Injury and Illness Prevention Program (IIPP)

Objective:

Our mission is to provide a safe and healthful work environment for all employees and to prevent injuries and illnesses by establishing a positive safety culture. Safety is considered a priority and equal in importance to production and quality. It is not acceptable for any employee to get injured on the job. We must do everything possible to prevent injuries from occurring in the first place.

The success of the IIPP is dependent upon the support by all management personnel and employees. All managers and employees must work toward continuous improvement in our safety program with an ultimate goal of zero incidents. The IIPP provides a framework for making this goal a reality.

Goals of the IIPP include:

- Developing, implementing, and managing an effective safety program to assure a safe, healthful, and productive workplace and compliance with applicable state and federal regulations.
- Developing an incident-free work environment and a place where employees feel valued.
- Encouraging the responsibility and participation of all employees and management in the organization's safety efforts.
- Providing ongoing safety training to employees and management so that an understanding of hazards and respective safety requirements are established and supported.
- Minimize workers' compensation and other insurance costs.

A copy of this IIPP is located here: **https://outsource.net/field-employee-faqs/**

For this facility and operation, the following person will lead the development, implementation, and updating of the IIPP and safety programs which are a part of the IIPP:

Name: Bryan Astemborski Title: Field Safety & Training Manager

Thank you to all employees for your efforts in making our safety program a success.

Steve T. Ebenhack

President

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OUTLINE OF TOPICS

Click on any of the topics below to go to that section.

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1. ROLES AND RESPONSIBILITIES

Employee responsibilities and rights:

Employees are expected to actively participate in the organization's IIPP, which includes the following responsibilities:

- Follow safety and health procedures, including:
  - General safety rules as stated in Appendix A: General Safety Rules.
  - Protective measures outlined on the job hazard analyses (JHAs) and in training.
  - Standard operating procedures and JHAs.
  - The organization's drug and alcohol policy.
  - Applicable standards of the Occupational Safety and Health Administration(OSHA).
- Learn about the potential hazards in your workplace.
- Immediately report all hazardous conditions, injuries, and near misses to management or a safety committee representative.
- Provide recommendations to your department's safety committee representative for improving the safety and health of the work environment.
- Cooperate with workplace inspections and incident investigations.
- Understand your rights under this IIPP:
  - The right to a safe and healthy workplace
  - The right to refuse to do hazardous work
  - The right to have written information about hazards in the workplace (for example, SDSs)
  - The right to report hazards to your employer or OSHA
  - The right to ask OSHA to conduct an inspection
  - The right to complain to OSHA if you experience retaliation by your employer
  - The right to view any citations issued by OSHA to your employer
  - The right to obtain a copy of the record of harmful substance exposures and a copy of your medical records

Management responsibilities:

Management is responsible for implementing and maintaining the IIPP in their work areas and for encouraging employee input regarding safety issues and possible corrective actions.

All employees, including management, are responsible for complying with safe and healthful work practices, actively participating in the safety program, and implementing all directives, policies, and procedures.

Management must do the following to promote compliance and a good safety culture:

- Post OSHA's "It's the Law Poster" in the workplace.
- Comply with applicable standards of the OSH Act.
- Inform employees of the provisions of the IIPP and ensure understanding.
- Model and enforce safe work practices for employees and everyone in the work area.
- Communicate with all employees about occupational health and safety on an ongoing basis, including conducting routine employee meetings to discuss current safety issues.
- Encourage employees to report hazardous conditions, injuries, near misses, and all incidents.
- Assure that positive incentives are in place for continued safety performance and adherence to safety rules. Refer to your organization's performance review process.
- Follow disciplinary procedures for employees or management who disregard workplace safety requirements. Refer to your organization's disciplinary process.
- Train employees in the hazards and respective controls associated with their work area.
- Encourage employee involvement in safety committees and assure that members attend.
- Provide recommendations for improving the safety and health of the work environment to the safety committee or upper-level management.
- Assure resolution of safety issues discovered through incident reports, the safety committee, or inspections in a timely manner using Appendix B: Safety Action Plan.
- Assure periodic, documented inspections of workspaces.
- Conduct performance reviews for employees and managers that include safety performance. The reviews include adherence to the safety rules and procedures outlined in JHAs and emphasize the positive contributions which employees have made to the safety program.
- If given citations by OSHA, correct the hazards by the given deadline.

