RER Inc

Employee Safety Handbook

Prepared by:
RER Inc

in association with:
U.S. Compliance Systems, Inc.

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Safety Commitment

We are committed to ensuring that you do not work in an environment that is unsanitary, hazardous, or dangerous to your health or safety. You will be instructed on the recognition and avoidance of unsafe conditions and the regulations applicable to your work environment to control or eliminate any hazards or other exposure to illness or injury.

Using the safety and health training programs provided by the CalOSHA, as well as other reference materials, company safety training, policies, and procedures will be developed and implemented as needed.

Frequent and regular inspections of our facilities, materials, and equipment will be made by the Safety Program Administrator or designated persons.

You may operate equipment or machinery only if you are qualified by training or experience. Machinery, tools, material, or equipment that you find either not in compliance with a particular CalOSHA standard or that you determine is unsafe will be identified as such by tagging; locking the controls; or physically removing it from its place of operation.

Safety takes a commitment from all persons from senior management to the newest hire. It is expected that you will actively participate in safety training and perform your work in a safe manner.

The primary beneficiary of maintaining a safe work environment is you. You are the person who will not sustain an occupational injury or illness. A safe work site, additionally, protects fellow employees and those with whom we work. Performing tasks in a safe manner allows us to work more efficiently, reduces the possibility of equipment damage, eliminates costly citations, and enhances our opportunities to procure more work. Working safely has nothing but positive benefits to you and the company.

If confronted with a new task for which you do not know the proper safety procedures, ask for instruction from your supervisor before proceeding.

Do not hesitate to point out observed safety deficiencies to your supervisor - you may prevent an injury to yourself or a fellow employee.

CalOSHA standards that are applicable to the work you do are readily accessible.

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Stop Work Authority and Workers' Right to Refuse Dangerous Work Policy Statement

As referenced in the New Hire Safety Orientation, each employee is:

a. To work in a safe manner and follow established work rules and procedures to the best of their ability.
b. To ask for clarification of safety procedures of which they are not sure prior to performing a task.
c. To report to the job site supervisor or competent person any unsafe acts or procedures and will ensure they are addressed and resolved before continuing work.

Specific procedures have been established to ensure that all employees understand the importance of **not** performing a job task if it cannot be performed safely and in accordance with appropriate standards.

Stop Work Authority Procedures training will be given during the new hire safety orientation before initial assignment to any job task. Training will be documented and include the employee's name, dates of training, and subject.

All employees not only have the authority to stop work when control of a health, safety, or environment hazard or risk is not clearly established or understood, they have an obligation to stop work.

Procedures:

a. Upon discovery or realization that control of a health, safety, or environment hazard or risk is not clearly established or understood, the employee will immediately stop work.
b. Employees with whom he/she is working will be immediately informed so a health, safety, or environment hazard or risk does not impact them or their work.
c. The supervisor/competent person will be notified as soon as possible so the situation may be addressed (corrected).
d. If the supervisor/competent person can successfully address the issue, work will resume. If it is not resolved, work will remain stopped until it is. Most stop work procedures can be resolved in a timely manner at the job site. On occasion, it may require additional investigation to determine the root cause of the problem and the proper procedures to proceed.
e. The stop work will be documented with a stop work report.

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Supervisor Review:

Supervisors reviewing stop work reports can determine employee participation in the program, the quality of the interventions, trend common issues, and identify opportunities for improvement and establish new safety procedures to preclude a reoccurrence.

Follow-up:

After the stop work intervention has been initiated and closed, the supervisory review has been completed, all safety issues have been resolved in a timely manner at the job site to the satisfaction of all persons concerned prior to the resumption of work (or, if needed, after additional investigation and corrective actions required to identify and address root causes have been completed), the **importance of follow-up** can be demonstrated by:

a. providing a learning tool for developing improved training.
b. establishing new safety procedures.
c. facilitating sharing of learning.

Responsibilities:

Employee: Initiate a stop work intervention when warranted.

Supervisor/competent person: notify all affected personnel and supervision of the stop work issue, correct the issue, and resume work when safe to do so.

Management: Establish a culture where stop work authority is exercised freely.

Employees, while fulfilling their **obligation** to stop work when warranted, are reminded that under no circumstances will fulfilling this obligation result in any form of retribution or intimidation from our company or the company for whom we are working.

This Policy Statement will be conspicuously posted.

_____

Angela Elliott

Safety Director

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Code of Safe Practices

Below are core safety rules that apply in all situations:

a. Never do anything that is unsafe for any reason. If an unsafe condition is found, report it to your supervisor.
b. Do not remove or disable any safety device. Keep all guards in place at all time on operating machinery, equipment, and power tools.
c. Do not perform any work task unless trained prior to initial assignment.
d. Never operate a piece of equipment unless trained and authorized.
e. Use your personal protective equipment whenever it is required.
f. Obey all safety warning signs.
g. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
h. Do not bring firearms or explosives on to company property or on to any job site.
i. Horseplay, running, and fighting is prohibited.
j. Clean up spills immediately.
k. Replace all tools and supplies after use.
l. Do not allow debris to accumulate. Practice good housekeeping.
m. Walk-around safety inspections will be conducted at the beginning of each job and at least weekly thereafter.

