CF BREEZE CONSTRUCTION

Safety & Health Program

CF BREEZE
SAFETY AND HEALTH POLICY STATEMENT

This Safety and Health Policy has been developed to provide a guideline for maintaining a safe work environment. Job safety is of the highest priority in the construction workplace. It is imperative that all employees and subcontractors adhere to the guidelines set forth in this policy. It is also of vital importance that any infractions to our safety guidelines be reported immediately to the proper authority in order that appropriate action may be taken. Management Supervision and Safety Representatives are authorized to strictly enforce this policy.

CF BREEZE CONSTRUCTION has been able to maintain an excellent rating for job injuries to date. We urge all employees and subcontractors to support this program so that we may continue to provide a safe workplace. We encourage any suggestions that may in any way improve our program and the safety of our employees.

Thanks for your participation and support.

_____ _____

Name and Title Date

_____ _____

Name and Title Date

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CF Breeze
Project Goals

CF Breeze Construction is committed to safety in every phase of construction. This commitment begins with the Owners of CF Breeze and extends to the newly hired employee. Everyone involved with CF Breeze, from our craftspeople to our management, is a key part of our team. The single goal of our team is to safely produce a top quality construction project.

CF Breeze is proud of our proven abilities in the areas of safety, quality and productivity and will continue to make safety our number one priority. We have established the 2019 project goals for the recordable incident rate of 0% and no lost work days.

Safety in all CF Breeze operations is not just a corporate goal, it is a requirement! To this end, we have formulated this written policy to govern all operations of CF Breeze.

It is a condition of employment with CF Breeze that all employees adhere faithfully to the requirements of this Policy and this Manual, as well as the safety rules, instructions and procedures issued in conjunction with it. Failure to do so will result in disciplinary action as outlined in this Policy.

All visitors to any CF breeze operation including, but not limited to, suppliers, Owner representatives, agents of the architect or engineer, regulatory authorities and insurance company representatives shall be required to follow all safety rules and regulations in effect during their visit.

CF Breeze will make every effort to ensure that the operations of other contractors not under our control do not endanger the safety of our employees. To this end all employees are required to report hazardous activities of other employers to appropriate CF Breeze.

The Safety Director, Job Superintendent and Foremen have the full support of CF Breeze. Management in enforcing the provisions of this Policy as it relates to responsibilities assigned to them.

SAFETY RESPONSIBILITY AND ACCOUNTABILITY

Management Responsibilities Include:

- Commitment, support, communication and enforcement of the Safety Policy.
- Establishing and maintaining a health and safety program.
- Ensuring all CF Breeze employees are aware of and comply with all safety policies.
- Ensuring all employees are trained and/or certified as required.
- Providing a safe and healthful workplace.
- Requiring all subcontractors to comply with all safety requirements.
- Providing the best safety equipment, techniques and innovations available.
- Impressing upon all the responsibility and accountability of each individual, to the Company's commitment to workplace safety and health.

Corporate Safety Director Responsibilities Include:

- Overseeing the administration and implementation of the Corporate Health and Safety Program.
- Evaluating annual training requirements.
- Impaneling a Safety Committee to establish, evaluate and communicate safety goals.
- Promoting management commitment and promoting and defining management commitment to employee safety.

Site Safety Manager Responsibilities Include:

- Overseeing the implementation of the Site Safety Program.
- Bringing safety issues and concerns to the attention of the Corporate Safety Director.
- Guiding supervisors and workers in the interpretation and implementation of their respective safety responsibilities.

Project Management Responsibilities Include:

- Coordinating CF Breeze safety requirements and best safety practices with Owner, architects and design engineers at design states, before startup and during construction.
- Ensuring that all CF Breeze safety requirements are being adhered to.
- Reviewing all jobsite accidents, incidents and losses.
- Be involved in all site safety activities on jobsites under their control.
- Evaluating safety performance of supervisors.
- Ensuring all necessary permits are applied for and in compliance.

First Line Supervisors are Responsible For:

- Planning production so that hazards are eliminated or controlled and in compliance with established safety requirements.
- Making daily visual inspections of all work areas and taking action to control or eliminate hazards.
- Promoting safety awareness among employees and instruct workers in safe work practices.
- Conducting weekly jobsite safety meetings and whenever conditions, operations, or equipment require, provide additional information.
- Establishing a safety relationship with subcontractors and their employees.
- Safety evaluations and disciplinary actions of employees is available, properly worn by workers and that they understand the reason for its use.
- Indoctrinating all employees in all CF Breeze safety requirements and site specific requirements.
- Ensuring that all injuries are reported and treated and that all accidents and incidents are investigated and documented.

Worker Responsibilities Include:

- Knowing and complying with safety regulations.
- Following safe work procedures.
- Using personal protection equipment as required by CF Breeze and appropriate for the work being performed and the hazards present.
- Correcting and/or reporting unsafe work practices and unsafe conditions.
- Helping new employees recognize jobsite hazards and follow proper work procedures.

- Reporting all injuries or illnesses immediately using the proper tool/equipment for the task being performed.

It is the policy of this company to provide a safe and healthful place of employment for **ALL OF ITS EMPLOYEES.**

It is therefore the purpose of this stated policy to:

1. Abide by all federal, state and local regulations as they pertain to construction.
2. Apply good sense and safe practices to all jobs.
3. Exercise good judgment in the application of this policy.
4. Protect the public from any and all hazards which result from our operations.

To further these goals the following assignments of responsibility are made:

PROJECT SUPERINTENDENT COOPERATING WITH SAFETY PERSONNEL

1. Be completely responsible for on-the-job safety and health and secure the correction of safety deficiencies.
2. Instruct foremen in safety requirements.
3. Review accidents, supervise correction of unsafe practices and file accident reports.
4. Instruct new employees and existing employees performing new tasks on safe working practices.
5. Attempt to ensure safe performance by others present on the site, including Owner and architect/engineer representatives, the general public, visitors and the employees of other contractors.

WORKERS

1. Work safety in such a manner as to ensure your own safety as well as that of co-workers and others.
2. Request help when unsure about how to perform any task safely.
3. Correct unsafe acts or conditions within the scope of the immediate work.
4. Report any uncorrected unsafe acts or conditions to the appropriate supervisor.
5. Report for work in good mental and physical condition to safely carry out assigned duties.
6. Avail yourself of company and industry sponsored safety programs.
7. Use and maintain all safety devices provided.
8. Maintain and properly use all tools under your control.
9. Follow all safety rules.
10. Provide fellow employees help with safety requirements.

ALL PERSONNEL

1. Strive to make all operations safe.
2. Maintain mental and physical health conducive to working safely.
3. Keep all work areas clean and free of debris.
4. Assess result of your actions on the entire workplace. Work will not be performed in ways that cause hazards for others.
5. Before leaving work, replace or repair safety precaution signs removed or altered. Unsafe conditions will not be left to imperil others.
6. Abide by the safety rules and regulations or every construction site.

7. Work in strict conformance with federal, state and local regulations.

SUBCONTRACTORS AND SUPPLIERS

1. Abide by the safety rules of contractors on site.
2. Notify all other contractors when their activities could affect the health or safety or other company employees.
3. Check in with jobsite supervision before entering the jobsite.
4. Inform controlling contractor of all injuries to workers.
5. Report to controlling contractor any unsafe conditions that come to your attention.

ARCHITECTS, ENGINEERS, OWNERS AND VISITORS SHALL BE REQUESTED TO

1. Abide by all safety rules.
2. Inform construction site superintendent before entering a construction site.
3. Check in with the jobsite supervisor so personal protective equipment may be provided such as hard hates, eye protection and respirators if necessary.

CF Breeze

DRUG AND ALCOHOL TESTING POLICY

Under CF Breeze (the Company) drug and alcohol testing policy, current and prospective employees will be asked to submit to drug and alcohol testing. CF Breeze**,** is dedicated to having a drug-free workplace and maintaining a safe environment for its employees and the employees of its subcontractors. The Company's policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law. Any person, who is impaired, by reason of drug or alcohol use, poses a serious safety threat to each of us. To minimize this threat, has implemented a substance detection policy that is detailed in the enclosed pages. This policy includes an absolute prohibition against possession, use or sale of illegal or unauthorized drugs or alcoholic beverages in the workplace that may cause serious safety and health risks and create irreparable damage to CF Breeze and its reputation with customers and the community.

It is the intent of CF Breeze to strictly enforce the rules set forth by this policy and to protect against the use or abuse of illegal or unauthorized substances in the workplace, including but not limited to: in vehicles, on equipment, or on property owned, leased or rented, controlled or operated by CF Breeze

PURPOSE:

The purposes of this policy are as follows:

(a) To establish and maintain a safe, healthy working environment for all employees;
(b) To reduce the incidence of injury to person and property;
(c) To reduce absenteeism, tardiness, and indifferent job performance; and
(d) To provide assistance toward rehabilitation for any employee who seeks the company's help in overcoming any addiction to, dependence upon, or problem with alcohol or drugs.

POLICY:

CF Breeze recognizes its responsibility to provide a safe working environment for its employees. As a precautionary measure and to protect employees, CF Breeze has implemented a comprehensive drug and alcohol program for all future and current employees. The drug and alcohol program consist of pre-employment, reasonable suspicion, routine and random screening.

EMPLOYEE COOPERATION:

Those employees with drug and alcohol abuse problems make up only a small fraction of the work force, and the Company regrets any inconvenience that may be caused to the many non-abusers by the problems of a few. It is believed, however, that the benefits to be derived from the reduction in number of accidents, the greater safety of all employees, and the rehabilitation or termination of those who, because of alcohol or drugs, present a risk for all other employees, will more than make up for any inconvenience or loss the rest of us experience. The Company solicits earnestly the understanding and cooperation of all employees in implementing the policies set forth herein.

WORKER'S COMPENSATION AND UNEMPLOYMENT COMPENSATION BENEFITS:

Any employee who tests positive for drugs or alcohol following an injury occurring in the course and scope of his/her employment, forfeits eligibility to receive workers' compensation benefits. Refusal to take or cooperate fully with a drug or alcohol test will result in the same forfeiture. In addition, an employee can be terminated automatically for refusing to take a drug or alcohol test requested under this policy.

Any employee who tests positive, refuses to submit to or cooperate fully with blood or urine tests, or knowingly alters or adulterates the blood or urine specimen shall, where applicable, forfeit his/her rights to recover Unemployment Compensation Benefits.

UNDERSTANDING THIS POLICY:

Due to the requirements of law, some of the provisions of this policy are technical in nature. Please do not hesitate to ask your superintendent or call the Company Drug Coordinator should you have any questions regarding this policy.

GENERAL DEFINITIONS:

1. "Alcohol or alcoholic beverages" - means any beverage that may be legally sold and consumed and that has an alcoholic content in excess of 5% by volume.
2. “Drug" means alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors, amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the substances listed herein.
3. "Drug test" or "test" - means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites.
4. "Prescription or non-prescription medication" - means a drug or medication obtained pursuant to a prescription or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
5. "Specimen" - means a tissue or product of the human body capable of revealing the presence of alcohol and/or drugs or their metabolites.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS:

No prescription drug shall be brought upon company premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner, combination, and quantity as prescribed. Employees must keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and the prescribing doctor. Employees must also report to the project superintendent and/or the Company Drug Coordinator the use of any prescribed drug that may alter the employee's behavior or physical or mental ability PRIOR to commencing work. The company may change the employee's job assignment during the period of treatment.

PROHIBITIONS:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia, any controlled substance, or alcohol on Company premises or Company business, in Company supplied vehicles, or during work hours;

2. Storing in a locker, desk, automobile, or other repository on Company premises of any illegal drug, drug paraphernalia, any controlled substance whose use is unauthorized, or any alcohol;
3. Being under the influence of any unauthorized controlled substance, illegal drug or alcohol on Company premises or Company business, in Company supplied vehicles, or during work hours; being "under the influence" of alcohol is defined as a blood alcohol content of .05; "being under the influence" of any unauthorized controlled substance or illegal drug is defined as testing positive at a specified ng/ml level;
4. Use of alcohol or possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off Company premises that adversely affects the employee's work performance, his own or others' safety at work, or the Company's regard or reputation in the community;
5. Switching, adulterating or diluting any urine sample submitted for testing;
6. Refusing or delaying consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by management;
7. Refusing to submit to an inspection when requested by management;
8. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
9. Conviction under any criminal drug statue;
10. Arrest under any criminal drug statue under circumstances that adversely affect the Company's regard or reputation in the community;
11. Failure to notify the Company of any arrest or conviction under any criminal drug statute with five (5) days of the arrest or conviction;
12. Failure to report to the Project Superintendent or Company Drug Coordinator the use of a prescribed drug which may alter the employee's behavior or physical or mental ability;
13. Failure to keep prescribed medicine in its original container;
14. Refusing to sign a statement agreeing to abide by the Company's Alcohol and Drug Abuse policy;
15. Refusal to complete a Consent Form prior to testing;
16. Refusal to complete the Chain of Custody Form after submission of a urine or blood specimen.

DRUG TESTING TYPES:

1. **Pre-employment:** All applicants for employment will be required to take a pre-employment drug urinalysis and/or Blood test. Applicants, whose test results and interviews, combined with general reference and background checks, indicate that the applicant is currently under the influence of alcohol or is using prescription drugs other than in accordance with a physician's directions for use, or non-prescription drugs, will not be hired.

2. **Reasonable Suspicion Drug Testing:** Means drug testing based on a belief that an employee is using or has used drugs in violation of the Company's policy. The suspicion may be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inference may be based upon:
    1. Observable phenomenon while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.
    2. Abnormal conduct or erratic behavior while at work or significant deterioration in work performance.
    3. A report of drug use, provided by a reliable and credible source.

4. Evidence that an individual has tampered with a drug test during his employment with the Company.
5. Information that an employee has caused, or contributed to an accident while at work, including accidents involving a Company vehicle or equipment.
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on Company premises or while operating Company vehicles, machinery, or equipment.

3. **Routine Fitness for Duty:** The Company will require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the Company's established policy or that is scheduled routinely for all members of an employment classification or group.

4. **Follow-up:** If the employee during the course of employment enters an employee assistance program for drug related problems or an alcohol and drug rehabilitation program, the employer may require the employee to submit to a drug test as a follow-up to such program, and on a monthly, quarterly, semi-annual, or annual basis, at its sole discretion for up to two (2) years thereafter.

5. **Post-Accident:** Following an on-the-job accident or incident that requires outside medical attention or that involves damage to Company property.

6. **Return to Work**: Any person who has been previously employed by the company but who has not been working for more than thirty (30) days.

7. **Random:**
   (a) All employees will be subject to random drug testing.
   (b) The number of tests conducted under this section annually shall equal or exceed 50% of the average number of employees annually.
   (c) The employee(s) to be tested will be notified immediately prior to the test being conducted.
   (d) Any employee who is subject to follow-up testing will be required to submit to a random drug test.

TESTING PROCEDURES:

1. The following is a list of drugs that will be tested for and procedures for requiring same:
   Alcohol: (booze, hooch, drink, beer, liquor, moonshine.) All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol. Comtrex is 20% (40 proof). Contact Severe Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
   Amphetamines: (bennies, black beauties, crystal, speed, uppers, crank) Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex.
   Cannabinoids: (marijuana, hashish, maryjane, grass, reefer, pot, dope, etc.) Marinol (Dronabinol, THC).
   Cocaine: (coke, crack, blow, nose candy, toot, snow) Cocaine HCI topical solution (Roxanne)
   Phencyclidine: (PCP, angel dust).

Methaqualone: (ludes, Quaalude, optimil, parest, somnafac, sopor).
Opiates: (heroin, horse, smack, powder) Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC. Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate) Percodan, Vicodin.
Barbituates: (barbs, rainbows, downers, goof balls, reds yellows, blues) Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.
Benzodiazepines: Ativan, Azene, Clonopin, Dalmane Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Versttran, Halcion, Paxipam, Restoril, Centrax.
Methadone: Dolophine,
Methadose
Propoxyphen: Darvocet,
Darvon N, Dolen, etc.
Methamphetamines

2. Individuals To Be Tested: All employees and job applicants are subject to testing under this policy. This includes employees off from work for more than thirty (30) days for any reason. All tests will be split specimen tests.
3. Voluntary Notification Of Drug Use And/Or Abuse: An employee who has not previously tested positive for drug or alcohol use, entered an employee assistance program for abuse-related problems, or entered a drug or alcohol rehabilitation program, and who comes forward voluntarily seeking treatment shall not be subject to discipline solely for coming forward. All such employees are urged to seek help immediately. Once a test has been scheduled, all employees are required to cooperate with the designated Medical Review Officer to provide information regarding prescriptive and over-the-counter medications that could cause a positive result.
4. Refusal To Test: If an employee refuses to submit to a test for drugs or alcohol, or fails to cooperate fully with a request by management that he or she submit to a test or dilutes or adulterates a test sample, he/she forfeits his/her eligibility for all workers compensation, medical, and indemnity benefits and will be terminated from employment.
5. Initial Test: The initial screen for all drugs shall use an immunoassay procedure approved by the Food and Drug Administration. The test for alcohol shall be determined by a Breathalyzer or blood test methodology. Cutoff levels set forth in 49 C.F.R. Part 40, Section 40.87 shall be used when first screening specimens to determine whether they are positive or negative for prohibited drugs or metabolites. No employee shall be terminated solely on the basis of a positive initial test.
6. Confirmation Test: All specimens identified as positive on the initial tests shall be confirmed using a second test, a gas chromatography/mass spectrometry (GC/MS) test, except that alcohol will be confirmed using gas chromatography. Confirmation cutoff levels set forth in 49 C.F.R. Part 40, Section 40.87 shall be used when analyzing specimens to determine whether they are positive or negative for these drugs or metabolites

REPORTING OF RESULTS:

1. Medical Review Officer:

   (a) The MRO is required to notify the employee or applicant and to inquire as to whether prescriptive or over-the-counter medication could have caused the positive result. The individual has five (5) days after notification to submit documentation of any prescriptions relevant to the positive test result and to discuss the test result with the MRO.

   (b) (1) if the MRO is unable to contact a positively tested donor within three (3) days of the receipt of the test results from the laboratory, the MRO must contact the employer and request the employer to direct the donor to contact the MRO as soon as possible. If the donor does not contact the MRO within two (2) days following the request, the MRO will verify the test result as positive.

   (c) (2) The MRO may change the verification upon showing a good cause by the donor as to why contact could not be made within two (2) days only if the donor also presents information concerning a legitimate explanation of the positive test result.

   (d) If the MRO determines that there is a legitimate medical explanation for the positive test result, the MRO must report a negative test result to the employer. However, in circumstances where the MRO believes that the legal use of a drug(s) would endanger the individual or others, or if the individual is in a safety sensitive or special risk position, the MRO must report the result as negative due to a validated prescription and must request that the individual be placed in a position which would not threaten the safety of the individual or others.

   (e) The MRO may order re-analysis of the original sample or the split sample at any licensed laboratory.

2. Employee Challenges:

   (a) Within five (5) working days after receipt of a positive confirmed test result from the testing laboratory, the Company shall inform an employee or job applicant in writing of such positive test result, the consequences of such results, and the options available to the employee or job applicant.

   (b) The Company shall provide the employee or job applicant, upon request, a copy of the test results.

   (c) Within five (5) working days after receiving notice of a positive confirmed test result, the employee or job applicant may submit information to the Company explaining or contesting the test results, and why the results do not constitute a violation of Company policy.

   (d) An employee, who has been notified by the MRO that he or she has a verified positive drug test, or refusal to test because of adulteration or substitution, has seventy-two (72) hours from the time of notification to request a test of the split specimen. The request may be verbal or in writing. It is the employee's ultimate responsibility to pay the cost of testing the split specimen.

   (e) If an employee's or job applicant's explanation or challenge of the positive test results is unsatisfactory to the Company, a written explanation as to why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive results shall be provided by the Company to the employee or job applicant with fifteen (15) days of receipt of the explanation or challenge. All such documentation shall be kept confidential by the Company and shall be retained by the Company for at least one (1) year.

(f) Within seven (7) days after testing based on reasonable suspicion, the Company shall detail in writing the circumstances that formed the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept confidentially by the Company and retained for at least one (1) year.

(g) During the one hundred eighty (180)-day period after written notification of a positive test result, the employee who has provided the specimen shall be permitted by the Company to have a portion of the specimen retested, at the employee's expense. The employee or job applicant shall do such retesting at another NIDA. The second laboratory must test at equal or greater sensitivity for the drug in questions as the first laboratory. The first laboratory that performed the test for the Company shall be responsible for the transfer of the portion of the specimen to be retested, and for the integrity of the chain of custody during the transfer.

(h) Employees and applicants have the right to consult the testing laboratory for technical information regarding prescription or non-prescription medication. The Company reserves the right to use any other laboratory at its discretion. The Company shall pay the cost of all drug tests, initial and confirmation, which it requires of employees. An employee or job applicant shall pay the costs of any additional drug tests not required by the Company, including any split specimen tests.

CONFIDENTIALITY:

The results of drug tests and all related information, reports, statements, memoranda will be treated as confidential, and distribution shall be limited to those who have a "need to know". Results may be revealed to the proper authorities if the situation requires. Otherwise, such information shall be released only pursuant to a written consent form signed voluntarily by the employee. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Also, results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor. The results of drug testing in the workplace will not be used against the employee in any criminal prosecution.

EMPLOYEE ASSISTANCE PROGRAM:

1. Any employee who feels that he or she has developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Writing in confidence to, or asking for a personal appointment with the Company Drug Coordinator may seek assistance.
2. Each request for assistance will be treated as confidential by the Company and only those persons "needing to know" will be made aware of such request.
3. The Company Drug Coordinator, or such other person as he or she may specifically designate, will be responsible for developing contacts with local hospitals and community organizations offering alcohol or drug treatment programs and for referring employees seeking assistance to an appropriate organization.
4. Rehabilitation itself is the responsibility of the employee. Any employee seeking medical attention for alcoholism or drug abuse will be entitled to benefits only if and to the extent specified under the Company's group medical insurance plan. Employees enrolled in a formal in-patient treatment program can request rehabilitation leave. Such requests will be considered on a case-by-case basis.

5. To be eligible for continuation of employment under the Company's leave of absence policy, the employee must maintain at least weekly contact with his/her supervisor/manager during an inpatient rehabilitation; and must provide certification that he/she is continuously enrolled in a treatment program and actively participating in that program. The employee must remain compliant with the treatment program.
6. Upon successful completion of treatment, the employee will be returned to active status without reduction of pay or seniority, absent a reduction in force or other business occurrence that would have resulted in the employee's layoff or termination in any event. The employee will be required to attend mandatory after-care program at the direction of the out-patient (after-care) counselor.
7. If the employee in the course of employment enters an Employee Assistance Program for drug-related problems, or an alcohol and drug rehabilitation program, the Company may require the employee to submit to a drug test as a follow-up to such program, and on a monthly, quarterly, semi-annual, or annual random basis for up to two (2) years thereafter.
8. An employee suffering from an alcohol or drug problem that rejects treatment, fails to cooperate fully with treatment, or who leaves a treatment program prior to being properly discharged will be immediately terminated. No employee will be eligible for the Employee Assistance Program more than one time for drug or alcohol treatment. Any further violation of the Company's drug-free workplace policy shall result in the immediate termination of the employee's employment.
9. Where violation of this policy has occurred, an employee's request to submit to a drug or alcohol rehabilitation program shall not serve to waive the application of disciplinary action deemed appropriate for the policy violation. However, if an employee is determined by the Company to be in violation of this policy with respect to reporting to work or working on Company property under the influence of any prohibited substances then:
    (a) If the violation is the employee's first violation and if the employee agrees to participate at his or her expense in a counseling and/or treatment program and if the employee satisfactorily completes such program and provides certification of satisfactorily completing such program, the employee may return to employment with the Company subject to all of the terms and provisions of this policy, and subject to testing, unannounced searches and inspections by the Company from time-to-time at the Company's sole discretion.
    (b) If the employee participates in a counseling and/or treatment program as provided in the preceding sentence and returns to work for the Company but is determined to be in violation of this policy, the employee will be subject to disciplinary action up to and including discharge from employment. The above procedure shall not be applicable to an employee who is found using, in possession of, concealing, transporting, promoting or selling any prohibited substances as mentioned in this policy in which case such employee shall be terminated immediately.

EFFECTIVE DATE - NOTICE TO EMPLOYEES:

1. The policy and procedures as set forth in this policy statement are effective immediately upon notice to employees. Each present employee will be furnished a copy of this policy and will sign a receipt for the same. Later-hired employees will be furnished a copy before hiring.
2. The Company shall include notice of drug testing on vacancy announcement for all positions. A notice of the drug testing policy will also be posted in appropriate and conspicuous location at all Company locations, and copies of the policy will be made available for inspection by the general public during regular business hours in each Company's office.

3. Cutoff levels used by the testing laboratory when analyzing specimens to determine whether they are positive or negative for drugs and metabolites may change from time to time. The Company may modify the policy to comply with any applicable law.

RESERVATION OF RIGHTS:

1. The Company retains the sole right to enforce, interpret, change, or discontinue this policy as may be necessary from time-to-time.
2. Nothing in this policy should be construed as creating a contract of employment.

CF Breeze
Medical Treatment Authorization

CF Breeze Alere Facility Number:

Employee's Name _____ Social Security# _____
(Please Print) (Please Print)

Employee's Address
(Street Address)

Date of Birth: _____

Phone Number: _____

_____
(City, State and Zip Code)

Signature of Person Authorizing Treatment

(Superintendent, Job Clerk or Drug Coordinator)

_____ Job #_____
(Date)

NOTE TO CLINIC: Please get **Photo Identification** before testing

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Services Requested

NON-DOT

Pre-Employment Urine Drug Screen
Treatment of Work Related Injury
Post-Accident Urine Drug Screen
Blood Alcohol Test
Return-to-Work Urine Drug Screen
_____ Random

If there are any questions regarding drug testing or treatment of work related injuries, please contact Mark McCabe – 504-352-1937 **at CF Breeze Main Office.**

URINE DRUG SCREEN COLLECTION PROTOCOL:

1. Split Specimen – Non DOT Test
2. Any person who submits a specimen that is of insufficient quality is to remain at the clinic until he is able to provide an appropriate specimen.
3. Any person who submits a specimen that is not temperature appropriate is to remain at the clinic until he is able to provide another specimen, which is to be observed.
4. CF Breeze requests the clinic to notify Mark McCabe **(504-352-1937)** immediately of any person who fails to cooperate fully with collection protocol or refuses to submit a specimen.

