Safety and Health Policy & Manual

Contents

Introduction 3
Safety Policy and Sub-Contractors 4
Health Objectives 4
Safety Responsibilities 4
Project Start Up Items 6
Weekly Toolbox Safety Training 6
Accident/Incident Reporting and Investigation 7
Personal Protective Equipment Policy 8
Fall Protection 9
Electrical Safety 10
Housekeeping 11
Hand and Power Tools 11
Ladders and Stairs 12
Scaffolds 13
Excavations and Trenches 14
Cranes and Rigging 15
Compressed Gas Cylinders 16
Safe Operation of Mobile Equipment 17
Fire Protection and Prevention 18
Hazard Communication 19
Lockout/Tagout of Energy 20
Respiratory Protection 22
Silica 23

Introduction

The purpose of this policy is to develop a high standard of safety throughout all operations of Verity LLC and to ensure that no employee is required to work under any conditions, which are hazardous or unsanitary.

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention at Verity LLC to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to every craft worker is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well-being of our employees.

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task. If a job cannot be done safely it will not be done.

Management will provide visible ongoing commitment, resources, and leadership to assure the implementation of the Health and Safety Program. All employees will be provided equally high-quality safety and health protection.

We acknowledge the importance of creating a positive safety culture through employee involvement and effective policies and procedures.

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Shaun Johnson

CEO, Verity LLC

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Curt Stidham

COO, Verity LLC

Safety Policy and Sub-Contractors

Each project jobsite is subject to inspection from the Occupational Safety and Health Administration (OSHA). OSHA's function is to ensure the safety and health of each worker in the construction industry.

Verity LLC understands that the safety of our employees is our top priority and deserves our focus and best efforts. This safety program is designed to provide rules and guidance to Verity LLC employees as well as sub-contractor employees in the avoidance of occupational injury and illness.

All sub-contractors are required to have a safety program of their own, or follow at a minimum, OSHA safety standards in 29 CFR 1926, as well as the requirements of Verity LLC as outlined in this manual, whichever provides the safest work environment. Subcontractors are responsible for the safety and health of their employees, including all required safety training and documentation.

Subcontractors shall provide copies of Safety Data Sheets (SDS's) to Verity LLC Supervision prior to bringing any hazardous chemical onsite. It is preferred that the SDS's are provided during submittals. Refer to OSHA's Hazard Communications Standard for more information on HAZCOM and SDS's. OSHA 29 CFR 1910.1200

Health Objectives

Verity LLC plans to achieve worker safety and health through the following:

1. Provide jobsite orientation for all workers on our projects.
2. Make regular job site safety inspections and correct unsafe conditions and behaviors.
3. Follow safety procedures and rules.
4. Provide on-going safety training.
5. Plan for safety before each job and each new task, using a written Job Safety Analysis.
6. Enforce safety rules and use appropriate discipline.

Safety Responsibilities

Verity LLC believes for a Health and Safety program to function effectively, responsibilities throughout the organization must be clearly identified and defined. Verity LLC has defined the following responsibilities:

Management:

1. Responsible for creating a safe and healthy workplace for all employees.
2. Implement and enforce company safety goals.
3. Make resources available for company compliance with applicable rules and regulations.

4. Provide resources for necessary protective equipment where required.
5. Enforce responsibility and accountability to maintain a safe workforce.
6. Appoint a company employee with responsibility over safety.
7. Coordinate and control work activities of contractors, subcontractors and suppliers in compliance with company safety rules.
8. Enforce company safety programs with sub-contractors on their projects

Supervisors:

The safety and health of the employees they supervise is a primary responsibility of the supervisors. To accomplish this obligation, supervisors will:

1. Maintain a focus on company safety goals
2. Instruct the personnel under his/her supervision in safe work practices and work methods at the time that employees are given work assignments.
3. Make sure that new employees to their jobs are aware of the safety risks of the project.
4. Provide employees under his/her supervision with the use of proper protective equipment and safe/suitable tools for the work.
5. Provide site visitors and other contractors information regarding worksite hazards.
6. Provide continuous monitoring to ensure that unsafe practices or conditions are not allowed on the job site.
7. Correct and immediately report to the Safety Director any unsafe conditions, practices or violations.
8. Perform complete investigations of all accidents and implement immediate corrective action.
9. Ensure that Safety Data Sheets (SDSs) are available for all chemicals that are used on their job sites.
10. Set a good safety example for personnel.
11. Hold a weekly “toolbox meeting” for all personnel.
12. Conduct daily site safety inspections
13. Ensure that prompt first aid is administered to injured employees.
14. Be certified in Standard First Aid and CPR.
15. Enforce company safety programs with sub-contractors on their projects