Copies of our Code of Safe Practices will be posted on job sites.

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Safety Considerations

You should have a working understanding of the below safety principles/topics as they apply in all workplace situations. Safety procedures for specific tasks will be addressed through formal or on-the-job training depending on the task.

On every project, there will be a competent person with the knowledge and authority to stop work should a hazardous condition develop, that cannot be immediately resolved.

Regular and frequent inspections will be made to ensure that established safety procedures are being followed.

Housekeeping

You are to maintain a neat and orderly work area *as far as practical*. Housekeeping and general cleanliness have a direct effect on safety and health. Proper housekeeping can prevent slips and falls, allow unhampered egress in the event of an emergency, prevent falling object injuries, enhance fire safety, and prevent the infestation of vermin. Listed below are general housekeeping rules:

a. All walking/working surfaces will be kept clean and dry.
b. Do not allow debris to accumulate.
c. All stored materials will be neatly stacked.
d. All containers, when not in use, will be sealed.
e. No objects will be left unattended on stairways.
f. Entrances and exits will be properly marked and not blocked.

Emergency Medical Response

DO NOT PROVIDE ANY MEDICAL ASSISTANCE FOR WHICH YOU ARE NOT QUALIFIED BY CERTIFIED TRAINING

Should an injury occur that requires an emergency medical responder, the below listed actions will be taken in the order given:

a. Call the posted emergency response number.
b. Provide any medical assistance you are trained and certified to do. Do not provide any medical assistance you are not trained to do.
c. Designate an individual to direct the emergency responders to the injured party and provide Safety Data Sheets, or SDS, if applicable.
d. Notify your supervisor who, in turn, will notify the office.

Fire Prevention

Fire prevention deals not with handling a fire emergency, but rather preventing a fire in the first place. To reduce the likelihood of a fire, you must adhere to the following rules:

a. There will be no smoking except in designated smoking areas. Smoking materials will be totally extinguished and placed in appropriate receptacles. Under no circumstances will there be smoking during refueling of vehicles or within 50 feet of flammable materials.
b. All chemical products will be handled and stored in accordance with the procedures noted on their individual SDS.

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c. Heat producing equipment will be properly maintained and operated per the manufacturer's instructions to prevent accidental ignition of combustible materials.
d. Precautions will be taken when working with an open flame and those areas will be made fire safe by removing or protecting combustibles from ignition.
e. Combustible liquids must be stored in approved containers.
f. Chemical spills -- particularly combustible and reactive liquids -- must be cleaned up immediately. Damaged chemical containers and cleanup materials must be properly disposed.

   Note: Exercise care! Information on appropriate personal protective equipment; proper disposal; proper cleanup procedures; required ventilation; etc. is found on the product's SDS.

g. Combustible liquids and trash must be segregated and kept from ignition sources.
h. Keep clear access to fire hydrants as well as portable fire extinguishers.
i. Practice good housekeeping!

Portable Fire Extinguishers

Know the location of fire extinguishers, what class of fire extinguisher is appropriate for what type of fire, and how to safely use a fire extinguisher.

Portable fire extinguishers will be located allowing for ease of accessibility.

Portable fire extinguishers will be distributed as indicated below:

Class	Distribution	Notes
A "A" on a green triangle	75 feet or less travel distance between the employee and the extinguisher	For use on wood, paper, trash, etc.
B "B" on a red square	50 feet or less travel distance between hazard area and the extinguisher	For use on flammable liquid, gas, etc.
C "C" on a blue circle	Based on the appropriate pattern for the existing Class A or Class B hazards	For use on electrical fires
D "D" on a yellow star	75 feet or less travel distance between the combustible metal working area and the extinguisher or other containers or Class D extinguishing agent	For use on combustible metals

Using the wrong fire extinguisher on some fires can actually spread the fire. Portable fire extinguishers suitable for ABC class fires will be available on all job sites – at least one extinguisher will be on each floor of a project, near the stairway.

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Fire Protection

The phone number of the local fire department as well as our facility address will be posted or readily accessible.

If a fire should occur, all personnel and the local fire department will be notified. In all emergency situations, you should:

a. Remain calm.
b. Speak clearly and slowly.
c. Give the exact location.
d. Describe the situation.
e. Give the phone number from where you are calling.
f. Do not hang up until told to do so.

First Aid and First Aid Kits

Should a medical emergency occur, other than minor scrapes and bruises, and it is serious enough to call for professional medical assistance, you should call the Emergency Response Number posted on the job site bulletin board.

Before the first aid providers arrive, to the extent possible, clear the way so they can reach the injured employee in the most direct way possible.

Trained personnel in possession of a current Red Cross First Aid certificate or its equivalent must be immediately available at the job site to provide first aid treatment. Employees performing first aid will use universal precautions and ensure an impermeable barrier is established between themselves and possible bloodborne pathogens.

Per California Standard Section 14300.7 (b)(5)(B), first aid is limited to:

a. Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
b. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
c. Cleaning, flushing or soaking wounds on the surface of the skin;
d. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
e. Using hot or cold therapy;
f. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);

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g. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
h. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
i. Using eye patches;
j. Removing foreign bodies from the eye using only irrigation or a cotton swab;
k. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
l. Using finger guards;
m. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
n. Drinking fluids for relief of heat stress.