Safety committee member responsibilities:

- Attend and actively participate in all safety committee meetings.
- Before safety meetings:
  - Actively and routinely solicit safety suggestions from employees.
  - Conduct a departmental walk-through on the day of the safety committee meeting (or the day before) and report any safety issues at the safety committee meeting.

- Keep your department informed of safety committee agenda items, findings, and current safety topics.
- Conduct quarterly, walk-through safety inspections for each department.
  - Identify any hazards and recommend any needed safety improvements.
  - For hazards identified, record in the Safety Action Plan corrective actions to be taken, the person responsible for implementing the corrective actions, and the targeted completion date. See Appendix B: Safety Action Plan.
  - Post and distribute reports to management.
- Review and improve upon existing safety policies and programs.
- Participate in incident investigations.

2. COMMUNICATION

Open communication about safety must flow both ways, from management down to employees and from employees up through management channels.

Safety communications can include the following:

- Reporting of incidents and near-misses by employees to management.
- New employee orientation, including a discussion of safety and health policies and procedures.
- Review of the IIPP
- Training programs covering JHAs and safety programs and applicable State and Federal regulations
- Open discussion about safety at departmental meetings
- Employee communication through departmental safety committee representatives to the central safety committee
- Posted, distributed, and accessible safety information, such as OSHA posters, safety data sheets (SDSs), and written safety programs.
- Safety suggestion forms, which are available for employees to report any hazardous conditions or issues (anonymously, if needed)

3. HAZARD IDENTIFICATION AND ASSESSMENT

JHAs and inspections will be used to identify and evaluate workplace hazards.

Job Hazard Analysis (JHAs):

JHAs analyze each job step to identify uncontrolled hazards and establish controls to address these hazards. Conducting JHAs helps you to reduce the likelihood of incidents and injuries in the workplace. Involve employees and gain their input throughout the process.

The JHA process:

- Break down jobs into their steps or job tasks.
- Identify existing hazards in each job step and consider what controls will work to resolve them.
- Set priorities for correcting identified hazards.
- Review and analyze past safety incidents to identify trends.

Inspection types:

- **Safety committee inspections:** Safety committee members will conduct periodic inspections to identify and evaluate workplace hazards. Safety committee members must also solicit input from employees regarding hazards in their work areas and assess and document them completely.
- **Management inspections:** Department managers will conduct safety observations of employee work practices and periodic hazard inspections in their departments or other departments. They must perform periodic hazard inspections:
  - At least **Monthly**
  - When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
  - When new, previously unidentified hazards are recognized.
  - When occupational injuries and illnesses occur.
  - When workplace conditions warrant an inspection (e.g., when an unusual maintenance task is to be conducted).
- **Employee inspections:** Employees will assist in performing routine safety inspections as directed by management.

Reports and documentation:

- All inspectors must:
  - Document all inspections, include safety issues and exemplary safety behaviors.

- Propose corrective actions in the Safety Action Plan. See Appendix B: Safety Action Plan.
- Report all results to the team and to the **Field Safety & Training Manager** who is accountable for taking follow-up actions, if needed.

- Management-level inspectors must develop a maintenance work order for each safety issue to be corrected and assign it an appropriate priority.

Communicating the results:

Management must:

- Communicate the results of any inspections or safety observations to employees, informing them of any hazards identified.

- Outline areas for employee improvement, if needed.

4. INCIDENT INVESTIGATION

All near misses and incidents must be reported to management and investigated using the Incident Investigation Policy and procedures.

The investigation team:

Management is responsible for overseeing the investigation process following an incident involving an employee in their departments. The investigation team is normally established at the time of the incident depending upon where the incident occurred, during which shift it occurred, and who needs to be involved.

The team leader must:

- Include both management and employees in the investigation.
- Make sure that the investigation team includes or has access to technical expertise in safety, engineering, operations, or any other subjects that may be helpful.

The investigation:

The investigation must be done immediately. The goals of the investigation are to identify the root causes, identify corrective actions to address the root causes and eliminate further hazards, and put them into place as soon as possible.

The team must:

- Identify hazards, root causes, and corrective actions.
- Document investigation results in the Safety Action Plan and retain these records.
- Inform management of the results of the investigation so they can take appropriate action.

5. HAZARD CORRECTION AND CONTROL

Management is responsible for implementing a plan to prioritize the hazards to be controlled, to correct and control the hazards, and assure that the corrective actions are effective and sufficient.

