SITE SPECIFIC SAFETY PLAN

Project Name

Layton
CONSTRUCTING WITH INTEGRITY

Acknowledgement of Receipt & Compliance Agreement

Layton Construction Co., Inc.

I have received and read the Layton Site Specific Safety Plan (SSSP) Manual.

I acknowledge that the contents of the SSSP describe Layton's construction practices and safety standards for construction on all Layton projects. The SSSP manual does not contain all OSHA standards, but I agree to comply with Layton's SSSP, Federal OSHA standards, and state and local standards where the project is located. If there is any inconsistency in the foregoing standards, I will comply with the most stringent standard on the applicable subject.

Project Name: _____

Project Location: _____

Company Name: _____

Printed Name of Signee: _____

Signature: _____ Date: _____

SITE SPECIFIC SAFETY PLAN PROJECT INFORMATION:

Project Name:

Project Address:

Project Number:

Project Superintendent:

Project Superintendent Phone:

Project Manager:

Project Manager Phone:

Project Safety Manager:

Project Safety Manager Phone:

Scope of Work:

SAFETY DECLARATION

Safety and accident prevention must be a part of all trade contractors bid preparation when choosing to work with Layton Construction. When bids are presented, it is understood that the submitting companies will meet government and Layton standards for safety and accident prevention on all Layton Construction projects, including all safety processes outlined in this declaration.

General Minimum Requirements (Not all-inclusive: refer to 29 CFR 1926 and Layton Site Specific Safety Plan: www.LaytonConstruction.com)

Subcontractor Project Scope Safety Plan - Prior to mobilization, each subcontractor's project management and front-line supervision will develop and submit, a written detailed project specific safety plan that will describe how they and their sub-tier subcontractors intend to implement and conform to the SSSP.

Pre-shift All Hands Meeting – All hands LCC led message, warm up/stretching, prime sub activities review, critical pre-task plan activities discussed.

Subcontractor Safety Coordinator – A full time safety coordinator is required onsite when subcontractors and their tiers reach 50 employees.

Supervisor Training – Subcontractor onsite supervisor must have OSHA 30 Hour training (or in process).

Supervisor Audits – Subcontractor supervisors will be required to complete a documented weekly safety audit listing corrective actions taken for hazardous or non-compliant issues found. Copy of this weekly audit is to be available on site for audit by LCC.

Crew Daily Pre-Task Planning – A documented pre-task safety plan will be completed daily by each trade working on LCC projects. Trade front-line supervisors will analyze tasks to be performed by their crews and identify the work sequences, hazards, training, controls and emergency action plans necessary to protect workers.

Weekly Subcontractor Coordination Meeting - Each trade contractor will be required to attend the weekly coordination meeting where safety concerns, suggestion and preplanning will take place.

Weekly Subcontractor Safety Meetings - Each trade contractor will be required to conduct a weekly training meeting on topics relevant to their project situations and exposures. The weekly meeting notes will be submitted to the project superintendent for archiving. Safety items discussed in the previous weekly coordination meeting are to be included in weekly tool box topics.

30 Foot LaPSZ (Layton Personal Safety Zone – The 30-foot LaPSZ (Layton Personal Safety Zone) is the visible 30 foot area surrounding an individual. It is the obligation and duty of that individual to watch for people, equipment, traffic or other potential hazards that may occur within their 30-foot LaPSZ, and encourage safe work practices from all workers in the 30-foot area. All employees (including co-worker and subcontractor employees) are responsible to watch for and stop unsafe actions or situations within their 30-foot area of responsibility, as well as watch for and verbally recognize positive safe actions and situation.

Maximum Lifting Weight for Workers – 75 lbs. maximum lifting weight, not to be exceeded without LCC Supervisor approving plan.

Disciplinary Action – A major offense resulting in serious or costly consequences, or repeated minor offenses for which a group or individual shows a lack of responsible effort to correct, may result in suspension or removal. Discipline is intended to preserve good working conditions for all employees and encourage each employee to be responsible and conscientious.

Accident Reporting - All accidents on the project will be reported immediately to the Layton project superintendent. Post accident drug testing is required for everyone involved in the accident.

Dress Requirements - Full length pants, shirt with at least T-shirt length sleeve, leather over the ankle work boots.

Personal Protective Equipment – As a minimum, clear eye protection meeting ANSI-Z 87 and hard hats meeting ANZI-Z-89 shall be worn at all times on the project outside of an office setting or an enclosed cab. Eye protection with side shields and a full face shield are required when grinding, chipping, or using chop saws on concrete, brick, block or metal studs. Respiratory protection will be worn when exposed to toxic vapors, fumes or silica dust. Respiratory protection is mandatory when silica dust is present.

Housekeeping - Daily clean up is required. Trash and debris are to be removed to dumpsters each shift. Cords and hoses are to be elevated, bridged, buried or controlled to eliminate trip hazard and damage from equipment travel. Work areas will be kept organized and free of clutter. Walkways and stairs will be kept clean and free of construction materials.

Safety Data Sheets - Each trade contractor is responsible for providing the SDS on each product for hazardous materials they bring onto the project.

Fall Protection - When exposed to a fall of 6 foot or greater, fall protection must be used. When guard rails or hole covers are not provided for fall protection, 100% tie-off is required using a full body harness and lanyard, all crafts, all trades.

Equipment Operation - Equipment operators must be able to show proof of training and operate per the manufacture's recommendations. Inspection logs are to be completed daily. Seat belts are to be worn. Standing on or working from the guardrails will not be tolerated when using scissor lifts or articulating boom lifts.

Fire Extinguisher - Extinguishers must be provided for each task designated as hot work and will be inspected monthly.

Signature CEO/Principal	Date
Company Name	Title

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ENVIRONMENTAL, HEALTH AND SAFETY COMMITMENT

AT LAYTON CONSTRUCTION, THE COMMITMENT TO ENVIRONMENTAL, SAFETY AND HEALTH is an extension of our philosophy of Constructing with Integrity.

Our commitment to Safety excellence is emphasized by:

- Management's commitment and accountability to provide a safe and healthy work environment.
- Encouraging open communication between all project personnel and soliciting input, support and action to achieve an injury-free environment.
- Providing training and equipment to help ensure employee safety and project success.
- Promoting safety as a value rather than a directive and extending that value into all areas of our lives.

At the Layton Companies, Environmental, Safety and Health are everyone's responsibility. As a condition of employment with Layton Construction, all employees are accountable to adopt safety as a value and comply with the Best Practices of the highest level of Environmental, Safety and Health Standards and Guidelines.

David S. Layton
President

LAYTON CONSTRUCTION STANDARDS OF SAFETY

The purpose of Layton Construction's safety standards is to assist project management, supervision, subcontractors, and workers in understanding Layton Construction's Injury Free Environment philosophy and the health and safety expectations and requirements for its projects.

The standards of safety within this document represent the expectation of performance at EVERY Layton Construction project.

LAYTON INJURY FREE ENVIRONMENT (LIFE)

Layton Construction is committed to an Injury Free Environment. LIFE is the shared corporate and individual belief that safety is a value, not compromised by cost or schedule. Everyone has the right to go home safely at the end of the day.

Layton Injury Free Environment holds three basic premises:

- All incidents and injuries are preventable; no level of incident or injury is acceptable or tolerated.
- Injury Free operations are possible in construction; if a prevailing mindset and conviction exists to do the right thing and what is necessary to achieve that state.
- Elevate safety awareness daily: a journey of continuous improvement to advance safety and achieve a heightened state of awareness where workers choose to be responsible and accountable for their own safety and the safety of their co-workers.

RESPONSIBILITY AND ACCOUNTABILITY

Everyone associated with the project must understand his or her responsibilities concerning health and safety on the project. With the responsibilities defined, project management, supervision, subcontractors and workers will be held accountable for their health and safety performance.

Project Management includes Project Executive, Project Director, Project Manager, Project Superintendent, Project Engineer, and EHS Director. **** Front-line Supervision** includes General Superintendents, Superintendents, Field Engineers, General Foremen and Foremen. The matrix below serves to associate tasks with position(s) responsible.

Subject	Project Management	First-Line Supervision	Craft Worker	Each Subcontractor must Name a Site Safety Representative
	Will Ensure That:	Will Ensure That:	Will:	Will:
Project Management Plan	All project team members shall participate in preparing the PMP	Aspects of the PMP pertaining to safety shall be communicated in site orientations to the workers	All workers must participate in site specific Orientation	Safety manager shall support the team in preparing the PMP
Site Specific Safety Plan (SSSP):	The SSSP is understood, implemented, and strictly complied with and that Layton Construction, Subcontractors, vendors, or third party individuals working or having business at this project are in conformance to the SSSP.	The SSSP is fully understood, implemented in work planning and communicated to workers. The project is compliant with the SSSP.	Understand the contents of the SSSP and follow the established rules and procedures.	Understand the contents of the SSSP and follow the established rules and procedures.

Subject	Project Management	First-Line Supervision	Worker	Site Safety Representative
	Will Ensure That:	Will Ensure That:	Will:	Will:
Work Practices:	First-line supervision is communicating safe work practices to workers.	All work tasks are properly communicated to workers and complied with.	Follow all safe work practices as communicated to them by their supervisor.	Ensure project is compliant with safe work practices and federal, state, local, and company regulations, rules and procedures.
Site-Specific Safety Rules:	The site-specific safety rules and procedures are implemented and enforced.	The site-specific safety rules and procedures are understood and implemented.	Understand and follow the site-specific safety rules and procedures.	Assess project conformance to site-specific safety rules and procedures.
Orientation:	Resources are available to conduct a proper orientation. They participate in orientation process.	They participate in orientation process.	Attend orientation **prior** to beginning work. Understand and follow the site-specific safety rules and procedures.	Support project management and first line supervision in the development and administration of the orientation.
Training:	Resources are available to implement safety and health training. Training programs are developed and implemented.	They must attend the pre-construction meeting prior to start of work. All workers under their direction are properly trained in hazard recognition and safe work practices.	Attend required project safety and health training. Understand and follow the work practices and guidelines discussed during the training.	Ensure that project management, first-line supervision and workers have received proper health and safety training. Assist project supervision in training workers on hazard recognition and safe work practices.
Safety Planning:	National pre-qualification system is being properly utilized for contractor selection. All first-line supervision identifies, evaluates, and controls the work site hazards, and provides resources to implement controls. PMP is completed and followed.	All hazards are identified, evaluated and controlled and addressed in Daily Pre-Task Plans. Institute a daily assessment program to identify, evaluate and correct work site hazards.	Understand the hazards of the work and follow the safe work practices and controls developed for those hazards.	Assist in evaluating hazards and determining methods of eliminating or reducing the hazard.
Incidents:	All incidents are investigated properly and thoroughly. Must report the incident the same day of occurrence. A Root Cause Analysis must be completed with-in 72 hours of the incident.	They conduct a thorough and proper incident investigation and develop solutions.	Cooperate and participate in the incident investigation and contribute ideas and solutions.	Assist first-line supervision in investigating incidents. Maintain monthly incident statistics.

ORIENTATION, TRAINING AND MEETINGS

To promote and ensure a Layton Injury Free Environment, health and safety training is a requirement for all Layton Construction and subcontractor workers assigned to the project.

Foreman/Front-line Supervisor (Pre-Mobilization Meeting)

All front-line supervision are required to mobilize to the site prior to their crew so they can receive specific training and review of the permits, forms, and procedures required by this plan as well as project specific information necessary to adequately coordinate their work and prepare their crews.

Employee New Hire Orientation

Every worker shall attend an environmental, health and safety orientation prior to starting any work on the project. The Layton safety orientation will provide general health and safety information and project specific work rules and procedures. Upon completion of training, each person will receive a sticker for his or her hardhat, for site authorization.

Daily Huddles

All workers assigned to the project will participate in a daily pre-shift work coordination huddle and safety meetings conducted by Layton Construction. Layton Construction reserves the right to remove subcontractor management/supervision personnel who do not regularly attend and/or conduct weekly safety meetings on the project. Safety meetings should communicate any incidents that occurred on the project, safety concerns, new work activities, new and continuing potential hazards, and the like.

Health and Safety Training

In addition to the site specific safety and health orientation, OSHA requires that workers receive specific task training. To help comply with OSHA minimum worker training requirements and assist in achieving an Injury Free workplace, a training matrix has been included in this SSSP to assist in the identification of applicable training requirements. This is for reference only and shall not be considered all inclusive.

Layton Construction may evaluate orientations and training periodically to verify they are being properly conducted and that the contents adequately cover the standards, policies, rules, and procedures contained in the SSSP or OSHA standards. Project management or supervision will communicate the safety and health policies, rules, and procedures to all vendors and third party individuals having business on the project.

TOPIC	WHO NEEDS TRAINING	WHAT TRAINING IS NEEDED
Project Specific Safety Orientation	All project management, supervision, and workers entering the project.	Safety rules and procedures contained in the SSSP's site-specific emergency action plan, each worker's responsibilities, disciplinary program, and warm up and stretching exercises
Hazard Communication	All workers entering the project	Hazard Communication Basic Training (Refer to Hazard Communication Program in this SSSP)
Respiratory Protection	Workers required to wear respiratory protection, including common dust masks	OSHA 29 CFR 1910.134 & 139 or 1926.103

TOPIC	WHO NEEDS TRAINING	WHAT TRAINING IS NEEDED
Fall Protection	Any worker who might be exposed to a fall hazard	• The nature of fall hazards • Procedures for erecting, disassembling, maintaining and inspecting fall protection systems • Use and operation of: guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones and other protection when used • Procedures for handling equipment and erection of overhead protection • Fall protection standards
PPE	Workers using PPE	Refer to section on PPE (SSSP) or regulatory standards
Forklifts	Operators of powered industrial trucks	• Types of trucks operated • Hazards of the workplace • Hands-on performance evaluation
Confined Spaces	Any worker attending to, supervising, entering or working within a confined space	• Hazards of the space • Duties of entrants • Air monitoring
Permit-Required Confined Spaces	Any worker attending to, supervising, entering or working within a confined space	• Hazards of the space • Duties of entrants, attendants, supervisors • Measures used to eliminate or control hazards • Air monitoring requirements • Emergency procedures/rescue equipment • Communications • Permitting procedure • PPE
Excavations/ Trenches	Workers entering or working within an excavation/trench	• Hazards of the space (slides, cave-ins, water accumulation, etc.) • Safe means of access/egress • Proper support system procedures (erection, maintenance, disassembly and inspection)
Lockout/ Tagout	Workers affected by hazardous energy sources	• Nature of known hazardous energy sources • Project-specific Lockout/Tagout procedures
Gas Welding, Arc Welding & Cutting	Workers conducting gas welding and/or cutting	• The safe use of fuel gas • What to do with unattended machines and electrode holders • Operations around water • Shielding arc welding
Hot Work with Combustibles, Flammables	Workers conducting hot work activities such as cutting, welding, brazing or grinding.	• Hazards of the area • Permits • Duties of Fire Watch • How to use a fire extinguisher

TOPIC	WHO NEEDS TRAINING	WHAT TRAINING IS NEEDED
Scaffolding	Workers working from scaffolding	• The nature of any known hazards • Proper erection, maintenance and disassembly of fall protection systems • Electrical hazards in area • Falling object protection • Material/equipment handling from scaffold • Maximum load-carrying capacity • Scaffold tagging system • Access and egress
Crane Baskets	Workers working from crane baskets	• Safe work rules • 100% fall protection • Lift plans contents • Emergency procedures
MEWP (Mobile Elevated Work Platform) Tracking	Worker in scissor lifts and articulating booms	• Safe work rules • 100% fall protection • Emergency procedures

LaPSZ (Layton Personal Safety Zone)

The 30-foot LaPSZ (Layton Personal Safety Zone) is the visible, 30-foot area surrounding an individual, 15 feet in all directions. It is the obligation and duty of that individual to watch for people, equipment, traffic, or other potential hazards that may be within their 30-foot LaPSZ, and encourage safe work practices from all workers in the 30-foot area. The 30-foot LaPSZ is founded on the teamwork concept of "having each other's back" and helping all workers be successful each day. "Being our brother's keeper" is a concept that is paramount in the success of the 30-foot LaPSZ. All employees—including co-workers, subcontractor employees, vendors, owners, etc.—are responsible to watch for and stop unsafe actions or situations within their 30-foot zone of responsibility, as well as watch for and proactively verbalize safe actions and situations. If a hazard is noticed in their 30-foot LaPSZ, the worker should take immediate corrective action, which might also include a report of the concern and actions taken to correct the situation to their supervisor. Although an individual may not be able to see what activities are underway above or below deck floors in their 30-foot LaPSZ, questions must be asked to learn of any changing conditions that may occur affecting the work environment.

Hazard Recognition

The key to the 30-foot LaPSZ program is hazard recognition. Each worker needs to be aware of the activity and people in their line of sight area, and to draw upon their safety training and work experience to notice and take action when there is a potential hazard that could result in an injury or property damage. Hazards recognized and acted upon by a worker can also be submitted on an Employee Observation Red Card, part of our safety recognition program.

If a worker recognizes a hazard, he should be respectful when pointing out a deficiency. A worker should **remind** the person of the hazard, safety policy or standard; **request** their cooperation and compliance; and if necessary, **report** the situation to their supervisor if unresolved.

Accountability

Layton Construction has invested a great deal of time and resources to encourage employee safety — both at work and at home. We have made great progress in many areas, but have not yet made the breakthrough where each and every person on our projects makes it their personal responsibility to maintain a safe work area for all individuals in their immediate work area*. Now is the time to take that personal responsibility to be safe and to be held accountable for our actions or inactions*.

Accountability for all workers on LCC projects includes the following safety expectations and consequences:

- Workers are empowered and expected to correct hazards and safety violations in their 30-foot work environment.
- If an incident occurs within a worker's 30-foot area of responsibility the worker will be asked to participate in the incident review.
- There are no exceptions; employees at all levels are expected to participate in the 30-foot LaPSZ.
- Workers who do not follow the Layton Construction safety policies, procedures and best practices will be disciplined, up to removal from the project.

Every individual is entitled to work in a safe environment. Each employer and employee is asked to adopt the 30-foot Layton Personal Safety Zone (LaPSZ) and do everything in their power to protect themselves and others.

SAFETY REGULATIONS

Layton Construction and subcontractors shall comply with all applicable government regulations, specific client policies and regulations, and this SSSP. If any of these standards, requirements, rules or procedures conflict, the most stringent one will prevail.

MONTHLY INSPECTION PROCEDURES

Monthly Inspection involves items that are to be inspected monthly by a designated competent person.

Definition of a Competent Person:

A person capable of identifying existing and predictable hazards and who has the authority to take prompt corrective measures to eliminate the hazards and remove individuals that are in danger.

Equipment requiring monthly inspection:
Personal fall protection and arrest equipment
Electrical cords and power tools
Ladders
Fire extinguishers
Rigging

General Guidelines:

The name of the competent person will be documented and published to all employees; any employee who falsifies a monthly inspection result will be disciplined up to and including termination.

The color code of the month will be mentioned at the weekly tool box safety meetings.

SAFETY COLOR CODE OF THE MONTH

JANUARY AND JULY	**YELLOW**
FEBURUARY AND AUGUST	**WHITE**
MARCH AND SEPTEMBER	**BROWN**
APRIL AND OCTOBER	**GREEN**
MAY AND NOVEMBER	**RED**
JUNE AND DECEMBER	**BLUE**

PERSONAL FALL PROTECTION

All fall protection equipment shall be inspected before each use as per the OSHA standard 1926.502. (d) (21).

Monthly Inspection of Fall Protection: body harnesses, lanyards, and wall chains shall be inspected for cuts, tears, abrasions, stitching coming apart, cracks, burns, parts moving freely, no alterations, and correct labeling from the manufacturer. All Personal Fall Protection that is damaged shall be removed from service, destroyed, or sent to the manufacture for repair.

The monthly color code tape is to be placed on the right front D ring of the harness and on the opposing side of the latch on the pelican hooks of the lanyard and wall chains. All inspections of fall protection in the state of Utah must be in writing each week to meet the state regulation.

ELECTRICAL CORDS AND POWER TOOLS

Any employee using electrical equipment and/or cords shall perform a pre-use visual inspection of each cord set, plug, receptacle, spider boxes, temporary power panels, and tool or equipment connected by cord and plug with periodic inspections documented monthly. Any possible hazards, damage, or missing parts that pose a hazard will be reported and the equipment removed from service, repaired or destroyed. A tag will be placed on the item stating “Caution Do Not Use” per the OSHA standard 1910.334.(a)(2)(i)

The competent person shall perform the following test on GFCIs (ground fault circuit interrupter) and equipment identified above. These tests will be performed monthly.

- Continuity
- Polarity
- Ground continuity
- GFCIs will be tested with an approved trip tester.
- Double insulated equipment will be inspected for damages.

The monthly color code tape shall be placed on the male and female end of the extension cord or power tool to insure the entire length has been inspected.

LADDERS

- The employee using the ladder shall perform a daily visual inspection. Any damaged ladder will be removed from service and tagged “Caution-Do Not Use.” A monthly inspection by a competent person is required per the OSHA standard 1926.1053.(b)(15)
- Bends, dents, cracks, loose or missing rivets, disconnected braces and corrosion can weaken a ladder. Carefully inspect the area around rivet points on fiberglass ladders for hairline stress cracks. Destroy any defective ladders immediately, or remove them from the site.
- The monthly color code tape shall be placed on the right side rail at eye level. (5’ to 6’)

FIRE EXTINGUISHERS

- Fire extinguishers shall be inspected monthly as per the OSHA standard 1926.150. (a) (4). This will insure that your fire extinguisher will be ready when needed. Check that the extinguisher is charged by looking at the green arrow on the pressure indicator to insure it is in the green section. Be sure the lock pin is firmly in place. Keep the extinguisher clean. Check for dents, scratches, corrosion or any other damage. Check the discharge nozzle; make sure it is clean and free of debris. Tip fire extinguisher upside down and lightly tap bottom with a rubber mallet.
- Fire extinguishers shall be placed within 100 feet of a Class A fire hazard and near stairways on a project.
- Fire extinguishers that do not meet the criteria above need to be taken out of service and repaired, recharged or removed from site.
- The monthly color code tape shall be placed on the hose of the extinguisher as close to the handle as possible.
- All extinguishers shall have an annual state inspection tag.

RIGGING

- All rigging shall be inspected prior to each use and or monthly, whichever comes first per the OSHA standard 1926.251(a)(1). Damaged or defective rigging shall be removed form service and either repaired or destroyed.
    - Wire Rope shall be inspected for any evidence of heat damage, broken wires (10 in one lay or 5 in one strand) of a lay, kinking, smashing, corrosion, bird caging, distorted rope structure, or damage to attachment points.
    - Natural rope and synthetic fiber slings, shall be inspected for abnormal wear, powder between strands, broken or cut fibers, variation in the size or roundness of strands, discoloration or rotting, or distortion of hardware in the sling.
    - Synthetic webbing shall be inspected for acid and caustic burns; melting or charring of any part of the sling surface; snags, punctures, tears or cuts; distortion of fittings or broken or worn stitching.
    - Hooks shall be inspected for distortion such as bending, twisting, or increased throat openings; wear, cracks, nicks, or gouges; damaged or malfunctioning latch engagement; or damaged or malfunctioning hook attachment.
- All rigging (chains, wire rope chokers, synthetic webbing, etc.) must have a manufacturers identification tag stating the name or trademark of the manufacturer, the size and rated capacity, the type of material. The identification tag must be legible.
- The monthly color code tape shall be placed on the end of the rigging below the identification tag.

All documented inspections shall be completed the first week of every month. All existing color code tape shall be removed each July and January as a minimum.

NOTIFICATION OF UNSAFE OR HAZARDOUS CONDITIONS

Each worker on the project has the right and responsibility to notify project management or supervision of any unsafe or hazardous condition that may be present without fear of retribution. Project management or supervision will take immediate action to correct or remove any hazard brought to their attention.

DISCIPLINARY PROGRAM

At-risk behavior on the project that could contribute to an incident or injury will not be tolerated. Each worker has an individual responsibility to work safely, and each front-line supervisor is responsible to correct at-risk behavior of workers under their direction. With that being said, every person on this site has

obligation to stop a fellow worker from getting hurt. If you see something that does not look right, it probably isn't. Please stop and ask them, or report it to your supervisor.

For minor offenses with minor consequences, the employee will be expected to agree to improve behavior. Offenses may later be recorded as a written warning.

Suspension or discharge will result from major offenses, those with serious or costly consequences, or for repeated minor offenses for which an employee shows lack of responsible effort to correct deficiencies. Some examples of major offenses are those related to fall protection, confined space, red-barricaded space, electrical or lock out/tag out violations, or disregard of specific instructions that result in a property or injury incident.

Discipline is intended to preserve good conditions for other employees and encourage each employee to be responsible and conscientious. Disciplinary action may include verbal warnings, written warnings, and days without pay and/or discharge.

DAILY WORK SITE SAFETY INSPECTION

Layton Construction will perform a daily safety inspection of their work and the work of subcontractors under their direction. The checklist and reporting tool presented in BIM 360 will serve as the acceptable method to record this daily site safety inspection. In addition to the daily inspection requirement additional checks may be required of sub-contractor(s) as determined by the Layton project team.

DAILY PRE-TASK PLANNING

A Daily Pre-Task Safety Plan will be completed daily by each crew performing work on the project. Daily Pre-Task planning shall be completed in the field, in the location that crews will be preforming their task(s).

Each front-line supervisor will analyze task(s) to be performed by their crew and identify the work sequences, hazards, training, controls and emergency action plans necessary to protect workers from the identified hazards.

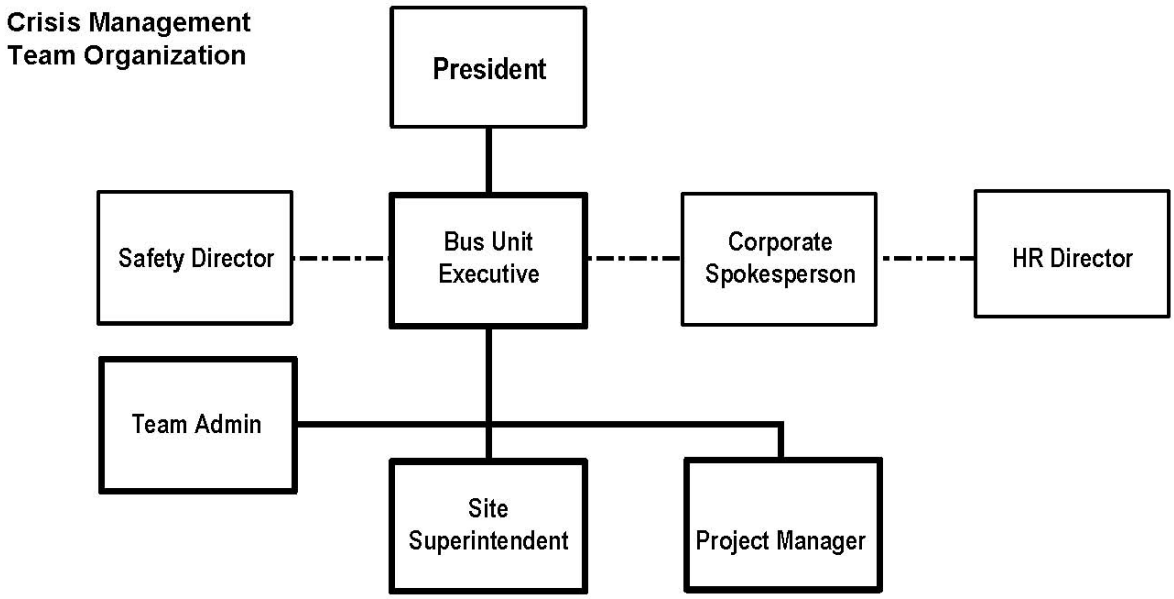
- The work will be broken down into individual steps (i.e. all the steps the work crew will have to take in order to complete that task); the known hazards associated with the work; and the hazard controls (tools, safety equipment, safety rules, safe work practices, etc.). This is a time for workers to provide input into the safety plan.
- Front-line supervisors will review the plan with their respective work crew so that each worker is aware of what work activities will occur during the shift, what hazards to be aware of and how to properly control or eliminate those hazards. All workers will sign the plan stating that they understand the work activities, hazards and controls. This is an acknowledgement that each worker agrees to work according to the plan.
- The completed pre-task plan will be located near the work activity for review.
- Layton Construction and all sub-contractors are required to use the form developed by Layton as shown in **Appendix 5**, no alternatives will be permitted.
-

Accountability (Plan-Do-Check-Act)

The intent of the pre-task plan is to ensure workers are prepared to anticipate hazards and adopt safe means and methods to accomplish the task safely. Accountability for the pre-task planning process is inclusive of the four key components; 1) **Plan:** The crew lead or foreman is accountable for leading his crew to identify hazards and develop mitigation methods, 2) **Do:** The crew lead and workers are accountable for following the plan, 3) **Check:** Supervision is responsible to spot check the process, both the quality of the plan and the rigor of compliance, 4) **Act:** All members are accountable to identify unforeseen conditions and act to improve the plan and mitigate the hazard.