If an employee is injured and emergency responders have been called, stay calm and reassure the injured employee that help is coming.

Fluids

From a safety standpoint, you must not neglect your need for potable (drinkable) fluids.

On job sites, exertion and heat dictate the need for plenty of water.

From a life process standpoint, what fluid intake is doing is keeping you healthy by allowing your body to maintain its core body temperature at its appropriate level as well as transporting, within your body, nourishment, gases, and waste.

Imagine your body as a water based chemical factory that functions only within a narrow temperature range. Sweating (water loss) cools your body and this fluid must be replaced.

Drink plenty of water!

Hazardous Job Site Materials

When working in or around older structures, potential asbestos and lead hazards **may** exist. On many job sites, the potential for crystalline silica exposure **may** exist. The presence of these hazards, and the appropriate PPE and respiratory protection requirements, will be disclosed before any work begins.

Should these materials be “discovered” as work progresses, we will protect our employees from these hazards by:

a. identification of these items by the competent person.
b. informing the owner, project designer, or engineer of the hazards.
c. securing the areas in question until testing proves samples to be negative.

Asbestos can be found in pipe, wall, and boiler insulation; exterior sheeting; and flooring. Friable or crumbling asbestos presents the most hazard as it can float in the air and be inhaled into the respiratory system. Without respiratory protection, the microscopic asbestos fibers can enter the deepest portion of the lung, causing scar tissue to develop and stiffen the lung. The net result is a reduction of gas exchange -- a condition called asbestosis.

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Lead can be found in water pipes, soldering, and paint. Lead is a heavy, toxic metal which can be absorbed into your body by ingestion and/or inhalation. It is a cumulative poison which can stay in your body for decades.

While massive doses of lead can kill in a matter of days, the more likely scenario on a job site is moderate exposure to asbestos or lead which probably would not create any health problems for years -- if at all.

Crystalline Silica can be readily found on many job sites in rocks as well as many concrete and masonry products. Crystalline Silica can be released in the air when employees are performing such tasks as:

a. chipping, hammering, drilling, crushing, or hauling rock.
b. abrasive blasting.
c. sawing, hammering, drilling, or sweeping concrete or masonry.

Unprotected respiratory exposure to crystalline silica may cause a lung disease called silicosis.

Because of the chronic (long term) nature of these hazards, detrimental health effects due to exposure would not be immediately noticed.

The competent person on site will prevent exposures to these materials.

Areas that contain the above materials will be cordoned off and protected with appropriate warning signs. Do not enter any restricted area unless dictated by job assignment and only after specific training for dealing with these hazards. The training would include PPE, respiratory protection, work procedures, medical surveillance, containment, hygiene, handling, testing, and labeling.

Lifting, Pushing, & Pulling

Back injuries are often caused by the obvious – putting excessive strain on the lower back by lifting an object that is too heavy or awkward, or by bending and/or twisting while lifting.

However, lifting injuries are also caused by less obvious reasons:

a. Poor physical condition
b. Poor posture
c. Poor judgment (lifting, pulling, pushing an object that is obviously too heavy or awkward without seeking assistance or a mechanical lifting device.)
d. Lack of exercise
e. Excessive body weight

Proper lifting techniques are important for employee safety. Below are lifting techniques that will reduce the likelihood of injury:

a. Lift objects comfortably, not necessarily the quickest or easiest way.
b. Lift, push, and pull with your legs, not your arms or back.
c. When changing direction while moving an object, turn with your feet, not by twisting at the waist.
d. avoid lifting higher than your shoulder height.

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e. When standing while working, stand straight.
f. When walking, maintain an erect posture; wear slip-resistant, supportive shoes.
g. When carrying heavy objects, carry them close to the body and avoid carrying them in one hand.
h. When heavy or bulky objects need to be moved, obtain help or use a mechanical aid such as a dolly, hand truck, forklift, etc.
i. When stepping down from a height of more than eight inches, step down backwards, not forward.
j. Handle heavy objects close to the body – avoid reaching out.
k. Lift gradually and smoothly. Avoid jerky motions.
l. Maintain a clear line of vision.

Slips, Trips, and Falls

Slips, trips, and falls are among the most common job site accidents, and they are easily preventable. Below are some of the causes of slips, trips, and falls:

a. Running on the job site.
b. Engaging in horseplay.
c. Working off a ladder that is not firmly positioned.
d. Carrying an object that blocks line of vision.
e. Work boots not laced or buckled.
f. Working off a scaffold without safety rails.
g. Using ladders that have oil and grease on the rungs.
h. Not using a handrail on steps.
i. Messy work areas with debris strewn about.
j. Not paying attention to what one is doing.

This list can go on and on, but all of the above are easily preventable by adherence to common safety procedures, common sense, and awareness of potential hazards on the job site.

Basic Tools

Much is written about powered tools and the importance of guards and other safety related topics. Seldom addressed are the hazards associated with simple, non-powered tools. Every tool is potentially dangerous if not properly used. Basic tools would include, but not be limited to: hammers, screwdrivers, shovels, shears, utility knives, and wrenches.