CF Breeze
Pre-Employment Qualification Questions

_____ 1. Do you have a current picture I.D./Driver's License and Social Security Card?

_____ 2. Are you able to prove that you are legally eligible to work in the United States?

_____ 3. Can you pass a drug test?

_____ 4. Have you been convicted of a felony in the past ten (10) years?

_____ 5. Are you willing to have a background check?

_____ 6. Do you have your past three (3) employers' name, address, phone number, supervisor's name, and starting/ending salary?

CF BREEZE
SAFETY GOALS FOR 2020

	Goal	Actual
EMR	**.70**	**.82**
TRIR	**0**	**0**
OSHA Violations	**0**	
Days away from work, restricted, and/or job transfer cases	**0**	

Comments: See attached OSHA 300 A Summary for 2018

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2018

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of...
(M)

(1) Injury	0	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	1

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name: Citadel Builders, L.L.C.

Street: 3616 Hessmer Avenue

City: Metairie State: Louisiana Zip: 70002

Industry description (e.g., Manufacture of motor truck trailers)
General Contractor

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
1 5 4 2

OR North American Industrial Classification (NAICS), if known (e.g., 336212)
2 3 6 2 2 0

Employment Information

Annual average number of employees: 45

Total hours worked by all employees last year: 94,021

Sign here

Bob Wood - Corporate Safety Director

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Gregory L. Farnet — Vice President
Title

504.838.8688
Phone

1/30/2019
Date

CF BREEZE
NEW EMPLOYEE/SUBCONTRACTOR/VISITOR ORIENTATION

Policy:

All new employees/subcontractors/visitors shall be instructed in the company safety and health policies and procedures. All new employees shall be made aware of the CF Breeze commitment to a safe workplace policy and review the new employee orientation outline.

Procedure:

CF Breeze strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

The company, through its supervisory personnel, shall develop and implement safety rules and regulations. This process will be ongoing and will require periodic safety audits. Safety audits will be undertaken to determine the necessity and feasibility of providing protective clothing, devices, or safeguards to make the workplace safe and healthful. The company shall also undertake the responsibility to educate employees as to hazards of the workplace and to train employees as to such hazards and the proper and safe method to perform job tasks.

Employees shall devote their full time skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. Employees will follow all safety rules and regulations at all times including the use of protective clothing, devices, or equipment, attendance at all training sessions related to employee's job description, and follow the directions of warning signs or signals or the commands or directions of supervisory personnel.

Finally, all job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject CF Breeze to fines and penalties.

Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be distributed to employees and posted on the employee bulletin board.

New Employee Orientation Outline:

- Company Safety and Health Policy
- General Site Safety and Health Rules
- Discipline Policy
- Controlled Substance and Alcohol Policy
- Safety and Health Training Policy

CF BREEZE
HURRICANE PREPAREDNESS PLAN

I. PURPOSE

The purpose of this program is to provide direction to CF Breeze employees during hurricane threats in order to minimize damage and property loss and to provide maximum safety for personnel and equipment on construction sites. It shall be coordinated with the owner's plans/procedures.

II. SCOPE

This program applies to all CF Breeze employees and applicable subcontractors.

III. RESPONSIBILITY

The VPO will be responsible as to when to implement each phase of preparedness procedures on the job site. The Project Superintendent will direct all other qualified delegates as to commencement of preparedness activities, suspension of preparedness activities, and initiation of clean-up activities and return to work.

Each Project Superintendent will be responsible for coordinating preparedness activities at the job site. The Superintendent is responsible for securing equipment, materials, portable facilities and purchasing any supplies necessary for preparedness activities.

The Safety Director will advise and assist in preparedness activities.

IV. GENERAL PREPAREDNESS PROCEDURES

A. Update and prepare an emergency phone list showing home phone numbers of our foremen and subcontractors' supervisors. Ask our foremen and subcontractors' supervisors to get phone numbers of all of their employees they might need in an emergency.

B. Broom clean entire project, inside and out and remove trash from job site.

C. Secure all loose materials, duct, sheetrock, decking, insulation, roofing paper, metal tool boxes, plywood, etc. Band with metal straps and/or secure to columns or floors. Chain all tool boxes on casters to a column.

D. Obtain extra plywood to cover windows and other openings.

E. Evaluate equipment you might need after the storm and make a list (pumps, #9 tie wire, rope, tarps, hose, power cords, Visqueen and generators). These items will not be available after the storm.

F. Make sure all trucks and equipment are full of fuel.

G. Fill all water kegs the day before the storm. Potable water may not be available for several days after the storm.

H. Lower all motor/crawler crane booms to the ground. Let tower cranes weather-vane. Check tower crane supporting system. Check security of counterweight wedges and clamps. (Confirm steps to protect tower crane with the manufacturer; if necessary dismantle tower crane.)

I. Make sure all office trailers and barricades are secured to the ground.

J. With job camera, take several photos of each side of the structure and building site. This will aid in documenting damages after the storm and show precautions we have taken to prevent damage.

K. Lay all ladders on the deck. Remove all boards from scaffold if not secured and tie all rolling scaffolds to a column.

L. Fully charge all job radios and cellular/Nextel phones. Project Superintendents may want their foremen to take their radios home in case phones are out after the storm.

M. Take pictures of construction jobs of other contractors across the street from your job. These photographs might show materials that might be blown from the other job, damaging windows or other property. Without the photographs, we might be blamed for this damage.

N. Bring any heavy equipment out of an excavation, bayou, or any other low area and store on high ground in case of flooding. We also should bring compressors or welding machines out of low areas.

O. When first warnings are received, stop shipments of materials and equipment to the jobsite so that you will not have something else to secure for the storm.

P. Store expensive materials and equipment inside the building and in a protected area, if at all possible and not outside the building where something might fall on it.

Q. Require the subcontractors to secure loose materials with #9 wire, band iron, 5/16” rope or better, since they have a tendency to use small gauge wire and lighter rope.

R. If the full force of a hurricane is expected, lower the counterweight on personnel hoist, as well as the cage to the ground prior to the storm. This should probably be the last thing done before leaving the jobsite. The counterweight hoist lines must be securely clamped to the tower.

S. Immediately after a storm, have the Superintendent or another responsible supervisor send a “damage report” to the office so that we can report the loss.

T. Check with the electrical Supervisor and decide at what stage of the storm the temporary and/or permanent power should be shut down.

U. If high water will flood critical areas, you may want to order sandbags for all entrances.

V. Ensure that all Subcontractor Representatives are made aware of this entire plan prior to hurricane season.

EXECUTION

The execution of this plan shall be by phases according to weather conditions. Each phase has a list of activities which must be carried out. Additional activities may be required on certain projects based on the Contracting Officer's specifications. These shall be addressed on a site-specific basis.

A. **Phase One**

Condition: "Tropical Storm" development in the Gulf of Mexico; "Tropical Storm" or "Hurricane" entering the Gulf of Mexico.

Activities:

1. The storm will be monitored and contact established with the local weather officials to track and identify potential target area.

2. The Project Superintendent will make a list of all materials and additional storage containers necessary to ensure that preparations can be completed and identify areas of uncompleted construction that will need to be covered and/or reinforced, and consider protective measures required to secure or remove equipment or temporary facilities that may be on the job.

3. All Subcontractors working on the project shall be made aware of the Hurricane Preparedness Plan and informed that Phase One is initiated and that they are expected to comply with preparedness procedures as directed by the Project Superintendent.

B. **Phase Two**

Condition: "Tropical Storm" or "Hurricane" approaching the New Orleans Metropolitan Region, landfall probably as determined by the National Weather Service; 50 mph sustained winds within 72 hours.

Activities:

1. Review the supply list from Phase One and purchase necessary supplies.

2. If not completed already, begin tie down of all portable structures. If a construction trailer or con-ex is on the job, it is to be tied down with metal straps and screw anchors at this time.

3. Review storage requirements from Phase One and obtain additional storage containers as needed.

4. Inform all subcontractors that Phase Two has been initiated. Instruct subcontractors to obtain all emergency numbers from their employees and supply a copy to the jobsite Superintendents.

5. Centralize essential equipment at Main Office (i.e., life support equipment), if possible.

C. **Phase Three**

Condition: "Tropical Storm" or "Hurricane" watch issued by the National Weather Service; 50 mph sustained winds expected within 60 hours.

Activities:

1. If not completed already, complete tie down of all portable buildings, trailers or structures.

2. Move trash barrels and small containers inside of a building.

3. Remove rented trash dumpsters from the site.

4. All materials, loose items, and equipment must be either removed from the job site or stored and secured to ensure that objects are not moved by high winds or flooding.

5. Secure and protect all areas of uncompleted construction with particular attention to sealing construction areas adjoining existing occupied areas of a building.

6. Move all cranes to open area and boom down.

7. Inform all subcontractors that Phase Three is initiated.

8. Once all other activities are complete, any non-essential personnel should be sent home and instructed not to return until storm has passed or all clear has been announced.

9. Take As-Built, Fire Marshall Drawings, specs, and all permits off of jobsite. Bring drawings, permits, and specs to a safe, secure location or bring to the Main Office.

D. **Phase Four**

Condition: "Hurricane Watch" or "Hurricane Warning" issued by the National Weather Service; 75 mph sustained winds within 36 hours. Strike imminent.

Activities:

1. Complete boarding windows and doors to all buildings as necessary.

2. Complete securing of all loose materials.

3. Complete crane tie-down, lay down, etc.

4. Perform a detailed inspection of the job site, making sure that all items are properly protected and that each subcontractor has completed emergency preparations. The Project Superintendent shall do this.

5. Review essential personnel list and verify means of contact.

6. All remaining employees and subcontractors will be instructed to evacuate the job site after protective precautions are in place.

7. If evacuating, all Superintendents are required to contact the Director of Safety to communicate if they plan to evacuate with the company truck.

E. **Phase Five**

Condition: Return to work.

Activities:

1. If evacuated out of town, call the phone numbers listed below or view the company website for information on returning back to work.

. The emergency contact phone numbers and website information are:

Brian Baraco	(504) 534-8308	cell (985) 269-4579
Fernando Rodriguez	(504) 534-8308	cell (228) 365-2536
Mark McCabe	(504) 534-8308	cell (504) 352-1937

**<u>NOTE:</u> Do not call the phone numbers above unless the office has been evacuated!

2. After the storm has passed, the Project Superintendent will thoroughly inspect the job site and report any structural, material, or equipment damage to the Project Manager.

3. All damage reports must be sent to the office as soon as possible.

4. Recall essential personnel, make repairs as necessary and track additional costs of time and materials.

5. Recall regular personnel as necessary and return the job site to normal activities.

CF BREEZE

Driver Qualifications and Motor Vehicle Use Policy

1. Purpose:

Motor vehicle accidents can be costly from the standpoint of personal injury, lost working time, vehicle repair and higher insurance premiums. The purpose of this policy is to set minimum qualifications for drivers operating vehicles owned by CF Breeze, or when operating a personal vehicle on CF Breeze company business, and standards for safe vehicle operation and use.

2. Driver Qualifications:

An employee can operate a company owned vehicle if he or she is:

A. Specifically named as an "authorized" driver of a vehicle owner by CF Breeze
B. Aged 18 or older;
C. A holder of no more than one driver's license;
D. A holder of a valid license for the class of vehicle driven; and
E. Otherwise qualified under federal and state regulations as a licensed driver.

3. Disqualifying Driving Records:

Employees who operate company owned vehicles shall be required to show they have acceptable driving records. Any one of the following violations can result in strict disciplinary action up to and including immediate termination:

A. Driving while under the influence of alcohol, a controlled substance or drug that impairs driving ability;
B. Refusing to submit to a test to determine alcohol levels while driving a motor vehicle;
C. Using a motor vehicle in the commission of any felony;
D. Leaving the scene of an accident unlawfully;
E. Committing more than two traffic offenses over the past twelve (12) months, including reckless driving, careless driving, speeding or other major moving traffic violation of the law;
F. Receiving a felony revocation or driving privileges or felony or misdemeanor driver's license suspension within the past twenty-four (24) months;
G. Transportation of any stolen property;
H. Transportation of any alcoholic beverages, unless transporting alcoholic beverages for specific company sponsored functions such as annual golf tournament, etc.; or
I. Transporting a controlled substance unlawfully.

4. Required Reports:

Employees who operate company owned vehicles are required to make certain reports relative to their assigned vehicles and their fitness to operate them. Reporting requirements including (but are not limited to) the following:

A. Employees must immediately notify Management and the Safety Director of accidents in which they are involved, whether or not there appears to be any damage or injury and even if the accident/incident occurs while off duty.
B. Employees must immediately report any traffic offense to Management and the Safety Director, even if the offense is committed while off duty.
C. Employees must immediately report any change in the status of their license, including but not limited to revocation, suspension or restriction, as well as any change in their medical condition that could adversely affect their ability to drive safely.
D. Employees must immediately report to Management any unsafe conditions or needed repairs in their assigned vehicles (or any vehicle they are operating) including defective or inoperable seat/safety belts.
E. At the request of Management, the Safety Director can at least annually request and review the driver's Motor Vehicle Record (MVR) to verify the driver's good safe driving record and validity of the driver's license.

Employees who receive a vehicle allowance and operate their personal vehicle on company business are required to inform management if the following occurs:

A. Employees must immediately report any change in the status of their license, including but not limited to revocation, suspension, or restriction, as well as any change in their medical condition that could adversely affect their ability to drive safely.

B. Employees must immediately notify Management of accidents in which they are involved while conducting company business, whether or not there appears to be any damage or injury.

5. General Driving Requirements:

(Note: Normal working hours are Mondays through Fridays from 7:00 A.M. to 3:30 P.M.)

While operating a company owned vehicle or when operating a personal vehicle on company business, employees must:

A. Observe applicable speed limits at all times;
B. Obey all traffic laws, regulations, rules of the road and company safe driving policies;
C. Drive defensively, anticipating traffic hazards, such as bad weather, bad drivers and road construction;
D. Never violate a company safety policy, traffic law, regulation or insurance safety requirement in order to meet production goals or travel schedule;

E. Be responsible to report any and all citations, violations and accident/incident involvement;
F. Employees shall be personally responsible for prompt payment of any and all parking, speeding, and/or traffic citations and/or tickets while operating company owned vehicles or while operating personal vehicles on company business. For citations and/or tickets received while driving company owned vehicles, proof of payment must be submitted to Mark Mccabe for record purposes.

6. Cell Phones, Radios and other Communication Devices:

A. Employees are strongly discouraged from using smart phones, cell phones or two-way radios while driving, unless the vehicle is equipped with a hands-free device.
B. Employees should park the vehicle in a safe place before placing or taking any calls or radio communication.
C. Cell phones are a distraction while driving and while performing your job duties, as such you must exercise caution when taking or making cell phone calls.

7. Employee Duties:

When employees are assigned a company owned vehicle, they owe certain duties to CF Breeze. All employees who operate company owned vehicles shall:

A. Maintain vehicles according to manufacturer's specifications.
B. Understand that no equipment is to be added or modified on any company owned vehicle.
C. Refuse to operate vehicles in an unsafe condition or in need of repairs.
D. Operate vehicles in a safe manner and following ALL safety requirements noted in this policy and in any additional safety policy or safety requirement.
E. Have no one other than the assigned driver (you) operate your vehicle unless authorized specifically by Management.
F. Wear seat belts at all times (no exceptions). Passengers are also required to wear seat belts at all times when inside a company owned vehicle.

8. Individual Vehicle Use Policy:

A. Company owned vehicles may not be used outside of a seventy-five (75) mile radius of our normal business area. Employees must request permission from Management to use company owned vehicles for any travel outside of this boundary.
B. When not in use, company owned vehicles are to be locked and otherwise secured, tools removed and parked in safe areas so as not to be exposed to heavy traffic or other perils (flooding, vandalism, etc.) or create obstructed view for other motorists or pedestrians.
C. Your spouse may operate your assigned company vehicle only in emergency situations provided your spouse meets the driver qualifications outlined in this policy.

9. Gasoline, Upkeep, and Maintenance for Company Owned Vehicles:

A. Employees who operate company owned vehicles on a full-time basis will be reimbursed for a maximum of 20 gallons of regular unleaded gasoline per week. Reimbursement checks will be distributed to each eligible employee on a monthly basis upon submittal of actual gasoline receipts to the accounting department. This reimbursement will be for gasoline consumed by company owned vehicles only. For out of town assignments, gasoline reimbursements will be adjusted accordingly.
B. CF Breeze will pay for all costs associated with regularly scheduled maintenance and repairs to company owned vehicles. Employees are responsible for having company owned vehicles serviced at regular intervals as recommended by each vehicle's owner's manual (manufacturer's specifications).
C. Employees who operate company owned vehicles on a full-time basis will be reimbursed a maximum of $40.00 per month for car wash services. Reimbursement checks will be distributed to each eligible employee on a monthly basis upon submittal of actual car wash receipts to the accounting department. This reimbursement will be for car wash services for company owned vehicles only.

10. Accidents:

The following guidelines are intended to help employees meet their obligations under the law and to CF Breeze when employees become involved in an accident while driving a company owned vehicle or a personal vehicle being used for company purposes:

A. Dial 911 immediately, and then make contact with the Safety Director or supervisor as well as Brian Baraco at the main office. Help keep the site safe and provide assistance if anyone is injured.
B. Make note of accident details - drivers' information, license numbers, names, etc. Detail the time of day, weather conditions, traffic situation, direction of travel, other vehicles in the area, other visible distractions, get witness information if at all possible.
C. Do not give out any statements except of course to law enforcement or CF Breeze Management or Safety Director.
D. Immediately take photos of the scene and then give the film and/or camera to the Safety Director or Management.
E. Do not sign any statements and do not make "off the wall" comments about the accident/incident.
F. Maintain a professional attitude. Remember, you represent Design & Build Consultants. Accidents will be reviewed by the Safety Director to determine cause.

11. Discipline:

This policy is established with the safety or our employees and the traveling public as our primary concern. Employees who drive negligently or fail to comply with every aspect of this Fleet Safety Policy are subject to immediate disciplinary action including termination of employment.

NOTE: This Driver Qualifications and Motor Vehicle Use Policy can be amended by company management at any time.

Driver Qualifications and Motor Vehicle Use Policy Acknowledgment

Employee Name: _____

I hereby acknowledge receipt of a copy of CF Breeze Driver Qualifications and Motor Vehicle Use Policy. I certify I have read and understand the provisions of this policy and I understand that compliance with this policy is a condition of my continuing employment. I have spoken with Management or the Safety Director to resolve any questions that I might have concerning the policy.

1. I consent to periodic motor vehicle record (MVR) checks by CF Breeze
2. I have read, I understand and I will comply with CF Breeze regulations, passenger restrictions and vehicle use/maintenance policies and I will comply with all reporting requirements and responsibilities contained in the policy.
3. I will maintain the vehicle assigned to me in accordance with the Owner's Manual and the instructions and I will not operate the vehicle in an unsafe condition. I will report or correct any and all vehicle repair or service needs immediately.
4. I will obey all traffic laws and other safety requirements while operating a company vehicle.
5. I will report immediately any change in my driving status as well as any and all accidents or traffic violations.
6. I am aware of CF Breeze "seat belt policy" and will wear my seat belt at all times while driving and in addition I'll enforce seat belt wearing by all passengers.
7. I understand that driving a company vehicle is a privilege and that this privilege can be revoked by management at any time.
8. Maintaining a good driving record is a "condition of authorization" to drive a company vehicle and as such when driving records indicate poor driving habits, driving privilege will be revoked.
9. CF Breeze is a "Drug Free – Alcohol Free Workplace" and as such this policy is strictly enforced with ZERO TOLERANCE – ***no exceptions!***

I understand too that I am required to inspect daily my assigned vehicle or any company owned vehicle that I may be driving for any unsafe conditions and report or correct unsafe conditions immediately.

_____ Date: _____

Signature

_____ _____

Printed Name Witness

POLICY STATEMENT: PERSONAL VEHICLE USE FOR COMPANY BUSINESS

Any person using their personal vehicle for company business must meet the following criteria:

- Satisfy the company driver qualification requirements.
- Consent to periodic motor vehicle record (MVR) checks by CF Breeze Construction LLC.
- Provide a certificate of insurance with limits of liability of at least $100,000/$150,000/$100,000. Provide copy of insurance certificate at each renewal.
- The vehicle must pass a documented state safety inspection.

Acknowledgement and Consent Agreement

I have read or had this personal vehicle use policy read to me. I have had the opportunity to ask questions and fully understand the meaning and intent of this policy. Additionally, I understand I should contact my supervisor with any further or future questions regarding the personal vehicle use policy. By signing below, I acknowledge having receipt of this policy and consent to agree to abide by the contents.

Printed Name: _____

Signature: _____

Date: _____

Section 2

Worksite Analysis

CF BREEZE CONSTRUCTION
OSHA'S INSPECTION REPORT FOR SIC 1542

STANDARD INDUSTRIAL CLASSIFICATION CODE

1542 GENERAL CONTRACTORS-NONRESIDENTIAL BUILDINGS, OTHER THAN INDUSTRIAL

General contractors primarily engaged in the construction (including new work, additions, alterations, remodeling, and repair) of nonresidential buildings, other than industrial buildings and warehouses. Included are nonresidential buildings, such as commercial, institutional, religious, and amusement and recreational buildings. General contractors primarily engaged in the construction of industrial buildings and warehouses are classified in Industry 1541.

- Administration building construction-general contractors
- Auditorium construction-general contractors
- Bank building construction-general contractors
- Building alterations, nonresidential: except industrial and
- Building construction, nonresidential: except industrial and
- Church, synagogue, and related building construction-general
- Civic center construction-general contractors
- Commercial building construction-general contractors
- Custom builders, nonresidential except industrial and
- Designing and erecting, combined commercial-general contractors
- Dome construction-general contractors
- Farm building construction, except residential-general contractors
- Fire station construction-general contractors
- Garage construction-general contractors
- Hospital construction-general contractors
- Institutional building construction nonresidential-general contractors
- Mausoleum construction-general contractors
- Museum construction-general contractors
- Office building construction-general contractors
- Passenger and freight terminal building construction-general
- Post office construction-general contractors
- Prefabricated building erection, nonresidential except industrial and
- Remodeling buildings, nonresidential except industrial and
- Renovating buildings, nonresidential except industrial and
- Repairing buildings, nonresidential except industrial and
- Restaurant construction-general contractors
- School building construction-general contractors
- Service station construction-general contractors
- Shopping center construction-general contractors
- Silo construction, agricultural-general contractors
- Stadium construction-general contractors
- Store construction-general contractors

STANDARDS CITED FOR SIC 1542; ALL SIZES; FEDERAL

1542 *General Contractors-nonresidential Buildings, Other Than Industrial*

Listed below are the standards, which were cited by **Federal OSHA** for the specified SIC during the period October 2002 through September 2003. Penalties shown reflect current rather than initial amounts.

Standard	*#Cited*	*#Insp*	*$Penalty*	*Description*
19260451	1260	502	864071.00	General Requirements for all types of Scaffolding
19260501	882	721	1069867.50	Fall Protection Scope/Applications/Definitions
19260405	291	206	78279.25	Elec. Wiring Methods, Components & Equip, Gen'l Use
19261053	245	183	113508.00	Ladders
19260404	237	206	112513.30	Electrical, Wiring Design & Protection
19260502	227	154	149821.60	Fall Protection Systems Criteria & Practices
19260453	216	189	167830.75	Manually Propelled Mobile Ladder Stands & Scaffolds
19260020	197	164	133915.00	Construction, General Safety & Health Provisions
19261052	186	134	75256.75	Stairways
19260100	185	181	91550.75	Head Protection
19260403	138	115	68661.00	Electrical, General Requirements
19101200	136	76	12441.00	Hazard Communication
19260503	122	114	27249.05	Fall Protection Training Requirements
19260701	114	114	68458.00	Concrete/Masonry, General Requirements
19260021	103	98	65343.50	Construction, Safety Training & Education
19260025	98	97	44442.00	Construction, Housekeeping
19260304	96	47	30449.00	Woodworking Tools
19260452	91	79	35131.00	Additional Requirements for Specific Scaffolding
19260651	87	56	76711.50	Excavations, General Requirements

CF BREEZE CONSTRUCTION
JOBSITE INSPECTION PROCEDURE

Policy:

CF Breeze shall conduct frequent and regular inspections of the worksite. A competent person who is capable of recognizing hazards shall perform inspections and also have the authority to either eliminate them or assign a corrective action to control them.

Procedures:

1. Safety inspections will be conducted on a frequent and regular basis.

2. All inspections will be documented and brought to the attention of management.

3. All hazards found will be addressed and assigned a corrective action.

4. All corrective actions will be implemented by a certain date.

5. A follow up inspection will be done to verify control of the hazard.

6. All inspection reports shall be recorded and kept on file for a period of time to be determined by management.

CF BREEZE CONSTRUCTION
INSPECTION WORKSHEET

Inspection Location: _____ Date of Inspection: _____

Department/Areas Covered: _____ Time of Inspection: _____

Supervisor_____Foreman_____						
Item and Location	Hazard(s) Observed	Priority A/B/C	Recommended Action	Responsible Person	Action Taken	Date

Inspected by: _____Date_____

Copies to: _____

CITADEL BUILDERS, LLC

JOB SAFETY ANALYSIS

Required Weekly for all Subcontractors

SUBCONTRACTOR:	**JOB NAME:**
FOREMAN NAME:	**TASK DESCRIPTION:**
DATE:	

LIST ALL JOBS PERFORMED (Use additional paper if needed)	IDENTIFY ALL SPECIFIC HAZARDS FOUND	HOW WILL YOU CONTROL THE HAZARDS?
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7

HAZARD IDENTIFICATION TIPS

What permits are required for this task?
☐ Confined Space ☐ Hot Work ☐ Lockout/Tagout
☐ Other:

Is there a potential fire, explosion, toxic or chemical release hazard?
☐ YES ☐ NO

Are there any SDS that might need reviewed for hazardous substances that might be present on the job site?
☐ Yes ☐ No

HAZARD EVALUATION TIPS

Use the following categories to assist you in a proper evaluation of all the hazards that have been identified. Can any of the following conditions occur with the hazards that have been identified?