Worker Responsibilities:

1. Perform all job duties in a safe manner.

2. Report any unsafe acts or conditions to your supervisor.
3. Attend all safety meetings and trainings.
4. Use and maintain all safety devices, including personal protective equipment.
5. Maintain and properly use all tools under your control. Do not remove guards or other safety devices.
6. Don't take chances or shortcuts.
7. Report all injuries immediately, no matter how slight the injury may be.

Project Start Up Items

At the beginning of a project, a number of items are needed to ensure the job is well organized and will be able to support a safe work environment, and comply with various state and local agencies. The following items must be available and maintained onsite during the course of each project. Other items may be required.

1. Verity LLC safety manual.
2. First aid kit.
3. Fire extinguishers for the project
4. OSHA posters.
5. Emergency contact info posted with OSHA posters.
6. Map to nearest emergency medical facility.
7. Toolbox safety meetings.
8. All required safety forms.
9. Competent person forms.
10. Qualified operator forms.

Weekly Toolbox Safety Training

This Toolbox Talk program applies to all Verity LLC projects. Toolbox Talks are to be conducted once weekly for all craft, supervisory, and staff employees in the workplace.

Toolbox Talks provide the opportunity to reinforce our health and safety program objectives of:

- informing employees of safe work practices
- notifying employees of known hazards and safety procedures to prevent incidents
- obtaining employee suggestions for improving safety
- achieving zero accidents/injuries

Planning

Toolbox talks should be well planned in advance.

- Begin the week with safety in mind
- Safety meetings should last approximately 5 to 10 minutes. Attempt to start and end on time.
- Encourage everyone to participate. Give them time to ask questions and provide answers.

Record keeping

- Make sure all attendees sign the attendance sheet.
- Make note of all comments, questions, suggestions, or comments on the Weekly Toolbox Talk form.
- Promptly correct any safety hazards identified during the meeting and make written note of the time, place, and hazard addressed.
- Forward comments and suggestions to the appropriate individual (i.e. Foreman, Superintendent, Site Safety Person, Project Mgr., Safety Supervisor) for resolution and follow-up.
- File copy of the Weekly Toolbox Talk with workplace files.

Accident/Incident Reporting and Investigation

Verity LLC investigates all work-related accidents as well as near misses. Employees are required to report injuries and property damage to their immediate supervisor as soon as possible.

Reporting process

Any time a Co-Worker reports a potential work injury, it must be documented on an incident report.

In the event that a Co-Worker is injured, provide necessary first aid treatment. Contact your supervisor before going to the medical facility except for 911 injuries. A decision will be made how to proceed for treatment with your supervisor.

If medical treatment beyond first aid is required the Co-Worker should be escorted to the medical facility by their supervisor. The medical facility that was set up for the specific project should be used unless it is an emergency and requires EMS transport.

Obtain a copy of all paperwork provided to the injured Co-Worker from the Physician. It is important to ensure that a “Return to Work” status form is part of this paperwork. If a follow-up visit is necessary, do not leave until the injured Co-Worker schedules the visit.

Once the injured Co-Worker is cared for, an Incident Report must be complete. The best practice is to have the injured Co-Worker fill out the form themselves.

All information must be returned to the corporate office for documentation and follow up care.

Incident investigation

It is important to document and collect all information relevant to the incident as quickly as possible.

Pictures should be taken in the area where the Co-Worker was injured. Take several photographs at different angles to ensure useful information is documented.

All witnesses to the incident need to write in their own words what they saw happen and any other relevant information. Witness statements should be done prior to leaving for the day.

Prompt investigation prior to changing anything at the incident scene may be required to determine cause.

In case of serious injury or significant property damage, do not change the scene until authorized to do so be a member of management.

Personal Protective Equipment Policy

Personal Protective Equipment is considered the last line of defense between a hazard and the employee. Whenever practicable to do so, guards and other controls will be utilized to manage workplace hazards. The following are Verity LLC PPE requirements.

Hard Hats

Co-workers are required to wear hard hats on all projects. Exceptions to this policy:

1. Equipment operator only when inside a ROP.
2. Lunch breaks or during meetings away from construction activity.
3. Inside the offices.
4. Or under other types of similar conditions.

