SAFETY MANUAL

MARCH 2018

JB HOLLAND
Construction, Inc.

2092 Hwy 9 W,Decorah, IA 52101
PH (563)382-2901
FX (563)382-2902
email: jbhc@jbholland.net
www.jbholland.net

SAFETY MANUAL
TABLE OF CONTENTS

NOTICE

This handbook is presented as a matter of information only and shall not be construed to form a contract between JB Holland Construction, Inc. and the employee. JB Holland Construction, Inc. reserves the right to change or eliminate any or all of the policies procedures, and benefits described herein at any time, with or without notice.

Just as any employee retains the right to terminate their employment at any time for any reason, JB Holland Construction, Inc. retains a similar right. No policy or practice of JB Holland Construction should be construed to change this relationship. Only corporate officers have the right to modify or change this practice, and such action must be in writing.

All employee handbooks and amendments issued prior to March 2018 are replaced by this handbook. Documents issued prior to this date should be discarded.

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF THE JB HOLLAND SAFETY MANUAL AND DRUG & ALCOHOL POLICY

I have received my copy of the Safety Manual *(March 2018)*. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of JB Holland Construction, Inc. I also understand the importance of JB Holland Construction, Inc. safety and drug and alcohol policies and acknowledge receipt of these policies in the handbook.

I understand that the handbook is not an employment contract, but it is an explanation of Company policies. The Company has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that JB Holland Construction may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between JB Holland Construction and me is terminable at will by either party and that nothing in this handbook creates additional rights or provides a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to talk to my supervisor or management.

_____ _____

(Employee Signature) *(Date)*

_____

Employee Name (Typed or Printed)

SAFETY RULES POLICY

Establishing and maintaining a safe work environment is of great importance to the Company's management. Safety is the shared responsibility of the Company and its' employee. JB Holland Construction, Inc. will strive to provide a safe environment that complies with federal, state, and local safety regulations for all its' employees. You are expected to obey safety rules and to exercise caution in all work activities. You are asked to immediately report any unsafe conditions to your supervisor.

Employees will be informed on an individual basis of special safety regulations regarding particular jobs, including the required use of any necessary personal protective equipment.

All accidents shall be reported immediately to the employee's supervisor or Penney Neuzil, the Safety Director, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and workers' compensation procedures.

Violation of the safety policy may result in discipline up to and including termination.

New employees will be given adequate safety orientation, including how to report all accidents, availability of medical facilities and where to find information on hazards at our job sites. This will be followed by competent supervision. All employees are to perform their duties in a safe manner and never expose other employees to hazardous acts.

THE FOLLOWING SAFETY RULES MUST BE FOLLOWED WHILE EMPLOYED BY JB Holland Construction Inc. This list is not intended to be all-inclusive. The project foreman, superintendent or safety director has the discretion to at any time add to, or clarify the following list:

1. Prior to starting a job, arrangements will be made for the services of a physician and ambulance in the event of an emergency. Phone numbers of physicians and ambulance service will be posted on the job site.
2. It is the duty of all personnel to safeguard the working area by either removing any hazard when it is seen or notifying the foreman or superintendent about the hazard.
3. Posted safety rules and safety signs may not be removed except by management's authorization.
4. First-aid/Blood borne Pathogen kits will be on the job at all times with location known to all employees. It is the responsibility of all foremen to ensure they have an adequate inventory of first-aid supplies in the kits.
5. Fire extinguishers will be present in sufficient quantity and located to be readily available in case of emergency. Extinguishers will be inspected periodically to assure they are in good operating condition. PASS, (Pull, Aim, Squeeze, and Sweep).
6. Tampering with or unauthorized removal of fire extinguishers from assigned locations is prohibited.
7. Any employee observing an unsafe condition should report said condition to his immediate foreman and or the superintendent.
8. Foot protection, safety toe boots that support and protect the ankle and foot, are required on all JB Holland jobsites and maintenance shop. **NO TENNIS SHOES OR LOW QUARTER TYPE SHOES WILL BE ALLOWED TO BE WORN BY WORKERS ON OUR JOB SITES.**
9. An ANSI approved hard hat with the bill facing forward must be worn by all personnel and visitors as all times. No ball caps under hardhats.
10. Z87 approved safety glasses with side shields must be worn at all times. Clear or indoor outdoor lenses are required when working indoors or during night shift hours. Dark glasses are only permitted outdoors during day shift hours. No Dark safety glasses inside enclosed buildings. Prescription eye glasses must be ANSI approved with side shields attached. Safety glasses with side shields will be worn under a full face shield when grinding. Additional eye protection may be required depending on hazards associated with task.

11. Reflective safety vest and/or shirt and/or coat must be worn on all projects. Garments should be replaced if they become soiled or begin to fade.
12. Long pants are required at all times. Employees are cautioned about the danger of loose clothing, rings, bracelets and jewelry around moving equipment.
13. Loose hair must be restrained. When an employee has long hair, it must be kept "tied up" to avoid entanglement in work being performed or obstructing their vision.
14. Gloves shall be worn when handling certain chemicals, sharp objects, hot objects or when the possibility of hand injury exists.
15. Personal Protective Equipment as outlined on material safety data sheets shall be worn when working with hazardous materials. Located in shop/foreman's vehicle.
16. Nusense respirators will be provided when conditions warrant.
17. Ear protection shall be provided and worn whenever it is not feasible to reduce the noise levels or duration of exposures to those specified in Table D-2, Permissible Noise Exposures in CFR 1926.52.
18. No employee on foot shall wear a headset, headphone or similar electronic device which may alter the employee's ability to hear equipment or surrounding noises or may distract the employee's attention to potential hazardous situations.
19. All phone calls made while operating equipment must be made with hands free devices. All personal calls shall be kept to a minimum. Abuse of the policy will lead to a "no cell phone policy".
20. Proper lifting procedures (back as straight as possible with knees bent) shall be practiced. If the load is too heavy for you to personally lift, **GET HELP.** 50# single lift-#80 lb.2 man lift.
21. To reduce and eliminate potential hazards which could cause damage or injury, all employees must take an active part in maintaining good housekeeping practices at our job sites. This includes picking up trash, rags, aerosol cans, grease tubes, etc. and disposing of them properly. When an employee sees items that need to be picked up or disposed of, they should do so regardless of who left them.
22. Commonsense health and personal sanitation rules must be observed for the welfare and consideration of all employees.
23. All flag persons must use proper signage to direct traffic and be trained according to Department of Transportation requirements.
24. Firearms are prohibited from company property and job sites.
25. Tools, equipment, machinery and all work areas are to be maintained in a clean and safe manner.
26. All construction materials will be stored in a safe manner and location.
27. All employees shall conduct themselves in a worker like manner at all times. Any harassment of other personnel, horseplay/fighting or disruptive activities of any kind shall result in immediate dismissal/removal from job site.
28. Use of tires or similar items to start or sustain fires is forbidden.
29. High voltage electrical equipment and transmission lines are to be approached and handled only by persons qualified and authorized to do so and only after complete precautions have been taken for the safety of themselves and others. Said equipment and transmission lines are to be approached only after notification to local power officials is made in writing. Safety precautions are to be followed when heavy equipment is working in the vicinity of power lines. 1926.451 (f) (g).
30. The use of compressed air for blowing dirt from hands, face or clothing is prohibited.
31. No employee shall work under unsupported loads. Equipment operators shall not carry loads over people.
32. Sufficient blocking and cribbing shall be used when servicing equipment. No work shall be done under equipment held up with hydraulics.
33. Employees shall not enter a non-supported trench or excavation greater than five feet in depth unless the competent person has reviewed and set up proper sloping or shoring. No employee shall enter a trench or excavation over 4' unless there is an access point into and

out of excavation within 25 ft of lateral movement. This can be in the form of ladders, ramps or stairs & have Competent Person-Authorized Person on site.

34. Confined Space Entry Procedure will conform to OSHA 29CFR 1910.146 and all appendix to this subpart. This section will be reviewed in another area.
35. Ladders must be inspected prior to use. Use the correct ladder for the job. Ladders must be secure. Step ladders must be open and locked. Extension ladders must be extended 3' above point of contact. Never use the top 2 steps of a ladder. Use the belt buckle rule. Job made ladders.
36. Fall protection is required at 6' per OSHA 1926 standards and 4'per OSHA 1910 standards. 100% tie-off required with full body harness/lanyards. Barricades must be maintained 6' from a leading edge.
37. No employee shall remove a cover, guardrail, or barricade from any opening or drop off without specific authority from management personnel.
38. All equipment will be kept in good and safe working condition. This includes employee furnished tools. Periodic inspections will be made to ensure proper maintenance.
39. The operation of any company equipment without proper authorization is prohibited. Proper training is required.
40. No employee shall operate any machinery, equipment, power activated tool, or tools without being properly instructed in its use and proper operation. All operators are responsible to see all safety devices and precautions are in use.
41. All machinery shall be marked as being serviced when performing cleaning, greasing or any other machine maintenance. All switches or drives on machinery shall be shut down and tagged out before making equipment repairs.
42. All machine guards shall be kept in place while machinery is in operation. Tampering with machine guards is prohibited, and any removal requires prior approval of a responsible foreman or superintendent.
43. Unattended equipment subject to sudden lowering shall be lowered or secured when not in use. Work on such a vehicle shall not be started until all movable components are secured.
44. Keys shall be removed from the ignitions of all trucks and equipment at night and placed in a lock key box. Contact supervisor if no box is present.
45. No employee other than the operator shall ride on trucks, loaders, dozers, or other moving equipment unless specifically authorized to do so.
46. Under no circumstance will any person(s) be permitted to ride with arms or legs outside a truck body, in a standing position, on the body including, running boards, side fenders, cabs, buckets, cab shields, or on a load. Riding in the back of a truck will be under the discretion of the foreman whenever the conditions warrant. If riders are allowed in the back of a truck arms and legs are to be in the truck box. No sitting on tailgate will be permitted!
47. Passengers will not dismount while a vehicle is moving.
48. Hand tools should not be used for any purpose other than the designed use. All damaged tools or worn parts should be reported to the foreman or superintendent for replacement or proper repair. Inoperative tools, vehicles and safety devices are to be tagged as faulty to prevent further use.
49. When necessary to repair electrically driven machinery, the disconnect switch for controlling the machine must be placed in the open or off position, locked / tagged out by the workers performing maintenance checked for stray voltage prior to performing the duties.
50. All portable electrical equipment will be grounded and used in accordance with the manufacturer's recommendations.
51. Every motor vehicle shall be equipped with seat belts, adequate horn, headlights, taillights and signal lights in proper operating condition. Every over-the-road motor vehicle shall also be equipped with a speedometer and fuel gauge.
52. Seat belts are to be worn at all times on all equipment and company vehicles at the discretion of management and foreman.

53. Operators of vehicles backing up shall make certain the way is clear before backing. Operators of vehicles having an obstructed view while backing up must have a back up alarm and are to use additional persons as necessary to direct backing procedures.
54. Adequate blocks must be used when repair work is being done on equipment held up by jacks. This includes loader buckets, truck hoists or any other equipment which could fall or injure a person.
55. A thorough walk around inspection **must** be performed before climbing in and operating any piece of equipment
56. The equipment operator must sound the equipment horn before engaging the transmission when first moving the machine and anytime after the operator has left the cab and climbed back in.
57. Containers will be provided, where possible, for the disposal of combustible waste materials.
58. Use of gasoline is prohibited for cleaning equipment, tools, or starting fires.
59. Small quantities of gasoline must be transported only in approved safety containers with flash screens, painted red and labeled “gasoline”. **NO** plastic/glass containers will be allowed.
60. All engines must be turned off while refueling or servicing.
61. Fuel will be stored in tanks designed specifically for that purpose. NO SMOKING signs will be posted on the tanks. No smoking will be permitted within fifty feet of the fueling operation or fuel storage areas. Fire extinguisher must be easily assessable.
62. MAPP, acetylene and/or oxygen tanks must be secured while transporting. Tanks will also be secured when being stored and not in use. MAPP or acetylene tanks shall not be stored with oxygen tanks. Caps must be kept on cylinders, empty or full, except when in use.
63. All hoses and fittings are to be checked for wear and leaks. All welding equipment is to be used only by trained personnel. All leads and equipment must be thoroughly inspected prior to use.
64. When climbing on and/or off equipment, a three-point contact rule applies. Steps and platforms of all machinery must be kept clean and maintained. Recognize muddy conditions and be extra cautious when entering or exiting equipment. Report any deficiencies of steps or platforms to your foreman immediately.
65. All jobsite safety rules and regulations of either an owner or general contractor is equally as important as those of JB Holland Construction. All employees must respect and adhere to policies as set forth by either party.
66. The safety procedures specifically recommended by the manufacturer or supplier of any equipment, materials, or supply is required to be adhered to by all employees of JB Holland Construction, and are therefore implied to be part of JB Holland’s safety policy and procedure.
67. Operating company equipment or vehicles under the influence of prescription medication that cautions you not to drive is prohibited.
68. You must have a CDL endorsement to operate vehicles that are over 26,000 lbs. (Service Trucks, Spreader, etc) and have a HAZ MAT endorsement to pull any type of fuel container.
69. No posting pictures of any JBHC equipment or JBHC employees thru use of any social media including but not limited to Facebook, Snap Chat, Twitter, Instagram, etc. that may seem as harassment or give bad publicity.

SAFETY ALLOWANCE

An annual Safety Allowance (period of January 1 to December 31) will be provided for any personal protective equipment required to be worn as stated in the above Safety Rules Program. The amount of Safety Allowance will be advised either at new employee orientation or annual employee review. An employee must be employed sixty (60) days or more to be eligible for the Safety Allowance.

In order to receive reimbursement for personal protection items purchased outside of JB Holland, submit expense receipt(s) with weekly timecard(s). JB Holland Construction also has items available for sale such as hard hats, safety glasses, safety vest and t-shirts. Contact the Office for further information on products and cost.

PRESCRIPTION SAFETY GLASSES ALLOWANCE

An allowance of up to $100.00 every two (2) years will be paid for “Prescription” Safety Glasses that meet specifications contained in American National Standards Institute, Safety Requirements for Industrial Eye Protection. An employee must be employed sixty (60) days or more to be eligible for the Safety Glasses Allowance. Contact Diane Henry with JB Holland Construction for further details on safety glasses that is covered under JB Holland's Vision Plan.

Diane To Put Vison Plan Here

DISCIPLINARY ACTIONS:

The management of JB Holland Construction, Inc. has established policies/practices to be followed by all employees. These policies/practices are intended to benefit and protect the Company and its employees.

When an employee commits an offense for which he/she is not immediately terminated, a supervisor may warn the employee orally or in writing that the conduct must cease or further discipline, including termination, can result.

Written warnings are to be signed by the employee and a supervisor, and the employee shall receive a copy of it. The disciplinary form used for warning(s) does not require the employee to agree that he/she committed an offense warranting discipline, but the employee must acknowledge having been given a warning. An employee refusing to sign the written warning is subject to immediate termination.

All warnings are documented in an employee's personal file. Warnings will remain active in an employee's file for a minimum of (1) one year, which upon approval of management may be removed depending on severity of offense. Following one active written warning, a subsequent warning will result in a one-day suspension (with pay). Immediately upon return to work from suspension, employee is to present a corrective action plan to the supervisor recognizing the problem and how the employee plans to prevent the action from reoccurring. If employee fails to provide an acceptable corrective action plan, this will be considered an insubordination of work for which JB Holland Construction reserves the right to immediately terminate employment.

The offenses listed below are not intended to be all-inclusive but are merely illustration of unacceptable conduct. Other types of situations and or conduct could result in disciplinary action. JB Holland Construction, Inc. reserves the right to exercise judgement in determining other behavior that might be subject to discipline:

Violation of the Absenteeism and Tardiness Policy
Theft
Violation of the Alcohol & Drug Policy
Insubordination
Not Meeting Requirements of Job Description
Safety Violations
Falsification of Records
Possession of a Firearm
Unauthorized Leave from Premises During Work Hours
Violation of the Harassment Policy
Destroying or Damaging Company Property/Equipment
Failure to Complete Jobsite Inspections

Discipline may occur in one or a combination of the following:

- Oral warning
- Written warning
- Suspension, with immediate corrective action plan, or
- Termination

Although one or more of these actions may be taken in connection with a particular employee, no formal order or system is necessary. Furthermore, JB Holland retains the right to end the employment relationship at will, at any time, for any reason.

HAZARD COMMUNICATION WRITTEN PROGRAM

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to insure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employers and employees. JB Holland Construction, Inc. Hazard Communication Program, a list of chemicals used at our jobsite, and the Safety Data Sheets can be obtained by contacting the job superintendent or calling our office at (563)382-2901.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

CHEMICAL INVENTORY

- JB Holland Construction maintains an inventory of all known chemicals in use on this worksite. A chemical inventory is available from the Project Superintendent.
- Hazardous chemicals brought onto the worksite by JB Holland Construction will be included on the hazardous chemical inventory list.

CONTAINER LABELING

- All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Project Superintendent for labeling or proper disposal.
- Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or the Project Superintendent for proper handling.
- No unmarked containers of any size are to be left in the work area unattended.
- JB Holland Construction will rely on manufacturers and/or supplier applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled.
- JB Holland Construction will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

SAFETY DATA SHEETS (SDS)

- Employees working with a Hazardous Chemical may request a copy of the safety data sheets (SDS). Requests to review SDS's should be made to the Project Superintendent.
- SDS should be available and standard chemical reference may also be available on the site to provide immediate reference to chemicals safety information.
- SDS booklets are located in all foreman trucks, mechanics trucks and the service managers office.
- Electronic version is available on all foreman laptops and every computer at the Decorah, Iowa location.

EMPLOYEE TRAINING

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

- Methods that may be used to detect a release of a hazardous chemical(s) in the workplace.
- Physical and health hazards associated with chemicals.
- Protective measures to be taken.
- Safe work practices, emergency responses and use of personnel protective equipment.
- Information on the Hazard Communication Standard including:
    - Labeling and warning systems
    - An explanation of Safety Data Sheets

HAZARD COMMUNICATION WRITTEN PROGRAM

PERSONNEL PROTECTIVE EQUIPMENT (PPE)

Required PPE is available from the Project Superintendent. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

EMERGENCY RESPONSE

- Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Project Superintendent at once.
- The foremen or the immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

HAZARDS OF NON-ROUTINE TASKS

- Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
- Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks as confined space, unlabeled pipe containing chemicals. Where necessary, areas will be posted to indicate the nature of the hazard involved.

INFORMING OTHER EMPLOYERS

- Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
- Information of hazardous chemicals known to be present will be exchanged with other employers during the preconstruction meeting. Employers will be responsible for providing necessary information to their employees.
- Other on site employers will be provided with a copy of the hazard communication program of JB Holland Construction, Inc.
- JB Holland Construction will supply central location for MSDS so all employees of all contractors will have access.

POSTING

JB Holland Construction has posted information for employees at this job site on the Hazard Communication Standard. This information can be found at the Project Office.

BLOODBORNE PATHOGENS POLICY

Purpose

JB Holland Construction, Inc. is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodbourne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodbourne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

1. Determination of employee exposure.
2. Implementation of various methods of exposure control, including:
    - Universal precautions,
    - Engineering and work practice controls,
    - Personal protective equipment, and
    - Housekeeping.
3. Hepatitis B vaccination.
4. Post-exposure evaluation and follow-up.
5. Communication of hazards to employees and training.
6. Recordkeeping.
7. Procedures for evaluating circumstances surrounding an exposure incident.

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

Responsibilities

The Safety Manager is responsible for the implementation of the ECP. The Safety Manager will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: JB Holland Construction, Inc. 2092 Hwy 9 West, Decorah, IA 52101 / (563) 382-2901

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The Safety Manager will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers, labels, and red bags) as required by the standard. The Safety Manager will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

The Human Resources Director will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: JB Holland Construction, Inc. 2092 Hwy 9 West, Decorah, IA 52101 / (563) 382-2901

The Safety Manager will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

BLOODBORNE PATHOGENS POLICY

Employee Exposure Determination

Currently job classifications that have duties where some or all employees have occupational exposure to blood or other potentially infectious materials (including fecal material, urine and vomit) include:

First Aid Responders / Providers

Underground Utility Construction Crewpersons

Mechanics

Methods of Implementation and Control

Universal Precautions

All employees will utilize universal precautions (treat all human blood and body fluids as if they are infected).

Exposure Control Plan

Employees covered by the bloodbourne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Safety Manager.