Below are five guidelines for basic tool use.

a. Never use a tool for a purpose other than that for which it was designed!

   Improper use of a tool will certainly damage it and may result in injury if the tool slips or breaks.

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b. Never exceed a tool's design limits.

   If a tool cannot do the job being properly used, you've got the wrong tool. Exceeding a tool's design limits will certainly damage the tool and, of course, expose yourself to injury if it slips or breaks.

c. Inspect tools before use.

   Cracked or splintered handles, loose heads, "mushroomed" striking surfaces, dull chisels/blades, bent shafts, worn or deformed ends -- all are potentially dangerous conditions for tool use. Either repair or replace damaged tools -- do not use them!

d. Clean tools after use.

   It is much easier to clean and/or lubricate tools immediate after use than waiting until the tools becomes rusty or encrusted with gunk.

e. Store tools properly.

   If tools are properly stored automatically, you, over time, save hours not having to look for tools. From a safety standpoint, you will have the right tool at the right time. Additionally, by having tools properly stored, you'll prevent the possibility of rummaging around in a toolbox and cutting yourself on an exposed sharp object.

Powered Tools

You may operate powered tools only if authorized. This authorization will be granted after it has been demonstrated that you have the ability to safely operate these items through training or experience.

Seemingly simple powered tools, misused, can cause serious injury. Understand the operator's manual and never bypass any guards.

Ground Fault Circuit Interrupters

When you are using temporary wiring -- extension cords are a form of temporary wiring -- ground fault circuit interrupters must be used. A GFCI is designed to prevent you from receiving a dangerous electrical shock.

Because 115V at 15A is so common, its safety is often taken for granted. The danger is not the voltage; it is the Amps (current). 0.015 Amps is enough current to cause a painful shock. The table below was prepared by the National Safety Council and the Pacific Telegraph Company:

Safe Current Values

Amps	Result from Contact
0.001A (1mA)	Cannot be felt
0.001-0.008A (1-8 mA)	Felt, but not painful: muscle control is not lost.

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Unsafe Current Values

Amps	Result from Contact
0.015-0.02A (15-20mA)	Painful shock: muscular control lost; cannot let go; not harmful to body organs
0.02-0.09A (20-90mA)	Burns; breathing extremely difficult; sore muscles
0.1-0.2A (100mA-200mA)	Ventricular Fibrillation (a fatal heart condition) *
0.2-2A (200mA-2A)	Burns; paralysis of the lungs; nerve damaged if above 600V
2A and up Frying currents; severe burns of two types:	1. External -caused by arching on contact 2. Internal -cooking of the organs and flesh. Results in: amputation or destruction of vital organs
***Ventricular Fibrillation is essentially a fluttering of the heart which is useless in circulating blood.**	

If you do receive a severe shock, you should seek medical evaluation even if there is no apparent damage.

GFCI's are required by all 120-volt, 15-, 20-, and 30-ampere receptacle outlets that are not a part of the permanent wiring of a building. GFCI's provide employee safety by detecting lost current resulting from a short, overheating, and/or ground fault and "tripping" or cutting off the current within as little as 1/40th of a second.

A GFCI **will not** protect one who comes in contact with two hot wires or a hot wire and a neutral wire. A GFCI **will** provide protection against fires, overheating, damage to insulation, and, the most common form of electrical shock hazard -- the ground fault. Always **test** a GFCI before use.

Extension Cords

Extension cords (temporary wiring), temporary electrical power, and lighting installations of 600 volts nominal or less may be used only as follows:

a. During remodeling, maintenance, or repair of buildings, structures, or equipment, and similar activities.
b. For a period not to exceed 90 days for Christmas decorative lighting and similar purposes.
c. During emergencies.

Temporary wiring will be removed immediately upon completion of the project or purpose for which the wiring was installed.

Extension cords will not replace permanent wiring and the following safety precautions will be adhered to:

a. Extension cords will be kept off of walking/working surfaces or be covered to prevent tripping. Cords will not be placed in vehicle traffic lanes.
b. Electrical cords will not be suspended with staples, hung from nails, or suspended by wire.
c. Worn or frayed electric cords or cables will not be used.

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Prior to using an extension cord, an employee must:

a. Inspect the cord for cracks and cuts and a defective cord will be tagged and removed from service.
b. Ensure the cord has a three-prong plug for grounding.
c. Use the shortest continuous length of cord possible. Cords may not be spliced together.
d. Make certain the cord does not lay in water.
e. Ensure cord is properly rated for the job.