CRISIS AND EMERGENCY PREPAREDNESS PLAN

It is expected that every Layton project have an established and rehearsed plan of response to an emergency or crisis condition. The intent of this section is to provide guidance as to what information is needed such that a consistent response can be expected.



General Response Procedure

Layton Construction supervisors will notify emergency response personnel of emergencies at the project site.

- The appropriate supervisor or responding personnel shall initiate the notification process, which includes alerting local response organizations (such as ambulance or fire personnel) and/or others as required.
- Notify the following immediately:
  - Project Manager
  - Project Superintendent
  - Project Safety Manager
  - Corporate Director of ESH
  - Executive Vice President of Operations of the SBU
  - Director of Corporate Marketing/Company Spokesperson
- Layton Construction management (Safety Director and SBU V.P.) must be called as soon as possible.
- The Site Supervision shall establish and train site personnel in emergency response procedures.
- The Site Supervision shall maintain as necessary, emergency response supplies and equipment to meet emergency response needs.

If necessary, the Project Superintendent will coordinate with local emergency organizations and provide the following:

- Technical information about hazardous materials and products.
- Quantity and/or size of hazardous materials or products.
- Locations and methods of storage for hazardous materials or products.
- Report known hazards of materials or products.
- Provide a copy of the Safety Data Sheet.

Layton Construction site management will make site equipment and supplies available until the emergency has been resolved.

First Hour Response: Site Superintendent Checklist

- Contact emergency services (911)
- Contact Project Safety Manager
- Project Safety Manager to Contact Chris Bardin, Director of Safety and Health.
- Notify the SBU Executive Vice-President
- Initiate site control. Is site shutdown necessary?
- Account for all employees
- Do not move potential evidence
- Direct all outside inquires to Corporate Spokesperson: Alan Rindlisbacher
- Notify the business unit executive
- Post workers to restrict entry to site or direct emergency response teams.
- Notify owner/developer (varies by project)
-

Site Actions - General Response Procedures

Ensure the scene is safe before entering the area.

1. Review site for hazards. Isolate hazardous area.
2. Secure the site from further hazards, i.e., turn off utilities, remove hazardous substances not involved, stop flows of product or water, etc.
3. Attend to the injured, render first aid, call 911, etc.
4. Call 911 or facility emergency number
   Give the following information:
   a. Name of person reporting the emergency.
   b. Nature and severity of the injury or illness.
   c. Locations and phone extension from which they are calling.
   d. Number of people involved.
   e. Directions to the site of the emergency.
5. Secure and isolate incident site. Do not move anything that does not have to be moved to help the injured or make the area safe. Make note of those items that had to be moved. For major incidents site emergency shutdown is required.
6. Take a roll call. Account for each site employee, vendor, owner's rep., and trade contractor employees.
7. Keep those needed for help. Release those who are not needed and require them to leave the site.
8. Establish first aid and evacuation area if required, where ambulance, or air evacuation have access.
9. Control site access.

10. Start investigation and reporting procedures.

First Hour Response: Business Unit Executive

- Contacted by site superintendent
- Determine what happened, when/where it happened and who is involved
- Verify current status of site (shutdown?)
- Notify Alan Rindlisbacher, spokesperson
- Notify David Layton
- Advise project assistant and receptionists where to route calls
- Notify Gerald Biesinger, HR Director
-

Emergency Preparedness Training

- Employees and subcontractor craft – shall be trained on the subjects below as appropriate:
- Emergency Notification and Reporting Procedures
- Site Emergency and Evacuation Procedures
- Points of Assembly
- A site map shall be posted for all contractor and subcontractor employees, showing the Points of Assembly locations.
-

Crisis Communication Plan (Media Requests)

If contacted by the news media concerning an incident, be supportive and accommodating. However, communications must be coordinated effectively.

1. Designate a single company spokesperson (Alan Rindlisbacher, unless delegated to someone on the job-site due to a remote location or other circumstances). Refer media calls immediately to the company spokesperson.

   Designated Spokesperson: _____

2. Determine a central gathering point for the media representatives to maintain scene safety and coordination (at a distance from the scene, jobsite management trailers and employee jobsites gates).

   Gathering point:_____

3. The company spokesperson and project management team will develop a statement of known information that can be provided as soon as possible.

   Company Spokesperson: _____

4. Provide regular updated information as it becomes available.
5. Create a log of persons from the media, including their organization, phone numbers, and email addresses for effective continued communication.

Emergency Action Plan

Project Management will ensure the Emergency Action Plan is communicated to all workers during orientation. Specific emergency procedures and emergency phone numbers will be posted in lunch areas, near all telephones and on project bulletin boards.

The plan shall be reviewed periodically by Layton Construction to ensure continued accuracy and applicability. Daily Pre -Task Plans shall also address emergency egress on a daily basis from each work area.

THIS PLAN SHALL BE REVIEWED BY ALL WORKERS AND POSTED WITH A SITE PLAN IN PROMINENT LOCATIONS ACCESSIBLE TO ALL WORKERS.

PROJECT NAME:

WORK LOCATION:

This is a project specific Emergency Action Plan communicating evacuation procedures, specific alarms, and assembly points, should an emergency evacuation become necessary because of severe weather, fire, hazardous chemical release, explosion or other emergencies that could cause worker harm.

It is each worker's responsibility to familiarize themselves with evacuation routes, alarms and assembly points in case an emergency evacuation of the work area is required.

Caution: Evacuation routes, alarms or assembly points for one emergency may differ from another emergency.

Evacuation

Exit signs shall be conspicuously posted along evacuation routes.

A signal or alarm shall be designated to initiate evacuation.

Personnel should de-energize tools and equipment and observe their work area for fellow workers in need of assistance.

Observe stairs for safe passage before accessing

Report any hazardous conditions that are known to exist within the building to your supervisor

A plan view drawing will be developed for each project's evacuation plan. This drawing will clearly identify the following:

- Building footprint
- Primary and secondary assembly areas
- Exits
- Fire alarm pull stations or air horn locations
- Site telephones
- Stairs
- Fire extinguishers
- Layton Construction's project office
- First aid kit locations
- Emergency numbers
-

Medical Emergency

During the safety orientation, workers will be given information on how to summon medical assistance in case of a medical emergency. Workers should know the following information:

Emergency Phone Number: 911

Project Address: 1234 S. Main Street, City, State, Zip

When reporting a medical emergency, the worker will state their name, the nature of the emergency, the severity of the emergency and where assistance is needed. A worker may be required to meet medical personnel and guide them to where the emergency is located.

Please remember: DO NOT MOVE AN INJURED WORKER BEFORE MEDICAL ASSISTANCE ARRIVES UNLESS FURTHER INJURY IS POSSIBLE.

Fire

In case of a fire, workers will evacuate their work area immediately and report to the pre-determined assembly area.

IN CASE OF FIRE OR MEDICAL EMERGENCY:

Emergency Phone Number:	**911**
Alarm or Notification:	Site specific: _____
Evacuation Route:	Out the ground floor exit areas to upwind Assembly Points
Primary Assembly Point A:	Is located at _____
Secondary Assembly Point B:	Is located at _____
Utility Shutdown: Gas if applicable	Responsible Person: _____
Electricity if applicable	Responsible Person: _____

Severe Weather

Should weather conditions such as severe thunderstorms or tornadoes develop around or near the project, workers will follow the direction of their immediate supervisor. Work in areas where severe weather events are possible will have a contingency plan in place.

Chemical Release or Explosion

Workers will immediately evacuate their work area upon hearing the alarm or being notified of the emergency and ordered to evacuate. No worker is exempt from evacuation even if the evacuation is a drill.

Workers are required to report immediately to their designated assembly point and be accounted for. Failure to report may cause another to risk danger in an effort to search for you. Do not leave the project without prior authorization from front-line supervision.

A Layton Construction employee will call the identified Remediation Company to respond to chemical spills that require outside attention. An agreement must be made with the Remediation Company prior to identifying them as the remediation contact.

SUBCONTRACTOR GENERAL & PROJECT SPECIFIC REQUIREMENTS

Subcontractors must have:

- Demonstrated safety knowledge relevant to 29 CFR 1926 OSHA Construction Standards.
- Subcontractor will be required to provide current certificates of their project supervisor's safety competency in the form of: 30-HR OSHA Training, Safety Trained Supervisor (STS) through the Board of Certified Safety Professionals, 30-HR Safety Training Certificate through Union Affiliates, Construction Site Safety Supervisor Certification through NCCER (National Center for Construction Education and Research) or the equivalent. This documentation is to be attached to the Competent Person Form required with submittals.

Prior to mobilization, each subcontractor's project management and front-line supervision will develop and submit, a written detailed project specific scope safety plan that will describe how they and their sub-tier subcontractors intend to implement and conform to the SSSP. The subcontractor safety plan will:

- Identify each major component of the work that the subcontractor is responsible for completing.
- Identify hazards associated with the work and the proper equipment and tools to perform the work.
- Plan adequate and sufficient controls to protect their work crews.

The Layton Construction project team will review the subcontractor project specific safety plans, and finalize at Pre-Mobilization meeting.

Additional work components that may come up later in the project will be analyzed once they are known.

If the project specific safety plan needs revision due to scope of work changes, unanticipated or new hazards, other condition changes, etc., then all work pertaining to that work component will stop until a new project specific safety plan is completed.

Each subcontractor will designate a safety representative prior to mobilization. This on-site safety representative will be a competent worker who has completed at least 10 hours of OSHA awareness training and who may have other on site duties.

Subcontractors that plan to have 50 or more workers (including tiered subcontractors) will provide a full time on-site safety professional upon mobilization. This person shall have no other responsibilities. LCC management reserves the right to require a full time on-site safety professional any time the safety performance of subcontractor does not meet the requirements of this plan.

Subcontractors will submit the resume(s) of their proposed safety professional or representative to be reviewed by Layton Construction. Layton Construction will determine if the proposed safety professional or representative has the training and experience required for the project. The person(s) will have the authority and responsibility to ensure the proper implementation of this SSSP.

Subcontractor safety professionals and representatives will have the full authority to implement safety corrections and recommendations. Subcontractor safety professionals and representatives will have authority to stop any work they deem unsafe.

Subcontractor full time on-site safety professionals shall have the following minimum qualifications:

- Five year's construction experience, one year of which includes on-site construction safety responsibilities.
- Specialized training relevant to scope of work.
- OSHA 30-hour Construction Safety Awareness course.
- Working knowledge of safety regulations and hazard control methods.
- Demonstrated ability to conduct safety training.

The minimum duties of designated safety professional and/or representative will be:

- Investigate any incident or near miss and report the findings to Layton Construction.
- Attend safety meetings as required by Layton Construction.
- Conduct regular safety meetings with workers to instruct them on project safety practices and requirements.
- Conduct written daily safety inspections of their work activities and make them available to Layton Construction for review to ensure compliance with safe work practices and this Safety and Health Management Program.

Take direction from Layton Construction related to timely abatement and control of hazards.

LAYTON CONSTRUCTION SAFETY POLICIES

The purpose of Layton Construction's safety policies is to assist project management, supervision, subcontractors and workers in understanding Layton Construction's Injury Free Environment philosophy and the health and safety expectations and requirements for its projects.

The safety policies within this document represent the expectation of performance at EVERY Layton Construction project.

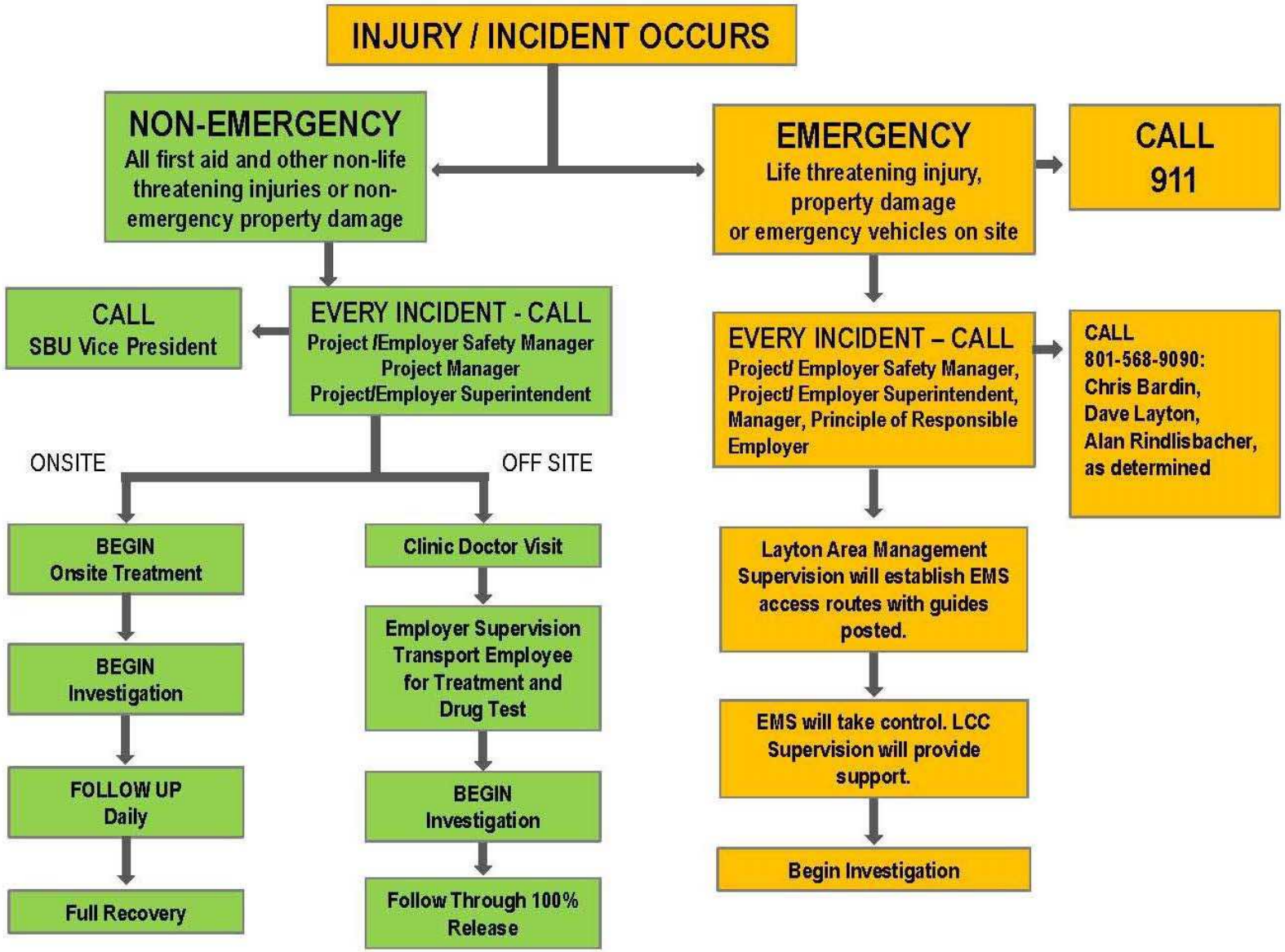
INCIDENT AND INJURY MANAGEMENT AND REPORTING POLICY

In order to control and manage any incident on a Layton Construction project the following measures will be followed:

- Layton Construction Supervision shall take control of the administrative management of the incident. If a subcontractor is injured, Layton Construction reserves the right to appoint a supervisor from the subcontractor to help keep track of the injured person until a full release to work can be obtained. Training will be completed with the supervisor of the subcontractor to insure the best care be given to the employee.
- Each project will have LCC and subcontractor personnel on-site during all work activities that are trained in first aid and Cardiovascular Pulmonary Resuscitation (CPR).
- All injuries will be reported to LCC and subcontractor management immediately. Written reports will be submitted to LCC management during the same shift.
- ➢ Subcontractors will submit a copy of a First Report of Injury form (from the Doctor) to LCC Management.
- In the event of an injury or property damage accident / incident, the applicable Contractor Representative shall contact the Layton Construction Superintendent to obtain an Incident Packet that will contain all of the applicable forms and literature, including:
    - Employee Injury Report
    - Supervisors Investigation Report
    - Root Cause Analysis Form
    - Property Damage Report
- All injuries, including first aid, will be reviewed by Layton supervision to determine how to prevent a repeat injury.
- Layton Construction's supervisor and the subcontractor supervisor shall establish a close working relationship with the injured person to ensure that all needs of the injured employee are met, as well as the needs of the injury management program.
- All employees working on Layton Construction projects will follow the Return to Work Policy in this manual. Each subcontractor shall be responsible for ensuring their employees comply with this manual.
- Light duty is a mandatory requirement on each project to help in the quick recovery of the employee. Subcontractors will establish, or follow the LCC Light Duty program.
- All means necessary will be provided to the injured employee to ensure a rapid recovery and return to work processes. As a part of this plan, the injured employee will be provided the opportunity to return to work as soon as possible on light duty and transition to full duty upon medical full release from care.
- Layton Construction, along with the subcontractor supervision, will work closely with all medical doctors, and specialists in order to ensure close co-operation from all parties in returning the injured employee back to full and normal duties as soon as possible.
- Layton Construction shall monitor all medical and other costs involved from the injury to minimize and control the cost of providing necessary medical treatment.

- As soon as an injured person has been removed from the scene, have someone immediately secure the scene without disturbing physical evidence and take names and phone numbers of all witnesses. If necessary, administer first aid until help arrives. Strategically place employees to direct the emergency response team to the incident. For emergencies requiring evacuation, each project will develop a site-specific plan.

INJURY / INCIDENT FLOW CHART



- Once the incident is under control, and if necessary, all injured parties are treated and/ or transported to a local treatment facility, the Investigation Team will perform an investigation. The team will consist of the Project Manager as the team leader, the Project Superintendent, Foremen, the Project Safety Manager, and all others as deemed necessary.

"THOSE WHO DO NOT LEARN FROM THE PAST ARE CONDEMNED TO REPEAT IT"

Every incident and near miss will be reported immediately to Layton Construction and documented using the appropriate Incident Report Forms (see Appendix 1). The Layton Construction Project Team will notify the Layton Construction Environmental Safety and Health (ESH) Department of any incident or near miss and will thoroughly investigate to determine the probable root cause(s). Preventive action will be required to eliminate future occurrences.

- **An incident** is defined as any unplanned or undesired event that results in a work-related injury/illness, property damage, or disruption of business.
- **A near miss** is any situation that has the potential under slightly different circumstances, to result in a work-related injury/illness, property damage, serious environmental impact, or disruption of business.

Layton Construction and/or subcontractor front-line supervision will be involved in the investigation of incidents and near misses. The Incident Notification and Investigation form must be completed and submitted to the Layton Construction Environmental Safety and Health Department within 24 hours of the occurrence.

Incident Investigation

- Identification of the area(s) in which the accident occurred, including the project name and address.
- Date and time of the incident.
- Identification of the injured person or persons involved in the incident. This should include name(s) and occupation titles(s) and type of equipment involved.
- Details, including the most complete description of the incident available, with specific reference to the part of the body injured or affected, will be completed and phoned in to the Safety Manager within one hour of the incident.
- If there is an incident, but no injury occurred, give a complete description as to what happened, where it happened, why, and corrective action taken to prevent it from happening again. Also, describe damage to tools, equipment trailers, vehicles, and anything else involved in the incident.
-

Description:

This section of the report should answer a series of questions designed to obtain the following information:

- Location of the incident on the jobsite.
- Activity of the injured at the time of the incident. This item should identify the specific activity being performed at the time of the accident and the materials, tools, or equipment that he/she was handling or using at the time.
- Avoid general statements such as describing the activity in terms of his/her job title, or a broad activity designation.
- What happened? This comprehensive description of how the injury/incident occurred should include a specific statement as to how and why the person came into contact with the injury-producing object or substance, and a full account of any events, circumstances, or personal

actions that led to or contributed to the occurrence. All details relating to the event, even though seemingly insignificant, should be included in the report.

Cause

- Identification of the object or substance that directly inflicted or produced the injury.
- What environmental factors contributed to the occurrence of the accident/ incident? Include identification of any conditions or circumstances associated with the premises where the accident occurred, or with the tools, equipment, or materials involved, which in any way contributed to the occurrence of the accident/incident.
- What error of judgment or procedure, or what improper action by the injured or by another person, contributed to the occurrence of the accident?
- What failures, on the part of supervision, the injured person or his/her co-workers contributed to the occurrence of the accident?
-

Other things to consider:

- When possible, discuss the accident with the injured employee.
- Discuss the accident with other employees who may have seen the accident.
- Carefully consider the following points:
  - What was the injured employee doing prior to the time of the accident? Was this in pursuit of his/her regular duties?
  - Was the employee properly instructed and trained how to perform his/her duties? Did he/she do the work in accordance with instruction?
  - Did any other employee or Contractor contribute to this accident?
  - Was the equipment or machinery, which the injured employee was using, in good condition? Was it properly guarded? Was it suited for the purpose for which it was being used?
  - Was ample and sufficiently lighted workspace provided?
  - Were proper housekeeping conditions maintained?
  - How is the same type of work done by other employees?
  - Is there a safer way in which this work could be done?
  - Was the injured in good health when reporting for work on the day of the accident?

Root Cause Analysis

A Basic Root Cause Analysis (RCA) involves a closer look at four criteria that may have been a factor in the development of the conditions that led up to an incident. They include:

- **Management**: Do we have: policy enforcement, hazard recognition, accountability, supervisor training, production priority, corrective action, proper resources, craft safety training, hiring practices, maintenance, adequate staffing.
- **Employee:** Was the employee: following procedure, training, previous injury, mental ability, physical capacity, equipment use, short cuts, PPE worn, safety attitude.
- **Equipment**: Do we have: proper tool selection, tool availability, maintenance, tool guarding, visual warnings.
- **Environmen**t: What About: site layout, chemicals, temperature, weather, noise, radiation, terrain, vibration, ergonomics, lighting, biological influences, and ventilation.

Evidence

- It is in the best interest of all parties that all physical evidence not be disturbed or tampered with, regardless of the circumstances involved, unless doing so is necessary for safety reasons.

- All efforts must be made to secure the area of the accident as soon as possible after the occurrence to prevent any alteration of the scene prior to the investigation.
- If any equipment, tools and/or materials are involved with the accident, they shall, after marking location, be removed from service and placed in safekeeping. If this proves to be impractical, the area in which the accident occurred shall be cordoned off and security personnel shall be posted to keep all unauthorized personnel out of the area.
- The secured area shall only be reopened upon approval from the LCC Safety Manager.

Drawings, Photographs and Diagrams

Drawings, photographs and diagrams should be marked up and/or sketches prepared to indicate the location of the accident. All measurements of time, distance, size, weight, etc., must be accurate. In the event of unknowns (e.g., speed, distance, weight), every attempt must be made to closely approximate the same with tables, formulas or calculations which must be kept as part of the accident investigation.

Witnesses

- All personnel associated with the operation and other eyewitnesses to the accident shall be interviewed and written statements taken. Use the Witness Incident Statement form in Appendix 1.
- The information obtained during these interviews must be limited to direct knowledge of what was observed. Opinions and hearsay information do not represent factual findings.
- Each individual interviewed should be requested to sign a statement of his/her recorded sequence of events that led up to and included the accident.
- The following information should be obtained from each individual interviewed:
    - Name of Contractor, employee name, address and occupation or trade.
    - Date, time and place of interview.
    - Where the person being interviewed was at the time of the accident.
    - A complete narrative of what the witness knows of the accident. What operational activity or other events were taking place prior to and at the time of the accident.
    - What materials (e.g., lumber, concrete, steel), equipment (e.g., tools, cranes, scaffolding) or conditions (e.g., weather, working environment, and labor disputes) were involved. This would also include all possible contributing factors, personal and physical, whether they are directly or indirectly related to the accident.
    - What facts may have caused the accident? Answers must be as objective as possible. Include all unsafe conditions and/or unsafe acts.
    - Was there a pre-existing known and/or reported unsafe condition or actions associated with the accident? If so, when was it reported, to whom and was there any action taken at that time.
    - Upon conclusion of the interview, review the statement with the witness and have the witness attempt to clear up potential inconsistencies. The statement should then be dated, signed and witnessed by a third party.

Accident Report Format

- A preliminary report will be completed within 8 hours of the accident.
- The final investigative report shall be completed as soon as possible, but no later than 72 hours post-accident. An accurate, detailed narrative description of the operation being performed at the time of the incident is of extreme importance. It is important to remember that a minor miscalculation of movement may have been the generating force that triggered the sequence of events, which resulted in the accident.

- Investigative reports should reveal the following:
  - What happened?
  - When did it happen?
  - Where did it happen?
  - Why did it happen?
  - To whom did it happen?
  - What activities were occurring in the area at the time of the incident?
  - The time the incident occurred.
  - Include drawings, photographs, and diagrams.
  - Include witness statements.
  - What were the weather conditions at the time of the accident? Was the weather a contributing factor and if so how?
  - Were all persons involved in the incident drug tested, and if not, why not?
  - Corrective action required: Identify those factors (relating to people, premises, or equipment) that should be considered for correction or additional attention, to prevent a recurrence of the accident.
  - Placement of responsibility for corrective action: Describe any immediate action taken after the accident to correct the circumstances leading up to, or to prevent a recurrence of the accident. List any actions that need further attention. State or recommend the person or organization to which responsibility for further corrective action should be assigned. If practical, set a target date for completion of that corrective action.
  -

Summary

- At the conclusion of a major accident investigation, a meeting will be held at the work site of the incident to ensure the root causes have been determined and proper corrective action has been initiated:
  - A Root Cause Analysis process will be initiated for all injury and property damage incidents and will be included in the incident investigation packet. (See Above) (Sample Root Cause Analysis in Attachments)
- The following personnel will attend this meeting:
  - The injured party, witnesses to the incident and the injured party company's management (including Safety, Supervisor and Project Manager); and Layton Management (Safety, Superintendent and Project Manager).

Post Incident Review Meeting

Upon completion of the incident investigation or observation of a major non-conformance, Layton Construction will require a post incident review meeting. At this meeting, the Layton Construction project team and Layton Construction senior project management, supervision, and involved subcontractor(s) will discuss the non-conformance, root causes, and corrective action plans.

CELL PHONE USE POLICY ON LAYTON CONSTRUCTION COMPANY PROJECTS

Cell phone and phone camera use on Layton Projects will be limited to emergency, company or project-related business. Serious accidents are on the rise due to individuals talking, texting, or using apps while walking. Only the employer's-approved mobile devices will be allowed.

The use of personal cell phones, phone cameras and audio devices during work hours is prohibited. This includes radios, I-pods, ear buds, etc. Personal devices are only allowed during company approved

breaks. If emergency use is anticipated, notify your supervisor of the expected need to receive that personal communication.

Absolutely no personal cell phone or mobile device will be used while operating equipment or vehicles while on the project.

Individuals using any mobile device for project or company business must position themselves out of any equipment path (harm's way), stop walking, complete the activity, complete a "surroundings" review, then proceed.