The Safety Manager is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The review and update of such plans must also:

- Reflect changes in technology that eliminate or reduce exposure to bloodbourne pathogens.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training is provided by the Safety Manager (or designee) in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows:

1. Nitrile gloves.
2. Safety glasses.
3. Approved disposable protective clothing.
4. Face shield.

PPE is located

In the project foreman's pickup and/or jobsite trailer next to the First Aide Kit.

All employees using PPE must observe the following precautions:

Nitrile gloves and safety glasses must be worn when exposed to, handling or cleaning any bodily fluids. For large amounts of waste, a face shield and approved disposable protective clothing should be used.

The procedure for handling used PPE is as follows:

All contaminated PPE must be disposed in a red Biohazard trash receptacle, located in bloodborne pathogen exposure control kits. When removing contaminated PPE, extra caution should be taken to insure that the waste does not come in contact with the skin.

Bloodborne Pathogen Exposure Control Kit:

1. Bloodborne pathogen exposure control kits are located in the project foreman's pickup and/or jobsite trailer next to the first aide kits.

Housekeeping

Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels section), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dust pan.

Labels

The following labeling method(s) is used in this facility:

Equipment to be labeled:	**Label type (size, color, etc.):**
Biohazard Receptacle	Red with Biohazard warning sign

Hepatitis B Vaccination

The Safety Manager (or designee) will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

1. Documentation exists that the employee has previously received the series.
2. Antibody testing reveals that the employee is immune.
3. Medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at the main office with the employee files.

Vaccinations will be provided by designated health facilities.

Following hepatitis B vaccinations, the health care professional's Written Opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

Post-exposure Evaluation and Follow-Up

BLOODBORNE PATHOGENS POLICY

Should an exposure incident occur, contact the Safety Manager or his designee.

An immediately available confidential medical evaluation and follow-up will be conducted by the designated health facility. Following the initial first aid (clean the wound, flush eyes or other mucous membranes, etc.), the following activities will be performed:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.

2. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law.

3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

4. When the source individual is already known to be infected with HBV and HIV, testing for the source individual's known HBV or HIV status need not be repeated.

5. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulation concerning disclosure of the identity and infectious status of the source individual.

6. Collection of testing of blood for HBV and HIV serological status.

7. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

8. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

9. Post-exposure prophylaxis, when medically indicated, as recommended by the US Public Health Service.

10. Counseling.

11. Evaluation of reported illnesses.

Administration of Post-Exposure Evaluation and Follow-up

The Human Resources Director ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodbourne pathogens standard.

The Safety Manager or his designee ensures that the health care professional evaluating an employee after an exposure incident receives the following:

1. Copy of the JB Holland Construction, Inc. Bloodbourne Pathogens written plan.

2. A description of the employee's duties as they relate to the exposure incident.
3. Documentation of the route(s) and circumstances of the exposure.
4. The results of the source individual's blood testing, if available.
5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, which are the employer's responsibility to maintain.

The Human Resources Director provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The Safety Manager will review the circumstances of all exposure incidents to determine the root cause of the incident. Corrective action measures will be put into place in order to minimize the root cause from occurring in the future.

If it is determined that revisions need to be made, the Safety Manager will ensure that appropriate changes are made to this ECP. Changes may include adding employees to the exposure determination list.

Employee Training

All employees who have occupational exposure to bloodbourne pathogens receive training conducted by The Safety Manager or a qualified designee.

All employees who have occupational exposure to bloodbourne pathogens receive training on the epidemiology, transmission of bloodborne pathogen diseases, PPE requirements, and exposure control techniques.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of training and will be kept in the employee's personnel file for three years after their termination.

The training records include:

1. Date of training.
2. Trainer(s) name.
3. Employees name.
4. Title of training course.
5. Time spent for training.
6. Proof of knowledge that the training was understood.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Safety Manager and the Human Resources Director.

BLOODBORNE PATHOGENS POLICY

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The Human Resources Director is responsible for maintenance of the required medical records. These confidential records are kept at JB Holland Construction, Inc. (2092 Hwy 9 West, Decorah, IA 52101 / (563) 382-2901) for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Human Resources Director.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Human Resources Director.

HEPATITIS B IMMUNIZATION
CONSENT OR REFUSAL

Employee's Name (Please Print) **Social Security Number** **Date of Birth**

I have read the information about hepatitis B and the hepatitis B vaccine, which is on the reverse side of this page. I have had an opportunity to ask questions of a qualified nurse or physician and understand the benefits and risks of hepatitis B vaccination. I understand that I must have 3 doses of the vaccine to obtain immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience side effects from the vaccine.

CONSENT TO HEPATITIS B VACCINATION

_____ _____

Employee Signature **Date**

Date of Vaccination	Lot Number	Site	Administered By

REFUSAL OF HEPATITIS B VACCINE

I understand that due to my occupational exposure to blood other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ _____

Employee Signature **Date**

(SEE FOLLOWING FOR INFORMATION ABOUT HEPATITIS B VACCINE)

INFORMATION ABOUT HEPATITIS B VACCINE

The Disease

Hepatitis B is a viral infection caused by hepatitis B virus (HBV), which causes death in 1-2% of patients. Most people with hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV may be a causative factor in the development of liver cancer. Immunization against hepatitis B virus can prevent acute hepatitis and its complications.

The Vaccine

Hepatitis B vaccine is produced from yeast cells. It has been extensively tested for safety and effectiveness in large-scale clinical trials.

Approximately 90 percent of healthy people who receive two doses of vaccine and a third dose as a booster achieve high levels of surface antibody (anti-HB's) and protection against hepatitis B virus. Hepatitis B vaccine is recommended for workers with potential for contact with blood or bodily fluids. Full immunization requires 3 doses of vaccine over a six-month period, although some persons may not develop immunity after 3 doses.

There is no evidence that the vaccine has ever caused hepatitis B. However, persons who have been infected with HBV prior to receiving one vaccine may go on to develop clinical hepatitis in spite of immunization.

Dosage and Administration

The hepatitis B vaccine is given in three intramuscular doses in the deltoid muscle. Two initial doses are given one month apart and the third dose is given six months after the first dose.

Possible Vaccine Side Effects

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Ten to 20 percent of persons experience tenderness and redness at the site of injection and low-grade fever. Rarely rash, nausea, joint pain, and mild fatigue have been reported. The possibility exists that other side effects may be identified with extensive use.

HEPATITUS B VACCINE

What you need to KNOW

1. What is hepatitis B?

Hepatitis B is a serious disease that affects the liver. It is caused by the hepatitis B virus (HBV). HBV can cause:

Acute (short-term) illness. This can lead to:
- loss of appetite
- diarrhea and vomiting
- tiredness
- jaundice (yellow skin or eyes)
- pain in muscles, joints, and stomach

Acute illness is more common among adults. Children who become infected usually do not have acute illness.

Chronic (long-term) infection. Some people go on to develop chronic HBV infection. This can be very serious, and often leads to:
- liver damage (cirrhosis)
- liver cancer
- death

Chronic infection is more common among infants and children than among adults. People who are infected can spread HBV to others, even if they don't appear sick.

- In 2005 about 51,000 people became infected with hepatitis B.
- About 1.25 million people in the United States have chronic HBV infection.
- Each year about 3,000 to 5,000 people die from cirrhosis or liver cancer caused by HBV.

Hepatitis B virus is spread through contact with the blood or other body fluids of an infected person. A person can become infected by:
- contact with a mother>s blood and body fluids at the time of birth;
- contact with blood and body fluids through breaks in the skin such as bites, cuts, or sores;
- contact with objects that could have blood or body fluids on them such as toothbrushes or razors;
- having unprotected sex with an infected person;
- sharing needles when injecting drugs;
- being stuck with a used needle on the job.

2. Hepatitis B vaccine: Why get vaccinated?

Hepatitis B vaccine can prevent hepatitis B, and the serious consequences of HBV infection, including liver cancer and cirrhosis.

Routine hepatitis B vaccination of U.S. children began in 1991. Since then, the reported incidence of acute hepatitis B among children and adolescents has dropped by more than 95% – and by 75% in all age groups.

Hepatitis B vaccine is made from a part of the hepatitis B virus. It cannot cause HBV infection.

Hepatitis B vaccine is usually given as a series of 3 or 4 shots. This vaccine series gives long-term protection from HBV infection, possibly lifelong.

3. Who should get hepatitis B vaccine and when?

Children and Adolescents

- All children should get their first dose of hepatitis B vaccine at birth and should have completed the vaccine series by 6-18 months of age.
- Children and adolescents through 18 years of age who did not get the vaccine when they were younger should also be vaccinated.

Adults

- All unvaccinated adults at risk for HBV infection should be vaccinated. This includes:
  - sex partners of people infected with HBV, men who have sex with men}
  - people who inject street drugs,
  - people with more than one sex partner,
  - people with chronic liver or kidney disease,
  - people with jobs that expose them to human blood}
  - household contacts of people infected with HBV;
  - resident and staff in institutions for the developmentally disabled,
  - kidney dialysis patients,

- people who travel to countries where hepatitis B is common,
- people with HIV infection.

- Anyone else who wants to be protected from HBV infection may be vaccinated.

4. Who should NOT get hepatitis B vaccine?

- Anyone with a life-threatening allergy to baker's yeast, or to any other component of the vaccine, should not get hepatitis B vaccine. Tell your provider if you have any severe allergies.
- Anyone who has had a life-threatening allergic reaction to a previous dose of hepatitis B vaccine should not get another dose.
- Anyone who is moderately or severely ill when a dose of vaccine is scheduled should probably wait until they recover before getting the vaccine.

Your provider can give you more information about these precautions.

Pregnant women who need protection from HBV infection may be vaccinated.

5. Hepatitis B Vaccine Risks

Hepatitis B is a very safe vaccine. Most people do not have any problems with it.

The following mild problems have been reported:

- Soreness where the shot was given (up to about l person in 4).
- Temperature of 99.9°F or higher (up to about 1 person in 15).

Severe problems are extremely rare. Severe allergic reactions are believed to occur about once in 1.1 million doses.

A vaccine, like any medicine, *could* cause a serious reaction. But the risk of a vaccine causing serious harm, or death, is extremely small. More than 100 million people have gotten hepatitis l3 vaccine in the United States.

6 What if there is a moderate or severe reaction?

What should I look for?

- Any unusual condition, such as a high fever or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing) hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form.
  Or you can file this report through the VAERS web site at www.vaers.hhs.gov or by calling l-800-822-7967.

  VAERS does not provide medical advice.

7. The National Vaccine Injury Compensation Program

In the event that you or your child has a serious reaction to a vaccine, a federal program has been created to help pay for the care of those who have been harmed.

For details about the National Vaccine Injury Compensation Program, call l-800-338-2382 or visit their website at www.hrsa.gov/vaccinecompensation.

8. How can I learn more?

Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.

- Call your local or stare health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call I-800·2324636 (l-800 CDC-INFO)
  - Visit CDC websites at:
    www.cdc.gov/ncidod/diseases/hepatitis
    www.cdc.gov/vaccines
    www.cdc.gov/travel

DEPARTMENT OF HEALTH AND HUMAN S
CENTERS FOR DISEASE CONTROL AND PREVENTION

Vaccine Information Statement (Interim)
Hepatitis B (7/18/07) 42 U.S.C. § 300aa-26

JB Holland Construction, Inc.
First Aid Program

First Aid Program

Table of Contents

First Aid Program

Reference Standard

This procedure is developed in accordance with provisions as outlined in OSHA standard 29 CFR 1910.151 (First Aid Standard).

Purpose

This policy establishes training and operational procedures that will be followed at JB Holland Construction, Inc. to ensure prompt and knowledgeable treatment of injured employees, which will prevent minor injuries from becoming severe.

Scope

This policy applies to all JB Holland Construction, Inc. employees and all visitors or vendors.

Responsibilities

The following responsibilities apply to various levels within the company.

Senior management will:

- Require the full application and integration of this policy into daily operations, as applicable, in all areas of responsibility and with all direct reports.
- Assess managers and supervisors on their ability to apply this policy in their areas of responsibility.

The Safety Administrator will administer all aspects of this policy to include:

- Maintaining and updating the written program as required.
- Coordinating necessary training for all affected employees.
- Providing necessary technical assistance to managers and supervisors.
- Periodically assessing the effectiveness of this program and its implementation in all affected areas of the company.

Managers and supervisors will:

- Know how this policy applies to their areas, and know which employees are trained to be first responders and when they require retraining.
- Decide where it is necessary and appropriate to place first aid kits in their areas and ensure that the kits are restocked after use.
- Integrate and enforce the provisions of this policy in their areas of responsibility.
- Periodically audit the effectiveness of this policy in their areas of responsibility.
- Coordinate training for all affected employees, including those that will become first responders.
- Provide appropriate coaching and corrective action when necessary to ensure this policy is fully integrated.

All affected employees will:

- Seek care when injured and report all work-related injuries to their supervisor. If hosting a guest of , they will similarly report a guest injury.
- Follow all training, instructions and directives relative to this policy.
- Seek clarification whenever there are questions concerning the application of this policy into daily operations.

Policy Evaluations and Updates

It is our goal to maintain a safety program that is understandable, effective and one that promotes a safe work environment. Any employee can make recommendations for improvement to this program or any other aspect of our safety system. These suggestions should be directed to any member of management, any safety committee member or to the safety administrator.

As a matter of policy, this program will be reviewed on an annual basis by the safety administrator to determine if all aspects still meet the needs of this organization. If there are significant events that take place during the year that indicate the program is less than effective, an immediate evaluation will be conducted and appropriate steps taken to increase the reliability of this plan.

Date of Review	Name of Reviewer	Changes Required Yes or No	Current Revision Number

Definitions

The following definitions help clarify words or phrases found in this policy:

Emergency: An unplanned event that could jeopardize the safety of people or property in our facility. An emergency can originate on our site or off-site, and it has an impact on either the people within our facility or property.

First Aid: Emergency care provided for injury or sudden illness before emergency medical treatment is available.

First Aid Injury: An injury that can be adequately treated using topical wound cleaning, topical medications, ice, heat, nonprescription medications (at nonprescription strength), temporary splinting during transport, simple splinter removal or blister drainage, tetanus immunization, adhesive bandages or wound closures, non-rigid splints, irrigation for a foreign body and the use of eye patches or finger guards.

First Aid Kit: Medical supplies suitable for the provision of basic first aid.

First Responder: Employee of JB Holland Construction, Inc. who has undergone first aid training and has been certified to administer first aid in the event of a medical emergency.

Emergency Medical Treatment: Treatment by a physician or other licensed health care professional, or treatment using prescription-strength medications. Immunizations besides tetanus, such as hepatitis B or rabies, are considered medical treatment.

Procedure

Overview

In many cases, prompt and knowledgeable treatment of injured employees prevents minor injuries from becoming major. JB Holland Construction, Inc. will train personnel in basic first aid and bloodborne pathogens exposure. Only these trained individuals will respond to medical problems or medical emergencies.

Injured Employees

Any employee injured on the job should immediately seek care and report their injury to a supervisor.

Co-Workers of Injured Employees

Treatment and supplies can be administered only by designated, trained personnel. All incidents must be properly documented. You will find the following information listed: (Boards in Shop & Office & Jobsites)

- Names and departments of first aid workers
- Name and telephone number of company physician
- Name and telephone number of nearest hospital and ambulance service

If a co-worker is trained as a first responder, it is permissible to provide care using the nearest first aid kit. If untrained or uncomfortable providing care, co-workers should help locate another first responder on the premises. Co-workers may consider assisting the injured employee in getting transportation, seeking help or notifying management. When in doubt, co-workers should contact supervisors, first responders and emergency medical care.

First Aid Supplies

First aid supplies should be monitored and restocked on a periodic basis. The Safety Director, Penney Neuzil, will be responsible for choosing types and amounts of first-aid supplies and maintaining those supplies. The supplies will be adequate and will reflect the most common injuries in the facility. First aid cabinets or kits will be maintained in accessible places in all parts of the facility. They will be regularly stocked and monitored to ensure availability in the event of an emergency.

First aid kits include:

First Aid Kit Contents	Minimum
Adhesive Tape 1/2" x 5 Yards	1
Antiseptic Wipes	4
Antiseptic Spray Bottle 4 oz	1
Burn Treatment Application .5 gm eac	4
Absorbent Compress 4"x8"	1
Disposable Examination Gloves	2
Disposable Instant Cold Packs	1
Elastic Bandages 1"x3" each	10
Eye Wash 4 oz.	1
First Aid Cream 1/32 oz.	4

First Aid Kit Contents	Minimum
Forceps/Tweezers	1
Finger Bandages 1 3/4 "x 2" each	5
knuckle Bandages 1 1/2" x 3"	5
Scissors	1
Sterile Dressing Pads 3" x 3"	2
Triangle Bandage	1
Elastic Roller Gauze 2"x4.5 Yds	1
Eye Pads with Adhesive Strips	2
Splinter Out Packages Each	2
Itch Relief Cream 1/32 oz each	2
Bloodborne Pathogen Kit	1

An automated external defibrillator (AED) is available for use by trained personnel; it is located at 2092 Hwy 9 W, Decorah, IA 52101

Emergency Eyewash Stations and Emergency Showers

Exposure to chemicals may happen even with good engineering controls and personal protective equipment (PPE) programs in place. To protect workers from serious injury, JB Holland Construction has installed emergency eyewash stations and emergency showers in the Shop.

The first 10 to 15 seconds after you are exposed to corrosive substances or hazardous chemicals are the most important for preventing serious injuries. Emergency eyewash stations and emergency showers provide on-the-spot drenching facilities to allow workers to immediately wash away hazardous substances that might otherwise cause serious injury. Follow these guidelines to ensure that you receive the most protection possible from serious injury.

- Quickly remove contact lenses before using the eyewash station.
- Emergency showers and eyewashes should be used for a minimum of 15 minutes.
- If possible, notify a supervisor immediately.

All employees will receive training on the proper operation and location of the emergency eyewash stations and emergency showers at JB Holland Construction.

Transportation by Car

There may be cases in which injured employees needing professional medical attention can be transported to the hospital or medical facility by car. However, in other cases, transportation by ambulance may be necessary. If there is any doubt about the appropriate mode of transportation, an employee must call an ambulance. The following are some examples of conditions that necessitate an ambulance:

- Employee is unconscious or in shock
- Hemorrhaging
- Severe abdominal cramps and/or vomiting
- An apparent fracture
- Other symptoms of internal injury

Animal Bites

Due to the possibility of rabies, all animal bites must receive prompt medical attention by a physician. In the event of a bite, every attempt to confine the animal should be made.

Cell Phone Use

If the need for emergency medical services arises, personnel with cell phones may use them to call for assistance.