All hard hats must be ANSI approved and free of cracks and chips. Hard hats shall be issued prior to a co-worker starting work.

Eye and Face Protection

Eye protection must be worn on all projects. The use of certain tools will require the use of eye protection as well as a face shield. All eye and face protective equipment must meet ANSI standards.

Hearing Protection

Hearing protection will be required when workers are exposed to noise levels of 85 dB or greater. A best practice is when you are within 3 feet of a coworker and it is difficult to hear normal conversation due to background noise, you need hearing protection.

Hearing protection includes ear plugs, ear muffs, canal caps, etc.

Hand protection

Properly selected gloves should be worn when working with chemicals, acids, or other hazardous materials that could irritate the skin. Refer to manufacturer's specifications when choosing the proper glove for working with chemicals.

Proper gloves should also be used when handling material that could cause burns, punctures, lacerations or other hand injury.

Foot protection

All employees that are exposed to construction activities must wear work boots. Sneakers, sandals, street shoes, etc., are not permitted.

High Visibility Shirts and Jackets

These shirts and jackets are for those who are **not** exposed to vehicular or mobile equipment traffic on and around the construction site.

High visibility shirts and jackets are required for projects where workers are indoors and not exposed to mobile equipment movement.

High visibility colors include: bright red and yellow, and neon green, yellow and orange.

For operations where mobile equipment or vehicular traffic is present in the work area, then High Visibility Vests with reflectivity are required. ANSI Class ii and ANSI Class iii are required for these operations.

Fall Protection

Verity LLC is committed to 100% fall protection whenever workers are exposed to fall hazards of six feet (6') or greater.

Verity LLC, subcontractors, vendors, or other third-party individuals will take all practical measures to eliminate, prevent, and control fall hazards. All work will be planned with the intent to eliminate identified fall hazards.

Workers will be trained in fall protection methods by the employer. Fall protection training records shall be available for review by Verity LLC.

When a fall hazard has been identified and cannot be eliminated, then effective means of fall protection will be implemented. Acceptable fall protection systems include the following:

- Guardrail systems.
- Covers for floor, roof and wall openings
- Personal Fall Arrest Systems (harness and lanyards).
- Rope grab devices.
- Personal Fall Arrest Systems will consist of a full-body harness meeting ANSI requirements, double lanyard with shock absorbing device or retractable lifeline, locking snap hook and anchorage points meeting OSHA regulations.

Because fall hazards are so serious, Verity LLC may remove workers / and or contractors from the project for failure to follow fall protection and 100% tie off requirements.

Any contractor that must remove a fall protection system in the course of their work will be responsible for immediately replacing the protective system.

Electrical Safety

1. Do not work in such proximity to any part of an electrical power circuit that may be accidentally contacted during the completion of the work assignment.
2. All temporary 15 and 20 AMP electrical outlets will have approved Ground Fault Circuit Interrupter (GFCI) protection.
3. Electrical extension cords used on the work site must be three-wire, industrial rated type and approved for hard service (i.e. - Type S, ST, SO, STO, SJ, SJT, SJO, SJTO).
4. Household extension cords or flat cords are not permitted.
5. Ground prongs must be in place on the cord and the equipment being energized and never removed for any reason. Never use any extension cords or tools with missing ground prongs. Report any tools or cords with ground prongs missing to a supervisor immediately.
6. Electrical extension cords must be protected against accidental damage caused by traffic, sharp, corners, or projections and pinching in doors, windows or elsewhere.
7. Electrical extension cords should not be fastened with staples, hung from nails, or suspended by wire.
8. Electrical extension cords must be used in continuous length without splices, repairs, or taps. Cords that are damaged or that have insulation missing should be replaced immediately or tagged out of service and not used.
9. Adapters that allow for bypass of the ground prong are not allowed.
10. Electrical cords and cables must be kept out of paths and walkways and should never impede access to an emergency exit or means of egress from a building or structure or fire lane.
11. All electrical cords must be inspected prior to each use to ensure they are properly insulated, ground prongs are in place, and they are in safe working condition. Employees should inspect electrical cords prior to each use to ensure that the cord is fully insulated and in safe working condition. Defective cords must be taken out of service immediately and tagged out of service or removed from the project.
12. Keep electrical extension cords out of standing water
13. Temporary lights shall be equipped with heavy-duty electric cords and connections and insulation maintained in safe condition. Temporary lights shall not be suspended by their electric cords unless specifically designed to do so.
14. All temporary lights shall be equipped with cages (guards) to prevent accidental contact with the bulb. All sockets must be equipped with a working bulb.