☐ Contact with Temperature Extremes
☐ Contacting Electrical Current
☐ Environmental Release [illegible]
☐ Moving Object/Equipment
☐ Hazardous Substance
☐ [illegible]
☐ Struck By
☐ Struck Against
☐ Fall/Slip/Trip
☐ Caught In/Between
☐ Material Handling
☐ Other

HAZARD CONTROL TIPS

Use the following categories to assist you in determining the proper control methods for all the hazards that have been identified and evaluated.

☐ [illegible]
☐ Isolation of hazard from worker
☐ Substitution of hazard with less severe one
☐ Elimination of hazard
☐ Change of work methods
☐ Good work practices
☐ Personal protective equipment
☐ Other

HOUSEKEEPING

Maintain daily.

EVACUATION ROUTE

What is your evacuation route and assembly point?

EMERGENCY NUMBERS

Emergency Phone:
Emergency Radio:
Fire:
Other: Bob Wood, Corporate Safety Director 504 416 1074

SIGNATURES

Superintendent:

Foreman:

General Foreman:

Crew Members:

CF BREEZE CONSTRUCTION
HAZARD ASSESSMENT FORM

Jobsite _____ Location _____

Job Description_____Craft_____

Date _____ Supervisor _____

Based on the hazard assessment for this job description, the following personal protective equipment (PPE) is required:

JOB	PPE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DATE: _____ INSPECTOR: _____

Date:_____ Project: _____ Name/Position _____

(Needs Improvement) (Indicate by N/A if not applicable)		Yes	N/I	N/A	Correction/Date
A. Walking/Working Surfaces-					
1.	Is fall protection provided on all work surfaces above 6"?	___	___	___	_____
2.	Are walkways free of obstructions?		___	___ ___	_____
3.	Are floor and roof openings barricaded or covered & secured?	___	___	___	_____
B. Scaffolds-1. Are scaffolds properly erected and level?			___	___ ___	_____
2.	Is safe access provided on scaffolds?		___	___ ___	_____
3.	Are scaffolds fully planked?		___	___ ___	_____
4.	Do supported scaffolds above 10' have guardrails?	___	___	___	_____
5.	Other, including aerial lift operations…	___	___	___	_____
C. Ladders/Stairways - 1. Are ladders defective-free?		___	___	___	_____
2.	Are ladders secured from movement while occupied?		___	___ ___	_____
3.	Are stairway pans filled? Handrails, Stair rails installed?		___	___ ___	_____
D. Electrical - 1. Are extension cords in good condition (3 prong, no cuts)?		___	___	___	_____
2.	Are GFCI's on all construction power?		___	___ ___	_____
3.	Adequate temporary lighting?	___	___	___	_____
4.	Are tool/equipment electrical cords defective-free?		___	___ ___	_____
E. PPE 1.	Are hard hats, safety glasses, proper clothing being worn?		___	___ ___	_____
2.	Is fall protection used where needed?		___	___ ___	_____
F. Trenches/Excavation 1. Is workplace clean & orderly?			___	___ ___	_____
H. Fire Protection					
1.	Fire extinguishers near stairwells on all floors?		___	___ ___	_____
2.	Flash arrestors used on ox/acet?	___	___	___	_____
3.	Fire extinguisher near welding/cutting/spark-producing process?		___	___ ___	_____
I. Other _____		___	___	___	_____
J. Other _____		___	___	___	_____
K. Other _____		___	___	___	_____

Comments/additions to above _____

_____

_____

Note: All items found deficient should be immediately corrected or brought to attention of those who can correct and correction date noted once completed.

CF BREEZE CONSTRUCTION
SAFETY REPORT (ITEMS NEEDING IMPROVEMENT)

When a safety report is issued to the Project Manager, which shows items needing improvement, and or immediate attention. The Project Manager needs to immediately transmit the safety report with the items needing improvement to the subcontractors that have created the problems. The transmittal needs to read (All items which were found to be deficient, needing improvement or needing correction must be corrected immediately). When possible, you need to state a date when you want the work corrected. No longer than 48 hours. A copy needs to be sent to the Jobsite, Project Manager, Senior Project Manager, Safety Director, and Vice President of Operations.

Also request in your transmittal that the subcontractor needs to advise in writing the date the items needing attention, improvement and or correction have been completed. A copy of the subcontractor's letter addressing the correction items needs to be in the field file and the original needs to be in the office file.

This is needed in order to show OSHA that we have been pro-active in trying to get safety items corrected.

TRIPS/SLIPS/ FALL HAZARDS:

FIRST AID KITS:

LOADING AREAS:

FIRE EXITS AND DOORS:

MEANS OF EGRESS:

HOUSEKEEPING:

FIRE EXTINGUISHERS:

FIRE ALARM DEVICES:

SCAFFOLDING:

ELECTRICAL PANELS:

MACHINE GUARDING:

Section 3

Hazard Prevention & Control

CF BREEZE CONSTRUCTION

EMPLOYER'S FIRST REPORT OF INJURY-ILLNESS

Employee's name (first, middle, last)	Social Security #	☐ Male ☐ Female	Employee's home phone # ( )	**CITADEL Job No.** _____
Employee's street address	City		State / Zip code	
Birth date / /	Marital status ☐ Married ☐ Separated ☐ Single ☐ Unknown	Date of hire / /	Occupation	Employment status ☐ Full time ☐ Part time ☐ Other ☐ Unknown
Employer's name **CF BREEZE CONSTRUCTION**	Employer's Federal ID #		Employer's phone # **(504)534-8308**	
Employer's mailing address	City Baton Rouge	State LA	Zip code **70817**	
	Average number of hours worked per day and per week: Day____ Week: ____	Average weekly wage at time of injury $_____		Hourly Wages: $_____
Is the employer self-insured? ☐ Yes ☐ No	Were full wages paid for the DOI? ☐ Yes ☐ No	Employee Certificate of Compliance on file: ☐ Yes ☐ No		

Injury/Illness date / /	Time employee began work ____ ___ ☐ a.m. ____ ___ ☐ p.m.	Injury time ____ ___☐ a.m. ____ ___ ☐ p.m. ☐ unknown	Last day worked / /	Date supervisor for employer notified / /	Date disability began / /	Date returned to work / /

Did injury cause death? ☐ Yes ☐ No	If so, date of death / /	Name, relationship, and address of closest dependent if injury caused death	Injury occurred because of ☐ Intoxication ☐ Safety violation ☐ Not applicable

Tell us the part of body that was affected	Tell us the nature of the injury/illness
What was the employee doing just before the accident occurred?	
Tell us how the injury occurred	What object or substance directly harmed the employee?

Did injury occur on premises? ☐ Yes ☐ No	Injury site address/ 9-digit zip code	Initial treatment (check one) ☐ None ☐ Emergency room ☐ Minor on-site ☐ Hospital >24 hrs ☐ Clinic/hospital	Was the employee hospitalized overnight as an in-patient? ☐ Yes ☐ No

Names of witnesses	Name of employer representative notified		
Name and address of treating doctor or health care professional	Name and address of facility where treated		
Completed by (name)	Title	Phone # ( )	Date completed / /

The following is to be completed by the insurer prior to filing with the Division of Workers' Compensation.

Name of insurance company		Address		
Name of third party administrator (if applicable)		Address		
Adjuster name		Adjuster phone #		
Policy #	Carrier claim #	Date insurer received first report / /	Block #	Adj. Code

CF Breeze Construction
Incident/Accident report

Project:		
Employer:		
Employee Name:		
Employee's Mailing Address:		
Date of Birth:		
Phone:		
Date of Incident/Injury:	**Time of Incident/Accident:** **a.m.** **p.m.**	**Date Reported:**
Nature of Damage:		
Exact location of where incident/accident occurred:		
Foreman:		
Describe fully how incident/accident occurred:		
What did employee do or fail to do that contributed to the incident/accident?		
What other conditions (structures, equipment, machine, tools, materials, facilities, etc.)		
contributed to the incident?		
How did the other condition affect the incident?		
Names and Addresses of Witnesses: (attach witness statements)		
CORRECTIVE ACTION PLANS		
Superintendent		
What actions have YOU taken and/or do you plan to prevent occurrences of this or any		
similar incident?		
What further recommendations do you make?		

_____

Superintendent's Signature

CF BREEZE CONSTRUCTION

Medical Treatment Authorization

Design & Build Consultants Alere Facility Number: 216962

Employee's Name _____ Social Security# _____
(Please Print) (Please Print)

Employee's Address
(Street Address)

Date of Birth: _____

Phone Number: _____

_____
(City, State and Zip Code)

Signature of Person Authorizing Treatment

(Superintendent, Job Clerk or Drug Coordinator)

_____ Job #_____
(Date)

NOTE TO CLINIC: Please get **Photo Identification** before testing

---

Services Requested

NON-DOT

Pre-Employment Urine Drug Screen
Treatment of Work Related Injury
Post-Accident Urine Drug Screen
Blood Alcohol Test
Return-to-Work Urine Drug Screen
_____ Random

If there are any questions regarding drug testing or treatment of work related injuries, please contact Brian Barraco **985-269-4579 at CF Breeze Main Office.**

URINE DRUG SCREEN COLLECTION PROTOCOL:

1. Split Specimen – Non DOT Test
2. Any person who submits a specimen that is of insufficient quality is to remain at the clinic until he is able to provide an appropriate specimen.
3. Any person who submits a specimen that is not temperature appropriate is to remain at the clinic until he is able to provide another specimen, which is to be observed.
4. CF Breeze requests the clinic to notify Brian Barraco **(985-269-4579)** immediately of any person who fails to cooperate fully with collection protocol or refuses to submit a specimen.

CF BREEZE CONSTRUCTION
DISCIPLINARY PROGRAM

CF Breeze Construction recognizes that some employees will, on occasion, fail to operate in accordance with company policies and procedures. On those occasions it will be necessary to reprimand those employees to ensure that they comply in the future. For severe or repeat offenders' termination may be necessary. In order to treat these employees in a fair and consistent manner, yet not allow unsafe or unauthorized behavior, CF Breeze has developed a Disciplinary Policy and Procedure for use by all team leaders.

CF Breeze Disciplinary Policy and Procedure include counseling or verbal warnings, written warnings, reassignment, suspension without pay and termination. Depending on the severity of the violation, disciplinary actions, up to and including termination without warning may be given.

Some examples of unauthorized conduct include:

Failure to follow instructions

Substandard quality of work

Failure to report defective equipment or a safety hazard

Use of any controlled substance or alcohol

Working while under the influence of any controlled substance and alcohol

Insubordination

Violation of safety rules

Failure to report any injury or accident immediately

Misuse or unauthorized use of company property

To ensure fairness with all corporate policies, the Human Resources Department will review and be available to discuss all written warnings and terminations. Each written warning will be accompanied by review of the policy, including operating and performance instructions within the safety area, reinforcing CF Breeze commitment towards employee, product and customer/guest safety and health.

Policy:

CF Breeze shall enforce an effective discipline policy governing the safety procedures of the company.

Procedure:

All levels of management and all employees shall be informed of the discipline policy of the company. Persons responsible for the enforcement of the discipline policy shall be trained in its function and execution. The discipline policy is the one of the major keys to the success of the safety program.

Safety violation notice(s) shall be issued to any employee, subcontractor or anyone on the jobsite violating the safety rules or regulations. Issuance of safety violation notice shall be by **the supervisor in charge and a copy sent to the main office.**

The discipline policy process shall be as follows:

A. Verbal reprimands
B. Written warning and consultation
C. Written warning, consultation and suspension from work activities
D. Termination

1. Any violation of safety rules can result in suspension or immediate termination.

2. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.

3. Issuance of a safety violation notice for failure to follow the Fall Protection rules, or for failure to report a Job Injury (at the time of the injury) will result in immediate termination.

   NOTE: It is understood that CF Breeze not restricting itself to the above Rules and Regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

"NO JOB IS SO IMPORTANT AND NO SERVICE SO URGENT THAT WE CANNOT TAKE TIME TO PERFORM OUR WORK SAFELY"

CF BREEZE CONSTRUCTION

VIOLATION OF CF BREEZE CONSTRUCTION POLICY

Date: _____

To: _____ (CF Bre Employee)

From: _____ (Superintendent)

Subject: **Violation of CF Breeze Construction Policy**

_____

(List Violation – **BE SPECIFIC**)

You have been previously verbally warned about your continuing violation of CF Breeze policy. You have not complied.
This is your written notice that you are in violation of the CF Breeze policy as follows:
(List Violation, Date of Occurrence, etc. – BE SPECIFIC)

Continuing violation of the above policy is grounds for removal from Design jobsites.

I, _____**,** acknowledge that I have received and understand the above written notice concerning termination of employment with CF Breeze Construction if the above noted policy is not fully complied with.

_____ _____

Employee Signature Date

_____ _____

Employee Printed Name

CF Breeze Construction JOB #: _____

Copy to: Employee, Brian Boraco

CF BREEZE CONSTRUCTION

VIOLATION OF CF BREEZE CONSTRUCTION POLICY (Subcontractor)

Date: _____

To: _____ (Sub Employee)

Subcontractor_____(Subcontractor)

From: _____ (Superintendent)

Subject: **Violation of CF Breeze Construction Policy**

_____

(List Violation – **BE SPECIFIC**)

You have been previously verbally warned about your continuing violation of CF Breeze policy. You have not complied.
This is your written notice that you are in violation of the CF Breeze policy as follows:
(List Violation, Date of Occurrence, etc. – BE SPECIFIC)

Continuing violation of the above policy is grounds for removal from Design jobsites.

I, _____**,** acknowledge that I have received and understand the above written notice concerning termination of employment with CF Breeze Construction if the above noted policy is not fully complied with.

_____ _____

Employee Signature Date

_____ _____

Employee Printed Name

CF Breeze Construction JOB #: _____

Copy to: Employer, Employee, Brian Boraco

CF BREEZE CONSTRUCTION
GENERAL SITE SAFETY RULES
REGLAS GENERALES DE SEGURIDAD DEL SITIO

Policy:
CF Breeze Construction shall establish and enforce general site safety rules. These rules shall be based on the initial hazard analysis and personal protective equipment assessments performed at the jobsite. Site safety rules may be modified or amended with notice to all employees as needed to maintain a safe work site. All contractors and employees must strictly adhere to all Design site policies as a condition of employment.

Política:
CF Breeze establecerá y hará cumplir las reglas generales de seguridad del sitio. Estas reglas se deben basar en el análisis de peligros inicial y las evaluaciones del equipo de protección personal realizadas en el sitio de trabajo. Las reglas de seguridad del sitio pueden modificarse o enmendarse con aviso a todos los empleados según sea necesario para mantener un sitio de trabajo seguro. Todos los contratistas y empleados deben cumplir estrictamente con todas las políticas del sitio de Design como condición de empleo.

Procedure:
The following general site safety rules will be reviewed periodically by CF Breeze management and reviewed with current employees periodically. New employees will be advised of all rules upon initial arrival before they are allowed to work on site. No contractor shall employ anyone who has not received CF Breeze safety orientation for that site.

Procedimiento:
Las siguientes reglas generales de seguridad del sitio serán revisadas periódicamente por la administración de CF Breeze y revisadas periódicamente con los empleados actuales. Los nuevos empleados serán informados de todas las reglas a su llegada inicial antes de que se les permita trabajar en el sitio. Ningún contratista empleará a nadie que no haya recibido la orientación de seguridad de CF Breeze para ese sitio.

General Safety Rules:
1. Compliance with all applicable Federal, State, Parish, City, Client, and Design's safety rules and regulations is a condition of employment.

Reglas Generales de Seguridad:
1. *El cumplimiento de todas las normas y regulaciones de seguridad federales, estatales, parroquiales, de la ciudad, del cliente y de CF Breeze es una condición para el empleo.*

2. All injuries, regardless of how minor, must be reported to your supervisor and the CF Breeze supervisor in charge. Any employee who fails to notify the Cf Breeze supervisor in charge will be issued a Safety Violation notice and may be subject to termination. In the event of an accident involving personal injury or damage to property, the persons involved in any way will be required to submit themselves to drug testing.

2. *Todas las lesiones, sin importar cuán pequeñas sean, deben ser reportadas o su supervisor y al supervisor de Cf Breeze a cargo. Cualquier empleado que no notifique al supervisor a cargo de Cf Breeze recibirá una notificación de violación de seguridad y puede estar sujeto a la terminación. En el caso de un accidente que involucre lesiones personales o daños a la propiedad, las personas involucradas deberán someterse a las pruebas de drogas.*

3. Hard Hats are required at all times. Only approved liners are allowed under hard hats. NO BALL CAPS will be worn underneath hard hats.

3. Se requieren sombreros duros en todo momento. Solo los forros aprobados están permitidos bajo cascos. NO CASCOS DE JUGAR se usarán debajo de los cascos.

4. Safety glasses will be worn as the minimum required eye protection. Additional eye and face protection such as mono-goggles and face shields are required for various operations such as grinding, utilizing compressed air, chipping concrete, handling chemicals, acids and caustics, or when deemed necessary by CF Breeze site safety personnel.

4. Se usarán gafas de seguridad como la protección ocular mínima requerida. Se requiere protección adicional para los ojos y la cara, como mono-gafas y caretas, para diversas operaciones, como esmerilar, utilizar aire comprimido, astillar concreto, manipular productos químicos, ácidos y cáusticos, o cuando el personal de seguridad de CF Breeze lo considere necesario.

5. Dust masks and/or air filter systems will be required any time an operation has the potential of generating silica dust.

5. Se requerirán máscaras contra el polvo y / o sistemas de filtro de aire cada vez que una operación tenga el potencial de generar polvo de sílice.

6. Fall Protection and Scaffold User Requirements are as follows:

6. Los requisitos del usuario de protección contra caídas y andamios son los siguientes:

A. A personal fall arrest system shall be worn and properly secured any time there is a fall hazard of more than 6 feet above the lower level.

A. Se debe usar un sistema personal de detención de caídas y estar debidamente asegurado cada vez que haya un riesgo de caída de más de 6 pies sobre el nivel inferior.

B. An approved guardrail system or personal fall arrest system shall be used on all scaffolds where the walking or working surface is 10 feet or more above the lower level.

B. Se debe usar un sistema de barandas aprobado o un sistema personal de detención de caídas en todos los andamios donde la superficie para caminar o trabajar esté a 10 pies o más por encima del nivel inferior.

C. A personal fall arrest system is required when working on lifts, including scissor lifts.

C. Se requiere un sistema personal de detención de caídas cuando se trabaja en elevadores, incluidos los elevadores de tijera.

D. All scaffolds are to be inspected and tagged prior to use.

D. Todos los andamios deben ser inspeccionados y etiquetados antes de su uso.

E. Failure to follow the guidelines for personal fall arrest will result in immediate, permanent removal from site due to the I.D.L.H (Immediately Dangerous to Life or Health) nature of the violation.

E. *El incumplimiento de las pautas para el arresto personal por caídas dará como resultado la remoción inmediata y permanente del sitio debido a la naturaleza de la infracción I.D.L.H (Inmediatamente Peligroso para la Vida o la Salud).*

7. Sturdy work boots must be worn. No athletic shoes are allowed. No shorts or tank tops are allowed. A reflective vest or approved fluorescent colored work shirt must be worn on the outside of all clothing.

7. *Se deben usar botas de trabajo resistentes. No se permiten zapatos deportivos. No se permiten pantalones cortos o camisetas sin mangas. Se debe usar un chaleco reflectante o una camisa de trabajo de color fluorescente aprobada en el exterior de toda la ropa.*

8. All contractor personnel are required to attend all site safety meetings conducted by CF Breeze's site management.

8. Se requiere que todo el personal del contratista asista a todas las reuniones de seguridad del sitio realizadas por la administración del sitio de CF Breeze.

9. Housekeeping shall be an integral daily part of every job. Supervisors/foremen/lead persons and employees are responsible for keeping their work areas clean and hazard-free. Clean-up is mandatory when you finish a job or at the end of each work shift.

9. *La limpieza será una parte diaria integral de cada trabajo. Los supervisores / capataces / líderes y empleados son responsables de mantener sus áreas de trabajo limpias y libres de riesgos. La limpieza es obligatoria cuando termina un trabajo o al final de cada turno de trabajo.*

10. Drinking water containers are for drinking water and ice only. Tampering with or placing items such as drinks, etc., in the water cooler will result in immediate termination. The "common drinking cup" is not allowed. Only disposable cups will be used. A trash container is required at every water container.

10. *Los recipientes de agua potable son solo para agua potable y hielo. Manipular o colocar artículos como bebidas, etc., en el enfriador de agua dará como resultado la terminación inmediata. La "copa de beber común" no está permitida. Sólo se utilizarán vasos desechables. Se requiere un contenedor de basura en cada contenedor de agua.*

11. All tools, whether company or personally owned, must be in good working condition. Defective tools will not be used. Examples: chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.

11. *Todas las herramientas, ya sean de compañía o de propiedad personal, deben estar en buenas condiciones de trabajo. No se utilizarán herramientas defectuosas. Ejemplos: cinceles con cabezas en forma de champiñones, martillos con mangos sueltos o partidos, fallas de protección en las sierras o molinos, etc.*

12. Fire extinguishers are required at all fuel-powered equipment.

12. *Se requieren extintores de incendio en todos los equipos que funcionan con combustible.*

13. All extension cords, drop cords, and electrical tools shall be checked daily (to include presence of GFCIs). Electrical cords and equipment must be properly grounded with GFCIs in place and checked by a competent person. Cords and equipment which do not meet safety requirements shall be immediately tagged and removed from service until repairs have been made. All extension cords must be 12ga. or larger.

13. *Todos los cables de extensión, cables de caída y herramientas eléctricas deben verificarse diariamente (para incluir la presencia de GFCI). Los cables eléctricos y el equipo deben estar conectados a tierra correctamente con GFCIs en su lugar y verificados por una persona competente. Los cables y el equipo que no cumplan con los requisitos de seguridad deben etiquetarse y retirarse de servicio inmediatamente hasta que se hayan realizado las reparaciones. Todos los cables de extensión deben ser 12ga. o más grande.*

    A. All extension cords must be picked up at the end of each work day.

    A. Todos los cables de extensión deben recogerse al final de cada día de trabajo.

14. Jobsite speed limit is 9 MPH. No one is permitted to ride in the bed of a truck while standing up. Sitting on outside edges is also prohibited. You must be sitting down inside the truck or truck bed with the tailgate up when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the original design capability of transporting personnel. If the equipment is fitted with a seat belt, the seat belt must be worn at all times when in use.

14. *El límite de velocidad en el lugar de trabajo es de 9 MPH. No se permite que nadie viaje en la cama de un camión mientras está de pie. Sentarse en los bordes exteriores también está prohibido. Debe estar sentado dentro de la camioneta o camioneta con el portón trasero hacia arriba cuando el vehículo está en movimiento. Se prohíbe viajar como pasajero en el equipo a menos que el equipo tenga la capacidad de diseño original para transportar personal. Si el equipo está equipado con un cinturón de seguridad, el cinturón de seguridad se debe usar en todo momento cuando esté en uso.*

15. Report all UNSAFE CONDITIONS and NEAR-ACCIDENTS to the CF Breeze supervisor in charge.

15. *Reporte todas las CONDICIONES DE SEGURIDAD y ACCIDENTES CERCANOS al supervisor de CF Breeze a cargo.*

16. Warning signs, barricades, and tags will be used to the fullest extent possible and shall be obeyed at all times. No movement or modification of such items are allowed without direct permission from CF Breeze supervisory staff.

16. *Las señales de advertencia, las barricadas y las etiquetas se utilizarán en la mayor medida posible y se cumplirán en todo momento. No se permite el movimiento ni la modificación de dichos artículos sin el permiso directo del personal de supervisión de CF Breeze.*

17. Respiratory Protection must be made available by all contractors for their employees exposed to dust hazards or other contaminants that may be encountered.

17. *La protección respiratoria debe estar disponible por todos los contratistas para sus empleados expuestos a peligros de polvo u otros contaminantes que puedan encontrarse.*

18. No radios or music devices of any kind are allowed on site. Head or ear phones are not allowed on site.

18. *No se permiten radios ni dispositivos de música de ningún tipo en el sitio. No se permiten teléfonos de cabeza o oído en el sitio.*

19. Horse play, fighting, racial slurs or general misconduct are grounds for termination.

19. *Juegos de caballos, peleas, insultos raciales o mala conducta en general son motivos para la terminación.*

20. Anyone issued three non I.D.L.H. safety violations on any Design & Build jobsite will not be allowed to return. As stated previously, I.D.L.H. violations will result in immediate, permanent removal from any CF Breeze jobsite.

20. *Cualquiera emitió tres no I.D.L.H. las violaciones de seguridad en cualquier sitio de trabajo de CF Breeze no podrán volver. Como se dijo anteriormente, I.D.L.H. Las violaciones resultarán en la eliminación inmediata y permanente de cualquier sitio de trabajo de CF Breeze.*

21. A complete catalog of all CF Breeze site regulations and policies is available for review in CF Breeze field office in a binder labeled "CF Breeze Safety and Health Program."

21. *Un catálogo completo de todas las regulaciones y políticas del sitio de CF Breeze está disponible para su revisión en la oficina de campo de CF Breeze en una carpeta llamada "Programa de Seguridad y Salud de CF Breeze".*

22. A list of all competent personnel/certified operators (i.e. fall protection, trenching and excavation, scaffolding, rigging/signaling, operators, etc.) shall be on company letterhead and given to CF Breeze for record purposes.

22. *Una lista de todo el personal competente / operadores certificados (es decir, protección contra caídas, excavación de zanjas y excavaciones, andamios, aparejos / señalización, operadores, etc.) deberá estar en el membrete de la empresa y entregarse a CF Breeze para fines de registro.*

I _____on _____ have read and completely understand CF Breeze Construction General Site Safety Rules clearly outlined above. I had the opportunity to ask questions about any items that I did not fully understand. I understand that ***not*** following these guidelines could result in immediate removal from CF Breeze jobsite(s).

_____ _____
CF Breeze Construction Representative Date

*Yo _____hoy dia _____ he leído y entiendo completamente las Reglas generales de seguridad del sitio de CF Breeze que se detallan anteriormente. Tuve la oportunidad de hacer preguntas sobre cualquier artículo que no entendí completamente. Entiendo que **no** seguir estas pautas podría resultar en la eliminación inmediata de los sitios de trabajo de CF Breeze.*

_____ _____
CF Breeze Construction Representante Fecha

Written Programs Mandated by OSHA

a. Hazard Communications Program

b. **Trenching & Excavating Policy**

c. **Fall Protection Program**

d. **Scaffold User Safety Program**

e. **Cranes & Suspended Personnel Platforms**

f. **Fire Protection & Prevention Work Rule & Policy**

g. **Emergency Response Plan Policy**

h. **Entry and Work in Confined Spaces**

i. **Demolition**

j. **Personal Protective Equipment & Clothing**

k. **Lock Out / Tag Out**

l. **Silica Program**

m. **Material Handling and Storage**

n. **Respiratory Protection program**

CF BREEZE CONSTRUCTION
HAZARD COMMUNICATION PROGRAM

Policy:
CF Breeze Construction shall administer a hazard communication procedure/program that meets or exceeds the regulations set forth by OSHA.