Medical Emergency

In the event of a medical emergency, the following actions will be taken:

- Notify a member of management who will initiate the 911 notification system
- Evaluate scene safety – if there is any concern, all personnel should stay at a safe distance away from the scene
- Do not move the ill/injured person (unless s/he is in danger from their surroundings)
- Avoid all contact with blood and other bodily fluids
- Never attempt to provide first aid unless you are trained and equipped to do so
- A calm employee may stay with the ill/injured person to provide comfort
- The supervisor will assign at least two employees to wait for the EMS responders at the parking lot entrance and guide the responders to the scene of the emergency
- All uninvolved personnel should clear the area
- If there has been any blood or bodily fluid release, trained personnel will clean and sanitize the area after the emergency phase has concluded

Training

First aid training will be administered by the American Red Cross. Personnel designated to respond to medical problems or emergencies will receive training and periodic refresher courses (at least annually) in the following areas:

Preparing to Respond to a Health Emergency

- Prevention as a strategy in reducing fatalities, illnesses and injuries
- Interacting with the local EMS system
- Maintaining a current list of emergency telephone numbers (police, fire, ambulance, poison control, etc.) accessible to all employees
- Understanding legal aspects of providing first-aid care, including good samaritan legislation, consent, abandonment, negligence, assault and battery, state laws and regulations
- Understanding the effects of stress, fear of infection or panic, how they interfere with performance and what to do to overcome them
- Learning the importance of universal precautions and body substance isolation to provide protection from bloodborne pathogens and other potentially infectious materials
- Learning how to properly use PPE, including gloves, eye protection, masks and respiratory barrier devices
- Learning proper management and disposal of blood-contaminated sharps and surfaces

Assessing the Scene and Victim(s)

- Assessing the scene for safety, number of injured individuals and nature of the event
- Assessing the toxic potential of the environment and need for respiratory protection
- Establishing when a confined space necessitates respiratory protection or special training to perform a rescue
- Prioritizing care when there are several injured
- Assessing each victim for responsiveness, airway blockage, breathing, circulation and medical alert tags
- Taking a victim's history at the scene, including determining the mechanism of injury
- Performing a logical head-to-toe check for injuries
- Stressing the need to continuously monitor the victim
- Emphasizing early activation of EMS
- Indications for and methods

Responding to Life-Threatening Emergencies

- Establishing responsiveness
- Establishing and maintaining an open and clear airway
- Performing rescue breathing
- Treating airway obstruction in a conscious victim
- Performing CPR
- Using an AED
- Recognizing the signs and symptoms of shock and providing first aid for shock due to illness or injury
- Assessing and treating a victim who has an unexplained change in level of consciousness or sudden illness
- Controlling bleeding with direct pressure

Poisoning

- Ingested poisons: alkali, acid and systemic poisons and the role of the Poison Control Center (800-222-1222)
- Inhaled poisons: carbon monoxide, hydrogen sulfide, smoke, chemical fumes, vapors and gases

- Knowledge of the chemicals at the worksite and of first aid and treatment for inhalation or ingestion
- Effects of alcohol and illicit drugs so the provider can recognize the physiologic and behavioral effects of these substances

Recognizing asphyxiation and the danger of entering a confined space without appropriate respiratory protection

Responding to Medical Emergencies

- Chest pain
- Stroke
- Breathing problems
- Anaphylactic reaction
- Hypoglycemia in diabetics taking insulin
- Seizures
- Pregnancy complications
- Abdominal injury
- Reduced level of consciousness
- Impaled object

Responding to Non-Life-Threatening Emergencies

- Wounds
    - Assessment and first aid for abrasions, cuts, lacerations, punctures avulsions, amputations and crush injuries
    - Principles of wound care, including infection precautions
    - Principles of body substance isolation, universal precautions and use of PPE
- Burns
    - Assessing the severity of a burn
    - Recognizing whether a burn is thermal, electrical or chemical and administering the appropriate first aid
    - Reviewing corrosive chemicals at a specific worksite along with administering appropriate first aid
- Extreme Temperatures
    - Exposure to cold, including frostbite and hypothermia
    - Exposure to heat, including heat cramps, heat exhaustion and heat stroke
- Musculoskeletal Injuries
    - Fractures
    - Sprains, strains, contusions and cramps
    - Head, neck, back and spinal injuries
    - Appropriate handling of amputated body parts
- Eye injuries
    - First aid for eye injuries
    - First aid for chemical burns
- Mouth and Teeth Injuries
    - Oral injuries, lip and tongue injuries, broken and missing teeth
    - The importance of preventing aspiration of blood and/or teeth
- Bites and Stings
    - Human and animal bites
    - Bites and stings from insects, instruction in first-aid treatment of anaphylactic shock

Evaluation

Employees undergoing the first aid training must pass written and practical tests before receiving certification as a First Responder.

Frequency of Training

At a minimum, training will be conducted:

- Upon hire
- When this plan changes
- When employee duties change

Training for Non-First Responders

Training will consist of:

- Methods of alerting employees of an emergency
- Employee duties upon discovering an emergency
- Evacuation routes and evacuation locations
- Procedures to be followed upon notification of emergency
- Special critical operations duties assigned to employees
- Operation and location of eyewash stations and emergency showers

Recordkeeping

Some medical emergency procedures may be considered “medical treatment” for OSHA recordkeeping purposes. The OSHA Recording and Reporting Occupational Injuries and Illnesses regulation (29 CFR 1904) requires that if any procedure considered to be medical treatment is performed on an employee with an occupational injury or illness, then the injury or illness will be regarded as recordable on the OSHA 300 Log.

Each injury or illness that requires the administration of first aid by a first responder will be fully documented and investigated so as to prevent future incidents of a similar nature.

VEHICLE FLEET SAFETY POLICY

I. PURPOSE

This JB Holland Construction, Inc. (JBHC) Fleet Safety Policy establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on Company business. Protecting our employee drivers, their passengers and the general public is of the highest priority to the Company. The commitment of management and employees is critical to the success of this program. Clear communication of and strict adherence to the program's guidelines and procedures are essential.

SCOPE

This procedure applies to all JBHC personnel who will operate a company owned vehicle or personal owned vehicle for Company business. A Company owned vehicle refers to an owned, leased or rented vehicle by the Company. A personal vehicle includes vehicles used by an employee for Company business regardless of receiving a vehicle allowance.

II. RESPONSIBILITIES

OFFICE MANAGER

The Office Manager has the overall responsibility of developing, auditing and monitoring compliance of this Program.

SAFETY DIRECTOR

The JBHC Safety Director shall assist the Office Manager in developing and auditing this Program.

VEHICLE OPERATOR

Shall comply with the requirements set forth in this procedure and always operate vehicles in a safe manner.

III. GENERAL REQUIREMENTS

- Seat belts shall be worn by the operator and passengers of any company owned, leased or personal vehicles traveling on company business.
- Vehicles must be operated within the posted speed limits and at speeds consistent with conditions of roadways, grades, clearance, visibility and traffic.
- State or local Division of Motor Vehicles (DMV) reports will be obtained and reviewed for each operator.
- Moving violations or DWI's will be treated as serious offenses and may affect both safety and insurability. Appropriate disciplinary action must be taken and records/results maintained in the operator's personnel file.

- All Company vehicles must be inspected by the primary/responsible driver. Any vehicle defects affecting safety must be recorded on an inspection checklist and reported to supervision.

- Defective vehicles must be removed from service and not used until repairs are made.

- In case of accidents the Safety Director shall be contacted immediately and an accident investigation started. A preliminary report will be issued within (24) twenty-four hours and a final report within (48) forty-eight hours.

- Anyone involved in an accident must obtain all pertinent information concerning the accident such as:

    - Time / Place
    - Driver's license number
    - License plate number
    - Insurance carrier
    - State / Local reporting requirements

- Documentation of all personnel with valid driver's / operator license must be maintained on file and reviewed every (12) twelve months / annually.

- All personnel who operate and maintain company vehicles shall be trained in the content of this procedure before they are assigned to operate a vehicle. All other employees shall also receive annual training on safe driving procedures.

- All Company Vehicles are issued on a temporary basis to benefit the completion of job duties or tasks.

- Prior to the vehicle being issued, a pre-delivery inspection shall be performed by JBHC Service Manager and reviewed with the vehicle operator.

- When the vehicle is no longer needed, it will be checked back in by JBHC Service Manager using the pre-delivery checklist to ensure that all maintenance has been completed and that no damage to vehicle has occurred.

- Personal use of a JBHC vehicle is strictly prohibited unless approved by Owners.

IV. SAFE DRIVING

DEFENSIVE DRIVING

- With modern day traffic conditions and drivers as they are, you must be defensive. Don't bet on the other driver doing everything right, he/she may do something wrong.

- A safe driver is expected to go beyond obeying the law and prevent the mistakes of other drivers from becoming an accident involving them. A defensive driver takes every reasonable precaution to avoid a hazardous situation and is prepared to keep out of the way of others who make mistakes.

- The constant practice of defensive driving and recognizing potential dangerous situations will prevent almost all accidents.

SPEED

- Speed of travel must be governed by traffic, weather, visibility, grade, type and condition of road, state and municipal speed limits, temporary or permanently posted speed limits and equipment limitations.

- Employees are required to know and comply with "legal speed limits" wherever they may be driving. The Company will not pay fines for speeding tickets by its employees including those issued by speed cameras.

- All driving violations, including speeding, may affect driving privileges and employment status. Driving violations include those while driving on Company business as well as personal driving.

- Speed must be reduced to properly compensate for curves and range of vision. In practically all accidents where speed is a contributing factor, the driver was driving too fast for existing conditions. Be especially careful of freeway off-ramps.

FOLLOWING DISTANCE

- Following distance behind any vehicle must always be sufficient to allow for a safe stop in an emergency situation.

- Close tailgating while awaiting an opportunity to pass a slower vehicle is dangerous and illegal. Wait for proper clearance before attempting to pass.

PASSING

- Use caution. Use common sense. School buses, city buses and trucks must be passed with the greatest of care.

- NEVER PASS A STOPPED SCHOOL BUS THAT IS DISCHARGING OR PICKING UP PASSENGERS.

- When being passed by another vehicle, keep well to the right and slow down if necessary to assist them to pass. Do not increase your speed while being passed or take any other action to prevent them from passing.

TURN SIGNALS

- They are installed to signal your intention to turn right or left. The four way signals are to be used for emergency parking only. They are not to be used for normal parking or to assist someone in passing you.

VEHICLE FLEET SAFETY POLICY

RAILROAD CROSSING

- All vehicles must be traveling at a speed which permit them to stop prior to reaching the nearest rail of the crossing and shall not be driven upon or over the crossing until due caution has been taken to be sure that the course is clear.

SPECIAL DRIVING PRECAUTIONS

- Seat belts must be worn at all times by the driver and any passenger while the vehicle is in motion. It is the drivers' responsibility to enforce seatbelt usage in the vehicle.
- School speed zones must always be obeyed.
- Road warning signs must always be observed.
- When highway officials have closed a roadway, do not try to proceed. When unusual or unsafe highway conditions exist and the highway has not been officially closed, you are expected to use good judgment and to proceed only if it is safe and then at a reasonable speed.
- Make sure when transporting any equipment or material in trucks that everything is secured.
- Hitchhikers are not permitted to ride in any company vehicle.
- If at all possible, do not stop on the highway. If you cannot avoid it, move as far to the right as possible and turn on your four way flashers.
- Emergency vehicles (fire, police and ambulance) have the right of way when using sirens and/or flashing emergency lights. Pull to the right, clear of any intersections, stop and remain stopped until the vehicle(s) pass.
- If your vehicle is ever driven off the highway pavement, at highway speeds (for any reason) do not try to quickly return to the pavement. Slow down as much as possible (even to a stop) before returning to the pavement.

HIGHWAY COURTESY

- Company drivers are required to show every reasonable act of courtesy to other users of the highway.
- Drive in the proper lane. Do not "hog" the road.
- Allow other vehicles to pass when possible by moving over and slowing down.
- Maintain proper following distances.
- Use headlights properly. Do not use the "high-beams" when approaching or following a vehicle closer than 500 feet.

- Use your horn only when necessary.
- Avoid blocking driveways or business entrances when parking.
- Back into parking spots whenever possible.
- Use proper judgment if you should stop to render assistance to distressed motorists.
- Do not switch lanes without first signaling your intention and make sure you do not cut someone off when you move over. After you have made the maneuver, turn your signal off.
- If a hostile motorist tries to pick a fight, do not make eye contact with them. This can be seen as a challenging gesture and incite the other driver to violence. Instead, get out of the way but do not acknowledge the other driver. If a motorist pursues you, do not go home. Instead, drive to a police station, convenience store or other location where you can get help and there will be witnesses.

CELL PHONE / MOBILE COMMUNICATION DEVICES

- Do not let mobile phones become a distraction – keep your eyes and attention on the road.
- Every effort should be made to safely pull off the road and park the vehicle before talking on a mobile phone. Hands free devices must be used if talking on a mobile phone is required while driving. A minimal hands free device will be provided by JBHC.
- Never read / write text messages or read / write emails on mobile communication devices while driving your vehicle.

DOT RULES AND REGULATIONS

- All drivers holding a Commercial Drivers License (CDL) and/or Department of Transportation (DOT) drivers will follow all DOT rules and regulations.

MAINTENANCE

- Regular maintenance should be conducted. Inspection of vehicles is required and helps us locate and prevent expensive and time-consuming repairs. Manufacturer's schedules of maintenance must be adhered to for each vehicle.

V. AUTHORIZATION OF DRIVING PRIVILEGES AND USE

Management will not assign or allow the use of a motor vehicle if,

- Driver does not have a valid operator's license issued by the state of residence, or if
- The driver possesses licenses from more than one state, or if
- The driver's license is suspended or revoked for any reason.

Only approved JBHC employees, who have signed the Fleet Safety Acknowledgement Form and completed the driver history questionnaire, are allowed to drive a company vehicle or operate a personal vehicle for Company business. This policy specifically prohibits family members, friends, customers, vendors, etc., from driving a JBHC vehicle.

Employees who drive "Non-Company Vehicles" while conducting business for the Company are subject to all the provisions and standards of this program. Additional responsibilities include:

- Maintaining automobile liability insurance limits of at least $100,000 per person, $300,000 per accident and $25,000 property damage/$250,000 combined single limit; but in no case less than the minimum required by law for the state in which the driver resides, whichever is greater.
- Maintaining current state vehicle inspection if the state requires one; and
- Maintaining their "Non-Company Vehicle" is safe operating condition.

Failure to comply with this section of the policy could result in disciplinary action up to and including driving privilege revocation or termination of employment.

VI. DRIVING RECORD EVALUATION

MVR CHECKS

- If an employee applicant is to be a "driver", the program administrator will obtain a completed Driver History Form from the applicant. The program administrator will use the form to obtain a MVR for evaluation.

- In the event an employee-applicant is hired and must begin driving on company business prior to the receipt of the MVR, the program administrator must, at a minimum, carefully review the applicant's Driver History Form before granting driving privileges.

- Also, each employee applicant should be informed in writing by the program administrator that employment is conditional on receipt of a satisfactory MVR, that is, an MVR not meeting the definition of a "high risk driver".

- If the information on the MVR or Driver History Form indicates that the new employee is a "high risk driver", the program administrator may, after careful consideration, grant driving privileges, but only on a probationary basis. Every attempt should be made to secure and evaluate a MVR on each new driver before driving privileges are granted.

- If an existing employee is changing from a non-driving position to a position requiring driving on company business, the employee must complete and sign a Driver History Form.

- The program administrator will obtain a MVR every year for all existing drivers. In addition, the Company maintains the right to conduct periodic and random review of a MVR at its discretion and/or require all drivers to fill out a Driver Update Questionnaire.

IDENTIFICATION OF HIGH RISK DRIVERS

A driver will be classified as a "High Risk Driver" if the MVR check so indicates, or if it is otherwise determined that the driver has one or more of the following violations:

- Three or more "At Fault" accidents within the past three years.
- Two or more "At Fault" accidents within the past year.
- Three or more moving violations within the past three years.
- A major conviction during the past three years including DUI, reckless driving, vehicular homicide, assault by a motor vehicle, and leaving the scene of an accident as defined by state laws.
- Three or more "Company Vehicle" physical damage claims in any twelve-month period.

MANAGEMENT CONTROLS FOR HIGH RISK DRIVERS

Number of Violations	**At Fault Accidents**			
	0	1	2	3
0	Clear	Acceptable	Probationary	Unacceptable
1	Acceptable	Acceptable	Probationary	Unacceptable
2	Acceptable	Probationary	Unacceptable	Unacceptable
3	Probationary	Unacceptable	Unacceptable	Unacceptable
4	Unacceptable	Unacceptable	Unacceptable	Unacceptable

Option 1 – Probation

- Place the "high risk driver" on probation (ending two years from the date of the most recent violation)
- Obtain an MVR every six months for the duration of the probationary period.
- Notify the management team of any additional violations while the employee is on probation.
- Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation as described in the previous section, or if any terms of probation are violated.
- The terms of probation are to be made to the employee in writing. The employee will be required by signature to signify that he/she has been informed of the probation terms and duration. The signed terms of probation should be kept in the employee's file.
- If the probationary period has been served and reinstatement of driving privileges is warranted, the program administrator should notify the management team.

Option 2 – Suspension of Driving Privileges

- The program administrator must suspend all company driving privileges. The "high risk driver" will not be authorized to drive a motor vehicle at any time on company business.
- This action may result in the program administrator either transferring the employee to a non-driving position, if such position exists, or the employee may be subject to dismissal procedures.
- Driving privileges may be reinstated after one year of suspension. If approved, the employee's driving status will change from suspension to probation.

VEHICLE FLEET SAFETY POLICY

VII. REPORTING VEHICULAR ACCIDENTS

GUIDELINES FOR HANDLING MOTOR VEHICLE ACCIDENTS

- Stop immediately. If the vehicle is exposed to oncoming traffic, move it to a safe location.
- Warn other drivers of the exposed vehicle.
- Help anyone who may be hurt up to your medical training (CPR, Basic First Aid, EMT, etc.)
- Notify the nearest law enforcement agency immediately if anyone is injured or if property damage will exceed $1000.00. If the accident occurs on private property, some police departments will not respond to a call.
- Express no opinions as to who was at fault. Give no information, except as required by authorities (name, driver license number, phone number, address, company you work for and insurance company).
- Sign no statement for anyone, except as required by the authorities or approved by Company officials.
- Fix in your mind the location of any vehicles, obstructions or individuals involved in the accident, both prior to its' occurrence and afterwards, so you will be able to accurately recall the accident at a later time.
- Obtain the following information for the other driver:
    - Driver's name, address, telephone number, occupation and driver's license number.
    - Owner's name, address and telephone number.
    - Insurance company and policy number.
    - Vehicle description – year, make, type and license plate number.
    - Parts of the other vehicle that were damaged.
    - The extent of any injuries and hospital info, if needed.
    - Obtain the name, address and telephone number of any witnesses as well as the name, badge number and department investigating law enforcement officer.
    - Your interest will be best served if you are courteous and engage in no controversy at the scene of the accident.

ACCIDENT REPORTING

- **Supervisor notification –** The "driver" is required to notify his/her immediate supervisor of any accident as soon as practical.
- **Company Vehicles –** The "driver" should notify the Safety Director as soon as practical and complete the Accident Reporting Kit supplied with the vehicle.
- **Daily Rental Vehicles –** The "driver" should notify the Safety Director as soon as practical and complete the Accident Reporting Kit supplied with the vehicle.
- **Non-Company Vehicles –** The "driver" should notify his/her personal auto insurance carrier.

ACCIDENT REPORTING KITS

- Every "Company Vehicle" is required to have an Accident Reporting Kit in the glove box. This kit should be used by the driver to record accident facts as soon after the accident as is reasonable feasible.
- The "driver" should give the completed Accident Reporting Kit to their immediate supervisor.

VIII. CRIMINAL ACTION

If an employee is disqualified from driving because of an offense for which they are convicted, their driving privileges may be temporarily suspended pending final resolution of the charge. If the charge is resolved in the employee's favor, a final adjudication holding no penalty, driving privileges may be re-instated. However, if any penalty is attached, such as probation, license restrictions, etc., the employee may be considered unqualified to drive for the company.

IX. ALCOHOL & DRUG PROHIBITION

Employees are not allowed to operate any company vehicle while under the influence of any alcoholic beverage, illegal drugs or illegal use of prescription drugs. Violations will be reviewed and disciplinary action can be up to and including termination.

X. WILLFUL DAMAGE TO PROPERTY

Any employee found to have willfully damaged, destroyed or made inoperative any property belonging to the company or a business entity serviced by the company, will be subject to immediate termination.

Any employee found to have willfully damaged, destroyed or made inoperative any safety device or speed control device will be subject to immediate termination.

XI. GPS SURVEILLANCE

All JB Holland vehicles are equipped with GPS technology. Disabling or altering the GPS surveillance device, unless authorized by a GPS installation professional, will be subject to JB Holland's Disciplinary Policy.

JB Holland Construction, Inc.
Driver History Form/ Fleet Safety Acknowledgement – eff 3/1/18

Driver's Name (Print):

_____

Home Address:

_____

City: _____ State: _____ Zip:

_____

Office Location:

_____

1. Do you have a valid Driver's License? Yes ___ No ___ If so, DL #_____
2. In what state are you a licensed driver? _____
3. If you held a license in any other state during the past 36 months, please provide the following information:

Dates	***State***
From _____ to _____	_____
From _____ to _____	_____
From _____ to _____	_____

4. Have you ever been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three years? Yes _____ No _____ If yes, give explanation(s) and date(s): _____
   _____
   _____
5. Have you refused to submit a blood alcohol content (BAC) test within the past three years? Yes _____ No _____ If yes, give explanation(s) and date(s):
   _____
   _____
   _____
6. Have you been convicted of reckless driving or leaving the scene of an accident or committing a felony involving a vehicle within the past three years? Yes _____ No _____ If yes, give explanation(s) and date(s):
   _____
   _____
   _____
7. Have you had your driver's license suspended or revoked within the past three years? Yes _____ No _____ If yes, give explanation(s) and date(s):
   _____
   _____
   _____

8. Have you been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three years? Yes _____ No _____ If yes, give explanation(s) and date(s): _____
   _____
   _____

9. Have you been convicted or found at fault for any fatal accident involving a motor vehicle during the past three years? Yes _____ No _____ If yes, give explanation(s) and date(s): _____
   _____
   _____

10. Have you been convicted of any motor vehicle violations during the past three years? Yes _____ No _____ If yes, give explanation(s) and date(s): _____
    _____
    _____
    _____

I certify that the answers provided to the questions on this form are true to the best of my knowledge.