Housekeeping

The Verity LLC policy on housekeeping is that all equipment, tools, or materials will be stored, stacked, located, placed, temporarily spotted or set up to prevent an incident or injury which could occur in the work area.

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

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

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

The following are the minimum housekeeping requirements for the project:

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

Hand and Power Tools

- All hand and power tools will be kept in good condition with regular maintenance. Hand and power tools are to be operated according to manufacturers' instructions and guidelines and the Personal Protective Equipment (PPE) appropriate for the hand or power tool will be used.
- No fixed blade utility knives will be used on any Verity LLC project, only retractable-blade knives will be utilized. Retractable-blade knives feature a handle that is shaped to fit the hand and a push-button slide that fully retracts into the handle for safety and can also be adjusted for cutting depths. Spring loaded retractable blades are preferred.
- Impact tools such as chisels, wedges, etc. are not to have mushroomed heads. Wooden handles will not be splintered or cracked Pocketknives will not be used for stripping wire.

- Never lift or carry a power tool by its cord. Guards and safety switches will not be removed or made inoperative. Electric tools must have a three-wire cord unless it is double insulated.
- Grinder and saw guards will not be removed. Grinding disks, wheels and saw blades will be checked to verify they are the correct rpm for the tool.
- Pneumatic Tools Air hoses ½ inch in diameter or greater will have a safety excess valve installed at the source of air. Clips, whips or retainers are required at each air hose coupling and to prevent attachments from being ejected from the tool. Only the pneumatic nail guns requiring the muzzle to be pressed against the work surface to fire are allowed. Hose couplings will be secured to prevent displacement. Pneumatic nail guns shall be disconnected from the air supply when unattended.
- Workers will be trained to operate a powder actuated tool and required to carry their training card at all times. Fired cartridges shall be placed in a container or bucket and properly disposed. The powder-actuated tool must not be able to fire until it is placed against the surface with a force of 5 pounds or greater. Misfire cartridges are to be placed in water for 48 hours.

Ladders and Stairs

Inspections

Ladders shall be inspected for safe condition prior to use. Ladders with broken or missing rungs, steps, and broken or split side rails shall not to be used and removed from service.

Portable Ladders

Ladders shall not be placed in passageways, doorways, driveways or any location where they may be displaced by operations from other work, unless protected by barricades or guards.

- Portable ladder feet shall be placed on a substantial base, and the area around the top and bottom of the ladder kept clear.
- The top of the ladder must extend a minimum of 36 inches above the landing area and the ladder must be secured at the top and bottom (i.e. tied, blocked, etc.) to prevent it from being displaced.
- Ladders shall be used at a pitch of 1 horizontal to 4 vertical.
- Ladders must not be used as platforms, runways or scaffolds.
- Step ladders shall not be used as straight ladders unless designed and manufactured for the purpose.
- Portable aluminum ladders must never be used for work where electrical hazards are present.
- Only one person is allowed on a ladder at a time.
- The top two steps of a stepladder must not be used as steps.
- Areas at the foot and top of ladders should be kept clear of debris and stored materials.

Stairways

All stairways with four or more risers or those rising more than 30 inches in height, whichever is less, must be guarded by a standard handrail and stair rail system on all open sides. A standard stair railing consists of a top rail approximately 42 inches above the stairs, and a middle rail at approximately 21 inches. The railing system must be capable of supporting at least 200 pounds of pressure applied in any direction. Closed-sided stairways must have a handrail on at least one side of the stairway.

Handrail systems should be surfaced so as to prevent injury to employees from punctures or lacerations, and should provide adequate handhold for employees to grasp. Permanent stairways must not be used until completely installed, including the filling in of the pan type stairways and the installation of all guardrails and handrails.

Scaffolds

The purpose of this section is to serve as a guideline for the construction and best practices for the safe use of scaffolding.

Workers erecting or dismantling scaffolds will do so under the direction of a competent person. Fall protection is required on scaffolding.

All users on scaffolding will be trained per OSHA 1926 requirements.

Fixed and Rolling Scaffolds

Scaffolds will be inspected and tagged.