Field Safety & Training Manager will assign a company representative to do the following:

- Document and track all actions taken to correct and control hazards in the Safety Action Plan.
- Prioritize corrective actions so that safety-related issues are addressed promptly.
- Review the JHA to assure the hazard has been adequately addressed or develop a new JHA if needed.
- Assure that affected employees are aware of all noted hazards and plans to correct them.
- If results may be beneficial to other parts of your organization, share them once issues have been verified as adequately resolved.

Specific procedures used to address hazards can include:

- Eliminate the hazard entirely if possible. (For example, this might involve substituting a hazardous material with a non-hazardous one.)
- Develop engineering controls so that employees will not be exposed.
- Implement administrative controls (e.g., policies and procedures, training, etc.), but keep in mind that they are the second line of defense after engineering controls.
- Supply PPE for employees, but keep in mind that this is a last resort after engineering and administrative controls.
- Assure that interim controls are in place if hazards cannot be controlled immediately. Do what it takes to safeguard staff until permanent controls are put in place.
- Stop any unsafe work practices and provide retraining to employees, if needed.

6. TRAINING AND EDUCATION

Training related to the IIPP will be conducted by **Field Safety & Training Manager.** This person will assure that all education and training sessions are scheduled and completed as necessary.

Training content:

Training must cover the following:

- The IIPP
- Hazards and controls specific to employees' individual job assignments.
- How to protect against those hazards
- Other safety-related programs that are identified in your hazard assessments and are required by OSHA
  - **Note:** See Appendix C:

Training frequency:

Training must occur:

- As soon as possible for new employees
- For employees beginning new job assignments
- For employees being temporarily relocated to another type of machinery or equipment
- When the IIPP is first established
- When a new or previously unrecognized hazard is discovered
- When new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Periodically, in the form of refresher training

General requirements:

Both employees and management must be trained. Management must be aware of hazards that the employees under their direction may be exposed to.

Training must be conducted in a language and vocabulary trainees understand.

Training must be documented and maintained for at least three years.

7. PROGRAM AUDIT AND IMPROVEMENT

The goal of audits is continual improvement of the program.

- **Field Safety & Training Manager** will oversee the IIPP audit process.
- **A company representative** will audit the facility to evaluate safety conditions and adherence to the JHA process, programs, and procedures.

Auditors will:

- Evaluate the IIPP, including safety and health training, safety evaluations conducted, and existing safety programs to assure they are fully up-to-date and compliant.
- Review the hazard correction and control process to assure that all necessary corrective actions have been taken to control identified hazards.
- Audit recordkeeping to assure that proper documentation is complete, being done in a timely manner, and properly maintained.
- After performing audits, determine whether the IIPP is working effectively and if it is achieving the safety goals set out by the company. If it is not, auditors will take steps to improve the program where needed.
- Perform a gap analysis (using a trend analysis of losses and a risk assessment) to determine the opportunities for improving your risk management action plan. Prioritize steps to be taken over time to address these opportunities.

8. RECORDKEEPING REQUIREMENTS

Field Safety & Training Manager oversees recordkeeping.

Records to be kept

- OSHA 301, 300, and 300A forms
- Hazard assessment and correction forms, which identify the following:
  - Hazards
  - Work practices and actions taken to correct hazards
  - Safety work orders
  - Action plans
  - Those who conducted the assessments
  - Those responsible for making corrections
  - The target dates and completion dates for corrections
- Employee training and instruction forms for each employee, which include their names or other identifiers, training dates, types of training, and trainer name

Duration:

- Inspection records and training documentation will be maintained indefinitely.
- Any exposure or medical records are to be retained for 3 years.

Documentation method:

Documents can be found in **https://osxchange.net/**

RULES FOR MANAGEMENT

- Require that employees follow every safe work practice.
- Give all employees initial and regular safety training. Give **weekly** "Toolbox Meetings," which cover a step of the JHA, other Toolbox subjects, or regulatory requirements.
- Supervise work to prevent employee injuries.
- Protect employees from hazards by:
  - Conducting the appropriate hazard assessments, inspections, and audits.
  - Putting controls in place that eliminate or minimize hazards.
  - Establishing written safety programs. See Appendix C: Safety Programs.
  - Training employees in all hazards and safe work practices so that they understand how to protect themselves and others.

RULES FOR EMPLOYEES

Preparedness:

- Complete all required training.
- Know and follow safe practices.
- Do not work if when you are impaired with fatigue, illness, or another potential cause for incident or injury.