Mobile devices are a great tool to help our teams construct successfully. They must be used wisely and with caution, as any other tool.

SMOKING POLICY

Layton Construction encourages a Smoke-Free Workplace. There will be **NO smoking or chewing tobacco except in designated areas.**

MORNING HUDDLE POLICY

Prior to commencement of work, a morning huddle will be held where all craft are assembled. This time serves for general announcements, events unique to the day, and recognition of workers. Layton Construction believes the most reoccurring and disabling injuries that plagues the construction worker are soft tissue injuries. Warm up and stretching before work has proven to reduce the severity of soft tissue injuries. Warm up and stretching exercises can reduce the chance of heart attack and increase the life expectancy of our workers. Layton Construction believes these benefits of reducing injuries and improving the life of every worker on the project is significant.

Workers associated with the project will participate in warm up and stretching exercises at the beginning of each shift within their crew or subcontractor company.

SANITATION POLICY

Toilet Facilities

Adequate chemical toilets are available on the jobsite for the use of workers.

Chemical toilets shall be serviced often enough to prevent overflowing, creation of an unsanitary condition, a health hazard or nuisance, and shall be maintained in good repair to prevent leakage of the contents to the surrounding ground or onto the floor or other portions of the structure.

Wash Facilities

Wash facilities will be available at the jobsite for washing hands prior to eating or drinking.

Drinking Water

Employers will provide daily, fresh clean drinking water to their employees. Drinking water will be dispensed in containers with a tight sealing lid and labeled as Drinking Water. Drinking water containers are to be cleaned daily.

Adequate cups will be made available at each drinking water container. Cups will be stored in a durable clean dispenser. A trash can or other type receptacle will be provided to collect used cups. Contractors are responsible for cleaning up around the water container area.

The dipping of cups into the container, storing soda cans and bottles, drinking directly from the spout, placing of hands or material into drinking water is prohibited.

HEAT ILLNESS PREVENTION

The elements reflected within this Heat Illness Prevention guide consist of the following:

- Provision of Water
- Access to Shade
- Written Procedures

- Training

This program is to insure the welfare and safety of all Workers on the Layton Construction project, and to the control of risk of occurrence of heat-related injury or illness.

PROVISION OF WATER

Water is a key preventive measure to minimize the risk of heat-related illnesses.

Employees shall have access to potable drinking water. Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity for drinking for the entire shift. The frequent drinking of water shall be encouraged.

To ensure access to sufficient quantities of potable drinking water, the following steps will be taken:

All subcontractors will have water supplied at the locations where their crews are working, with adequate amounts of water on hand at all times. If coolers are used, they will be cleaned and filled on a daily basis.

To encourage frequent drinking of potable water, the following steps will be taken:

All supervisors will remind their workers to drink water. The workers will be reminded daily and at the weekly tool box safety meetings.

ACCESS TO SHADE

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

To ensure access to shade at all times, the following steps will be taken:

Employees have access to office, construction trailer, or other buildings with air conditioning.

Whenever possible, employers will provide areas for employees to take their breaks, which are:

- Readily accessible
- In the shade and open to the air, and ventilated or cooled
- Near sufficient supplies of drinking water.

To ensure that employees have access to a preventative recovery period, the following steps will be taken:

Toolbox safety meetings will be held to instruct employees in the requirement for breaks in areas of shade and near location of drinking water, and location of recovery shaded areas.

WRITTEN PROCEDURES

Written procedures help reduce the risk of heat related illnesses, and ensure that emergency assistance is provided without delay.

The following employer's procedures shall be in writing and shall be made available upon request. These include:

- Procedures for complying with the requirements of this standard.
- Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.

- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- Procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

To reduce the risk of heat-related illness and respond to possible symptoms of heat illness, the following steps will be taken:

- All employees of all contractors will be required to attend a site orientation **prior** to being permitted to start work on the project. This orientation will include training and requirements for the identification of heat illness and the requirements for preventing and treatment of heat injury and illness.
- All contractors are required to supply cool, fresh, clean drinking water for every worker on site under their direct supervision and cups to drink from and a method for discarding used cups.
- Toolbox safety meetings will be required by all subcontractors to address heat conditions and requirements for preventing and treating, as well as symptom recognition by all employees and supervisors to address any heat injury or illness as fast as possible.
- All employees will be instructed as to the location and postings of all emergency locations and phone numbers to call for assistance.

To ensure that emergency medical services are provided without delay, the following steps will be taken:

Our procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary, are:

The person first recognizing the injury or illness will immediately call 911 and spotters will be positioned to direct Emergency Responders on to the site and to the location of injured person. The injured person will be taken to a cool, shaded area and evaluated and proper treatment will be administered until Emergency Response arrives.

TRAINING

Training is critical to help reduce the risk of heat-related illnesses and to assist with obtaining emergency assistance without delay.

Employee training: Training in the following topics shall be provided to all supervisory and non-supervisory employees:

- 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 be sweating more than 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 the employer, directly 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 services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.

Supervisor training: Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

- The information required to be provided.
- 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.

To ensure employees are trained, the following steps will be taken:
Every employee on site will be required to attend a new hire orientation where heat and illness training and requirements will be included.

All supervisors will hold toolbox meetings and insure that all their crew understands the requirements for water supply, heat illness and injury recognition, and emergency response.

To ensure supervisors are provided training, the following steps will be taken:
All supervisors will attend periodic training, in addition to the required site safety orientation, that will include heat-related illness and injury prevention methods.

MAXIMUM LIFTING POLICY

The Layton Construction Company has implemented a 75 lb. max lifting requirement for all employees and workers on our projects. Proper training and lifting mechanics will help insure that 75 lbs. can be lifted without injury, but the 50 lbs. to 75 lbs. range should be avoided as much as possible. We understand that there will be special circumstances when individuals may have to manually move material weighing over 75 lbs. Anytime material greater than 75 lbs. is to be moved manually, it is to be identified early and a manual lifting plan will be submitted, discussed and approved by the Layton supervisor. If a manual lift is not preplanned and a heavy manual lift is discovered, the crew is to STOP work and get their supervisor to develop a plan to be approved by the Layton supervisor. A manual lifting plan will only be approved when equipment cannot be used to move or relocate the material.

To be successful, the preplanning of material placement will help prevent the need to stop work and complete a PTP on materials weighing greater than 75 lbs. Moving material greater than 75 lbs. should be moved by carts, dollies, pallet jacks, forklifts, crane/hoists and when necessary, team lifts.

Consideration of material weights should be discussed in the LCC subcontractor's weekly coordination meeting, subcontractor's 3-week look-ahead schedule review, and at the pre-shift pre-task planning by each crew.

We must take steps to prevent the injuries occurring on our jobsites. Enforcing a max lifting weight will generate better preplanning of material handling on our projects.

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

All Layton Construction, subcontractors, vendors, and third party individuals will at a minimum wear the following personal protective equipment (PPE) without exception while on the project (except in office, lunch areas, and enclosed cabs).

Head Protection

Hard hats will be worn at all times on the project; in addition the following rules apply:

- Hard hats will be worn in accordance with manufacturer requirements.
- Person's name must be displayed on hardhat so person speaking to them can see this information.
- Meets ANSI Z89.1 requirements

Eye and Face Protection

Eye and Face Protection Safety glasses that meet ANSI Z87 criteria will be worn at all times. Workers with prescription glasses must meet ANSI Z87 requirements or will be required to wear over the glasses (OTG) safety eyewear. Clear Safety Glasses are required as a minimum in all interior work situations and low light conditions.

In addition, the following eye/face protective equipment must be used when performing the following work activities:

Activity	Safety Equipment
• Welding	• Welding Hood and safety glasses with side shields
• Burning	• Burning Goggles with Shield
• Abrasive grinding or cutting	• Face Shield and safety glasses with side shields
• Drilling	• Goggles or Face Shield and safety glasses with side shields
• Reaming	• Face Shield and safety glasses with side shields
• Chemical Handling	• Goggles and Face Shield
• Molten Materials	• Goggles and Face Shield
• Corrosive Liquids	• Goggles and Face Shield
• Concrete Pouring	• Safety glasses with side shields

Foot Protection

Sturdy, above the ankle work boots that are in good condition must be worn (heal and sole will not show excessive wear). Tennis shoes, sandals, or other street-type shoes are not allowed, even if they have steel toes. Some Clients may require steel-toed boots. Employees will be required to have these boots if working on such a Client's project.

High Visibility Attire

Every worker, visitor, and vendor will wear high-visibility attire at all times. ANSI reflectivity requirements must be complied with when working in traffic and/or at night. High visibility attire will remain in effect until site superintendent and safety manager approve no use due to lower hazards.

Only welders are excluded from this requirement while performing welding operations.

Work Attire

Shirts will have a minimum sleeve length of three (3) inches. Tank tops and cut-off shirts are not permitted.

Long trousers are required that fit properly around the waist and ankles. Trousers that are worn low on the hips or thigh are not allowed. The length of the trouser will be such as to not present a tripping hazard. Shorts are not permitted.

Respiratory Protection

A competent person will determine if a hazard exists which requires respiratory protection prior to start of work. Written documentation supporting this hazard assessment will be made available to Layton Construction upon request.

Whenever respiratory protection is deemed required or requested by a worker on the project, the requirements outlined in OSHA 29 CFR 1926.103 will be followed, which include:

- Have affected workers complete a Medical Questionnaire for Respirator Use.
- Submit questionnaires to a Physician or Licensed Health Care Professional (PLHCP) for review and further testing.

- Once medical approval to wear a respirator is received from the PLHCP, select the appropriate type of respirator to protect workers from the hazard(s).
- For air purifying respirators, choose the appropriate filter/cartridge.
- For supplied air respirators, ensure breathing air source provides “Grade D” breathing air.

- Train affected workers about the specific type(s) of respirator(s) being used.
- Fit-test the workers with the specific type(s) of respirator being used.

If a worker desires to voluntarily wear a filtering face piece (dust mask) and a respirator is not required, the front-line supervisor must inform the worker about the limitations of the selected respirator. Voluntary Use of a Disposable Respirator Form (Appendix 20) or equivalent shall be used.

Hand Protection

Hand and finger protection shall be specifically addressed in the development of project specific safety plans and daily pre-task plans. The appropriate protection shall be identified. Each employer’s competent person shall assist in recommending the correct glove for the task. Workers shall wear gloves at all times to prevent hand and finger injuries when handling tools or materials.

Hearing Protection

Approved hearing protection will be worn as specified in posted areas and while working with or around high-noise level (about 85 dBA) producing machines, tools, or equipment. A good rule to follow is: When you must raise your voice to be heard, you need hearing protection. Exposure to impulsive or impact noise will not exceed 140dB noise level.

Duration per day, hours	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

Impulsive Or Impact Noise	
Equipment or tools	Sound Level Created
Pneumatic chip hammer	103-113
Jack hammer	102-111
Concrete joint cutter	99-102
Chop saw	88-102
Stud welder	101
Bulldozer	93-95
Crane	90-96
Hammer	87-95
Backhoe	84-93

Additional Protections

Where engineering and administrative controls do not fully mitigate the hazard, Layton Construction may require workers to wear additional personal protective equipment to reduce the likelihood of a work related injury or illness.

UTILITY PROTECTION POLICY AND PERMIT

Prior to any work starting that could possibly interrupt any live utility, the LCC Superintendent and the Subcontractor creating the exposure must complete the LCC Utility Protection Permit. Work could include: excavation, demo of any scale, concrete cutting, core drilling, and rework or floor/wall/roof penetrations. (Appendix 21)

Rationale

The permit process is meant to force critical preplanning to establish means to discover locations of utilities; provide opportunity to identify and mark utilities, and to ensure all affected crafts in the area are aware and educated on the utility protected system.

Superintendents will include as a topic in weekly subcontractor coordination meeting.

Procedural Guidelines:

1. Identify the work activity that could cause a utility interruption identified by LCC Superintendent/Subcontractor.
2. Affected subcontractor provided the Utility Protection Permit (Appendix 21) from LCC superintendent and all sections discussed for assistance from LCC where needed.
3. Discovery methods used to locate utilities scheduled and completed with findings reviewed and posted if needed.
4. All section of the permit completed and reviewed for completeness by LCC Superintendent.
5. All employees and/or effected crews in the area will be trained on live utilities and protected methods in place. This information shall be documented to include any training(s) and requisite signatures and maintained by Layton Construction.

SUBSTANCE ABUSE POLICY

Layton Construction is committed to providing a safe, drug-free work place for all employees. This policy applies to all Layton Construction, subcontractor at any tier, vendor, and other third party employees, including management, working on or visiting the project.

To ensure safe and productive working conditions and consistent with business necessity, Layton Construction prohibits the use, possession, or distribution on its premises, in its work places, or during working time, of any of the following: alcoholic beverages, intoxicants, narcotics, illegal or unauthorized drugs or drug paraphernalia. Employees shall not report for work under the influence of any illegal or unauthorized drug, alcoholic beverage, intoxicant, narcotic, or other controlled substance. This includes legally prescribed drugs and medicines, which may, in any way, adversely affect employee's working ability, alertness and/or coordination, or which may adversely affect the safety of others on the job.

Drug Testing: Consistent with the intent of this policy, Layton Construction reserves the right to require drug testing of any worker as a condition of employment and thereafter may require randomly selected workers to take drug tests to ensure continuing compliance with Layton Construction's drug policy. The Layton Construction Company also reserves the right to drug test based on reasonable suspicion.

Additionally, any worker on the project involved in an accident resulting in an industrial injury/illness or an incident which could have resulted in serious injury, death, or equipment damage, are immediately subject to a mandatory drug test.

Substances Tested: Specifically, our drug testing facilities test for the following substances: Marijuana, Cocaine, Opiates, Barbiturates, Amphetamines, Benzodiazepines, Phencyclidine, Methadone, Propoxyphene, and Alcohol (if post-accident or reasonable suspicion).

Testing Methods and Collection Procedures: The drug testing facility will give the individual being tested a container in which to put the sample. The individual should take the container into a room where there is no running water. The drug testing facility personnel will instruct the individual not to flush the toilet. Once the sample is taken, the individual will return it to drug testing facility personnel, who will dip a quick test indicator into the sample. If the sample is negative, the individual will be asked to dispose of the sample. If the sample is non-negative, drug testing facility personnel will seal and label the sample for further analysis.

Searches: Additionally, Layton Construction reserves the right to search any company property, facilities or equipment, employee vehicles, or other personal property if located on company property or work sites. Layton Construction may seize any controlled substances and report the same to law enforcement personnel. Refusal to submit to such a search may result in suspension and possible termination.

Prescription Drugs: Legally prescribed drugs may be permitted on company premises or work locations provided these drugs are contained in the original prescription container and are prescribed by an authorized medical doctor for the current use of the person possessing the drug. It is the responsibility of each employee who is taking prescribed medication to inform his physician of his job duties and to inform his supervisor of any such medication that would restrict him in performing his duties in a safe and efficient manner.

Confidentiality: All information, interview, reports, statements, memorandums, or test results received by Layton Construction and any of its supervisors will be kept as confidential as possible. Employees may request a written copy of the drug test results, and may, upon request, explain a positive test result in a confidential setting by contacting Human Resources. Further, employees and prospective employees may request a retest of the original sample, at their own expense, by contacting the drug testing facility.

Disciplinary Action for Drug Policy Violations: Any employee who violates this policy, including failing to pass a drug test, refusing to submit to a drug test, or tampering with or adulterating a sample is subject to disciplinary action, including refusal to hire, immediate termination, immediate removal from a work site, and future prohibition from the premises.

Reapplication after Termination for Drug Policy Violation: Former employees, terminated for a first violation of this drug and alcohol policy, may be considered for rehire with Layton Construction after six (6) months. Additionally, the former employee must successfully complete a drug/alcohol rehabilitation program at the individual's own expense and must successfully pass a drug test. Alternatively, a former employee may be eligible for rehire if a substance abuse professional determines the former employee is not a candidate for a Rehabilitation program, and he/she passes a pre-employment drug test. Also, the former employee must make a personal commitment to remain drug free and to abide by this policy. If rehired, such employees may be subject to periodic, unannounced drug testing up to six (6) times within a 12-month period.

After a second non-negative drug test, an employee will be terminated and will not be eligible for rehire.

ENVIRONMENTAL POLICY

Layton Construction is committed to protecting the environment on all projects and the health of all the project's employees. The scope and intent of this policy is to identify and comply with local, state, federal, and client requirements.

Responsibility

It is the responsibility of Layton Construction, subcontractors, vendors, or other third party individuals to identify and analyze EHS regulations. The LCC EHS Manager will coordinate the Environmental Health and Safety concerns. Outside legal representation may assist with regulatory interpretations as needed. It will be the responsibility of all contractors involved with Layton projects to comply with the regulations.

Procedure

Prior to commencement of construction activities, a comprehensive search that identifies relevant federal, state, and local regulations is accomplished. Any regulation that applies to the operation is identified, and a specific plan of compliance is developed.

Non-Hazardous Materials

- All non-hazardous materials and trash will be put in the Contractor provided trash containers.
- Housekeeping will be done daily without exception.

Hazardous Materials

- There will be no on-site bulk liquid fuel storage.
- Equipment refueling shall utilize off-site fueling resources in lieu of storage of bulk fuels on site.
- In the event of a spill of one quart or more of petroleum type product and/or hazardous substance, the LCC Manager will coordinate containment with the applicable Contractor. Once the spill is contained, LCC Manager will coordinate clean up and disposal with the owner.
- All work will actively stop in the immediate area of the hazardous material spill and will not resume until the area has been cleaned and released by the LCC Manager.
- A 20-pound ABC Fire Extinguisher will be placed near the spill area, no closer than 25 feet and no further than 50 feet, and shall remain until remedial activities are complete.

Water

- In order to prevent the contamination of water, the Contractor, if necessary, will berm and line all areas where there is the potential of water contamination.
- Before site work construction begins, the Contractor will properly construct the work site to properly allow for drainage of runoff water into collecting areas or existing drainage system.
- The Contractor will contain all run-off water until disposal can be arranged by the LCC Safety Managers.

Air

- An air pollution control plan is developed for the project consistent with the section labeled “Air Pollution Control Plan.”

AIR POLLUTION CONTROL PLAN

Purpose

The following defines the content and requirements for a site-specific Air Pollution Control Plan (APCP) for each construction project. The purpose of the written APCP is to set forth instructions and establish requirements to prevent or minimize air pollution associated with onsite construction or build-out activities. These requirements have been established to help comply with federal, state, and local laws as well as regulations, standards and requirements including Layton’s performance standards and policies. Where local or state regulations require more stringent or different controls, each project must incorporate those requirements into the APCP.

Applicability

- The APCP applies to all contractors and their subcontractors. The Project Environmental Manager is responsible for preparing the written APCP and for establishing systems with the site subcontractors to ensure communication and conformance to the requirements of the APCP.
- Construction-related air pollution can be caused by dust, vapors, fumes, mist, gas, smoke, or odorous substances. The APCP is required to ensure this air pollution does not extend beyond the site property boundary in sufficient quantities and duration that exceed or contribute to exceeding government laws, regulations and standards or that cause deterioration of the "quality of life" in neighboring properties (e.g., nuisance).
- The following are examples of construction-related activities that potentially generate air pollution:
    - Site preparation and civil engineering work (e.g., grubbing, clearing, scraping, excavating, piling and filling) that can produce dust or emissions
    - Vehicular traffic dust from exposed earth and gravel surfaces
    - Soil treatment with lime, pesticides, fungicides, dust suppressants or fertilizers
    - Surface preparation and coating that can create dust, vapors or spray from sand/bead blasting, painting, epoxy coating, hot tar roofing, and asphalt paving
    - Mobile equipment that generates dust, vapors and spray to include portable concrete batch plants, rock crushers, chippers, thermal treatment of debris and soils, tank vents and portable electrical generators.
    - Demolition activities that can create dust, asbestos or lead during removal of buildings, structures, pipes and tanks.

Site Preparation and Vehicular Traffic

Many local jurisdictions require that a dust control plan be prepared and submitted for approval prior to beginning site preparation or earthwork. In some jurisdictions, specifically in the U.S., a dust control permit must be obtained prior to commencement of work and in other cases, a building permit will not be issued unless a dust control plan has been prepared and submitted. Whether required by the local jurisdiction or not, the Project Environmental Manager shall either prepare a dust control plan or obtain a

copy of the plan from the earthwork subcontractor prior to beginning construction. The dust control plan must be included in the site-specific APCP.

The dust control plan must include, at a minimum:

- Criteria and frequency for applying water to potentially dusty areas of the site subject to vehicular traffic (e.g., access roads, internal site roads, areas disturbed by heavy earth moving equipment, etc.).
- A log that specifies the location, the time(s) of day, number of times per day and amount of water to be applied per day to each location. The log is to be filled out by the driver of the watering truck and remain onsite at all times for inspection.
- Provisions for determining when additional dust control is necessary (e.g., windy days, increased traffic, newly exposed soil, etc.).
- Areas that require the placement of aggregate to keep dust down (e.g., heavily traveled roads, equipment staging areas, etc.).
- Copies of permits required by local agencies for on-site water storage. (Some water storage arrangements (e.g., surface impoundments) require significant permitting lead time or are disallowed by local agencies.)
    - NOTE: NEVER use dust suppression chemicals (including oil) without prior approval of site EHS personnel.

Application of Chemicals to the Soils

Chemicals are often applied to the surface of soils for purposes of stabilization / moisture control (lime), sterilization (pesticides, fungicides) or to support landscape plantings. Site specific approvals / permits are not required by local jurisdictions, however, there may be local restrictions prohibiting the use of certain chemicals because of the site's proximity to sensitive receptors (e.g., employees, residents, local creeks, lakes, estuaries, wetlands or protected flora or fauna, etc.)

Key elements to consider before purchasing or applying chemicals to the soil/ground are:

- Are workers trained and licensed to apply the chemicals? Certain chemicals can only be applied by trained and licensed/permitted individuals. The Project Environmental Manager must obtain a copy of the required permits for each individual that will be applying any chemicals to the soil/ground.
- Are all licenses and permits must be available for review. This information must be immediately available to site EHS.
- Are there any adverse conditions that can cause chemicals to leave the construction site and threaten sensitive receptors? For example, chemicals should never be applied while it is windy or raining. Chemicals should never be stockpiled and exposed to rain water or wind.
- Chemicals should only be applied as specified by the manufacturer or as described in the site-specific APCP.
-

Construction Material Surface Preparation and Coating

The construction of roads, buildings and other structures often requires the surfaces to be prepared prior to applying surface coatings. These activities, along with the surface coatings themselves, can result in the generation of air pollutants. In preparing the surfaces, sand or bead blasting is often used, which generates aggregate and metal dust particles. The application of surface coatings (e.g., epoxy coatings, paint, hot tar roofing and asphalt paving materials, etc.) can generate fumes, vapors and strong odors.

Key elements associated with these activities include:

- Owner pre-approval for all material/chemical to be used for bead and sand blasting, for coating or painting, and for any solvents associated with these activities prior to any of these materials arriving on the project site.
- Dust or particulate suppression control for all bead/sand blasting and spray painting activities to prevent material from traveling beyond the immediate work area. Sheeting material should be used to separate the work area from the rest of the site.
- Surface preparation and coating activities performed outdoors should not be performed during windy conditions unless performed within enclosed, protected areas. Precautions must be taken to ensure that dust, particulate and other air-borne pollutants never impact sensitive receptors (e.g., employees, residents, local creeks, lakes, estuaries, wetlands or protected flora or fauna, etc.).
- Waste produced by surface preparation and coating activities must be taken to the site hazardous waste accumulation area.

Demolition

The demolition of buildings, tanks, piping systems, etc., can often result in the release of air pollutants. Depending on the age of the building, the materials of construction could contain asbestos or lead-based paint. Ductwork or pipes may contain residual chemicals of concern (e.g., arsenic, adhesives/coatings, solvent or petroleum vapors, etc.). Tanks may contain materials that can release vapors or pose a potential hazardous situation when being removed.

Key elements associated with all demolition activities include the following:

- State / local permits are usually required for demolition of asbestos-containing / coated structures, pipes and equipment, or for removal of underground fuel/chemical tanks. A certified asbestos removal contractor shall be used for any asbestos removal activity. All permits and licenses must be available for review.
- Sand/Bead blasting of metal (interior / exterior) tanks, heavy equipment and steel structures generates spent abrasive material and residual rust and paint chips. The paint being removed may contain lead, requiring additional steps be taken to prevent the release of these materials or contact with any sensitive receptors (e.g., employees, residents, local creeks, lakes, estuaries, wetlands or protected flora or fauna, etc.). Prior to removal of any surface coating material, the Project Manager and qualified subcontractors must determine if the materials contain lead or other potentially harmful substance.
- Prior to removal, dismantling, or disassembly of tanks, pipes, pumps or valves, they must be checked to verify that they contain no liquids, sludge or residues. These residues must be removed in accordance with government, owner, and contractor requirements prior to demolition.

HAZARD COMMUNICATION POLICY

All workers on the project are entitled to know the properties and potential safety and health hazards of chemicals or substances that they may come in contact with on the project.

Each project will develop a written project specific Hazard Communication Plan. This plan will be posted in a location where workers can easily access and review the plan. (Included in the yellow SDS Binder.)

Each subcontractor will submit to Layton Construction a Master Chemical and Substance Inventory List and a copy of the Safety Data Sheet (SDS) of all known hazardous chemicals that are in their work area. Prime subcontractors will be responsible for obtaining all sub-tier subcontractors Master Chemical and Substance Inventory Lists/SDS and forwarding to Layton Construction.

A Master Chemical and Substance Inventory list will be maintained, even if they do not have or will not use any hazardous chemicals or substances. *This is an OSHA requirement.*

Subcontractors will maintain a project specific SDS on location for each hazardous chemical or substance listed on the Master Chemical and Substance Inventory List. Prime subcontractors will be responsible to ensure all sub-tier subcontractors have their project specific SDS sheets at the project.

It will be the responsibility of each worker's supervision or Project Manager to assure Safety Data Sheets (SDS) are received prior to, or at the time of delivery of, a hazardous chemical.

Project management and front-line supervision will ensure all hazardous chemicals are properly labeled in accordance with the SDS. Containers that hazardous chemicals have been transferred into for use during a single work shift will be labeled as to contents.

Every worker on the project shall receive instruction from their employer on their Hazard Communication Program, the location of the Master Hazardous Chemical and Substance Inventory list, the location of the Safety Data Sheets (SDS), labeling requirements and specific safety or health instructions about the hazardous chemical or substance.

Recommended minimum Hazard Communication Training will consist of:

1. The contents of the program

2. Prior to use of or the potential exposure to any hazardous chemical or substance, workers are to be instructed in:

- Physical and health hazards
- Procedures to protect against the hazards
- Engineering and administrative controls
- Personal protective equipment
- Emergency procedures in case of exposure or accidental spill

- 3. Labeling requirements.
- 4. Whenever a new chemical or substance is introduced into the workplace, workers will be briefed of its hazards.

The client, vendors and subcontractors that may have business in or near a work area will be notified that hazardous chemicals are being used and the hazards they may encounter.

If a worker believes they have encountered a hazardous chemical or substance unfamiliar to them, they will immediately notify their supervisor. Project management or supervision will attempt to identify the hazardous chemical or substance and initiate all precautions to handle and dispose of this material, if required, and to properly protect workers.

LAYTON CONSTRUCTION SITE SPECIFIC STANDARDS

The standards below have been selected for this project following an analysis of risks and processes anticipated for this scope of work. It is important to note that in the event a standard or policy is not included the relevant standards in CFR 1910 and CFR 1926 the OSHA standards remain in effect.