Scaffold equipment shall be kept in good condition at all times. Defective scaffold components (clamp, plank, etc.) shall be taken out of service, repaired or replaced.

Base plates shall be used on concrete, or be nailed to planking used as mud sills. Footings must be solid at all times. Unstable objects such as barrels, boxes, bricks and concrete blocks must not be used to support scaffolds.

All wheels must be locked before workers may access scaffold.

Legs or uprights must not be spaced over 10 feet apart.

All scaffolds greater than 10 feet high shall be equipped with handrails, mid rails and toe boards on all open sides and ends. Handrails should be approximately 42 inches above the scaffold platforms.

Baker style and Perry scaffolds must be provided with guard rails and mid rails at 4’ or higher. Consider the 4’ rule for guard rails.

Working platform of the scaffold must be fully planked and planks secured or overlapping > 6 inches but not > 12 inches.

Scaffolds must be provided with ladders for access and egress.

Scaffolding should not be constructed within 10 feet of power lines.

All scaffolding should be constructed to support 4 times the maximum intended load.

All multi-sectional scaffolding must be tied into the building or stable structure every 30 feet horizontally and 15 feet vertically.

When freestanding mobile scaffold towers are used, the height shall not exceed 3 times the minimum base dimensions, unless the tower is secured to a stable structure, or outriggers are used to prevent overturning as specified by the manufacturer.

Scaffold maximum height is 125'. All scaffolds above 125' require design by a qualified engineer familiar with scaffolding components.

Diagonal and cross bracing shall be installed according to manufacturer's instructions.

Excavations and Trenches

General Requirements

Subcontractors shall provide their own competent person to supervise and train their own employees engaged in excavation and trenching activities. All provisions of this procedure shall be met by any group working under Campbell Construction contracted scope of work.

Excavations where water is present, must be dewatered before work begins and continuously, if necessary, to prevent water accumulation.

Where a hazardous atmosphere exists, or could reasonably be expected to exist, such as excavations in landfills or where hazardous substances are stored nearby, the air shall be tested before entering the excavation.

Utilities/Blue Stakes

It is the responsibility of each contractor to contact the utility locate service to identify the location of buried utility lines. In Utah that is Blue Stakes.

All underground utility companies must be contacted to locate the exact location of their utilities.

Call Blue Stakes 48 hours prior to the start of work. When you are asked the start of work, advise them "48 hours from now".

The National ONE CALL number is 811. They must be recalled every ten-business days (14 calendar days) to have your project re-marked and/or your reference number updated.

Keep a copy of a call log; use it to show all updates and additional marking requests.

Never dig with mechanical equipment within 2 feet of locate service markings. Hand dig or pot hole in those areas.

Underground utilities in open excavations must be protected, supported or removed, as necessary, to protect employees.

All overhead power lines must be marked with signs where excavating equipment and trucks will be operating.

Access and Egress Access must be provided in trenches four feet or deeper.

- Ladders must extend three feet above the surface and be secured.
- Employees should not have to travel more than 25 feet to reach the ladder.
- Ramps or runways may be used in place of a ladder.

Spoil Piles

All excavated soil, equipment, and other materials must be kept at least two feet from the edge of the trench or excavation.

Protective Systems

Protective systems must be provided for all excavations/trenches five feet or deeper or where there is a potential for cave-ins.

The 3 types of protective systems are Slopes. Shoring, and Trench Boxes.

A trench box can only be a maximum of two feet off the bottom of the trench.

If sloping and/or benching is chosen as the protective system, the OSHA Standard must be followed based on the type of soil.

If aluminum shoring is chosen as the protective system, the OSHA Standard must be followed based on the type of soil.

All trenches and excavations over 20 feet deep must be designed by a registered P.E.

Use of any sheet piling, Z piling or H piling used in conjunction with shielding or shoring, must be designed by a P.E. or used in conjunction with tabulated data approved by the manufacturer or a P.E.

Cranes and Rigging

General Requirements

The purpose of this procedure is to ensure a safe work environment for employees who operate, maintain, or work around cranes and hoists, and to inform employees of safety requirements and regulations and Verity LLC jobsite rules.

Basic Requirements

1. No employee will work or travel on any part of the crane boom without proper personal fall arrest equipment. No worker will be allowed to climb the tower or get on the boom when the crane is in operation.
2. Crane operators will perform daily crane safety inspections and the crane rental company will perform other maintenance and inspections in accordance to manufacturer recommendation.