Ladders

During routine job site inspections, supervisors should be constantly vigilant for violations of the below ladder safety rules and take immediate corrective action to ensure the safety of our employees:

a. a stairway or a ladder will be provided at all personnel points of access where there is a break in elevation of 19 inches or more.
b. ladders will never be overloaded.
c. ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when a ladder is in position for use.
d. ladders will not be tied or fastened together unless they are so designed.
e. portable ladders used for gaining access to an upper level will extend at least 3 feet above the upper landing surface or the ladder will be secured at its top.
f. ladders must be free of oil, grease, or other slipping hazards.
g. ladders must be used for the purpose for which they were designed.
h. non-self-supporting ladders will be used at an angle that the horizontal distance from the top support to the foot of the ladder is approximately ¼ of the working length of the ladder.
i. ladders will only be used on stable and level surfaces unless secured to prevent displacement.
j. ladders will not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.
k. ladders placed in any location where they can be displaced by workplace activities or traffic will be secured to prevent accidental displacement, or a barricade will be used to keep the activities or traffic away from the ladder.
l. the area around the top and bottom of the ladder will be kept clear.
m. ladders will not be moved, shifted, or extended while occupied.
n. the top step of a stepladder will not be used as a step.
o. portable ladders with structural defects will be immediately marked in a manner that readily identifies them as defective and removed from service.
p. when ascending or descending a ladder, one must face the ladder.
q. employees must use at least one hand to grasp the ladder when progressing up and/or down the ladder.
r. employees are not to carry any object or load that could cause loss of balance and a resultant fall.

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Signs & Tags

You must pay heed to the various signs and tags found throughout our facility. Color coding assists in determining the level of danger:

red = danger
yellow = caution
orange = warning
white = safety instruction
fluorescent orange = biological hazard

Lighting

You must see what you are doing. A simple guideline for adequate lighting is this: if you are not sure if you have enough light for your work, you don't!

Appropriate Clothing

Wear clothing that is appropriate for your work. You may be exposed to heat, cold, rain, or snow. Wear clothing that provides comfort yet be sure that it cannot snag on equipment.

Personal Hygiene

You will have access to restroom facilities as needed. Do not take job site chemicals home with you on your skin or clothing.

Drugs & Alcohol

With the exception of over-the-counter drugs such as aspirin or drugs prescribed by a physician, you may have no drugs or alcohol within our facility. Alcohol & drug abuse cause an unacceptable level of safety hazard. If you are found to be under the influence of drugs and/or alcohol, you will be immediately removed from your work assignment by your supervisor & further disciplinary action will be taken by the Safety Director. If you are taking prescription medication that reduces motor skills, you should report this to your supervisor for appropriate work assignment.

Workplace Violence

Workplace violence can be defined as: "any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site." Keep in mind actions such as shouting, swearing, and destroying or throwing items could be considered workplace violence if the complaining employee feels their safety is in jeopardy.

In the event that our employees are exposed to workplace violence instigated by acts of our employees or others, the following steps will be taken immediately:

a. Those not directly threatened or exposed to the violent acts will immediately warn others and remove themselves from the area. Call 911, or local police authorities, when you've reached a point of safety.
b. If you feel you are about to become a victim of workplace violence and you do not have the opportunity to flee, try to remain calm. Do nothing threatening. At the first opportunity, seek safety and call 911 or local police authorities.

Any employee who is a victim of any type of workplace violence, physical or verbal, is to immediately notify his or her supervisor. If an employee's direct supervisor is the offender, the employee should go to the next level of management. Violent actions that result in injury will be reported to the police without exception.

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An internal investigation will begin immediately and will include interviews with involved parties, including potential witnesses. When possible, we will do our best to maintain privacy during the investigation and follow-up response. Our company expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. Retaliation is also illegal under federal law.

Any breach of workplace behavior that leads to a violent action against another employee will be treated as a serious safety violation subject to extreme corrective action, up to and including termination.

Accident Investigation

As an employee of RER Inc, you have the right and responsibility to report all work-related injuries and illness without the fear of being retaliated against, discriminated against, or terminated from employment.

As a matter of policy, all employees are to report all work-related accidents and injuries immediately to the competent person/supervisor at the workplace. The competent person/supervisor will complete an accident investigation form and will forward it to Angela Elliott, the Safety Director.

The purpose of Accident Investigation is to prevent the same type of accident from reoccurring. An accident investigation will begin immediately after the medical crisis is resolved.

Near-miss mishaps, events which result in no injury or damage, will be investigated because, even though the outcomes are different, the causes are the same.

Your responsibility, should you be involved as a witness in an accident investigation, is to fully answer questions that may be asked of you so that future accidents may be prevented.

Posting

On every job site there will be a prominently displayed bulletin board or area for postings. Every employee must be aware of this policy. Certain postings are required as a matter of law in all cases and other postings are required depending on circumstances and types of work being done.

In all cases, the below must be posted on the job site to meet California Labor Code and Title 8, California Code of Regulations, requirements.

a. Our Code of Safe Practices.
b. Safety and Health Protection on the Job.
c. During the period from 1 February through to April 30, CalOSHA Form 300A, Annual Summary of Work-Related Injuries & Illnesses, must be posted for work-related injuries & illnesses which have occurred during the previous year.
d. Emergency Phone Numbers.
e. Industrial Welfare Commission Wage Orders.
f. Payday Notice.
g. Notice to Employees – Injuries Caused by Work.
h. Notice of Workers' Compensation Carrier and Coverage.
   Note: Obtained for Insurance Carrier

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i. Whistleblower Protections.

1. If employees are working with hazardous/toxic substances, the following must be posted:

   Access to Medical Exposure Records – English.

   Access to Medical Exposure Records – Spanish.