ASBESTOS PROCEDURES / PROCESS

- Asbestos containing material (ACM) and/or Presumed Asbestos Containing Material (PACM – certain materials pre-1980) are classified as hazardous material by OSHA and EPA. At Layton Construction, any scope of work requiring demolition (no matter quantities) will require a complete asbestos inspection/survey by the building and/or facility owner to determine the presence, location and quantity of ACM and/or PACM at the project site. Projects with demolition in the state of Utah with an inspection older than three years shall have the inspection updated prior to renovation or demolition pursuant to State EPA regulation P307-801-0.
- The asbestos inspection must contain sampling for all materials included in the contracted scope of work. Current regulations require the asbestos inspection be completed regardless of the age of the facility/structure.
- It is never the intent of Layton Construction to include asbestos removal/abatement in the scope of work. All hazardous material abatement will be the responsibility of the building owner.
- In the event that ACM is discovered or disturbed, LCC Corporate Safety, CEO, and In-House Council must be notified immediately. Corporate Safety will assist with and help set up protocol going forward. Our asbestos expert will be contacted to advise and insure proper notification, protection, best practices and protocol are followed, including the Owner abatement process.
- When ACM/PACM is found, all work will stop and possible exposed crafts will be removed from the area. All notifications will be made; proper labeling and material control measures will be put in place until the hazardous material is abated. The immediate area at the ACM/PACM will be barricaded with no entry until authorized by LCC.
- All Layton employees will complete annual asbestos awareness training to provide a general understanding of the hazards and responsibilities when ACM/PACM is introduced into the scope of work, including known ACM products, cancer and lung effects, and protective measures. All subcontractors will provide proof of employee asbestos awareness training for those employees working onsite that may come into contact with areas that contain ACM/PACM. This documentation will be kept in the site EHS binders.
- ONLY A LICENSED CONTRACTOR WILL REPAIR AND/OR ABATE DISTURBED OR DAMAGED ACM/PACM MATERIAL.
-

Pre-Construction:

- Identify and consult the certified asbestos inspector/expert that will help evaluate facility asbestos inspection completeness relevant to LCC scope of work and provide support if ACM is discovered after abatement.
- The asbestos inspection report is to remain at the project, through completion, for review by employees or regulators, if requested.
- Work will not start on any project requiring demolition until the asbestos inspection is provided by the facility owner (per OSHA regulations 1926.1101(k)(2)(i)). The asbestos report, location and quantities of ACM/PACM will be communicated to the subcontractors that will be exposed to these sites prior to work beginning. This notification will be documented in a pre-construction orientation.
- ACM material that will remain in the facility during the renovation will be posted /identified and all crafts with possible exposure will be notified of the ACM location and the requirement not to disturb.

LEAD

When welding, cutting, burning, grinding, chipping, abrasive blasting or rivet busting on painted or coated surfaces, a pre-assessment will be required to determine if the surface(s) contain lead-based paint. If sampling results for lead-based paint are positive for 0.02% lead by weight, OSHA Standard 29 CFR 1926.62 will be followed.

An initial hazard assessment is required and will be performed to determine worker exposure levels. The assessment will involve personal sampling of a representative group of workers performing different tasks unless historical data is available. During the initial exposure assessment, workers will wear protective clothing and the proper respiratory protection until the results of the assessment are known.

Copies of sampling results will be made available to Layton Construction. Area sampling of a work area will not to be used for determining worker exposure levels.

If sampling results indicate the exposure limits are above 30 $\mu g/m^3$ but below 50 $\mu g/m^3$, the following are required:

- Written compliance plan
- Medical surveillance (Blood Lead)
- Personal monitoring
- Hazard communication training for lead

If sampling results are above 50 $\mu g/m^3$, the following are required:

- Written compliance plan
- Engineering controls
- Respiratory protection
- Protective clothing
- Medical surveillance
- Clean change rooms and showers
- Clean lunchrooms
- Warning signs
- Training

Each worker is to be notified in writing of their blood and/or personal monitoring results within five working days after the results are known.

Barricades, enclosures, track mats and/or ventilation protocols shall be provided to ensure the protection of the other workers, members of the public or building occupants.

SILICA

Workers that perform any of the following work tasks must be protected from exposure to silica dust unless historical data or real time monitoring indicates it isn't necessary:

- Chipping, hammering, or mixing of refractory
- Abrasive blasting using silica sand as a blasting medium
- Abrasive blasting of concrete regardless of the type of medium
- Sawing, hammering, drilling, grinding, or chipping of concrete or masonry products
- Chipping, hammering, or mixing of concrete grout
- Demolition of concrete or masonry structures
- Dry sweeping or compressed air blowing of concrete, masonry, rock or sand dust
- Workers performing any of the above tasks who could be exposed to silica dust shall receive training regarding health hazards associated with silica.
- Acceptable engineering controls will be used when exposure to silica is likely. Examples of acceptable engineering controls are:
  - Substitute blasting medium for less hazardous material with less than 1% silica.
  - Maintain an effective dust control program.

- Use internal blast-cleaning machines.
- Wet saw.
- Use water through the drill stem.

When acceptable engineering controls cannot be used, workers will wear respiratory protection, protective coveralls and gloves. Respirators equipped with a NIOSH approval for the exposure level. Respirators must have at least a N95, R95, or P95 filter, per NIOSH recommendations

Note: ***The common dust mask is not permitted for silica protection.***

Workers will also comply with these hygiene requirements when exposed to silica:

- No eating, drinking or using tobacco products in areas where silica dust is present.
- Always wash hands and face before eating, drinking or using tobacco products after working around silica dust.

Front-line supervisors should consult their safety representative or the Layton Construction Environmental Safety and Health Department for further information or assistance.

CONCRETE CONSTRUCTION

All vertical and horizontal rebar, form stakes, metal and/or plastic conduit, and/or small pipe stub-ups will be protected with approved caps or other industry accepted alternatives to protect against impalement and injury.

Workers that will operate vibrators, pump nozzles, and concrete buckets will wear appropriate eye and foot protection. Long sleeve shirts will be worn to protect against exposure of concrete to the bare skin and the possibility of concrete burn and contact dermatitis.

Workers engaged in vertical rebar assembly shall comply with the project six-foot fall protection rules. Positioning devices alone are not approved fall protection but can be used in conjunction with personal fall protection equipment.

Walkways along form walls will be constructed in accordance with OSHA scaffold and fall protection standards.

Pre-fabricated forms and form making material will be stacked neatly at all times. When stripping concrete forms, all material will be immediately removed and stacked in an orderly manner. Forming material or debris will not block walkways and aisles. Subcontractor will remove rebar, tie-wire and other debris from the work area daily.

No employee is permitted to ride a concrete bucket.

Ensure that reinforcing steel and forms for walls, piers, columns, stairs and similar vertical structures are adequately supported to prevent overturning and collapse and are designed and installed under the supervision of a qualified person.

Ensure that uncoiled wire mesh is adequately secured to prevent recoiling.

Equip buckets with a discharge device that an employee can operate without being exposed to the load. Equip buckets with safety devices to prevent premature or accidental dumping, and ensure that the release is self-closing.

Follow safe rigging practices when handling concrete buckets.

When using bull floats, inspect the area to ensure there is no energized equipment or power lines nearby that the handles could touch.

Concrete buggy handles must not extend beyond the wheels on either side of the buggy.

Rotating-type, powered concrete trowels shall be equipped with dead-man controls that automatically shut down the equipment when the operator's hands are removed from the controls.

Finishers shall wear kneepads and impervious gloves when hand-finishing concrete.

Post-tensioning Operations

No worker(s), except those essential to the post-tensioning operation, will be permitted behind the jack. Warning signs and barriers will be erected to limit access to the post-tensioning area during post-tensioning operations.

PRECAST CONCRETE

A competent person, who will be responsible for the inspection of all rigging and hardware and the supervision of the rigging of precast concrete members, will be required.

Unloading of Precast Concrete Members

Prior to precast concrete members being unloaded, the following will occur:

- Inspect all rigging and hardware
- Ensure load is stable before releasing binders
- Ensure precast member is properly rigged

Placement of Precast Concrete Members

Precast members are not to be moved over other workers.

- Worker(s) involved in the setting or connecting of precast members will strictly adhere to the 100% fall protection policy with no exception.
- No worker(s) will use their hands to reach under a precast member to adjust a shim or bearing pad.

CONFINED SPACE

Workers may be required to work in an area that is defined as a confined space. A confined space is any space large enough and so configured that a person can bodily enter and perform work; has limited openings for entry and exit; and was not designed for continuous human occupancy. This may also be referred to as a Non Permit Required Confined Space. A Permit required space meets this criterion *and* has a potentially uncontrollable hazard.

Permit required confined spaces may include, but are not limited to:

- Storage tanks
- Excavations and trenches
- Ventilation and exhaust ducts
- Sewers
- Manholes
- Underground vaults and utility tunnels
- Pipelines
- Pits and tubs
- Open top spaces more than four feet in depth

All spaces shall be considered “Permit Required” unless the contractor can prove otherwise. No contractor will allow a worker to enter or work in any space that meets the definition of a confined space without developing a detailed Confined Space Entry Permit (Appendix 4) and written entry plan. Refer to OSHA 29 CFR 1910.146 for further direction. This Permit shall be filled out for all entries and will provide the documentation necessary to reclassify the space as Non Permit Required where possible. The Confined Space Entry Plan will be submitted to Layton Construction for review and issuance of a Confined Space Entry Permit.

Prior to working in any confined space, a Competent Person will determine what hazards exist. Any operating system or equipment will be Locked out and Tagged to prevent accidental operation. Contact the operating facility representative prior to any confined space entry work.

Permit required confined spaces will have the atmosphere tested and a permit completed and authorized prior to any worker entering the space. The atmosphere will be tested for oxygen deficiency, toxic gases or vapors, and combustible or flammable gases or vapors according to the hazard analysis and/or information provided by the client.

Prior to any worker entering a confined space, he/she will be trained and records submitted to Layton Construction prior to commencement of the work, for the following items:

- Contents of the Confined Space Entry Plan
- Known hazards in the confined space
- Emergency procedures in case of an emergency
- Correct use of personal protective equipment when required
- Hot Work Permit if required
- Atmosphere testing requirements
- Lockout/ Tag out procedures
- Fall protection if required

CRANE SAFETY

No employee will work or travel on any part of the crane boom without proper personal fall arrest equipment. No worker will be allowed to climb the tower or get on the boom when the crane is in operation.

Crane operators will perform daily tower crane safety inspections and the crane rental company will perform other maintenance and inspections in accordance to manufacturer recommendation.

A qualified third party will inspect all structural components in accordance with manufacturer's recommendations.

Hoisting ropes must be shortened by the removal of ten feet at the dead end after every three months of use unless otherwise specified by the manufacturer.

No load will be swung over any public street that is occupied by the general public unless authorized by local authorities.

Prior to a load being swung over other workers, the front-line supervisor using the crane will provide a lookout that shall sound an alarm as the load is moved across the work area. The lookout shall wear a fluorescent orange vest or other similar high-visibility garment.

A written crane dismantling plan is required for the dismantling of any crane.

Scope of Applicable Equipment

This standard applies to power-operated equipment used on Layton Construction projects that can hoist, lower, and horizontally move a suspended load. The list below is intended to offer a framework of the variety of cranes seen on projects across the United States and to provide guidance of the applied scope of this standard.

Telescopic Crane – This crane has a boom that consists of number of different fitted tubes that reside inside each other. A hydraulic mechanism is what extends or retracts the tubes to increase or decrease the length of the main boom.

Tower Crane – This crane is fixed to the ground and gives a great combination of height and lifting capacity. It's commonly used in construction to build sky scrapers and other tall buildings. To save space and to provide stability, the vertical part of the crane is typically braced directly onto the completed building, which is normally the concrete lift shaft located in the center.

Truck Mounted Crane – A crane that is mounted on a rubber tire truck that drives around for maximum portability. When in operation, outriggers extend horizontally then vertically to both level and stabilize the crane for hoisting operations.

Rough Terrain Crane – A crane that is mounted on an undercarriage contains four rubber tires and is designed for pick-up and carry operations. Outriggers extend first horizontally and then vertically to both level and stabilize the crane for hoisting operations.

Lattice Boom Crane – A crane that can be mounted on an undercarriage with tires or tracks. The lattice boom section consists of the boom butt and boom tip, the length of which is increased by adding boom extensions. Boom sections are made of lightweight, thin wall, high strength alloy tubular or angle steel

and are designed to take compression loads. Lattice boom manufacturers have set a zero tolerance on rust, bent lacing or cords, cracked welds, and other problems.

Pile Driver Crane – A crane used in combination with a machine for delivering repeated blows to the top of a pile for driving it into the ground; consists of a frame called “leads,” which supports and guides a hammer weight, together with a mechanism for raising and dropping the hammer or for driving the hammer by air or steam.

Barge Crane/ Floating Crane – A specialized crane that can be permanently attached to a ship, or driven up and secured on a floating barge. It’s used to lift heavy loads in marine type environments.

Crawler Crane – An undercarriage mounted crane that also has a set of tracks that provide extra stability and mobility.

Aerial Crane – A specially designed and fitted lifting helicopter capable of lifting large loads.

Loader Crane – A loader crane is fitted to a trailer or flat body truck chassis and used to unload/load goods onto the trailer/truck or onto a jobsite. It contains many different jointed sections that can be folded into a smaller space when the crane is not being use.

Pre-Erection Requirements

Geotechnical Requirements. Soil conditions must be fully assessed prior to any crane arriving at the site. Items to consider include travel, slope, and soil loading ability. Prior to the erection of any tower crane a geo-technical evaluation shall be accomplished and incorporated into the foundation design of the engineered system.

Foundation Considerations. For mobile cranes, outrigger size, location, and soil condition must be considered when planning. Soil bearing capacity is to be determined by a vendor and outrigger sizing established prior to the crane arriving on site. Refer to Appendix 6 for guidelines in determining outrigger configuration.

Tower crane foundations must be a designed system, certified by a professional engineer, taking all loads and soil conditions into consideration.

FAA and Other Agency Notifications

The Federal Aviation Administration (FAA) requires a permit on construction cranes any time they will exceed 200 feet in height, OR when they are placed within 20,000 feet (3.79 miles) of an airport regardless of height. The FAA requires FAA Form 7460-1 to be submitted at least 30 days before the following:

- The date the proposed construction is to begin.
- The date the application for a construction permit is to be filed.
- The FAA requires that four copies of the FAA Form 7460-1 be sent to the local/regional FAA Director. In addition to the FAA, other local statutes may require additional notification.

Overhead and Underground Utility Considerations

Prior to the assembly/erection of any crane it must be determined if any part of the crane, load line, or load (including rigging and lifting accessories) could get in the direction or area of assembly within proximity of a power line. Minimum clearance distances are on the table below. In the event this clearance must be encroached the line will be de-energized prior to the planned encroachment. If the voltage is unknown, a 20 foot minimum clearance must be maintained.

Minimum Clearance Distances

Voltage (nominal kV, alternating current)	Minimum clearance distance (feet)
• Up to 50	• 10
• Over 50 to 200	• 15
• Over 200 to 350	• 20
• Over 350 to 500	• 25
• Over 500 to 750	• 35
• Over 750 to 1000	• 45
• Over 1000	• (as established by the power line owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution)

Inspection and Oversight Requirements

Prior to any crane arriving on a Layton Construction project the previous monthly and annual inspection shall be reviewed by Layton Construction site management. Verification that all noted defects have been corrected shall be included with the inspection form if applicable.

In addition, erection of tower cranes shall be directed by a third party inspector. Upon completion of erection a new annual inspection shall be accomplished by the third party inspector and all defects corrected and documented prior to any lift.

Post Erection Procedures and Requirements

1. Inspection Requirements (annual, monthly, daily)

On-going comprehensive inspections are a critical component that ensures the on-going safe operation of all cranes.

- **Daily Inspections** will be accomplished for all cranes on Layton Construction projects. It is mandatory that checklists are used to document that this requirement has been met. However, the only documentation required by this standard are any deficiencies identified during the daily inspection. Daily inspections may be accomplished by a Qualified Operator.
- **Monthly Inspections** will be accomplished for all cranes on Layton Construction projects used on the project for greater than 30 calendar days, regardless of operating days during that period. The monthly inspection forms are required to be completed and maintained in the cab of the equipment. Monthly forms will be retained for a minimum of 3 months, and some local agencies may require them to be retained longer.
- **Annual Inspections** will be accomplished for all cranes on Layton Construction projects used on that project for greater than 365 calendar days, regardless of operating days during that period. The annual inspection is required to be completed and the forms maintained in the cab of the equipment. Annual inspections must be accomplished by either a Vendor or Manufacturer, or a Third Party Inspector.

2. Operator, Rigger, and Signalman Qualifications

The intent of this standard is to require all crane operators on Layton Construction projects to be a certified crane operator (CCO), and possess all of the requisite skills to safely operate the applicable equipment. However, until CCO's are available at all US locations, Layton Construction will make every effort to use operators who are certified by the National Commission for the Certification of Crane Operators (NCCCO) for the cranes they are operating. Prior to any lifts, the operator's competency shall be verified through a questioning process by Layton Construction site management.

This certification however does not ensure that an operator is capable of safely operating a particular piece of equipment. The following guidelines will be followed to ensure operators are fully qualified to safely operate the applicable equipment for the project:

Qualifications for riggers and signalmen will be compliant with OSHA standards, verification of certifications must be presented to Layton site leadership prior to crane operations.

Required Certifications

Review and inspect NCCCO Certification Card for types of cranes the operator is certified to operate.

Verify on the Application for Employment or by subcontractor certification that the applicant has operated cranes in the classification for which they are being hired.

Layton Construction reserves the right to remove an operator from the site if, in Layton Construction's judgment, the operator is unfit to operate the applicable crane.

Upon determining that the potential operator is qualified, personal training will be given to the operator that may include the following:

3. Critical and Major Lift Planning

Critical Lift Determination

The decision to designate a lift as a critical lift is a management decision, incorporating both critical and major lifts. Guidelines provided here are intended to aid in making that decision. The manager who has the responsibility for the item being lifted has the authority to require that it be handled as a critical lift. In addition, the manager at the facility where the lift will be performed also has the authority to require that it be handled as a critical lift. The manager who designated the lift as a critical lift shall ensure that a person-in-charge (PIC) is assigned. (The PIC need not be in the Layton Construction organization).

1. If load reaches 75% of the crane's maximum capacity
2. Two or more cranes are need to make pick.
3. Hoisting personnel.

Critical Lift Procedures

The PIC shall ensure that a step-by-step procedure is prepared for critical lifts. Although individual procedures are prepared for the one-time critical lifts, general procedures may be employed to accomplish routine recurrent crucial lifts. For example, a general procedure may be used to lift an item or series of similar items that are frequently lifted or repeatedly handled in the same manner.

- Any non-routine or critical equipment lift (as determined by the Project Manager, Superintendent or Safety Manager). Critical equipment may include equipment that meets one of the following criteria:
    - The load item, if damaged or upset, would result in a release into the environment of radioactive or hazardous material exceeding the established permissible environmental limits.
    - The load item is unique and, if damaged, would be irreplaceable or not repairable and is vital to a system, facility or project operation.
    - The cost to replace or repair the load item, or the delay in operations of having the load damaged, would have a negative impact on the facility, organization, or budget to the extent that it would affect program commitments.
- A lift not meeting the above criteria shall also be designated critical if mishandling or dropping of the load would cause any of the above noted consequences to nearby installations or facilities.
- Further site-specific criteria may be developed to supplement those cited above and may include loads which require exceptional care in handling because of size, weight, close-tolerance installation or high susceptibility to damage as well as lifts using multiple pieces of lifting equipment.

Approval of Critical Lifts

The critical lift procedures should be reviewed at a pre-lift meeting by the responsible contractor, the crane operator(s), Layton Construction Site Management and site Safety Manager, author of the Lift Plan, and Manager of the lift operation.

Revisions of Critical Lift Procedures

Any revisions to the procedure shall be reviewed and approved though the same cycle as the original procedure.

Pre-lift Meeting

Before the critical lift is performed, a pre-lift meeting with all participating personnel shall be held. During the meeting, the critical lift procedures shall be reviewed and questions shall be resolved. The pre-lift meeting shall be documented.

NOTE: Practice lifts are recommended. (If used, requirements for the practice lift should be documented in the procedure).

4. Jumping Cranes

Jumping of cranes must follow similar protocols as a critical or a major lift and requires a comprehensive written plan to address the following:

- Number of sections to be added/removed
- Work sequence
- Rigging to be used
- Inspection of all rigging equipment including shackles, hooks, etc.
- Review of all equipment such as collars, ties, and bolts, including capacities and a record of visual inspection by a competent person.
- Relevant weather warnings and emergency procedures
- Full compliance with manufacturer's recommendations

5. Lift and Pre-Task Planning

Prior to any lifts a lift plan should be in place. The final lift plan should fully incorporate the current site conditions, including utility locations and any possible intersections with public access areas.

A Daily Pre-Task Plan must be accomplished prior to any lift for that particular day to ensure that no deviations from the lift plan exist.

6. Safety Plan and Job Hazard Analysis

All incidents involving crane operations (*i.e., unsafe observation, near miss, etc.*) must be reported immediately to Layton Construction site staff, including the site safety manager. Layton Construction will collaborate with other contractors if appropriate and develop a corrective action in response to the cause of the incident prior to resuming crane operations.

Accessible areas within the swing radius or the rotating superstructure must be barricaded to prevent serious injury or death to workers. Crane baskets are not permitted without the prior approval of site management and Layton Construction EHS personnel.

Crane Management Systems

Documentation Control. Every crane operating on a Layton Construction project must have the following documentation in the cab of the crane available for review.

- The last annual inspection

- The last monthly inspection
- Exception reports, if any
- Manufacturer's operating manual
- Manufacturer's lift charts

RIGGING

Riggers must be properly trained and qualified to rig material or equipment lifted by a crane. Rigger's training documentation will be made available to LCC upon request.

Hooks will be equipped with safety latches. Safety latches on hooks that are disabled and/or shakeout ("pelican") hooks will not be used unless in compliance with Subpart R 29CFR1926.

All rigging equipment and spreader bars shall have a manufacturer's tag or otherwise professionally engineered noting its safe working load. Rigging equipment and spreader bars not tagged or marked will be immediately removed from the project.

All rigging will be inspected daily before each shift by the qualified rigger and documented in writing. Inspection reports will be made available to Layton Construction for inspection.

DEMOLITION

Prior to start of any demolition work, the contractor must ensure a competent person has performed an engineering survey of the building or area to be demolished to determine the condition and location of utilities, whether hazardous materials exist, means and methods of performing the work, sequencing, etc. No work will commence until a written engineering survey has been completed and submitted to Layton Construction.

Debris and material shall not be dropped through walls, floor holes, windows or other elevated work areas without the area below being barricaded and properly signed. Under no circumstances shall materials be dropped more than 20 feet without using a chute.

Debris chutes shall have a substantial gate at all elevated openings.

If demolition of a building will involve implosions, the demolition contractor shall submit to Layton Construction a detailed safety plan to specifically address site preparation, installation of explosives, debris/dust control and blaster qualifications.

ELECTRICAL

No work will be performed on any energized electrical circuit, bus bars, equipment, or panels unless an approved written work plan is developed in accordance with Chapter 1 of NFPA 70E and submitted to Layton Construction superintendent for review prior to performance of work. As the General Contractor, we are obligated to insure our electrical subcontractors follow the NFPA 70E standards regulating electrical safety. This standard must be followed when any "live work" is completed on a Layton project. All electrical subcontractors working on Layton projects must know and follow these standards.

Electrical equipment and tools used on the project shall be inspected by a competent person to prevent any worker from receiving an accidental electrical shock. This rule will apply to all cord sets, portable electrical equipment, tools and appliances not part of any permanent building or structural electrical systems.

All temporary cords will be three wire types S, ST, SO, or STO with a 16 or heavier wire gauge.

Ground Fault Circuit Interrupters (GFCI)

All cord sets and cord-plug electrical equipment, tools or appliances that are 120 volts will be connected to a ground fault circuit interrupter (GFCI). No cord set or cord-plug electrical equipment, tool or appliance will be plugged directly into any permanent building or structural electrical system not equipped with a GFCI. Exemptions are office equipment and appliances in site offices.

When the source of electricity is from a portable or vehicle mounted generator, a GFCI is required. Generator is to be grounded if required by manufacturer.

Each worker, after plugging in his/her tool and /or extension cord, shall periodically inspect, test and reset the GFCI device being used to ensure it is working properly. If the GFCI device is not functioning properly he/she will repeat the process until a properly working GFCI device is found. He/She will report the defective GFCI device to his/her supervisor.

Double-Insulated Tools

Double-insulated tools are allowable if the case bears the Underwriter Laboratories “double-insulated” label. Tools where this label has been removed, painted over or otherwise not readable must be removed from service.

Inspection Program

An inspection program must be established to inspect all cord sets, portable electrical equipment, tools and appliances as described below and before first use, before returned to service following any repair, and after an incident that could have caused damage.

Daily Inspection

Each cord set, attachment cap, plug, and receptacle of cord sets, portable electrical equipment, tools or appliances connected by a cord and plug, will be visually inspected daily by user for external damage, such as deformed or missing ground pins, insulation damage, frayed wires or indications of possible internal damage. Exceptions include cord sets and receptacles that are fixed to the permanent electrical system and are not exposed or damaged.

Any electrical equipment, tool, appliance or cord set that is damaged or defective will be immediately removed from service and tagged out as defective equipment for repair. A qualified electrician will repair tagged electrical items.

All cord sets, receptacles and cord-plug connected electrical equipment, tools or appliances not part of the building or structure's permanent wiring, will have the following performed each month:

- Visually inspect for damage or missing ground pin
- Inspect insulation for damage
- Inspect for frayed or exposed wires
- Inspect for signs of internal damage
- Tape for monthly inspection procedure
-

General Electrical Rules

- All cord sets will be elevated above the work surface when practical.
- Wire, nails or other conductive material will not be used to hang or attach cord sets or welding leads.
- Cord sets that cross roadways will be protected from damage by vehicle and equipment traffic by devices such as hose bridges.
- Light stringers and halogen lamps will have the light bulbs protected from accidental contact or breakage and will be hung per manufacturer specifications and must be OSHA approved and UL listed.
- UL approved covers are required on all panels, load centers, pull boxes, etc., prior to energizing. Necessary steps will be taken to prevent unauthorized or unqualified workers access to energized electrical parts or equipment.

LOCK OUT/TAG OUT

The Layton Project Team will establish a Lock out/Tag out procedure to ensure that workers are not exposed to the hazards from moving machinery or equipment and those hazards posed by an energized source (pneumatic, steam, hydraulic, chemical, etc.). Refer to Appendix 12.

Safety locks and tags will be applied to all circuits, switches, valves, isolating devices, and any other energy sources to ensure equipment, machinery, or processes that have been considered functioning, charged or could otherwise be operable have been rendered non-operational or de-energized.

No person will remove another worker's safety lock or attempt to energize any piece of equipment, machinery or process that has been locked out and tagged.

De-Energizing Equipment and Processes

A Layton Construction representative will coordinate with the operating facility representative and/or construction start-up group when any energized equipment or process must be de-energized.

The Layton Construction representative and operating facility representative and/or construction start-up group will identify all circuits and sources of energy that require locking and tagging to make the equipment or process inoperable. The operating facility representative/construction start-up group will notify the personnel that may be affected by the de-energizing. The front-line supervisor for each individual overseeing the work will sign out sufficient safety locks to lockout the piece of equipment or process.

The following procedures shall be followed:

- The operating facility representative and/or construction start-up group and front-line supervisor(s) will make certain the operating controls to the equipment, machinery or process are in the "off" or "neutral" position.
- Once the operating controls are in the "off" or "neutral" position, the operating facility representative will place a safety lock and tag on the energy isolating device(s) first.
- The front-line supervisor(s) will apply their safety lock to each of the isolating devices that provides power or other energy to the machinery, equipment or process. The front-line supervisor(s) will also apply a visible warning tag. The tag will contain the name of the front-line supervisor(s), company, date and phone number.
- Once the front-line supervisor(s) have placed their safety lock(s) and tag(s) on the energy-isolating device, all affected workers will then apply a safety lock and tag to the energy-isolating device. Alternatively, the front-line supervisor may place the key(s) to their equipment safety lock(s) in a safety lock box, place their individual safety lock and tag on the safety lock box, and then have each affected worker place their safety lock and tag on the lock box.
- Prior to any work being performed on the piece of equipment, machinery, or process, the operating facility representative/construction start-up group and front-line supervisor will verify that it is inoperable. The operating facility representative/construction start-up group will attempt to operate the piece of equipment machinery, or process. After verifying it is inoperable, the switch will be returned to the "off" or "neutral" position.