I authorize JB Holland Construction, Inc. or its designated representative(s) to obtain information regarding my driving record (including Motor Vehicle Reports) in any state at any time while I am employed by (or seeking employment with) the Company.

I understand that any misstatement of the facts on this form may be grounds for termination of employment or removal of job offer.

In the event that my MVR indicates that I am a “high risk driver” as defined by this program, I understand that I may be subject to disciplinary procedures.

I hereby acknowledge that I have received and read a copy of the JB Holland Construction, Inc. Fleet Safety Policy. I agree to comply with the policies and procedures contained in the Safety Policy.

_____ _____
Driver’s Signature Date

_____
Driver’s Name (Print)

JB Holland Construction, Inc.
Driver Update Questionnaire – eff 3/1/18

I agree that the following information is correct and accurate to the best of my knowledge. Providing incorrect or inaccurate information can result in disciplinary action taken, up to and including suspension of driving privileges or dismissal of the "driver" as outlined in the JB Holland Construction, Inc. Fleet Safety Policy.

I authorize JB Holland Construction, Inc. or its designated representative(s) to obtain information regarding my driving record (including Motor Vehicle Reports) in any state at any time while I am employed by the Company.

- ❑ There has been no change in my driver's license status since my last review. My driver's license has not been suspended or revoked.
- ❑ There has been no change in my vehicle insurance status since my last review. My vehicle insurance is still in force and has not lapsed or been cancelled.
- ❑ I have not received any motor vehicle violations since my last review.

If there has been a change in any of the above categories, provide explanation(s) and date(s):

_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Employee Signature Date

_____
Employee Name (Printed)

J.B. HOLLAND

Private Sector Drug-Free Workplace
Drug & Alcohol Testing Policy for Non-Regulated Employees

J.B. HOLLAND has a vital interest in the safety and well being of our employees as well as the general public. It is well recognized that individuals who use illicit drugs or abuse alcohol are more likely to have workplace accidents, incur greater amounts of lost time, and perform their jobs in a substandard manner.

Therefore, it is J.B. HOLLAND's intent to continue to promote a safe and secure work environment, free of illicit drug use and alcohol abuse. It is also our intent to comply with, Iowa Code 730.5, the Drug Free Workplace Act of 1988, the Americans with Disabilities Act, Family and Medical Leave Act, and all other applicable laws.

Applicability (Iowa Code 730.5, Private Sector Drug Free Workplaces**)**

This policy shall apply to ***all applicants and individuals employed*** by J.B. HOLLAND. Since alcohol and drug use impair an employee's ability to perform their duties safely, this Drug and Alcohol Policy shall be applicable to all employee's at any time they are actually performing, ready to perform, or immediately available to perform any paid function as designated by J.B. HOLLAND

All applicants will be notified of J.B. HOLLAND's drug and alcohol use and testing policy at the time they apply for a position with J.B. HOLLAND and at their first interview.

Prohibited Drug and Alcohol Use

The goal of J.B. HOLLAND 's policy and the testing of all employees is to insure a drug and alcohol free work environment, to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities and property damage and to provide the highest quality service possible for our customers.

The Following Conduct Is Prohibited:

- Employees are prohibited from using, being under the influence of, or possessing illegal drugs.
- Employees are prohibited from using or being under the influence of legal drugs that are being used illegally.
- Employees are prohibited from using or being under the influence of legal drugs whose use can adversely affect the ability to work safely.
- Employees are prohibited from buying, selling, soliciting to buy or sell, transporting or possessing illegal drugs while on J.B. HOLLAND time or property.
- Employees of J.B. HOLLAND are prohibited from using alcohol within eight (8) hours of performing work duties.
- Employees are prohibited from using or being under the influence of alcohol at any time while on duty, or for eight (8) hrs. after Post-accident, or until tested.

- Employees are prohibited from possessing ***any amount*** of alcohol (including medications or over-the-counter remedies containing alcohol) while on duty, ***unless the seal is unbroken.***

- Testing positive for drugs and/or alcohol.

- Refusing to be tested for drugs and/or alcohol.

- Substituting or adulterating a urine sample in order to alter the out come of the drug screen.

- Refusing to submit to testing as directed by J.B. HOLLAND

- Failing to stay in contact with J.B. HOLLAND and its medical review officer (MRO) while awaiting test results.

- In the event of a confirmed positive drug or alcohol test, the employer shall notify the employee/prospective employee in writing by certified mail, return receipt requested, of the results of the test.

An employee who violates these prohibitions will be subject to disciplinary action by J.B. HOLLAND up to and including discharge. In addition, any employee who is convicted or pleads guilty or otherwise accepts any form of legal reprimand of a drug or alcohol related matter would be subject to disciplinary action up to and including discharge. An employee, who is arrested for any reason that might adversely impact the safe operation of company equipment or the public safety, may be suspended without pay pending resolution of the situation.

Pre-Testing

Education will be provided to all employees regarding the effects of drugs and alcohol, signs and symptoms of a drug or alcohol problem, information on assistance available for abuse problems, and testing requirements. Such information shall be provided at the time the employee receives the policy statement.

Education for **supervisors** will include signs and symptoms of drugs and alcohol misuse, determining the need for reasonable cause testing, and testing requirements. This training will be at least one (1) hour in duration for alcohol education and at least one (1) hour for drug education.

Conditions for Testing

Pre-employment/Prior to Transfer

This test will be conducted before applicants are transferred or hired, after an offer to hire, and before actually performing any paid position for J.B. HOLLAND

Post-accident

Testing is conducted after accidents on employees whose performance could have contributed to the accident when either: 1) the accident resulted in an injury to a person, for which injury, if suffered by an employee, a record or report could be required under Chapter 88 or 2) or the employee receives a citation for a moving violation, while driving a company vehicle involved in the accident. For the purpose of this rule an accident is defined as an incident involving a company motor vehicle in which there is either a fatality, an injury treated away from the scene, or at least one vehicle requires towing from the scene of the accident or 3) resulted in damage to property, including to equipment, in the amount reasonably estimated at the time of the accident to exceed one thousand dollars.

Testing performed by a law enforcement officer may be utilized as J.B. HOLLAND post-accident test (provided breath alcohol testing is conducted with an **E**vidential **B**reath **T**ester on the **C**onforming **P**roducts **L**ist and by law enforcement officer certified on that EBT.) The employee is required to contact his/her supervisor immediately with the officer's name, badge number and telephone number.

In the event a law enforcement official does not perform testing on an employee involved in an accident, the employee must contact the DER for testing. Breath alcohol testing should be performed within two (2) hours following the accident.

An employee who has submitted to a post-accident test will, at J.B. HOLLAND's discretion, either be assigned to a non-safety sensitive function or be placed out of service, without pay, pending the results of the testing.

An employee testing positive or who refuses to submit to a post-accident drug and alcohol test will be subject to disciplinary action up to and including discharge.

Post Injury

An employee, who suffers an injury while on the job that requires medical treatment beyond first-aid, may be subject to drug and/or alcohol testing. The employee is required to contact his/her supervisor immediately following the injury. An employee testing positive or who refuses to submit to a post-injury drug and/or alcohol test will be subject to disciplinary action up to and including discharge and, in addition, could be denied Workmen's Compensation benefits.

Random Testing

Random testing of employees is a required J.B. HOLLAND policy and these tests must be unannounced. Random selection must ensure every employee will have an equal chance of being selected each time.

An employee will be notified of his/her selection and instructed to report to the collection site immediately.

Drug Test shall be performed immediately before, during or just after the performance of a work related function. If an employee is performing a safety-sensitive function at the time of notification, J.B. HOLLAND will insure that the employee cease to perform that function and proceed to the testing site as soon as possible.

An employee who tests positive or refuses to submit to a test is medically unqualified to drive, perform a safety-sensitive or work-related function. In addition, an employee who tests positive, refuses to submit or fails to report for the test will be subject to disciplinary action, up to and including discharge.

Reasonable Cause

An employee will be required to submit to a drug and alcohol test when J.B. HOLLAND has reasonable cause to believe the employee has used drugs or alcohol in violation of this policy.

Reasonable cause will exist when an employee's appearance, behavior, speech or odors (of breath) or just physical symptoms indicate drug or alcohol use. Observations must be personally observed and documented by at least one J.B. HOLLAND trained official. A "trained official" is one who has undergone at least two (2) hours of education that includes behavioral, physical, speech, and performance indicators of possible drug and alcohol use.

Whenever an employee is notified of reasonable cause to be tested, he/she will be expected to immediately report to the collection site. A J.B. HOLLAND representative will accompany the employee to the collection site.

J.B. HOLLAND's representative will transport the employee home or attempt another means of transportation by contacting a family member or another person designated by the employee.

If the employee refuses alternate transportation, J.B. HOLLAND reserves the right to take whatever means are appropriate to protect the employee and the public. This may include contacting local law enforcement and imposing disciplinary action, up to and including discharge.

The employee being tested under reasonable cause will be considered unqualified to work and placed on suspension without pay, pending the results of the test. If the test results are negative, the employee will be reimbursed for the time of suspension. If the results are positive, the employee will not be reimbursed for the time of suspension.

An employee whose reasonable cause test is positive, who refuses or fails to submit to a test, will be subject to disciplinary action, up to and including discharge.

Return to Duty/Follow-up Testing

Upon an employee's positive drug or alcohol test, an employee may be required to submit to evaluation by a Substance Abuse Professional (SAP) and will undergo treatment as recommended by the SAP. If the employee successfully completes the treatment, no disciplinary action will be taken against the employee. If the employee refuses to be evaluated or fails to successfully complete the recommended treatment, the employee will be disciplined, up to and including discharge from employment. (*See Exception)

J.B. HOLLAND is not obligated to reinstate or retain any employee who violates any of J.B. HOLLAND's prohibition or requirement concerning drugs and/or alcohol. Should J.B. HOLLAND decide to reinstate an employee, after a violation, he/she will be required, at his or her own expense, to submit and pass a drug and/or alcohol test before returning to duty. The employee must also be evaluated by a substance abuse professional and submit to follow-up testing as prescribed by the substance abuse professional, all of which, will be paid for by the employee.

Follow-up testing will be required for an employee who is determined by a substance abuse professional to have a drug or alcohol-related problem. The employee will be required to submit to a minimum of six (6) tests during the first twelve (12) months following a negative return to duty. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

Exception

Upon receipt of a confirmed positive alcohol test which indicates an alcohol concentration equal to or greater than the concentration level established by the employer, of .04 BAC and if the employee has been employed by the employer for at least twelve of the past eighteen months, and if the employee has not previously violated the employer's substance abuse prevention policy, the employer shall provide for rehabilitation of the employee:

- If the employer has an employee benefit plan, the cost of rehabilitation shall be apportioned as provided under the employee benefit plan.

- If no employee benefit plan exists and the employee has coverage for any portion of the cost of rehabilitation under any health care plan of the employee, the cost shall be apportioned as provided by the health care plan with any costs not covered by the plan apportioned equally between the employee and the employer. However the employer shall not be required to pay more than two thousand dollars toward the cost not covered.

- If the employee does not have coverage for any portion of the cost of rehabilitation, the cost shall be apportioned equally between employee and employer. However the employer shall not be required to pay more than two thousand dollars toward the cost of rehabilitation.

In addition to penalties imposed by J.B. HOLLAND, an employee whose return to duty/follow-up alcohol test is positive, refuses or fails to submit to a test will be subject to disciplinary action, up to and including discharge.

Testing

Testing will be performed in accordance with Iowa's procedural protocols and safeguards set forth in Iowa Code 730.5, Private Sector Drug Free Workplace as follows:

- Protocol to insure employee's correct identity.

- Employees must present personal identification. Refusal to present identification will be treated as a refusal to test, and the employee will be subject to disciplinary action, up to and including discharge.

- Chain of custody procedure to insure the specimen has not been tampered with.

- Confirmation drug testing will be performed by a laboratory certified under the Iowa DHHS and Iowa Code 730.5 and subsequent amendments thereto.

- Confirmation testing will be conducted after an initial positive screen. The second drug analysis will use gas chromatography/mass spectrometry (GCMS).

- A qualified Medical Review Officer (MRO) prior to being reported to the designated J.B. HOLLAND representative will review positive drug screens.

- Urine specimens will be analyzed for the following drugs: (1) cocaine, (2) opiates, (3) marijuana, (4) amphetamines, (5) Phencyclidine (PCP), (6) barbituates, (7) benzodiazepines, (8) methamphetamines, (9) methadone, (10) Oxycodone and may include (11) propoxyphene. **J.B. HOLLAND reserves the right to expand testing in the event the Iowa State Law permits such changes.**

- An employee will be permitted to give a urine specimen in privacy, unless he/she gives reason to believe the specimen may be altered or substituted.

- Drug tests may be split after the initial screening to allow for laboratory confirmation, if necessary.

- At least forty-five (45) milliliters (ml) of urine must be provided in a container.

- If the donor is unable to provided a sufficient volume in his/her first attempt, the employee is encouraged to drink up to 40 ounces of fluids, distributed reasonably over a period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first.

- The specimen will then be divided into two bottles by the collector, thirty (30) ml in one and fifteen (15) ml into a second bottle. Both bottles will be sent to the laboratory.

- The primary bottle (30 ml) will be analyzed. The second bottle will be held in the laboratory pending a request from the employee for a second test in the event of a verified positive of the primary test. To exercise the option to have the second bottle sent to a different laboratory, the employee must request in writing to J.B. HOLLAND's MRO within seven (7) days from the date the employer mails the certified letter, return receipt requested, the written notice of the employees right to the test. The cost of the second test is to be paid by the employee, **in cash** to J.B. HOLLAND, at the rate of $200.00. Should the second test be reported as a "negative", the employee will be reimbursed the $200.00.

Pending outcome of additional analysis, the employee will be considered physically unqualified to perform work duties and will be suspended without pay.

The employee will be given the opportunity to speak with J.B. HOLLAND's MRO to determine if there is a medical explanation for a positive test. This opportunity is given prior to the result being confirmed positive. If a medical explanation exists, the result will be reported as "negative" to J.B. HOLLAND If a medical reason does not exist, the result will be reported as a "confirmed positive".

Alcohol Procedures:

- Alcohol tests will be administered using a breath specimen, given by a trained breath alcohol technician (BAT) utilizing an approved evidential breath testing device (EBT).

- Employees must present personal identification and sign consent for breath alcohol testing. Refusal to present identification or sign consents will be treated as a refusal to test, and the employee will be subject to disciplinary action, up to and including discharge.

- In the event the employee is unable to provide an adequate amount of breath, the employee will be required to submit to an examination by a licensed medical physician to determine whether a valid medical condition exists. If there is no valid medical condition, the employee shall be considered to have refused to take the test and will be reported as a **"positive"** to J.B. HOLLAND

- Breath alcohol tests that register less than 0.04 will be reported as "negative" and no additional testing is required.

- Breath alcohol tests that register 0.04 or greater will require a second confirmation test. If the confirmation test is less than 0.04, the result will be reported to J.B. HOLLAND as "negative".

- Breath alcohol tests that register 0.04 or greater but less than 0.08 will cause the employee to be removed from duty until the next regularly-scheduled duty period, but no less than twenty-four (24) hours. The employee may be subject to additional disciplinary action by J.B. HOLLAND, up to and including discharge.

- Breath alcohol results that register 0.08 or greater on the confirmation test will cause the employee to be immediately suspended without pay, referred to a Substance Abuse Professional in addition to disciplinary action, up to and including discharge. If you have questions, call Diane Henry @ 563-382-2901.

Employee Information Section

What are the effects of Alcohol and Drugs on the Body?

ALCOHOL

A central nervous system depressant found in beer, wine, hard liquor and in some over-the-counter medications (for example: some allergy and cold medications).

Alcohol is widely abused primarily due to its social acceptance and availability. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. "Abuse" occurs when it is used primarily for its physical and mood-altering effects. About half of all auto accident fatalities in the United States are related to alcohol abuse.

Signs and Symptoms of Use:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Pupils will be constricted
- Sleepy or stuporus condition
- Slowed reactions
- Slurred speech

Note: With the exception of the odor of alcohol, these are general signs and symptoms of any depressant substance.

Other Effects:

- Greatly impaired driving ability
- Reduced coordination and reflex actions
- Impaired vision and judgment
- Inability to divide attention
- Lowering of inhibitions
- Headaches, nausea, dehydration, unclear thinking, unsettled digestion and aching muscles are associated with overindulgence (hangover).

How does it work on the body?

Alcohol first acts on the parts of the brain that affect self-control and other learned behaviors. Diminishing self-control often leads to aggressive behavior. In large doses, alcohol dulls sensations and impairs muscular coordination, memory, and judgment. Taken in large quantities over a long period of time, alcohol can damage the liver and heart, and will cause permanent brain damage. On average, heavy drinkers shorten their life span by about 10 years.

After ingestion, alcohol is absorbed through the stomach and intestine into the bloodstream. Here it passes through the liver where it is metabolized in several steps. Metabolism helps prevent alcohol from accumulation in the body

and destroying cells and organs. The liver can't metabolize alcohol as quickly as the body can absorb it. This is the point of intoxication. Any concentration of alcohol that remains unmetabolized can be detected and measured during a blood alcohol concentration test.

Many factors contribute to levels of alcohol absorption, rates of metabolism, and intoxication. Among them are: body size and weight, food ingested, gender, physical condition, and other drugs or medications in the body. Impairment begins with one drink.

Health Effects:
Over time, chronic* consumption of alcohol will result in the following health hazards.

- Liver damage
- Inflammation of the esophagus
- Aggravation of peptic ulcers
- Acute and chronic pancreatitis
- Malabsorbtion of food nutrients that will lead to malnutrition
- Heart attack
- Hypertension
- Stroke
- Immune system depression (makes body more susceptible to infections)
- Cancers of the liver, esophagus, nasopharynx or larynx
- Brain damage (dementia, blackouts, seizures, hallucinations, peripheral neuropathy).

How alcohol impairs functions needed for driving:

The subtlety and complexity of the skills required to operate a motor vehicle safely make people susceptible to impairment from even low doses of alcohol. The evidence linking alcohol and transportation accidents is supported by experimental studies conducted by the National Institute on Alcohol Abuse and Alcoholism, relating the effect of alcohol on specific driving related skills. Impairment is related to alcohol in terms of its concentration in the bloodstream. For example, a blood alcohol concentration (BAC) of 0.04 percent might be achieved by a 150-pound man consuming two drinks in one hour.

In driving, the eyes must focus briefly on important objects in the visual field and track them as they move (along with the vehicle). Low to moderate BACs (0.03 to 0.05 percent) interferes with voluntary eye movements, impairing the eye's ability to rapidly track a moving target.

Steering is a complex psychomotor task. A delay in the body's eye-to-hand reaction time is compounded by the visual effects described above, causing significant impairment in steering ability at about 0.035 percent BAC.

Alcohol impairs nearly every aspect of the brain's information processing. Alcohol impaired drivers require more time to read street signs or respond to traffic signals than unimpaired drivers. As a result, impaired drivers tend to look at fewer sources of information. A narrowing of the field of attention begins at about 0.04 percent BAC.

Drivers must divide their attention among many skills in order to keep a vehicle in the proper lane while monitoring the environment for vital safety information, such as other vehicles, traffic signals and pedestrians. Results of numerous studies show that a deficit in the ability to divide attention will occur at 0.02 percent BAC.

MARIJUANA

Also known as grass, pot, weed, gold, joint, hemp, and reefer. Active chemical – THC.

Marijuana is one of the most misunderstood and underestimated drugs of abuse. It is used for its mildly tranquilizing, mood and perception altering effects. It alters the brain's interpretation of incoming messages but does not depress the reactions of the central nervous system. It alters a person's sense of time and reduces the ability to perform tasks requiring concentration, swift reflexes and coordination. The drug has a significant effect on a user's judgment, caution and sensory/motor abilities.

