or practices to the supervisor or superintendent.
- Supervisors shall enforce all safety related rules and regulations and supervisors have the authority and obligation to stop work that is recognized to be unsafe.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the employee or others to injury.
- All employees shall be given accident prevention instructions initially and whenever there is a change in the operation that involves additional safety training.
- Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well being of the employees are prohibited. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
- Employees shall not handle or tamper with any electrical equipment, machinery or air or water lines or other equipment unless they have received instructions from their supervisor.
- Do not expose yourself to a known hazard without obtaining the necessary safety equipment and instruction needed to perform that job safely.
- Only trained and designated workers may attempt to respond to a fire or other emergency. In the event of a fire, sound alarm.
- All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
- When lifting heavy objects use the large muscles of the leg instead of the smaller back muscles. Get help with heavy or awkward loads.

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- Any damage to scaffolds, ladders, false work or other supporting structure shall be immediately reported the supervisor and repaired before use.
 - Work shall be arranged so that employees are facing ladders and ladders shall be in good condition and secured.

Fall Protection

- Fall protection shall be required for employees working in areas where the fall heights are six feet or greater
- Employee exposure to fall will not be tolerated. If such conditions are discovered, work activities shall be terminated until the fall exposure(s) have been eliminated.
- An Employee or Subcontractor who removes perimeter protection is solely responsible for its proper replacement.
- A competent person in scaffold erection or the Site Safety Manager shall inspect all scaffolding prior to use and before each shift.
 1. After inspection the competent person shall attach a Green "OK TO USE" tag if the scaffold is constructed correctly and all safeguards, including toe-boards, are in place
 2. If the scaffolding is not constructed correctly but is stable to work from (i.e. working levels are not fully planked/decked, missing guardrails and midrails), the competent person shall attach a Yellow "CAUTION" Tag. Employees will be able to work from the scaffolding as long as they wear personal fall arrest equipment (i.e. full body harness, lanyard).
 3. If the scaffolding is deemed unsafe to work from the competent person shall attach a Red "DANGER" Tag, and all employees are prohibited from working from that scaffold.

Eye Protection

- A 100% Eye Protection Program shall be enforced on all project.
- An adequate supply of safety glasses shall be maintained for employees, vendors and visitors.
- Eye protection shall be mandatory in all work areas where eye injuries may result.
- All safety eyeglasses shall have side shields and be marked with Z87, to identify that the glasses meet the ANSI criteria for protective eyewear.

Note: Management personnel that wear prescription eyeglasses, and are not performing work that presents a danger to their eyes, may wear their eyeglasses with side shields installed. However if the employee is performing work or is exposed to work that presents a hazard to their eyes, the employee shall wear ANSI approved eye protection.

- Face shields as well as safety glasses must be worn while performing jobs such as grinding, sawing, and using an air hose for cleaning purposes. This includes but isn't limited to grinders, air hoses, chain saws, masonry saws, and circular saws.

Housekeeping

- Work areas shall be maintained orderly and free from accumulation of scrap materials, debris, etc
- Work areas should be swept at the end of each day's work
- Manpower to effect general project clean up shall be scheduled on an as needed basis
- Waste barrels are to be placed at employee break locations, points of project/building access and at all employee gang boxes
- Materials shall be stored in a manner to ensure stability
- Protruding nails and spikes (in boards, planks, etc.) will be bent over or removed
- Whenever required, we will provide separate containers that will be used only for the pre-selected items (i.e. oily wastes, scrap metal etc.). These containers will be labeled according to the allowable contents

Fire Prevention Safety

Whenever a fire is discovered on a project, the Safety Coordinator or competent person shall be immediately notified.

- Prevention
 - The elimination of combustible waste is fundamental and a major part of any fire prevention program. A continuous and effective housekeeping program shall be strictly adhered to on every project. Housekeeping shall be accomplished on a daily basis or more frequently where substantial amounts of trash are being generated. Onsite burning, including the use of fire barrels is prohibited.
 - All projects shall institute active safety measures to prevent the occurrence of fires. At a minimum the project shall implement procedures detailed in Title 8 Cal/OSHA 1920-1922.
 - Special fire prevention planning shall be required for the following as required:
 - Spacing of temporary buildings or trailers
 - Lumber storage
 - Combustible/flammable liquid storage
 - Storage of fuel gas cylinders
 - Storage of Liquid Propane (LP) cylinders/tanks
 - Heating devices/systems
 - Storage of paint, varnishes, lacquers, thinner, etc.
 - Flammable liquid storage shall be in strict accordance with Title 8 Cal/OSHA Sections 1930-1935 and owner requirements.
 - Fuel powered tools and equipment shall be stopped while being refueled, serviced, or maintained.
 - All temporary heating devices shall be of an approved type and be installed and serviced in accordance with Title 8 Cal/OSHA Section 1693 Temporary Heating Devices.

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- NO SMOKING restrictions in designated areas shall be strictly enforced.
 - Temporary buildings when located within another building or structure shall be of either noncombustible construction or for combustible construction having a fire resistance of not less than one hour.
 - Combustible materials in storage areas shall be neatly stored and protected by fire protection equipment.

- Protection

The project shall provide fire protection as referenced by CAL/OSHA and other federal, state and local codes as they apply to construction activities. At a minimum Lamson Construction shall have following:

- Portable firefighting equipment as required. The inspection of this equipment shall take place monthly and records of such inspections shall be maintained
- All fire extinguishers placed in the field shall be fully charge
- A fire extinguisher shall be provided for all equipment requiring one, which shall be a Class ABC, dry powder or equivalent CO2 extinguisher
- Charged fire hoses may be required for adequate protection during "hot" work operations
- Special fire protection considerations must be given to locations where the presence of combustible or flammable liquids is stored. The same consideration shall be given to locations where open flame or other "hot" work operations will be performed. Sewers shall be covered when required. "Hot" work locations may be required to be fully enclosed depending on the hazards presented. "Hot" work locations shall be identified through preplanning and jobsite inspections
- The employer for "hot work", including one-half hour after termination of the work may require a fire watch. Employees having the assigned duty of fire watch shall be trained in the use of fire extinguishers
- A fire notification system shall be established with the resources available through the local off-site fire department.