2. If employees are using industrial trucks, the following must be posted:

   Operating Rules for Industrial Trucks – English

   Operating Rules for Industrial Trucks – Spanish

Safety Meetings

Depending on the work at hand, safety meetings may be held during the work shift. Successful safety meetings demand interactive participation by the presenter as well as those attending. Pay attention, feel free to ask questions, and ensure that, at the completion of a safety meeting, you have no unanswered safety questions.

Enforcement

It is expected that all employees will abide by the safety rules and guidelines that RER Inc has in place, not only to protect themselves, but also to protect their fellow workers from harm. If a safety violation occurs, the following steps will be taken by the employee's immediate supervisor:

Minor Safety Violations: Violations which would **not** reasonably be expected to result in serious injury.

a. The hazardous situation will be corrected.
b. The employee will be informed of the correct procedures to follow and the supervisor will ensure that these procedures are understood.
c. The supervisor will make a written report of the occurrence using the Enforcement Documentation Form and inform the employee that this documentation will be forwarded to Angela Elliott, our Safety Director, for a retention period of one year.
d. A repeat occurrence of the same minor safety violation is considered substantially more serious than the first.

Major Safety Violations: Violations which would reasonably be expected to result in serious injury or death.

a. The hazardous situation will be corrected.
b. The employee will be informed of the correct procedures to follow and will impress upon the individual the severity of the violation and the likely consequences should this type of violation be repeated. The supervisor will ensure that the individual understands the correct procedures and will be cautioned that a reoccurrence could result in disciplinary action up to and including discharge.
c. The supervisor will make a written report of the occurrence using the Enforcement Documentation Form & inform the employee that this documentation will be forwarded to Angela Elliott for a retention period of one year.

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Willful Major Safety Violations: Intentional violation of a safety rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.

a. The hazardous situation will be corrected.
b. The employee will be removed from the job site, the event will be documented and forwarded to , and the employee will be discharged.

Employees are to understand that the primary purpose of documenting safety violations is to ensure that the important business of employee safety is taken seriously and that the potential for injury is reduced to the lowest possible level.

Schedule of Enforcement Actions

Violations Occurring within a 1 Calendar Year Period

Minor Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	1 Day Off
2nd	Written Notice	2nd	3 Days Off
3rd	1 Day Off	3rd	Dismissal
4th	2 Days Off		
5th	3 Days Off		
6th	Dismissal		

Major Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	4 Days Off
2nd	2 Days Off	2nd	Dismissal
3rd	4 Days Off		
4th	Dismissal		

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Specific CalOSHA Compliance Programs

When you are confronted by situations listed below, you must perform your tasks in accordance with our written programs which comply with specific CalOSHA standards. Below is an overview of each program.

Control of Hazardous Energy

Control of hazardous energy (lockout/tagout) procedures apply when there is a possibility of injury due to the unexpected energization, start up or release of stored energy while constructing, installing, setting up, adjusting, inspecting, modifying, maintaining or servicing fixed machinery. Lockout/Tagout is not required for work on cord and plug connected electric equipment for which exposure to hazards can be controlled by unplugging equipment nor to hot tap operations.

Failure to follow lockout/tagout procedures may result in being crushed, dismembered, mangled, paralyzed, electrocuted, sliced, or punctured by the sudden release of energy from the following types of sources: capacitor; chemical, counterweight, electrical, engine, flywheel, hydraulic, pneumatic, spring, thermal, or gravity.

Procedures

Preparation for Shutdown:	Using the Energy Source Evaluation, all isolating devices must be located.
Equipment Shutdown:	Inform the affected person and use normal shut down procedures.
Equipment Isolation:	Physically isolate the equipment from its energy source(s) -- there may be more than one.
Device application:	Apply color coded locks and/or tags to hold the isolating devices in a “Neutral” or “Off” position.
Release of Stored Energy:	Dissipate stored energy.
Verification of Isolation:	Prior to work, operate machine controls and ensure the machine will not operate.
Release from Lockout/Tagout:	The person who applied the devices is the one who removes 41them after ensuring the area is clear and affected employees are informed.

Authorized employees will lockout/tagout the energy isolating devices with assigned individual locks. Locks or other lockout/tagout devices will be used for no other purpose, will be color coded, and will indicate the identity of the authorized employee applying the device. A lock can be used without a tag if only one circuit or piece of equipment is being deenergized, the lockout period does not extend beyond the work shift, and employees are aware that a tag is not being used with the lock.

A tag may be used alone if it provides full employee protection and is used with another safety measure. Other safety measures include the removal of an isolating circuit element, the blocking of a controlling switch, or the opening of an extra disconnecting device. Tags must warn against the hazardous conditions if the machine or equipment is energized and will include a legend like the following: *Do Not Start*; *Do Not Open*; *Do Not Close*; *Do Not Operate*; etc.

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All stored energy must be isolated. Should there be a possibility of re-accumulation of stored energy, verification of isolation must be continued until servicing is complete. The authorized employee will operate the normal operating controls to verify that the machine or equipment has been deenergized and that it will not operate. After the above test, the operating controls will be returned to the "Neutral" or "Off" position.