3. An annual inspection will be performed by a qualified inspector. This inspector will inspect all structural components in accordance with manufacturer's recommendations. Each crane will have the results of the inspection available in the cab for review upon request.
4. A written crane plan is required for the erecting or dismantling of any crane.
5. Crane components, rigging gear, wire rope and all parts of the load must stay at least 20 feet from power lines.

Pre-Erection

1. Soil conditions must be fully assessed prior to any crane arriving at the site. Items to consider include travel, slope, and soil loading ability.
2. For mobile cranes, outrigger size, location, and soil condition must be considered when planning. Soil bearing capacity is to be determined by a vendor or subcontractor and outrigger sizing established prior to the crane arriving on site.
3. Tower crane foundations must be a designed system, certified by a professional engineer, taking all loads and soil conditions into consideration.
4. Prior to the assembly/erection of any crane it must be determined if any part of the crane, load line, or load (including rigging and lifting accessories) could contact a power line. OSHA minimum clearance distances to power lines are on the table below. In the event this clearance must be encroached the line will be de-energized prior to the planned encroachment. If the voltage is unknown, a 20 foot minimum clearance must be maintained.

Operators and Riggers

All crane operators shall be certified to operate the type of crane they will operate, and possess the required skill to safely operate the equipment. A copy of the crane operator's current certification card shall be given to the onsite Verity LLC team prior to operating cranes on Verity LLC projects.

Rigging Equipment

All rigging equipment shall be inspected by a competent person daily before use, and as necessary during use. Damaged equipment shall not be used, and will be removed from site. Rigging equipment includes but is not limited to slings, chokers, shackles, spreader bars, hooks, etc.…

All rigging equipment shall have manufacturer's tags or labels indicating the working load limits of the gear. Equipment without tags or labels should not be used on Verity LLC jobsites.

Compressed Gas Cylinders

General Requirements

Never weld, cut or attempt to repair compressed gas cylinders.

Keep all cylinders away from extreme heat, sparks, open flames, hot metal etc.

Always keep fittings, hoses and regulators clean and free of oil and grease. Oil mixed with oxygen creates a violent explosion.

Storage

All compressed gas cylinders must be stored upright and be secured from falling.

Oxygen cylinders must be stored at least 20 feet from all flammable liquid/gases and combustible materials, especially oil and grease.

- A non-combustible barrier with a fire-resistant rating of at least one hour and at least five feet high can be used to separate oxygen cylinders from other flammable/combustible materials.

Valve protection caps must be on all cylinders in storage.

“NO SMOKING” signs must be posted where flammable gases are stored.

Store cylinders in areas that are not subject to vehicle or equipment traffic.

Propane cylinders cannot be stored inside buildings or near oxygen.

Proper Use of Compressed Gas

Cylinders that are not in use must have the valves closed.

Oxygen and acetylene torches must be equipped with flashback arrestors.

Oxygen and acetylene cylinders must never be taken into confined spaces.

- Torches used inside confined spaces shall be removed from the space as soon as work is complete.

Cylinders must have valve handles or special wrenches on the valves while in use.

Keep the cylinders away from the actual work to prevent sparks, hot metal or flames from contacting the cylinders.

Propane cylinder valves are to be attached directly to the cylinder in order to protect the valve from damage.

Safe Operation of Mobile Equipment

The purpose of this policy is to implement effective safety procedures for the operation of vehicles and equipment on projects.

Authorized and Certified Operators

Only trained, certified and authorized workers are permitted to operate forklifts and aerial lifts.

Workers must complete equipment training. This program includes a written training program followed by a written exam and hands on training.

Workers with medical conditions such as dizziness or seizures shall not operate equipment unless approved by a medical physician.

Sub-contractor employees that run equipment will be trained by their employer and will submit names of authorized operators to Verity LLC prior to those workers operating equipment.

Condition

All equipment must be maintained in operable condition. This includes all brakes, lights, back up alarms and horns. Non-operable items are to be corrected before vehicle is put in operation.

Back up Alarms

When the operator/driver has an obstructed view to the rear, the equipment or vehicle must have a reverse signal audible alarm that can be heard above the surrounding noise level. If the alarm breaks down, the equipment or vehicle must either be taken out of service or a spotter can signal the equipment or vehicle to safely back up. This applies to all equipment and vehicles including owned, leased, brokered, etc. It also applies to all earth moving equipment.

All mobile equipment will be operated in a professional and safe manner and will follow all OSHA and manufacturer requirements.