Mechanized Equipment

- All mechanized equipment including dozers, loaders, backhoes, rollers, etc. shall be properly maintained
- Equipment operators and truck drivers will make a pre-shift walk around safety inspection of their equipment, and any conditions that effect safe operation will be corrected before further use
- Careless, reckless or otherwise unsafe operation or use of equipment will result in disciplinary action, and possible termination
- Operators shall be qualified
- Audible back-up alarms are required on all mechanized equipment
- Personnel will not be transported in vehicles or ride on equipment that are not equipped with seats for passengers
- All off-highway earthmoving equipment and trucks such as loaders, dozers, scrapers, rollers, and compactors will be equipped with Roll-Over Protective Structures (ROPS) and seatbelts
- Seat safety belts will be installed on and used by operators of equipment provided with ROPS
- Mobile equipment will not be left unattended unless parked securely to prevent movement, with all ground engaging tools lowered to the ground, brakes set and the engine off

Excavation and Trenching

- Adherence to the Project Storm Water Pollution Prevention Plan will be maintained.
- Precautions shall be taken to ensure that existing facility/construction utilities are not damaged and that worker safety is protected.
- Sloping will be performed in accordance with OSHA Regulations
- Soil disturbance activities shall be performed in strict accordance with the current Title 8 Cal/OSHA Section 1541 standard sections.
- Excavation and trenching operations shall be performed under the supervision of a competent person as defined in Title 8 Cal/OSHA.
- Excavated material or other materials shall be stored at least two feet or more from the edge of the excavation.
- When employees are required to work in trenches four feet or more in depth, an adequate means of exit, such as a ladder, shall be located so as to require not more than 25 feet of lateral travel.
- Excavations and trenches shall be flagged or barricaded to prevent falls and unauthorized access, and will be equipped with warning lights

Enclosed or Confined Spaces

- Confined spaces can be as small as four feet in depth, and either above or below ground

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- As an employee, should your work require entry into any enclosed space four feet or more in depth, the Site Safety Supervisor or competent person shall be notified prior to entry
 - Depending on the scope of work, this enclosed space may also be confined
 - Enclosed spaces identified, as being confined shall require safety precautions, at the least including atmospheric testing prior to entry for Lower Exposure Limit (LEL) and oxygen
 - There are many spaces, though not specifically identifiable as confined spaces that are confined. As you may not know whether or not a space is enclosed or confined, it is important that you notify your Supervisor so that a proper determination can be made prior to entry. Your Supervisor shall coordinate with the Site Safety Supervisor or competent person to make a proper determination

Concrete and Masonry Work

- No construction loads shall be placed on a concrete structure unless determined by a competent person, that the structure is capable of supporting all of the intended loads
- When concrete buckets are to be used they are to be connected by shackles or approved safety hooks. EMPLOYEES SHALL NOT RIDE CONCRETE BUCKETS
- All compressed air hoses shall be equipped with positive fail-safe connectors with whip checks installed
- Float handles shall be non-conductive when working near electrical conductors
- Masonry saws shall have the blade guarded with a semi-circular 180° enclosure over the blade
- Concrete trucks unloading their loads from a slope shall have wheel chocks and brake set
- Wire mesh rolls shall be secured at each end to prevent recoiling
- Formwork shall be designed, installed, and maintained so that it will support without failure, all vertical and lateral loads anticipated to be applied
- A competent person prior to, during and after concrete placement shall inspect erected shoring. Damaged or weakened shoring shall be immediately reinforced
- All masonry walls over eight feet in height that are not supported to prevent overturning or collapse shall be braced. The bracing shall remain in place until permanent supporting elements are in place

Temporary Electrical

- Ground Fault Circuit Interrupters (GFCI) shall protect all temporary 110- volt receptacles provided for construction use

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- All GFCI outlets shall be inspected monthly for proper operation, and documented on a GFCI log
 - Extension cords and electric tools, excluding double insulated tools, shall be of the 3-wire type
 - Cord sets shall be of #12 AWG or greater, and rated for hard service. They must be inspected daily, with documented color coded inspection done monthly
 - When there is evidence of damage, the damaged item shall be removed from service, taken from the work area, and tagged "DO NOT USE", until it is repaired
 - Within all buildings electrical cord sets are to be directed overhead to the point of use to the maximum extent practical
 - Temporary wiring will be protected or isolated by elevation to prevent contact by workers or equipment

Motor Vehicle

- All vehicles operated on or off site shall be maintained in a proper operating condition
- All vehicles requiring a pass will be provided by Lamon Construction Company, Inc...
- All drivers shall be experienced and licensed
- Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried
- All construction project vehicles shall use only designated roadways
- Vehicles shall be limited to the posted speed limit or less within the confines of the project

Cylinder Storage

- Compressed gas cylinders shall be secured in an upright position at all times and capped, unless in use
- Separation of 20 feet or a firewall five feet high with a fire rating of 30 minutes shall be maintained between oxygen and fuel gas cylinders in storage
- Cylinders shall be hoisted only while secured in a cart or by other acceptable methods
- Cylinders are not to be hoisted by use of any type of choker sling wrapped directly to cap or cylinder body
- Cylinder storage shall be located in well-ventilated areas and clear of personnel and vehicle traffic areas
- Fuel gas cylinders and oxygen cylinders CANNOT be left in a cylinder cart when they are not connected with a regulator unless separated by a firewall five feet high with a fire rating of 30 minutes.

Welding and Cutting

- Well-maintained equipment and proper personal protective equipment for all welding and cutting operations shall be provided
- Whenever practical, welding screens shall be furnished to protect employees and others from welding arcs and flashes
- All welding cables and torch hoses should be suspended overhead inside buildings
- Tarps shall be used during cutting operations to protect personnel from molten metal and slag
- The ground lead will always be attached to the work. The welding current will not be allowed to pass through bearings or other machine components
- Welding equipment shall be inspected daily and will be maintained in accordance with the manufacturer's recommendations
- Gas hoses and electric-welding leads will be free of damage and defects
- Fire extinguishers rated at least 2A 10 BC shall be available at all cutting and welding operations
- All fuel gas-oxygen welding and cutting equipment will have a reverse-flow check valve between the torch and regulator

Hazard Communication

- A Hazard Communication Program has been established for employee exposure to hazardous substances

Access and Ladders

- Safe access shall be provided to all work areas, and all such ramps, stairways, walkways, and aisles will be kept clear of tripping and other hazards
- Equipment or material storage will not be allowed in building entrances, portals or other primary passageways
- Ladders will be of proper size, design and condition for the intended use and will not be used as work platforms
- Ladders with bent, broken or damaged rungs or side rails will be removed from service
- All ladders will be placed on a substantial footing
- The side rails of the ladder shall extend at least three feet above the top- landing surface
- Metal ladders shall NOT be used on this project
- Single cleat ladders will not exceed 30 feet in length between the base and the top landing. Double cleat ladders will not exceed 24 feet in length between the base and top landing. If the length required exceeds these maximums, two or more separate ladders, offset with a landing or platform between each will be used

Personal Protective Equipment (PPE)

The minimum personal protective equipment listed below will be required throughout the duration of the project:

- EYE PROTECTION - is referenced separately in item 2.2 of this Section
- HARD HAT- is to be worn at all times. Employees exposed to overhead hazards from impact blows shall meet ANSI 789.1 criteria and be labeled as such. Employees exposed to high voltage shall meet ANSI 289.2 criteria and be labeled as such

Exception - Welders may wear a soft cap along with their welding hood, as long as they are not exposed to any overhead or electrical hazards.