Procedure:
The following program will establish the objectives and safe work practices for exposure and handling of hazardous chemicals during company operations.

I. BACKGROUND

This written hazard communication program not only meets OSHA requirements, but also ensures that CF Breeze employees are effectively informed concerning potential and existing chemical hazards. Hazard Communication is one important aspect of CF Breeze Safety and Health Program, which includes:

* Management commitment and active support.
* Engineering controls for safety and health hazards.
* Enforcement of safety rules and programs.
* Recognition, Evaluation, and control of occupational safety and health hazards.
* Medical Surveillance.
* Assigned safety and health responsibility and accountability.

II. PURPOSE

The purpose of this Hazard Communication Program is to inform our employees of all potential or existing chemical hazards.

III. APPROACH

The method used to inform employees include:

* Container labeling and other forms of warning.
* Material Safety Data Sheets (MSDS's).
* Employee education and training.

IV. APPLICATION

This hazard communication program applies to:

* Known occupational safety and health hazards.

* Chemicals known to be present in the workplace in such a manner that an employee may be exposed under normal conditions of use or in a foreseeable emergency.

V. DETERMINING CHEMICAL HAZARDS

_____ is responsible for identifying chemical hazards from material safety data sheets (MSDS's) provided by chemical manufacturers and distributors.

VI. MATERIAL SAFETY DATA SHEETS (MSDS's)

MSDS's are prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturer and distributors must obtain or develop a MSDS for each hazardous material they produce or import. A hazardous material is one that is either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (i.e., causes acute or chronic health effects).

_____maintains the MSDS file for all hazardous materials used or handled in company workplace. He reviews each data sheet to make sure it is complete and that there are not obvious errors, and replaces old data sheets with the new ones that accompany shipments of materials.

MSDS's are in English and contain the following information:

* The identity of the chemical.

* The physical and chemical characteristics.

* The physical and health hazards.

* Primary routes of entry.

* Exposure limits.

* Precautions for safe handling.

* Controls to limit exposure.

* Emergency and first aid procedures.

* Name of manufacturer or distributor.

Hazard Communication Definitions

MSDS INTERPRETATION GUIDE

Glossary of Terms

ACGIH – Abbreviation for the American Conference of Governmental Industrial Hygienist, a private organization of occupational safety and health professionals. The ACGIH recommends occupational exposure limits for numerous toxic substances and it updates and revised its recommendations, as more information becomes available. ACGIH limits are not legally enforceable. See OCCUPATIONAL EXPOSURE LIMITS.
ACUTE-Means a short-term period measured in seconds, minutes, hours, or days.
ACUTE EFFECT – An adverse health effect with a rapid onset. A simple example of an acute effect is an acid burn, which causes almost immediate skin reaction.
ACUTE TOXICITY- The adverse health effects resulting from a single or short-term exposure to a substance.
ASPHYXIANT- a Vapor or gas that can cause unconsciousness or death by suffocation (lack of oxygen) by reducing the amount of oxygen available for breathing.
CARCINOGENIC- A chemical which has been demonstrated to cause cancer in humans, or to cause cancer in animals and therefore, is considered capable of causing cancer in humans.
CEILING LIMIT – The maximum amount of toxic substance allowed to be in the air at any time during the day.
CHRONIC-A long term period of action in weeks, months, or years.
CHRONIC EFFECTS OF OVEREXPOSURE- Refers to the adverse effects that develop slowly over a long period of time or upon repeated prolonged exposure to a hazardous material without implying a degree of severity.
COMBUSTIBLE – Able to catch fires and burns
COMBUSTIBLE LIQUID – A liquid having a flash point at or above 100F (37.8C) but below 200F (93.3)
COMBUSTIBLE GAS – a gas that is under pressure, either stills in the gaseous state or liquefied.
CONCENTRATION – the amount of one substance in another substance.
CORROSIVE MATERIAL – a Chemical liquid or solid that causes a visible destruction or irreversible alteration in human skin tissue at the site of contact or in the case of leakage from its package, a liquid that has a severe corrosion rate on steel.
DECOMPOSITION – Breakdown of a chemical
DENSITY – How much space a given weight of substance takes up. It is usually compared to water, which has a density of 1.0
EXPLOSIVE – a Chemical that causes a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure or high temperature.
EXPLOSIVE LIMITS – the amounts of vapor in air which form explosive mixtures. Explosive limits are expressed as LOWER EXPLOSIVE LIMITS and UPPER EXPLOSIVE LIMITS; these give the range of vapor concentrations in air, which will explode if heat is added. Explosive limits are expressed as percent of vapor in air.
EXPOSURE – That which an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g. accidental or possible exposure)
FLAMMABLE – catches on fire easily and burns rapidly
FLAMMABLE LIMITS – see EXPLOSIVE LIMITS
FLAMMABLE MATERIAL – a chemical substance that falls within any of the following categories:

Flammable Aerosol- a chemical substance or mixture dispensed from its container as a mist, spray or foam by a propellant under pressure, which when tested by the method described in the 16CFR1500.45 yields a flame projection exceeding 18 inches at full valve opening in a flash back (a flame extending back to the valve) at any valve opening.

Flammable Gas – compressed gases that will ignite in air at concentrations of 13% or less by volume. Also those gases, which have flammability, limit (LFL).

Flammable Liquid

Class IA Flammable Liquid – Have flash point below 73F (22.8C) and boiling points Below 100F (37.8C)

Class IB Flammable Liquid – have flash point below 73F (22.8C) and boiling points at Above 100F (37.8C)

Class IC Flammable Liquid – have flash point between 73F (37.8C) and 100F (37.8F)

Class II Flammable Liquid – have flash point between 100F (37.8C) and 140F (60C)

Class IIIA Flammable Liquid – have flash point between 140F (60) & 200F (93.3C)

Class IIB Flammable Liquid – have flash point at or above 200F (93.3C)

Flammable Solid – Solids, which ignite readily and burn vigorously as a result of Friction, moisture absorption or spontaneous chemical changes.

FLAMMABLE RANGE – the numerical difference between the upper and lower flammable limit.

FLASH POINT – the initial (lowest) temperature at which a

IGNITION TEMPERATURE – the lowest temperature to which a substance must be raised before it will ignite, the lower the ignition temperature, the more likely the substance is going to be a fire hazard.

INFLAMMABLE – same as FLAMMABLE

INGESTION – a route of entry into the body, which occurs by swallowing a material.

KILOGRAM – 1000 grams. One kilogram equals about 2.2 pounds.

LC50 – the lethal concentration of a substance in air that causes death in 50% of the animals exposed during the observation period.

LD50 – the lethal dose of a substance that kills 50% of the animals exposed during the observation period.

LITER – the unit of volume in the metric system. A liter is about the same as a quart.

Mg/kg – a way of expressing the concentration of a substance in air: milligrams (mg) of substance per cubic meter (m3) of air.

MILLIGRAM – one one-thousandth of a gram

MUTAGENIC – capable of changing cells in such a way that future cell generations are affected.

NIOSH – abbreviation for the National Institute for occupational safety and health, US department of Health and Human Services. NIOSH makes recommendations to OSHA.

OCCUPATIONAL EXPOSURE LIMITS – maximum allowable concentration of toxic substance in workroom air to protect workers who are exposed to toxic substances over a working lifetime.

OSHA – abbreviation for the occupational safety and health administration, US department of labor. OSHA develops and enforces federal standards for occupational safety and health.

OXIDIZER – a material which may cause the ignition of combustible material without the aid of an external source of ignition or which, when mixed with combustible materials, increases the rate of burning of these materials when the mixtures are ignited.

pH – a measure of how acid or how caustic (base) a substance is on a scale of 1-14, pH 1 indicates that a substance is very acid; pH 7 indicates that a substance is neutral; and pH 14 indicates that a substance is very caustic (base).

POLYMERIZATION – a chemical reaction whereby a compound reacts with itself to form polymers. Usually involves the release of a lot of energy

PPM – parts per million. Generally used to express small concentrations of one substance in mixture.
REACTIVITY – the ability of a substance to undergo change, usually by combining with another substance or by breaking down. Certain conditions, such as heat and light, any cause a substance to become more reactive. Highly reactive substances may explode.
SOLUBILITY – the amount of substance that can be dissolved in a solvent, usually water.
SOLVENT – a substance, usually a liquid, capable of dissolving another substance.
SPECIFIC GRAVITY – the weight of a solid or liquid as compared to an equal amount of water.
SUSPECT CARCINOGEN – a substance that might cause cancer in humans or animals but has not been proven to do so.
TERATOGENIC – a substance capable of causing birth defects.
TLV – THRESHOLD LIMIT VALUE – the amount of a substance to which an average person in average health may be exposed to in a 40-hour workweek.
TOXICITY – the ability of a chemical substance to produce injury once it reached a susceptible site in or near the human body.
TOXIC SUBSTANCE – any substance that can cause acute or chronic injury to the human body
VAPOR – the gas given off by a solid or liquid substance at ordinary temperatures.
VAPOR DENSITY – the density of a gas or vapor as compared to air (air = 1)
VAPOR PRESSURE – pressure usually in millimeters of mercury at which a gas is given off by a solid or on a liquid.
VISCOSITY – a relative measure of how slowly a substance pours of flows. Very viscous substances, like molasses, pour very slowly. Slightly viscous substances, like water, pour and splash easily.
VOLATILITY – a measure of how quickly a substance forms vapor at ordinary temperatures.

MATERIAL SAFETY DATA SHEET (SDS)

Information

SECTION I – PRODUCTION IDENTIFICATION

Section I will include the manufactures name and address, the common name of the product, product class and an area for product ID number, and an emergency telephone number. The hazardous materials identification systems or HMIS to identify the health, flammability, reactivity and personal protection needed for the product. There is an area for the date for which the MSDS was prepared and name of the person who is responsible for preparations of the MSDS – this is optional.

SECTION II – HAZARDOUS INGREDIENTS

Section II will include the chemicals within the product, the CAS number, percentage of the components, the threshold limit value, OSHA – PEL permissible Exposure levels, and ACGIH TLV – PPM- Parts per Million

SECTION III

Section III describes the boiling range in which the product will boil, the specific gravity, the appearance o the product, volatile organic compounds, density and the evaporation rate

SECTION IV – FIRE AND EXPLOSION DATA

Section IV discussed the flammability classification of the product. This is determined by the flash point of the product and the method used to determine this. The OSHA standard determines the class is an IA, IB, IC, IIIA or IIIB. The above are described in the glossary of terms, also the type of method to use when extinguishing a fire, if there is any unusual fire and explosion hazards if there are any special fires fighting procedures to be used in case of an emergency.

SECTION V – HEALTH HAZARD DATA

Section I addresses the effects of overexposure to the body, primary routes of entry, and what the emergency and first air procedures are. This section has information on if the product being listed as a carcinogen. Some MSDS address each chemical and what effect this chemical has on the body.

SECTION VI – REACTIVITY DATA

Section VI informs us of the product's stability, conditions to avoid, if hazardous polymerization could occur if there are hazardous decomposition products.

SECTION VII – SPILL OR LEAK PROCEDURES

Section VII addressed the procedures to be used when material is spilled or released. Waste disposal methods are discussed and what laws to be followed when disposing of the product.

SECTION VIII – SPECIAL PROTECTION INFORMATION

Section VIII informs us on the type of ventilation needed or preferred the type of personal protection equipment needed for the product; i.e. gloves, goggles, and aprons. Etc, AT the star and news these items are mandatory

SECTION IX – SPECIAL PRECAUTIONS

Section IX addresses the proper handling and storing of the product, temperatures to store the product, labeling, etc. also other precautions to be taken, i.e., avoid skin/eye contact, washing with soap and water, etc.

SECTION X – SPECIAL REGULATORY INFORMATION

Section X discussed the regulations for any toxic or hazardous chemicals within the product and if they are on the 313 Sara Title III list

NOTE: While most material Safety Data Sheets follow the information sections in the order

listed on the preceding pages, some MSDS may be printed in varying or transposed sequence.

VII. MSDS AVAILABILITY

_____maintains copies of all MSDS's for each hazardous material in the workplace and makes them readily accessible during each work shift to employees when they are in their work area(s). Employees may review the MSDS's for the materials they work with at the time, while they are in their work area. They also may request a copy of an MSDS if they wish. Copies of MSDS's for materials used in each work area are maintained in that work area, during all shifts. Upon request, the National Institute for Occupational Safety and Health (NIOSH) and OSHA has access to our MSDS's.

VIII. MATERIAL INVENTORY

Below is a list of the hazardous chemical(s) used or stored at this location. These chemicals are referenced to their appropriate MSDS's and are as follows:

Employees wishing to see this list should contact their supervisor.

IX. LABELS AND OTHER FORMS OF WARNINGS

Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. This identification includes the following information:

* Identity of the hazardous chemical.

* Appropriate hazard warnings.

* Name and address of the chemical manufacturer, distributor, or other responsible parties.

CF Breeze Construction requires that containers of hazardous materials in the workplace are labeled, tagged or marked with the identity of the hazardous chemical and appropriate hazard warning. Occasionally, signs, placards, process sheets, batch tickets, operating procedures, or similar accessible written materials are used, instead of affixing labels to individual containers.
Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, which are intended only for the immediate use of the employee who performs the transfer.
All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to Finishing Supervisors so appropriate labels can be reapplied immediately.

X. EMPLOYEE INFORMATION, EDUCATION, AND TRAINING

CF Breeze Construction provides any information, education, and training program to make sure employees know about hazardous chemicals in the workplace and the appropriate control measuresto reduce exposure to them. _____coordinates this program.

New employees receive appropriate safety and health information, education, and training during their initial assignment. This training includes information about hazardous materials and processes in the workplace through the use of printed materials and classroom instruction.

New employee safety and health training program begins upon hire by the personnel department and continues with on-site training by the new employee's department supervision. The specific information in the safety and health training includes:

* General chemical hazards.

* Hazards associated with non-routine tasks.

* Recognition, evaluation, and control of hazardous chemicals.

* Chemical labeling.

* Hazards associated with unlabelled piping and processing systems.

* MSDS's.

* Access to information on hazardous chemicals.

* Compliance with safety and health rules and regulations.

* Requirements of Federal Hazard Communication Regulations.

* Specific hazards present in the work areas.

* The location and availability of the written Hazard Communication Program and all supporting information.

* The measures employees can take to protect themselves from hazards, including pertinent work practices, company emergency procedures, and personal protective equipment.

All employees are informed by supervision concerning the CF Breeze Construction Hazard Communication Program and an explanation of the company's labeling system; MSDS's and how employees may obtain appropriate hazard information.

XI. RETRAINING

It is necessary for work area supervision to provide additional employee training concerning workplace hazards when:

* New materials or processes are introduced into the workplace.
* Process or equipment changes are made that could cause new or increased employee exposure.
* Procedures or work practices are introduced, or changed, which could cause changes in the employees' exposure.
* Employees are transferred from one work area to another where different hazards are present.

A permanent record of all employees training is maintained in the employee's personnel folder.

XII. NON-ROUTINE TASKS

The supervisor of an employee performing a non-routine task, such as cleaning process equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his/her immediate supervisor knows that the non-routine task will be performed.

XIII. CONTRACTOR

All contractors working on a CF Breeze Construction jobsite shall be notified by company management of hazardous materials to which the contractor's employees will be exposed to while working on company property. Also, proper controls will be established to ensure that CF Breeze Construction operations do not expose the contractor's employees to safety and health hazards. Copies of MSDS's for all materials the contractor's employees may be exposed to will be provided to the contractor by _____.

IX. PROGRAM AVAILABILITY

CF Breeze Construction Communication Program is available upon request to:

* Employees.

* OSHA Representatives.

CERTIFICATION OF TRAINING

I certify that i have received training under CF Breeze Construction Hazard Communication Program. I further certify that i understand the procedures and will abide by those procedures.

_____

AUTHORIZED EMPLOYEE SIGNATURE DATE

_____

AUTHORIZED EMPLOYEE SIGNATURE DATE

_____

AUTHORIZED EMPLOYEE SIGNATURE DATE

CF BREEZE CONSTRUCTION
TRENCHING & EXCAVATION POLICY

LOUISIANA ONE CALL SERVICE FOR EXCAVATIONS

Subject: LOUISIANA ONE CALL SERVICE FOR EXCAVATIONS - 1-800-272-3020

The Louisiana Damage Prevention Law became effective in 1988. This law requires owner/operators of underground facilities to mark their work. It also requires owner/operators of underground facilities to mark locations or supply information that will enable excavators and demolishers to locate underground facilities.

Louisiana One Call:
Anyone planning to excavate makes a single call to the toll-free number **(1-800-272-3020) at least 48 hours prior to digging.** Louisiana One Call will note the location and nature of the work being done, along with the excavator's name and phone number and the planned starting date and time.

The phone call to Louisiana One Call is **only effective for ten (1) calendar days.**

Another phone call MUST be made if excavation will take more than ten (1) calendar days after the original phone call.

There is a ***$50,000 fine*** **if excavation occurs after the ten (10) days without another phone call to Louisiana One Call (1-800-272-3020).**

Louisiana One Call then relays the information to all members with facilities in that immediate area. Their crews mark the site before the work begins, using color-coded markers to indicate the types and locations of each pipeline cable, or other types of underground facilities.

Louisiana One Call allows excavators to notify many operators of underground facilities with a single toll-free call ***(1-800272-3020).***

Using a computerized mapping system, Louisiana One Call notifies members whose facilities are likely to be affected by planned excavations. Louisiana One Call members respond quickly by marking their cables, pipelines, and similar systems so excavators can avoid them. ***Louisiana One Call also records all notification calls and keeps them on file for three (3) years in case disputes arise.***

Please remember to call **1-800-272-3020** between the hours of **7:00 a.m. and 5:00 p.m. Monday through Friday, AT LEAST 48 HOURS IN ADVANCE OF EXCAVATION ACTIVITIES.**

Not all utilities, communications, cablevision, water companies, pipeline companies, municipalities and political subdivisions participate in the Louisiana One Call program.

If your digging activity will be in conflict with a line that is not covered by the Louisiana One Call membership, you must notify that company directly.

Louisiana One Call will give you a list of utility companies that are not covered by their membership. You must contact these companies directly to notify them of any excavations. Please make a note of the company called, phone number and the person spoken with for Citadel Builder's files.

TRAINING

All personnel involved in excavation work must be trained in accordance with the requirements of this program. Training must be provided before the employee is assigned duties.

Retraining will be provided the lesser of every three years or as necessary to maintain knowledge or skills to safety work within or in the vicinity of excavations.

Site Worker

Personnel who conduct work within or in the vicinity of excavations must receive training prior to beginning work at the site. The training must include:

- Requirements of the OSHA Excavations standard;
- Requirements of CF Breeze Construction Excavation Safety Program;
- Work practices;
- Hazards relating to excavation work;
- Methods of protection for excavation hazards;
- Use of Personal Protective Equipment;
- Procedures regarding hazardous atmospheres;
- Emergency and non-entry rescue procedures.

Competent Person

In addition to site worker training, a departmental competent person must also receive training to include:

- Methods of evaluating the site and conducting inspections according to this program;
- Evaluation and selection of protection methods;
- Ensuring compliance with this program;
- Requirements under additional applicable programs such as Confined Space and Fall Protection.

HAZARDS

Surface
All equipment, materials, supplies, permanent installations (e.g. buildings, roadways), trees, brush, boulders, and other objects at the surface that could present a hazard to employees working in the excavation must be removed or supported, as necessary, to protect employees.

Underground Installations
The location of sewer, telephone, fuel, electric, and water lines as well as any other underground installations that may be encountered during excavation work must be located and marked prior to opening the excavation. Arrangements must be made as necessary by the Competent Person with the appropriate utility agency for the protection, removal, shutdown, or relocation of underground installations.

If it is not possible to establish the exact location of underground installations, the work may proceed with caution provided detection equipment or other safe and acceptable means (e.g. using hand tools) are used to locate the utility as the excavation is opened and each underground installation is approached.

Excavation work will be conducted in a manner that does not endanger underground installations or employees engaged in the work. Utilities left in place must be protected by barricades, shoring, suspension, or other means as necessary to protect employees.

Access and Egress
Stairs, ladders, or ramps must be provided where employees are required to enter trench excavations four feet or more in depth.

Vehicular Traffic
Employees exposed to vehicular traffic must be provided with, and will wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material. Warning vests worn by flagmen must be red or orange and be of reflectorized material if worn during night work.

Falling Loads
No employee will be permitted underneath loads handled by lifting or digging equipment. Employees will be required to stand away from any vehicle being loaded or unloaded. Vehicle operators may remain in the cabs of vehicles being loaded or unloaded when the vehicle provides adequate protection for the operator during loading and unloading operations.

Mobile Equipment
When mobile equipment is operated adjacent to the edge of an excavation, a warning system will be used when the operator does not have a clear and direct view of the edge of the excavation. The warning system must consist of barricades, hand or mechanical signals, or stop logs. If possible, the surface grade will slope away from the excavation.

Hazardous Atmospheres
Atmospheric testing must be conducted in excavations over four feet deep where hazardous atmospheres could reasonably be expected to exist (e.g. landfill areas, near hazardous substance storage, gas pipelines).

Adequate precautions will be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen or other hazardous atmospheres. These precautions include providing appropriate respiratory protection or forced ventilation. Forced ventilation or other effective means will be used to prevent exposure to an atmosphere containing a flammable gas in excess of 10 percent of the lower flammable limit.

Water Accumulation

Employees will not work in excavations that contain or are accumulating water unless precautions have been taken to protect employees from hazards posed by water accumulation. The precautions taken could include, for example, special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines.

If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operation must be monitored by a person trained in the use of the equipment.

Adjacent Structures

Support systems (such as shoring, bracing, or underpinning) will be used to assure the stability of structures and the protection of employees where excavation operations could affect the stability of adjoining buildings, walls, or other structures.

Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees will not be permitted except when:

- A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or

- The excavation is in stable rock; or

- A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation so as to be unaffected by the excavation activity; or

- A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

Sidewalks, pavements and appurtenant structures will not be undermined unless a support system or other method of protection is provided to protect employees from the possible collapse of such structures.

Where review or approval of a support system by a registered professional engineer is required, the department will secure this review and approval in writing before the work is begun. A copy of this proposal will be provided to EHSS.

Loose Rock or Soil

Adequate protection must be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection will consist of:

- Scaling to remove loose material;
- Installation of protective barricades, such as wire mesh or timber, at appropriate intervals on the face of the slope to stop and contain falling material; or
- Benching sufficient to contain falling material.

Excavation personnel will not be permitted to work above one another where the danger of falling rock or earth exists.

Employees must be protected from excavated materials, equipment or other materials that could pose a hazard by falling or rolling into excavations.

- Protection will be provided by keeping such materials or equipment at least 2 feet from the edge of excavations, by the use of restraining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.
- Materials and equipment may, as determined by the Project Manager, need to be stored further than 2 feet from the edge of the excavation if a hazardous loading condition is created on the face of the excavation.
- Materials piled, grouped or stacked near the edge of an excavation must be stable and self-supporting.

Fall Protection
Barricades, walkways, lighting and posting must be provided as necessary prior to the start of excavation operations.

Guardrails, fences, or barricades must be provided on excavations adjacent to walkways, driveways, and other pedestrian or vehicle thoroughfares. Warning lights or other illumination must be maintained as necessary for the safety of the public and employees from sunset to sunrise.
Wells, holes, pits, shafts, and all similar excavations must be effectively barricaded or covered and posted as necessary to prevent unauthorized access. All temporary excavations of this type will be backfilled as soon as possible.

Walkways or bridges protected by standard guardrails must be provided where employees and the general public are permitted to cross over excavations. Where workers in the excavation may pass under these walkways or bridges, a standard guardrail and toeboard must be used.

Compliance

In order to comply with this program:

1. An initial inspection to evaluate site hazards must be conducted by a competent person.

2. All hazards must be eliminated, controlled, or employees must be provided appropriate personal protective equipment.

3. Protection must be provided against potential cave-ins using either sloping or benching systems or support systems.

4. Inspections must be conducted daily or as conditions occur that may affect or create hazards.

5. All OSHA rules and standards pertaining to trenching and excavation must be adhered to.

Inspections

The subcontractor competent person will conduct daily inspections of excavations, adjacent areas, and protective systems for evidence of a situation that could result in possible cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection will be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after each hazard-changing event (e.g. rainstorm). These inspections are required when the excavation will be or is occupied by employees.

Where the competent person finds evidence of a situation that could result in a possible cave-in, failure of protective systems, hazardous atmosphere, or other hazardous conditions, exposed employees shall be removed from the hazardous area until precautions have been taken to assure their safety.

The competent person shall maintain a written log of all inspections conducted. This log shall include the date, work site location, results of the inspection, and a summary of any action taken to correct existing hazards.

Protection

Each employee in an excavation shall be protected from cave-ins by using either an adequate sloping and benching system or an adequate support or protective system.

Exceptions to this are limited to:

- Excavations made in stable rock; or

- Excavations less than four feet in depth where examination of the ground by a Competent Person provides no indication of a potential cave-in.

Protective systems shall be capable of resisting all loads that could reasonably be expected to be applied to the system.

Sloping and Benching
The slop and configuration of sloping and benching systems shall be selected and constructed by the Competent Person.

Employees shall not be permitted to work above other employees on the faces of sloped or benched systems except when employees at the lower levels are protected from the hazard of falling, rolling, or sliding material or equipment.

Support Systems
The design of support systems, shield systems, and other protective systems shall be selected and constructed by the Competent Person.

CF BREEZE CONSTRUCTION
FALL PROTECTION PROGRAM

Policy:

All company employees and sub contractor employees working six feet or more above a lower level shall be protected from fall hazards and falling objects in accordance with this policy.

Procedure:

The following systems and procedures have been designed to prevent employees from falling off, onto or through working levels. Areas covered by this policy include, but are not limited to:

- Controlled access zones;
- Ramps, runways and other walkways;
- Holes;
- Leading edge work;
- Unprotected sides and edges;
- Roofing work;
- Wall openings; and
- Other walking/working surfaces.