Stored or residual energy will be dissipated by whatever means are necessary. Capacitors will be discharged and high capacitance elements short-circuited and grounded by a qualified electrician.

Re-Energizing Equipment and Processes

- When the required work is completed and the machinery, equipment or process can be returned to service, the front-line supervisor will contact the operating facility representative/construction start-up group to notify of completed work operations.
- The front-line supervisor will make a visual inspection of the equipment, machinery, or process to insure all workers have completed their work and equipment, tools and other material is removed from the area.
- After confirming all workers, materials, tools and other equipment are out of the area, the operating controls are still in the "off" or "neutral" position, and each worker has removed their safety lock and tag, the front-line supervisor will remove their safety lock and tag from each of the isolating devices.

- If a worker fails to remove his or her safety lock at the completion of the job or assigned duties, their immediate supervisor will immediately notify management and the Layton Construction Environmental Safety and Health Department. **Every attempt should be made to contact the worker and require them to return to the project to remove their lock.** If the worker is unwilling or cannot return to the project, it must be verified that he/she is not physically at the project before the safety lock can be removed. All safety lock removal incidents will be investigated following the incident investigation process and disciplinary action will occur.
- The management representative will notify the operating facility representative/construction start-up group that the equipment, machinery or process is clear to be energized.

De-Energizing Fluid Processes

Any vessel, pipe, hose or process that contains a hazardous liquid or gas will be purged with nitrogen or flushed before work begins as described in the pre-task plan for the activity.

A management representative will coordinate with operating facility representative/construction start-up group when any fluid process requires de-energizing.

The management representative and operating facility representative/construction start-up group will identify all valves or gates and where blanks are required to be installed to isolate the work area. The operating facility representative/construction start-up group will notify their personnel that may be affected by the de-energizing.

The front-line supervisor overseeing the work will sign out sufficient safety locks and tags to completely isolate the system.

The operating facility representative/construction start-up group and front-line supervisor will verify that each valve or gate is in the “off,” “neutral” or closed position.

Once the valve or gate is in the “off,” “neutral” or closed position, the operating facility representative will place a safety lock on the valve or gate first. Then the front-line supervisor will apply a safety lock to each valve or gate. The front-line supervisor will also apply a visible warning tag. The tag will contain the name of the front-line supervisor, company, date and phone number.

Once the front-line supervisor has placed their safety lock(s) and tag(s) on the energy-isolating device, all affected workers will then apply a safety lock and tag to the energy-isolating device. Alternatively, the front-line supervisor may place the key(s) to their equipment safety lock(s) in a safety lock box, place their individual safety lock and tag on the safety lock box and then have each affected worker place their safety lock and tag on the lock box. The required blanks will be placed at this time.

Prior to commencing work, the operating facility representative and front-line supervisor will verify the system and all piping, hoses, valves and processes are de-energized and that any stored energy is dissipated or restrained.

Welded valve connections should have the valve handles removed and the stem tagged “DO NOT OPERATE.” All other valves and isolating devices must be physically prohibited from being operated.

Hydraulic and pneumatic equipment or machinery will be blocked to prevent movement.

Re-Energizing Fluid Processes

When the required work is completed and the system can be returned to service, the front-line supervisor will contact the operating facility representative/construction start-up group to notify of completed work operations.

The front-line supervisor will make a visual inspection of the area to ensure all workers; equipment, tools and materials are removed from the area.

After confirming all workers, equipment, tools and materials are removed from the area, the valves and gates are in the “off,” “neutral” or “closed” position, and each worker has removed their safety lock and tag, the front-line supervisor will remove their safety lock and tag from each of the isolating devices.

The management representative will notify the operating facility representative/construction start-up group that the system is ready to be energized.

EQUIPMENT AND VEHICLES

- Heavy equipment (cranes, forklifts, dump trucks, excavators/back hoes, man-lifts, etc.) used on the project will be inspected prior to use and comply with applicable OSHA and ANSI standards, which will be documented daily pre-shift.
- Forklifts will be equipped with rollover devices.
- Equipment that is equipped with a windshield will be free of cracks or other visible damage.
- All equipment will be equipped with rollover protective structures (ROPS).
- Seatbelts are required to be worn at all times when provided in moving equipment.
- Only company and/or delivery vehicles used for the sole purpose of conducting work tasks on-site are permitted in construction areas. Equipment used on-site must have an audible backup alarm. The driver and all passengers of any vehicle will wear seat belts.
- No equipment or vehicle will be used to transport personnel unless it is specifically designed to do so. This includes beds of pickup trucks.
- Equipment operators are responsible to check their equipment daily to verify it is working properly.
- As a minimum, each operator will check:
    - Brakes
    - Lights
    - Backup alarm and Horn
    - Hydraulic systems
    - Steering mechanism
    - Operating controls
    - Mirrors
    - Fire extinguisher
    - Limit switches
    - Leaks

Equipment operators will possess the required training, certification and licenses as required by law for the equipment that they are required to operate.

EXCAVATION AND TRENCHING

Prior to any disruption of ground, excavation or trenching on the project, the following will be performed:

- Layton Construction shall request locations for existing underground private utilities from the owner.
- Contractors shall notify public utility locating authorities.
- The contractor will identify the competent person and submit qualifications for review and approval by Layton Construction.
- The competent person will analyze the soil of the work area to determine the condition and type of soil to ascertain proper sloping or shoring requirements.
- An excavation permit is completed and approved by a Layton Construction representative prior to excavation.

During excavation or trenching operations on the project, the following requirements will be followed:

- All trenches and excavations will be barricaded and signage posted at the work area.
- Fall protection shall be provided for excavations six feet or more in depth.
- Trenches or excavations will be sloped or benched in accordance with local rules and regulations, and as determined by the competent person.

- Supporting systems (e.g., shoring, piling, trench boxes, etc.) will be utilized for all trenches and excavations where sloping or benching could not be performed.
- Spoil piles and all other material will be placed a minimum of two feet from the edges of all trenches or excavations.
- When underground utilities are suspected, they will be located first by hand digging.
- Adequate access must be maintained at all times during trenching or excavating activities. Access points will be placed such that no worker travels more than 25 feet in any direction.
- The competent person will inspect excavations and trenches at the beginning of each day before work begins and when conditions change.
- Excavations in Type C soil will not be benched.
- Excavations and trenches at four feet or greater in depth will be evaluated for atmospheric hazards.
- A registered professional engineer must design all excavation over 20-feet in depth.

FALL PREVENTION/PROTECTION

The project is committed to the philosophy of 100% continuous fall protection whenever workers are exposed to fall hazards of six feet (6') or greater.

Layton Construction, subcontractors, vendors, or other third party individuals will take all practical measures to eliminate, prevent, and control fall hazards. All work will be planned with the intent to eliminate identified fall hazards. When a fall hazard has been identified and cannot be eliminated, then effective means of fall protection will be implemented.

Acceptable fall protection systems include the following:

- Guardrail systems
- Safety Netting
- Covers for Floor, Roof and Wall Openings
- Positioning Device Systems
- Protection from Falling Objects
- Personal Fall Arrest Systems

Workers exposed to fall hazards that cannot be eliminated will be equipped, trained and given periodic refresher training in fall protection to minimize the adverse effects of accidental falls. Fall protection training records shall be available for review by Layton Construction.

On the project, **100% FALL PROTECTION MEANS PROTECTION FROM FALLS AT ALL TIMES WHEN WORKING AT OR ABOVE SIX FEET.** This means it is mandatory for all trades, including but not limited to:

- Structural steel erection (bolt up and connectors)
- Decking Operations
- Re-bar assembly
- Concrete forming
- Pre-cast erection
- Masonry
- Carpentry
- Scaffold erection/disassembly
- Roofing

Personal Fall Arrest Systems will consist of a full-body harness meeting ANSI requirements, double lanyard with shock absorbing device or retractable lifeline, locking snap hook and anchorage points meeting OSHA regulations.

Workers will not tie off to a perimeter cable or wire rope handrail unless engineered for such use.

When wire rope is used to construct guardrail systems, at least 1/4” diameter cable shall be used with cable clamps as required by wire rope manufacturers. Wire rope shall be flagged with high visibility tape or ribbon every six feet.

Subcontractors will submit all engineered documentation on horizontal lifelines to Layton Construction for review and approval. All horizontal lifelines will be installed under the direct supervision of a Qualified Person.

The use of personal fall arrest systems requires the submission of a Rescue Plan for each condition.

Lanyards will not be tied back to themselves unless the lanyard is specifically manufactured to tie back to itself.

If any component of a guardrail system must be removed, a Layton Construction Guardrail Removal Permit must be issued (Appendix 8). Any contractor that must remove a fall protection system in the course of their work will be responsible for immediately replacing the protective system.

Floor openings 2-inches or greater and all wall openings will be guarded or covered with an appropriate cover or guardrail. Floor covers will be secured to the floor to prevent easy removal. The floor or wall cover will be properly marked with a Danger sign stating, “COVER-DO NOT REMOVE.”

Elevated work will address protection from falling objects if work is permitted below.

FIRE PROTECTION/PREVENTION

Fire Protection

Temporary fire protection measures such as fire extinguishers, temporary hose lines, and temporary standpipes are required during construction.

The Project Team shall develop a Fire Protection Plan in accordance with OSHA 29 CFR 1926 Subpart F.

Fire extinguishers will be:

- Conspicuously located
- Inspected monthly
- Protected from freezing
- Placed within the immediate area of any welding/cutting operation or flammable liquid storage area
- Placed within five feet whenever gasoline operated equipment is used

If a fire extinguisher is discharged for any purpose, it should be reported to Layton Construction.

Each temporary building and trailer (shops, field offices, storage boxes, etc.) will have its own appropriately sized and located class ABC fire extinguisher.

Access to fire hydrants and extinguishers will be maintained at all times. Clear access to buildings and other structures will be maintained at all times.

Fire Prevention

Temporary buildings located within another building or structure shall be constructed of non-combustible material or have a fire resistance rating of one (1) hour. Plastic tarps or covers (visqueen) used for any purpose inside an occupied building or where welding, cutting, or open flame is present will be made of fire retardant material.

Combustible refuse from construction operations will not be burned or dumped anywhere on the construction site. Such refuse will be removed at end of shift. Storage of large quantities of construction debris will be placed in metal dumpsters.

Storage of compressed gases will include:

- Valves, regulators, and hoses removed with valve caps securely on.
- Secured upright at all times, including when transported in vehicles.
- Fuel and oxygen cylinders separated by a minimum of 20 feet.

- Empty cylinders stored separate from full cylinders; no cylinders in use.

Only approved high flash point solvents are to be used for cleaning purposes.

Oily rags and waste are to be stored separately in metal containers fitted with self-closing lids. Trash and refuse must be placed in trash containers provided for this purpose.

Fire and Flammable Liquid Storage and Dispensing

Use of low flash point solvents is discouraged.

Methylene chloride is a known carcinogen and solvents containing it are prohibited.

Flammable and Combustible Liquids will be stored, dispensed and used in accordance with OSHA and NFPA Requirements.

- When stored outside then they cannot be within 20 feet of any structure or must be in a properly constructed storage locker whenever possible (no more than a total of 25 gallons flammable and combustible liquids can be stored outside of an approved locker).
- Stored in approved portable containers marked as to contents and ownership.
- Posted with “NO SMOKING” signs.
- Outside storage areas kept free of weeds and other combustible material.

Storage of flammables will be in an enclosure away from open flame, heat, direct sun or other sources of ignition.

All storage tanks/drums will be placed in a berm or other secondary containment. Berms will be lined with minimum 6-mil plastic sheeting that is fuel resistant. PVC linings are not allowed.

Layton Construction will designate vehicle refueling locations.

Fuel and flammable liquid tanks, drums, or barrels will have the proper DOT placard and be labeled as to content.

All fuel storage tanks and compressed gas cylinders will be protected from vehicle traffic.

All fuel dispensing points shall be located away from storm drains and wetlands. The following is required:

- Portable 20 lb. ABC fire extinguisher no closer than 25 feet or further than 75 feet from the fueling point
- No Smoking signs posted.
- Self-locking fuel nozzle prohibited
- Spill kit stored nearby
- Tanks will be grounded and when dispensing flammable liquids, the containers will be bonded.

HAND AND POWER TOOLS

All hand and power tools will be kept in good condition with regular maintenance. Hand and power tools are to be operated according to manufacturers’ instructions and guidelines and the Personal Protective Equipment (PPE) appropriate for the hand or power tool will be worn.

Hand Tools

- Impact tools such as chisels, wedges, etc. are not to have mushroomed heads
- Wooden handles will not be splintered or cracked
- Pocketknives will not be used for stripping wire

Electric Tools

- Never lift or carry a power tool by its cord
- Guards and safety switches will not be removed or made inoperative

- Electric tools must have a three-wire cord unless it is double insulated

Portable Abrasive Wheel Tools

- Guards will not be removed
- Grinding disks and wheels will be checked to verify they are the correct one for the grinder and rpm

Pneumatic Tools

- Air hoses ½ inch in diameter or greater will have a safety excess valve installed at the source of air.
- Clips, whips or retainers are required at each air hose coupling and to prevent attachments from being ejected from the tool.
- Only the pneumatic nail guns requiring the muzzle to be pressed against the work surface to fire are allowed.
- Hose couplings will be secured to prevent displacement.
- Pneumatic nail guns shall be disconnected from the air supply when unattended.

Powder Actuated Tools

- Workers will be trained to operate a powder actuated tool and required to carry their training card at all times.
- Fired cartridges shall be placed in a container or bucket and properly disposed.
- The powder-actuated tool must not be able to fire until it is placed against the surface with a force of 5 pounds or greater.
- Misfire cartridges are to be placed in water for 48 hours.

HOT WORK OPERATIONS

Hot work activities include burning, welding, cutting, grinding or other operations that produce a flame or sparks. Prior to performing “Hot Work” operations, workers will obtain a Hot Work Permit (Appendix 10) from Layton Construction.

A Hot Work Permit is valid only for the date and shift that is stated on the permit.

The following precautionary measures will be taken when a Hot Work Permit is required:

- Grating, openings, etc. will be completely covered in such a way to prevent sparks and slag from falling to a level below.
- Fire extinguisher in the immediate area of work.
- No flammable or combustible material stored within 35 feet in any direction.
- Combustible/flammable materials that cannot be moved must be covered with fire blankets or other suitable material.
- Worker(s) designated for continuous fire watch will be identified, trained, equipped, and remain for a minimum of one hour after hot work has ended.
- Follow Confined Space Entry procedures, if required.

Workers will be trained prior to performing any hot work in the following, as a minimum:

- A review of the work to be performed
- Precautions to be taken
- Emergency procedure in case of fire
- How to use the fire extinguisher correctly

General Requirements

A hot work permit shall be issued before any hot work is performed. The following activities are examples of hot work that could require hot work permits, however, there may be more that are applicable at specific locations:

- Any open flame
- Welding, flame cutting, brazing
- Grinding or cutting / producing sparks
- Portable heaters; electric, fuel, or gas.
- Other

A fire watch shall be maintained for at least one hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

- Emergency notification information and procedures, as well as, a ready means of communication shall be provided to the fire watch prior to hot work operations.

General Procedures

When practical, material involved in hot work should be moved to a safe location. If material can't be moved, combustible materials should be removed from the area or otherwise protected from all hot work.

No flammable or combustible material should be stored within 35 feet in any direction. If materials cannot be moved, positive means, such as the use of non-combustible shields or fire blankets, shall be used to confine heat and sparks and prevent them from contacting combustible material.

No welding, cutting or heating shall be done where the application of flammable liquids or heavy dust concentrations may create a hazard.

Fire Watch shall be assigned with an extinguisher rated at 20A 60B:C or greater and shall be immediately available in the work area (Within 25' of the hot work) and remain for 1 hour after the work is complete.

When the above fire prevention measures are not sufficient, additional personnel shall be assigned as a Fire Watch and be provided with fire extinguishing equipment.

Hot Work Permits

Authorization and a hot work permit must be obtained from the Layton supervisor or designated person overseeing the work, before beginning any hot work. (See Appendix 10 for Hot Work Permit) Any person may authorize the stoppage of work if there is reason to believe an unsafe condition exists

The area must be surveyed for cracks and/or other openings in the floor that may allow sparks to drop to combustible materials below and covered as necessary to prevent sparks from falling below.

The permit must be reviewed and signed by the person performing the work and the supervisor. The person performing the work shall retain one copy of the completed Hot Work Permit.

The person giving approval that the hot work may begin must ensure that the area is periodically surveyed to ensure the conditions remain suitable for hot work.

Expired Hot Work Permits shall be kept on file at the job site office for at least one month beyond their expiration date.

Each permit will be dated and will carry an expiration time.

Combustible gas indicators shall be calibrated and bump tested prior to performing tests. If the meter is to be used multiple times throughout the shift, it only needs to be bump tested at the beginning of the shift. The calibration results must be documented in a log book maintained on the job site.

When a fire watch is necessary, they will have no other tasks during the performance of their duties, and are to remain in the area of operations one hour past the last hot work performed.

In the event the hot work will extend past the permit's expiration time, a new permit must be obtained, or the existing permit extended by an authorized person.

Notify supervisor when hot work is complete.

Fire Watch

The supervisor in charge is responsible for assigning a fire watch when open flame, welding, flame cutting, brazing and/or other hot work is performed.

The fire watch shall be trained in the proper use of a fire extinguisher. The supervisor shall review with the employee assigned the duties of a fire watch as follows:

- Understanding the location and nature of the hot work.
- Survey of the area to be sure the necessary fire protection equipment is in place and ready for use
- Survey the area for accumulations of combustible or flammable materials, and if possible the remove the materials.
- Remain in the area while work is being performed and remain in constant communication range with personnel doing the hot work.
- Never leave the area for any reason without replacement, and to remain within the area one hour upon the completion of hot work.
- When bulkheads or walls are involved in hot work, both sides require a fire watch. Caution must be used so that heat transfer does not create a hazard.
- A fire watch shall be maintained for at least one hour after completion of hot work operations to detect and extinguish possible smoldering fires.
- The fire watch must be in the ready position at all times when hot work is being performed. The ready position is considered being attentive and having the fire extinguisher immediately available prior to the start of work.
- The fire watch is authorized and shall stop the work whenever he/she feels the conditions are unsafe. The fire watch is also authorized to stop the work if the work description on the permit is being exceeded, the supervisor must be notified.
- The fire watch shall be equipped with all Personal Protective Equipment (PPE) needed to perform the work safely.

HOUSEKEEPING

The Layton Construction policy on housekeeping is that all equipment, tools, or materials will be stored, stacked, located, placed, temporarily spotted or set up to prevent an incident or injury which could occur in the work area. The area will give the direct and obvious impression of a clean and orderly work place.

Project management, supervision, workers, vendors and third party persons will maintain all work locations in an orderly and clean manner at all times.

Debris and loose material will not be placed in any area where winds could blow material into or off of elevated platforms.

Mud and dirt tracked onto public streets or alleyways will be removed continuously during the workday.

The following are the minimum housekeeping requirements for the project:

- Access walkways, roadways, and fire lanes will not be blocked with material, tools, ladders, scaffolds, welding leads, air hoses or electrical cords.

- Electrical extension cords, light stringers, air hoses, and welding leads will be buried, controlled, elevated above walkways a minimum of seven feet or bridged with the area marked with signage.
- Welding rods, nuts, bolts, and washers will be kept in proper containers.
- Shackles, slings, chokers, ladders, and safety equipment will be removed from the work area when not needed and properly stored.
- Trash containers will be placed at appropriate locations.
- All nails will be removed from scrap and lumber or bent over flat to the surface.
- Rubbish, trash, and debris will be removed from the work area daily.
- Once concrete is poured, work areas will be broom swept at the end of shift.

At all locations where drinking water is dispensed, an adequate trash container will be located for disposal of used drinking cups.

LADDERS AND STAIRWAYS

Fall protection while working from a ladder is addressed in the previous section on fall protection.

- Stairways having four or more risers or rising 30 inches or more shall have a stair rail system 36 inches high on each unprotected side.
- Metal pan stairs shall not be used until the pans are filled to prevent a tripping hazard.
- Ladders, stairs, or ramps will be provided where there is a change in elevation of 19 inches or greater.
- Workers will be trained on the safe use of ladders.
- Ladders will extend past the bearing point no less than 36 inches.
- Ladder landings shall remain clear of all obstacles and obstructions to allow easy access on and off the ladder.
- Each contractor is required to inspect ladders daily prior to use. Ladders with broken or bent rungs, steps or side rails will be immediately destroyed and removed from the project.
- When ladders are used to access upper levels, they must be secured to prevent displacement.
- Aluminum ladders are not allowed.
- All ladders will be heavy-duty type with a minimum capacity rating of 250 lbs.

Stepladders

- Stepladders will not be used as straight ladders.
- Stepladders will only be used with the spreaders fully extended and spreader bar locked in place.
- Workers will not stand on the top or top step of a stepladder.
- Workers will not straddle the top of a stepladder or stand on the back of a stepladder unless designed for this use.

Straight/Extension Ladders

- Ladders will be set up so the horizontal distance at the bottom is not less than ¼ of the vertical distance to the bearing point.
- Workers will not stand on the top three rungs of a ladder. No worker will work when his/her knees are above the top of the ladder.
- All straight ladders will have non-skid feet at the base.

Job-Made Ladders

- Job-made ladders shall be constructed for intended use. If a ladder is to provide the only means of access or exit from a working area for 25 or more employees, or simultaneous two-way traffic is expected, a double cleat ladder shall be installed.

- Job-made ladders will be constructed in accordance with OSHA and ANSI standards.

LASERS

- Precautions will be taken to ensure all workers that will use a laser are trained in proper use and the hazards associated with lasers. Each worker is to be issued a qualification card, which must be carried by the worker and available upon request by Layton Construction.
- No worker will install, adjust, or operate any laser equipment without a valid qualification card.
- Standard Laser warning signs will be placed around the perimeter of the area the laser is being used. No work will be allowed until all proper signage is in place.
- No laser equipment will be used that does not contain a label, indicating make, maximum output, and beam spread.
- Whenever a laser is not in use, shutters or caps will be used and the laser turned off.
- When performing internal alignment, lasers will only be guided by mechanical or electronic means.
- No laser beam will be directed at any worker.
- When environmental conditions exist such as rain, fog, snow or extremely dusty conditions, use of lasers will not be permitted.
- Workers using lasers will use appropriate eye protection.

MAINTENANCE AND PROTECTION OF TRAFFIC

There will be no temporary blocking or occupying of any street or alleyway without prior approval of Layton Construction and local authorities.

When it becomes necessary to temporarily close a public street or alley, a written traffic control plan is required showing how the closure will occur and submitted to Layton Construction for review. Refer to the Manual of Uniform Traffic Control Devices (MUTCD) Part VI when developing a traffic control plan.

At a minimum, the written Traffic Control Plan will contain:

- Time the street(s) will be required to be closed.
- Detail drawing showing temporary signage, tapers, etc.
- Detail plan illustrating detour routes for traffic impacted by the closed streets.

All workers and supervision will wear high visibility attire in accordance with the ANSI requirements.

Workers assigned as flagmen will be trained as recommended in the Manual of Uniform Traffic Control Devices and state DOT.

Work will be stopped if it fails to follow the traffic control plan or occupies a city street or sidewalk without authorization.

MASONRY CONSTRUCTION

A limited access zone is required to be in place prior to the construction of any masonry wall.

Masonry walls over eight feet in height shall be adequately braced to prevent collapse and remain in place until permanent support is in place.

All masons using scaffolds must have scaffold user training. All scaffolds used in masonry tasks shall have adequate handrail protection in the material loading areas. If guardrails are removed to load materials, 100% fall protection must be worn during loading. A Guardrail Removal Permit (see Appendix 8) must be submitted prior to any guardrail removal.

SCAFFOLDING

All scaffolding used on the project will meet the requirements established in Subpart L of OSHA 29 CFR 1926.

Each contractor using scaffolds must designate a scaffolding Competent Person to direct and supervise the erection and dismantling of all scaffolding on the project. The Competent Person will sign and attach one of the following color-coded scaffold tags to each scaffold:

- Green Tag: Scaffolding complete and ready for use.
- Red Tag: Scaffolding incomplete and not for use.
- Yellow Tag: Scaffolding usable but personal fall protection required.

Scaffolding will be inspected daily by the Competent Person prior to use and the tag signed at the time of inspection. Each trade using the scaffold must designate a competent person. Each trade's Competent Person must inspect the scaffold daily prior to any person from that trade using the scaffold.

Workers required to work from scaffolding will receive training on the following:

- Nature of any known hazards, such as electrical, fall or falling objects.
- Correct method of erecting, maintaining, and disassembling fall protection systems.
- Falling object protection system.
- Proper handling of equipment or material on the scaffold.
- Maximum load-carrying capacity of the scaffold.
- Any other pertinent requirements about the scaffold.

Records must be maintained of scaffolding training and be available for review by Layton Construction.

Prior to erection, all scaffolding components shall be inspected for defects and any damaged components will not be used.

Scaffolding will be erected on a firm foundation/footing. Scaffold poles, legs, posts, frames, and uprights will bear on metal base plates and mud sills.

Scaffold legs, poles, posts, frames, and uprights will be pinned or locked to prevent uplift.

No scaffold will be enclosed unless a qualified engineer designs and approves the attachment to the adjacent structure.

Scaffold platforms will be constructed with no space between the platform components. The space between the platform components and the scaffold uprights will not exceed one inch.

Because of special circumstances such as building a scaffold around a pipe, the space opening between the scaffold and the object/structure cannot exceed 9½ inches.

Scaffold planks shall extend past the horizontal support a minimum of six inches, but not more than 12 inches unless cleated or restrained by hooks.

Scaffold plank will not be overlapped unless:

- Overlap occurs at a horizontal support.
- The minimum planking overlap is 12 inches.

Scaffold plank will be only scaffolding-grade planking.

Ladders or stairs must be used to access any scaffold platform that is more than two feet above or below the point of access. End frames of tubular welded scaffold can be used as a ladder if the following criteria are used:

- Specifically designed and constructed as ladder rungs.
- Rung length of at least eight inches.
- Spacing between rungs not to exceed 16 ¾ inches.
- A walk through frame or gate is provided for access at each landing.

No worker will climb up or down a scaffold using the cross bracing.

Workers working below scaffolding will also be protected from falling objects. Scaffold will be equipped with toe plates, screening, debris netting, catch platforms, or a canopy structure.

Mobile Elevated Work Platforms (MEWPs)

The gates of aerial lifts will be properly engaged whenever the lift is in use.

Aerial lifts shall not be used as material hoists unless the load is contained within the basket and meets the lift's rated capacity. The lift shall not be modified for hoisting material unless the manufacturer approves it in writing.

Scissor lifts shall be used in accordance with 1926.452 (w).

Suspended Scaffolds

A Competent Person will evaluate suspended scaffolding and anchorages and suspension lines before each use.

Workers working from suspended scaffolding will wear a full body harness attached to an independent vertical lifeline.

When welding is required from swing stage scaffolding, the scaffold will be grounded and suspension ropes protected.

Mobile Scaffolds (a.k.a. Baker Scaffold)

Wheels on mobile scaffolding will be locked in place when workers are working from it (self-propelling is prohibited). **Handrails must be in place anytime the working platform is in excess of 4 feet above the ground.**

STEEL ERECTION

No steel erection will begin without a written Notice to Commence Steel Erection (see Appendix 15) from Layton Construction.

Workers engaged in steel erection activities including but not limited to connecting, decking, and bolt up are *not exempt* from Layton Construction's 100% fall protection requirements when working from six feet or greater.