- FOOTWEAR —Work shoes that are suitable for construction work with substantial soles shall be worn. Sneakers or similar type recreational footwear will not be acceptable. When performing work that creates a crushing hazard (i.e. jack hammering, compacting, etc.) steel toes and/or metatarsal protectors must be worn
- CLOTHING - Long pants will be worn; cut-off shorts will not be acceptable. The minimum shirt requirement shall be a short sleeve shirt. Employees may not work shirtless or without sleeves
- RESPIRATORY PROTECTION — should any work operations require the use of respiratory protection to reduce worker exposure to toxic materials or substances, several requirements shall be satisfied prior to any use of such personal protective equipment. Any employee shall approve documentation of all items listed prior to use of respiratory protection. The use of respirators, however, shall not be accepted as a substitute for engineering or other environmental control methods of reducing employee exposures. At a minimum, requirements from Title 8 Cal/OSHA Section 5144 shall apply. Employees shall be free of excessive facial hair. Proper respirator fit must be assured.

Hearing Conservation

- Protection against the effects of noise exposure shall be provided to any employee whenever the established limits and/or exposure times are exceeded
- If there is doubt of the noise exposure level, hearing protection shall be worn
- Approved hearing protection shall be worn in all designated areas
 - Designated areas will be identified through pre-planning and jobsite inspections

Impalement Protection

- Protective rebar covers will be made of wood, plastic, or other similar material. If protective rebar covers are job built, a registered professional engineer will design them. A copy of the engineer's drawing(s) depicting the job

-
- built protective rebar covers will be kept at the work site
- Job built wood protective rebar covers and rebar troughs will be constructed of at least "Standard Grade" Douglas Fir
 - Rebar caps will be of an approved design for the impalement hazard present and be the proper size for the reinforcing steel being covered
 - Employees will be protected from the hazard of impalement working around or over exposed, projecting, reinforcing steel or other similar projections as follows:
 - Guarding WILL protect employees working at grade or at the same surface height/grade as exposed protruding reinforcing steel or other similar projections. The exposed, ends with protective rebar covers, rebar troughs, or rebar caps
 - Employees working above grade or any surface and exposed to protruding reinforcing steel or other similar projections will be protected by a fall protection system and rebar covers
 - Rebar caps (Mushroom) may not be used as impalement protection for employees working above grade or any surface

Traffic Control

- When work encroaches upon or is close to traveled roadways, traffic control measures will be used in accordance with the authorizing agency, and following state or federal standards for uniform traffic control signs and devices as published by the Department of Transportation
- If it becomes necessary to delay, detour or otherwise inconvenience the public, every effort will be made to do so as courteously and safely as possible
- Barricades, warning, and direction signs of sufficient size and number will be placed at appropriate locations to warn the public of lane closures and other traffic control measures
- The condition of traffic control devices will be monitored continuously to insure their proper operation
- Traffic control devices should be removed or covered upon completion of the work protected by such devices
- Personnel on foot who are exposed to mobile equipment or motor vehicle traffic WILL wear high visibility vests or other equivalent high visibility warning apparel. During the hours of darkness warning apparel must be reflective with at least one horizontal stripe that completely surrounds the wearer
- Flag persons will be used at all locations where barricades and signs are inadequate to control traffic
- Flag persons will be trained in the proper techniques of flagging traffic

Public Protection

- Warning signs and devices will be placed as necessary to provide adequate warning of hazards to the public

-
- Visitors will not be permitted in work areas without clearance unless accompanied by a proper escort. Protective apparel, such as hard hats and orange vests, will be furnished and are required to be worn
 - Open trench excavations will be backfilled as soon as practicable, or otherwise protected
 - Measures will be taken to control noise and dust level created by our operations to comply with the applicable job specifications, federal or state regulations and local ordinances
 - Work should be planned and conducted in a way that will not obstruct or inconvenience the public on existing roads outside the project
 - If necessary to operate on existing roads outside the construction area, all necessary permits will be obtained from the appropriate public or private authority

Hand Tools, Electric Power Tools, and Extension Cords

- All hand and power tools will be used only for the purpose for which they were designed for, and will be maintained in a safe working condition
- All required guards and safety devices will be in place and functioning properly
- Before using new equipment a Job Hazard Analysis must be performed and submitted to the Site Safety Manager
- The noncurrent-carrying metal parts of electric tools will be grounded
- When electrical tools are connected to a temporary power source, personnel will be protected by GFCI
- Only trained and certified personnel will use powder-actuated tools
- All operators of powder-actuated tools will have in their possession a valid license authorizing them to use that model of powder-actuated tool
- All operators using lasers shall have in their possession a valid license authorizing them to use that piece of equipment
- When laser equipment is in use, signs shall be posted warning all employees in the area that a laser is in use
- Pneumatic impact tools will be equipped with safety clips or retainers to prevent tools from being expelled from the barrel
- The connections of compressed air hoses with a 3/4 inch inside diameter or larger MUST be chained or secured to prevent whipping in the event of separation
- Air compressors must be equipped with an inline pressure reducer that will reduce line pressure in the event of hose failure

Sanitation

- Drinking water shall be provided from sources approved by appropriate health authorities
- All water outlets dispensing (**Non-Potable**) water will be conspicuously posted, (**Water Unfit for Drinking**)
- Disposable, single use cups will be provided for drinking water. Used

-
- cups will be disposed of properly
 - Adequate toilet facilities will be provided for employees, consisting of 1 portable toilet for every 20 employees

Boom-Lift and Scissor Lift Safe Practices

- Only trained and qualified persons may operate lifts
- Inspect all lifts prior to each use
- Operators must be trained and familiar with the manufacturers' requirements for the specific model of equipment in use
- Safety harnesses must be used at all times in boom lifts and when otherwise required on scissor lifts
- Do not tie off fall protection to scissor lift railings
- Do not exceed load limits or use boom lifts or scissor lifts as a crane
- Do not operate within 10' of power lines
- Persons on the ground should be familiar with controls to lower scissor lifts in emergency situations
- Lower platforms to a safe level prior to moving
- Never stand on the guard rails of any scissor or boom lift
- Never use a ladder on a scissor or boom lift
- Always close safety gate and chains during operation
- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-workers.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Personal Protective Equipment

- Wear boots when handling panels and in material handling environments designated by your supervisor.
- Wear work gloves when handling fiberglass bats, sprayed on finishes, rough textured gypsum board panels, metal lath or when sanding surfaces.
- Wear your safety glasses and dust mask when handling or mixing plaster ingredients and additives, or applying mud, finishing ceilings, or sanding.

-
- Wear your safety glasses when snipping metal pieces such as corner beads, trims, and wire mesh.
 - Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
 - Wear the chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive."
 - Wear your ear plugs or earmuffs in areas posted "Hearing Protection Required."

Electrical Safety

- Assume all electrical wires as live wires.
- Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical circuits.
- Do not use power equipment or tools on which you have not been trained.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
- Do not use electrical tools if its housing is cracked.
- Do not use electrical tools while working on a metal ladder.

Pneumatic Tools

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect air line when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

Office Safety

General

- Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
- Carry pencils, scissors and other sharp objects with the points down.
- Do not jump from ramps, platforms, ladders or step stools.
- Do not run on stairs or take more than one step at a time.
- Use handrails when ascending or descending stairs or ramps.
- Obey all posted safety and danger signs.