Before the lockout/tagout devices are removed and energy is restored: the work area will be inspected to ensure the nonessential items have been removed and the machine or equipment components are operationally intact; the work area will be checked to ensure all employees have been positioned safely or removed. A device can only be removed by the one who applied it unless that person is not available. Another competent person may remove the device as long as the employee who applied it is informed.

If service and maintenance require more than one individual, one person will be designated as Group Leader and will maintain overall responsibility for employees working under him/her. Lockout/tagout procedures extending into a second shift:

a. If the energy isolation device will accept two lockout/tagout devices, the authorized employee coming on duty will put his device in place before the employee going off duty removes his device.
b. If the energy isolation device will not accept two devices, the incoming and outgoing authorized employees will notify affected employees that a lockout/tagout change is taking place; both employees will ensure the surrounding area is free of tools and employees; the outgoing employee will remove his device and the incoming employee will install his; finally, the incoming employee will notify affected employees the change is completed.

Exposure Control Plan

An exposure control plan is required when emergency medical response is not available within a reasonable time frame and personnel are assigned as first aid providers as an additional duty.

The primary hazard relates to the possibility of infection resulting from exposure to bloodborne pathogens or other infectious materials while providing first aid to a trauma victim or cleaning up bodily fluids after an incident.

As a statement of policy, should an exposure control plan be required, Universal Precautions will be used. Essentially, this means that each trauma victim's blood, bodily fluids, and other potentially infectious materials will be treated as if they are known to be infectious.

First aid providers must understand:

a. The hazards of bloodborne pathogens and other infectious materials.
b. Engineering & work practice controls designed to minimize possible exposure such as:
    1. Handwashing equipment & procedures.
    2. Eating; drinking & smoking prohibitions.
    3. The containment of contaminated sharps.

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4. The containment of other regulated waste.
5. The disposal of contaminated sharps & regulated waste
6. Controlling splashing/spraying of potentially infectious materials.
7. The prohibition of mouth pipetting (the mouth suction of blood through a tube).

c. The need to place an impermeable barrier between potentially infectious materials and the provider's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes using:
   1. Disposable gloves
   2. Utility gloves
   3. Eye & respiratory protection
   4. Protective body clothing

d. Hepatitis B epidemiology and how bloodborne pathogens are transmitted.
e. The importance of hepatitis B vaccination within 24 hours of possible exposure.
f. The procedure for incident report preparation and the importance of completing them, in writing, before the end of the work shift.

Fall Protection

Fall protection is required for employees working six feet or more above walking/working surface, when there is a potential for objects to fall on them, or when they are working around covers.

The obvious hazard is falling or being hit by a falling object.

A fall protection plan is required when conventional fall protection systems are infeasible.

Through training, employees must know where conventional fall protection systems are required such as when working on or around:

a. unprotected sides and edges
b. leading edges
c. hoist areas
d. holes
e. formwork & reinforcing steel
f. ramps, runways & other walkways.
g. excavations
h. dangerous equipment
i. overhand bricklaying & related work
j. roofing work on low-sloped roofs
k. steep roofs
l. precast concrete erection
m. residential construction
n. wall openings

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Additionally, employees must understand:

a. the selection, use, and maintenance of fall protection system(s).
b. the types of fall protection systems:
    1. guardrail system
    2. personal fall arrest system
    3. safety net system
    4. warning line system
    5. safety monitoring system
    6. positioning device system
    7. controlled access zone (CAZ)
    8. covers
    9. protection from falling objects.

Forklifts

Forklifts include fork trucks; tractors; platform lift trucks; motorized hand trucks; and other specialized industrial trucks powered by electric motors or internal combustion engines.

The primary hazards involved in truck operation are:

a. physically hitting a person/object with the truck or load.
b. having a load fall and hit the operator or other person.
c. having the truck tip and crush the operator or other person.
d. fire or explosion during refueling/recharging.

Supervisors should ensure that truck operators are authorized by the Program Administrator. Authority to operate a truck will be revoked if unsafe acts are observed or it is apparent that the operator has not retained the knowledge and job skills necessary to safely perform truck operations.

Supervisors should caution employees not involved with truck operations to stay clear of them due to limited visibility of the operator and the size and weight of the vehicle and load.

Hazard Communication

Practically all chemical products have physical or health hazards if they are inadvertently spilled or improperly used. Our Hazard Communication Plan details the methods used to keep our employees informed of these potential hazards.

The Program Administrator will ensure that all personnel understand:

a. the importance and use of labels and safety data sheets (SDS) and the readily accessibility of SDS.
b. the physical & health hazards of chemicals used in the workplace.
c. the methods used to detect the release of a hazardous chemical.
d. the methods to protect oneself from chemical hazards including PPE; work practices; & emergency procedures.
e. the need to share product information with other contractors.

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Heat Illness Prevention

Our Heat Illness Prevention Programs designed to provide employees awareness of the hazards associated with heat-related illnesses and the methods to lessen these hazards.

Permit-Required Confined Space

Permit-required confined spaces may present a very hazardous environment if specific procedures, testing, and training are not implemented prior to entry. As a reminder:

A confined space is a space that:

a. is large enough and so configured that an employee can bodily enter and perform assigned work; and
b. has limited or restricted means for entry or exit. These spaces may include: ventilation or exhaust ducts, bins and tanks, boilers, sewers, tunnels and open top spaces more than 4 feet in depth such as pits, tubs, and vessels; and
c. is not designed for continuous employee occupancy.