Signs and Symptoms of Use:

- Reddened eyes
- Slowed speech
- Distinctive, pungent odor on clothing (aroma of alfalfa combined with incense)
- Lackadaisical "I don't care" attitude
- Chronic fatigue and lack of motivation
- Irritating cough
- Chronic sore throat

Other Effects:

- Restlessness
- Inability to concentrate
- Increased pulse rate and blood pressure
- Rapidly changing emotions and erratic behavior
- Impaired memory and attention
- Hallucinations, fantasies and paranoia
- Decrease in/temporary loss of fertility
- Distorted perception of time
- Apathy
- Delayed decision making
- Aggressive urges
- Anxiety
- Confusion
- Hallucinations

Health Effects:

Over time, long-term inhalation of marijuana smoke will result in the following health hazards:

- Lung irritations
- Emphysema-like conditions
- Cancer
- Heart conditions
- Respiratory tract and sinus infections caused by the fungus Aspergillis, a common contaminant of marijuana
- Lowered immune system response
- Aggravation of ulcers

- Brain damage

Note: Marijuana causes long-term negative effects on mental function—also known as "acute brain syndrome," characterized by disorders in memory, cognitive functions, sleep patterns and physical condition.

How marijuana impairs functions needed for driving:

Marijuana impairs driving ability for at least 4-6 hours after smoking one "joint" (cigarette); it impairs signal detection (ability to detect a brief flash of light); it impairs tracking (ability to follow moving objects with the eyes); it impairs visual distance measurements; and it chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to safely and conscientiously.

COCAINE

A stimulant drug also known as coke or blow when it is inhaled (snorted) ingested or injected. Free-base cocaine, known as crack or rock, is smoked.

Cocaine is used medically as a local anesthetic. It is abused for its powerful physical and mental stimulant properties. The entire central nervous system is energized by cocaine. Heart rate and blood pressure are elevated. Muscles become more tense and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Crack or rock cocaine gets its name from the popping sound heard when it is heated. The most dangerous effect of crack is that it can cause vomiting, rapid heartbeat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat-regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heartbeat are depressed—leading to death.

Signs and symptoms of use:

- Fatigue
- Anxiety and agitation
- Runny or irritated nose
- Difficulty in concentration
- Dilated pupils and visual impairment
- High blood pressure, heart palpitations and irregular heart rhythm
- Insomnia
- Profuse sweating and dry mouth

Other effects:

- Impaired driving ability
- Hallucinations
- Talkativeness
- Restless, aggressive behavior
- Wide mood swings
- Increased physical activity
- Heightened, but momentary, feeling of confidence, strength and endurance
- Paranoia (which can trigger mental disorders in users prone to mental instability)

- Repeated sniffing/snorting causes irritation of the nostrils and nasal membrane, which will cause nosebleeds
- Compulsive behavior such as teeth grinding or repeated hand washing
- Craving for more cocaine.

Health effects:

- Accelerated pulse, blood pressure and respiration. Will cause spasms of blood vessels in the brain and heart, leading to ruptured vessels that lead to heart attack and stroke.

- Regular use will upset the chemical balance of the brain, which will upset the chemical balance of the brain, which will speed up the aging process by causing irreparable damage to critical nerve cells.

- Mental dependency on crack cocaine occurs within days (within several months when coke is snorted).

- Cocaine is extremely dangerous when taken with depressant drugs, Death due to overdose can be rapid, and the potentially fatal effects of an overdose are often not reversible.

How cocaine impairs functions needed for driving:

Cocaine chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

AMPHETAMINES AND METHAMPHETAMINES

Stimulant drugs. Some common street names for amphetamines are speed, uppers, black beauties, bennies, wake-ups and dexies. Some common street names for methamphetamines are ice, crank, crystal, meth, 64 glass, cristy, go fast, zip, and in smokable form "LA" (as in the city of Los Angeles).

Amphetamines and methamphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity. While amphetamines are usually sold in tablet form, methamphetamines are available as powder, and will be swallowed, snorted or injected.

Although they were widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. In action, methamphetamines are nearly identical to amphetamines. It is abused for the physical sense of energy at lower does and the mental exhilaration of higher doses. Even small, infrequent doses can produce toxic effects in some people.

Signs and symptoms of use:

- Hyper-excitability, restlessness, anxiety
- Dilated pupils
- Profuse sweating
- Rapid respiration
- Difficulty in focusing eyes
- Exaggerated reflexes, body tremors.

Other effects:

- Impaired driving ability
- Loss of appetite
- Headaches/dizziness
- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Short-term insomnia
- Paranoid thoughts
- Hallucinations.

Health effects:

- Heartbeat disturbances or heart damage caused by severe constriction of capillary blood vessels
- Increased blood pressure
- Convulsions
- Coma
- Brain damage resulting in speech disturbances
- High doses will cause toxic psychosis resembling schizophrenia
- Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry, dull hair.

They chemically alter the brain and gross odor functioning of the body, having direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

OPIATES

Narcotics, including heroin, morphine, codeine and many synthetic drugs used to alleviate pain, depress body functions and reactions. In large doses, opiates cause a strong euphoric feeling. Common street names are: horse, morpho, China, M, brown sugar, Harry and dope.

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal and cannot even be obtained with a physician's prescription. Most medical problems associated with the use of opiates are caused by uncertain dosages, use of non-sterile needles, contamination of the drug, or from combining a narcotic with other drugs.

Signs and symptoms of use:

- Mood swings
- Impaired mental function and alertness
- Impaired vision Constricted pupils
- Impaired coordination
-

Other effects:

- Impaired driving ability

- Drowsiness followed by sleep
- Decreased physical activity
- Sleeplessness and drug craving
- Depression and apathy
- Constipation
- Nausea and vomiting.

Health effects:

- IV needle users have a high risk for contracting hepatitis and HIV due to the sharing of needles.

- Narcotics increase pain tolerance. As a result, people could more severely injure themselves and fail to seek medical attention due to a lack of pain sensitivity.

- The effects of narcotics are multiplied when used in combination with alcohol and other depressant drugs, causing an increased risk for overdose.

How opiates impair functions needed for driving:

Opiates chemically alter the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

PHENCYCLIDINE (PCP)

PCP acts as both a depressant and a hallucinogen, and sometimes as a stimulant. Also called angel dust, rocket fuel, embalming fluid and killer weed.

PCP was developed as a surgical anesthetic in the late 1950s. Later, due to its unusual side effects in humans, it was restricted to use as veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured. It is abused largely for its variety of mood-altering effects.

PCP scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become very difficult.

A low dose produces sedation and euphoric mood changes. The mood can change rapidly form sedation to excitation and agitation. Increased doses produce and excited, confused state including any of the following; muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation, and convulsions.

Signs and symptoms:

- Impaired driving ability
- Impaired coordination
- Thick, slurred speech
- Severe confusion and agitation
- Muscle rigidity
- Profuse sweating.

Other effects:

- Loss of concentration and memory
- Extreme mood shift
- Nystagmus (jerky, involuntary eye movements)
- Rapid heartbeat
- Dizziness
- Convulsions
- Memory loss

Health effects:

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.

- PCP becomes more potent in combination with other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.

- How PCP impairs functions needed for driving:

- PCP chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously. PCP also causes severe disorientation.

Confidentiality

BAT	**Certified Breath Alcohol Technician**
EBT	**Evidential Breath Testing Device**
MRO	**Medical Review Officer (A licensed physician, osteopathic physician, chiropractor, nurse practitioner, or physician assistant licensed to practice in any state of the United States, who is responsible for receiving laboratory results generated by the employer's drug and alcohol testing program).**
LAB	**Alere Toxicology Services Inc, Richmond VA**
SAP	**Substance Abuse Professional**

Prepared by:
C.J. Cooper & Associates, Inc.
1325 Stamy Rd
Hiawatha, IA 52233
(319) 377-5373

WORKERS' COMPENSATION:

If an employee is injured on the job, the employee may be entitled to worker's compensation benefits, as stipulated by state law. Employees should report any injury immediately, no matter how slight, to their supervisor.

Worker's compensation, paid entirely by JB Holland Construction, Inc. provides for medical, surgical, and hospital treatment as well as compensation for lost time in accordance with state requirements.

JB Holland's policy and practices related to an employee who is injured on the job include, but are not limited to the following guidelines:

- Employees should contact their supervisor and file an accident report immediately.
- Employees are required to request an authorization form to visit the Company physician/medical professional for treatment at a location designated by the Company. The Company reserves the right to schedule future physician/medical professional appointments and to accompany the employee to the physician's/medical professional's office.
- If the employee fails to report to a scheduled appointment, it will be considered failure to report to work and may be subject JB Holland's discipline policy.
- Employees not following their physician's/medical professional's plan of treatment and/or restrictions will be subject to discipline up to and including termination.
- The rapid and efficient return of the employee to his or her job, or alternate position until the attending physician/medical professional releases the employee to regular duties, is the desired outcome of worker's compensation incidents. JB Holland supports a modified duty work program (MDW). When an injury occurs, the MDW program helps make the process of returning to work as smooth and efficient as possible. A copy of the program is available.

An employee who is on worker's compensation leave may be required to provide the Company with statements from a medical professional concerning the employee's present ability to work. Employees who have been on worker's compensation leave will not be permitted to return to work without a medical professional's certification satisfactory to the Company releasing the employee to return to work. If there is any question concerning an employee's abilities as a result of any restriction or limitation, JB Holland reserves the right to seek clarification from a licensed medical professional, including other medical professionals designated by the Company.

Employees will also be required to perform a specialized fit test tailored to a specific position before returning to work.

MODIFIED DUTY RETURN-TO-WORK PROGRAM

JB Holland Construction, Inc. has adopted a return-to-work policy for any employees that have experienced work-related injuries. This program attempts to keep employees involved in their work environment and assists them to continue to be a productive member of the workforce and return to full earning capacity as soon as possible. It also helps the company reduce long-term insurance costs and avoid future premium increases.

Every effort will be made to meet most of the medical restrictions injured employees may face. These light duty jobs are considered to be temporary. As such, they are reserved for those employees with temporary disabilities. The company will work with the medical community and insurance company to provide work that meets the medical restrictions of the employee when possible. These job duties may be associated with tasks in the shop, tasks within the structure of the company, or tasks in the community.

Employee Responsibilities:

- If you must seek medical attention, you must tell the treating physician of the Modified Duty/ Return-to-Work Program.
- You must be aware of all your medical restrictions at all times.
- Do not attempt tasks that exceed your restrictions. If you have a question about the task(s) at hand and your restrictions, talk to your physician. If necessary, get new restrictions (in writing) that allow you to perform these tasks.
- The medical restrictions are in effect 24 hours per day.
- Be careful during non-work hours to be sure that the restrictions are maintained. If you have hobbies or outside interests, talk to the treating physician about possible conflicts. Follow your physician's instructions.
- Report for work to all "light duty" jobs on time and ready to work. Failing to report to or being late for "light duty" jobs has the same consequences as if absent or late for regular duty job.
- Any employee who engages in activities that is inconsistent with medical restrictions and/or treatment patterns, whether on or off the job, is subject to possible disciplinary action up to and including termination of employment.

Management Responsibilities:

- Take time to handle the injury properly.
- Authorize medical attention immediately if needed. Provide necessary authorization forms.
- Investigate the circumstances of the reported injury and record all pertinent data.

- Determine preventative measures or actions and make corrections immediately.
- Explain all modified jobs in detail to the employee and point out any safety precautions that may exist.
- Know the employee and his or her medical restrictions. Make sure you and the employee do not exceed the restrictions unintentionally.
- Add validity to the practice by keeping informed about the employees' recovery, current treatment, and how the employee perceives the quality of medical treatment. The quality of treatment is directly related to how fast the employee recovers and avoids re-injury in the future.

MODIFIED DUTY RETURN-TO-WORK PROGRAM

TO:

RE: Modified Duty Practice
JB Holland Construction, Inc.

JB Holland Construction, Inc. is actively pursuing every option available to conserve our financial and human resources. Returning injured employees to work through a Modified Duty Program is vital to an employee's earning power and critical to controlling our Workers Compensation costs. We are exploring every opportunity to ensure that our employees are returned quickly and smoothly to full earning capacity after a severe or serious work injury.

For these reasons, we are committed to the viability of our Modified Duty Program. We have a number of modified or lighter duty jobs that would be suitable for injured employees, and which can accommodate a variety of medical restrictions. Furthermore, we will abide in good faith to any medical restrictions you or other medical providers may establish. We consider our Modified Duty Program to be a practical and responsible practice, and one which the medical community can support as beneficial to employees.

You are presently treating an employee of JB Holland Construction, Inc. and if he/she could perform any restricted / limited duty activities until full recovery is achieved, I would appreciate your direction in this matter.

Thank you for your consideration of this matter.

Respectfully,

Diane Henry
Office Manager
JB Holland Construction, Inc.

Telephone : (563) 382-2901
Fax : (563) 382-2902
Email : dhenry@jbhc.biz

ACCIDENT PREVENTION PLAN

JB Holland Construction Inc. recognizes the need to maintain a high standard of safety and health. In order to assure that this goal is attained, JB Holland Construction Inc. has developed this Accident Prevention Plan.

The features of the Accident Prevention Plan are as follows:

EXAMINATION OF NEW EMPLOYEES

1. New employees are required to undergo a drug test after a job offer is made and prior to beginning to work.
2. New employees are required to list previous work experience on the application.
3. New employees are required to read and acknowledge the company Safety Rules.
4. New employees are required to produce all licenses and certifications required before performing specialized work.

SAFETY MEETINGS

1. A Safety Meeting form shall be prepared by the Office and distributed to the foremen weekly.
2. Shall be conducted weekly by the supervisory staff.
3. Safety Meeting forms shall be completed and returned to the Office on a weekly basis.
4. A file of completed safety meeting forms shall be maintained by the Safety Director and reviewed on a regular basis.
5. A Job Hazard Analysis (JHA) shall be prepared by the foreman weekly.

SAFETY INSPECTIONS

1. Shall be performed by the Safety Director periodically.
2. Shall be preformed by the Safety Director and the insurance carrier on a semi-annual basis.

SUPERVISORY TRAINING

1. Safety Director
   a. Shall participate in industry associations.
   b. Shall attend association seminars and training sessions.
   c. Shall conduct in-house training sessions for Safety and Health.

2. Supervisory Staff
   a. Shall maintain certification in First Aid through the American Red Cross.
   b. Shall attend annual in-house seminars to update training on accident investigation and safety.
   c. Shall receive on-the-job updates on safety training.

ACCIDENT REPORTING

1. If an accident occurs, the first responsibility of the superintendent/foreman is to attend to the victim.
2. When the needs of the victim have been met, the superintendent/foremen are to investigate the accident and file a full report with the Safety Director.
3. ALL accidents are to be investigated and a report filed with the Safety Director.
4. A full report shall consist of the following:
   a. Superintendent/Foremen's Accident Review Form.
      The report shall include the cause of the accident and any corrective action required.
   b. Supervisor's Report of Injury or Illness.
   c. Insurance company loss report completed by the Office.

SAFETY ANALYSIS

1. The Safety Director will periodically compute accident frequencies.
2. Results of these computations will be distributed to management and the supervisory staff.

EMERGENCY ACTION PLAN (EAP)

A. Purpose
This Emergency Action Plan was established in accordance with OSHA 1910.38 in order to assist employees during emergency situations.

The anticipated emergencies that might affect JB Holland Construction Inc. employees include: bodily injury, fire, severe thunderstorm, tornado, and chemical spill (oil).

B. Scope
This program applies to all JB Holland Construction Inc. employees. An EAP shall be accessible to each foreman at every jobsite.

C. Responsibilities

1. Safety Director
   The minimum responsibilities of the Safety Director are:
   a. Provide supervisors and employees with the necessary information needed to notify outside emergency agencies of the location, nature, and scope of the emergency.
   b. Implement and direct the Emergency Action Plan including making sure certain employees receive required training.
   c. Establish medical providers for out-of-town work crews.
   d. Act as a mediator between site supervisors and emergency personnel.

2. Field Supervisors
   Field supervisors shall:
   a. Follow the instructions given in this program.
   b. Notify the Safety Director in the event of an emergency.
   c. Cover the EAP in a tool box talk at the beginning of the project.

3. Employees
   Employees shall become familiar with the EAP for their worksite.

D. Procedures

1. Major Medical – When employee is NON-TRANSPORTABLE – Example – amputation, loss of consciousness, heart attack, major burn.
   a. Call 911
   b. Give your name, location, and situation.
   c. Follow the instructions given by the dispatcher.
   d. Treat employee with first aid until emergency personnel arrive.
   e. Call Penney Neuzil. If she is not available contact Jeff Holland, William Holland or Diane Henry.
   f. Accompany the employee to the Emergency Room.
   g. Complete an Accident Review form.
   h. Complete a Report of Injury or Illness form.

2. Medical – When employee is TRANSPORTABLE to the nearest ER or medical center
   Example – Laceration, minor/moderate burn, facial wound
   a. Treat employee with first aid.
   b. Contact Diane Henry with injury information. She will contact the nearest ER or medical center as listed on the Project Specific EAP and authorize the ER to perform treatment under Workers Compensation.
   c. Employee is taken to the nearest ER or medical center via transportation provided by JB Holland.
   d. Complete an Accident Review form.
   e. Complete a Report of Injury or Illness form.

3. Minor Medical—Example—cut, bruise, sore back, foreign object in eye
   a. Treat employee with first aid.
   b. Contact Diane Henry with injury information. She will contact the nearest ER or medical center as listed on the Project Specific EAP and authorize the ER to perform treatment under Workers Compensation.
   c. Employee is taken to the nearest ER or medial center via transportation provided by JB Holland.
   d. Complete an Accident Review form.
   e. Complete a Report of Injury or Illness form.

4. Fire
Employees who detect smoke and/or fire must immediately notify their supervisor. Supervisors shall determine if the fire is in its insipient (very small stage) stage or if they need to call 911.

A. Incipient fires (very small fires)
- a. Find the nearest fire extinguisher. Extinguishers are in the following locations:
  1. Home office and shop they are hanging on the walls every 50 to 75 feet.
  2. Foreman's truck.
  3. Fuel truck.
  4. Job truck.
  5. Job trailer.
- b. Pull the locking pin, aim, and discharge the extinguisher at the base of the flame in a sweeping manner.
- c. Assure the safety of the employee by extinguishing any fire that may be a barrier to an exit route. Once the employee is safe, extinguish any remaining fire.
- d. Investigate the source of the fire
- e. Implement measures to alleviate reoccurrence
- f. Complete an Accident Investigation.
- g. Contact Penney Neuzil a to get a new fire extinguisher.

B. Major fires
- a. Evacuate employees. Have a designated central location to meet and do a headcount.
- b. Do not let anyone try to fight the fire with an extinguisher.
- c. Perform a headcount to assure that all employees are accounted for.
- d. Call 911
- e. Give the dispatcher your name, your location, and what is on fire.
- f. Call Penney Neuzil. If she is not available, contact Jeff Holland or William Holland.
- g. Do not re-enter the jobsite until emergency personnel give you the "all clear."

5. Severe Weather
Definitions:

Severe Thunderstorm	Indicates the possibility of frequent lightening and/or damaging winds in excess of 50 mph, hail ¾-inch in diameter, and heavy rain. Tornadoes may also be spawned by severe thunderstorms.
Tornado Watch	Means that conditions may produce tornados.
Tornado Warning	Means that a tornado has been sighted in our area or is indicated by radar and shelter should be sought immediately.

The site supervisor has the responsibility/authority to shutdown a jobsite if the weather conditions become potentially dangerous. In the event of severe weather, supervisors shall contact the home office to see what is being forecasted on the weather scanner. Take the following precautions in the event a crew or worker becomes stuck on a jobsite during severe weather:

a. Severe Thunderstorm
- i. Stop all equipment where it sits.
- ii. Evacuate all employees to the nearest structurally sound building, if there is not a building around seek shelter in rubber tired vehicles with the windows rolled up. Avoid contact with metal surfaces in the vehicle. Avoid high elevations, open fields and "lone" unprotected small structures in "open" areas.
- iii. Do not allow employees to seek shelter in a job trailer.
- iv. Avoid the top of hills, treed areas, and metal equipment or anything that might attract lightening.

b. Tornado
- i. Stop all equipment where it sits.
- ii. Evacuate all employees to the nearest structurally sound building. Avoid south west walls, hide under sturdy workbenches or table
- iii. Do not allow employees to seek shelter in a job trailer.
- iv. In the event that you cannot get to a structurally sound building, seek shelter in a low-lying area such as a box culvert or ditch.