Furniture Use

- Open one file cabinet drawer at a time.
- Close drawers and doors immediately after use.
- Use the handle when closing doors, drawers, and files.
- Put heavy files in the bottom drawers of file cabinets.
- Do not tilt the chair you are sitting in on its two back legs.
- Do not stand on furniture to reach high places. Use a ladder or step stool to retrieve or store items that are located above your head.

Handling Supplies

- Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
- Cut in the direction away from your body when using knives or case cutters.

Equipment Use

- Use a staple remover, not your fingers, for removing staples.
- Turn off and unplug office machines before adjusting, lubricating or cleaning them.
- Do not use fans that have excessive vibration, frayed cords or missing guards.
- Turn the power switch of the equipment to "off" when it is not being used.

TRAINING & SAFETY MEETING FORMS

Individual Safety Orientation Record

Lamon Construction Company,
Inc.

<i>Employee's Name & ID Number</i>	<i>Hire Date:</i>	<i>Job Description</i>
<i>Department/Location</i>	<i>Foreman/Supervisor's Name</i>	

I, _____ hereby certify that I have read the Lamon Construction Company, Inc. INJURY AND ILLNESS PREVENTION PROGRAM Manual. This I.I.P.P. manual included the following information:

Please initial below:

- Overview of the organizational safety program, the leadership's commitment to the program, and the requirements expected of me with regard to the "Code of Safe Practices."
- Leadership's commitment to the on-going safety training schedule, along with regularly scheduled inspections for safety hazards and practices.
- Leadership's commitment to uphold my right to ask questions or make comments and observations about safety concerns without any concern of unwarranted reprisal.
- Potential occupational hazards in the general work setting and the hazards specific to my job assignment.
- The Hazard Communication System that declares my right to know of any and all potentially hazardous substances I might be exposed to on my job and the information contained in the MSDS (Material Safety Data Sheets) about those substances
- Policies on Lockout/Blockout and Heat Illness Procedures.
- Non-compliance to the Safety Program endangers both my co-workers and me, and for this reason the employer will use disciplinary measures to ensure compliance.

I understand the information included in the I.I.P.P. Manual and I commit myself to support the safety efforts in doing my job and this organization.

Employee Signature

Date

Report of Safety Meeting

Lamon Construction
Company, Inc.

DEPARTMENT/LOCATION	DATE OF MEETING	CALLED TO ORDER
NUMBER OF EMPLOYEES PRESENT	NUMBER ABSENT	NUMBER EXCUSED
TIME MEETING ADJOURNED	DATE OF NEXT MEETING	
FOREMAN/SUPERVISOR (NAME & TITLE)	SIGNATURE	

Incidents/accidents reviewed:

Subject presented and/or discussed:

Comments/Suggestions/Recommendations:

Action(s) taken:

Employee Safety Meeting Attendance

Lamon Construction
Company, Inc.

CONDUCTED BY (NAME & TITLE)

DATE/TIME

SUBJECT DISCUSSED

Signature of Employees

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 16. _____ | 31. _____ |
| 2. _____ | 17. _____ | 32. _____ |
| 3. _____ | 18. _____ | 33. _____ |
| 4. _____ | 19. _____ | 34. _____ |
| 5. _____ | 20. _____ | 35. _____ |
| 6. _____ | 21. _____ | 36. _____ |
| 7. _____ | 22. _____ | 37. _____ |
| 8. _____ | 23. _____ | 38. _____ |
| 9. _____ | 24. _____ | 39. _____ |
| 10. _____ | 25. _____ | 40. _____ |
| 11. _____ | 26. _____ | 41. _____ |
| 12. _____ | 27. _____ | 42. _____ |
| 13. _____ | 28. _____ | 43. _____ |
| 14. _____ | 29. _____ | 44. _____ |
| 15. _____ | 30. _____ | 45. _____ |

Approved by: _____

Foreman/Supervisor

_____ Date

Make meetings brief, 15 to 20 minutes. Cover only one specific subject. Use an object to focus the attention of the employees. Involve them in the talk.

INSPECTION FORMS

Lamon Construction, Inc. Jobsite Safety Inspection

Jobsite: _____ Inspector: _____ Date: _____

- Yes No NA **1) Scaffolding**
(Complete and proper installation, planking, end rails, properly secured to structure, rolling scaffolding with locked casters, railings in place or fall protection used when working over 7 ½')
- Yes No NA **2) Fall Protection**
(Perimeter railings in place, stair railings in place and secure. Elevator shaft, roof, door and window openings protected. Fall protection equipment properly adjusted to limit free fall to 6')
- Yes No NA **3) Aerial Work Platforms/Mobile Equipment**
(Guardrails in place, properly trained operator, no leaks, damage or missing components, floor area suitable for use, work hazards marked, warning lights/alarms, and pre-shift inspection by operators)
- Yes No NA **4) Ladders**
(Type I, Heavy duty, no defects/repairs. Extension ladders at safe angle, top extends 3' above landing or roof line and tied off. A-frame step ladders used in open position only)
- Yes No NA **5) Chop Saws/Powder Actuated Tools/Screw Guns**
(Guards in place, in good condition, trained operators, no shots on ground, electrical cords good)
- Yes No NA **6) Electrical Equipment**
(Cords free of splices, ground plugs in place, GFCI on supply lines, lock out Tag Out of electrical and hazardous energy sources when necessary)
- Yes No NA **7) Personal Protective Equipment (PPE)**
(Hard hats, safety glasses, boots, clothing, face shield when using chop saw)
- Yes No NA **8) General Housekeeping**
(Debris picked up, stairs and walkways clear adequate exits kept clear, open trenches marked)
- Yes No NA **9) First Aid Kit/ Fire Extinguisher/Drinking Water**
(Water available in work areas, employees encouraged to drink on hot days, first aid kits adequately stocked, fire extinguishers available in all areas with extinguisher in possession when welding)
- Yes No NA **10) Behaviors**
(Fall protection equipment used, safe lifting, PPE worn, safe lift operation, no unsafe acts, etc.)

Comments / Correction Needed: For each item # circled No provide comments or corrective measures

Foreman/Supervisor Signature: _____

Forward a copy of this form to the jobsite superintendent and/or those responsible for the hazard(s) needing correction

Hazard Abatement Record

Lamon Construction
Company, Inc.

INSPECTED BY	DATE
--------------	------

Safety/Health items identified during _____ *Insert Date* inspection/investigation will be submitted to _____ *Insert Name* for review, and an action plan will be developed to resolve each specific safety/health item (such as hazards, needed policies, etc.) by a fixed completion date, and by those assigned responsibility. This form will be used to document identified problems, steps to be taken, and completion deadline.

Overall Action Plan

Major action steps to be taken	Priority Assign each step a number	Projected Completion Date	DATE COMPLETED
1.			
2.			
3.			
4.			
5.			