Fire Protection and Prevention

Employees shall receive training on fire protection and prevention through weekly safety meetings. This training includes

1. Proper use of fire extinguishers.
2. Fire protection and prevention guidelines
3. Precautions when working with and near flammable/combustible liquids.

Specific training for projects requiring fire watch or other specific training will be done on a site-specific basis.

Fire Extinguishers

A fire extinguisher rated not less than 5 lbs. shall be on all large company equipment.

Office trailers and storage trailers must have a minimum of one 10 lbs. fire extinguisher in them.

Fire extinguishers shall be inspected monthly for:

1. Verification that gauge reads charged.
2. Verification that fire extinguisher pin has not been removed.
3. Verification that fire extinguisher is in operating condition.
4. Tag on extinguisher is to be marked, verifying monthly check occurred.

Fire extinguishers must have an annual inspection by a third party inspector and be certified.

Fire extinguishers are classified to help select the appropriate fire extinguisher for the source of the fire. The classifications of fire extinguishers are as follows:

1. Class A: Ordinary combustibles such as wood, trash, etc.

2. Class B: Flammable liquids, grease, oil.
3. Class C: Electrical equipment or other sources of electricity.
4. Class D: Combustible metals.

Fire Prevention

NO SMOKING signs shall be posted and smoking prohibited in the areas where fire hazards exist. This includes all fuel storage tank areas.

Good housekeeping shall be maintained to reduce risk of a fire. Ordinary combustibles shall not be permitted to accumulate on the job.

All doorways, exits and hallways must be kept clear of material and be unlocked during working hours to allow emergency exit.

Flammable and Combustible Liquids

Approved metal safety cans are to be used for flammable liquids. All cans must be labelled indicating the contents.

Do not store these liquids in exits, stairways or other areas used for the safe passage of people.

No more than 25 gallons of flammable or combustible liquid shall be stored in a room outside of an approved storage cabinet.

LP Gas/Propane

Never weld on LP-Gas containers.

LP-Gas appliances must be approved for such use.

Storage of LP-Gas containers in buildings is prohibited. See Requirements for Compressed Gas Cylinders for more information on LP-gas.

Temporary Heating Devices

Under certain conditions, temporary heating devices may be used. All manufacturers' instructions should be followed.

Natural or mechanical ventilation shall be used when needed.

Portable electric heaters must have safety switches that shut off when knocked over.

Hazard Communication

The following hazard communication procedures are implemented to enhance the safety of our employees and environment, as well as to facilitate compliance with applicable governmental regulations.

Container Labeling

Each container of a hazardous chemical that is present in or around the work area must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. When labeling deficiencies are discovered, employees must notify their supervisor.

SDS (Safety Data Sheets)

An SDS contains detailed information about chemicals and associated hazards. SDSs for all chemicals present in the workplace will be maintained in such a fashion and in one or more designated locations for employees to view in their work area during their work shift. The SDSs may be hard copy or kept in an electronic form that is readily accessible via the internet or other computer system.

Training

Each Supervisor (Verity LLC or Subcontractor) is responsible for ensuring their employees receive training required by the Hazard Communication Program. Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training before starting work.

Training will occur:

1. At the time of initial job assignment.
2. When a new physical or health hazard the employees have not previously been trained about is introduced into their work area.
3. When an employee is transferred into a different work area with a new physical or health hazard the employee has not previously been trained about
4. When a problem is discovered with an affected employee's knowledge of the Program indicating that the employee has not retained the requisite understanding or skill.

Written Program

Verity LLC has a written Hazard Communication Program that will be available for review by all employees at their request. This program is maintained by the project management team.

Lockout/Tagout of Energy

The purpose of this section is to prevent injury and death of workers by requiring certain precautions are taken before servicing and repairing machinery or equipment with a live energy source.

General

Only authorized and qualified personnel are allowed to service or repair machinery or equipment. (Only licensed electricians should work on any electrical devices or circuit boxes.) If

you are not specifically authorized to service or repair machinery or equipment, do not engage in any activity related to servicing or repairing machinery or equipment.

Never attempt to perform service/maintenance or remove a safety guard from machinery or equipment unless all energy sources have been turned off and disconnected from the energy source to prevent accidental start-up.

Never start machinery or equipment without checking to ensure that areas around equipment are clear.

Do not start any machine or equipment that is tagged or marked with “DO NOT USE” or other similar messages.