Safe behaviors:

- Never work under the influence of drugs or alcohol. We are a drug-free work environment. Anyone known to be under the influence of drugs or intoxicating substances that impair their ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- Report the use of prescription drugs that might cause drowsiness to management at the start of every shift.
- Do not engage in horseplay or any activities that may have an adverse influence on the safety or well-being of other employees.

- Do not crowd or push others when boarding or leaving any workplace vehicle or other conveyance.
- Do not run in the workplace.
- Walking or climbing on equipment is prohibited.
- Never walk across any moving parts or place any body part in a hazard zone of machinery or equipment (e.g., a point of operation).
- Never stand under or near any suspended load (e.g., on a crane or lift).
- Do not smoke in any area of our facility.
- Do not enter confined spaces (i.e., manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation), unless they have been determined safe to enter per the Confined Space Entry Program.
- Never work alone in the facility.
- Never distract a coworker when they are operating equipment.
- Never throw materials, tools, or other objects from buildings or structures until proper precautions are taken to protect others located below from the falling objects.

Emergency and injury response:

- Call 911 in the event of a medical emergency. Then contact your company representative.
- **Field Safety & Training Manager** assures that if an employee needs medical attention, a Modified Return-to-Work Packet is given to the injured employee to give to the attending physician so that the physician knows about the Return-to-Work Program.
- Report all injuries to management, even if they are not emergencies, so that arrangements can be made for medical or first aid treatment.
- Do not drive yourself if you are injured. Report to management and they will determine the proper means of transportation.
- Evacuate in the event of a fire. If possible, pull the fire alarm and warn those around you as you exit the building. Do not attempt to fight the fire unless you are a trained responder.
- Notify management of any chemical spills or emergencies. **Never** try to clean up a material unless you are properly trained and equipped as part of a hazardous material responder team.
- Never block a fire door.
- Know the following:

- Your emergency evacuation route.
- Your assembly point to meet up after an evacuation.
- The location of emergency evacuation maps, emergency eyewash stations, the closest fire extinguishers, and the closest first aid supplies.
- Who the first aid providers are.

- First aid providers will provide necessary treatment, monitor the progress of injuries, and assure that injuries are properly treated to the level of their ability.

Other reporting:

- Report all incidents and near misses to management, even if they do not result in an injury.

- Report unsafe working conditions, unsafe practices, or defective tools and equipment to management immediately. Red tag and remove defective tools and equipment from service immediately, so nobody else will use them.

Ergonomics:

- Follow safe lifting precautions.

- Lift with your legs, not your back.

- Use neutral posture without twisting or overextending.

- Plan out your route and make sure that it is clear before you begin to carry the load.

- For heavy loads, use material handling equipment whenever possible or obtain help for heavy or cumbersome loads if there is no material handling equipment present.

Housekeeping:

- Keep all exits, aisles, emergency equipment and electrical panels unblocked (36-inch clearance is required).

- Help to prevent slip, trip and fall hazards by:
  - Doing a pre-break clean up and keeping your work area organized throughout the day.
  - Responding when you see a hazard rather than just walking on.
  - Cleaning up clutter and trip hazards from walkways as soon as you see them and, at a minimum, before each break.
  - Keeping tools and equipment in their proper places.
  - Cleaning up spills of non-hazardous materials right away.

PPE:

- Properly wear all required personal protective equipment (PPE) at all times when you are in the work area.
- Inspect your PPE regularly for wear or defects.
- Clean PPE after use, and store it in a clean, designated area.
- If your PPE is damaged, inform your supervisor and inquire about a replacement.
- Wear enclosed-top, anti-slip soled shoes. Do not wear shoes with thin or badly worn soles.
- Do not use compressed air to clean your clothing.

Machine safety, electrical safety, and equipment care:

- If you work around machinery, do not wear loose clothing or have loose hair or jewelry, as they can get caught in the machinery and pull you in.
- Do not handle or tamper with any utilities associated with electrical equipment, machinery, or air or water lines in a manner not within the scope of your duties, unless you are trained, authorized, and utilizing established lockout/tagout procedures for the specific equipment in question.
- Do not remove guards or other protective devices.
- Never operate machinery without guards or safeguards in place. If guards or protective devices are not properly in place or firmly adjusted, report deficiencies promptly to management.
- Maintenance and facilities personnel are the only people authorized and trained to perform work involving lockout/tagout.
  - **Do not** try to repair or de-jam any equipment without authorization.
  - If you are authorized to make repairs, make sure that all equipment is locked and tagged out.
- Shut the machine down prior to leaving the floor and whenever servicing.
- Report any safety issues or needs to management.
- Do not use defective or out-of-specification tool or machinery. It must be immediately removed from service and repaired or replaced.
- Only licensed electricians are authorized to work on electrical equipment. The following rules pertain to electrical equipment:
  - Keep electrical panels closed. Keep the ground intact.
  - Consider all electrical equipment being assembled or tested “live.”