INCIDENT & INJURY FORMS

Employee Safety Violation

Lamon Construction
Company, Inc.

EMPLOYEE	DATE OF VIOLATION	OCCUPATION
JOB FOREMAN	GENERAL CONTRACTOR	JOBSITE
CREW LEADER /SUPERVISOR	SERIOUS VIOLATION Y/N?	LOCATION OF VIOLATION

Nature of Violation

- Failure to wear personal protective equipment
- Workplace Accident Resulting From a Safety Violation
- Operating Equipment without Authorization
- Disobedience
- Unsafe Conduct
- Intoxication or Drug Use
- Negligence in Job Task
- Disabling Safety Devices
- Horseplay/Fighting
- Other _____

Additional Remarks:

Disciplinary Action:

Verbal Warning Written Warning Termination

Employee Signature

Date

Foreman/Supervisor Signature

Date

After an Injury Occurs

Administer Proper Medical Care

- Call 911 in event of serious or life threatening injury. Post someone near the entrance of the jobsite to direct responders to the location of the injured worker.
- Minor cuts, scrapes, bruises, strains can often be treated with first aid supplies. Send the employee to the physician if there is any question about the severity of the injury.

Report the Injury to the Lamon Construction Company, Inc. Office Staff

- Immediately call Dennis Norton (530-624-5502 or 530-671-1370) or the person on duty to report work related injuries.

Note: Report fatalities and serious injuries or illness by phone or FAX to the nearest office of the Division of Occupational Safety and Health (CCR Title 8, Section 342 see attached form) within eight (8) hours.

Provide Quality Medical Care

- Send or accompany the employee to your designated medical provider.

Investigate the Accident and Maintain Evidence

- Collect facts, record witness statements, take pictures and preserve any equipment involved in the injury. Maintain any evidence in the event another party (equipment manufacturer, contractor, at fault driver) was responsible for the accident. If another party was at fault, we can attempt to recover monetary damages

Forms To Complete Following an Injury or Incident

- **Supervisor's Employee Injury/ Incident Report** this report must be completed immediately by the supervisor the injury was reported to. It may be faxed if necessary. Have the employee complete this report as soon as reasonably possible following an injury.
- **Witness Statements**. Each individual that witnessed the incident should complete this report. They may fax it in if necessary.
- **Employee Safety Violation** Complete this form if employee or coworker(s) violated a safety policy resulting in an injury or near miss incident.

Claim Administrator Injury Follow-Up Checklist

Complete one checklist for each injured employee

- DWC Form** – Employee's Claim for Workers' Compensation Benefits.
- Foreman's Employee Injury / Incident Statement**
- Witness Statements**
- Authorization for treatment** (Copy)
- First Report of Injury (From Dr.) or 5020
- Clinic duty restrictions & Dr.'s findings for each visit
- Test Results – (Drug, X-Ray & all other tests performed)
- Modified Duty Agreement
- Return to Work Release

NON-WORK RELATED INJURIES / REFUSALS

- Non-Work Related Injury Report
- Refusal to File Workers' Compensation
- Release from Dr. to return to work

(Complete one checklist for each injured employee)

Employee Injury / Incident Report

Employee Name: _____ Job Title: _____ Today's Date: _____

Date of Injury / Incident: _____ Time of Injury: ____:____ am/pm

Accident Resulted In: (circle those that apply) **Injury** **Illness** **Property Damage** **Near miss**

Equipment / Tools used by employee when injury/incident occurred: _____

Specific location/area where the injury/incident occurred: _____

Specify what area or floor

Describe the injury and body parts affected: _____

Specify exact body parts such as R-ankle, L-index finger, lower back

Has the employee ever sustained an injury to this part of your body before now? YES _____ NO _____

If yes please explain _____

Describe how the incident happened:

Continue on back if additional space is needed

Were there any witnesses? YES NO If yes attach witness statements

Was the employee wearing required personal protective equipment? YES NO

Was injured or ill worker trained to perform the task? YES NO Name of trainer: _____ Date Trained: _____

What steps should be taken to prevent a similar accident? _____

Is Modified Duty available for injured/ill worker? YES NO

I certify that the information I have given on this statement is correct and true.

EMPLOYEE SIGNATURE: _____ DATE: _____

FOREMAN'S SIGNATURE: _____ DATE: _____

Witness Statement

Name of Witness _____ Department _____

Company _____

Name of Employee _____ Date of Incident _____

Were you in the area where the accident happened? Yes No

Did you see the accident happen? Yes No

Where exactly did the accident occur? _____

What did you see and/or hear? When did you hear or see, give the date.

What part of the body was injured? _____

Was the employee using a tool or piece of machinery when the incident happened? Yes No

Please describe: _____

Have you heard the employee talk about a similar incidents? Yes No

If so, explain: _____

What can be done to prevent a similar incident in the future?

Additional Comments:

Witness Signature _____ Date _____

Non-Work Related Injury or Illness Report

Personal Information:

Name: _____ Phone: _____

Address: _____

Name and address of any health insurance provider (if none, write "none"): _____

Social Security Number: ____ -- ____ -- ____

Jobsite Information:

List your most recent job assignment: _____

Who is your on site supervisor? _____

Was this non-work related injury reported to your supervisor? Yes ____ No ____

What are your usual shift hours? ____ to ____ Regular work days? M T W Th F St Sn

Injury Information:

What parts of the body were injured? _____

Describe how the incident occurred/where did it occur?

Date the incident happened: ____ / ____ / ____ Time: ____:____ AM ____ PM ____

Illness Information:

Diagnosis of illness or condition: _____

Have you missed any days of work because of this condition? Yes ____ No ____

If yes, what is the day you first had to be off work? ____ / ____ / ____

Treatment & Return to Work:

Do you plan to, or have you already gone to the doctor? Yes ____ No ____

If yes, who is your treating physician? _____

Are you able to return to regular duty? Yes ____ No ____ If not, when do you expect to be able to return to regular work? _____

Have you been treated for this condition before? Yes ____ No ____ If yes, give date, treating physician, and any details:

Signature

Date

FALL PROTECTION SAFETY PROGRAM

Fall Protection Safety Rules

Falls from elevation are a major cause of injuries and deaths in the construction industry. **Lamon Construction Company, Inc.** is committed to eliminating injuries caused by fall hazards by instituting a program of 100% fall protection for all fall hazards of 7 1/2 feet or greater.

Fall Protection Equipment and Barriers Include

Perimeter Guardrails and toe boards
Stair Handrails
Guarding of Elevator Shafts
Covering of Floor openings
Railings on scaffolding
Personal Fall Protection Systems (PFAS)
Netting, catch platforms and other fall prevention and fall arrest systems

Lamon Construction Company, Inc. will work with the General Contractor when temporary removal of railings, floor or roof openings or similar barriers is necessary.

1670. Personal Fall Arrest Systems

(a) Approved personal fall arrest, personal fall restraint or positioning systems shall be worn by those employees whose work exposes them to falling in excess of 7 1/2 feet from the perimeter of a structure, unprotected sides and edges, leading edges, through shaft ways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees not otherwise adequately protected under the provisions of OSHA safety Orders.