Authority and Responsibility

The safety committee and jobsite Supervisors are responsible for:

- Developing, implementing and updating the fall protection program;
- Reporting all questionable conditions discovered to the responsible department;
- Ensuring all affected employees are trained in accordance with this policy.
- Ensuring all affected employees follow the described practices within this policy;
- Purchasing all appropriate fall protection equipment and related safety devices; and
- Ensuring all inspection and maintenance practices for fall protection equipment are followed in accordance with this policy.

Employees are responsible for complying with the practices within the Fall Protection Program.

General Requirements

This standard, 29 CFR 1926.500-503, describes the duty to provide fall protection, sets the criteria and practices for all fall protection systems and the required training. It covers hazard assessment, fall protection and safety monitoring systems. Also addressed are controlled access zones and guardrails, personal fall arrest, warning line system and positioning device systems.

Controlled Access Zones

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, shall be defined by a controlling line or other means that restricts access. Control lines shall consist of ropes, wires, tapes or equivalent material, supporting stanchions and each shall:

- Be flagged or otherwise clearly marked at not more then six foot intervals with high visibility material;
- Be rigged and supported in such a way that the lowest point (including sag) is not less then 39 inches from the walking/working surface and the highest point is not more than 50 inches;
- Be strong enough to sustain stress of not less than 200 pounds;
- Extend along the entire length of the unprotected leading edge and shall be parallel to the unprotected or leading edge; and
- Be connected on each side to a guardrail system or wall.

When control lines are used they shall be erected not less than six feet and no more than 25 feet from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line shall be erected not less than six feet and no more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.

Controlled access zones when used to determine access to areas where overhand plastering and related work are taking place shall be defined by a control line erected not less than 10 feet and no more than 15 feet from the working edge. Additional control lines shall be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in these zones.

On floors and roofs where guardrail systems are not in place prior to the start of overhand bricklaying operations, controlled access zones shall be enlarged as necessary to enclose all points of access, material handling areas and storage areas.

On floors and roofs where guardrail systems are in place, but need to be removed to allow leading edge work to take place, only the portion of the guardrail necessary to accomplish that day's work shall be removed.

Excavations

Each employee at the edge of an excavation six feet deep or more shall be protected from falling by a guardrail system, fence barricade or cover. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway.

Guardrail Systems

If a guardrail system is used to protect employees from falls, the system shall meet the following criteria:

- Toprails and midrails of guardrail systems shall be at least one-quarter inch in diameter;
- If wire rope is used for toprails, it shall be marked every six feet with highly visible material;
- Steel or plastic banding material shall not be used as toprails or midrails;
- Manila, plastic or synthetic rope used for toprails or midrails shall be inspected frequently to ensure strength and stability;
- The top edge height of toprails or guardrails shall be 42 inches plus or minus three inches above the walking level;
- When workers are using stilts, the top edge height of the top rail or equivalent shall be increased equal to the height of the stilts;
- Screens, midrails, mesh, intermediate vertical members or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches high;
- When midrails are used, they shall be installed at a height midway between the top edge of the guardrail system and the walking/working level;
- When screens and mesh are used they shall extend from the toprail to the walking/working level and along the entire opening between toprail supports;
- Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches apart;
- Other structural members, such as additional midrails and panels, shall be installed so that there are no openings larger than 19 inches;
- The guardrail system shall be capable of withstanding a force of at least 200 pounds;
- Midrails, screens, mesh, intermediate vertical members, solid panels and equivalent structural members shall be capable of withstanding a force of at least 150 pounds;
- Guardrail systems shall have smooth surfaces to protect employees from punctures or lacerations and prevent clothing from snagging;
- The ends of toprails and midrails shall not overhang terminal posts, except where such overhang does not constitute a projection hazard;
- A chain gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place;
- At holes, six feet or more in depth, guardrail systems shall be set up on all unprotected sides or edges and all holes shall be covered when not in use;

- Guardrail systems with a gate shall be used around holes that are access points to prevent employees from falling into these holes; and
- If guardrail systems are used at the sides or edges of ramps and runways, they shall be erected on each side or edge.

Personal Fall Arrest Systems

The use of a body belt for fall protection is prohibited.

The user prior to each use shall inspect all personal fall arrest systems. The inspection shall include examination for wear, damage and other deterioration. If during the inspection the user discovers defects or damage, the user shall immediately remove the component from service.

- Dee-rings and snap-hooks shall have a minimum tensile strength of 5,000 pounds without cracking, breaking or suffering permanent deformation. Snaphooks shall be sized to be compatible with the member to whom they will be connected, or shall be of a locking configuration.
- Snaphooks that are not of the locking type and designed for the following connections shall not be engaged directly to:
- Webbing, rope or wire rope;
- To each other;
- To a dee-ring to which another snaphook or other connector is attached;
- To a horizontal lifeline; or
- To any object incompatible in shape or dimension relative to the snaphook, thereby causing the connected object to depress the snaphook keeper and release unintentionally.

A hook is considered to be compatible when the diameter of the dee-ring to which the snaphook is greater then the inside length of the snaphook when measured from the bottom (hinged-end) of the snaphook keeper to the inside curve of the top of the snaphook. Thus, no matter how the de-ring is positioned or moved with the snaphook attached, the D-ring cannot touch the outside of the keeper, thus depressing it open. The use of non-locking de-rings is prohibited.

On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.

Horizontal lifelines shall be designed, installed and used under the supervision of a qualified person, as part of a complete fall arrest system that maintains a safety factor of at least two. Lifelines shall be protected against being cut or abraded.

Self-retracting lifelines and lanyards that automatically limit free fall distance to two feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

Self-retracting lifelines and lanyards that do not limit free fall distance to two feet or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of
sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

Ropes and straps used in lanyards, lifelines and strength components of body belts and body harnesses shall be made of synthetic fibers.

Anchorage shall be designed, installed and used under the supervision of a qualified person. Anchorage used to attach personal fall arrest systems shall be independent of any

anchorage being used to support or suspend platforms and shall be capable of supporting at least 5,000 pounds per person attached.

Lanyard and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.

Personal Positioning Device

Body harness systems shall be set up so that a worker can free fall no more than two feet. All belts or harnesses shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.

Warning Line Systems

Warning line systems used on roofs shall consist of ropes, wires or chains, and supporting stanchions. The warning lines shall be constructed as follows:

- Flagged at not more than six-foot intervals with high visibility material;
- Rigged and supported so that the lowest point including sag is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface;
- Stanchions, after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof or platform edge;
- The rope, wire or chain shall have a minimum tensile strength of 500 pounds and after being attached to the stanchions, shall support without breaking the load applied to the stanchions as prescribed above; and
- Shall be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.
- When mechanical equipment is being used, the warning line shall be erected not less than six feet from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge perpendicular to the direction of mechanical equipment operation.
- When mechanical equipment is not being used, the warning line shall be erected not less than six feet from the roof edge.

Hoist Areas

All employees in a hoist area shall be protected from falling six feet or more by guardrail systems or personal fall arrest systems. If guardrail systems or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening to receive or guide equipment and materials, that employee shall be protected by a personal fall arrest system.

Holes, Openings, Ramps, Runways and Other Walkways

All holes, openings, ramps, runways, and other walkways crossing or covering openings six feet or more, shall be protected with a guardrail system.

Wall Openings

All employees working on, at or near wall openings where the bottom edge of the wall opening is six feet or more and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected by use of either a guardrail system or a personal fall arrest system.

Covers

Covers used over openings in the roadways and vehicular aisles shall meet the following criteria:

- Support twice the maximum axle weight of the largest vehicle the cover might be subjected;
- Support twice the weight of employees, equipment and materials that may be imposed on the cover at anytime;
- Be secured at all times; and
- Be identified with markings indicating “HOLE” or “COVER”.

Roofs

Low-Sloped Roofs

All employees working on low-sloped roofs with unprotected sides and edges six feet or more above the lower levels shall be protected from falling by guardrail systems or a combination warning line system and personal fall arrest system, or a combination warning line system and a safety monitoring system.

Roofs that are 50 feet or less in width can use a safety monitoring system without a warning line system.

Steep Roofs

All employees on a steep roof with unprotected sides and edges six feet or more above the lower levels shall be protected by either guardrail systems with toeboards or a personal fall arrest system.

Protection from Falling Objects

When guardrail systems are used to prevent materials from falling from one level to another, any opening shall be small enough to prevent passage of potential falling objects. No materials or equipment, except masonry or mortar shall be stored within four feet of working edges. Excess mortar, broken or scattered masonry, and all other materials and debris shall be kept clear of the working area by removal at regular intervals.

During roofing work, materials and equipment shall not be stored within six feet of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge shall be stable and self-supporting.

Canopies

When canopies are used as protection from falling objects they shall be constructed strong enough to prevent collapse and to prevent penetration by any objects that fall onto them.

Toeboards

When toeboards are used as protection from falling objects, they shall be erected along the edges of the overhead walking or working surface for a distance sufficient to protect persons working below. Toeboards shall be capable of withstanding a force of at least 50 pounds applied in any downward or outward direction at any point along the toeboard. Toeboards shall be a minimum of three and one half inches tall from their top edge to the level of the walking/working surface, have no more than 0.25 inches clearance above the walking/working surface, and be solid or have openings no larger than one inch in size.

Where tools, equipment, or materials are piled higher than the top edge of a toeboard, paneling or screening shall be erected from the walking/working surface or toeboard to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect persons below.

Safety Monitoring Systems

If no fall protection, including personal fall arrest systems, warning line systems, controlled access zones or guardrail system can be implemented, then a safety monitoring system shall be established. The responsible department shall designate a safety monitor to monitor the safety of the workers. The safety monitor shall:

- Be competent in the recognition of fall hazards;
- Be capable of warning workers of fall hazard dangers;
- Detect unsafe work practices as in accordance with this policy;
- Work on the same surface as the workers and maintain visual contact of all employees;
- Be close enough to the work operations to communicate orally with the workers; and
- Have no other duties that will interfere or distract from the monitoring function.
- Mechanical equipment shall not be used or stored in areas where safety-monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

- No worker, other then than one engaged in work on low-sloped roofs, or covered by a personal fall arrest system, shall be allowed in an area where the employee is being protected by a safety monitoring system.
- All workers in a controlled access zone shall be instructed to promptly comply with all fall warnings issued by the safety monitors.

Training

All employees that are exposed to fall hazards shall be trained in the recognition and minimization of such hazards. Training shall be arranged through Safety Committee. The employee shall be trained in the following areas:

- Nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining, disassembling and inspecting fall protection systems;
- The use and operation of controlled access zones and guardrail, personal fall arrest and warning lines;
- The limitations on the use of mechanical equipment during the performance of roofing work on low-slope roofs;
- The correct procedures for equipment and materials handling and storage and the erection of overhead protection; and
- The employee's role in fall protection plans.

Site Fall Rescue Plan

Site Supervision will evaluate and take appropriate steps to rescue someone who has fallen and is suspended at heights, which may include the following:

1. Calling 911
2. Rope
3. Ladder
4. Scissor Lift
5. Boom Lift
6. Crane Man Bucket
7. Scaffold
8. First Aid Kit

CF BREEZE CONSTRUCTION
Fall Protection Plan for Residential Construction

I. Statement of Company Policy

CF Breeze construction is dedicated to the protection of its employees from on-the-job injuries. All employees of CF Breeze have the responsibility to work safely on the job. The purpose of the plan is to supplement our existing safety and health program and to ensure that every employee who works for CF Breeze recognizes workplace fall hazards and take the appropriate measures to address those hazards.

This Fall Protection Plan addresses the use of conventional fall protection at a number of areas on the project, as well as identifies specific activities that require non-conventional means of fall protection. During the construction of residential buildings under 48 feet in height, it is sometimes unfeasible or it creates a greater hazard to use conventional fall protection systems at specific areas or for specific tasks. The areas or tasks may include, but are not limited to:

a. Setting and bracing of roof trusses and rafters;
b. Installation of floor sheathing and joists;
c. Roof sheathing operations; and
d. Erecting exterior walls.

In these cases, convention fall protection systems may not be the safest choice for builders. This plan is designed to enable employers and employees to recognize the fall hazards associated with this job and to establish the safest procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Each employee will be trained in these procedures and will strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the competent person of their concern and have the concern addressed before proceeding.

It is the responsibility of the competent person to implement this Fall Protection Plan. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced. The crew supervisor or foreman is responsible for correcting any unsafe practices or conditions immediately.

It is the responsibility of the employer to ensure that all employees understand and adhere to the procedures of this plan and to follow the instructions of the crew supervisor. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees. Any changes to the Fall Protection Plan must be approved by Corporate Safety Director.

II. Fall Protection Systems To Be Used On The Job

Installation of roof trusses/rafters, exterior wall erection, roof sheathing and joist/truss activities will be conducted by employees who are specifically trained to do this type of work and are trained to recognize the fall hazards. The nature of such work normally exposes the employee to the fall hazard for a short period of time. This Plan details how Citadel Recovery Services will minimize these hazards.

Controlled Access Zones

When using the Plan to implement the fall protection options available, workers must be protected through limited access to high hazard locations. Before any non-conventional fall protection systems are used as part of the work plan, a controlled access zone (CAZ) shall be clearly defined by the competent person as an area where a recognized hazard exists. The demarcation of the CAZ shall be communicated by the competent person in a recognized manner, either through signs, wires, tapes, ropes or chains.

CF Breeze Construction shall take the following steps to ensure that the CAZ is clearly marked or controlled by the competent person:

- All access to the CAZ must be restricted to authorized entrants.
- All workers who are permitted in the CAZ shall be listed in the appropriate sections of the Plan (or be visibly identifiable by the competent person) prior to implementation.
- The competent person shall ensure that all protective elements of the CAZ be implemented prior to the beginning of work.

Installation Procedures for Roof Truss and Rafter Erection

During the erection and bracing of roof trusses/rafters, conventional fall protection may present a greater hazard to workers. On this job, safety nets, guardrails and personal fall arrest systems will not provide adequate fall protection because the nets will cause the walls to collapse, while there are no suitable attachment or anchorage points for guardrails or personal fall arrest systems.

On this job, requiring workers to use a ladder for the entire installation process will cause a greater hazard because the worker must stand on the ladder with his back or side to the front of the ladder. While erecting the truss or rafter the worker will need both hands to maneuver the truss and therefore cannot hold onto the ladder. In addition, ladders cannot be adequately protected from movement while trusses are being maneuvered into place. Many workers may experience additional fatigue because of the increase in overhead work with heavy materials, which can also lead to a greater hazard.

Exterior scaffolding cannot be utilized on this job because the ground, after recent backfilling, cannot support the scaffolding. In most cases, the erection and dismantling of the scaffold would expose workers to a greater fall hazard than erection of the trusses/rafters.

On all walls eight feet or less, workers will install interior scaffolds along the interior wall below the location where the trusses/rafters will be erected. "Sawhorse" scaffolds construction of 48 inch sawhorses and 2x10 planks will often allow workers to be elevated high enough to allow for the erection of trusses and rafters without working on the top plate of the wall.

In structures that have walls higher than eight feet and where the use of scaffolds and ladders would create a greater hazard, safe working procedures will be utilized when working on the top plate and will be monitored by the crew supervisor. During all stages of truss/rafter erection, the stability of the trusses/rafters will be ensured at all times.

CF Breeze Costruction shall take the following steps to protect workers who are exposed to fall hazards while working from the top plate installing trusses/rafters:

- Only designated trained workers will be allowed to work on the top plate during roof truss of rafter installation;
- Workers shall have no other duties to perform during truss/rafter erection procedures;
- All trusses/rafters will be adequately braced before any worker can use the truss/rafter as a support;
- Workers will remain on the top plate using the previously stabilized truss/rafter as a support while other trusses/rafters are being erected;
- Workers will leave the area of the secured trusses only when it is necessary to secure another truss/rafter;
- The first two trusses/rafters will be set from ladders leaning on side walls at points where the walls can support the weight of the ladder; and
- A worker will climb onto the interior top plate via a ladder to secure the peaks of the first two trusses/rafters being set.
- The workers responsible for detaching trusses from cranes and/or securing trusses at the peaks traditionally are positioned at the peak of the trusses/rafters. There are also situations where workers securing rafters to ridge beams will be positioned on top of the ridge beam.

CF Breeze Construction shall take the following steps to protect workers who are exposed to fall hazards while securing trusses/rafters at the peak of the trusses/ridge beam:

- Only designated trained workers will be allowed to work at the peak during roof truss or rafter installation;
- Once truss or rafter installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects;
- Workers shall have no other duties than securing/bracing the trusses/ridge beam;
- Workers positioned at the peaks or in the webs of trusses or on top of the ridge beam shall work from a stable position, either by sitting on a "ridge seat" or other equivalent surface

that provides additional stability or be positioning themselves in previously stabilized trusses/rafters and leaning into and reaching through the trusses/rafters;
- Workers shall not remain on or in the peak/ridge any longer than necessary to safely complete the task.

Roof Sheathing Operations

Workers typically install roof sheathing after all trusses/rafters and any permanent truss bracing is in place. Roof structures are unstable until some sheathing is installed, so workers installing roof sheathing cannot be protected from fall hazards by conventional fall protection systems until it is determined that the roofing system can be used as an anchorage point. At that point, employees shall be protected by a personal fall arrest system.

Trusses/rafters are subject to collapse if a worker falls while attached to a single truss with a belt/harness. Nets could also cause collapse, and there is no place to attach guardrails.

All workers will ensure that they have secure footing before they attempt to walk on the sheathing, including cleaning shoes/boots of mud or other slip hazards.

To minimize the time workers must be exposed to a fall hazard, materials will be staged to allow for the quickest installation of sheathing.

CF Breeze Construction shall take the following steps to protect workers who are exposed to fall hazards while installing roof sheathing:

- Once roof sheathing installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects;
- The competent person shall determine the limits of this area, which shall be clearly communicated to workers prior to placement of the first piece of roof sheathing;
- The competent person may order work on the roof to be suspended for brief periods as necessary to allow other workers to pass through such areas when this would not create a greater hazard;
- Only qualified workers shall install roof sheathing;
- The bottom row of roof sheathing may be installed by workers standing in truss webs;
- After the bottom row of roof sheathing is installed, a slide guard extending the width of the roof shall be securely attached to the roof. Slide guards are to be constructed of no less than nominal 4" height capable of limiting the uncontrolled slide of workers. Workers should install the slide guard while standing in truss webs and leaning over the sheathing.
- Additional rows of roof sheathing may be installed by worker positioned on previously installed rows of sheathing. A slide guard can be used to assist workers in retaining their footing during successive sheathing operations; and
- Additional slide guards shall be securely attached to the roof at intervals not to exceed 13 feet as successive rows of sheathing are installed. For roofs with pitches in excess of 9-in-12, slide guards will be installed at four-foot intervals.

- When wet weather (rain, snow, or sleet) is present, roof sheathing operations shall be suspended unless safe footing can be assured for those workers installing sheathing.
- When strong winds (above 40 miles per hour) are present, roof sheathing operations are to be suspended unless wind breakers are erected. Installation of floor joists and sheathing during the installation of floor sheathing/joists (leading edge construction), the following steps shall be taken to protect workers:
- Only designated trained workers will be allowed to install floor joists or sheathing.
- Materials for the operations shall be conveniently staged to allow for easy access to workers;
- The first floor joists or trusses will be rolled into position and secured either from the ground, ladders or sawhorse scaffolds;
- Each successive floor joist or truss will be rolled into place and secured from a platform created from a sheet of plywood laid over the previously secured floor joists or trusses;
- Except for the first row of sheathing which will be installed from ladders or the ground, workers shall work from the established deck; and
- Any workers not assisting in the leading edge construction while leading edges still exist (e.g. cutting the decking for the installers) shall not be permitted within six feet of the leading edge under construction.

Erection of Exterior Walls

During the construction and erection of exterior walls, employers shall take the following steps to protect workers:

- Only designated trained workers will be allowed to erect exterior walls.
- A painted line six feet from the perimeter will be clearly marked prior to any wall erection activities to warn of the approaching unprotected edge;
- Materials for operations shall be conveniently staged to minimize fall hazards; and
- Workers constructing exterior walls shall complete as much cutting of materials and other preparation as possible away from the edge of the deck.

III. Enforcement

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The crew supervisor, or foreman, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

IV. Accident Investigations

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

V. Changes to Plan

Any changes to the plan will be approved by the corporate safety director. This plan shall be reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite.

Site Fall Rescue Plan

Site Supervision will evaluate and take appropriate steps to rescue someone who has fallen and is suspended at heights, which may include the following:

1. Calling 911
2. Rope
3. Ladder
4. Scissor Lift
5. Boom Lift
6. Crane Man Bucket
7. Scaffold
8. First Aid Kit

CF BREEZE CONSTRUCTION
SCAFFOLD USER SAFETY PROGRAM

Policy:

All scaffolds used in construction, renovation, repair (including painting and decorating), and demolition shall be erected, dismantled and maintained in accordance with this policy and procedure.

Procedure:

Authority and Responsibility

The Safety Committee and jobsite Supervisors are responsible for:

- Reviewing this policy to ensure compliance with current regulations;
- Reporting any questionable conditions that are discovered to the responsible department; and
- Ensuring all affected employees are trained in accordance with this policy.
- Ensuring all affected employees follow the prescribed practices within this policy; and
- Designating a qualified person to design and supervise during the erection, use and disassembling of scaffolding; and
- Ensuring all inspection and maintenance practices for scaffolds are conducted by a competent person in accordance with this policy and procedure.

Employees affected by this policy are responsible for complying with the practices within the Scaffold Safety Program.

The competent person shall be trained in accordance with the Occupational Safety and Health Administration and responsible for:

- Directing employees who erect, dismantle, move or alter scaffolding;
- Determining if it is safe for employees to work from a scaffold during storms or high winds, and ensure that a personal fall arrest system is in place;
- Training employees involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolding to recognize associated work hazards;
- Inspecting scaffolds and scaffold components for visible defects before each work shift, and after any occurrence which could affect the structural integrity, and to authorize prompt corrective action;
- Inspecting ropes on suspended scaffolds prior to each workshift and after every occurrence which could affect the structural integrity, and to authorize prompt corrective actions;
- For suspension scaffolds evaluating direct connections to support the load to be imposed;
- For erectors and dismantler's, determining the feasibility and safety of providing fall protection and access; and

For scaffold components:

- Determining if a scaffold will be structurally sound when intermixing components from different manufacturers'; and
- Determining if galvanic action has affected the capacity when using components of dissimilar metals.
- Qualified persons shall be responsible for:
- Designing and loading scaffolds in accordance with design specifications;
- Training employees working on the scaffolds to recognize the associated hazards and understand procedures to control or minimize those hazards; and

For suspension scaffolds;

- Designing platforms on two-point adjustable suspension types that are less than 36 inches wide to prevent instability;
- Making swaged attachments and spliced eyes on wire suspension ropes; and
- Designing components in accordance with design specifications.

General Requirements for Scaffolds

Capacity/Loads

A qualified person must design all scaffolding in accordance with the Occupational Safety and Health Administration (OSHA) 29 CFR 1926.451 "General Requirements for Scaffolds" and 29 CFR 1926.452 "Additional Requirements Applicable to Specific Types of Scaffolds".

Stationary scaffolds over 125 feet in height and rolling scaffolds over 60 feet in height shall be designed by a professional engineer. All equipment shall be inspected to see that it is in good condition and is serviceable. Damaged or deteriorated equipment shall not be used.

All scaffolds and their components must support without failure its own weight and at least four times the maximum intended load applied or transmitted to the scaffold.

Platforms

Platforms shall be constructed as follows:

- Platforms shall be entirely planked and decked with space not more than one inch wide between the platforms and uprights;
- The platform shall not deflect more than 1/60 of the span when loaded;
- All platforms shall be kept clear of debris or other obstructions that may hinder the working clearance on the platform;
- Wood planks shall be inspected to see that there are graded for scaffold use, are sound and in good condition, straight grained, free from saw cuts, splits and holes;
- Platforms and walkways shall be at least 18 inches in width. When the work area is less than 18 inches wide, guardrails and/or personal fall arrest systems shall be used;
- Where platforms are overlapped to create a long platform, the overlap shall occur only over supports, and shall not be less than 12 inches unless the platforms are nailed;

- A platform greater than 10 feet in length shall not extend over its support more then 18 inches, unless it is designed and installed so that the cantilevered portion of the platform is able to support employees without tipping, or has guardrails which block employee access to the cantilevered end;
- Wood surface shall not be covered with opaque finishes, other than the edges for making identification;
- Platforms may be coated periodically with wood preservatives, fire-retardant finishes, and slip-resistant finishes; however, the coating shall not obscure the top or bottom wood surfaces; and
- Each end of the platform unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its support at least six inches.

Scaffold components manufactured by different manufacturers shall not be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained. Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that galvanic action will not reduce the strength of any component.

Guardrails

All scaffolds more than six feet above the lower level shall protect employees with guardrails on each open side of the scaffold. Guardrails shall be installed along the open sides and ends before releasing the scaffold for use by the employees, other than erection or dismantling crews.

Guardrails are not required when:

- The front end of all platforms are less than 14 inches from the face of the work; and
- When employees are plastering and lathing 18 inches or less from the front edge.
- Materials such as steel or plastic banding shall not be used for toprails or midrails.

Erection of Scaffolds

Prior to Erection – All Scaffold Assemblies

All jobsites and work areas shall be inspected prior to the erection of scaffolds to determine the site's ability to support structure, and for location of electric power lines, overhead obstructions, wind conditions, and the need for overhead protection or weather protection coverings.

Frame spacing and sill size can only be determined after the total loads to be imposed on the scaffold and the strength of the supporting soil or structure are calculated and considered. Special consideration is required when scaffolding is to be erected on fill, soft or frozen ground. Sills shall be level and in full contact with the supporting surface. A qualified person must do this analysis. Load carrying information on components is available from the scaffold manufacturer.

Wood planks used for platforms on scaffolding shall be specifically graded for scaffold use by an approved grading agency.

Erection of Fixed Scaffold

Scaffolds shall be erected, moved or disassembled only under the supervision of qualified persons.

Base plates or screw jacks shall be in firm contact with both the sills and the legs of the scaffolding. Screw jacks with base plates shall be used to compensate for uneven ground. Do not use unstable objects such as loose bricks, blocks of wood or concrete to shore up the uneven surface.