- Use ground fault circuit interrupters (GFCI) in wet areas.
- Assure that electrical panels are clearly marked to indicate equipment/circuits controlled by specific breakers.

- When working with electrical hand tools, make sure the ground is intact and that all insulation is sound.

Ladder safety:

Failure to abide by Outsource Ladder Safety policy can have fatal consequences. As such, failure to comply will carry significant consequences up to and including termination.

- No employee shall begin climbing or working from any ladder without first inspecting the ladder's physical condition and surrounding area for potential hazards.
- As part of this process the manufacturer's label must be reviewed to ensure the ladder is suitable for the intended use.
- If damage, defect, or maintenance issues are identified, the onsite lead must immediately be notified so the ladder can be appropriately marked and removed from service.
- Never use damaged, defective, or otherwise compromised ladders.
- Outsource's client is expected to ensure the proper working condition of all ladders to be provided to Outsource employees by performing regular inspections, then properly marking and removing from service any ladders that are damaged or otherwise unfit for use.

All Outsource employees will receive Ladder Safety training at the time of hiring, and on an ongoing basis. Outsource employees should be allowed to participate in any additional safety training provided by or to client employees, in addition to toolbox talks.

Each new jobsite represents a unique combination of hazards and potentially ladder styles and sizes that are unfamiliar to Outsource employees. Outsource's client will appoint a jobsite lead, foreman, or other qualified employee to provide supplemental training related to site hazards and equipment that have not previously been encountered or the subject of training.

When using ladders:

- Utilize the proper type and size of ladder for the job.
- For extension ladders, maintain the 4:1 rule (vertical rise to horizontal slope), and secure the top of the ladder.
- Do not utilize the top two rungs on a stepladder.
- Assure that they are sturdy and in good condition. Immediately red tag and remove from service if this is not the case.
- Fix them in place to assure stability.
- Use three points of contact when ascending and descending.
- Do not carry items while ascending or descending (except on a tool belt).
- Only one person may climb the ladder at a time.

Forklift and powered industrial truck safety:

- Do not use a forklift or powered industrial truck unless you are properly certified.
- When in the shop, assume that forklift/pallet jack operators **do not see you**.
- Stay out of forklift/pallet jack corridors as much as possible.
- For certified operators:
  - Only one person at a time is permitted on the equipment.
  - Keep loads low and keep weights within limits.
  - Wear safety belts during operation.

Aerial Lift & Mobile Elevated Work Platform

- Failure to abide by Outsource Lift / MEWP and Fall protection policy can have fatal consequences. As such, failure to comply will carry significant consequences upto and including termination.
- No employee shall operate an Aerial Lift or Mobile Elevated Work Platform (MEWP) without previously completing training and demonstrating proficiency with the equipment. In support of this policy, Outsource clients will not ask, encourage, or otherwise allow Outsource employees to operate Lift or MEWP equipment without prior approval from Outsource.
- Each new jobsite represents a unique combination of hazards and potentially make/model of lift or MEWP equipment, Outsource client will appoint a jobsite lead, foreman, or other qualified employee to provide supplemental training related to the unique site hazards and equipment to be used. This supplemental training will include manufacturer instructions, controls and operation, as well as site specific hazards.
- All employees must thoroughly inspect all equipment before each use to identify any potential damage, defect, or maintenance related issues. If damage, defect, or maintenance issues are identified, immediately notify onsite lead as well as Outsource supervisor. Never use damaged, defective, or improperly maintained equipment.
- All employees must inspect the surrounding work area prior to each use of lift or MEWP equipment to identify any potential hazards. All wheels must be on stable ground. Brakes and wheel chocks must be used when any incline is detected. Outriggers should be used at all times, if available. There must be always a minimum of 10 feet of overhead clearance from overhead powerlines, accounting for any conductive materials that may be present or used while on the MEWP
- No employee is authorized to operate a lift or MEWP after being involved in an accident or being observed using unsafe practices on or with a lift or MEWP until they have successfully completed re-training.
- No employee is allowed to use a lift of MEWP in any capacity without using proper Fall Protection in place. A properly designed Scissor lift or MEWP will have railing that satisfies the upper, midlevel and floor requirements of a proper fall protection system; therefore, harness and lanyard are considered best

- No employee is authorized to operate a lift or MEWP after being involved in an accident or being observed using unsafe practices on or with a lift or MEWP until they have successfully completed re-training.