6. Chemical spill (oils, diesel, anti-freeze)
Before all else, human safety is the top priority. After a discharge of product, the first concern for an employee is their own personal safety and the safety of others in the affected area. Once safety concerns have been addressed, the containment of the released product must become the next priority.

a. Large Spills (diesel fuel tank, bulk oil container, etc.)
    i. Evacuate all employees from the area. If the product is flammable, instruct all persons to shut-off equipment, not to smoke, not to activate electrical equipment, not to use flares, and not to start motor vehicles.
    ii. Keep all unauthorized personnel out of the hazard area.
    iii. Call Penney Neuzil, she will instruct you on who to call and what to do.
    iv. In the event that you cannot reach Penney Neuzil, call 911
        1. Tell them your location and the product you have leaking.
        2. Have SDS out and ready for emergency personnel when they arrive.
        3. If there is no risk of the product catching fire or health consequences, contain the spill and divert the flow from storm drains, sewers, or waterways by creating berms or dikes using available equipment and soil. Only do so as instructed by emergency personnel and by wearing the proper personal protective equipment.
    v. Complete an accident investigation.
b. Small Spills (spilled can, blown hydraulic line, etc.)
    i. Evacuate all unnecessary personnel. If the product is flammable, instruct all persons not to smoke, not to activate electrical equipment, not to use flares, and not to start motor vehicles.
    ii. Call Penney Neuzil or refer to the SDS for cleanup instructions.

CRISIS MANAGEMENT

Emergency Public Relations

Jobsite Responsibilities:

I. EMERGENCY DEFINTION

An emergency is a sudden, generally unexpected, occurrence demanding immediate action by JB Holland Construction Inc. Any time an emergency occurs it can adversely affect JB Holland Construction Inc. and its' Employees.

Examples of Emergency Situations:

A. CRITICAL: Construction personnel death or serious injury.

Structure or equipment collapse.

Auto or equipment accident resulting in extensive damage.

Extensive media attention, either Locally or Nationally, concerning a Construction Site or the Company as a whole.

B. SERIOUS: An accident in which individuals are hospitalized

Complaints or actions by individuals or groups which could damage JB Holland Construction Inc. public image, but do not threaten the progress of construction.

II. EMERGENCY PROTOCOL

A. JOBSITE PERSONNEL RESPONSIBILITIES:

1. Notify Police, Fire, Emergency Help (Calmly tell the location, situation and type of help needed.
2. If needed, administer First Aide and/or CPR.
3. Send someone to meet and escort emergency help to the accident scene.
4. The Project Foreman will be the Senior Person on Site and Control the Site. If the Project Foreman is not on site, a designated employee will control the site until the Project Foreman arrives.
5. Senior Person on Site should contact the main office and Safety Director. (Safety Director shall go to jobsite immediately.)
6. Control accident scene/move employees that are not involved to a safe location. Supervisors will conduct a roll count and report results to the project manager.
7. In the event that there is a fatality JB Holland Construction Inc. will determine who is to notify the family or their contact person. Family should be notified immediately by telephone. If translation is needed we can call 1-800-752-6096 and AT&T can find a translator in 100 different languages in approximately 2 minutes.

POSSIBLE NOTIFICATION STATEMENT:

"There has been an accident at _____, although we don't know the extent of the injuries, _____, is being transported to _____. Do you need any assistance in getting to the hospital?

Using a statement similar to this will allow the trained medical staff to break any news relating to the fatality. If it is an obvious fatality then be prepared for family to show up on site.

If there is family of the deceased working on a JB Holland Construction Inc. job site, limit radio communication and get to the employee as quickly as possible, explain to him/her the situation and ask the employee for their cooperation to enable JB Holland Construction Inc. officials to handle making the contact. JB Holland Construction Inc. should also make arrangements to keep those employees safe and away from the accident.

B. OFFICE PERSONNEL RESPONSIBILITIES:

- Team Leader (William Holland)
  - Ensure immediate contact of entire team.
  - Ensure maximum participation by all involved.
  - Make determination on continued production for that day or following shift(s).

- Spokesperson (William Holland) /Safety Director (Penney Neuzil)
  - Gather Facts, Prepare a 3-4 sentence response stating verifiable facts with assistance of entire team. What is being done? Who has been contacted? Investigation underway. Will give further information when facts are gathered. Approximately 1 hour.
- Team Administrator/Human Resources (William Holland, Jeff Holland, Diane Henry & Receptionist-Phones)
  - Immediately gather group to implement plan. Explain what the buy time/initial response is. Who the spokesperson is and when and where the statement will be made. Use maximum control over who answers the phone and what information is released.

Contacts with the Media:

I. In the event that the media arrives at the project the following steps shall be taken:

UNDER NO CIRCUMSTANCES SHOULD ANYONE OTHER THAN THE DESIGNATED SPOKESPERSON RELEASE ANY INFORMATION ABOUT THE EMERGENCY.

- DO NOT ALLOW THE MEDIA ON SITE.
- Treat reporters courteously.
- The senior person on site will be the temporary spokesperson until the Safety Director arrives.
- Keep the Media as far away as possible: do not leave them alone. (Set up some control zones.)
- If possible park equipment around the accident area to prevent the media from obtaining photos.
- Inform reporters that JB Holland Construction Inc. designated spokesperson will handle their information needs.
- Refer all Media requests and questions to the designated spokesperson.
- Do not release name, job title, age, or sex of the injured or deceased employee(s).

II. MEDIA STATEMENTS:

Injury Accident

"JB Holland Construction, Inc. primary concern is for the well being of those involved and their families and our thoughts and prayer are with them. At this time, we are gathering information on the incident in full cooperation with the OSHA inspector and their investigation, Safety is the top priority at JB Holland Construction, Inc. and this is reflected in our performance history. We will share information with you when we have confirmed the details about what has occurred. Our company media coordinator,

Diane Henry will be available to gather your questions and respond as information is confirmed. Her phone number is 563-382-2901 and her mobile number 563-379-3003."

Non-Injury Incident

"This was a non-injury incident. Our safety management team is in progress of investigating the incident. If you let me know what your questions are now, once we have information to share we will have some one on our safety management team contact you directly. What is your publication name, your name and phone number?"

III. Media guidelines for the spokesperson.

- Do tell the truth (facts only). Reporters will find out anyway so be honest and accurate when giving information.
- Do respond quickly. If you don't the wrong story may be told.
- Do emphasize the positive and communicate your corporate message.
- Do stay away from liability issues. Do not make accusations or place blame.
- Do take control. If there is bad news, release it yourself before a reporter does.
- Do condense your information; the average sound bite is 7.3 seconds long.
- Do make sure your information is accurate and comes from a reliable source.
- Do make sure the reporters know who the spokesperson is.
- Do not avoid giving a statement.
- Do not say "no comment."
- Do not say anything "off the record."
- Do not get trapped into predicting the future.
- Do not wear sunglasses when being interviewed.
- Make sure if you give a time you will be back with more information you are back and you give a more detailed statement.

ALL DETAILED STATEMENTS MUST BE APPROVED BY UPPER MANANGENT AND SHOULD BE IN WRITING BEFORE SPEAKING WITH MEDIA. BE SURE ALL INFORMATION IS ACCURATE AND FROM A RELIABLE SOURCE.

FIRST HOUR RESPONSE CHECKLIST

SENIOR PERSON ON SITE

_____ Contact emergency services.
_____ Contact the Safety Director.
_____ Initiate site control and discuss with the Team Leader if the site should be shut down.
_____ Make certain that all employees are accounted for.
_____ Do not move anything that could be classified as evidence.
_____ Ensure telephone coverage at the site.
_____ Inform site personnel to direct requests for information from outside groups to you.
_____ Notify the crisis management team leader.
_____ Post workers to restrict entry to the site.
_____ Establish a command center.
_____ Select a temporary spokesperson with the assistance of the team leader.
_____ Notify the owner/developer of the project.

TEAM LEADER

_____ Determine what happened, when/where it happened, and who is involved.
_____ Determine the current status of the site (shut down?).
_____ Determine whether you or spokesperson is needed on site.
_____ Advise the corporate team administrator and receptionist how to route calls.
_____ Identify potential spin-off crises.
_____ Notify human resources.

SAFETY DIRECTOR

_____ Gather names/numbers of injured and /or fatalities and obtain phone number(s) of the spouse(s)/family(ies).
_____ Interview workers who witnessed the accident.
_____ If necessary, initiate a post accident drug and alcohol test.
Testing is conducted after accidents on employees whose performance could have contributed to the accident when either: 1) the accident resulted in an injury to a person, for which injury, if suffered by an employee, a record or report could be required under OSHA Chapter 88 or 2) the employee receives a citation for a moving violation involving the accident. For the purpose of this rule an accident is defined as an incident involving a company motor vehicle in which there is either a fatality, an injury treated away from the scene, or at least one vehicle requires towing from the scene of the accident or 3) resulted in damage to property, including to equipment, in the amount reasonably estimated at the time of the accident to exceed one thousand dollars.
_____ Contact OSHA within 8 hours for a fatality and/or 3 or more workers requiring hospitalization.
_____ Initiate a third party investigation team to work in tandem w/ authorities..
_____ Designate someone to stay with the injured worker(s) at the hospital until family members arrive.
_____ Document the incidents in writing and on film.

LOSS REPORT PROCEDURES

A. Phone loss information to Penney Neuzil at the Home Office. If she is unavailable, loss information should be given to the Diane Henry. This call is to be made WITHIN 6 HOURS of the time the accident or incident occurs. If the accident or incident occurs after working hours, it should be reported FIRST THING the following working day.

B. Complete appropriate Information Report form as determined by the type of loss and send the completed report to:

Penney Neuzil, Safety Director
JB Holland Construction Inc.
2092 Hwy 9 West
Decorah, Iowa 52101
(563) 382-2901
(563) 382-2902 FAX

LOSS INFORMATION NEEDED FOR AUTOMOBILE CLAIMS

1. Date, time and location of accident.
2. Vehicle involved.
3. Driver of vehicle (name, address, driver's license number, date of birth, phone number).
4. Relationship of driver to insured.
5. Brief description of accident.
6. Name of any third party involved including address and phone number.
7. Description of other vehicle(s) involved.
8. Name and address of other party's insurance carrier.
9. Where the insured's and second party's vehicles may be seen.
10. Police department and case number, if known.
11. Estimates of repairs, if known.
12. Injured party, including name, address & phone number
13. Name of facility conducting drug and alcohol tests of JBH employee if needed.
14. Person to contact for further information.

LOSS INFORMATION NEEDED FOR LIABILITY CLAIMS

1. Date, time and location of accident.
2. Claimant's name, address and phone number.
3. Brief description of accident.
4. Person to contact for further information.

LOSS INFORMATION NEEDED FOR PROPERTY LOSSES

1. Date and time loss occurred.
2. Name and address of insured property.
3. Cause of loss (fire, wind, hail, etc.).
4. Brief description of loss.
5. Estimate of amount of loss, if known.
6. Person to contact for further information.
7. Name of facility conducting drug and alcohol testing of JBH employee if needed.

OSHA INSPECTION POLICY

1. Ask for his/her credentials. If the inspector does not object, make a copy of his/her identification card. If a copy can not be made, write down inspector's I.D. number and name.

2. Ask the reason for the inspection. If the answer includes an employee complaint, request a copy.

3. Ask if there is a complaint. If a complaint has been filed, ask for a copy of the complaint.

4. Tell the inspector that you are not denying entry, but it is the company's policy that you contact the company's authorized representative.

5. Do not ask the inspector for a warrant. This issue of a warrant will be discussed during the phone conversation with the company representative.

6. To protect our rights to the fullest extent when entry is permitted, under warrant, we will advise the inspector that such permission is being granted under protest.

7. A management person (escort) will accompany the inspector at all the times while he/she is on the jobsite, or in the plant, and make notes of everything the inspector does. The escort will carry a copy of the warrant during this time. The escort should be the same person throughout the inspection.

8. Do not answer any general "fishing" type questions. Do not demonstrate any equipment, machinery, or apparatus during the inspection. Do not let anyone else do so either. Do not tell the inspector whether or not it is operable, when it will be in operation, or when it has operated in the past.

9. During the walk around on a routine inspection, the escort is to stay with the inspector.

10. Any time the inspector takes pictures, the escort should take a picture from the same angle plus at least two from different angles.

11. The inspector has the right to interview any employee in private. Do not attempt to stop such interview; however, the escort should ask the employee if the employee has any objection to the escort being present and listening to the interview. Assuming the employee has no objection; the escort may attend the interview, if the inspector will allow, and should listen and take notes. Never attempt to stop an OSHA inspector physically.

12. When the inspector has left the job, notify the main office and complete the OSHA Inspection Form. Be specific. The more information, the better.

OSHA INSPECTION POLICY

OSHA INSPECTION FORM

1. Who did the inspector first contact at the job site?
   Name_____position

2. Did the inspector talk with workers/other personnel before showing his/her credentials?
   Yes No

3. Did the inspector take any pictures before he/she arrived and introduced himself/herself?
   Yes No

4. Were other company's personnel working at the job site, and did the inspector ask for them to be present at the opening conference?
   Yes No

5. Name these other companies inspected and whether subcontractors, vendors, or other.

   _____ _____
   _____
   _____

6. Who was present at the opening conference? Include those in 5 above if they were present.

   _____
   _____
   _____

7. What was the purpose of the visit as explained by the inspector?

   _____
   _____
   _____

8. Was there a complaint?
   _____
   _____
   _____

9. Were you given a copy of the complaint? Yes_____ No_____

10. Did the inspector review record-keeping under OSHA?

    Yes_____ No_____

11. How were employee representatives selected?
    _____

12. What trades did they represent?
    _____

13. Other Comments:
_____

14. Who was present during walk around?
_____

15. Were they paid for the time spent? Yes_____ No_____

16. Comments by inspector? Briefly list them.
_____
_____

17. Were pictures taken? Yes_____ No_____. Write down exact locations and of what?
_____
_____

18. Was any portion of the job shut down? Yes_____ No_____

19. If "Yes" for how long?
Comments:_____
_____

20. Who was present at the closing conference?
_____
_____

21. Did the inspector allege that violations took place?
Yes_____ No_____?

22. If yes, name them:
_____
_____

23. SERIOUS
_____
_____
_____

24. OTHER-THEN-SERIOUS
_____
_____
_____

25. COMMENTS:
_____
_____
_____
_____

OSHA INSPECTION POLICY

OSHA Inspection Form

TIME SCHEDULE OF INSPECTION

Time Inspector arrived _____

Time opening conference began _____

Time opening conference ended _____

Time inspection began_____

Time inspection ended_____

Time closing conference began _____

Time closing conference ended_____

JOB NAME & NUMBER: SITE LOCATION:

_____

SIGNED:_____

DATE:_____

Assured Grounding Program

Policy

JB Holland Construction, Inc. has developed and adopted this assured grounding program to provide protection for employees.

Scope

This program will apply to all extension cords or plug and cord sets. It also will apply to three-pronged tools and all electrical receptacles of 110 volt 15- and 20-ampere ratings.

Procedure

All extension cords used on projects must be three-pronged and carry one of the designations required by the Occupational Safety and Health Administration (OSHA) and the National Electric Code (NEC). Each extension cord, power tool and receptacle, as defined earlier, shall be tested for grounding continuity.

Any cord, receptacle or tool that has not passed the continuity test shall be tagged and may not be used until it is repaired and retested.

This program will be implemented and monitored by the safety director, serving as the competent person. A "competent person" is one who can identify existing and potential hazards in a job site's surroundings or working conditions that are hazardous or dangerous to employees and has the authority to take prompt corrective measures.

Testing Frequency

Each tool, receptacle and extension cord shall be tested:

- *Before the equipment is first used*
- *Before it is returned to service following any repairs*
- *Before the equipment is used after any incident that can reasonably be suspected to have caused damage to the tool, such as a vehicle running over the cord*
- *At intervals not to exceed three months for tools and cords and six months for receptacles*

Color-coding

JB Holland Construction, Inc.has chosen to rely on a system of colored tape / zip tie to indicate that a piece of equipment has passed the continuity test. Colored tape will be placed on each piece of equipment according to the chart below. Routine testing will be completed on the first working day of the new quarter. The following chart shows testing frequency and colored tape selections.

Quarter:	***January***	***April***	***July***	***October***
Colors:	***White***	***Green***	***Red***	***Orange***

Program Review

OSHA requires test results to be recorded. Two record-keeping systems common to construction trades and often used together are a log and color-coding with tape. The log keeps track of the date each piece of equipment is tested & the tape indicates the status of the equipment has passed its most recent test.

Equipment generally is tested every three months, and when a piece passes its test, it can be tagged with a tape color/zip tie that "matches" the season: white for winter, green for spring, red for summer and orange for fall. This helps a user readily identify that a piece has been tested and when.
This program will be reviewed annually.

Electrical Hazards

Electrical hazards can be found in nearly every construction work site. Whether the hazard is posed by worn or damaged power tools or cords, improperly grounded tools or equipment, or the presence of standing water, it is the responsibility of the contractor to make sure the tools and equipment employees use are in safe working order and safeguards are in place to protect employees from electrical energy sources.

Power Tools

When selecting electrical hand tools, it is important to select those that are double-insulated. This generally means the tool is encased in plastic, which will prevent the user from electrocution if the tool develops a short circuit. Double-insulated tools are identified with a square-within-a-square logo or the words "double-insulated" on the label. These tools will have a two-prong plug with no ground pin and one prong will be wider than the other. The wider pin is the neutral conductor while the thinner pin is the hot. This is important because if plugged into a properly wired circuit, the tool's switch will control the hot conductor and the internal wiring of the tool cannot become energized. If a circuit is wired incorrectly so that the hot conductor connects to the neutral pin of the tool, the switch will still shut the tool off and on but in the off position the internal wiring of the tool may be energized causing a potential for the user to be exposed to electric current.

Some tools that have three prongs (hot, neutral and ground) may have the grounding pin missing. This is an extremely hazardous situation because if a short develops in the tool, the user may become the ground in the system and electricity will travel through him or her.

Power tools should be inspected before each use. If there are any defects, such as insulation missing from the cord or a piece of the protective shell broken, the tool must be taken out of service until repaired.

Extension Cords

Flat-wire cords are prohibited from use on construction sites because they do not provide the protection that double-insulated cords do. Wire gauge (diameter) is not set out in the OSHA standard, but the size of the wire in an extension cord set must be sufficient to handle the amperage that will be drawn by tools connected to the cord. For example, a contractor may find a hard service cord made of 18-gauge wire that is rated to carry a maximum of 7 amps. That would be insufficient to power a drill that draws 11 amps. The proper cord set in that instance would be one made of 12-gauge wire that has an ampacity of 20.

Because OSHA requires three-wire extension cords be used on construction sites, a cord's plug must have three prongs at one end. Sometimes during use, the third prong, or the grounding pin, may become loose or fall out. No one should be allowed to bypass the grounding pin by bending it out of the way or removing it completely. If the grounding pin is missing, the cord must be removed from use, repaired and tested before it is put back into service.

Ground-fault Circuit Interrupters

Ground-fault circuit interrupters (GFCIs) must be used on all projects for 120-volt, single-phase 15- and 20-ampere services when the circuit is not a part of the permanent wiring of a building or structure. Most modern generators are equipped with GFCIs, and they must be checked to ensure they are working properly.

If the generator or electrical source is not equipped with a GFCI, a portable unit must be used. To ensure proper ground-fault protection, the portable GFCI should be plugged into the generator or power source, and then extension cord(s) should be plugged into the GFCI.

List of Safe Work Practices

Electrical Safe Work Practices

JB Holland recognizes that electricity can kill or injure employees. It has decided to implement the following work practices in the company to minimize the potential dangers associated with electricity.

General

- *Each circuit encountered will be considered live until proven otherwise.*
- *Only proper tools will be used to test circuits.*
- *No wire will be touched until the circuit is determined to be dead.*

Extension Cords

- *All extension cords used on any project will be three-pronged.*
- *All extension cords will be in good working order.*
- *Each extension cord ground will be tested for continuity on at least a quarterly basis and marked to indicate when the inspection occurred.*
- *Each extension cord will be visually inspected before each use.*
- *If any extension cord is found in disrepair or fails the continuity test, it will be tagged and taken out of service and retested before it goes back into service.*
- *Any extension cord that does not have the grounding pin will be taken out of service and not used.*
- *Extension cords will not be used in place of fixed wiring.*
- *Extension cords will not be run through holes in walls, ceilings or floors.*
- *Extension cords will not be attached to the surface of any building.*
- *Extension cords will carry hard or extra-hard NEC designations, such as: S, ST, SO, STO, SJ, SJO, SJT, SJTO.*
- *No extension cord will be of the "flat wire" type. Every extension cord will have each individual wire insulated and further protected by an outside cover.*

Power Tools/Plug and Cord Sets

- *Any cord that is cut in a way that exposes insulation will be removed from service and repaired.*
- *All tools and plug and cord sets will be tested for continuity.*
- *If grounding pins are missing, the plug and cord will be removed from service until repaired.*
- *Any tool or plug and cord set failing the continuity test will be removed from service until repaired.*
- *All power tools will have three-pronged plugs unless double insulated.*

Ground-fault Circuit Interrupters (GFCIs)

- *Each 120-volt electrical wall receptacle providing power to the job site will be protected by a portable GFCI.*
- *Each GFCI will be tested quarterly and marked with markings similar to those of the assured grounding program.*
- *Each 120-volt, single-phase, 15- and 20-ampere receptacle outlet, including those on generators, will have an approved GFCI.*
- *GFCIs will be located in line as close to the piece of equipment as possible.*

ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM

DATE	INSPECTED BY	ISSUES	CORRECTIVE ACTION

JB Holland Construction, Inc.
Subcontractor Management Plan

The purpose of this program is to ensure that JB HOLLAND CONSTRUCTION continues to improve subcontractor health, safety and environmental performance and to establish a standard for pre‐qualification, evaluation/selection and development of our subcontractors.