Do not remove any lock, tag, sticker or other similar sign that has been placed on equipment unless specifically authorized to do so.

Training

All employees who are responsible for following this procedure must become familiar with the elements of this program. This will consist of the following:

1. Recognition of applicable hazardous energy sources
2. Details about the type and magnitude of hazardous energy sources present at the workplace.
3. Methods and means necessary to isolate and control those energy sources.

Enforcement/Inspection

It is the responsibility of each employee to adhere to all safe work practices pertaining to the control of hazardous energy. Those employees found to be in violation of this program will be subject to disciplinary actions.

Procedures

1. Consider the effects of taking the device offline, including loss of lighting, loss of proper ventilation, etc., and mitigate the effects.
2. Prepare to shut down device. Notify all affected personnel.
3. Any mechanical or electrical device that creates a hazard or has the potential to create a hazard must be shut off, de-energized and locked and tagged “DO NOT USE” or similar messages.
4. All tags or signs should be securely attached, dated, and signed by the person performing work.
5. Any device that can be locked out should be locked out.
6. All devices that have been locked out should be tried again to make sure lock is secure and energy source has been isolated.
7. All lockout/tag-out devices must remain in place until work has been completed.

8. Upon completion of work all locks and tags should be removed.
9. No equipment should be started until all employees are clear of hazards.

START-UP PROCEDURES

1. Inspect the work area to ensure that non-essential items have been removed from machinery and equipment.
2. Check the surrounding area around machine or equipment to ensure that all affected personnel are safely positioned or removed.
3. Make sure that lock or tags are removed only by those who attached them.
4. Notify affected personnel after removing locks or tags and before starting equipment.

Respiratory Protection

Only authorized employees are permitted to use or wear any respiratory protection. If you wish to wear and use respiratory protection on a voluntary basis, you must still be authorized to wear and use a respirator. Contact your supervisor or the safety department.

Typically, Verity LLC employees will not be required or work in areas where respiratory protection is necessary. If it does become necessary for one or more employees to wear and use a respirator, the supervisor will authorize those employees to wear and use respirators.

The following applies to respirator use.

1. Only approved respirators are to be used in areas or around material that warrant their use.
2. Prior to use, employees must be fitted and trained in the use of respirators.
3. Respirators must never be altered or used in a manner for which they are not intended.
4. Respirators that do not have a self-contained air supply (air tank) must never be used in oxygen deficient or extremely dangerous atmospheres or conditions.
5. Respirators must be cleaned after each use prior to storage.
6. Respirators must always be stored in a clean location at all times when not in use.
7. Respirators must be checked and inspected prior to each use. Damage or malfunctions must be reported to a supervisor immediately.
8. Application of some paints and stains may require the use of respiratory protection.

Sub-contractors whose employees are required to wear respirators will use a respiratory protection program and their employees will be trained, fit tested and medically cleared to wear and use respiratory protection.

Silica

In an effort to protect workers from respirable crystalline silica, Verity LLC has outlined a plan in conjunction with OSHA 29 CFR 1926.1153(k) for employers involved in tasks such as: using masonry saws, grinders, drills, jackhammers and handheld powered chipping tools; operating vehicle-mounted drilling rigs; milling; operating crushing machines; and using heavy equipment for demolition or certain other tasks.

Employers who follow the requirements outlined in OSHA's Table 1 (See Appendix), it will be assumed their work falls below the permissible exposure limit. Table 1 lists 18 silica-generating tasks along with specific engineering controls and respirator requirements. Employer is responsible to ensure exposure limits are not exceeded.

Employers who **DO NOT** follow the requirements outlined in Table 1 **WILL** be required to measure workers' exposure to silica and independently decide which dust controls work best to limit exposures to the permissible exposure limits in their workplaces.

Regardless of which exposure control method is used, all construction employers covered by the standard are required to:

1. Establish and implement a written exposure control plan that identifies tasks that involve exposure and methods used to protect workers, including procedures to restrict access to work areas where high exposures may occur.
2. Designate a competent person to implement the written exposure control plan.
3. Restrict housekeeping practices that expose workers to silica where feasible alternatives are available.
4. Offer medical exams—including chest X-rays and lung function tests—every three years for workers who are required by the standard to wear a respirator for 30 or more days per year.
5. Train workers on work operations that result in silica exposure and ways to limit exposure.
6. Keep records of workers' silica exposure and medical exams.