- No employee is allowed to use a lift of MEWP in any capacity without using proper Fall Protection in place. A properly designed Scissor lift or MEWP will have railing that satisfies the upper, midlevel and floor requirements of a proper fall protection system; therefore, harness and lanyard are considered best practice, but are not required. Any use of a lift (i.e. boom) requires tie off at all times; harness and lanyard must be worn at all times. Failure to follow Fall Protection procedures can have fatal consequences.

- Lifts and MEWP may only be used for purposes and in manners outlined by the manufacturer's instructions. This applies to but is not limited to prohibit of use when exposed to compromising weather conditions (high winds, storms, ice, snow, etc), excess material and weight loads, and sitting, standing, climbing on guardrails or other methods of extending reach. Under no circumstances can hydraulic, mechanical, or safety devices be overridden or otherwise bypassed.

Silica Exposure

- Activities that involve the cutting, drilling, grinding, or crushing of materials such as sand, stone, concrete, brick or mortar is likely to produce respirable Crystalline Silica. The presence of Respirable Crystalline Silica creates a hazardous environment. Any task or activity to be performed by an Outsource employee in the presence of, or likely to produce, respirable Crystalline Silica requires the use of exposure mitigation practices as described below.

- Handheld power saws must be equipped with integrated water delivery system that continuously feeds water to the blade. Unless the work performed is both under a combined total of 4 hours in duration and outdoors (and well ventilated), Respiratory protections is required at a minimum Assigned Protection Factor (APF) of 10. That is, any such work that is performed for more than 4 hours combined OR within an indoor or enclosed area requires the use of APF 10 respiratory protection or greater.

- Handheld and Stand-Mounted Drills must be equipped with a properly fitted and maintained Vacuum Dust Collection System (VDCS). The VDCS must include a shroud or cowling compatible with the vacuum system and sized appropriately to fit over and around the drill bit. Vacuum must meet the airflow requirements of the tool manufacturer. Air filter must be 99% efficiency or greater and include a filter cleaning mechanism. Operation must follow the manufacturer's instructions, including regular cleaning of filters and changing of collections bags. When operating indoors or within enclosed areas additional ventilation measures should be utilized (i.e. air ducts, exhaust fans, etc). Whenever possible, doors and windows should be opened to promote air flow and direct contamination away from workers. A properly operated and maintained VDCS should prevent air contamination levels from exceeding permissible limits, however, Outsource employees should be provided with respiratory protection for any work to be performed indoors or within enclosed space for more than 4 hours.

Proper Housekeeping:

1. Wet methods (i.e. water spray, wet mopping, wet wiping) or vacuums with HEPA filters. Bags and containers with Silica waste much be tightly secured to prevent dust escape.
2. Outsource employees must have reasonable access to washup, including vacuum with HEPA filter, to safely remove dust from skin and work close before leaving the jobsite. Compressed air or blowers are not acceptable for cleanup unless used along with a ventilation system that effectively captures the dust.

- Outsource Employees will be notified when respirable Crystalline Silica is reasonably believed to be present at or above the action level of 25 µg/m3, averaged over an 8 hour day.
- Training will be provided to each employee potentially exposed, whether offsite or onsite along with ongoing training through the duration of the project.
- Outsource will offer medical examinations including chest xrays and lung function tests every three years for workers who are required by Crystalline Silica standard to wear a respirator for 30 or more days per year.
- Outsource will maintain records of worker exposure and associated medical examinations.
- Outsource Client lead or site supervisor will be responsible to ensure the proper operation and maintenance of equipment and procedures for minimizing Crystalline Silica exposures while on the jobsite.
- Unless other arrangements are made in advance, Outsource client will provide all respiratory protection and ensure compliance.
- The Outsource client site supervisor will be responsible for Silica related housekeeping procedures and compliance. Where client Exposure Control Plan differs, Outsource authorizes the implementation of Client Plan provided all safety measures and standard meet or exceed those outlined above.