All scaffolding shall be plumb and level. Tying, guying, or bracing may be needed to assure a safe and stable scaffold assembly. Do not force members to fit. Be sure scaffolding stays level and plumb as erection progresses. The height of the scaffold in relation to the minimum base width, wind loads, the use of brackets or cantilevered platforms and imposed scaffold load determines the need for stability bracing.

Access Requirements

Access shall be provided when scaffold platforms are more than 24 inches above or below the point of access. Direct access is acceptable when the scaffold is not more than 14 inches horizontally and not more than 24 inches vertically from the other surfaces. Crossbraces shall not be used as a means of access.

Type of accesses, which are permitted:

- Portable ladders;
- Hook-on ladders;
- Attachable ladders
- Stairways;
- Stair towers;
- Ramps and walkways; or
- Integral prefabricated frames.

When erecting or dismantling supported scaffolds, a safe means of access shall be provided when a competent person has determined the feasibility and analyzed the site conditions.

Use Requirements

The use of shore scaffolds and lean-to-scaffolds is strictly prohibited. All employees are prohibited from working on scaffolds covered with snow, ice or other slippery materials.

Clearance Distances Between Scaffolds and Powerlines

The following table provides the clearance distances between scaffolds and powerlines, or any other conductive material, while being erected, used, dismantled, altered or moved.

Insulated Lines Voltage	Minimum Distance	Alternatives
Less than 300 volts 300 to 50 kv More than 50 kv	3 feet 10 feet 10 feet *General Rule*: 0.4 inches for each 1 kv over 50 kv	Two times the length of the line insulator, but never less than 10 feet
Uninsulated Lines Voltage	Minimum Distance	Alternatives
Less than 50 kv More than 50 kv	10 feet 10 feet plus *General Rule:* 0.4 inches for each 1 kv over 50 kv	Two times the length of the line insulator, but never less than 10 feet

EXCEPTION: Scaffolds and materials may be closer to power lines than specified where such clearance is necessary for performance of work and only after the utility company or electrical system operator has de-energized or relocated the lines.

Scaffold Requirements

The following are the requirements for specific types of scaffolds:

- Fabricated frame scaffolds (tubular welded frame scaffolds) - Appendix A;
- Form scaffolds and carpenter's bracket scaffolds - Appendix B;
- Pump jack scaffolds - Appendix C;
- Ladder jack scaffolds - Appendix D;
- Crawling boards (chicken ladders) - Appendix E;
- Two-point adjustable suspension scaffolds - Appendix F;
- Multi-level suspended scaffolds - Appendix G;
- Mobile scaffolds - Appendix H; and
- Aerial lifts - Appendix I.

Stilts

All employees using stilts shall:

- Wear the stilts on surfaces that are flat and free of holes, pits, and obstructions, such as debris or other tripping and falling hazards; and
- Properly maintain the stilts. The manufacturer must approve alterations to stilts.

Scaffolds Prohibited for Use

The following types of scaffolds are prohibited:

- Window jack scaffolds;
- Catenary scaffolds;
- Float scaffolds;
- Needle beam scaffolds;
- Pole scaffolds;
- Tube and coupler scaffolds;
- Plasterers, decorators and large area scaffolds;
- Horse scaffolds;
- Outrigger scaffolds;
- Interior hung scaffolds;
- Step, platform and trestle ladder scaffolds; and
- Single-point adjustable suspension scaffolds.

Fall Protection

All employees working on scaffolds six feet or more above ground/floor level shall use fall protection.

All scaffolding shall have toeboards, screens, a guardrail system and/or debris nets as determined by a competent person.

Training

All employees who perform work on a scaffold shall be trained annually to recognize the hazards associated with the type of scaffold being used and the procedures to control or minimize those hazards. Employees shall be trained to demonstrate competency in the following areas:

- Nature of electrical, fall hazards and falling object hazards in the work area;
- Proper use of scaffolds;
- Proper handling of materials on scaffolds;
- Proper erecting, maintaining and disassembling of fall protection systems;
- Proper construction, use, placement and care in handling of scaffolds; and
- Maximum intended load and load-carrying capacities of scaffolds used.

CF BREEZE CONSTRUCTION
CRANES & SUSPENDED PERSONNEL PLATFORMS
Safety Procedures

I. SCOPE

This procedure provides requirements for protecting personnel operating tower and mobile cranes or working in an area where cranes are being operated in accordance with 29 CFR 1926 Subpart N, ASME B-30.5, and applicable ANSI standards. This section also covers procedures applicable to the design, construction, testing, use and maintenance of suspended personnel platforms, and the hoisting or personnel platforms on the load lines of cranes or derricks. Use of suspended personnel platforms on any Design project must be approved by the Safety Director.

II. RESPONSIBILITY

The Corporate Safety Director administers and reviews this procedure periodically and requires it be kept current.

Project Superintendents and foremen enforce this procedure as it relates to their jobsite.

The operator makes final decisions with regards to whether a load is safe to fly.

Employees comply with this safety program, any additional instructions issued by their supervisors, and be aware of their surroundings.

III. REQUIREMENTS

Equipment Inspection & Testing

Each day, the operator/competent person – before starting work – shall complete (in writing) a Safety Inspection Report. The operator/competent person will perform a more thorough 30 day inspection, involving but not limited to the entire length of wire rope being run out for examination and inspection of the sheaves and drums, socketed fittings, and standing ropes. Maintenance and inspection records will be completed and retained on site. All annual crane inspections will be performed by an inspector approved by the Department of Labor. When a crane has been dismantled or has had major repairs, it will be inspected by an inspector approved by the Department of Labor.

It is recommended that the equipment be load-tested only in accordance with the manufacturer's specifications and limitations and with the American National Standard Institute (ANSI).

No modifications of alterations to the equipment will be made by the project or any individual without the manufacturer's written approval.

Operator Qualifications & Responsibilities

This section covers the requirements for qualifying operators through physical examination and proficiency testing to minimize the potential for accidents. All crane operators must be trained, experienced, and qualified to operate the specific make and model of crane he/she is to operate. The operator should be instructed, read, and understand the manufacturer's operators manual for the assigned make and model and applicable OSHA and ANSI standards. For tower cranes in particular, prior tower crane operating experience or training is required because of the dissimilarity between tower cranes and other equipment. Operator experience or training documentation shall be provided by the crane company or a subcontractor using the crane on site.

Operators shall pass a written or oral examination that covers the following topics:

- The ability to read and understand the crane's load chart
- An understanding of the ANSI crane hand signals
- How to determine the weight of a load
- Basic knowledge of safe crane operation
- Safe attitude awareness

Documentation of a practical exam should be available for review upon Citadel's request. Operators of leased/rented equipment shall provide documentation.

Operators shall meet the following physical qualifications:

- Vision of at least 20/30 in one eye and 20/50 in the other eye, with or without corrective lenses;
- Ability to distinguish colors, regardless of position, if color differentiation is required for operation;
- Adequate hearing, with or without hearing aid, for the specific operation.

Evidence of physical defects or emotional instability which could render a hazard to the operator or others, or which in the opinion of the examiner could interfere with the operator's performance, shall be sufficient cause for disqualification. In such cases, specialized clinical or medical judgments and tests shall be required by a licensed examiner.

Evidence that an operator is subject to seizures or loss of physical control shall be sufficient reason for disqualification. Specialized medical evaluations shall be required to determine these conditions. The physical examination is a post-hire, pre-assignment examination.

Operators of leased and/or rented equipment shall be removed and replaced upon written request by CF Breeze Construction Project Supervisor or Management person.

Cranes will be operated only by the following personnel:

- Designated operator – The operator qualified to perform required specific duties. Documented training, experience, or by previous or current employer.
- Trainees under the direct supervision of a designated and certified operator.

- Maintenance and test personnel, when it is necessary in the performance of their duties.
- Inspectors (crane).

No one, other than personnel specified above, will enter an operator station or crane cab, with the exception of persons such as helpers and supervisors whose duties required them to do so, and then only in the performance of their duties and with the knowledge of the operator or other appointed person.

It will be the responsibility of the competent person designed by the Project Superintendent to indoctrinate operators in the CF Breeze operating procedures concerning hoist and crane operation, prior to starting work.

All crane operators must be qualified in accordance with the CF Breeze Operator Physical/Proficiency Requirements and ANSI Standards.

The operator's training will have an expiration date one year from the date of the operator's last physical examination. A physical examination will be required annually.

General Operating Practices

The operator will be responsible for those operations under his/her direct control. Whenever there is any doubt as to safety, the operator will stop and refuse to handle the load until safety, such as proper rigging, has been assured.

Inspections performed as stated above in the Inspections section.

The operator will not hoist, lower, swing, or travel while anyone is on the load, hook, or headache ball. All operations involving the use of suspended personnel baskets or platforms shall comply with OSHA regulations, and the crane shall be equipped with a positive action anti-two blocking device.

All cranes are recommended to have functioning anti-two block device.

While actually engaged in operating the crane, the operator will not engage in any practice that will divert his/her attention.

The operator will familiarize himself/herself with the equipment and its proper care. If adjustments or repairs are necessary, or any defects are known, the operator will report the same promptly to his/her supervisor and will also notify the next operator of the defects upon changing shifts.

Attachments used with cranes will not exceed the capacity rating or scope recommended by the crane's manufacturer.

The operator will not swing loads over employees. If loads must be swung over other employees to make progress on the job, the operator will sound the horn on the equipment, and wait until employees are clear before swinging the load.
The hand signals to be used are those prescribed by the ANSI standard applicable to each crane. Only one individual will assume the flagging duties, and no other persons shall flag during the lift, with the exception of any person giving an emergency stop signal. ANSI crane hand signals shall be posted at each project where a crane is in operation.

A copy of the manufacturer's operator's manual for each make and model must be on the project site, and the manufacturer's specifications and limitations noted in it will be observed.

The operator will not leave the controls of the crane while the load is suspended. Before leaving the crane unattended, the operator will:

- Land any attached load, bucket, lifting magnet, or other device.
- Disengage clutch.
- Set travel, swing, boom brakes, and other locking devices.
- Put controls in the "off" position.
- Secure crane against accidental travel.

Electrical Hazards – A crane will not be operated, under any circumstances, when any part of the crane or load will come within 10 feet of energized electrical distribution lines rated 50 kv or below unless the following conditions are met:

- The lines have been de-energized and are grounded at the point of work.
- Insulating barriers that are not part of the hoisting equipment have been erected.
- For lines rated over 50 kv, the minimum clearance between lines and any part of the crane or load will be 10 feet plus 0.4 inch for each kv over 50 kv or twice the length of the line insulator.
- The clearance will not be less than 10 feet.

All lines will be considered energized unless the person or utility owning the lines indicates that they are not energized and that the lines are grounded at the point of operation.

Wire Rope – Wire rope with one or more of the following defects will be removed or replaced immediately. If one wire rope of a set (pendant lines, multi-leg slings, etc.) requires replacement, the entire set of ropes will be replaced:

- In standing ropes, more than two broken wires in one lay in areas beyond end connections, or more than one broken wire at an end connection.
- In running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand in one lay.
- Wear of one third of the original diameter of the outside individual wires caused by abrasion, scrubbing, flattening, or penning.
- Kinking, crushing, bird caging, or any other damage resulting in distortion or the rope structure.
- Evidence of heat damage from any cause.
- Reduction from nominal diameter of more than: 1/64 inch for diameters up to and including 5/16 inch; 1/32 inch for diameters from 3/8 inch up to and including ½ inch; 3/64 inch for diameters 9/16 inch to and including ¾ inch; 1/16 inch for diameters

from 7/8 inch up to and including 1 1/8 inch; 3/32 inch for diameters from 1¼ inch up to and including 1½ inch.

Hooks – Hook inspection shall coincide with initial crane inspection.

Before the crane is authorized to use, a nondestructive inspection test shall be performed. The most accurate method of inspection of hooks for cracks is by magnetic-particle and dye-penetrant inspection. Hooks with threaded shanks shall be carefully inspected for wear in the thread area. If the hook shows signs of wear or stress, the hook shall be removed from service. Items to be checked during this annual inspection are as follows:

- Cracks, severe nicks, or gouges.
- Wear not to exceed 10% of original sectional dimension.
- A bend or twist not to exceed 10 degrees from the plane of the unbent hook.
- Safety latch engagement damage or any malfunctioning.
- Hook attachment and securing means.
- Measurement of hook throat.

The results of the annual inspection and original measurements, for the purpose of comparison in subsequent inspection, shall be kept by the respective maintenance or equipment supervisor.

Notices and Posting – Rated load capacities, recommended operating speeds, special hazards warnings, operating notes, and special instructions will be posted on all equipment and will be visible to the operator while at the control station. Illustrations of hand signals used in operating equipment will be posted at the site.

MOBILE CRANES:

Operations

Accessible areas within the swing radius of the rotating superstructure counterweight of a crane will be barricaded to prevent employees from being struck or crushed by the counterweight.

The ground shall be level to within 1 degree of the horizon. All applicable danger signs shall be posted. This includes but it not limited to:

- Danger Electrical Hazard
- Swing Radius Warning
- Step Warnings

All outrigger pads are designed to rest on solid (good) ground and require additional support "floats" or "cribbing" made of substantial materials that are larger than the pads. These "floats" or "cribbing" disburse the weight of the crane and its load over a larger ground area than does the pad. Recommended practice to figure the adequate size needed for outrigger floats/cribbing is the size of the crane divided by five (5) will equal the sq. ft. of each float. Example, 30 ton crane would be 30 ÷ 5 = 6 sq. ft. per pad.

All cribbing under each pad should be formed solid (no spacing in between).

When operating any hydraulic crane, when both an auxiliary and main hoist lines are reeved, an anti-two blocking warning system is required on both auxiliary and main hoist lines.

Wind gauge is recommended to be installed per manufacturer's recommendations.

The load block and the auxiliary ball shall be equipped with a positive safety latch.

Extreme caution must be exercised when working near excavations or areas that may become impassable or unstable by rainfall, flash floods, etc. Proper matting and shoring shall be used.

Equipment will not be lubricated while in use unless it is designed for safe lubrication application during use.

TRAVELING WITH A LOAD (Pick and Carry) IS NOT ALLOWED.

TOWER CRANES:

Additional Requirements

Hold Harmless Agreement – There should be a *strong contractual* hold harmless agreement between the Company and all other interested parties, such as the tower crane owner and/or vendor, the erecting/disassembling contractor, and all crane users.

Inspections/Erection – A Department of Labor third-party approved inspection agency shall complete and document an annual inspection *before* the machine arrives on site, and an annual inspection thereafter is required. The complete annual inspection (approved by the Department of Labor) of all structural crane parts – including Non-Destructive Examinations (NDE) test of welded joints by a competent person qualified in accordance with OSHA 29 and CFR 1926 – should be furnished by the crane supplier prior to the erection of the crane. A copy of this inspection and NDE test results should be maintained on site. The inspection should also be certified by a registered engineer.

All tower, jib, and structural bolts and nuts, and other structural fasteners shall be new at erection time and meet manufacturer's specifications. All tower, jib, and slewing ringbolts and nuts shall be closely inspected and replaced as required during erection. All inspections, NDE tests, preventive maintenance, and repairs to tower cranes shall be performed by a qualified, competent person.

Set Up

Concrete foundations must meet adequate breaking strength (at least 75%) prior to setting base.

All employees erecting/dismantling/jacking crane will use 100% fall protection at 6 ft. and above.

All cranes over 200 ft. in height, FAA approval/documentation must be obtained prior to erection.

Operations

Tower cranes shall have flags or other indicators on the jib identifying the working load radius.

Tower cranes shall have devices to limit:

- Trolley travel at both ends of the jib.
- Anti-two blocking.
- Operating radius in accordance with lifted load.
- Pressures in hydraulic or pneumatic circuits.
- Crane travel at both ends of the runway tracks.

Load limiting devices and acceleration and deceleration limits, when provided, shall be installed in enclosures that can be locked or sealed to inhibit tampering. Operational tests shall be conducted, and a load limit device setting shall be verified by applying test loads of 100 percent or the manufacturer's requirements of the applicable ratings. These tests shall be performed prior to using newly erected and altered cranes with dated records by kept on site.

A device indicating wind velocity shall be mounted at or near the top of the crane. A velocity readout shall be provided at the operator's station in the cab, and a visible or audible alarm shall be triggered in the cab and at remote control stations when a preset wind velocity, recommended by the manufacturer, has been exceeded.

**Water must not be allowed to stand at the base of the tower crane due to electric shock potential AND freezing water has been documented to act as a jack to separate the tower from the base plates.*

Maintenance

Regular inspections and maintenance of cranes shall be conducted and performed in accordance with the manufacturer's specifications and current ANSI Standards. Maintaining tower cranes in good working condition must be of utmost consideration to eliminate unnecessary downtime and prevent accidents. Companies or subcontractors shall be able to provide this documentation for regular inspection.

Suspended Personnel Platforms (Work Baskets)

General Requirements

A crane or derrick may be used to hoist employees on a personnel platform only when the erection, use, or dismantling of other conventional means of reaching the work area (i.e., ladders, stairways, aerial lefts, scaffolds, etc.) would be more hazardous or is not possible because of structural design or work site conditions.

Before a personnel platform is used, the craft superintendent or foreman must complete the Personnel Platform Authorization form and have it approved by the Project Superintendent.

The total weight of the basket and rigging will not exceed 50 percent of the crane's rated capacity.

Employees will keep all parts of the body inside the platform during raising, lowering, and positioning. This does not apply to flagman.

Employees will not exit or enter a hoisted platform that has not landed or the platform secured to the structure where the work is to be performed.

Crane Set-Up & Operation

Personnel platforms will be hoisted and lowered in a slow, controlled, and cautious manner with no sudden movements of the crane or derrick, or the personnel platform.

Load lines will have a capacity 7 times the maximum intended load for standard wire rope and 10 times for rotation resistant rope.

When the occupied personnel platform is in a fixed position, all locking devices, such as load and boom hoist drum brakes, pawls or dogs, will be engaged.

In addition to the load hoist brake, the load line hoist drum will have a system or device to control the speed of lowering the platform and to prevent free fall (i.e. Power Down). Do not use machines with live booms (booms without any device other than a brake to control lowering speed.

Cranes will be equipped with boom angle indicators, boom extension indicators, load radius indicators, anti-two blocking devices (positive acting device that deactivates hoisting action), and positive locking load hooks.

Additional Safety Requirements

Personnel platforms will be used for lifting only personnel and their tools.

At least one continually manned tagline fastened near the toeboard to one of the uprights will be used, unless the use of the tagline creates an unsafe condition.

Employees on the platform will use a body harness with lanyard appropriately attached to the lower load block or overhaul ball, or to a structural member within the personnel platform capable of supporting a fall impact for employees using the anchorage. Platform will be proof tested (load tested) by suspending it for 5 minutes at 1½ time its rated load capacity. This will be done prior to hoisting personnel for the first time and after any modification or repair. Proof test can be performed at the same time as the trial lift. Test weight will be evenly distributed on the platform.

A full cycle trial lift will be performed with the platform unoccupied, loaded to 1½ times its rated load capacity, at every new location, re-setup or lift routing change.

A visual inspection of all equipment, rigging, hoist equipment, and personnel platform will be made after each trial lift and proof test.

Records of inspections and tests must be kept on file in the Project Superintendent's office.

Visual or audio contact will be maintained between the hoisted personnel and the crane operator or signal person.

A pre-lift meeting will be held prior to a trial lift, or when any employees are newly assigned to the operation. The meeting will be conducted by the supervisor of the lift and will include the operator, signal person, and the employees to be lifted.

Each bridle leg (if used) will be connected to a master link or shackle; locking load hooks will be used. All wire rope rigging used for lifting purposes will be equipped with thimble eyes. A safety factor of 5 times the maximum intended load will be maintained at all times. Rigging equipment for personnel hoisting will not be used for any other purposes.

Training

Occupants of personnel platform will receive orientation and training in the safe and proper use in accordance with the manufacturer's instructions.

The crane operator will be qualified on the particular crane used for hoisting the personnel platform.

Sign Name: _____ Date: _____

Print Name: _____ Instructor: _____

CF BREEZE CONSTRUCTION
FIRE PROTECTION & PREVENTION WORK RULE & POLICY

Basis: Workplace fires and explosions kill 200 and injure more than 5,000 workers each year. In 1995, more than 75,000 workplace fires cost businesses more than $2.3 billion. "Fires wreak havoc among workers and their families and destroy thousands of businesses each year, putting people out of work and severely impacting their livelihoods," said Secretary of Labor Robert B. Reich (1996, October 8). "The human and financial toll underscores the serious nature of workplace fires."

General: *CF Breeze* will ensure that jobs having a potential for employee injury are evaluated and controlled. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying potential job hazards, work practices, training and establishing appropriate procedures for fire prevention and protection.

Responsibility: The Company Safety Manager is responsible for the preparation and administration of the fire prevention and protection program and has f ill authority to make necessary decisions to ensure success of the program. The company Safety Manager has received training in the area of fire prevention and protection by an authorized OSHA Outreach Trainer. The Safety Manager will oversee detailed written instructions covering each of the basic elements of the fire prevention and protection. The company has expressly authorized this person as the qualified/competent person to halt any company operation where there is a danger of serious personal injury.

Policy: Each employee exposed to fire hazard shall be protected from serious injury. All employees of CF Breeze Construction are responsible for safety at all times.

Contents of the Fire Prevention and Protection:

1. Fire Protection Program

1. CF Breeze Construction shall provide a fire protection and prevention training program for all employees who may be exposed to a fire hazard on the jobsite.

2. The company Safety Manager will oversee the management and enforcement of the program.

3. The company Safety Manager will train Supervisors to assist in the management and enforcement of the program.

4. Supervisors shall use the enclosed Flammable and Combustible Materials Checklist to identify potential fire hazards on the jobsite. See Attachment A of this instruction.

2. Training

1. All employees with potential exposure to fire hazards shall be trained in appropriate control measures to minimize or eliminate the hazard.

2. Training shall be conducted by the company Safety Manager and/or Supervisor.

3. Training shall be conducted at initial assignment and on a regular basis, as the job conditions require and at least annually.

4. All training sessions shall be documented and include the following information:

    a. Employee name

    b. Date of training

    c. Person who conducted the training

    d. Specific topic covered relating to fire protection and prevention

    e. All training documents shall be filed with the Safety Department at the main office

5. The training program shall address the following elements:

    a. Hazards involved with incipient stage fire fighting

    b. The different classes of fire

    c. The nature of fires/housekeeping

    d. The different methods of extinguishing a fire

    e. General principles of fire extinguisher use

f. Location of the fire extinguisher

g. Inspection of the fire extinguisher

h. Emergency action plan in the event of a fire

3. Maintenance of fire extinguishers

1. All fire extinguishers shall be inspected monthly by the company Safety Manager and annually by the approved fire extinguisher inspection vendor.

2. Any fire extinguishers found to be damaged or inoperable shall be immediately repaired or tagged and removed from service.

3. Records of the annual inspection shall be kept on file for at least one year from the date of inspection at the main office.

4. Records of the maintenance inspection both monthly and annually shall be documented and filed at the main office.

4. Evaluation and Accident Investigations

1. The Company Safety Manager shall evaluate the fire protection and prevention program annually to determine the effectiveness of the application and training.

2. The safety manager and the competent person on the jobsite shall promptly investigate all accidents and near accidents resulting fires.

3. An accident/ incident report shall be prepared and reviewed by the safety manger, competent person on the jobsite and top management.

4. If discrepancies are found in the fire protection and prevention program, they shall be promptly corrected and updated.

5. Any changes to the fire protection and prevention program shall be promptly communicated to the employees.

5. Flammable and Combustible Materials Checklist

Attachment: A. FLAMMABLE AND COMBUSTIBLE MATERIALS CHECKLIST

Yes/No	Conditions to inspect
	Are combustible scraps, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?
	Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
	Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
	Are all connections on drums and combustible liquid piping, vapor and liquid tight?
	Are all flammable liquids kept in closed containers when not in use (for example, parts cleaning tanks, pans, etc.)?

	Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
	Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?
	Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
	Do storage rooms for flammable and combustible liquids have explosion-proof lights?
	Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
	Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
	Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
	Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
	Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
	Is vacuuming used whenever possible rather than blowing or sweeping combustible dust? Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
	Are fuel gas cylinders and oxygen cylinders separated by distance, and fire resistant barriers, while in storage?
	Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

HOT WORK PERMIT

SCOPE

This section covers procedures to be followed to secure a Hot Work Permit and precautions to be taken during the performance of hot work to make it as safe as possible. Permits are necessary where required by the client or this manual.

All supervisors will be responsible for ensuring that all employees follow these procedures.

POLICY

A Hot Work Permit will be required for any temporary operation involving open flames or producing heat an/or sparks. This includes, but is not limited to, welding, burning, cutting, brazing, grinding, soldering and thawing pipe. (The requirements of this section are not to supersede any existing project permit procedures. Any cutting, welding, or other hot work must comply with existing facility conditions and permit requirements.)

Note: Hot work permit shall be required for work being done in all wood frame structures, by any means that uses or produces open flame high heat, sparks, or slab, i.e., welding, brazing, soldering or grinding.

HOT WORK PERMIT

Before any operation involving open flame or producing heat and/or sparks, the supervisor responsible for the area will secure a Hot Work Permit from the Project Superintendent.

He/She will inspect the area and ensure that it is "fire safe". Precautions to be followed will be designated, and he/she will assure himself/herself of the following requirements within 35 feet of the hot work:

- Combustible floors will be kept wet down, covered with damp sand or fire resistive sheets within 10 feet of the hot work operation.
- Floors will be swept clean.
- Flammable liquids, dust, lint, and oily deposits will be removed.
- Ducts and conveyor systems will be protected or shut down to prevent sparks from being carried to other combustibles.
- Know how to report a fire.
- Watch for fires in all exposed areas.

- Be retained at least 30 minutes, or as designated by the Project Superintendent or Supervisors after welding, burning, grinding, or any spark-producing operation is completed in order to detect and extinguish any smoldering fires.

Person Performing Open Flame, Heat, and/or Spark Producing Operation (Hot Work)

Any employee performing hot work:

- Will handle his/her equipment safely and use it so as not to endanger lives or property.
- Will have a signed Hot Work Permit before starting any hot work within a designated area requiring a permit.
- Has authorization from his/her supervisor to perform work.