Use of Personal fall Protection Devices - Company Specific information needed

1671.1. Fall Protection Plan.

(a) This section applies to all construction operations when it can be shown that the use of conventional fall protection is impractical or creates a greater hazard.

All work sites with fall hazards of 7 1/2 feet or more will have a site-specific fall protection work plan completed if the use of standard fall protection systems is impractical. The employees performing that specific job will be trained in the fall hazards and the method used to implement fall protection. The attached training guide will be used to train employees in the inspection and maintenance of their fall protection equipment, as well as fall protection selection criteria.

All employees will use fall protection when there is an unprotected exposure to a fall hazard of 7 1/2 feet or more. Employees who fail to follow this policy are subject to disciplinary action, up to and including dismissal.

CAL OSHA Fall Protection Plan Requirements

Sub chapter 4. Construction Safety Orders
Article 24. Fall Protection

§1671.1. Fall Protection Plan.

(a) This section applies to all construction operations when it can be shown that the use of conventional fall protection is impractical or creates a greater hazard.

(1) The fall protection plan shall be prepared by a qualified person and developed specifically for the site where the construction work is being performed and the plan must be maintained up to date. The plan shall document the identity of the qualified person. Note: The employer need only develop a single site fall protection plan for sites where the construction operations are essentially identical.

(2) Any changes to the fall protection plan shall be approved by a qualified person. The identity of the qualified person shall be documented.

(3) A copy of the fall protection plan with all approved changes shall be maintained at the job site.

(4) The implementation of the fall protection plan shall be under the supervision of a competent person. The plan shall document the identity of the competent person.

(5) The fall protection plan shall document the reasons why the use of conventional fall protection systems (guardrails, personal fall arrest systems, or safety nets) is infeasible or why their use would create a greater hazard.

(6) The fall protection plan shall include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection provided by conventional fall protection systems. For example, the employer shall discuss the extent to which scaffolds, ladders, or vehicle mounted work platforms can be used to provide a safer working surface and thereby reduce the hazard of falling.

(7) The fall protection plan shall identify each location where conventional fall protection methods cannot be used. These locations shall then be classified as controlled access zones and the employer must comply with the criteria in Section 1671.2(a).

(8) Where no other alternative measure (i.e. scaffolds, ladders, vehicle mounted work platforms, etc.) has been implemented, the employer shall implement a safety monitoring system in conformance with Section 1671.2(b).

(9) The fall protection plan must include a statement which provides the name or other method of identification for each employee (i.e., job title) who is designated to work in controlled access zones. No other employees may enter controlled access zones.

(10) In the event an employee falls, or some other related, serious incident occurs (e.g., a near miss), the employer shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g., new practices, procedures, or training) and shall implement those changes to prevent similar types of falls or incidents.

1671.2. Controlled Access Zones and Safety Monitoring Systems.

(a) Controlled access zones.

(1) When used to control access to areas where leading edge and other operations are taking place, the controlled access zone shall be defined by a control line or by any other means that restricts access. Signs shall be posted to warn unauthorized employees to stay out of the controlled access zone.

(2) When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when erecting precast concrete members.

(3) When erecting precast concrete members, the control line shall be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.

(4) The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

(5) The control line shall be connected on each side to a standard railing or wall, or securely anchored on each end.

(6) Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:

(A) Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material.

(B) Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the working level/working area and its highest point is not more than 45 inches.

(C) Each line shall have a minimum breaking strength of 200 pounds.

(b) Safety monitoring systems.

(1) The employer shall designate a competent person to monitor the safety of other employees and the employer shall ensure that the safety monitor complies with the following requirements:

(A) The safety monitor shall be competent to recognize fall hazards;

(B) The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;

(C) The safety monitor shall be within visual sighting distance of the employee and shall always be in communication with the employee being monitored; and,

(D) The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.

(2) No employee, other than an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

(3) Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors.

Fall Protection Plan

INSTRUCTIONS

This plan must be completed when it can be shown that the use of conventional fall protection is impractical or creates a greater hazard and where other unusual fall protection problems arise during the construction process.

The plan must be specific for each work site.

THIS WORK PLAN WILL BE AVAILABLE ON THE JOB SITE FOR INSPECTION.

1. FILL OUT THE SPECIFIC JOB INFORMATION.

Company Name: _____

Job Name: _____

Date: _____

Job Address: _____

City: _____

Job Foreman: _____

Jobsite Phone: _____

2. FALL HAZARDS IN THE WORK AREA INCLUDE LOCATIONS AND DIMENSIONS FOR HAZARDS

Elevator shaft: _____

Stairwell: _____

Leading edge: _____

Window opening: _____

Outside static line: _____

Roof eave height: _____

Perimeter edge: _____

Roof perimeter dimensions: _____

Other fall hazards in the work area:

3. METHOD OF FALL ARREST OR FALL RESTRAINT

(Indicate what type of equipment will be used.)

Full body harness:

Body belt (Restraint only):

Lanyard:

Drop line:

Lifeline:

Restraint line:

Horizontal lifeline:

Rope grab:

Deceleration device:

Shock absorbing lanyard:

Locking snap hooks:

Safety nets:

Guard rails:

Anchorage points:

Catch platform:

Scaffolding platform:

Safety monitor:

Name of monitor, if used:

Other:

4. ASSEMBLY, MAINTENANCE, INSPECTION, DISASSEMBLY PROCEDURE

Assembly and disassembly of all equipment will be done according to manufacturers' recommended procedures. (Include copies of manufacturer's data for each specific type of equipment used.)

Specific types of equipment on the job are:

A visual inspection of all safety equipment will be done daily or before each use, as stated in the Employee Training Packet. Any defective equipment will be tagged and removed from use immediately. The manufacturer's recommendations for maintenance and inspection will be followed.

5. HANDLING, STORAGE & SECURING OF TOOLS AND MATERIAL

Toe boards will be installed on all scaffolding to prevent tools and equipment from falling from scaffolding.

Other specific handling, storage and securing is as follows:

6. OVERHEAD PROTECTION

Hard hats are required on all job sites with the exception of those that have no exposure to overhead hazards. Warning signs will be posted to caution of existing hazards whenever they are present. In some cases, debris nets may be used if a condition warrants additional protection.

Additional overhead protection will include:

7. INJURED WORKER REMOVAL

Normal first aid procedures should be performed as the situation arises. If the area is safe for entry, the first aid should be done by a foreman or other certified individual.

Initiate Emergency Services – Dial 911 (where available)

Phone location: _____

First aid location: _____

Elevator location: _____

Crane location: _____

Other: _____ Location: _____

Rescue considerations. When personal fall arrest systems are used, the employer must assure that employees can be promptly rescued or can rescue themselves should a fall occur. The availability of rescue personnel, ladders, or other rescue equipment should be evaluated. In some situations, equipment that allows employees to rescue themselves after the fall has been arrested may be desirable, such as devices that have descent capability.