Heat & Illness Prevention

Provisions of Water

- Outsource Client will assume responsibility for ensuring the availability of drinking water for Outsource employees, as with any of their own internal employees. Drinking water must be present and readily available to all Outsource employees throughout the entirety of all shifts. If appropriate sources of running water are not available (i.e. drinking fountain, faucet, etc), then water jugs and cups, or personal water bottles will be made available.

- Outsource client site supervisor (site lead, foreman, superintendent, PM, etc) will be responsible for ensuring the presence of adequate water at the beginning of each shift. Outsource encourages all employees to bring their own personal drinking water and/or personal water bottle; this is a means to promote regular water consumption and does not diminish the responsibilities of Outsource clients with respect to water provisions in any way.

- To maintain appropriate hydration levels, employees should drink 24-32 ounces of water per hour. Onsite water supplies must allow each employee access to a minimum of 24

ounces of water per hour for the entirety of their shift – roughly 2 gallons per 8 hour shift. If drink water supplies at the start of shift are not adequate to account for an entire shift, Outsource client site supervisor will make necessary arrangements for timely resupplying drinking water during the shift. Client supervisor will regularly check drinking water levels to ensure supplies are always adequate.

- Drinking water must be fresh, clean, reasonably cool, and provided at no cost to Outsource employees. Client supervisor will examine drinking water provisions daily to ensure these conditions are met.

- Drinking water supplies will be located as close as practicable to encourage frequent consumption. Multiple water containers will be provided by the client supervisor when Outsource employees are working across large areas, or when otherwise necessary to make drinking water appropriately accessible.

As temperature rises, heat illness prevention efforts will increase.

- When temperature exceeds 95* F, and during heat waves, Client site supervisor will provide Outsource employees with reminders of importance of proper hydration, and their right to take cool-down break when necessary – this will be in the form of a pre-shift meeting or direct conversation. Additional water breaks will be offered during the shift.

Access to Shade

When temperatures reach or exceed 80* F, Outsource employees must have the ability to escape direct sunlight within reasonable proximity of their workspace. If adequate permanent shade sources are not available (i.e. trees, awnings, building interior, etc), Client site supervisor will ensure that shade structures are opened and placed as close as practicable for use during breaks and as needed.

Permanent sources of shade and shade structures must provide enough shade to accommodate all workers on break at any point in time as well as any workers who choose to stay in the work area during meal periods. Alternative cooling measures (i.e. misting systems) can be considered where shade structures are not safe or feasible.

Monitoring of Weather Conditions & High Heat Procedures

Client Site Supervisors are responsible for monitoring current and forecasted weather conditions. Heat management measures and water provisions must always be appropriate for jobsite conditions.

Additional prevention measures should be taken during a heat wave (at least 80* F AND at least 10* higher than average high temperature of the previous five days) and days where temperature exceeds 95* F. Such measures include: work schedule adjustments to avoid excessive heat, pre-shift meetings with heat safety instructions as well as regular reminders to drink water and take cooldown breaks as needed. Direct observation, buddy system, and/or voice & electronic communications should be used to maintain constant contact between Outsource employees and site supervisor.

Acclimatization

New Outsource employees and employees newly assigned to high heat jobsite conditions must be observed by client jobsite supervisor or designee for the first 14 days onsite. During this time the employee should be given slower paced, less physically demanding task (particularly, during the hottest part of the day/shift) to allow for successful adjustment. If supervisor's ability to monitor new and newly assigned Outsource employee is limited, a buddy system can be used.

Emergency Response & Handling Sick Employees

- Client Site Supervisors will carry cell phone or similar device to ensure emergency medical services can be called promptly, if needed. All employees working onsite will receive worksite address and any details necessary to locate the workspace in case directions need to be relayed following a medical emergency.

- When an Outsource employee reports or shows symptom(s) of possible heat illness, steps will immediately be taken to prevent the progression of more serious illness. These steps should include a combination of: remove the employee from any safety sensitive location, first aid evaluation and treatment by a properly trained individual, provide cool shaded location, provide cool drinking water, regulate body temperature (removing excess clothing layers, applying cold packs or water directly to the body, provide access to fans or Air conditioning), and call for emergency medical services as needed.

- Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade.

No employee that reports or displays symptom(s) of possible heat illness will be left unattended. No such employee will be allowed to leave the jobsite alone. No such employee will be allowed to return to work unless all symptoms are fully resolved.