Scope

Subcontractors subject to JB Holland Construction "Subcontractor Management Plan" will be at the discretion of JB HOLLAND CONSTRUCTION management.

General Requirements

All JB HOLLAND CONSTRUCTION subcontractors are to be managed in accordance with this program.

The use of subcontractors must be pre-approved by JB HOLLAND CONSTRUCTION.

Approval requirements include:

- A formal safety review of the subcontractor being performed by JB HOLLAND CONSTRUCTION safety department.
- The scope of the review was commensurate with the hazards and risk exposure.
- Subcontractor has been/will be oriented to the safety policies, expectations and requirements of JB HOLLAND CONSTRUCTION.
- The subcontractor agrees to abide by our Drug and Alcohol policy and onsite safety rules throughout the duration of the work.

Any subcontractor that has a “Non-Approved” safety status will not be used on any JB HOLLAND CONSTRUCTION site.

Procedure

Pre-Qualification of Subcontractors

Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents and safety statistics.

Evaluation Safety Metrics

Acceptable safety metrics will be used as criteria for prequalifying and selecting subcontractors. The safety metrics and scoring will consider:

- JB HOLLAND CONSTRUCTION Subcontractor Safety Pre-Qualification Form responses and subcontractor safety program documents review 60% (Rated from 0-60 total points)
- Subcontractor safety training documents review 20% (Rated from 0-20 total points)
- Subcontractor safety statistics review 20% (Rated from 0-20 total points)

Evaluation Rating and Acceptance
The subcontractor rating system will have five designations:

- Equal to or Greater than 90 points = A – no restrictions.
- Between 85 and 89 points = B – Mitigation plan must be documented and approved by JB HOLLAND CONSTRUCTION.
- Between 81 and 84 points = C – Mitigation plan must be documented and approved by JB HOLLAND CONSTRUCTION; management approval in writing.
- Between 71 and 80 points = D – Mandatory commitment meeting with senior subcontractor management present; mitigation plan documented and approved JB HOLLAND CONSTRUCTION: management approval in writing; trained subcontractor safety personnel on site during work regardless of number of workers.
- Less than 70 points = F – not to be used.

Once each subcontractor has been evaluated and scored, JB HOLLAND CONSTRUCTION will provide management the scores/ranking.

JB HOLLAND CONSTRUCTION reserves the right to change a subcontractor's status to "Non-Approved" if the subcontractor shows insufficient progress towards accepted mitigation plan or other agreed upon criteria.

Subcontractor Involvement
Contractors are required to follow or implement the work practices and systems described below while performing work at JB HOLLAND CONSTRUCTION worksites:

- Attend an safety orientation, pre-job meeting or kick-off meeting provided by JB HOLLAND CONSTRUCTION prior to any work beginning
- Monitor employees for substance abuse and report nonconformities to JB HOLLAND CONSTRUCTION
- Ensure personnel have the required training and competency for their work
- Participate in JB HOLLAND CONSTRUCTION tailgate safety meetings, job safety analysis or hazard assessments and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment
- Report all injuries, spills, property damage incidents and near misses
- Comply with onsite and Owner Client safety rules
- Implement JB HOLLAND CONSTRUCTION safety practices and processes as applicable
- Clean up and restore the worksite after the job is over
- Ensure compliance with regulations at all times
- Post job safety performance reviews shall be conducted for subcontractors.

SUBCONTRACTOR SAFETY PRE-QUALIFICATION FORM

GENERAL INFORMATION			
1. Subcontractor Information:			
Subcontractor Name:		Telephone Number:	
Street Address:		Fax Number:	
City:		Website Address:	
Province/State:		Postal Code/Zip:	
2. Officers			
President:			
Vice President:			
Treasurer:			
3. How many years has your organization been in business under your present firm's name?			
4. Parent Firm Name:			
City:	Province/State:	Postal Code/Zip:	
Subsidiaries:			
5. Under current management since (Date): (please enter date as mm/dd/yyyy)			
6. Contact for Insurance Information:			
Title:	Telephone:	Fax:	Email:
7. Insurance Carrier(s):			
Name	Type of Coverage	Telephone	
8. Worker's Compensation Account Status (Please enclose a copy of your workers compensation insurance certificate. Account Number: Industry Code:			
9. Contact for requesting bids:			
Title:	Telephone:	Fax: .	Email:
10. Contractor Evaluation form completed by:			
Title:	Telephone:	Fax:	Email:

HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE

Health, Safety and Environmental Performance

Provide the following data for your firm using your record keeping forms from the past three (3) years.
If the data is not available please reply with Not Available - N/A.

Safety Performance Definitions and Guidance

a. **Hours Worked** Employee hours worked last three years. Please report actual scheduled total hours worked and total overtime hours worked. If actual hours worked are not available for certain individuals hours worked may be estimated. A default of 2000 hours per individual per year can be used as an estimate.

b. **Recordable Incidents** Recordable cases are those that involve any work-related injury or illness, including death but excluding first-aid injuries.

c. **Lost Workday Cases** A Lost Workday Case is a medical case that involves fatalities, days away from work cases or restricted work activity cases.

- **Days Away from Work Case** Where the employee is away from scheduled work day one day or more after the day of a work related injury or illness. The day of the incident does not count as lost workday. Stop count when total days away and restricted duty days reach 180 or employee leaves the firm.

- **Restricted Work Activity Case** Where the employee as result of work-related injury or illness:
  - ◊ Assigned to another job on a temporary or permanent basis or
  - ◊ Worked at their permanent job but less than a full day
  - ◊ Could not perform routine functions associated with their permanent job

  The day of the incident is not counted as a Restricted Duty day. Stop count when total days away or restricted duty days reach 180 or if employee leaves the firm.

d. **Motor Vehicle Incident** A motor vehicle is any mechanically or electrically powered devices (excluding one moved by human power), upon which or by which any person or property may be transported upon a land roadway.

- **Motor Vehicle Incident** Includes any event involving a motor vehicle that is owned, leased or rented by the firm that results in death, injury or property damage unless the vehicle is properly parked.

Health and Safety Incidents	2018	2017	2016
a. Total Hours Worked			
b. Total Recordable Incidents			
# Fatalities			
# Medical Aids			
# Days Away from Work Cases			
# Restricted Work Activity Cases			
c. Total Recordable Incident Rate (TRIR) Total # Recordable Incidents x 200,000			
Total # Hours worked			
d. Lost Workday Cases (LWC)			
# Fatalities			
# Days Away from Work Case			
# Restricted Work Activity Case			
e. Lost Workday Incident Rate (LWDR) Total # Lost Workday Incidents x 200,000			
Total # Hours Worked			
f. Motor Vehicle Incidents (MVI) # Motor Vehicles Incidents			
# Kilometers/Miles driven			
g. Motor Vehicle Incident Frequency Rate (MVIFR) Total # of Firm's Motor Vehicle Incidents x 1,000,000 / Total # Kilometers/Miles driven			

HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE

Environmental Incidents	2018	2017	2016
Total # Spills to Water **a. Petroleum Spills** # spills Sheen (est. volume as 0.1 bbl. To < 1bbl. # spills 1 bbl. To < 100 bbls. # spills 100 bbls. or more **b. Chemical Spills** # spills 1 bbl./160 kg. to < 100 bbls./16,000 kg. # spills 100 bbls./16,000 or more			
Total # Spills to Land **a. Petroleum spills** # spills 1 bbl. To < 100 bbls. # spills 100 bbls. or more **b. Chemical Spills** # spills 1 bbl./160 kg. to < 50 bbls./8,000 kg # spills 50 bbls./8,000 kg. or more			
Enforcement Actions	**2018**	**2017**	**2016**
Citations # Health and Safety # Environmental Please provide details			
Fines Total # Fines Total $$ Paid Please provide details			

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT

Highest ranking HSE professional in the firm:

Name/Title: Email: Telephone Numbers

Do you have a written Basic Safety / HSE Program?	Yes ☐	No ☐
Does your Basic Safety/HSE Program include the following?		
a. Management Involvement and Commitment	Yes ☐	No ☐
b. Hazard Identification and Risk Control	Yes ☐	No ☐
c. Rules and Work Procedures	Yes ☐	No ☐
d. Training	Yes ☐	No ☐
e. Communications	Yes ☐	No ☐
f. Incident and Accident Reporting and Investigation	Yes ☐	No ☐
Does the program include work practices and procedures such as?		
a. Permit to Work including Isolation of Energy	Yes ☐	No ☐
b. Confined Space Entry	Yes ☐	No ☐
c. Injury and Illness Recording	Yes ☐	No ☐
d. Fall Protection	Yes ☐	No ☐
e. Personal Protective Equipment	Yes ☐	No ☐
f. Portable Electrical/Power Tools	Yes ☐	No ☐
g. Motor Vehicle/Driving Safety	Yes ☐	No ☐
h. Compressed Gas Cylinders	Yes ☐	No ☐
i. Electrical Equipment Grounding Assurance	Yes ☐	No ☐
j. Powered Industrial Vehicles (Cranes, Forklifts, Etc.)	Yes ☐	No ☐
k. Housekeeping	Yes ☐	No ☐
l. Accident/Incident Reporting and Investigations	Yes ☐	No ☐
m. Unsafe Condition Reporting	Yes ☐	No ☐
n. Emergency Preparedness, Including Evacuation Plan	Yes ☐	No ☐

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT (cont'd)

Does the program include work practices and procedures such as?		
o. Waste Disposal and Pollution Prevention	Yes ☐	No ☐
p. Regular Workplace Inspection / Audits	Yes ☐	No ☐
Do you have a Drug and Alcohol program?		
a. Pre-employment Testing	Yes ☐	No ☐
b. Reasonable Cause Testing	Yes ☐	No ☐
c. Post-rehabilitation/Return to Work Testing	Yes ☐	No ☐
	Yes ☐	No ☐
Do you have a Job Safety Analysis (JSA) process in place?	Yes ☐	No ☐
Is there a Root Cause Analysis process used for investigations, near misses, environmental spills?	Yes ☐	No ☐
Do you have programs for the following?		
a. Respiratory Protection	Yes ☐	No ☐
b. Where applicable, have employees been:		
• Trained	Yes ☐	No ☐
• Fit tested	Yes ☐	No ☐
• Medically approved	Yes ☐	No ☐
c. Hazard communication/WHMIS	Yes ☐	No ☐
d. Programs for potential high hazard work such as Highly Hazardous Chemicals; Explosives and Blasting Agents	Yes ☐	No ☐
Do you have a corrective action process for addressing individual/employee safety and health performance deficiencies?	Yes ☐	No ☐
Medical		
a. Do you conduct medical examinations for:		
• Pre-placement Job Capability	Yes ☐	No ☐
• Pulmonary	Yes ☐	No ☐
• Respiratory	Yes ☐	No ☐
b. Describe how you intend to provide first aid and other medical services while on-site.		
Do you have personnel trained to perform first aid and CPR?	Yes ☐	No ☐
Personal Protective Equipment (PPE)		
a. Is applicable PPE provided for employees?	Yes ☐	No ☐
b. Do you have a program to assure that PPE is inspected and maintained?	Yes ☐	No ☐

HSE Meetings			**Frequency**
a. Do you hold site HSE meetings for?			
• Field Supervisors	Yes ☐	No ☐	
• Employees	Yes ☐	No ☐	
• New Hires	Yes ☐	No ☐	
• Subcontractors	Yes ☐	No ☐	
Inspections and Audits			**Frequency**
a. Do you conduct internal HSE Inspections?	Yes ☐	No ☐	
b. Are corrections or deficiencies to internal HSE program or equipment communicated and documented until closure?	Yes ☐	No ☐	

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT (cont'd)

Equipment and Materials:		
a. Do you own or lease Equipment and Materials? If yes, please complete the following questions:	Yes ☐	No ☐
b. Do you have a system for establishing applicable health, safety, and environmental specifications for acquisition of materials and equipment?	Yes ☐	No ☐
c. Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with regulatory requirements?	Yes ☐	No ☐
d. Do you maintain operating equipment in compliance with regulatory requirements?	Yes ☐	No ☐
e. Do you maintain the applicable inspection and maintenance certification records for operating equipment?	Yes ☐	No ☐
f. Do you document corrections or deficiencies from equipment inspections and maintenance?	Yes ☐	No ☐
Subcontractor Management		
a. Do you subcontract any work? If the answer is yes, please complete the following questions:	Yes ☐	No ☐
b. Do you have a written contractor safety management process?	Yes ☐	No ☐
c. Do you use HSE performance criteria in selection of subcontractors?	Yes ☐	No ☐
d. Do you evaluate the ability of subcontractors to comply with applicable HSE requirements as part of the selection process?	Yes ☐	No ☐
e. Do your subcontractors have a written HSE Program?	Yes ☐	No ☐
f. Do you include your subcontractors in:		
• HSE Orientation	Yes ☐	No ☐
• HSE Meetings	Yes ☐	No ☐
• HSE Equipment Inspections	Yes ☐	No ☐
• HSE Program Audits	Yes ☐	No ☐
• Are corrections or deficiencies documented	Yes ☐	No ☐

Employee and Trades Training		
a. Have employees been trained in appropriate job skills?	Yes ☐	No ☐
b. Are employees' job skills certified where required by regulatory or industry consensus standards?	Yes ☐	No ☐
c. List trades/crafts which have been certified:		

	New Hires		**Supervisors**	
Health, Safety and Environmental Orientation				
a. Do you have an HSE Orientation Program for new hires and newly hired or promoted supervisors?	Yes ☐	No ☐	Yes ☐	No ☐
b. Does the program provide instruction on the following:				
•New worker orientation	Yes ☐	No ☐	Yes ☐	No ☐
•Safe Work Practices	Yes ☐	No ☐	Yes ☐	No ☐
•Safety Supervision	Yes ☐	No ☐	Yes ☐	No ☐
•Toolbox meetings	Yes ☐	No ☐	Yes ☐	No ☐
•Emergency Procedures	Yes ☐	No ☐	Yes ☐	No ☐
•First Aid Procedures	Yes ☐	No ☐	Yes ☐	No ☐
•Fire Protection and Prevention	Yes ☐	No ☐	Yes ☐	No ☐
•Safety Intervention	Yes ☐	No ☐	Yes ☐	No ☐
•Hazard Communication/WHMIS	Yes ☐	No ☐	Yes ☐	No ☐

Training Records		
a. Do you have HSE and training records for your Employee's?	Yes ☐	No ☐
b. Do the training records include the following:		
• Employee identification	Yes ☐	No ☐
• Date of training	Yes ☐	No ☐

JB HOLLAND CONSTRUCTION & DEMOLITION WASTE MANAGEMENT PLAN

Company Name: **JB Holland Construction**
Contact Person: **Penney Neuzil**
Telephone #: **563-382-2901**
Address: **2092 Hwy 9 W, Decorah, IA 52101**

Project Description: JB Holland Construction and/or demolition

1) Waste Management Goals:

a) The Builder has established that this project shall generate at least 50% less waste into landfills and that processes shall be employed to ensure that this goal is met. These shall include prevention of damage to materials to be incorporated into the work due to mishandling, improper storage, contamination, inadequate protection or other factors as well as minimizing poor quantity estimating, as well as through building design.

b) Storage and protection of materials to be incorporated into the work is covered in the "Moisture Management Plan".

2) Responsibility:

a) The general supervisor shall be responsible for the implementation of the administrative portions of this program, including the notification of subcontractor management, the training of the site supervisor and the onsite posting of this plan.

b) The general manager will have the responsiblity before each project starts, to take into considerations the amount of waster, trash and/or scrap material generated from the project.

c) The site supervisor will be responsible for the implementation of the onsite portions of this program including the training of subcontractor personnel.

3) Waste Prevention Planning:

a) In addition to other requirements specified herein it is a requirement for the work of this project that the contractor comply with the applicable federal, state and local waste disposal requirements.

b) Of the inevitable waste that is generated, the waste materials designated in this specification shall be salvaged for reuse and or recycling where practical and possible. Waste disposal in landfills or incinerators shall be minimized where practical and possible. On new construction projects this means careful recycling of job site waste. On demolition projects this also means careful removal for salvage.

c) Project Construction Documents: The General Contractor will contractually require all subcontractors to comply with these recycling guidelines. A copy of this "Construction Waste Management Plan" will accompany all subcontractor agreements and require subcontractor participation.

d) The "Construction Waste Management Plan" shall be implemented and executed as follows and as on the chart:

i) Salvageable materials will be diverted from disposal where feasible.

ii) There will be a designated area on the construction site reserved for materials that can be recycled.

iii) Areas shall be marked to designate what recycle materials are to be stored there.

iv) Hazardous waste will be managed by a licensed hazardous waste vendor.

4) Communication & Education Plan:

a) This Waste Management Plan will be posted onsite.

b) Each subcontractor will be made aware of the intent of this project with respect to reduction of waste and recycling. Onsite recycling containers and/or areas will be plainly marked.

c) The subcontractor will be expected to make sure all their crews comply with the Waste Management Plan.

d) All recycling containers/areas will be clearly marked.

e) Lists of acceptable/unacceptable materials will be posted at the site.

f) Employees will be made aware of the proper method to dispose of waste.

f) All subcontractors will be informed in writing of the importance of non-contamination with other materials or trash.

5) Motivation Plan:

a) The General Contractor will conduct a pre-award meeting for subcontractors. Subcontractors under consideration will be required to attend the meeting to review project goals and requirements with the project team. Attendance will be a prerequisite for award of subcontracts. This document will be an attachment to every subcontract. Copies of the attachment will be posted prominently at the jobsite.

6) Expected Project Waste, Disposal, and Handling:

The following chart identifies waste materials expected on this project, their expected disposal methods and handling procedures. New items may be added as needed.

Material	Quantity	Disposal Method	Handling Procedure
Land clearing debris		Keep separate for reuse and or wood sale. Suitable materials may be delivered to a composting site. Separate topsoil and rock for future landscaping use.	Keep separated in designated areas onsite.
Clean dimensional wood and palette wood		Keep separate for reuse by on-site construction or by site employees for either heating stoves or reuse in home projects. May be offered to public.	Keep separated in designated areas onsite.
Plywood, OSB, particle board		Reuse onsite when possible, landfill or recycle off site.	Keep separated in designated areas onsite. Place in “Trash” container.
Painted or treated wood		Reuse, off site recycle, landfill.	Keep separated in designated areas onsite. Place in “Trash” container.
Concrete		Recycle when possible.	
Concrete Masonry Units		Keep separate for re-use by on-site construction or by site employees	Keep separated in designated areas onsite
Metals		Recycle off site when possible. Separate copper wire when possible.	Keep separated in designated areas onsite. Place in “Metals” container.
Gypsum drywall (unpainted)		Recycle with supplier when possible.	Keep scraps separate for recycling – stack on pallets in provided onsite. All scrap drywall will be taken back by contractor to drywall supplier
Paint		Reuse onsite; donate to Habitat for Humanity Restore.	Keep separated in designated areas onsite
Insulation		Reuse, landfill.	
Flooring		Reuse, landfill.	
Carpet and pad		Reuse or recycle with carpet. manufacturer	

Material	Quantity	Disposal Method	Handling Procedure
Glass		Glass Bottles: recycle locally.	Keep separated in designated areas onsite.
Plastics		Plastic Bottles: recycle locally; be aware of plastics that are acceptable to recycle facility.	Keep separated in designated areas onsite.
Beverage		Recycle locally	Keep separated in designated areas onsite.
Cardboard		Recycle locally	Keep separated in designated areas onsite.
Paper and newsprint		Recycle locally	Keep separated in designated areas onsite.