Perimeter safety cable installed by steel erector will remain in place unless otherwise instructed by Layton Construction.

Training records indicating workers have received required steel erection training will be maintained at the project and available for review by Layton Construction Environmental Health and Safety.

All steel deliveries will be coordinated with the Layton Construction Project Team to ensure maintenance of traffic around the project is maintained. No deliveries shall be unbound until inspected and deemed secure by a Qualified Person.

Design criteria for any multi-lift device that may be used on the project will be available on the project for review by the Layton Construction Environmental Safety and Health Department.

Work will be planned so no load will be swung over the public, other workers or occupied structures. Exceptions must be reviewed and approved Layton Construction.

During bolt-up activities, all steps will be taken to protect workers below from falling objects.

TEMPORARY BARRICADES

Temporary barricades will be erected and maintained to warn or protect workers whenever hazards or processes such as those listed below are encountered on the project. This list includes, but is not limited to the following:

- Floor or wall openings
- Working above other workers
- Open excavations/trenches
- Unguarded equipment
- Overhead loads
- Closed stairwells
- Exposure to vehicular traffic
- Startup operations and testing of equipment/systems
- Process hazards such as discharges, open systems, etc.

When barricading is required, the following guidelines should be followed:

- **Yellow "Caution" tape** is used to limit the passage of workers through the barricaded area. This barricading should only be used to protect workers from hazards that are not severe or when the potential for severe injury or death is unlikely.
- **Red "Danger" tape** is used to prohibit the passage of unauthorized workers through the barricaded area. This barricading should be used to protect workers from hazards that have the potential to cause serious injury or death. Red Danger tape is **NOT a substitute for a guard rail.** Danger tape is not to be used if the hazards cannot be eliminated or removed during a single work shift. Danger tape should always be approved by the Layton Construction Superintendent.
- **Rigid barricades** are used when protection is required beyond a work shift or longer. It will be used to protect workers from unguarded moving machinery/equipment, vehicular or heavy equipment traffic and low light conditions. Rigid barricading will consist of standard guardrail, temporary chain link fencing, tube and coupler scaffold members with blue construction fencing attached and concrete barriers.
- **Radiation "Danger" Tape** is used to identify x-raying operations and warn of a radiation hazard in the area.

When using "Caution" or "Danger" tape barricading:

- Install at least 15 feet from excavations, trenches, holes, leading edges, and floor or wall openings.
- Install a standard "Caution" or "Danger" sign that identifies the hazard at regular intervals around the barricaded area and the name and contact information of the Competent Person that erected the barricade.
- Do not impede stairs, walkways, driveways or aisles without notifying Layton Construction and identifying alternative passageways.

When using rigid barricading:

- Support and maintain construction fencing to prevent tipping or sagging.
- Install pins in concrete barriers whenever there is a danger of vehicles or heavy equipment striking them.
- Provide adequate access to the work area.

When work is complete and the hazard is eliminated, remove the barricading immediately.

Workers who enter a "Danger" or "Radiation" barricaded work area without authorization will be subject to disciplinary action up to and including termination.

TILT UP PANEL CONSTRUCTION PROCEDURE

General Requirements

The nature of tilt-up construction dictates the need for thorough preplanning. The economy and success of tilt-up construction is realized by efficient on-site production operation and careful planning with each step of the construction sequence building on the previous step. The erection of the wall panels is the

most important phase of tilt-up construction. It is critical for the engineers and contractors to plan and review this process completely and thoroughly. Effort must be directed to ensure that the tilting phase of the job is done safely and efficiently.

Construction documents will be submitted to a third party lift engineer for review and approval. The QA panel check of form will be used to document desired results.

Slab as a Work Platform

The quality of the floor slab in a tilt-up constructed building is extremely important. The tilt-up panels are normally cast on the floor slab of the building and any imperfection in the floor slab will be mirrored in the panel. For best results, the floor slab should have a hard, dense, steel trowel surface. Slab thickness and compressive strength must meet bracing designs. You may have to pour a thickened slab at brace locations

Bond Breaker and Curing Compounds

Bond breakers and curing compounds are among the most critical materials used on a tilt-up project. These products should have their performance criteria carefully evaluated. The application of the curing compound on the floor slab is one of the critical steps in the preparation process.

Check the slab and bond breaker before pouring any concrete. The slab should have a slightly tacky, soapy feeling. Bond breaker can be tested by dropping a small amount of water on the casting bed, from two feet above to allow it to splatter. If the bond breaker is applied correctly, the water will bead into small droplets as it would on a freshly waxed automobile. If the water does not bead, re-spray all of the suspected areas of the casting slab. Whenever there is doubt about sufficient bond breaker on the casting slab, always apply more. It is the cheapest insurance available for a successful tilt-up job.

TILT UP PANEL ERECTION PROCEDURE

Preparation for Lifting

Clean the panel and the surrounding floor slab area. Locate and prepare all pertinent embedded devices that are accessible. Do any dressing or patching that can be accomplished on the ground. Attach all pipe braces and strong backs as required.

Each panel should be numbered and clearly identified according to the panel layout/erection sequence plan. Place the identifying mark in a position that will not be exposed when the structure is completed. Mark locations and heights of all shims in case they are displaced. The structure footing should also be marked with the corresponding identifying numbers to give the erection crew clear indication where each panel goes. The footing should be appropriately marked to show the proper position of each panel on the footing.

All lifting inserts should be uncovered, cleaned out and tested with a hardware unit several days prior to erection day. Rotary hammers, drills, leveling shims, cutting torch, steel wedges, pry bars, level and plumb bob and a full set of hand tools will be available at the job site. Have back up tools onsite. For larger panels, you may need a port-a-power for alignment.

Verify concrete compressive strength (f'_c) at time of initial lift is at least the strength listed in the insert selection chart for the insert being used. Have additional cylinders cast on your last tilt panel pour.

Crane Certification

Cranes selected for tilt-up projects will be properly certified. Contractors will make certain that they have documentation available at the job site attesting to the crane's certification.

Equipment and Crew

The erection contractor must itemize the rigging and equipment required for a proper and safe lift. The erection details supplied by the lift engineer will specify all rigging configurations and cable lengths required for the project. These details are an integral part of the erection stress calculations and should

be strictly adhered to. The erection details will specify the diameter and safe working load of the rigging cables. All crews will complete and train on panel construction through the job hazard analysis process.

Day of Erection Safety Meeting

A full crew PTP safety meeting will be held each day prior to lifting, where all pertinent safety details are discussed and all questions answered. Reinforce the need for all concerned to be alert during lifting. Safety is everyone's responsibility and each crew member's safety depends on each other's safety practices. Only members of the erection crew will be allowed in area. The Rigger Foreman will be identified at the safety meeting. This individual will be the one the crane operator looks to for all signals during the lifting process. The Rigger Foreman must be experienced with handling panels and be familiar with the precise set of hand and arm signals to communicate with the crane operator. During the safety meeting, the Rigger Foreman should demonstrate the proper use of the lifting hardware and bracing hardware, and how to use any necessary tools or equipment.

Prior to Lifting

Check wind conditions prior to lifting a panel. Make sure the area is clear of spectators. Inspect all panels for projections (such as rebar) that may interfere with the process. Inspect all rigging and hardware for alignment and be sure that the rigging is free of snags. If non-swivel sheaves are being used, make certain the sheaves are properly aligned. Braces are usually attached to the panels prior to lifting; be sure that the braces will not be trapped by the rigging during the lift. Be alert for panels sticking to the casting bed. Carefully positioned pry bars and/or wedges at the insert lines can often help the crane successfully release the panel from the casting bed.

During the Lift

As the cables are being tensioned, they invariably tend to twist and rotate the hardware. Twisting the hardware can cause side loading. The rigging crew needs to be alert for this condition and halt the lift to realign the hardware. It is the Rigger Foreman's responsibility to be alert to any obstacles in the path of the panel and crew.

Plumbing the Panels

Make certain that the panel being plumbed does not strike a previously erected panel or panel bracing. Keep the area surrounding the panel clear of workers until the panel is firmly braced. If the panel being plumbed is a closure panel, take exact measurements prior to lifting to be sure the panel will fit. Tilt-up panels should be as plumb as possible prior to attaching the bracing to the floor slab. Temporary out-of-plumb should not exceed 4" at the top of the panel. Fine tuning of the panel plumb can be accomplished with the pipe braces. There are two common conditions that require a panel to be plumb before releasing the crane:

- When the panel is going to support an adjacent spandrel or lintel panel. The supporting panels need to be accurately placed in their exact position to prevent the need of adjusting them after placement of the spandrel or lintel panel.
- When the bracing design specifies a subsequent system of knee, lateral, and end or cross bracing. Attempts to adjust a panel after subsequent bracing is in place would necessitate loosening or removing the bracing, putting the panel and workers in a dangerous position.

Bracing Panels

All bracing should be in place and complete before relaxing the crane load. The crane load should be released slowly. Do not release the crane load if for any reason, the bracing does not appear to be adequate. Bracing anchors must be installed per manufacturer’s instructions. **Do not use wedge anchors for braces.** Bracing will be monitored daily with special attention after high winds, tightness of bolts must be checked. Bolted hardware must have full bearing on the concrete surface, and attachment bolts bear fully on the hardware. Caution must be taken so that the hardware is not subjected to a side loading that will cause an additional, unintended loading. Coil bolts must have a minimum coil penetration through the insert coil, but are not bearing on concrete at the bottom of the void.

There are instances when the crane's position will prevent the lateral bracing from being completed. Once the crane has cleared the area, the lateral and end bracing can be completed. This should be accomplished as soon as possible, no more than one panel behind the erection crew. Bracing on erected panels must be completed at the end of the work day.

After The Lift

When constructing the floor slab, a perimeter strip, generally three to five feet wide is often open to facilitate the footing excavation. This excavated area can be up to five or six feet deep, depending on the building design, and won't be backfilled until after the wall panels have been erected. The perimeter strip must be backfilled and compacted very carefully to avoid movement or bending of the panel.

- Wall braces should never be removed until all structural connections are complete. Note that the perimeter strip between the floor slab and the wall panels is considered a structural connection.
- If the building's structural drawings do not indicate when the braces can be removed, the engineer of record will be consulted.

WELDING AND CUTTING

When burning or welding using compressed gases, flame arrestors will be installed on both the torch side and regulator side of the oxygen and gas hoses.

Arc Welding and Cutting

Welding current return circuits or grounds must carry their current without hot or sparking contacts and without passage of current through equipment or structures. Specifically, welding current must not be allowed to pass through any of the following materials:

- Acetylene, fuel gas, oxygen or other compressed gas cylinders.
- Tanks or containers used for gasoline, oil or other flammable or combustible material.
- Pipes carrying compressed air, steam, gases or flammable or combustible liquids.
- Conduits carrying electrical conductors.
- Chains, wire ropes, metal hand railings or ladders, machines, shafts, bearings, or weighing scales.

Whenever practical, all arc welding and cutting operations shall be shielded by non-combustible or flame-proof screens. Screens will be mandatory when arc welding or cutting creates exposure for other crafts or individuals.

The ground for the welding circuit shall be mechanically strong and electrically adequate for the service required and should be attached directly to the work piece.

When possible, electrode and ground cables shall be supported to prevent obstructions interfering with the safe passage of workers.

Cables with worn insulation may not be used.

Gas Welding, Cutting and Soldering

A suitable cylinder cart, chain or other secure non-flammable fastening shall be used to keep cylinders from being knocked over while in use.

Cylinders of oxygen shall not be stored next to cylinder of acetylene or other fuel gas. They shall be separated by 20 feet or by a non-combustible barrier, with a 1/2 hour fire rating.

Oxygen cylinders, cylinder valves, couplings, regulators, hose and apparatus shall be kept free of and away from oil and grease. Oil or grease in the presence of oxygen under pressure may ignite violently.

Empty cylinders shall have their valves closed. Valve protection caps shall always be in place except when cylinders are in use or connected for use.

When moving cylinders by a crane or derrick, a cradle, boat or suitable platform shall be used. Slings, hooks or electric magnets shall not be used. Valve protection caps shall always be in place.

Compressed gas cylinders, empty or full, shall be secured in an upright position at all times. Empty cylinders should be marked EMPTY or MT for identification.

Regulators and hoses shall be frequently inspected for leaks, worn places and loose connections. Regulators shall also be checked for operable gauges.

Approved flash arresters shall be provided in both oxygen and acetylene hoses at the regulator connection.

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FORMS APPENDIX

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APPENDIX 23: WRITTEN WARNING

APPENDI X 1

Incident Reports

Layton Construction Co. Employee's Incident Report

PRINT - ALL FIELDS REQUIRED FOR INSURANCE CLAIM Claim Is: LAYTON [ ] SUBCONTRACTOR [ ]

If Subcontractor, Name of Company:

Injured Employee's Name: First : Middle : Last: Age:

Street Address: Birth Date:

City, State, Zip: Soc. Sec. #:

Phone Numbers: Home: Cell: Date Hired:

Marital Status (circle): Single Married Divorced Number of dependents # Of Hours Worked Day of Incident

Occupation/Job Title: # Of Hours Worked Previous Week

Years at Position/of Experience Position is Full Time [ ] Part Time [ ] # Of Hours Worked Previous Week

State You Were Hired In: Hourly Wage: $ # Of Hours Worked Previous Week

Foreman's Name: General Foreman's Name:

Superintendent' Name: PTP Compelted: Yes No JHA Completed: Yes No

Date and Time of Incident: Time Shift Started: Stretch & Flex Performed: Yes No

Date Incident Reported: Date / Time You Sought Medical Attention:

Body part injured:	Names of Witnesses:
Where on Project Injury Occurred:	
Task Being Performed:	

Describe How Incident Occurred. What Happened?

What Could Have Been Done To Prevent Incidents of This Type?

Signature of Employee: _____

APPENDI X 1

Layton Construction Co. Supervisor's Incident Report

PRINT - ALL FIELDS REQUIRED FOR INSURANCE CLAIM Claim Is: LAYTON [ ] SUBCONTRACTOR [ ]

If Subcontractor, Name of Company:

Address: City: State: Zip:

Company Phone: Supervisor Phone:

Injured Employee's Name: First : Middle : Last:

Craft: Years of Experience: # Of Hours Worked Day of Incident

Date/Time of Report: Date/Time of Incident: # Of Hours Worked Previous Week

Foreman's Name: # Of Hours Worked Previous Week

General Foreman's Name: # Of Hours Worked Previous Week

Superintendent's Name:

Project Name & Number:

Nature of Incident:

Location of Incident on Project:

Date and Time Employee Sought Medical Attention: Treated in: Clinic [ ] Emergency Room [ ]

Medical Status: FA [ ] Recordable [ ] W/ Restrictions [ ] LTA [ ] Date Restrictions / Lost Time Began:

Was Safety Equipment Provided? Yes No Was It Being Used? Yes No

Task Being Performed:

Is the Injury Questionable? State Reasons:

Description of Incident:

Cause of Incident:

Proposed Corrective Action:

Case Status:

Signature of Supervisor _____

APPENDI X 1

Layton Construction Co. Witness Incident Statement

PLEASE PRINT - ALL FIELDS REQUIRED Witness Is: LAYTON [ ] SUBCONTRACTOR [ ]

If Subcontractor, Name of Company:

Name of Employee Involved in Incident: First : Last:

Date/Time of Incident: Date/Time of Your Report:

Your Name: Your Phone Number:

Your Address: City, State, Zip:

Project Name: Project City, State:

DESCRIPTION OF INCIDENT (WHO, WHAT, WHERE,WHEN, WHY)

Who Was Involved:

What Happened?

Where on Project Did It Happen?

When (Date and Time)?

Why? What or Who Caused It?

Signature of Witness:

Witness of Statement:

ABOVE CEILING WORK PERMIT

LAYTON CONSTRUCTION ABOVE CEILING WORK PERMIT

This permit must be posted in all areas where work is being performed. Working without a permit will be cause for termination from a Layton Construction project. When work is complete, return form to Layton Construction.

Layton
CONSTRUCTING WITH INTEGRITY

Date: _____ Project Name: _____

Company: _____ Scope Duration: _____

Competent Person: _____ Phone: _____

Type of Work: _____

Location of Work: _____

Has the Superintendent walked the space above and below your work area? ..... [YES] [NO] [N/A]

Is an ICRA and ILSM permit completed, approved and posted? ..... [YES] [NO] [N/A]

X _____ Is Infection Control in place? ..... [YES] [NO] [N/A]
(Signature)

Who is responsible for Infection Control?: _____

Who will coordinate work with hospital management team?: _____

Check with surrounding departments for noise and vibration sensitive areas. List here: _____

Do you have an asbestos report available?: ..... [YES] [NO]

Will fire or smoke walls be penetrated?: ..... [YES] [NO]

Approved UL for penetration?: ..... [YES] [NO]

List adjacent areas affected: _____

Number of anticipated penetrations: _____ What will the adjacent area's wall penetration affect?: _____

Review As-Builts all available..... [YES] [NO]

Has the Superintendent walked the space above and below your work area to ensure they are unoccupied?.. [YES] [NO]

X _____ Are you core drilling floors or walls?..... [YES] [NO]
(Signature)

How will you secure core drill concrete cylinder and contain water slurry?: _____

Who is responsible for lock out/tag out?: _____

What energy sources are you locking out?: _____

Smoke Head Protection: _____

Where is the fire sprinkler shut off valve located?: _____

How will you protect the sprinkler heads?: _____

Where is the domestic water shut off valve located?: _____

Will you be interacting with the public, patients or staff? ..... [YES] [NO]

If yes, explain protective measures: _____

How are you accessing the work area?: _____

Please provide applicable training documents. _____

Are there any pre-existing conditions? ..... [YES] [NO]

If yes, what are they?: _____ Were photos taken of work area to document existing conditions? .. [YES] [NO]

_____ Pre-Task Plan completed? ..... [YES] [NO]

I have verified the work area has been inspected, work is complete, and the permit is closed out.

LAYTON CONSTRUCTION X _____ SUBCONTRACTOR X _____
(Signature) (Signature)

Print Name: _____ Print Name: _____

COMPETENT PERSON FORM EXHIBIT D AND DEFINITIONS

COMPETENT PERSON FORM

PROJECT NAME: _____

EXHIBIT D

Designated Competent Person Acknowledgement Form

Definition

A competent person is a person who has the ability and has been reasonably trained to recognize hazards and has the authority to correct them.

Responsibility

The designated competent person is responsible for recognizing and correcting safety hazards. This person has the authority to stop work in the event of any potential safety concern on the job site. This representative is considered the contact person for Layton Companies Management on safety related issues.

This form must be completed by the subcontractor and the subcontractor's designated competent person(s). Where a subcontractor is responsible for multiple crafts, it is necessary to maintain additional designated competent persons and forms for each additional tier. Each subcontractor on a Layton Company construction site must submit this completed form prior to beginning work on the project and updated any time there is a change in the designated representative(s). **This designated person must be on the project site whenever the area of competency is functioning.**

Acknowledgment

I, _____ representing, _____, have assigned the below listed
Subcontractor Supervisor (Print) **Company Name**
personnel to be the competent person(s) in the areas indicated and I acknowledge that this individual has been thoroughly trained and is experienced in hazard recognition and has the authority to stop work and correct hazards in the event of a potential hazardous or imminent danger situation.

_____ _____
Subcontractor Supervisor (Signature) **Date**

I acknowledge that I have been thoroughly trained and have the experience to perform the duties as a competent person in the areas indicated for _____, and I understand that I have the responsibility and authority to correct hazards and
Company Name
to stop work in the event of a potential hazardous or imminent danger situation.

AREA OF COMPETENCY

- **a.** Asbestos
- **b.** Respiratory Protection
- **c.** Cranes/Derricks
- **d.** Fall Protection
- **e.** Demolition
- **f.** Underground Const.
- **g.** Tilt Panel Operations
- **h.** Hearing Protection
- **i.** Scaffolding
- **j.** Electrical
- **k.** Ladders
- **l.** Tunnels/Shafts
- **m.** Material/Personnel Hoists
- **n.** Bolting/Riveting/Fitting
- **o.** Slings
- **p.** Lead
- **q.** Excavations/Trenches
- **r.** First Aid/CPR
- **s.** Concrete/Forms/Shoring
- **t.** Welding/Cutting
- **u.** Confined Space Entry
- **v.** Compressed Air
- **w.** Mechanical Demo
- **x.** Ionizing Radiation
- **y.** Caissons/Cofferdams

Competent Person (Signature)	Competent Person (Print Name)	Area of Competency (List Adjacent Letters)	Date

COMPETENT PERSON – Definitions

PURPOSE
The purpose of this procedure is to define and list the areas within 29 CFR 1926, OSHA's Construction Standards, where a **competent person** is required to be part of a particular project activity.

Subpart: C 1926.32 (f) – Definitions

Definition of a **competent person**, as defined in the preamble of the OSHA standard for Excavations; "A **competent person** is someone who, by reason of education, training and experience, is capable of identifying existing and predictable hazards in the surrounding or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them." Though this may vary in wording throughout the 1926 standards, OSHA's compliance officers use this definition in all cases.

COMPETENT PERSON – Dibromo-3-Chloropropane – (Acrylonitrile)

PURPOSE
The purpose of this procedure is to define and list the areas within 29 CFR 1926, OSHA's Construction Standards, where a **competent person** is required to be part of a particular project activity.

Subpart: Z 1926.1145 App B IV B – Acrylonitrile (1910.1045 App B IV B)

Since many of the duties relating to employee exposure are dependent on the results of monitoring and measuring procedures, employers shall assure that a competent Industrial Hygienist or other technically qualified person performs the evaluation of employee exposures.

COMPETENT PERSON – Blasting and the Use of Explosives

PURPOSE
The purpose of this procedure is to define and list the areas within 29 CFR 1926, OSHA's Construction Standards, where a **competent person** is required to be part of a particular project activity.

Subpart: U 1926.900,901 – Blasting and the Use of Explosives –
A. 1926.900 (k) (3) (i) The prominent display of adequate signs, warning against the use of mobile radio transmitters, on all roads within 1,000 feet of blasting operations. Whenever adherence to the 1,000 - foot distance would create an operational handicap, a **competent person** shall be consulted to evaluate the particular situation, and alternative provisions may be made which are adequately designed to prevent any premature firing of electric blasting caps. A description of any such alternatives shall be reduced to writing and shall be certified as meeting the purposes of this subdivision by the **competent person** consulted. The description shall be maintained at the construction site during the duration of the work, and shall be available for inspection by representatives of the Secretary Labor.

B. 1926.901 – Blaster Qualifications
(1) A blaster shall be able to understand and give written and oral orders.
(2) A blaster shall be in good physical condition and not be addicted to narcotics, intoxicants, or similar types of drugs.
(3) A blaster shall be qualified, due to training, knowledge, or experience, in the field of transporting, storing, handling, and use of explosives, and have a working knowledge of State and local laws and regulations that pertain to explosives.
(4) Blasters shall be required to furnish satisfactory evidence of competency in handling explosives and performing in a safe manner the type of blasting that will be required.

(5) The blaster shall be knowledgeable and **competent** in the use of each type of blasting method used.

APPENDIX 4

CONFINED SPACE ENTRY PERMIT

DESCRIPTION – REQUIRED FOR ALL ENTRIES

Permit #: _____ Subcontractor: _____

Supervisor: _____ Location: _____

Type: ☐ Non-Permit ☐ Permit Date and Time of Entry: / / AM/PM

Location of Confined Space: _____

Type of Confined Space: ☐ *Tank* ☐ Pipe ☐ Manhole ☐ Tunnel ☐ Vault ☐ Other: _____

Work Description/Purpose of Entry: _____

_____

Hazards: _____

VERIFICATIONS – REQUIRED FOR ALL ENTRIES

	Date	Entry Supervisor's Initials
Lockout/Tag out (electrical, mechanical, hydraulic, etc.)		
Purged, Cleaned, Drained, and Ventilated		
Employee Training		

	Required	Verified		Required	Verified
Safety Department Notified	X	☐	Authorized Entry Log at Access	☐	☐
Adequate Access	X	☐	Fire Extinguisher Available	☐	☐
Adequate Lighting (low voltage)	X	☐	Attendant	☐	☐
Harness / Lifelines	X	☐	Warning Signs Posted at Access	☐	☐
Training	X	☐	Respirators Required? If required, what type?_____	☐	☐
Ventilation Adequacy	X	☐			
Communications Equipment	X	☐	Protective Clothing Required (describe)	☐	☐
Continuous Air Monitoring	X	☐	Rescue Equipment/Service Available (Tri-pod/winch or emergency services)	☐	☐
			Hot Work Permit Required	☐	☐

* Attach a separate log if more entrants are involved in permit required confined space activity than allowed for on this form.

Attendant(s) Name(s):

Entrant(s) Name(s):

AIR MONITORING – REQUIRED FOR ALL ENTRIES

Make: _____ Model: _____ ID# _____

Field Calibration Date: _____ Calibrated By: _____

Atmosphere Checked By: _____

Contaminants	Permissible Levels	1st Check*	Time	2nd Check*	Time	3rd Check*	Time
% Oxygen (O2)	19.5% to 23.5%						
LEL	Less than 10%						
Carbon Monoxide (CO)	Less than 35 ppm						
Hydrogen Sulfide (H2S)	Less than 10 ppm						
Other:							

*** 1ST CHECK TO BE COMPLETED PRIOR TO ENTRY**

IN CASE OF EMERGENCY, CALL: ***OR***

AUTHORIZATION

Entry Supervisor: Date:

APPENDIX 6

DAILY PRE-TASK SAFETY PLAN

DAILY PRE-TASK PLAN (This does not replace the JHA) Date:_____

Company: _____

Prior to the start of a task, or when required by changing circumstances or conditions, the following shall be addressed.

Yes/No 1- Work area has been walked by supervisor to identify safety concerns. (i.e., material handling, ladders, access/egress, fall protection, work surfaces, etc.)

Yes/No 2- Work has been coordinated with other subcontractors in the area: Company:_____

Yes/No 3- Are tools, materials, and equipment available and in safe and good condition, inspected? Color code _____

Yes/No 4- Has all necessary training for this task been completed and all new employees familiarized with work area? If No, Stop & Complete

Yes/No 5- Sufficient personnel have been assigned to complete this task safely. If No Explain:_____

_____

PERMITS: Check all that apply ☐ **Confined Space** ☐ **Excavation** ☐ **Hot Work** ☐ **Utility Protection** ☐ _____

HAZARD ASSESSMENT: CHECK ALL THAT APPLY AND DISCUSS

☐ Access/ Egress	☐ Ladders	☐ Material Handling	☐ Falls
☐ Trenching & Excavation	☐ Pinch Points	☐ Body Placement / Stability	☐ Slips / Trips
☐ Reaching/Bending/Twisting	☐ Repetitive Motion / Vibration	☐ Housekeeping	☐ Lifting / Pulling / Pushing
☐ Other: _____			

TASK/ACTIVITY : TOOLS & MATERIALS	HAZARDS	STEPS TO DO IT SAFELY

Items for G.C. weekly coordination meeting:_____

Attendees:

Print Name	*Signature*	*Print Name*	*Signature*

Printed Name of Supervisor

Signature of Supervisor

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APPENDIX 6

TASK/ACTIVITY : TOOLS & MATERIALS	HAZARDS	STEPS TO DO IT SAFELY

APPENDIX 6

ENERGIZED WORK PERMIT

An Energized Work Permit must be submitted for approval whenever work is to be performed on energized circuits. **Part 1** of this permit is to be completed by the Autorized Person, and reviewed and signed by the Safety Manager and/or the Client's Representative.

Job Name: _____ Job # _____ Today's Date: _____

Work Area: _____ Start Date: _____ Completion Date: _____

Scope of Project / Equipment information: _____

Shutdown Requested: ☐ Yes ☐ No Shutdown Approved: ☐ Yes* ☐ No**

*Lock out / Tag out Procedures for a Zero Energy State will be used ☐ Yes (If not checked do not proceed)

**Reason for non approval: _____

Signature of Client/Customer _____ Date: _____

Signature of Jobsite Foreman _____ Date: _____

Part 2 of this permit to be completed by the Safety Manager before work commences, if Shutdown request is not approved.