Employee and Supervisor Training

Client supervisors are expected to receive regular and ongoing health and safety training, to include heat illness prevention. Outsource employees will receive regular and ongoing training related to heat illness prevention. This training will be provided by Outsource directly as well as the client jobsite supervisor. Tailgate meetings and job planning meetings should incorporate discussion of jobsite Heat Illness Prevention Plan and available resource for preventing heat illness.

APPENDIX B: SAFETY ACTION PLAN

Purpose: Manage and provide accountability for follow-up of all safety-related corrective actions.

1. Include any action related to the Safety Program. Including why you are taking the action will help when prioritizing.

   Example Action Items include those which pertain to safety committee tasks, incident investigation follow-up action items, hazard identification findings, employee safety suggestions, behavioral-based safety observations, incident trend analysis, safety training development, reviews of written safety policy and program documentation.

2. A three-tier priority system is recommended – High, Medium, Low or 1, 2, 3**.** Limiting the number of High priority items keeps your organization focused on next steps. Reprioritize as action items are completed or added.

Action Item[1]	Responsible Individual(s)	Targeted Completion Date	Actual Completion Date	Priority[2]

APPENDIX B: SAFETY ACTION PLAN

Action Item[1]	Responsible Individual(s)	Targeted Completion Date	Actual Completion Date	Priority[2]

Instructions: Conduct a hazard assessment to discover which safety programs your facility needs. The following is a list of commonly required programs and should be converted into a list of your existing safety programs.

- Bloodborne Pathogens
- Chemical/Substance-Specific Written Programs (e.g., lead, asbestos, silica)
- Confined Space Entry
- Driving Safety Policy for Non-Commercial Drivers
- Electrical Safety
- Emergency Action Plan
- Ergonomics Policy
- Fall Protection Policy
- Fire Prevention Plan
- Fleet Safety Policy – Regulated
- Forklift/Powered Industrial Truck Operation Policy
- Hand Tool Safety
- Hazard Assessment for Personal Protective Equipment
- Hazard Communication/GHS
- HAZWOPER
- Heat Illness Prevention Plan
- Hot Work (including welding, cutting, and brazing)
- Incident Investigation Plan
- Lockout/Tagout Policy
- Medical Services (including first aid/CPR/AED)
- Noise and Hearing Conservation Program
- Personal Protective Equipment (PPE) Program
- Respiratory Protection Program
- Safety Committee Program
- Spill Prevention and Response Plan
- Substance Abuse Policy
- Workplace Violence Prevention Program

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APPENDIX C: SAFETY PROGRAMS OFFERED

The following safety programs are available:

- **OSHA 10- Hour Training:** teaches basic safety and health information to entry-level workers in construction and general industry. It is part of the OSHA Outreach Training Program, which explains serious workplace hazards, workers' rights, employer responsibilities and how to file an **OSHA** complaint.

- **OSHA 30- Hour Training: t**raining course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.

- **First Aid & CPR Certification:** This training course offers both the skills and understanding necessary in dealing with life-threatening emergencies. Online CPR/AED certification helps interested persons attain the basic knowledge required in attending to cardiac arrest emergencies as well as first aid care.

- **Ladder Safety Training:** This training course provides an overview of ladder and stairway safety. It will cover basic concepts, industry safety regulations and standards, responsibilities in the workplace, the hazards of working on and around ladders and stairways, different types of ladders and their intended uses, and hazard control measures to follow when you use a ladder or stairway to accomplish job tasks in your workplace.

- **Scissor & Arial Lift Certification:** This training provides an overview of safe operating procedures for scissor lifts including the responsibilities of owners, supervisors, and workers, hazards from uneven surfaces, falling, overloading, electrocution, overextension, nearby work, inclement weather, inexperience or improper operation, mechanical defects, and inadvertent operation.

- **Confined Space Certification:** This online course provides basic safety training to help you understand the risk factors associated with confined spaces, with case studies and quizzes to help reinforce understanding. The course will review the common atmospheric and physical hazards in confined spaces, best practices for controlling or eliminating hazards, and the requirements set forth by California confined spaces regulations.

- **Excavation Safety Certification:** course is designed to assist both employers and employees to achieve compliance with OSHA standards regarding trenching and excavation safety. They will learn to identify hazards encountered when working in or near trenching and excavation sites

and correction of these hazards, soil testing methods, trench protection systems, and general safety requirements.