Describe methods to be used for the removal of the injured worker(s):

8. TRAINING AND INSTRUCTION PROGRAM

All employees will be given instructions on the proper use of fall protection devices before they begin work.

The written fall protection work plan will be reviewed before work begins on the job site. Those employees attending will sign below. The fall protection equipment use will be reviewed regularly at the weekly safety meetings.

Date: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Foreman or Job Supervisor: _____

Prior to permitting employees into areas where fall hazards exist, all employees must be trained regarding fall protection work plan requirements.

HEAT ILLNESS PREVENTION PROGRAM

Heat Illness Prevention Procedures

Introduction

Heat illness in all its forms has always been a recognized work hazard in California, and across the nation. All heat related illnesses are preventable. Cal/OSHA requires employers in California to train workers regarding the hazards of working in heat and in heat related illness. The standard also requires Lamson Construction to have written plan that informs employees, supervisors and managers of the regulator requirements Lamson Construction must adhere to related heat related illness prevention.

The primary goal of Lamson Construction Heat Illness Prevention plan is employee safety. The training and operational elements found in this plan will provide employees, managers and supervisors with the tools necessary to anticipate environmental conditions that contribute to heat related illness, to recognize when work assignments places employees at risk and what job instructions need to be communicated to employees regarding the prevention of heat related illness.

Program Scope

Lamson Construction Heat Illness Prevention Plan (LCHIPP) is intended to control occurrence of heat related illness. The Plan applies to all outdoor areas where employees can be assigned work, and where environmental conditions cannot be mitigated by engineering controls.

Additionally, the Plan also applies to indoor areas where employees may be assigned work, where the indoor temperature meets or exceeds 100 degree F. The Plan is also applicable to employees who are required to wear and perform work in full – body personal protective suits, regardless of exterior or interior ambient temperature.

Program Responsibilities

Lamson Construction will:

- Distribute the LCHIPP to all managers and supervisors.
- Provide initial training in the requirements of the plan to all managers, supervisor and employees who are covered by the requirements of this program.
- Maintain record of employees' training.

Managers and supervisors will:

- Ensure that employee work assignments both indoors and outdoors are evaluated and the components of this plan are implemented when the established temperature/related humidity thresholds are met or exceeded.
- Ensure that initial and periodic training is provided to employees under their supervision and are consistent with the requirements of this document.
- Ensure that active or passive cooling equipment is available to employees who may require its use.
- Maintain document for training.

Employees will:

- Comply with the requirements of this plan.
- Take steps to mitigate any personal risk factors that may exist prior to working in a regulated hot environment.
- Immediately report unsafe conditions to their supervisor.
- Observe their fellow employees for signs of heat related illness, and take quick action to insure that rapid assistance is provided if applicable.

Training

Training is critical to help reduce the risk related illnesses and to assist with obtaining emergency assistance without delay. California Code of Regulations, Title 8, Chapter 4, section 3395 requires employers to provide training in the provisions of the written Heat Illness Prevention Plan to supervisors and employees.

3395 (e) (1) Employee Training: Training in the following topics shall be provided but not limited to:

- The environmental and personal risk factors for heat illness
- The employer's procedures for complying with the requirements of this standard
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to sweating more the usual in the performance of their duties
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance to employees of immediately reporting to employer, direct or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers
- The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
- The employer's procedures for contacting emergency medical service, and if necessary, for transporting employees to a point where they can be reached by emergency medical service providers

- The employer's procedures for ensuring that, in the event of an emergency, clear and precise direction to the work site can and will be provided as needed to emergency responders

3395 (e) (2) **Supervisor training:** Supervisor will be trained on the following topics:

- The information required to be provided by section (e) (1) above.
- The procedures the supervisor is to follow to implement the applicable provisions in this section
- The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

Program Compliance Strategy

Nothing in this plan prevents a supervisor or employee from encouraging or practicing good heat related work practices when local temperatures are hot but do not reach the thresholds detailed below.

Supervisor will be aware of the most current and accurate meteorological information for their assigned work areas. Supervisor shall implement the proper controls when local weather conditions have achieved, or are expected to achieve the following threshold:

- **More than 48 hours with day time temperatures at or above 90 degrees F and relative humidity at or above 80%**

In these conditions, the supervisor shall implement the following working protection control:

- Prior to start of the work shift, supervisor will review the work procedures
- Insure at least of 2 quarts of water will be made available per employee at the start of the shift
- Designate a person to monitor the water availability
- Provide access to rest and shade or other cooling measures.

HAZARD COMMUNICATION PROGRAM

Hazard Communication Program

Purpose

The management team at Lamson Construction Company, Inc. is committed to providing their employees with a safe and healthful workplace. This Hazard Communications Policy has been developed to provide employees the information needed to work safely with the chemicals used by Lamson Construction. The Hazard Communications standard requires an employer to develop and maintain a program that includes provisions for container labeling, MSDS's, and employee training.

Scope

This procedure applies to all chemicals used and/or stored that present potential health; safety and/or environmental hazard are covered under this program. In addition, all personnel potentially exposed to such chemicals are covered under the training requirements of the program.

General

A. Program Requirements

1. Hazardous Chemical Inventory

An inventory of all hazardous chemicals used by Lamson Construction Company, Inc. on this specific jobsite

2. Hazardous Chemical Labeling

- a. All containers of hazardous chemicals will be labeled, at a minimum, with the following information:
 - i. Identity of the hazardous material
 - ii. Appropriate hazard warnings
 - iii. Name and address of the chemical manufacturer (only required on original containers)
- b. If the above information on a container is faded, damaged, or missing, the required information must be replaced within 24-hours or the contents of the container will be considered waste materials. The container will then be marked, labeled, and managed as a hazardous waste.

3. Material Safety Data Sheets

- a. A complete catalog of MSDS's for hazardous chemicals will be current and kept in the jobsite trailer, gang box or other easily accessible area.
- b. Hazardous Materials
 - i. Production employees do not have the authority to bring in any new materials or chemicals into the manufacturing process. Senior or production management or their designee will review and approve all inventory materials and chemicals before they are used in the facility. An MSDS will accompany all new materials approved by the senior production management.
 - ii. Prior to bringing a new material that is not used in the manufacturing process (i.e. general housekeeping supplies such as window cleaner) into Lamon Construction Company, Inc. the requesting manager must obtain a current MSDS. If new hazards are introduced due to the new material, the production manager must train all affected employees of the new hazards.
 - iii. Once a particular hazardous chemical has been approved, it must be added to the Lamon Construction Company, Inc. Hazardous Chemical Inventory list.
 - iv. The Program Administrator is responsible for ensuring that Material Safety Data Sheets (MSDSs) are acquired and available for all hazardous chemicals prior to the chemical being used or maintained at their location.
 - v. Each new MSDS must be reviewed to determine if there needs to be a change to the specifications for safe work practices.