HOT WORK PERMIT

Date: _____ Job No.: _____
Job Name: _____

Contractor: _____
Specific Location: _____
Activity: _____
Date of Issuance: ____/____/_____ Time: _____ AM / PM
Date of Expiration: ____/____/_____ Time: _____ AM / PM
Permit will be issued for a maximum period of _____ hours (max 12 hours)
Fire watch shall remain at the hot work site during the lunch period and will be on standby for _____ minutes after completion of work. (30 minutes minimum)
Note any hazards present: _____
_____
Corrective action taken: _____
_____

· Areas with potential explosive atmospheric conditions require a combustible flammable atmospheric test to determine if safe for hot work. Record L.E.L. here: _____%

Fire and safety precautions:

_____ Sweep clean or wet down area (especially if dust hazard)
_____ Relocate and protect all flammable materials (min 10').
_____ Plug or cover and wall or floor openings
_____ Inspect all hot work equipment and fire extinguishers to ensure that they are in good working order.
_____ Atmospheric test is required
_____ If a sprinkler system is out of service, permission must be granted by Client for hot work
_____ If smoke detectors are present and need to be disabled, permission must be granted by Client for hot work permit.

Requested by: _____ Date: _____

Person Cutting or Welding: _____ Fire watch person: _____

Supervisor authorizing work: _____ Date: _____

Client authorizing work: _____ Date: _____

Time hot work started: _____ AM / PM Date: _____

Time hot work completed: _____ AM / PM

Time fire watch completed: _____ AM / PM _____
Fire watch signature

If the Owner has a separate hot work permit form, attach the Owner's form to this form and put both copies in the book, no matter what this form needs to be filled out.

RETURN ALL HOT WORK PERMIT COPIES TO SAFETY DEPARTMENT

COPY TO GENERAL CONTRACTOR, COPY TO BOOK

CF BREEZE CONSTRUCTION
EMERGENCY RESPONSE PLAN POLICY

CF Breeze Construction shall develop and post a emergency action plan for each jobsite. OSHA requires employers to have an emergency action plan. The purpose of the plan is to eliminate or minimize hazards to employers in the event of a fire or other emergency

Procedure:

Emergency Action Plan

_____

Company Name

_____

Jobsite Address

_____

City State Zip Code

Prepared by:

_____

Name of company employee preparing the plan

_____

Title Phone Number

_____

Signature Date

Purpose

The plan is for the safety and well being of the employees of:

_____
Company Name

It identifies necessary management and employee actions during fires and other emergencies. Education and training are provided dot that all employees know and understand the Emergency Action Plan.

Location of the Plan

The Emergency Action Plan can be found at each jobsite. A copy is also maintained in the company office.

Upon request, an OSHA representative may obtain a copy of the plan form:

_____
Company Designee and Title

Emergencies escape procedures and escape route assignments
(Examples: multi story buildings, inside malls, etc.)

_____

_____

_____

_____

Procedures for Employee who remain behind to perform critical plant operations

_____

_____

_____

_____

Procedures to account for all employees after emergency evacuation

_____

_____

_____

_____

Identification of employees assigned to rescue and medical duties

_____

_____

_____

_____

Preferred means of reporting fires and other emergencies

_____

_____

_____

_____

Names and job titles of persons or departments who can be contacted for further information about the Emergency Action Plan

_____

_____

_____

_____

CF BREEZE CONSTRUCTION

Entry and Work in Confined Spaces

Entry into and work in confined spaces can be and usually is very dangerous and must be done with the proper equipment, training and safety personnel. All entries into confined spaces will be done in full accordance with the latest OSHA standard 1910.146.

CF Breeze Construction has determined that we have no spaces that should be classified as permit confined spaces in the scope of our permanent operation. In the course of our contractor operations, if we are required to enter confined spaces, we will ascertain if our customer has a "Confined Space Entry Program" and if, in our opinion it complies with OSHA standard 1910.146. If it does, we will comply with that program.

If no program exists, we will ask our customer to establish a program. If our customer has no employees that would enter the confined space, and consequently needs no program, we will prepare a written procedure.

If in the course of our construction activities, a confined space is created, and our employees are required to enter that space and perform work operations therein, we will also prepare a written procedure covering that specific space.

The preparation of any "Confined Entry Space Program" is, in our opinion, "space specific". The confined space must be identified and a specific program prepared for the space. Any and all written procedures prepared will be in accordance with the latest OSHA standard 1910.146 and will include:

1. **Hazard Identification:**
   The Project Manager and/or Superintendent will identify and evaluate each hazard of the confined space, if any, including determination of severity, and notify the corporate safety officer, giving all pertinent details of existing conditions, etc.

2. **Hazard Control:**
   CF Breeze Safety Director will establish and implement the means, procedures and practices by which the confined space can be entered safely, and review procedures with the job superintendent before confined spaces are entered.

3. **Permit System:**
   Establish a written permit system for the proper preparation, issuance and implementation of entry permits. Copies of the cancelled permit (for completed work) shall be maintained in our files for one year.

4. **Employee Information:**

Post signs near permit space to notify employees what hazards may be present and that only authorized persons are allowed to enter.

5. **Prevention of Unauthorized Entry:**
Prevent unauthorized entry by our employees through such measures as training or by posting signs and barriers, as necessary.

6. **Employee Training:**
Train our employees, so that all who work in or around a confined space acquire the understanding, knowledge, and skills necessary for safe performance of duties assigned whether actually working in the space or serving as an attendant.

7. **Equipment:**
Provide, maintain and ensure the proper use of the equipment necessary for safe entry, including testing, monitoring, communication and personal protective equipment.

8. **Attendant:**
Have a full time attendant outside the space at all times to monitor the workers in the course of their work. The attendant shall have no other duties and shall keep in constant communication with the workers.

9. **Rescue:**
Ensure that the procedures and equipment necessary to rescue entrants from permit spaces are implemented and provided. Professional medical personnel such as the Fire Department or other emergency group shall be utilized if needed.

10. **Protection from External Hazards:**
Initiate a Lock-Out/Tag-Out procedure that assures the space is not energized, contaminated or flooded by toxic material or gas.

11. **Duty to Other Employees:**
Ensure that, when we plan to send other employees (such as subcontractor's employees) into a permit space which is under our control we will provide the other contractor with all available information on permit space hazards, our efforts to comply with this standard, and on any other workplace hazards, safety rules and emergency procedures on which the contractor needs to be aware in order to comply with this standard.

CF BREEZE CONSTRUCTION

DEMOLITION

It is the intention of CF Breeze to fully comply with the OSHA standards subpart T – Demolition (1926.850).

Attached are some questions, preparatory operations, general protection requirements, fire protection and control information as well as welding and torch cutting means and methods. This is by no means meant to be all inclusive. Each demolition job, depending on its size and complexity will require special attention. The enclosed Safety Planning Process will assist and guide you in the questions you will need to review before writing a formal Demolition Plan.

Should the demolition be subcontracted, this information will help guide them as to what is required.

A formal Demolition Plan MUST be submitted to the Design & Build Safety Director before ANY demolition is started. This is a requirement if the demo is being performed by Design or a Subcontractor. Your demolition plan should be submitted to the Safety Director early enough to allow ample time for review, approval, and so as not to delay the start of the demolition work.

Safety Planning Process
Demolition

Program Objectives:

The purpose of this plan is intended to provide <u>minimum</u> requirements to protect and safeguard the public and employees and to prevent damage to property resulting from demolition operations.

1. <u>Site History and Questions to ask</u>**:**
    a. Is a "phase one" survey required? (may request one from Owner)
    b. What was the usage of the building space or site before?
    c. Do I need to perform an Engineering Survey? Why do I need to perform a survey?
    d. Are the drawings available?
    e. Will the site/building remain partially occupied? Is this a full demolition, rehab or full gut?
    f. What contaminations/hazardous materials/hazards/environmental issues might be found on site: PCB's (transformers, ballasts, capacitors); Mercury (switches, neon lights, fluorescent lights); Freon; Lead; Asbestos; Silica; UST's (underground storage tanks); Underground Vaults; Mold; Histoplasmosis (bat or bird manure), etc?

g. Are MSDS's available for the hazards that employees will be exposed to? Actual vs. generic.
h. What above underground encumbrances? Easements?
i. What about means of egress? Two or more are required at all times from the building/structure.
j. Will you be using certified disposal sites for hazardous materials? Paperwork for these items must be completed. What about "Traffic Plans"?
k. What about dust/pest/rodent controls? Inside and outside.
l. What about noise levels for workers and the public?
m. What type of monitoring (air, noise) will need to be performed, if any? Baseline survey of indoor air quality?
n. Are there any confined space issues? Will a confined space entry program be required?
o. Are pre-stressed concrete (concrete in which steel is stretched and anchored to compress the concrete) or post-tensioned concrete (concrete is compressed after being cast by stressing the steel reinforcing) structures/beams/slabs involved? Special considerations for demolition procedures, for this type of construction, are needed. A Professional Engineer must first be consulted.
p. Start times (weekend work allowed/required)?
q. HVAC sep., dust control, etc. (see 2.6).
r. Are special structures (silos, towers, chimneys, vaults), blasting or implosion operations involved?
s. Is there a need to provide special training?
t. Things to think about: Recycling of debris (asphalt, concrete), salvage building elements and materials (lumber, timber, architectural features), scrap recycling (iron, steel, metals).

2. <u>Preparatory Operations – Pre Job Meeting</u>:

2.0 Site Specific Safety Plan

2.1 Planning of the demolition job is a priority, including the means and equipment necessary to perform the work. Anticipate all hazards before the job begins.

2.2 Prior to any demolition operation, construction documents must be filed with the local code official showing the design and construction of any temporary vehicle passageways, pedestrian protection, fencing and/or similar devices that contractor may utilize/require.

2.3 Prior to the start of the demolition operations, an engineering survey of the structure shall be made by a qualified or competent person to determine the type and condition of the building's walls and floors so that action can be taken, if needed, to prevent premature collapse of any portion of the structure/building. This may include bracing and shoring or walls, floors and/or adjacent buildings. Consideration should also be given to potential soil retention systems. The employer shall have, <u>in writing</u>, evidence that such a survey was done. Photographing or video of surrounding buildings and any existing damage is advisable.

2.4 The survey helps the contractor understand the building, the site, the area as well as provide the contractor the opportunity to evaluate and plan what equipment will be required to perform demolition/selective demolition, where to begin any wrecking of the structure, what protection will be needed for the workers and the public, staging locations, address and understand any environmental issues, decide what is salvageable, etc.

2.5 All utilities shall be shut-off, capped, or controlled at or beside the building line. Dig Safe, First Call, One Call, etc. must be contacted. In each case, the responsible utility company shall be notified in advance, and its approval or services be obtained.

2.6 If it is necessary to maintain any power, water or other utility during demolition, these lines shall be temporarily relocated as necessary or protected in accordance with any applicable codes, standard(s) or regulation(s).

2.7 A determination shall be made if any hazardous chemicals, gases, explosives, flammable materials or similarly dangerous substances have been used in any pipes, tanks, or other equipment on the property. When the presence of any such substance is apparent or suspected, testing and purging, as necessary, shall be performed by qualified persons and the hazard eliminated prior to commencing the demolition work. Note all local, state, and federal requirements.

2.8 Prior to the start of the demolition operations, signs should be posted at entranceways to warn unauthorized personnel of the potential danger: Falling debris, overhead work, health hazards, etc.

2.9 Entrances to the building being demolished should be protected by an overhead structure providing protection at a minimum of 8 feet out from the front of the building and capable of sustaining a load of 150-lb/sq. ft.

2.10 Stairs, passageways and ladders must be designated as a means of access to the building or structure. All other access ways shall be entirely closed off at all times. Maintain proper lighting in all stairs.

2.11 Where a hazard may exist from fragmentation of glass, all glazed openings should be removed and protected.

2.12 The EPA, (and possibly local agencies), requires that solid waste be characterized prior to disposal in order to determine disposal requirements, i.e. hazardous waste or construction debris. If the waste is determined to be hazardous, the waste must be treated, stored, transported and disposed of in accordance with the hazardous regulations.

2.13 Maintain EPA/run off (SWPPP) controls, including streets.

3. General Protection during Demolition:

3.0 Meeting with all persons on the job daily to review operations and plan for today.

3.1 During demolition, inspections by competent persons shall be made as the work progresses to detect hazards resulting from weakened or deteriorated floors, walls or loosened materials. No workers shall be permitted to work where such hazards exist until they are corrected by shoring, bracing or other means.

3.2 Prepare and submit a work plan. The order in which demolition is performed should follow an established procedure. Proceed systematically from higher to lower levels.

3.3 If debris is to be dropped through holes without the use of chutes, the area onto which the debris is dropped shall be enclosed with a barricade not less than 42" high and not less than 6 feet back from the projected edge of the opening above. Signs shall be posed at each level, warning of the hazards of falling materials.

3.4 All holes not used for material drops, shall be covered with material substantial enough to support the weight of 2x the load (2x for equipment, 4x for people) that may be imposed on it, secure and mark all hole covers.

3.5 The control (continuous wet down) of dust being generated by the demolition operations and/or on-site crushing operations must be provided for.

3.6 Only those employees necessary, for the performance of those operations, shall be permitted when demolition operations are being performed.

3.7 All employees shall wear necessary Personal Protective Equipment (PPE) including protection for the head, eyes, ears, feet, respiratory systems, personal fall arrest systems and the proper clothing.

3.8 In the operation of cranes or derricks, a standard signal system shall be used. All personnel assigned to such operation shall be fully instructed in and knowledgeable of these signals and will be required to use and observe them. Loads should not be moved over workers.

3.9 Scaffold or aerial lifts should be provided for employees engaged in work that cannot be safely made from the ground or other solid work area/platform.

3.10 The storage of materials and debris on any floor shall not exceed the allowable floor loads.

3.11 The removal of walls, floors and materials by means of equipment (i.e. Bobcat, Skid Steer, etc.), shall not be allowed unless the floors are of sufficient strength to support the loads.

3.12 Where material is dumped from mechanical equipment of wheelbarrows, curbs or stops must be placed at floor openings to prevent equipment from running over the edge.

3.13 If debris is to be dropped through chutes, the chutes must be designed and constructed to handle the impact of the materials and debris loaded therein. Employees shall not enter into a chute to dislodge or unclog materials.

3.14 A substantial gate shall be installed at each chute at or near the discharged end. A signal person shall be assigned to control the area around the discharge end of the chute, while backing or loading of trucks.

3.15 At each chute opening, where debris is placed, a guardrail shall be provided for at approximately 42" above the work platform.

3.16 In a multistory building, when a stairway is being used, it shall be illuminated and covered over up to a point not less than two floors below the floor where the demolition work is in progress. Access to the floor on which the demolition is in progress, shall be through a separate and protected passageway.

4. Public and Other Ground Level Protection:

4.1 Before any demolition work commences, every thoroughfare adjacent to the work shall be closed, relocated or protected. Travelways that must be used by the public and emergency response teams shall be kept clear and unobstructed at all times.

4.2 Erect temporary protection, such as walks, fences, railings, canopies, and sidewalk sheds for the protection to the general public, if the project is adjacent to town/city sidewalks. Illumination should be considered either by artificial or natural light.

4.3 Erect and maintain dustproof partitions and containment barriers to limit dust and dirt migration and to separate areas to include HVAC systems from fumes and noise if needed.

4.4 Consider vibration effects on adjacent structures. Monitoring may be required.

4.5 Maintain streets adjacent to the site.

5. Fire Protection and Control:

5.1 Fire and Evacuation Plan:

5.1.1 A fire and evacuation plan should be set up prior to any operation, which may involve fire hazards. The plan must include the evacuation procedures (how to alert), muster locations (pre-arranged meeting place), accounting (number of employees on site each day), and chain of command (Controlling Contractor).

5.2 Access for Fire Fighting:

5.2.1 A suitable location must be designed as a command post and provide with plans, emergency information, keys, communications, MSDS's, etc.

5.2.2 The project must be accessible for fire department apparatus by means of roadways around the perimeter of the building(s). Signage with arrows should be posted to direct the Fire Department to the fire connections.

5.2.3 Free access to the fire hydrants and outside connections for standpipes shall be provided and maintained at all times.

5.3 Burning Debris:

5.3.1 Burning of debris shall be performed in accordance with the authority having jurisdiction.

5.3.2 An attendant should be on hand at all times with a charged fire hose and/or portable fire extinguisher.

5.3.3 An inspection should be made an appropriate amount of time following the daily completion of burning operations to check for possible fires.

5.4 Welding and Torch Cutting and Cylinder Usage:

5.4.1 All cylinders and tanks shall be capped and secured from displacement and kept far enough away from the actual welding/cutting/burning operation so that sparks, hot slag or flames will not reach them.

5.4.2 In areas where floors, walls or ground cover are combustible, these areas must be protected by spraying them with water, spreading damp sand, lay down sheet metal or other equivalent protection.

5.4.3 Torch cutting in enclosed spaces such as tanks, tunnels or small closed rooms, create a hazardous situation by replacing oxygen with gases or toxic fumes. Mechanical ventilation should be used. If mechanical ventilation is not enough or cannot be provided, workers must be equipped with supplied-air respirators. Cylinders must not be in enclosed spaces. Fire watch, for at least 30 minutes after burning.

CAUTION: It is the responsibility of each person using a torch, welding or burning debris to insure that there is absolutely no potential for a fire before leaving the area.

CF BREEZE CONSTRUCTION

Personal Protective Equipment & Clothing

1. Hard hats are required to be worn on the construction site at all times. Hard hats and liners will be in good condition without cracks or chips. Hard hats shall be worn with the bill to the front as designed by the manufacturer. Hard hats shall meet the specifications contained in the American National Standards Institute z89.1-1969, Safety Requirements for Industrial Head Protection. This requirement may only be waived by the Safety Director and will only be done if:

   A. Requested in writing by the Project Superintendent.

   B. A site inspection, by the Safety Director, determines that the exposure is such that the removal of hard hats would not be a hazard to our employees.

2. Hard soled, slip resistant work shoes will be worn by CF Breeze Construction employees on construction sites at all times CF Breeze Construction encourages all employees to wear work shoes with toe protection meeting ANSI standards for impact and compression. (ANSI Z 41.91). When there is a recognized hazard where the wearing of work shoes with toe protection will clearly reduce the possibility of toe or foot injury, the wearing of shoes meeting ANSI Z 41.91 WILL BE REQUIRED. A few of the activities, but certainly not all, that will require shoes meeting ANSI Z 41.91 are: soil compaction using a jumping jack or plate compactor; demolition work involving masonry, concrete, steel, wood, plaster or other similar materials. Also, any other activity recognized by the project superintendent or Design & Build Safety Director that is likely to cause a crushing toe or foot injury.

3. Long pants are required.

4. Shirts must have at least a 4" sleeve.

5. The wearing of watches, rings, bracelets and other jewelry is discouraged while on the jobsite.

6. Hearing protection required when noise levels exceed 85 Dcb.

7. Safety Glasses and/or face shields must be work when jack hammering, grinding, handling chemicals or using compressed air equipment.

8. When using a chainsaw follow the manufacturer's recommendations on application use, user precautions, and listed personnel protective equipment (PPE). Design & Build

requires use of chaps, safety glasses, and face shield with mesh face piece and ear protection. Generally, the hard hat unit is manufactured in one piece. NOTE: No modifications to PPE to include rolling up chaps, pinning or cutting them off.

9. All entrances to the work area will be posted with the notice that this is a Design & Build Construction Site and that personal protective equipment and clothing is required.

10. Seat belts are to be work by **ALL** persons operating or riding in a company owned vehicle. Seat belts will be kept in working order at all times and will not be removed for any reason.

11. The proper personal protective equipment and clothing is not elective but is a condition of employment with Design & Build.

CF BREEZE CONSTRUCTION
LOCK OUT / TAG OUT

1. Program Requirements:

CF Breeze Construction will ensure that all machinery and tasks meeting the criteria for lock out / tag out at our jobsites are evaluated. The purpose of this program is to provide guidelines and procedures for isolating all forms of energy from any source to prevent unexpected energizing or startup of equipment or release of stored energy which can cause injury. This program will be maintained in accordance with OSHA Regulations 29 CFR 1926.417 and 1910.147. In addition, CF Breeze will review and evaluate this program on an annual basis or when operational changes occur that require a revision to this document.

2. Responsibility:

The Safety Director is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. CF Breeze will submit a copy of this program upon request. CF Breeze has authorized all project managers, superintendents and supervisors to halt any operation of CF Breeze where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

3. Training & Communication:

Affected employees will receive training to ensure that they are aware of the hazards associated with equipment that is locked out and tagged. Authorized employees receive training that provides them the knowledge and skills they need to safety use and remove energy controls.

3.1 Training Content. The following training elements will be presented:

3.1.1. Recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

3.1.2. The purpose and use of the CF Breeze Lock Out / Tag Out Program and energy control procedures.

3.1.3. All employees whose work operations are in an area where energy control procedures may be utilized, are instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out and tagged.

3.1.4. The importance of lockout tags being legible and securely attached to be effective.

3.2 Refresher Training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever occurs sooner.

3.2.1 Refresher training will be provided for all employees whenever (and prior to) a change in their job assignments, a change in the type of equipment used, or when a known hazard is added to the work environment which affects this program.

3.2.2 Additional training will also be conducted whenever a periodic inspection reveals, or whenever CF Breeze has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of these procedures.

3.2.3 The retraining will re-establish employee proficiency and introduce new or revised methods and procedures, as necessary.

3.3 Certification. Certification of employee training and re-training will be documented and kept current. The certification will contain each employee's name, date of training, and instructor signature and be maintained in the training file.

4. <u>Specific Responsibilities:</u>

4.1 Affected employees. Employees whose job requires them to operate or use equipment which servicing or maintenance is being performed under lock out / tag out, or whose job requires them to work in an area where such servicing or maintenance is being performed, are responsible to:

4.1.1 Remember the purpose of lock out/tag out.

4.1.2 Recognize the identified and possible hazardous energy sources in their work area.

4.1.3 Comply with all requirements of CF Breeze lock out/tag out program.

4.1.4 Not attempt to start or energizer equipment or systems that are locked out and tagged out.

4.2 Authorized Employees. Where individual employees of CF Breeze Construction are required to perform lock out/tag out or be involved in an operation where lock out/tag out is being performed the following guidelines will be followed. Designated Supervisors and other designated employees will receive the training necessary to ensure they have the skills required to safely implement lock out/tag out on equipment. These Authorized Employees are responsible to:

4.2.1 Understand that Tag Only systems are to be utilized only with extreme caution and must provide the same level of protection as locks.

4.2.2 Perform lock out/tag out procedure in accordance with this program.

4.2.3 Coordinate with other authorized employees when using the procedures during multiple shifts and group lockouts (See Section 6).

4.2.4 Refer to equipment specifications to identify the type and magnitude of the energy that the machine or equipment utilizes in order to understand the hazards and control methods associated with the energy.

4.2.5 Perform periodic inspections of the lock out/tag out procedures in use.

4.2.6 Maintain any assigned individual locks, tags, and lockout devices issued and return the locks, tags, and lockout devices to the Safety Manager or Supervisor upon completion of the work.

4.3 Supervisors. Supervisors must do the following:

4.3.1 Be familiar with the contents of this program as well as other specific guidelines provided by host employers or prime contractors.

4.3.2 Ensure that Lock Out/Tag Out Procedures are followed by all employees performing tasks which fall under the guidelines of this program.

4.3.3 Ensure that all employees performing lock out/tag out have been trained and have proof of training before allowing them to perform lock out/tag out operations.

4.4 Safety Manager. The Safety Manager is ultimately responsible to:

4.4.1 Ensure that all CF Breeze personnel are aware of and understand the purpose of the Lock Out/Tag Out program.

4.4.2 Ensure that all personnel receive the appropriate training to protect them from the unexpected release of hazardous energy.

5. <u>Energy Control (Lock Out/Tag Out) Procedures:</u>

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. Use these guidelines to ensure that the equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employees perform any servicing or maintenance where the unexpected start-up of the equipment or release of stored energy could cause injury.

5.1 Lock Out/Tag Out Steps

5.1.1 Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the equipment must be shut down and locked out to perform the activity.

5.1.2 Determine the type and magnitude of the energy used by the equipment, understand the hazards of the energy, and know the methods to control the energy.

5.1.3 If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

5.1.4 Apply the energy isolating device(s).

5.1.5 Lockout and tag the energy isolating device(s) with assigned lock(s) and tag(s). **If more than one authorized employee is working on the equipment each individual will affix his or assigned lock and tag to the device.** If this is not feasible then group lockout procedures will be used as described in Section 6 of this program.

5.1.6 Dissipate or restrain stored or residual energy (such as that in capacitors, springs, hydraulic systems, and air, gas, steam, or water pressure) by methods such as grounding, repositioning, blocking, or bleeding down.

5.1.7 Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the control, or by testing to make certain the equipment will not operate.

5.2 Restoring Equipment to Service. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken:

5.2.1 Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the equipment components are operationally intact.

5.2.2 Check the work area to ensure that all employees have been safely positioned or removed from the area.

5.2.3 Verify that the controls are in neutral, if applicable.

5.2.4 Remove the lockout devices and re-energize the machine or equipment.

5.2.5 Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

6. Group Lock Out/Tag Out Procedures:
If more than one authorized employee is working on the equipment each individual will affix his or her assigned lock and tag to the device. However, when this is not possible due to a large group of the design or location of the energy-isolating device then a group lock out/tag out procedure containing the following will be used:

6.1 One authorized employee will be designated by the appropriate supervisor with the primary responsibility for a defined number of other personnel working under the protection of a group lockout and tag.

6.2 A checklist with the name of all employees in the group and each individual's signature on the list identifying their presence before application of the lock and tag to the equipment. In addition, after the lockout work is completed and before removal of the group lock and tag from the equipment the responsible authorized employee will verify the presence of each individual in the group and each individual's signature on the checklist.

6.3 A lockout box or other appropriate device will be used to ensure fully employee protection.

7. Lock Out/Tag Out During Shift or Personnel Changes:
If personnel or shift change is necessary, the following steps will ensure that the change occurs in an orderly fashion and that employee protection is maintained:

7.1 In the event of a personnel change, the arriving authorized employee's lock and tag will be applied before the departing authorized employee's lock and tag are removed.

7.2 In the event of a shift change, the lock and tag of at least one authorized employee on the arriving shift will be applied before any locks and tags of the departing shift are removed. The departing crew will inform the arriving crew of the status of the equipment and the work in progress. In the event that an employee has left the site without removing their lock and tag then the Supervisor will make every attempt to contact the employee who locked out the equipment. If the employee cannot be reached the Supervisor will contact their Safety Manager before the individual's lock is cut and removed.