A permit-required confined space is:

a. a confined space that contains any recognized serious safety or health hazards. These hazards may be engulfment by materials; entrapment by space shape; inhalation of hazardous (possibly fatal) atmospheres.

Supervisors should ensure that employees understand:

a. the need to identify and evaluate permit space hazards before entry.
b. the need to test conditions before entry and monitor conditions during entry.
c. how to prevent unauthorized entry.
d. how to eliminate or control hazards for safe permit-space entry operations.
e. the need to ensure that at least one attendant is stationed outside the permit-required space for the duration of the entry operations.
f. how to coordinate and monitor entry operations when we are working with employees of another contractor or client within a permit-required confined space.
g. our procedures for emergency rescue.
h. the establishment of a written procedure for preparation, issuance, use, and cancellation of entry permits.

Personal Protective Equipment

A hazard assessment will be to determine what types of personal protective equipment (PPE) are appropriate. A major part of this hazard assessment will be determining what PPE needs can be eliminated through feasible engineering controls or work procedures.

Types of hazard categories that are considered are: impact; penetration; compression; chemical; heat; harmful dust; & light radiation.

The focus of PPE is to eliminate eye, hand, foot, limb, & head injury. Visitors exposed to the identified hazards will be loaned appropriate PPE (and given instruction in its use) prior to hazard exposure.

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You must understand the limitations of your PPE; the correct procedure for putting on, adjusting, and removing the PPE; and the proper care, maintenance, and useful life of the PPE. Cleanliness of PPE is of importance particularly when dealing with eye protection where fogging, scratches, or dirt can render the PPE a hazard rather than protection from a hazard.

An inexpensive pair of safety glasses could save your priceless eyesight.

Unique PPE required for job performance such as respirators, ear plugs, safety goggles, etc. will be supplied to you. You are responsible for maintenance of the equipment issued to you. Items of PPE that are damaged or non-functioning should be turned in to the supervisor for repair or replacement.

Normal PPE generally protects you from an *instant* injury such as a projectile in the eye. Respiratory & hearing protection, while PPE, fall under more stringent standards than hard hats, for example. Respiratory & hearing hazards can take years to present themselves. Hearing protection & respirator selection are more complicated, procedurally, than ordinary PPE (i.e., hard hats, safety glasses, gloves, steel toed boots, etc.). Their uses are governed by specific standards that require in depth training based on objective scientific data. For personal comfort & to eliminate nuisance noises & nuisance respiratory conditions that are not at or above the threshold level for required protection, dust masks & ear plugs may be used at any time.

Respiratory Protection

As a supervisor, it is extremely important that you do not allow employees to be exposed to atmospheres that do not contain clean, breathable air free from contaminants that exceed permissible exposure limits.

Respiratory hazards can range from mildly irritating to fatal.

Because of the serious consequences of improperly using respiratory protection, those for whom it applies, must understand:

a. the importance of medical approval for respiratory use.
b. the respirator selection process.
c. how to determine the service life of particulate filters.
d. fit testing.
e. user seal tests.
f. the importance of work area surveillance.
g. cleaning, inspection & maintenance of respirators.

Of course, job sites often contain nuisance dusts that do not exceed permissible exposure limits. In these cases, employees may wear dust masks for personal comfort. Supervisors should caution those wearing dust masks that they do not offer true respiratory protection.

OSHA standards require that if an employer provides respirators for employee voluntary use or if you provide your own respirator, you must be provided Appendix D of 29 CFR 1910.134. This appendix is printed here, and all employees must read it.

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Standard Number: 1910.134 App D

Standard Title: (Mandatory) Information for Employees Using Respirators When Not Required Under Standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator 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 substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, of 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 respirator's 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.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

Scaffolds

Scaffold and ladder accidents are often quick and devastating. The primary hazards are: falls, electrical shock, and being hit by falling objects.

On the job site, supervisors must ensure that employees are:

a. following established procedures for dealing with the above hazards.
b. properly using both scaffolds and ladders
c. not exceeding the load and the load-carrying capacities of the scaffolds and ladders.

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RER Inc

Company Specific Safety Requirements

There also may be times when RER Inc requires its employees to meet safety policies that are specific to our company. If we implement these additional policies, they must have more stringent safety requirements than what CalOSHA has developed.

We currently do not have any company specific safety requirements.

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RER Inc

Employee Safety Handbook Acknowledgment

Please read, sign, & return this form to the job site supervisor or Angela Elliott, our safety program administrator.

I have read and understand the contents of this Employee Safety Handbook.

I will, to the best of my ability, work in a safe manner and follow established work rules and procedures.

I will ask for clarification of safety procedures of which I am not sure **prior** to performing a task.

I will report to the job site supervisor or competent person any unsafe acts or procedures and will ensure they are addressed and resolved before continuing work.

I understand that the complete safety program is located at:

120 W 155TH STREET, SUITE 200

GARDENA, CA 90248

3109016817

and is available for my review.

_____

(Employee Name)

_____

(Signature)

_____

(Date)

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