4. Information and Training

- a. At a minimum, all employees are trained at time of hire with additional training if new chemicals are introduced or an employee is observed handling a hazardous material in an unsafe manner. In addition, employees will receive additional training if there is a change of work assignment, or a new physical or health hazard is introduced into their work area. This additional training will occur before the employee is exposed to the chemical. The training includes, at a minimum:
 - i. The requirements of the Hazard Communication Standard;
 - ii. A description of operations on site where hazardous chemicals are present;

- iii. The location and availability of this written program, including the location of the chemical lists and MSDSs;
- iv. A discussion of methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
- v. A discussion of the physical and health hazards of the chemicals used;
- vi. A discussion of the measures the employee can take to protect themselves from these hazards, including specific procedures the site has implemented to protect employees from exposure to hazardous chemicals (including work practices, emergency procedures, and personal protective equipment); and,
- vii. Details regarding the overall hazard communication program: including an explanation of labeling requirements, MSDSs, and methods for employees to obtain and use the appropriate hazard information.

B. Non-Routine Activities Involving Hazardous Materials

- 1. At times when non-routine activities, such as outsourced painting, cleaning, repair or maintenance services, may create exposure potential to new hazardous materials, all affected employees must be provided Hazard Communications information specific to the non-routine operation(s). This training, normally presented at the beginning of the employee's assigned shift, this training will be documented and maintained in the employees' training file.
- 2. Prior to employees from another employer performing work at a Lamon Construction, the production management will provide the employer with the appropriate hazard communication information including a copy of this policy, the precautionary measures to be taken for normal operations and foreseeable emergencies, the location of MSDS's, and information on the labeling system used at the location.

C. Definitions

Containers

For the purpose of this document, a container is any drum, jar, box, bottle, etc. that contains any hazardous chemical other than waste material.

Hazardous Chemicals

For the purpose of this document, hazardous chemicals are hazardous materials brought into a Lamon Construction location including flammable, corrosive, toxic, irritants, and reactive materials.

Responsibilities

A. Management

Production management personnel shall effectively enforce compliance with the Hazard Communications Program as set forth in this document. Accordingly; management must realize that whenever a breakdown in the system occurs, that they are ultimately responsible and must act accordingly to impose disciplinary actions as deemed necessary on supervisory employees found not enforcing the policy herein.

All disciplinary actions will be handled according to the company's standard disciplinary procedure for failure to comply with Safety Rules and Procedures.

B. The Safety Designee

The Program Administrator is responsible for interpreting OSHA requirements and publishing safety standards to reflect those OSHA regulations as they affect our industry and specific operations. The Program Administrator will conduct periodic facility inspections to determine compliance and is responsible for notifying upper management when deficiencies are identified.

C. Employees

As a condition of employment, all employees are expected to abide by company safety rules. Employees must follow the guidance of all training programs established by the company to protect their well-being. It is the responsibility of each employee to read the MSDS sheet before using any chemical.

Record Keeping

A. This program and the MSDS file must be made available to all employees.

B. Documentation of employee training participation must be maintained on file for the duration of employment with Lamson Construction.

Lockout/Blockout Program

Purpose

This procedure establishes the minimum requirements for lockout/blockout of energy sources that could cause injury to personnel. All Lamon Construction employees will comply with the procedure and only trained personnel are permitted to perform work on machines or equipment.

Responsibility

The Lamon Safety Coordinator is responsible for the implementation of the Lockout/Blockout Procedure. The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout/blockout procedure by Lamon Safety Coordinator. Each new or transferred affected employee will be instructed as required by Lamon Safety Coordinator or the Project Superintendent/Forman on use of Lamon Lockout/Blockout procedure.

Preparation for Lockout

Employees authorized to perform lockout/blockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked/blocked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout/blockout commences, job authorization should be obtained.

Sequence of Lockout/blockout Procedure

Notify all affected employees that a lockout is required and the reason therefore.

If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).

Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment.

Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be

dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.

Lockout/blockout energy isolating devices will be with an assigned individual lock. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: Return operating controls to neutral position after the test.

The equipment is now locked out.

Attach accident prevention tags which give the reason for placing the tag, the name of the person placing the tag, how he/she may be contacted, and the date and time the tag was placed. No one removes the lock without proper authority.

DO NOT USE TAGS ALONE. Use tags or signs in addition to locks.

Tags must state the following:

Reason for the lockout

Name of the employee who is working on the equipment and how that person may be reached

Date and time the tag was put in place

Tagout devices shall be capable of enduring at least 50 pounds of pull, and a non-reusable type.

Restoring Equipment to Service

When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.

When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock/block out equipment, each will place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

RETURN TO WORK PROGRAM

Return to Work Program

Policy

Lamon Construction is committed to returning employees to modified or alternative work as soon after an injury as possible. This will be done by temporarily modifying the employee's job or providing the employee with alternative work. The employee's medical condition, along with any limitations or restrictions given by the attending physician, will be considered as a priority when identifying the modified or alternative work. Modified and/or alternative work will also be based/determined on availability and individual's Trade requirements.

Purpose

This program is intended to provide our employees with opportunities to continue as valuable members of our team while recovering from work-related injuries. We want to minimize any adverse effect of a job-related injury to any of our employees. This program is intended to benefit injured employees by promoting speedy recoveries while allowing them to keep their work patterns and income consistent. The company benefits by having our employees retain work skills, thus contributing to the overall productivity of our business.

Scope

This program applies to all employees of Lamon Construction Company, Inc...

Responsibilities

The Safety Administrator will:

- Maintain all injury reports and insure that all paperwork and forms have been properly handled and submitted to the appropriate parties
- Act as a liaison between Lamon Construction, the injured employee, the treating physician, and Lamon Construction Company's workers' compensation carrier
- Monitor the modified or alternative work and gather any additional information that may be needed to properly handle the return to work efforts
- Work closely with the medical personnel to coordinate the return to work efforts

All Superintendents and Foreman's, in the event of an injury, will:

- Insure that the injured employee receives first aid or, if necessary, proper medical treatment at our selected medical clinic
- If possible, insure that someone accompanies the employee to the medical clinic
- Insure that the attending physician is aware that Lamon Construction has a **Return to Work** program and that modified or alternative work may be provided

Employees will:

- Report the injury to his Superintendent/Foreman immediately
- If possible, ascertain his physical restrictions and limitation from the attending physician and return to the job site the very same day (when possible) to report the physician's findings and discuss modified or alternative work
- Upon returning to work, keep his or her activities within the physical limitation that the physician has defined and immediately notify his or her supervisor of any difficulty in performing them
- Notify his or her supervisor in advance of any medical appointments and time off will be allowed for medical appointments associated with a job-related injury
- Keep the Safety Administrator and/or Supervisor informed of his or her recovery and ability to perform modified or alternative work

If anyone involved in this process has question or concerns, please talk to our Safety Administrator or your supervisor. Unasked questions can lead to confusion. Lamon Construction is committed to promoting, in the best way possible, a full recovery for any of our injured employees. Lamon Construction and our workers' compensation carrier will answer any questions that may arise.