Equipment Voltage: ☐ 50 Volts or less ☐ 51V to 250 Volts ☐ 251V to 600V ☐ Over 600 Volts

Supervisors in charge of project:		
Employee's performing work:		

Required Protective Equipment:

☐ Category 1 Clothing (4 cal/cm^2) ☐ Category 2 Clothing (8 cal/cm^2) ☐ Category 2* Clothing (8 cal/cm^2)

☐ Category 3 Clothing (25 cal/cm^2) ☐ Category 4 Clothing (40 cal/cm^2) ☐ _____

Additional Protective Equipment: ☐ Voltage Tools ☐ Voltage Gloves ☐ Voltage Meters ☐ Blankets & Mats

Means of restricting access of unqualified persons from work area: _____

Is the fault energy level available at the location equal to or less than the table 130.7(C)(9)notes? ☐ YES ☐ NO
If "NO" Flash Energies could he higher then expected.

Additional Check List:	YES	N/A
was a Job Briefing to discuss Job-specific Hazards performed (JSA / Risk Assessment)?	☐	☐
Are Supervisors/Employee's Task Trained for Arc-Flash Protection and Hot Work?	☐	☐
Are line tools and voltage gloves dated for current testing date?	☐	☐
Were tools and voltage gloves inspected and field tested before use?	☐	☐
Has the work area been adequately barricaded and warning signs posted?	☐	☐
Are Lock and Tags in place for each employee were possible?	☐	☐
Are all safety warnings adhered to?	☐	☐
Are all Protective guards left in intact were possible?	☐	☐

Determine Approach Boundary from NFPA 70E, Table 130.2 (C):

☐ Limited Approach ☐ Restricted Approach ☐ Prohibited Approach

Flash Protection Boundary (distance a maximum of a 2nd degree burn could occur) NFPA 70E Table 130.3(A)* ☐

*Voltage levels between 50 & 600 Volts the flash boundary shall be 4 feet (48") based on the product of clearing time of 2 cycles (0.033 sec) and the available bolted fault current of 50 kA or any combination not exceeding 100 kA (1667 ampere seconds)

Comments: _____

Authorized Person _____ _____ Date: _____
Signature Print Name

First Aid Log

Project Name: _____ Location: _____

Project Superintendent: _____

Name & Contractor	Date/Time	Body Part	Description of Injury (burn, cut, etc.)	Activity Involved In	Treatment

Please place this on the outside of your first aid station and record all injuries that are treated on site.

Fax or deliver completed log to Safety Department at the end of each mont. Fax number 563-3517.

APPENDIX 8

GUARD RAIL REMOVAL PERMIT

WORK WILL NOT BE PERFORMED UNTIL FORM IS APPROVED BY LAYTON CONSTRUCTION REPRESENTATIVE

Contact Information:

Contractor: _____ Date _____

Foreman's Name: _____ Foreman Phone #: _____

Write out specific **Location** N, S, E, W, NW, SW, etc.) Include grind (if known), **Level** (Level 1, Level 2, Suite A, Concourse 1 etc.)

Location	**Level**
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____
☐ _____	☐ _____

Employee (s) Performing Work:

Name: _____	Signature _____
_____	_____
_____	_____

Considerations:

• Reason for Cable being dropped / removed?	
• Number of Spans being affected?	• What other contractors are working in the area?
• Total Length of Cable affected?	• How will you continually notify other contractors?
• Amount of time Cable will be down?	

Fall Protection Plan:	**yes**	**no**
• Does your company have a fall protection Program?	☐	☐
• Have workers performing work been trained in Fall Protection?	☐	☐
• Has Fall Protection Plan been put in place?	☐	☐
• Will workers be tied off if within 15 feet of down cable?	☐	☐

- Describe how workers will be tied off: _____
- Describe how the other trades will be protected from the fall hazard.

If NO is answered to any of the above questions then the Layton Construction EHS Department must be contacted for review prior to guardrail removal.

HARNESS AND LANYARD INSPECTION

LAYTON CONSTRUCTION
Harness and Lanyard Inspections

INSPECTOR:	DATE:
JOB NAME:	LOCATION:

INSTRUCTIONS:
1. All parts of the body harness and its attachments must be inspected for wear and damage.
2. This symbol ✓ is for YES or OK.
3. This symbol **X** is for NO or REPLACE.
4. Inspect and document monthly.
5. Maintain the completed inspection report so that it is readily available to the GSK representative.

EMPLOYEE NAME	EMPLOYEE ID NUMBER	MFG.'S SERIAL NUMBER	HARNESS WEBBING AND/OR LEATHER	ALL STITCHING	RIVETS & EYELETS	D RINGS & BUCKLE(S) IF APPLICABLE	LANYARD & DECELERATION DEVICE	HOOK, SAFETY LATCH	CERTIFICATION OR DATA TAG	PERSONALLY OWNED BODY HARNESS

SUBMITTED BY:

COMPANY	PRINT NAME	SIGNATURE	DATE

APPENDI X 10

HOT WORK PERMIT

ISSUED TO:	CONTRACTOR:	PERMIT #:
DATE AND TIME TO BE USED:	EXPIRATION DATE AND TIME:	
LOCATION TO BE USED:		
SCOPE OF WORK:		

FIRE PROTECTION (REQUIRED, IF CHECKED)

- ☐ FIRE EXTINGUISHERS
- ☐ AREA WET DOWN
- ☐ SEWERS AND DRAINS COVERED
- ☐ CHARGED FIRE HOSE
- ☐ SPARK CONTAINMENT
- ☐ FLAMMABLES / COMBUSTIBLES REMOVEED / COVERED
- ☐ MSDS REVIEWED
- ☐ FIRE WATCH *(REQUIRED FOR 1 HOUR AFTER WORK ENDS)

* NAME OF FIRE WATCH: _____

SITE WORK CHECKLIST

- ☐ COMBUSTIBLES PROTECTED*
- ☐ COMBUSTIBLES RELOCATED
- ☐ LOCKOUT / TAGOUT
- ☐ MSDS REVIEWED
- ☐ PURGE**
- ☐ VENTILATION
- ☐ VALVES CLOSED
- ☐ WATER WASH

** GAS USED FOR PURGING:_____ * PROTECTION METHOD_____

GAS MONITORING REQUIRED ☐ YES ☐ NO

TYPE	TIME	%LEL / PPM	TESTER

LAYTON AND CONTRACTOR SUPERVISOR ISSUING PERMIT, DATE AND INITIAL IN APPROPRIATE BOX:

MON ____/____		TUE ____/____		WED ____/____		THUR ____/____		FRI ____/____		SAT ____/____	
L	C	L	C	L	C	L	C	L	C	L	C

HOT WORK IS AUTHORIZED BY: _____

PERSON RESPONSIBLE FOR HOT WORK SAFETY: _____

THIS PERMIT IS AUTHORIZED FOR ONE SHIFT ONLY (UNLESS OTHERWISE NOTED) AT THE DATE, TIME AND LOCATION SHOWN ABOVE.

RETURN THIS PERMIT WHEN WORK IS COMPLETED TO LAYTON SAFETY.

HOUSEKEEPING PLAN

Housekeeping Plan

Project: _____

Contractor: _____ Start Date: _____

1. Break/lunch Area Control

☐ Area location assigned? _____

☐ Number of 30 gallon containers? _____
(Minimum of one per company. One additional for every 20 employees.)

☐ Furnish by? _____ (Name and logo on containers)

☐ Individual(s) responsible for emptying containers?_____

☐ Mandatory pre-shift empty days? (circle) Mon Tues Wed Thurs Fri

2. Employee Parking

☐ Assigned Location? _____

☐ Number of garbage containers? _____
(Minimum of one per contractor)

3. Daily work area cleanup and scrap removal:

☐ What type of containers will be used for control and removal of daily scrap?
_____

☐ To project supplied dumpster

☐ To contractor supplied dumpster

☐ To contractor yard

☐ Other – explain _____

4. Cord and hose control:

☐ Pre-use inspection by employees mandatory.

☐ Periodic inspection by supervisor? How often? _____

☐ Roll up Daily or Weekly? _____ (All cords and hoses not bridged, buried, protected or elevated)

☐ All cords and hoses organized to one side of access or work area if not elevated.

Contractor individual responsible for cleanup/housekeeping plan for this project.

Signature _____ Date _____

Print Name _____Layton Supervisor: _____

APPENDI X 12

LOCK OUT / TAG OUT CHECKLIST

Name of Contractor(s):	Scope of Work: ❑ Temporary Electrical Service ❑ Permanent Electrical Service ❑ Mechanical Work ❑ Other _____
Name of Contractor's On Site Supervisor :	
Date of Coordination Meeting:	Date(s) LO/TO Will Be In Affect:

Electrical hazards and many forms of stored energy are unique in that there are very few properties that warn of their presence. **The goal of this Checklist is to minimize exposures with electrical equipment and other deadly hazards associated with stored energy.**

This Checklist shall be used to identify and/or review the following:

- ✓ Scope of work that requires LO/TO,
- ✓ Identify circumstances and/or locations where electrical hot work or other hazards **cannot be avoided**, and
- ✓ Identify the procedures and safety precautions that will be followed.

The contents of this Checklist shall be reviewed with all affected contractor employees and Layton Construction personnel.

Printed Name of Meeting Attendees:	Title/Responsibility:

1. Does the Owner or host employer have a LO/TO Permit or LO/TO requirements? **YES** **NO**

2. Has a project specific safety plan or Job Hazard Analysis (JHA) been developed by the contractor(s) doing the work? **YES** **NO**

3. What type of energy sources or systems will be worked on and/or need to be isolated and locked out (Check all that apply)

Type of System	**LO/TO Required? (Check One)**		
	YES	**NO**	**N/A**
▪ Electrical			
▪ High volt (≥ 480 v)			
▪ Low volt (< 480 v)			
▪ Mechanical			
▪ Hydraulic/Steam			
▪ Pneumatic			
▪ Chemical			
▪ Other			

4. Are other contractors or entities affected by this lock out? If yes, please identify: **YES** **NO**

_____

_____

_____

5. Identify the companies and individuals who are responsible for leading the Lockout-Tagout program for their employer. These individuals must be on site for the duration of the lockout-tagout in most circumstances.

Name of Contractor	Name of Individual

Safety Equipment and Procedures Checklist

A. Will the work proceed in a flammable or Class I atmosphere? **YES** **NO**
If no, continue to item B. If Yes, check all safety equipment that will be used.

- ❑ Non sparking tools
- ❑ Intrinsically safe lights, tools, radios, etc.
- ❑ Non static charging clothing or shoes
- ❑ LEL Monitor

B. Will other trades be working in the immediate vicinity of live circuits or otherwise be affected or exposed to the hazards of the activity? **YES** **NO**

If Yes, describe safety precautions that must be taken to protect affected workers:

_____

_____

C. Check the safety equipment or procedures that will be followed to protect the safety of the workers conducting live work.

❑ Safety glasses with side shields and/or face shield	❑ Electrical blankets	❑ Gloves (electrical, hot work, or chemical resistant?)
❑ Hard hat (regular or high volt?)	❑ Blankets for hot work	❑ Insulating mats
❑ Leathers or heat resistant clothing	❑ Chemical resistant clothing	❑ Barricades around the work area
❑ Insulating tools	❑ Air monitor	❑ Retrieval equipment
❑ Low volt lighting	❑ Harness and lanyard	❑ Locks and Tags
❑	❑	❑
❑	❑	❑

Comments: _____

D. **To be completed by the employer(s) completing the work:** If work is to proceed on live, energized, charged, or otherwise operating systems, describe why work CANNOT proceed in a locked-out or de-energized state:

APPENDI X 13

MASTER CHEMICAL AND SUBSTANCE INVENTORY LIST

SUBCONTRACTOR: **DATE OF UPDATE:**

DATE	BRAND NAME	MANUFACTURER	CHEMICAL NAME

Layton
CONSTRUCTING WITH INTEGRITY

MONTHLY INSPECTION COLOR CODES

JAN & JUL = Yellow

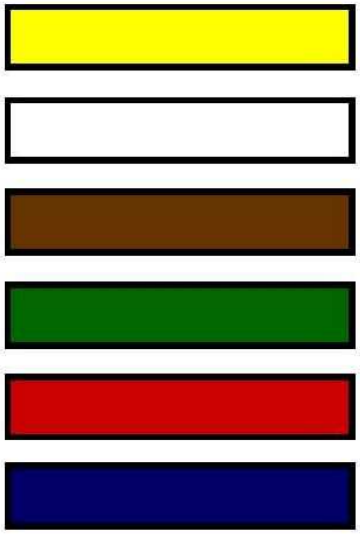
FEB & AUG = White

MAR & SEPT = Brown

APR & OCT = Green

MAY & NOV = Red

JUN & DEC = Blue



Monthly focused inspections on extension cords, tool cords, ladders, etc. will be required. Each tool will be marked with colored tape designating the month of inspection. Inspections shall be performed by a competent person. Monthly focused inspections do not take the place of daily pre-use inspections.

APPENDIX 15

NOTICE TO COMMENCE STEEL ERECTION

PROJECT NAME:

Steel Erector Subcontractor:
Contact Name:
Address:

Layton Construction is hereby authorizing you to commence steel erection activities with the following notifications:

Concrete in footings, piers, and walls, and mortar in masonry piers and walls has attained, based on the appropriate ASTM standard test for field cured samples either 75% of the intended minimum compressive strength or sufficient strength to support the loads imposed during steel erection.	Name of testing agency: Attached testing reports:
Repairs or modifications were made to anchor rods/bolts: ☐ Yes ☐ No Locations of repairs/modifications:	Approval by: (Structural Engineer of Record): Approval in writing? ☐ Yes ☐ No (attach) Date approved: As built drawings available? ☐ Yes ☐ No

You are notified of your responsibility to: (Initial each)

	Initials:
Indicate to Layton Construction what material lay down areas are needed, and intended routes of transferring materials. Only those designated lay down areas will be utilized, and Layton Construction responsibility to maintain lay down areas will be limited to those that are designated.	
Preplan all overhead hoisting operations to prevent traveling loads over other contractor personnel, and to coordinate hoisting activities with Layton Construction and other contractors to minimize impacts on other operations.	
Provide a written site specific erection plan if any part of your operations will deviate from the published OSHA Standard 29 CFR 1926.752(e).	
Conduct documented daily inspections of all cranes, forklifts, and other hoisting equipment utilized in steel erection activities.	
Designate a qualified trained rigger(s) to inspect all rigging equipment (Submit record of training) Name of qualified rigger:	
Maintain on the project written proof of training for all employees engaged in connecting, bolt-up, multiple lift rigging procedures, exposure to falls, equipment operation, and as required by any other specific standard.	
Assure that all columns are properly anchored by a minimum of 4 anchor bolts.	
Maintain and require the use of fall protection equipment for all employees exposed to fall elevations of 6 feet or greater as directed in the project Incident Prevention Program.	
Properly install perimeter guardrail systems on all exterior and interior leading edges consisting of a top rail and mid rail meeting the requirements of 29 CFR1926.502 (b)(1-15)	
Maintain required fire protection/prevention equipment appropriate to the type of work operation and hazards involved.	
Meet all other requirements of the Layton Construction Incident Prevention Program, Published OSHA Standards, and the requirements of local regulations.	

Layton Construction Project Manager/Superintendent

Steel Erector Subcontractor

APPENDI X 16

PPE HAZARD ASSESSMENT

Date	Signature of Person Conducting Assessment	
Eye Protection Head Protection	Hand/Arm Protection Foot Protection Other	_____ _____ _____
Walk Through Survey:	Entire Project	Area_____
SOURCE	**ASSESSMENT of HAZARD**	**PROTECTION**
IMPACT – Chipping, grinding, machining, woodworking, sawing, masonry work, drilling, turning, chiseling, sanding, etc.	Flying fragments, objects, chips, turnings, particles, grinding fines	Safety glasses, side shield, face shields
LIGHT or RADIATION – Welding, cutting, brazing, torch soldering	Optical radiation	Welding goggles/shields w/shades as outlined in Appendix B of the PPE std.
HEAT – Furnace operations	High temperature, hot sparks, molten metals	Face shields (reflective), arm sleeves, gloves, coat, leggins
CHEMICALS – Acid and chemical handling, fumes, degreasing, dipping, plating	Splash, irritating mists, direct contact	Gloves, chemical goggles, face shields, aprons, special shoes/boots
FALLING OBJECTS – Working in areas where potential for falling objects exists or bumping hazards	Steel receiving, heavy parts transfer, overhead conveyors for parts movement, or low ceilings or mechanisms	Hard hat, safety shoes
SHARP OBJECTS – Handling sharp edged parts, clearing turnings, objects which may pierce a foot or hand	Deburring, removing turnings, assembling sharp parts	Special cut resistant gloves, penetration resistant shoes
ELECTRICAL – Direct or indirect contact with electricity	Electricity	Non-conductive safety shoes, hard hats designed to reduce electrical shock and gloves

REVIEW of OSHA 300 Log: (5 years)	Indicators (trends) _____

EQUIPMENT SELECTION:
This section should set forth the specific make, model, type, and other product information when the facility has selected to meet the PPE requirements.

Description	Make/Model	Style	Remarks
Eye Glasses			
Eye Glasses w/Side Shields			
Chemical Goggles			(e.g. lab only)
Face Shields			
Safety Shoes			
Safety Shoes w/Metatarsal Guards			(e.g. non-conductive)
Gloves, Rubber			(e.g. chemical resistant)
Gloves, Cut Proof			
Finger Pads			
Bump Cap			
Hard Hat			
Aprons			
Sleeves			
Boots			

FACILITY POLICY:	This section should refer to specific facility policies concerning care, and maintenance of specific items of Personal Protective Equipment.

APPENDI X 17

PRE-MOBILIZATION SAFETY MEETING AGENDA FOR THE LAYTON CONSTRUCTION CO. AND IT'S SUBSIDIARIES

Total Project Involvement is required of all parties on all Layton projects.

Layton Injury Free Environment (LIFE) Y / NA

Layton Construction is committed to an Injury Free Environment. LIFE is the shared corporate and individual belief that safety is a value, not compromised by cost or schedule. Everyone has the right to go home safely at the end of the day.

Layton Injury Free Environment holds three basic premises:

- All incidents and injuries are preventable; no level of incident or injury is acceptable or tolerated.
- Injury Free operations are possible in construction; a prevailing mindset and conviction exists to do the right thing and what is necessary to achieve that state.
- Elevate safety awareness daily: a journey of continuous improvement to advance safety and achieve a heightened state of awareness where workers choose to be responsible and accountable for their own safety and the safety of their co-workers.
-

Think It Through Y / NA

Developing the Pre-Task Plan process as an Instinctual safety effort.

The morning **Pre-Task Planning** starts the day with a written out line of what the crew is directed to accomplish that day and what it will take to complete the job tasks safety.

This written PTP process will not change and will continue to be completed by the supervisor of the crew with input from the individuals on the crew.

As the day progresses and new tasks or changes are identified outside of the morning task planning effort, the task planning process will be thought through and discussed with crafts involved without the formal written PTP/JHA. Depending on the complexity of the new task, the safety planning of the new task can be mentally thought through by individuals and verbally discussed amongst the crafts before proceeding with the job task.

The **Stop** and **Think It Through** process is meant to promote the safety pre-task planning efforts for new tasks or any change that occurs during any given work day.

Individuals should have the PTP process and outline locked into their mind from completing the written process each morning. That mental image will be thought through and communicated for each new task or change outside of the morning written PTP. If the new task or change is a major effort, the PTP process must be written out and signed by all crafts involved. All other tasks can be thought through following the PTP process and discussed amongst all crafts involved.

Pre-Task Planning Y / NA

- All subcontractors will be required to conduct and document a pre-task plan before each work shift. This plan will outline safety hazards, tools, materials, and equipment needed associated with each task to be completed that day. Pre-task forms can be obtained from the Layton Companies site superintendent.

APPENDI X 17

LaPSZ (Layton Personal Safety Zone) Y / NA

- The 30-foot LaPSZ (Layton Personal Safety Zone) is the visible, 30-foot area surrounding an individual.
- It is the obligation and duty of that individual to watch for people, equipment, traffic or other potential hazards that may be within their 30-foot LaPSZ, and encourage safe work practices from all workers in the 30-foot area
- All employees—including co-workers, subcontractor employees, vendors, owners, etc.—are responsible to watch for and stop unsafe actions or situations within their 30-foot zone of responsibility, as well as watch for and proactively verbalize safe actions and situations.
- If a hazard is noted in their 30-foot LaPSZ zone, the worker should take immediate corrective action, which might also include a report of the concern and actions taken to correct the situation to their supervisor.
- Although an individual may not be able to see what activities are underway above or below deck floors in their 30-foot LaPSZ, questions must be asked to learn of any changing conditions that may occur affecting the immediate work environment.
- The key to the 30-foot LaPSZ program is hazard recognition. Each worker needs to be aware of the activity and people in their line of sight area, and to draw upon their safety training and work experience to notice and take action when there is a potential hazard that could result in an injury or property damage.
- Hazards recognized and acted upon by a worker can also be submitted on an Employee Observation Red Card, part of our safety recognition program.
- If a worker recognizes a hazard, he should be respectful when pointing out the deficiency. A worker should **remind** the person of the safety policy or standard, **request** their cooperation and compliance, and if necessary, **report** the situation to their supervisor if unresolved.
- Accountability for all workers on LCC projects includes the following safety expectations and consequences:
    - Workers are empowered and expected to correct safety violations in their 30’ work environment.
    - If an incident occurs within a worker’s 30-foot area of responsibility the worker will be asked to participate in the incident review.
    - There are no exceptions; employees at all levels are expected to participate in the 30 foot LaPSZ.
    - Workers who do not follow the Layton Construction safety policies, procedures and best practices will be disciplined, up to removal from the project.

Personal Protective Equipment OSHA 1926 subpart E Y / NA

- Hard hats (ANZI-Z-89) are required at all times on the project.
- Eye protection with side shields (ANSI-Z-87) shall be properly worn at all times on the project.
- The minimum eye protection is clear safety glasses for inside and low light work.
- Safety glasses with side shields and a face shield are required when grinding or using chop saws for cutting bricks, blocks, or metal studs.
- Eye protection with #3-6 shaded protection must be worn when using a torch.
- When exposed to a fall of six or more feet and with no guard rail protection system in place, a full body harness with two shock absorbing lanyards is required.

- When handling a hazardous substance, wear the proper protection as required by the Material Safety Data Sheet (SDS).
- Wear the proper respiratory protection when exposed to any toxic vapors, fumes, or dust.
- When a worker is exposed to dust containing silica, he/she should wear a respirator with a filter cartridge rating of 100 (HEPA). This type of exposure is created when grinding or cutting concrete, masonry brick, blocks, etc. This is regardless of who is creating the inhalation hazard.
- Each subcontractor that creates an inhalation hazard shall let other contractors know of the hazard, so they may protect their workers in the area or remove them.

Clothing Requirements **Y / NA**

- A minimum of “T” shirt length sleeve
- Full length trousers without large holes. Sweat pants are not allowed.
- Leather over the ankle work boots. Tennis shoes are not permitted.
- High visibility clothing meeting the DOT minimum standard (vest, high visibility T-shirt).

Housekeeping Policy OSHA 1926.25 **Y / NA**

- Daily clean-up is required.
- All nails protruding out of boards must be bent over or removed.
- Each subcontractor must provide the manpower necessary to clean up their work area every day.
- This includes needed clean-up of areas during work in progress to avoid trip and fall hazards. Subcontractors are responsible to haul trash away out of the building to the assigned dumpster or off-site daily.

Fall Protection OSHA 1926 subpart M **Y / NA**

- When working at elevations of 6 feet or greater and a guardrail system is not in place, the use of one hundred percent fall protection is required.
- A safety monitor must be used if it is not possible to be protected while working on a flat roof or roof with a pitch no greater that 4 – 12. If the width of the roof is greater than 50 feet, then a safety monitor/ warning line should be used. The warning line must have a breaking strength of no less than 500 lbs and the stanchions must weigh at least 16 lbs and must be placed a minimum of 15 feet back from the edge.
- The safety monitor system may only be used when no other means of fall protection is feasible.
- A written plan on the use of the monitor system must be provided to the Layton safety manager or the Layton site superintendent for their approval before work in an area may begin.

Fall Protection (Structural Steel Erection) Layton Safety Handbook **Y / NA**

- All steel erectors working above 6 feet must use 100% fall protection at all times. This is a Layton Construction Co. policy that all subcontractors will be required to follow.
- All other rules in OSHA subpart R shall also to be followed.
- Subcontractor must show that fall protection training has been provided within the last 12 months.

APPENDI X 17

Edge / Hole Protection **Y / NA**

- Handrails must be installed near all exposed edges where there is a fall of 6 feet or more.
- Roof openings and other such openings where a fall hazard is present, the hole must be covered, secured and marked to indicate that such a hazard exists.

Scaffolding Regulations OSHA 1926 subpart L **Y / NA**

- Fall protection is required when scaffolds are at elevations of six feet and higher.
- Cross braces can be used as part of the guard rail system.
- If the cross brace is to be used as toprail, the area where the braces cross must be between 38” and 45” from the working surface. The midrail must be placed halfway in between.
- If the cross brace is to be used as a midrail, the area where the braces cross must be between 20” and 30”, and a toprail installed between 38” and 45” from the working surface.
- If you choose not to use the cross braces as part of the guardrail system, then install the standard guardrail.
- The standard guardrail must have a toprail at 42” and a midrail at 21”.
- The working surface of a scaffold must not have an opening / gap of more than one inch between planks.
- All planking that overlaps must overlap at least twelve inches and be secured with nails or some other means, if not resting on a support.
- The scaffold must not be more than fourteen inches away from the structure of building.
- A scaffold must be secured to the building or structure according to the manufacturer’s recommendations or on a 4:1 height to base ratio.
- Ladders must also be installed on scaffolds when the rungs of the scaffold exceed 16 ¾ inches.
- All workers must be trained in accident prevention when using, erecting and dismantling the scaffold.
- This training must be documented and submitted to the project Superintendent before allowing work to proceed on scaffolding.
- Subcontractor must provide an updated list with all workers who have been trained. This list will be maintained in the Layton office trailer.
- Subcontractors must show that all scaffold users and erectors have been trained in the last six months.
- Daily inspections must be completed and proper tagging displayed at all access points.

Electrical Safety OSHA 1926 subpart K **Y / NA**

- All electrical cords must be inspected daily by user for hazards.
- Cords that are unsafe must be removed from the job site.
- An unsafe electrical cord includes one or more of the following conditions: ground pin missing, plug ends pulling away from the insulation, and tears in the outer insulation exposing inner wires.
- Repairs must be made using material having the same integrity as the cords insulation, such as shrink tube or vulcanizing tape.
- Each cord and electrical tool must be inspected prior to use by the user and monthly by a competent person and marked with the proper colored tape corresponding to the monthly inspection color code (Layton Safety Handbook page 24).

- Any person using an extension cord is responsible to make sure that the cords are protected from being run over by equipment and tools. Cords must be bridged, buried, elevated or controlled out of the work area and walkways.
- Live work must be approved by a Layton Supervisor. A permit is required, and the person performing the work must be trained and competent to perform live electrical work.

Hot Work **Y / NA**

Hot work activities include burning, welding, cutting, grinding or other operations that produce a flame or sparks. Prior to performing “Hot Work” operations, workers will obtain a Hot Work Permit from the Layton superintendent.

A Hot Work Permit is valid only for the dates and shifts stated on the permit.