8. Locks, Tags, and Energy Isolating Devices.
Appropriate lockout devices such as locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware will be provided for isolating, securing or blocking of machines or equipment from energy sources based on the individual

machine/equipment lock out/tag out requirements. In addition, the devices will meet the following criteria:

8.1 Lock out/tag out devices will be singularly identified; will be the only device(s) used for controlling energy; and will not be used for other purposes.

8.2 Selected lock out and tag out devices will be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

8.3 Tags will not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

8.4 Lock out and tag out devices will be standardized within the facility in at least one of the following criteria: color, shape, or size; and additionally, in the case of tag out devices, print and formal will be standardized.

8.5 Lock out devices will be substantial enough to prevent removal without the use of excessive force or unusual techniques such as with the use of bolt cutters or other metal cutting tools.

8.6 Tag out devices, including their means of attachment, will be substantial enough to prevent inadvertent or accidental removal. Tag out device attachment means will be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all-environment-tolerant nylon cable tie.

8.7 Lock out/tag out devices will indicate the identity of the employee applying the device(s).

8.8 Tag out devices will warn against hazardous conditions if the machine or equipment is energized and will include a legend such as the following: Do Not Start, Do Not Open, Do Not Close, Do Not Energize, Do Not Operate, etc.

9. Tag Out Only Procedures.

Whenever feasible energy control procedures or lock out/tag out will be performed using both an energy isolating device with a lock affixed to it as well as an identifying tag. However, when this is not possible due to the design or location of the equipment a Tagout Only procedure will be used. All attempts will be made to avoid the use of a Tagout Only procedure. If a Tagout Only procedure is required, *Full Employee Protection* must be provided.

9.1 Full employee protection will be demonstrated by attaching the tagout device to the same location that the lockout device would have been attached and taking additional measures to ensure that the employee is working at a level of safety equivalent to

that of using a lockout/tagout procedure. Additional safety measures include but are not limited to the following:

9.1.1 Removal of an isolating circuit element.
9.1.2 Blocking of a controlling switch.
9.1.3 Opening of an extra disconnecting device.
9.1.4 Removal of valve handles to reduce the likelihood of inadvertent energization.

10. Definitions:

Affected employee. An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out. An energy isolating device is capable or being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or containing residual or stored energy.

Energy isolating device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all undergrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip binds.

Normal production operations. The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities including lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

MATERIAL HANDLING & STORAGE

CF Breeze Construction will ensure heavy or awkward materials shall be moved with mechanical aid or with additional help to prevent a lifting hazard.

CF Breeze Construction will ensure employees learn to left correctly – with the legs – not the back. If the load is too heavy, GET HELP.

CF Breeze Construction will ensure materials and supplies shall be neatly and securely stacked, blocked, and limited in height so as to be stable and in no danger of collapsing, sliding, or falling over.

CF Breeze Construction will ensure all material is properly covered if stored in a wet location.

CF Breeze Construction will ensure all materials are stored in areas that are not susceptible to damage.

CF Breeze Construction
Respirable Crystalline Silica Program

PURPOSE

This Respirable Crystalline Silica Program was developed to prevent employee exposure to hazardous levels of Respirable Crystalline Silica that could result through construction activities or nearby construction activities occurring on worksites. Respirable Crystalline Silica exposure at hazardous levels can lead to lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease. It is intended to meet the requirements of the Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153) established by the Occupational Safety and Health Administration (OSHA).

All work involving chipping, cutting, drilling, grinding, or similar activities on materials containing Crystalline Silica can lead to the release of respirable-sized particles of Crystalline Silica (i.e. Respirable Crystalline Silica). Crystalline Silica is a basic component of soil, sand, granite and many other minerals. Quartz is the most common form of Crystalline Silica. Many materials found on constructions sites include Crystalline Silica; including but not limited to – cement, concrete, asphalt, pre-formed structures (inlets, pipe, etc.) and others. Consequently, this program has been developed to address and control these potential exposures to prevent our employees from experiencing the effects of occupational illnesses related to Respirable Crystalline Silica exposure.

SCOPE

This Respirable Crystalline Silica Program applies to all employees who have the potential to be exposed to Respirable Crystalline Silica when covered by the OSHA Standard. The OSHA Respirable Crystalline Silica Construction Standard applies to all occupational exposures to Respirable Crystalline Silica in construction work, except where employee exposure will remain below 25 micrograms of Respirable Crystalline Silica per cubic meter of air (25 $\mu g/m^3$) as an 8-hour time-weighted average (TWA) under any foreseeable conditions.

RESPONSIBILITIES

CF Breeze Construction firmly believes protecting the health and safety of our employees is everyone's responsibility. This responsibility begins with upper management providing the necessary support to properly implement this program. However, all levels of the organization assume some level of responsibility for this program including the following positions.

Corporate Safety Director:

- Conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an employee's exposure will be above 25 µg/m^3 as an 8-hour TWA under any foreseeable conditions

- Select and implement into the project's ECP the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1; and potentially including (but not limited to) - a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping and others.

  NOTE: OSHA's Construction Standard Table 1 is a list of 18 common construction tasks along with acceptable exposure control methods and work practices that limit exposure for those tasks.

- Ensure that the materials, tools, equipment, personal protective equipment (PPE), and other resources (such as worker training) required to fully implement and maintain this Respirable Crystalline Silica Program are in place and readily available if needed.

- Ensure that Project Superintendent, Site Managers, Competent Persons, and employees are educated in the hazards of Silica exposure and trained to work safely with Silica in accordance with OSHA's Respirable Crystalline Silica Construction Standard and OSHA's Hazard Communication Standard. Managers and Competent Persons may receive more advanced training than other employees.

- Maintain written records of training (for example, proper use of respirators), ECPs, inspections (for equipment, PPE, and work methods/practices), medical surveillance (under lock and key), respirator medical clearances (under lock and key) and fit-test results.

- Conduct an annual review (or more often if conditions change) of the effectiveness of this program and any active project ECP's that extend beyond a year. This includes a review of available dust control technologies to ensure these are selected and used when practical.

- Coordinate work with other employers and contractors to ensure a safe work environment relative to Silica exposure.

Project Superintendent

- Ensure all applicable elements of this Respirable Crystalline Silica Program are implemented on the project including the selection of a Competent Person.

- Assist the Safety Director in conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

- Assist in the selection and implementation of the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1; and potentially including (but not limited to) - a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping and others.

- Ensure that employees using respirators have been properly trained, medically cleared, and fit-tested in accordance with the company's Respiratory Protection Program. This process will be documented.

- Ensure that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls, work practices, and wear the necessary PPE.

- Where there is risk of exposure to Silica dust, verify employees are properly trained on the applicable contents of this program, the project-specific ECP, and the applicable OSHA Standards (such as Hazard Communication). Ensure employees are provided appropriate PPE when conducting such work.

Competent Person and/or Site Manager (Superintendent, Foreman, etc.)

- Make frequent and regular inspections of job sites, materials, and equipment to implement the written ECP.

- Identify existing and foreseeable Respirable Crystalline Silica hazards in the workplace and take prompt corrective measures to eliminate or minimize them.

- Notify the Project Superintendent and/or Safety Director of any deficiencies identified during inspections in order to coordinate and facilitate prompt corrective action.

- Assist the Project Superintendent and Safety Director in conducting job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

Employees:

- Follow recognized work procedures (such as the Construction Tasks identified in OSHA's Construction Standard Table 1) as established in the project's ECP and this program.
- Use the assigned PPE in an effective and safe manner.
- Participate in Respirable Crystalline Silica exposure monitoring and the medical surveillance program.
- Report any unsafe conditions or acts to the Site Manager and/or Competent Person.
- Report any exposure incidents or any signs or symptoms of Silica illness.

DEFINITIONS

If a definition is not listed in this section, please contact your supervisor. If your supervisor is unaware of what the term means, please contact the Competent Person or your Safety Department.

- Action Level means a concentration of airborne Respirable Crystalline Silica of 25 $\mu g/m^3$, calculated as an 8-hour TWA.
- Competent Person means an individual who is capable of identifying existing and foreseeable Respirable Crystalline Silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them.
- Employee Exposure means the exposure to airborne Respirable Crystalline Silica that would occur if the employee were not using a respirator.
- High-Efficiency Particulate Air (HEPA) Filter means a filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.
- Objective Data means information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to Respirable Crystalline Silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in the employer's current operations.

- Permissible Exposure Limit (PEL) means the employer shall ensure that no employee is exposed to an airborne concentration of Respirable Crystalline Silica in excess of 50 µg/m^3, calculated as an 8-hour TWA.

- Physician or Other Licensed Health Care Professional (PLHCP) means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required by the Medical Surveillance Section of the OSHA Respirable Crystalline Silica Standard.

- Respirable Crystalline Silica means Quartz, Cristobalite, and/or Tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle size- selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality-Particle Size Fraction Definitions for Health-Related Sampling.

- Specialist means an American Board Certified Specialist in Pulmonary Disease or an American Board Certified Specialist in Occupational Medicine.

REQUIREMENTS

Specified Exposure Control Methods

When possible and applicable, CF Breeze Construction will conduct activities with potential Silica exposure to be consistent with OSHA's Construction Standard Table 1. Supervisors will ensure each employee under their supervision and engaged in a task identified on OSHA's Construction Standard Table 1 have fully and properly implemented the engineering controls, work practices, and respiratory protection specified for the task on Table 1 (unless Design & Build Consultants has assessed and limited the exposure of the employee to Respirable Crystalline Silica in accordance with the Alternative Exposure Control Methods Section of this program).

The task(s) being performed by Design & Build Consultants identified on OSHA's Construction Standard Table 1 is/are: Select any/all of the following that apply:

Table 1: Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
1	Stationary masonry saws	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
2a	Handheld power saws (any blade diameter) when used outdoors	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
2b	Handheld power saws (any blade diameter) when used indoors or in an enclosed area	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
3	Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) for tasks performed outdoors only	● Use saw equipped with commercially available dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
4a	Walk-behind saws when used outdoors	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
4b	Walk-behind saws when used indoors or in an enclosed area	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
5	Drivable saws for tasks performed outdoors only	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
6	Rig-mounted core saws or drills	● Use tool equipped with integrated water delivery system that supplies water to cutting surface. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None

7	Handheld and stand-mounted drills (including impact and rotary hammer drills)	● Use drill equipped with commercially available shroud or cowling with dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ● Use a HEPA-filtered vacuum when cleaning holes.	None	None
8	Dowel drilling rigs for concrete for tasks performed outdoors only	● Use shroud around drill bit with a dust collection system. ● Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism. ● Use a HEPA-filtered vacuum when cleaning holes.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
9a	Vehicle-mounted drilling rigs for rock and concrete	● Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.	None	None
9b	Vehicle-mounted drilling rigs for rock and concrete	● Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
10a	Jackhammers and handheld powered chipping tools when used outdoors	● Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10b	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	● Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10c	Jackhammers and handheld powered chipping tools when used outdoors	● Use tool equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10d	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	● Use tool equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask

11	Handheld grinders for mortar removal (i.e., tuckpointing)	● Use grinder equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	Powered Air-Purifying Respirator (PAPR) with P100 Filters
12a	Handheld grinders for uses other than mortar removal for tasks performed outdoors only	● Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
12b	Handheld grinders for uses other than mortar removal when used outdoors	● Use grinder equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	None
12c	Handheld grinders for uses other than mortar removal when used indoors or in an enclosed area	● Use grinder equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
13a	Walk-behind milling machines and floor grinders	● Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
13b	Walk-behind milling machines and floor grinders	● Use machine equipped with dust collection system recommended by the manufacturer. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ● When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None

14	Small drivable milling machines (less than half-lane)	● Use a machine equipped with supplemental water sprays designed to suppress dust. ● Water must be combined with a surfactant. ● Operate and maintain machine to minimize dust emissions.	None	None
15a	Large drivable milling machines (half-lane and larger) for cuts of any depth on asphalt only	● Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. ● Operate and maintain machine to minimize dust emissions.	None	None
15b	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	● Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. ● Operate and maintain machine to minimize dust emissions.	None	None
15c	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	● Use a machine equipped with supplemental water spray designed to suppress dust. ● Water must be combined with a surfactant. ● Operate and maintain machine to minimize dust emissions.	None	None
16	Crushing machines	● Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). ● Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. ● Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None
17a	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	● Operate equipment from within an enclosed cab.	None	None
17b	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	● When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
18a	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing,	● Apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None

	abrading, or fracturing silica-containing materials			
18b	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	● When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None

When implementing the control measures specified in Table 1, CF Breeze Construction shall:

- For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;

- For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust;

- For measures implemented that include an enclosed cab or booth, ensure that the enclosed cab or booth:

    - Is maintained as free as practicable from settled dust;

    - Has door seals and closing mechanisms that work properly;

    - Has gaskets and seals that are in good condition and working properly;

    - Is under positive pressure maintained through continuous delivery of fresh air;

    - Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and

    - Has heating and cooling capabilities.

- Where an employee performs more than one task included on OSHA's Construction Standard Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

Alternative Exposure Control Methods

Alternative Exposure Control Methods apply for tasks not listed in OSHA's Construction Standard Table 1, or where Design & Build Consultants cannot not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1.

First, CF Breeze Construction will assess the exposure of each employee who is or may reasonably be expected to be exposed to Respirable Crystalline Silica at or above the Action Level in accordance with either the Performance Option or the Scheduled Monitoring Option.

- **Performance Option** – CF Breeze Construction will assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to Respirable Crystalline Silica.

- **Scheduled Monitoring Option:**

    - CF Breeze Construction will perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, and in each work area. Where several employees perform the same tasks on the same shift and in the same work area, CF Breeze Construction will plan to monitor a representative fraction of these employees. When using representative monitoring, CF Breeze Construction will sample the employee(s) who are expected to have the highest exposure to Respirable Crystalline Silica.

    - If initial monitoring indicates that employee exposures are below the Action Level, CF Breeze Construction will probably discontinue monitoring for those employees whose exposures are represented by such monitoring.

    - Where the most recent exposure monitoring indicates that employee exposures are at or above the Action Level but at or below the PEL, CF Breeze Construction will repeat such monitoring within six months of the most recent monitoring.

    - Where the most recent exposure monitoring indicates that employee exposures are above the PEL, CF Breeze Construction will repeat such monitoring within three months of the most recent monitoring.

    - Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the Action Level, CF Breeze Construction will repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the Action Level, at which time CF Breeze Construction will probably discontinue monitoring for those employees whose exposures are represented by such monitoring, except when a reassessment is required. CF Breeze Construction will reassess exposures whenever a change in the production, process, control equipment, personnel, or work

practices may reasonably be expected to result in new or additional exposures at or above the Action Level, or when CF Breeze Construction has any reason to believe that new or additional exposures at or above the Action Level have occurred.

CF Breeze Construction will ensure that all Respirable Crystalline Silica samples taken to satisfy the monitoring requirements of this program and OSHA are collected by a qualified individual (i.e. a Certified Industrial Hygienist) and the samples are evaluated by a qualified laboratory (i.e. accredited to ANS/ISO/IEC Standard 17025:2005 with respect to Crystalline Silica analyses by a body that is compliant with ISO/IEC Standard 17011:2004 for implementation of quality assessment programs).

Within five working days after completing an exposure assessment, CF Breeze Construction will individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.

Whenever an exposure assessment indicates that employee exposure is above the PEL, CF Breeze Construction will describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.

Where air monitoring is performed, CF Breeze Construction will provide affected employees or their designated representatives an opportunity to observe any monitoring of employee exposure to Respirable Crystalline Silica. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, will provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

Once air monitoring has been performed, CF Breeze Construction will determine its method of compliance based on the monitoring data and the hierarchy of controls. CF Breeze will use engineering and work practice controls to reduce and maintain employee exposure to Respirable Crystalline Silica to or below the PEL, unless CF Breeze can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, CF Breeze Construction will nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.

In addition to the requirements of this program, CF Breeze Construction will comply with other programs and OSHA standards (such as 29 CFR 1926.57 [Ventilation]), when applicable where abrasive blasting is conducted using Crystalline Silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain Crystalline Silica.

Control Methods

CF Breeze Construction will provide control methods that are either consistent with Table 1 or otherwise minimize worker exposures to Silica. These exposure control methods can include

engineering controls, work practices, and respiratory protection. Listed below are control methods to be used when Table 1 is not followed:

Notify superintendent or safety director

Respiratory Protection

Where respiratory protection is required by this program, CF Breeze Construction will provide each employee an appropriate respirator that complies with the requirements of the company's Respiratory Protection Program and the OSHA Respiratory Protection Standard (29 CFR 1910.134).

Respiratory protection is required where specified by the OSHA Construction Standard Table 1, for tasks not listed in Table 1, or where the company has not fully and properly implemented the engineering controls, work practices, and respiratory protection described in Table 1. Situations requiring respiratory protection include:

- Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;

- Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering and work practice controls are not feasible; and

- During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

Housekeeping

CF Breeze Construction does not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to Respirable Crystalline Silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible.

CF Breeze Construction does not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to Respirable Crystalline Silica unless:

- The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or

- No alternative method is feasible.

Written Exposure Control Plan

When employee exposure on a construction project is expected to be at or above the Action Level, a Written Exposure Control Plan (ECP) will be established and implemented. This ECP will contain at least the following elements:

- A description of the tasks in the workplace that involve exposure to Respirable Crystalline Silica;

- A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to Respirable Crystalline Silica for each task;

- A description of the housekeeping measures used to limit employee exposure to Respirable Crystalline Silica; and

- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to Respirable Crystalline Silica and their level of exposure, including exposures generated by other employers or sole proprietors.

The written ECP will designate a Competent Person to make frequent and regular inspections of job sites, materials, and equipment to ensure the ECP is implemented.

The written ECP will be reviewed at least annually to evaluate the effectiveness of it and update it as necessary. Having said this, ECP's are project specific and most project durations do not exceed a year. The written ECP will be readily available for examination and copying, upon request, to each employee covered by this program and/or ECP, their designated representatives, and OSHA.

Medical Surveillance

Medical surveillance will be made available for each employee who will be required to use a respirator for 30 or more days per year due to their Respirable Crystalline Silica exposure. Medical surveillance (i.e. medical examinations and procedures) will be performed by a PLHCP and provided at no cost to the employee at a reasonable time and place.

CF Breeze Construction will make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of the OSHA Respirable Crystalline Silica Construction Standard within the last three years. The examination shall consist of:

- A medical and work history, with emphasis on past, present, and anticipated exposure to Respirable Crystalline Silica, dust, and other agents affecting the respiratory system in addition to any history of respiratory system dysfunction, including signs and symptoms

of respiratory disease (e.g., shortness of breath, cough, wheezing), history of tuberculosis, and smoking status and history;

- A physical examination with special emphasis on the respiratory system;

- A chest X-ray (a single postero-anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film [no less than 14 x 17 inches and no more than 16 x 17 inches] or digital radiography systems) interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader;

- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course;

- Testing for latent tuberculosis infection; and

- Any other tests deemed appropriate by the PLHCP.

CF Breeze Construction will make available medical examinations that include the aforementioned procedures (except testing for latent tuberculosis infection) at least every three years. If recommended by the PLHCP, periodic examinations can be more frequently than every three years.

CF Breeze Construction will ensure that the examining PLHCP has a copy of the OSHA Respirable Crystalline Silica Construction Standard, this program, and the following information:

- A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to Respirable Crystalline Silica;

- The employee's former, current, and anticipated levels of occupational exposure to Respirable Crystalline Silica;

- A description of any personal protective equipment (PPE) used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and

- Information from records of employment-related medical examinations previously provided to the employee and currently within the control of CF Breeze Construction.

CF Breeze Construction will ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment;

- Any recommended limitations on the employee's use of respirators;

- Any recommended limitations on the employee's exposure to Respirable Crystalline Silica; and;

- A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

CF Breeze Construction will also obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following in order to protect the employee's privacy:

- The date of the examination;

- A statement that the examination has met the requirements of the OSHA Respirable Crystalline Silica Construction Standard; and

- Any recommended limitations on the employee's use of respirators.

If the employee provides written authorization, the written opinion shall also contain either or both of the following:

- Any recommended limitations on the employee's exposure to Respirable Crystalline Silica; and/or

- A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

If the PLHCP's written medical opinion indicates that an employee should be examined by a Specialist, CF Breeze Construction will make available a medical examination by a Specialist within 30 days after receiving the PLHCP's written opinion. CF Breeze Construction will ensure that the examining Specialist is provided with all of the information that the employer is obligated to provide to the PLHCP.

CF Breeze Construction will ensure that the Specialist explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of the examination. The written report will contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment;

- Any recommended limitations on the employee's use of respirators; and

- Any recommended limitations on the employee's exposure to respirable crystalline Silica.

In addition, CF Breeze Construction will obtain a written opinion from the Specialist within 30 days of the medical examination. The written opinion shall contain the following:

- The date of the examination;

- Any recommended limitations on the employee's use of respirators; and

- If the employee provides written authorization, the written opinion shall also contain any recommended limitations on the employee's exposure to Respirable Crystalline Silica.

Hazard Communication

CF Breeze Construction will include Respirable Crystalline Silica in the company's Hazard Communication Program established to comply with the OSHA Hazard Communication Standard (29 CFR 1910.1200).

CF Breeze Construction will ensure that each employee has access to labels on containers of Crystalline Silica and those containers respective Safety Data Sheets (SDS's).

All employees will be trained in accordance with the provisions of the OSHA Hazard Communication Standard and the Training Section of this program. This training will cover concerns relating to cancer, lung effects, immune system effects, and kidney effects.

CF Breeze Construction will ensure that each employee with the potential to be exposed at or above the Action Level for Respirable Crystalline Silica can demonstrate knowledge and understanding of at least the following:

- The health hazards associated with exposure to Respirable Crystalline Silica;

- Specific tasks in the workplace that could result in exposure to Respirable Crystalline Silica;

- Specific measures CF Breeze Construction has implemented to protect employees from exposure to Respirable Crystalline Silica, including engineering controls, work practices, and respirators to be used;

- The contents of the OSHA Respirable Crystalline Silica Construction Standard;

- The identity of the Competent Person designated by CF Breeze Construction

- The purpose and a description of the company's Medical Surveillance Program.

CF Breeze Construction will make a copy of the OSHA Respirable Crystalline Silica Construction Standard readily available without cost to any employee who requests it.

Recordkeeping

CF Breeze Construction will make and maintain an accurate record of all exposure measurements taken to assess employee exposure to Respirable Crystalline Silica. This record will include at least the following information:

- The date of measurement for each sample taken;

- The task monitored;

- Sampling and analytical methods used;

- Number, duration, and results of samples taken;

- Identity of the laboratory that performed the analysis;

- Type of personal protective equipment (PPE), such as respirators, worn by the employees monitored; and

- Name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.

CF Breeze Construction will ensure that exposure records are maintained and made available in accordance with 29 CFR 1910.1020. Exposure records will be kept for at least 30 years.

The employer shall make and maintain an accurate record of all objective data relied upon to comply with the requirements of the OSHA Respirable Crystalline Silica Construction Standard. This record shall include at least the following information:

- The Crystalline Silica-containing material in question;

- The source of the objective data;
- The testing protocol and results of testing;
- A description of the process, task, or activity on which the objective data were based; and
- Other data relevant to the process, task, activity, material, or exposures on which the objective data were based.

CF Breeze Construction will ensure that objective data are maintained and made available in accordance with 29 CFR 1910.1020. Objective data records will be kept for at least 30 years.

CF Breeze Construction will make and maintain an accurate record for each employee enrolled in the Medical Surveillance portion of this program. The record shall include the following information about the employee:

- Name and social security number;
- A copy of the PLHCPs' and/or Specialists' written medical opinions; and
- A copy of the information provided to the PLHCPs and Specialists.

CF Breeze Construction will ensure that medical records are maintained and made available in accordance with 29 CFR 1910.1020. Medical records will be kept under lock and key for at least the duration of employment plus 30 years. It is necessary to keep these records for extended periods because Silica-related diseases such as cancer often cannot be detected until several decades after exposure. However, if an employee works for an employer for less than one year, the employer does not have to keep the medical records after employment ends, as long as the employer gives those records to the employee.

PROGRAM EVALUATION

This program will be reviewed and evaluated on an annual basis by company management unless changes to operations, the OSHA Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153), or another applicable OSHA Standard require an immediate re-validation of this program.

APPLICABLE FORMS

The following lists applicable forms relating to this program.
APPENDICES

APPENDIX A - Written Exposure Control Plan (ECP) template

Section 4

Training

CF BREEZE CONSTRUCTION
TRAINING

Documentation of Training (include any training session conducted at the jobsite or main office or at any training location)

TRAINING CERTIFICATION

This is to certify that (employee):

_____

_____

has received and understands the required OSHA Personal Protective Equipment Standard 29 CFR 1926 Construction Standard

Subpart C and Subpart E given on this Date: _____Time: _____.

PERSONAL PROTECTIVE EQUIPMENT TRAINING INCLUDES:

- When PPE is necessary
- What PPE is necessary
- How to put on, remove, adjust and wear PPE
- How to properly care for and maintain PPE
- When to discard deteriorating or defective PPE
- Limitations of PPE ability to protect against hazards

_____

Safety Manager/Supervisor

RECEIPT AND ACKNOWLEDGEMENT OF TRAINING REGARDING PERSONAL PROTECTIVE EQUIPMENT

When the job warrants, employees must wear personal protective equipment. CF Breeze Construction will provide this equipment. Each employee will be responsible for the care and storage of his or her personal equipment.

Training shall be provided regarding the type of protection needed and how to use, inspect, wear, clean and store such equipment

Supervisors shall be responsible for monitoring work practices and enforcing the wearing of personal protective equipment.

EQUIPMENT CHECKLIST
EMPLOYEE

NAME_____

Department/Contractor

_____

Job classification _____

Driver's License No.

_____

Type of Equipment Issued / Date Training Provided/ Trainer Initial/ Employee Initial

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Supervisor (please print)

_____

Employee (please print)

_____

Employee: I have been given above noted equipment and have been trained in its use. I understand why it is necessary to use such equipment. I agree to use it.

Employee Signature _____Date_____

Training Roster

Subject: _____ Date: _____

Job Location: _____ Time: _____

Name	Print	Job Class.	Contractor	Date:

Supervisor Conducting Meeting: _____

Section 5

Safety Awards