The following precautionary measures will be taken when a Hot Work Permit is required:

- Grating, openings, etc. will be completely covered in such a way to prevent sparks and slag from falling to a level below.
- Fire extinguisher in the immediate area of work.
- No flammable or combustible material stored within 35 feet in any direction.
- Combustible/flammable materials that cannot be moved must be covered with fire blankets or other suitable material.
- Worker(s) designated for continuous fire watch will be identified, trained, equipped, and remain for a minimum of one hour after hot work has ended.
- Workers will be trained prior to performing any hot work in the following, as a minimum.
- A review of the work to be performed
- Emergency procedure in case of fire
- Precautions to be taken
- How to use the fire extinguisher correctly

Excavation Safety OSHA 1926 subpart P **Y / NA**

- Excavations 5’ or more in depth must be made safe, according to the guidelines of a soil engineer or the Code of Federal Regulations, CFR 29-1926-650.
- When excavations are 20’ or greater in depth, the personal protective systems used must be designed by a registered professional engineer.
- All excavations/trenches exceeding 4’ in depth must have a means of access or egress within 25’ of any worker.
- When vehicles are traveling parallel to or near an excavation, the excavation must have a berm, stop log, or warning line provided.
- The barricade berm or stop log must be two feet away from the edge of the excavation.
- All spoils need to be at least 24” away from the edge of the trench.
- Subcontractors must show that excavation training has taken place within the last 12 months.

Ladder Safety OSHA 1926 Subpart X **Y / NA**

- Stepladders must be used in a fully open position.
- Extension ladders must be placed at a 4 to 1 ratio and secured.

- Ladders used to access landings must extend 36 inches above the landing and be secured at the landing level.
- Workers must never stand or sit above the third rung from the top on an extension ladder and above the second step from the top on a stepladder.
- Workers need to keep their work above and in front of them, do not work off to the sides. Remember the belt buckle rule; belt buckles must stay between the vertical sides of the ladder.
- Materials and tools must be handed up or hoisted to the worker on a ladder. Never climb the ladder carrying tools and / or materials.
- Ladders must be inspected prior to each use by the user.
- Ladders must be inspected monthly by a competent person and marked with the proper colored tape corresponding to the monthly inspection color code (Layton Safety Handbook, page 24).

Personnel Hoists (Mobile Elevated Work Platform – MEWP) **Y / NA**
OSHA 1926 subpart L 1926.453

- When working in a "MEWP," a personal fall arrest system must be available.
- These lifts are considered a mobile scaffold, and therefore individuals may not stand on any of the handrails of the basket to gain more height.
- Subcontractors must provide a copy of current MEWP training for all workers using the lifts.
- Subcontractors must show that scaffold user training has been completed within the last 6 months.

Mobile Equipment Safety **Y / NA**

- All heavy machinery must have: a backup alarm, a fire extinguisher inside or outside the cab of the machine, seat belts and roll over protection.
- The operators of equipment must be qualified.
- Operator's certification shall be made available upon request.
- The operator must wear a seat belt when the machine is equipped with roll over protection.
- A daily inspection log must be kept on the machine and machine must be inspected each day before operation. Layton reserves the right to inspect these logs at any time.
-

Cranes and Machinery **Y / NA**

- Operators of all heavy equipment (i.e., crane, forklift, backhoe, etc.) must be trained or certified.
- All machinery shall be shut down with motor off prior to cleaning, fueling, lubricating or repairs.
- Cranes, rigging and equipment shall be inspected before each day's use by the operator. Any defects shall be corrected before use. An inspection log shall be kept on the machine, recording safety checks and proper fluid levels.
- Rated load capacities, hand signals, and special hazard warnings shall be conspicuously posted on all equipment.
- Accessible areas within swing radius of all types of cranes will be barricaded to prevent workers from being struck or crushed.
- Only the operator will be allowed on the crane within the barricaded areas, except when there is a need to talk to the crane operator.
- The only time an individual will be allowed to talk to the operator is when he/she is able to do so safely.

- Except where electrical distribution and transmission lines have been de-energized, no part of the crane or its load, concrete pump or its hose, or any other piece of equipment shall be operated within 15 feet of a line rated below 50kV. Follow the crane standards for distances on lines greater than 50kV.
- Only one signal person using proper hand signals shall direct equipment.
- Crane operators shall not swing loads above areas where others are working, and shall stop use of crane during high winds or lightning storms (30 mph maximum wind speed or manufacturer's recommendation if less than 30 mph).
- Riding the hook, ball, load or equipment buckets is absolutely prohibited.

Vehicle Safety **Y / NA**

- Traveling at speeds in excess of ten miles per hour on this job site is not permitted.
- All passengers, including the driver, must wear seat belts when traveling occurs on this job site.
- No workers are allowed to ride as passengers in the back of a pickup bed on Layton sites unless seatbelts are built in to the pickup bed per manufacturer's requirements.
-

Cell Phone Use on Layton Construction Company Projects

- Cell phone and phone camera use on Layton Projects will be limited to emergency, company or project-related business. Serious accidents are on the rise due to individuals talking, texting or using apps while walking. Only the employer's-approved mobile devices will be allowed.
- The use of personal cell phones, phone cameras and audio devices during work hours is prohibited. This includes radios, i-pods and earbuds, etc. Personal devices are only allowed during company approved breaks. If emergency use is anticipated, notify your supervisor of the expected need to receive that personal communication.
- Absolutely no personal cell phone or mobile device will be used while operating equipment or vehicles while on the project.
- Individuals using any mobile device for project or company business must position themselves out of any equipment path (harm's way) stop walking, complete the activity, complete a "surroundings" review, then proceed.

Weekly Safety Meetings Layton Safety Handbook **Y / NA**

- A weekly safety meeting discussing hazards and safety concerns must be held by each subcontractor and their workers on the site.
- The subcontractor is required weekly to submit to the Project Superintendent, the weekly safety meeting minutes including topic discussed and attending worker's signatures.
- Topics must relate to current site specific issues.
-

Accident Reporting – Our goal is zero injuries, zero harm. **Y / NA**

- All accidents that occur on this job site must be reported to the Layton Project Superintendent.
- The Superintendent will fill out an incident report.
- Subcontractors will provide a copy of their company accident reports to the Layton safety manager or site superintendent no later than the next work day.
- Subcontractor shall minimize all accidents by using proper health and safety practices under the OSHA acts paragraph 5(a) General Duty clause.

- All accidents requiring a Doctor's visit are required to complete a Post-Accident Drug Screen at the employer's expense.
- Each trade must furnish their own first aid kits adequate for the job.
- Each Trade must have a supervisor with current basic first aid and CPR training.

Safety Data Sheet Policy (Right to Know Law) OSHA 1910.1200 **Y / NA**

- All hazardous chemicals brought onto the job site must have an accompanying Safety Data Sheet.
- Safety Data Sheets must be given to the project Superintendent to file in a Safety Data Sheet book.
- The SDS book may be used by all individuals who need to inquire about a hazardous substance they are exposed to.
- All containers containing a hazardous substance must be labeled according to the information on the Safety Data Sheet.
- Subcontractors are required to have their written HAZCOM program on site and must show that HAZCOM training has been completed within the last 12 months.
-

Drug, Alcohol and Firearm Policy **Y / NA**

The use of drugs, alcohol and firearms on the job site is considered to be an intolerable offense. If the employee(s) of the subcontractor are found to be on drugs, under the influence of alcohol or have firearms in their position they will be removed from the job site.

Discrimination or Harassment **Y / NA**

Layton Construction is committed to maintaining a workplace free of unlawful discrimination and harassment. Any form of discrimination or harassment which violates federal, state or local laws, including discrimination or harassment related to an individual's race, color, religion, gender, national origin, age, disability, or veteran status is a violation of this policy.

In keeping with this commitment, Layton Construction will not tolerate any form of harassment of our workers or other persons performing services for our company. For purposes of this policy, the term "harassment" includes unwelcome verbal, physical and/or visual conduct based on a protected group status that:

- Affects tangible job benefits;
- Interferes unreasonably with an individual's work performance; or,
- Creates an intimidating, hostile or offensive working environment.

Workplace Violence Layton Safety Handbook **Y / NA**

The safety and security of our employees, customers, and the general public are of vital importance. Therefore, Layton Construction has a "zero tolerance for violence" policy.

- Workers displaying or threatening any violence will be removed from the project.
- We define "violence" to include physically harming another, shoving, pushing, harassment, intimidation, coercion, brandishing weapons, and threats or talk of violence.
- It is everyone's business to prevent violence in the workplace. Workers can help by reporting anything in the workplace that could indicate a co-worker is in trouble. Often, workers are in a better position than management to know what is happening around them.

APPENDI X 17

Solicitation and Distribution of Literature Layton Safety Handbook Y / NA

To avoid disruption of company operations and to ensure safe working conditions, the following rules apply to solicitations and distribution of non-company literature on company property and at company work sites:

- Workers may not solicit other workers for membership, contributions, funds, or other purposes during workers work time or at any other time, if the solicitation interferes with other workers who are scheduled to work.
- Workers may not distribute non-company literature during work time for any purpose.
- Workers may not distribute non-company literature (other than company information) at any time for any purpose in work areas.
- Only workers, suppliers and purveyors of goods and services, who are pre-authorized by the company, are allowed on company property and work sites.
- Persons who are not employed by the Layton Construction Co. may not solicit or distribute non-company literature on company property at any time for any purpose.
- Work time includes the time both the worker doing the soliciting and/or distributing, and the worker to whom the soliciting and/or distributing is directed. Work time does not include break periods and meal periods.
- Management may authorize the posting of literature to solicit funds for recognized and established charities that benefit the general community.
- Workers who violate this policy will be subject to discipline, up to and including removal from site or termination.

Disciplinary Action Policy Y / NA

- For minor offenses with minor consequences, a subcontractor or individual will be expected to agree to improve behavior.
- Discipline is intended to preserve a good working condition for other subcontractors or individuals and to encourage each to be a responsible and conscientious worker. Violations will be kept on file.
- Removal from the project could result from major offenses, those with serious or costly consequences, or for repeated minor offenses for which the subcontractor or individual shows a lack of responsible effort to correct deficiencies.

Employee Parking Y / NA

Employee parking will be located in the _____

_____

Restrooms Y / NA

Restrooms will be located at the_____

_____

Any person caught drawing any form of graffiti in the restrooms will be subject to disciplinary action.

Infection Control Y / NA

All efforts will be made to maintain a dust free and clean work environment. Any work done in occupied space will be done in accordance the Layton Company's infection control procedures. Also, absolutely no food or drink will be allowed inside the building foot print, water only.

APPENDI X 17

Emergency Evacuation Plan **Y / NA**

Review site specific Emergency Evacuation Plan. Tell workers where the site gathering areas are. Describe the notification process — will it be verbal or horns?

Barricade Tape **Y / NA**

Yellow caution tape means use caution when crossing. Red Danger Tape means “Keep Out.” Any unauthorized person crossing red danger tape will be removed from the project. All barricade tape will include a tag that identifies the contractor’s name, contact person and phone number. Barricade tape will not be installed until a barricade permit is filled out and reviewed by the Layton Company’s site superintendent.

Smoking **Y / NA**

Review the project’s site-specific smoking policy. Only the cigarette form of tobacco may be used when smoking is allowed in designated smoking areas. Some projects may prohibit smoking.

ARTICLE 1

SCOPE OF WORK

1.4 **The intent of the Subcontract Documents is to include all labor, equipment, materials and other items necessary for the proper execution and completion of the Subcontractor Work.** The Subcontract Documents are complementary, and what is required by any one shall be as binding as if required by all with respect to the Subcontractor Work. Any work not explicitly covered in the Subcontract Documents shall be performed by Subcontractor as a part of the Subcontract Price so long as it is consistent therewith and is reasonably inferable therefrom as being necessary or desirable to produce the intended results. The Prime Contract and the other Subcontract Documents shall be interpreted together and in harmony with one another. In the event of conflict between the Prime Contract and the other Subcontract Documents, the Prime Contract shall be controlling except with respect to the relationship between Contractor and Subcontractor which shall be governed by this Agreement.

ARTICLE 2

PAYMENTS

2.6 **Contractor may withhold from Subcontractor payments otherwise due, in whole or in part,** or may nullify, in whole or in part, any approval previously made by Contractor on account of (a) defective materials or defective Subcontractor Work not remedied; (b) **Subcontractor’s failure to comply with any of the terms or conditions of the Subcontract Documents;**

ARTICLE 3

QUALITY OF SUBCONTRACTOR WORK

3.3 Contractor, Owner, Architect and Owner’s lender, or their designated representatives, and any public authorities, **shall have the right to inspect the Subcontractor Work at all times and Subcontractor shall permit and facilitate such inspection.** In the event that any part of the Subcontractor Work or any material is determined by Contractor, Owner, Architect or Owner’s lender, to be improper, defective **or otherwise fails to conform to the Subcontract Documents,** either during the performance of the Subcontractor Work or during any guarantee period provided in the Prime Contract or other Subcontract Documents or for a period of one (1) year from completion and acceptance of the Project by Owner, whichever last occurs, Subcontractor shall within forty-eight (48) hours after notification by Contractor to do so, proceed to remove, dispose of and replace the same, and make good all Subcontractor

Work damaged or destroyed by or as a result of such defective, improper or nonconforming Subcontractor Work or materials or by the taking down, removal or replacement thereof, at its own cost and expense. If Subcontractor shall fail within such forty-eight (48) hour period to replace or correct improper, defective or non-conforming Subcontractor Work or material promptly and completely, Contractor, at its option, may replace or correct the same. **Subcontractor agrees to pay to Contractor all costs, expenses** (including consultants' and attorneys' fees), liabilities and consequential **damages incurred by Contractor in connection** with said replacements **or corrections**, whether said replacements or corrections are removed, disposed of and replaced by Subcontractor or Contractor or by others. Subcontractor shall execute and deliver to Contractor any special guarantees as provided by the terms of the Subcontract Documents prior to and as a condition of final payment.

ARTICLE 4

PROSECUTION OF WORK, DELAYS, ETC.

4.1 Subcontractor agrees that time is of the essence in the performance of the Subcontractor Work. Subcontractor agrees that (a) the period of time for the performance of the Subcontractor Work set forth in Subcontract Documents or in the Work Progress Schedule is adequate for the orderly and proper performance of the Subcontractor Work, and (b) Subcontractor has sufficient financial resources, labor and equipment to fully and timely perform the Subcontractor Work strictly in accordance with the Work Progress Schedule.

4.5 **Subcontractor shall clean up and remove from the Project as directed by Contractor all rubbish and debris resulting from its work. Failure to clean up rubbish and debris shall serve as cause for withholding further payment to Subcontractor until such time as this condition is corrected to the satisfaction of Contractor.** Subcontractor shall also clean up to the satisfaction of the inspectors all dirt, grease marks, etc., from walls, ceilings, floors, fixtures, etc., deposited or placed thereon as a result of the Subcontractor Work. If Subcontractor refuses or fails to perform this cleaning as directed by Contractor, Contractor shall have the right and authorization to proceed with such cleaning, and Subcontractor will on demand repay to Contractor the actual cost of said labor plus fifteen percent (15%) of such cost to cover supervision, insurance, overhead, etc.

ARTICLE 13

SAFETY

Subcontractor shall provide its employees with safe appliances and equipment, provide them with a safe place to work and perform the Subcontractor Work in a safe manner with high regard for the safety of its employees and others. Subcontractor shall take all necessary precautions to secure and protect the Subcontractor Work, to protect persons on the Project, and to protect the property of Owner, and others, and property on or near to the Project site, from damage, loss, injury, or death caused by Subcontractor's operations, and Subcontractor shall be liable for all such injuries, deaths, and damages and all resulting losses incurred. Further, in performing the Subcontractor Work, Subcontractor shall comply with and conform to all safety regulations and policies issued by Contractor, construction manager (if any), and/or Owner, and all applicable safety and health laws, ordinances, requirements, rules and regulations promulgated by any governmental authority, including without limitation, the requirements of Occupational Safety Health Act, of 1972, as amended ("OSHA"). Subcontractor shall indemnify and hold harmless Contractor for, from and against any and all liabilities, losses, damages, costs claims, awards, judgments, fines, penalties, and expenses (including, without limitations, litigation expenses, reasonable attorneys' fees, claims or liabilities for harm to person or property, OSHA fines, and OSHA penalties) arising out of or connected with Subcontractor's failure to comply with all such laws, ordinances, requirements, rules and regulations, or Subcontractor's failure to fulfill the covenants or obligations set forth in this Article 13. Without limiting the foregoing, Subcontractor shall continuously inspect the Subcontractor Work to discover and determine any conditions which pose a risk of bodily harm to its employees or others or a risk of damage to property, including the property of Owner and

Contractor. Subcontractor shall promptly take all precautions which are necessary and adequate to protect against and/or correct any such conditions upon their discovery. Subcontractor shall cooperate and comply with all safety measures initiated by Contractor, shall comply with the latest editions of The Layton Companies Safety Handbook, any occupational safety and health acts and all other applicable laws for the safety of persons or property, and shall be totally responsible for the safety of both persons and equipment. If a fine is levied, the responsible party will be liable for payment of any fines. If such fines are not promptly paid by Subcontractor, Contractor may pay for and deduct the amount of the fine due from any moneys then or subsequently owing to Subcontractor under the Subcontract Documents.

13.1.1 Subcontractor shall immediately inform Contractor of any notices, warnings, communications or asserted violations issued by any government body related in any way to Subcontractor's performance of the Subcontract Documents and shall provide Contractor with a copy thereof. Subcontractor shall also immediately advise Contractor of any scheduled or unscheduled governmental inspections or site visits, and the results of such inspections and/or site visits related to the Subcontractor Work and shall provide Contractor with any copies thereof. Where advance notice is given of an inspection or site visit, Subcontractor shall immediately advise Contractor in advance of such inspection or visit. Where no advance notice is given, Subcontractor shall immediately advise Contractor of such inspection or site visit upon the arrival of the inspector.

13.1.2 Contractor may deny access to the site by Subcontractor and its employees if, in Contractor's sole judgment, such action is justified on the basis of safety. Contractor may also suspend work at any time or terminate the Subcontract Documents for cause in the event of Subcontractor's repeated failure to adhere to safety laws and regulations or Contractor's established on-site safety procedures. The foregoing reservation of such rights shall not give rise to a duty by Contractor to exercise such right for the benefit of any person and shall not relieve Subcontractor of its obligations for safety hereunder.

13.1.3 Subcontractor shall maintain current records covering safety and health including training for employees working on the project, such records to be kept and maintained by Subcontractor for the duration of the Subcontract Documents. Subcontractor shall make such records available to Contractor for review at any time and from time to time upon Contractor's request for a period of at least three (3) years after the completion of the Project.

13.2 If hazardous substances of a type of which an employer is required by law to notify its employees are being used on the site by Subcontractor or its Sub-subcontractor(s), or anyone directly or indirectly employed by them, Subcontractor shall, prior to harmful exposure of any employees or persons on the site to such substance, give written notice of the chemical composition thereof to Contractor in sufficient detail and time to permit compliance with such laws by Contractor, other subcontractors and other employers on the site.

13.3 In the event Subcontractor encounters on the site material reasonably believed to be hazardous materials including, but not limited to, asbestos or polychlorinated biphenyl (PCB) which has not been rendered harmless, Subcontractor shall immediately stop work in the area affected and report the condition to Contractor in writing. The Subcontractor Work in the affected area shall resume in the absence of all hazardous materials including, but not limited to, asbestos or polychlorinated biphenyl (PCB) or when it has been rendered harmless, by written agreement between Contractor and Subcontractor, or in accordance with a final determination by the Architect on which arbitration has not been demanded, or by arbitration as provided in the Subcontract

Documents. Subcontractor shall not be required to perform, without its consent, any work relating to all hazardous materials, including but not limited to asbestos or PCB.

ARTICLE 14

ADDITIONAL PROVISIONS

14.1 This Agreement shall inure to the benefit of and shall be binding upon Contractor and Subcontractor and their respective successors and assigns. **Subcontractor shall not subcontract, delegate, transfer, or assign its rights or obligations under the Subcontract Documents or any part thereof without written consent of Contractor in each instance.** Any such subcontracting, assignment or hypothecation of any amount due or payable hereunder without the prior written consent of Contractor in each instance shall be void. Contractor may assign its rights under the Subcontract Documents at any time in Contractor's sole discretion.

APPENDI X 18

SAFETY MEETING REPORT FORM

PROJECT: _____ DATE: _____

SUPERINTENDENT/FOREMAN: _____ NUMBER PRESENT: _____

TOPIC OF SAFETY TRAINING LESSON AND DESCRIPTION (BE SPECIFIC):

_____

_____

_____

_____

_____

_____

DISCUSS UNSAFE CONDITIONS, NEAR MISSES AND CORRECTIONS MADE

_____

_____

_____

NAMES AND SIGNATURES OF EMPLOYEES ATTENDING:

Print Name	Signature	Print Name	Signature

COMPLETE ALL SECTIONS AND SUBMIT TO THE SUPERINTENDENT, PROJECT MANAGER, SAFETY MANAGER, AND PROJECT SAFETY FILE.

APPENDI X 19

SCAFFOLD TAGS: RED

FRONT

WARNING

THIS SCAFFOLD IS NOT COMPLETE

DO NOT USE

SIGNED BY _____

COMPANY _____

DATE _____

SEE OTHER SIDE

BACK

SCAFFOLD INSPECTION

Inspections by Competent Person:

INITIALS	DATE	INITIALS	DATE

APPENDI X 19

SCAFFOLD TAGS: YELLOW

FRONT

BACK

SCAFFOLD INSPECTION

INSPECTION IS REQUIRED DAILY

☐ **Fall Arrest/Protection Equipment is required by trained users.**

Required Inspections by Competent Person:

INITIALS	DATE	INITIALS	DATE

KEY RESPONSIBILITIES:

Competent Person: _____

Company: _____

Phone: _____

- Construct, modify and inspect as appropriate with respect to OSHA 29CFR 1910.282, 1926.451.
- Inspect scaffold for visible defects as specified on this card.
- Toe boards are required or barricades must be placed below.
- Has the scaffolding been inspected (as indicated on this card)?
- Is fall arrest/protection equipment required (as indicated on this card)?
- Is the area below the scaffold barricaded and debris nets installed (if necessary)?
- Have any conditions changed that could impact the structural integrity of this scaffolding since the last inspection? (Example: high winds, large amount of precipitation, physical damage). If so, contact the Competent Person (above) for inspection/repairs.

Trained User:

- Have completed the scaffold safety training course conducted by a qualified person.
- Completed a PTP, follow all safe work practices, and use proper PPE associated with the scaffolding.

APPENDI X 19

SCAFFOLD TAGS: GREEN

FRONT

ATTENTION

THIS SCAFFOLD WAS BUILT TO MEET SAFETY REGULATIONS

IT IS SAFE TO USE

SIGNED BY _____

DATE _____

SEE OTHER SIDE

BACK

INSPECTION

DATE	BY	DATE	BY

APPENDI X 20

VOLUNTARY USE OF A DISPOSABLE RESPIRATOR

I, _____ am requesting to use a disposable paper filter respirator, also known as a Dust Mask for my personal comfort.

I will be performing the following work task: (Example Sweeping Floor, etc.)

_____

_____

I clearly described the task I am to perform to my supervisor or safety coordinator and upon evaluating the task they determined I should not be exposed to a hazardous chemical or substance.

I have been supplied the following Dust Mask:
Brand: Model:

I understand that the disposable dust mask is for personal comfort and not intended to protect me from a hazardous chemical or substance. I further understand the voluntary use is limited to the task described above.

Please read the following:

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirators use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substances does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern, NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

I have read the above section from the OSHA standard for respiratory protection and understand its content. I further understand that I am responsible for the care, maintenance/upkeep, and proper storage of this respirator. instructions on the proper wear were made available to me.

_____

Signature: Date:

UTILITY PROTECTION PERMIT

Layton Project: _____ Project # _____

Responsible Subcontractor: _____

Utility Protection Permit

To be completed prior to any demo, rework, excavation, trenching, core drilling, or saw cutting work. Locator Service and AS BUILTS MUST BE VERIFIED AND CURRENT. PRE-TASK PLAN MUST BE COMPLETED AND REVIEWED WITH LAYTON AND SUB(S) PRIOR TO START OF WORK.

Project:		Date:	
Scope of work:		Location:	
Competent Person:			

Utilities Identified (Power, Gas, Fibre Optic, Water, Etc.):	Size, kV, Material Type:	Location:

Utilities	YES	NO	N/A
Utility location verifed by as builts, grid lines, drawings, and private locator. Attach verification.			
Locator Service Number: Locator Effective Date: Locator Expiration Date:			
Locations of utilities marked and markings sustainable for duration of work. Describe.			
Utilities are protected, supported and hard barriers are installed as needed. (Explain)			
All utilities will be potholed at a minimum every 200 feet horizontally for exterior work, "openfield", or more often if locating services or as builts identify need. Interior potholing every 25'.			
Hand digging or soft excavation (pressurized water or compressed air) will be used to expose utilities (daylighting) for locations prior to excavation or penetration, and when any excavation or surface penetration are within 24" of utilities. Explain process to be used, and location.			
Selective or soft demo will be used to discover in-wall, above-ceiling, and in or below concrete slab utilities. Explain process to be used and location.			
Map of existing utilities current and posted in affected area.			
Barriers installed to prevent unauthorized personnel to access area.			
Detailed Pre-Task Plan completed, reviewed by crews and Layton Superintendent.			
On existing facilities, contingency plans in case of utility disruption have been developed and shared with owner, Layton Construction team, and integrated into the site emergency response plan. (Attach plan)			

Subcontractor Supervisor
Competent Person(s):
Owner's Representative:

Layton Project Superintentent: _____

Signature: _____ Date: _____

Employees working in area: (Print Names)		

APPENDI X 22

NOTICE OF NON-COMPLIANCE

LAYTON CONSTRUCTION CO. NOTICE OF NON-COMPLIANCE

Company Name: _____ Date: _____ Violation No: _____

Project Name: _____

Out of Compliance With: ☐ Violation of Federal or State Standards

☐ Violation of Layton Companies/Owner Requirements

☐ Violation of Contractors' Safety Rules/Policy

Date: _____ Time: _____ Location of Violation: _____

Actions / Conditions Observed: _____

_____

_____

_____

_____

_____

Violations must be corrected by: Date: _____ Time: _____

_____ _____ _____

Signature of person issuing this notice Date Time

Contractor must list corrective actions taken to bring his/her area into compliance.

_____

_____

_____

_____

_____

Were corrective actions made IMMEDIATELY or DELAYED? _____

If DELAYED, explain the reason for the delay in making corrections.

_____

_____

_____

_____

_____

Print name of person making corrections: _____ Date: _____

Time: _____

_____ _____ _____

Signature of Contractor Safety Rep. Date Time

WRITTEN WARNING

WRITTEN WARNING

Name: _____ Supervisor: _____

Violation Date: _____ Project: _____

Warning Date: _____

	Behavior	Action Plan & Comments
	Unsafe behavior	***1. When has the supervisor or other projects addressed this problem before? (Call HR for more info. if needed):***
	Insubordination	
	Substandard work	***2. Specific Facts:***
	Inappropriate Conduct	
	Tardiness/Absence	
	Work Rule or Company Rule Violation	***3. Expected behavior:***
	Other:	
		4. What will happen if the behavior does not change?
		5. Employee's comments and/or commitment to correct the problem:

I have read this notice and understand it. _____ Employee Signature

Warning issued by: _____ Signature Warning approved by: _____ Signature

12/11 Layton

WRITTEN WARNING

Name: _____ Supervisor: _____

Violation Date: _____ Project: _____

Warning Date: _____

	Behavior	Action Plan & Comments
	Unsafe behavior	***1. When has the supervisor or other projects addressed this problem before? (Call HR for more info. if needed):***
	Insubordination	
	Substandard work	***2. Specific Facts:***
	Inappropriate Conduct	
	Tardiness/Absence	
	Work Rule or Company Rule Violation	***3. Expected behavior:***
	Other:	
		4. What will happen if the behavior does not change?
		5. Employee's comments and/or commitment to correct the problem:

I have read this notice and understand it. _____ Employee Signature

Warning issued by: _____ Signature Warning approved by: _____ Signature

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