7) **Waste Disposal Company:** To be determined
   a) Contact:
8) **Recycle Hauler:** To be determined
   a) Contact:
   b) Some or all recycle may be hauled by the builder.
9) Possible recycle locations and acceptable materials:
   a) A directory of Iowa companies that accept materials for recycle can be found at: https://www.recyclingcenters.org/Iowa/
   b) Using the above as a resource, a list will be kept indicating local opportunities for recycle of expected materials. New locations will be added as needed.

CONFINED SPACE PROGRAM

Purpose

The purpose of the program is to protect employees including contract employees from the potential hazards of some confined spaces. This is to be accomplished through the use of a permit system that is designed to prevent unauthorized entry into a potentially hazardous confined space and assure that potential hazards have been identified and eliminated or controlled prior to entry.

Definitions

Confined Space

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (for example; tanks, vessels, silos, storage bins, man holes, hoppers, vaults, and pits); and
- Is not designed for continuous employee occupancy.

Non-permit Confined Space

- A non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Permit Required Confined Space

A permit required confined space means a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmospheres;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or
- Contains any other recognized serious safety or health hazard.

Entry

Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuring work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

CONFINED SPACE PROGRAM

General Requirements

When planning any type of work involving a confined space the supervisor in charge must determine whether it is a non-permit confined space or a permit required confined space. It must be assumed to be a permit required confined space unless the supervisor can assure that no actual or potential atmospheric hazards exist and all hazards have been eliminated without entry into the space.

If a permit required confined space exists at one of our facilities, employees at that facility are to be informed of its existence and location. If it is a permanent confined space this may be done by posting a sign reading "**DANGER—PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER".**

If subcontractors are to be used to perform work that involves a permit required confined space the supervisor in charge must:

- Inform the subcontractor that a confined space in involved in the work to be performed.
- Obtain a copy of the subcontractor's confined space program and submit it for review.
- Apprize the subcontractor that potential atmospheric hazards may exist and that the subcontractor is responsible for conduction complete atmospheric evaluation for known and suspected hazards.
- Coordinate entry operations with the subcontractor and our employees.
- Debrief the subcontractor at the conclusion of the entry operations regarding any problems that may have been encountered.

An alternate procedure may be used to enter a permit required confined space provided the following conditions are met:

- The only hazard posed by the permit space is an actual or potential hazardous atmosphere;
- Forced air ventilation alone is sufficient to maintain the permit space safe for entry;
- Monitoring and inspection data have been developed to demonstrate that the only hazard is a hazardous atmosphere and that forced air ventilation is sufficient to eliminate that hazard and the data has been documented and made available to each employee at the facility;
- If an initial entry of the permit space is necessary to obtain the data, the entry is made in compliance with the permit required confined space entry procedure;
- Entry into the permit space is performed in accordance with the following alternate procedure.

Alternate Procedure for Permit Required Confined Space Entry

Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.

When a cover is removed the entrance must be promptly guarded by a railing or temporary barrier.

The internal atmosphere shall be tested with a calibrated direct reading instrument. The following conditions shall be tested in the order given.

- Oxygen content – must be 19.5 to 23.5%
- Flammable gases – must be <=10%of lower explosive limit (L.E.L.)
- Toxic are contaminants – Hydrogen sulfide (H2S) and Carbon Monoxide (CO).

There may be no hazardous atmosphere present whenever any employee is inside the space.

Continuous forced air ventilation from a clean source shall be used and shall be so directed as to ventilate the immediate areas where an employee is or will be present.

The atmosphere within the space shall be continuously tested to ensure a safe environment. If a hazardous atmosphere is detected each employee shall leave the space immediately and the cause of the hazardous atmosphere shall be determined.

The supervisor in charge shall verify that the space is safe and this alternate procedure has been followed. The verification shall be made through a written certification signed by the supervisor in charge and shall be made available to each employee entering the space.

*If this alternate procedure is followed entrants will not have to be authorized, attendants will not be required and the requirements of CFR 1910.146(k) concerning rescue and emergency services will not be applicable.

Permit Required Confined Space Entry Procedure

Hazard Identification

If a permit required confined space is involved in the work to be accomplished, then all potential hazards of that particular confined space must be identified. Some of the potential hazards of confined spaces may include:

- Oxygen deficiency
- Hazardous gases, liquids, or solids
- Energy sources
- Engulfment
- High temperatures
- Pyrophoric materials
- Hazards outside the confined space

Hazard Control

Once the potential hazards of a confined space have been identified measures must be taken to remove or control them. The methods used will depend upon the confined space to be entered and may include:

- Control of hazardous gases or liquids by blinding.
    - All piping that could potentially carry product of other material into the confined space must be isolated from the space by absolute closure of the pipe by fastening across its bore a solid plate which completely covers the bore.
    - Blinds should be as close as possible to the confined space to be entered.

- Control of hazardous gases, oxygen deficiency and high temperatures by ventilation.

    - Excavations that are to be entered as permit required confined spaces may require air movers to ensure a safe atmosphere.
    - All entry manways to a vessel should be opened for ventilation after the vessel has been properly depressurized, purged, blinded and isolated. Ent: 1y during this time is forbidden. Air movers may be necessary to speed up or ensure complete ventilation.
    - Air educators should be used to educt air from vessels. The use of air educators to blow air into vessels should be discouraged.
    - Depending upon ambient temperature and other conditions, the temperature inside a confined space may become elevated. Proper ventilation will aid in improving the working environment.

- Control of solids engulfment by excavation safety

  The potential for solids engulfment by our personnel occurs primarily in excavations. This potential can be eliminated by proper excavation safety. Our personnel will follow the safety procedures outlined in 29 CFR Part 1926.650.

- Control of energy sources by lockout/tagout

  All energy sources associated with the confined space such as isolation valves and electrical circuits must be identified and locked out and/or tagged out as specified in the owner's lockout/tagout procedure (OSHA 1910.147).

- Control of pyrophoric materials

  Certain vessels may contain Iron Sulfide deposits which will spontaneously ignite when dry. Such vessels should be thoroughly cleaned and purged prior to entry.

- Control of external hazards

  Control of hazards outside the confined space may be controlled by erecting barriers and posting signs.

Atmosphere Testing

In order to ensure a safe atmosphere within the confined space prior to entry the following procedure should be followed:

- There must be adequate ventilation with in the confined space to assure a representative sample of the atmosphere is being tested.
- The test instrument used to determine oxygen, combustible gas, and hydrogen sulfide must be calibrated prior to use to ensure accurate results.
- Immediately prior to issuing a confined space entry permit the following contaminant levels must be measured in the order stated:

  - Waste Disposal facilities 0 Oxygen and Combustible Gas
  - LPG facilities – Oxygen, combustible gas, and hydrogen sulfide
  -

  - NFL, Crude Oil, and Refined Products facilities – Oxygen, Combustible Gas, Hydrogen Sulfide, and Benzene.
- The oxygen content must be between 19-5 and 22% before entry is permitted.
- The Combustible gas level must be not greater that 10% of the lower explosive limit (L.E.L).
- The Hydrogen Sulfide concentration must not exceed IO ppm.
- The Carbon Monoxide concentration must not exceed 50 ppm.
- The analyzer sample probe must be inserted well into the confined space environment to ensure a representative test of the atmosphere.
- Continuous testing of the confined space atmosphere shall be conducted. The frequency of testing shall be the judgment of the employee in charge based on the conditions that exist.
- If the prescribed levels for Oxygen, Carbon Monoxide, Hydrogen Sulfide, cannot be obtained then respiratory protection must be used in accordance with our respiratory protection program.

Confined Space Entry Permit

A confined space entry permit shall be completed and signed by the supervisor or other designated employee in charge of work involving a permit required confined space. The permit must include the following information.

- Identity of permit space
- Purpose of entry
- Date of entry
- Duration of entry
- List of authorized entrants
- List of authorized entrants
- List of eligible attendants
- Hazards of the permit space
- Methods to eliminate or control hazards
- Acceptable environmental conditions
- Testing equipment and procedures used to verify that acceptable environmental conditions are being met
- Rescue and other services to be used in case of an emergency and means of communication with those services.
- Rescue services to be provided on site if necessary
- Personal protective equipment provided such as respirators, clothing, and retrieval lines.
- Name of person in charge
- Signature of person authorizing entry

Equipment

CONFINED SPACE PROGRAM

The person in charge of work to be performed in a permit required confined space shall ensure the following equipment is available as needed based on existing conditions and is in good repair and used by the employees involved.

- Testing and monitoring equipment

- Ventilation equipment
- Communications equipment
- Lighting equipment
- Barriers
- Equipment such as ladders needed for safe access and egress
- Personal protective equipment
- Rescue and emergency equipment

Attendant

- An attendant must be posted outside the confined space at all times anyone is inside.
- Maintain an accurate count of entrants during entry.
- Recognize potential permit space hazards.
- Monitor activities inside and outside the permit space.
- Maintain communication with entrants.
- Order entrants to evacuate the permit space when:
    - He observes a condition not allowed in the entry permit.
    - He detects behavioral effects of hazard exposure.
    - He detects a situation outside the space which could endanger the entrants.
    - He detects an uncontrolled hazard within the permit space.
    - He must leave the work station.
- Summon rescue and other emergency services, in necessary, when entrants need to escape.
- Prevent unauthorized persons from entering the confined space.
- Never enter the confined space to attempt rescue.
- Properly use any rescue equipment provided and perform any other assigned rescue and emergency duties, without entering the confined space.

Person in charge of or authorizing entry

- Determine that the entry permit contains the requisite information before authorizing or allowing entry.
- Determine at appropriate intervals that entry operations remain consistent with the entry permit, and that acceptable entry conditions are present.
- Cancel the entry authorization and terminate entry whenever acceptable conditions are not present.
- Assure that permit space is closed off and cancel permit when work is complete.

Rescue Team

- If company personnel are used for rescue they must be trained to use personnel protective and rescue equipment.

- Company personnel used to rescue shall practice making permit space rescues at least once every 12 months. The practice must simulate anticipated types of permit spaces from which rescue are to be performed.

Training

All employees involved in permit required confined space work shall have received training on the requirements of this program and training appropriate to their assigned position prior to assignment.

Additional training shall be provided whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.

The supervisor in charge shall certify each employee's name, the signature or initials of the trainers, and the dates of training.

CONSTRUCTION FALL PROTECTION

Maintenance personnel are often faced with repairs and service of roof-mounted or unguarded platform-mounted equipment. All fall protection requirements stated in this document are required for maintenance personnel, including the specified training and the use and care of equipment. In lieu of using personal fall-arrest systems, other systems are available for the protection of workers, at the discretion of the Competent Person, including temporary guardrails, safety nets, fall restraints, warning line systems, controlled access zones, and fall protection plans. A locking snap hook is the only acceptable type of hook for personal fall arrest systems.

OSHA regulations require guardrails to be 42 inches high, with a mid-rail at 21 inches, a toe board that extends 4 inches above the walking surface.

Guardrails must be installed when there is a drop in elevation of 6' or greater and withstand a side force of 200 lbs.

Fall protection is required whenever work takes place six feet or more above the ground.

1. **Procedure for Pre-use Inspection of Fall Protection Equipment**

Step 1: Inspect the labels to verify that they are present and legible. Check to be sure a Formal Inspection has been performed within 6 months. This can be indicated by colored tape on the item or inspection labels indicating the date inspected or date due. If the Formal Inspection has not been performed within 6 months or if any labels are missing or illegible, remove the equipment from use and mark it as "UNUSABLE" until a formal inspection is performed by a Competent Person.

Step 2: Prior to each use, users must inspect their own fall protection equipment for damage, wear, and other defects. **:** Inspect all webbing and stitching for cuts, fraying, pulled or broken threads, abrasion, excessive wear, altered or missing straps, burns, and heat or chemical exposures.

CAUTION: Only the manufacturing company or parties with written authorization from the manufacturer may make repairs to the equipment.

Step 3: Inspect all metallic parts (e.g., D-rings, oval rings, buckles, adjusters, and grommets) for deformation, fractures, cracks, corrosion, deep pitting, burrs, sharp edges, cuts, deep nicks, missing or loose parts, improper function, and evidence of excessive heat or chemical exposure.

Step 4: Inspect all plastic parts (e.g., strap collars, labels, tool belt support clips) for cut, broken, excessively worn, missing, and loose parts. Inspect for evidence of burns and excessive heat or chemical exposures.

Step 5: Inspect each component and subsystem of the complete system in accordance with the associated manufacturer's instructions.

JB Holland Construction, Inc.
Heavy Equipment/Mobile Equipment Safety Policy

Introduction

JB Holland Construction, Inc. recognizes the hazards associated with the operation of heavy equipment/mobile equipment. This policy has been developed to establish guidelines to eliminate injuries or fatalities related to this type of equipment.

Scope

This policy applies to all free moving mobile equipment that may be propelled by gasoline, propane, diesel or electricity. Only competent personnel may operate heavy equipment/mobile equipments. An individual's competency must be demonstrated by successful completion of the training and evaluation process specified in this policy. This policy establishes requirements to work in or around all types of mobile equipment.
All employees are required to comply with the procedures outlined in this document.

Definitions

- **Competent Person –** Person who by possession of a recognized degree in an applicable field or a certificate of professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter and work.

- **Free Moving Mobile Equipment –** Operator controlled mobile equipment not constrained by Fixed Rails and can include but not limited to Articulated Trucks, Skid Loaders, Bull Dozers, Scrapers, Excavators, Tractors and Backhoes.

- **Mobile Equipment –** Free moving equipment propelled/powered by gasoline, propane, natural gas, diesel or electricity used to haul, transport, excavate, move, maneuver, or hoist materials, equipment, products or personnel.

- **Pre-use Inspection –** A through walk around inspection of a piece of mobile equipment must be performed before climbing in and operating any piece of equipment.

Responsibilities

Management will:

- Ensure that this policy and all department rules in the equipment training procedure are followed.
- Ensure a Competent Person is available for heavy equipment/mobile equipment training.

Responsibilities(cont'd):

- Provide a resource for training the operators of heavy equipment/mobile equipment that is needed to operate all equipment safely.

Foreman will:

- Enforce this policy and all departmental rules in the equipment training procedures.
- Identify and provide the appropriate training for the Competent Person to conduct heavy equipment/mobile equipment training.
- Ensure that operators of heavy equipment/mobile equipments are trained, evaluated, observed and given skills needed to operate the equipment safely.
- Document random observations and on the spot corrections or department refresher training.
- Enforce these safety procedures and rules as related to heavy equipment/mobile equipment such as but not limited to seatbelt use.

Employees will:

- Perform pre-shift inspections prior to start of work for respective equipment.
- Report any pre-shift inspection deficiencies with equipment to their immediate supervisor for maintenance or further action prior to operation of the equipment.
- Obey traffic signs and signals and audible or visual warning devices.
- Follow this policy and other safety rules pertaining to the pre-shift inspection of, operation and routine maintenance of heavy equipment/ mobile equipments.

Foreman & Mentor will:

- Train and evaluate equipment operators in classroom, hands-on training process and refreshers.
- Be knowledgeable and experienced in the particular equipment operation and how-to train.
- Document evaluations and training.

Safety Director will:

- Provide assistance for compliance with the policy to requesting individual departments/agencies.

General Operating Requirements

- The location shall determine the vehicle speed limit and post the information.
- All incidents involving mobile equipment shall be formally investigated following JB Holland's Incident Guidelines.
- Equipment operators are responsible for keeping the equipment under control at all times.
- All equipment operators must obey traffic signs and signals, and audible or visual warning devices.
- Alteration or modification of equipment is not permitted without prior written consent of the manufacturer and location management.
- When parking equipment, the operator must not block fire aisles, access to stairs, storage, fire equipment, or other emergency response areas or equipment.
- Stunt driving and horseplay are strictly forbidden.
- All equipment rated capacities shall not be exceeded.
- Equipment operators shall perform a pre-shift inspection on all equipment using the appropriate form in the Attachments.
- Any deficiencies found in the pre-shift inspections shall be reported.
- The right of way must be yielded to emergency vehicles.
- Riders are not permitted except for the operator unless approved by location management.
- Operators must keep both hands free such as not eating, reading and drinking while operating.
- More specific procedures and rules in Equipment Operator's Training for heavy equipment/mobile equipments must be followed.

Free Moving Equipment or Vehicles

- If governors are in use and are set to a specific speed, they must not be removed or altered in any way.
- Equipment operators must maintain a safe following distance from other equipment or vehicles (three truck lengths or three seconds).
- For intersections with obstructed views, the equipment operator is responsible to slow down, sound the horn and use fixed convex mirrors, where provided to check for cross-traffic.
- Equipment operators must stay within the floor markings and out of the pedestrian lanes.
- Seatbelts must be worn at all times.
- Excess counter-weighting is forbidden.
- Unstable or unsafely arranged loads shall not be picked up and restacked, banded,

Free Moving Equipment or Vehicles (cont'd)

- Unstable or unsafely arranged loads shall not be picked up and restacked, banded, taped, or shrink-wrapped.
- Transfer loads from broken pallets or containers to sound ones before picking them up and promptly remove these same pallets or containers to void their future use.
- Proper attachments must be used for the respective equipment.
- Be aware of bystanders and pedestrians that may be in the target zone of an unstable load.
- Level the top of the forks and do not lift with only one fork.
- Traveling surfaces must be able to support the weight of the equipment and the load.
- Railroad tracks and similar edges shall be crossed at a 45-degree angle, where possible.
- When parking near railroad tracks, equipment operators must park no closer than 25 feet from the center of the railroad tracks.
- Equipment operators must avoid running over loose materials, uneven or soft surfaces and slippery areas including oils slicks. The equipment operator must report and help correct these situations.
- Equipment operators shall slow down for the conditions including wet or slippery floors and weather factors.
- Equipment operators shall avoid running on ice and snow, where possible.
- All free moving mobile equipment shall have back-up alarms.
- Back-up alarms and lighting must be inspected during the pre-shift inspections and any deficiencies corrected.

JB Holland Construction, Inc.

Safe Excavation and Trenching

Purpose

This policy establishes the responsibilities of JB Holland Construction, its managers/supervisors and its employees in maintaining a safe and productive working environment. It is in place to ensure that all parties closely follow Occupational Safety and Health Administration (OSHA) guidelines and to reduce the number of preventable on-the-job injuries.

Scope

Safety while excavating or trenching is everyone's responsibility. Therefore, this policy applies to all JB Holland Construction employees whether they are on the work site daily or occasionally in the capacity of worker, supervisor or safety manager.

Applicability

This policy applies whenever any excavations are made. This includes the following:

- A trench, or a narrow excavation made below the surface of the ground where the depth is greater than the width, but where the width does not exceed 15 feet
- A general excavation, which is any man-made cut, cavity, trench or depression in the earth's surface formed by earth removal, including anything from cellars to highways

Responsibilities

The following responsibilities apply to various levels within the company.

Senior management will do the following:

- Require the full application and integration of this policy into daily operations, as applicable, in all areas of responsibility and with all direct reports
- Assess managers and supervisors in their ability to apply this policy

The designated safety administrator will do the following:

- Administer all aspects of this policy
- Coordinate training for affected employees
- Provide necessary technical assistance to managers and supervisors
- Maintain and update the written program as required
- Periodically assess the effectiveness of this program and its on-site implementation

Managers and supervisors will do the following:

- Know how this policy applies to those employees under their direct control
- Integrate and enforce this policy's provisions in their areas of responsibility
- Help coordinate training for affected employees
- Provide coaching and corrective action when employees' actions violate this policy

All affected employees will do the following:

- Do their best to integrate the safety practices presented in this policy in their daily activity on site
- Follow all training, instructions and directives relative to this policy
- Seek clarification whenever there are questions concerning the application of this policy in daily operations

SITE INSPECTION

The fatality rate for excavation and trenching work is 112 percent higher than the rate for general construction. Therefore, it is crucial that the work site be inspected for safety not only before digging for the first time, but also before work begins on the site every day, as needed throughout the course of the workday, following rainstorms or following any other hazard-increasing event. The designated inspector at JB Holland Construction will be a competent person who demonstrates the following:

- Training, experience and knowledge of soil analysis, use of protective systems, all the requirements of 29 CFR 1926, subpart P and any other pertinent OSHA regulations
- The ability to detect conditions that could result in cave ins, failures of protective systems and hazardous atmospheres
- The authority to take prompt corrective measures to eliminate existing and predictable hazards
- The authority and ability to stop work when required

Pre-job Inspection

Before preparing a bid, carefully evaluate the following:

- Area traffic flow
- The water table
- Soil conditions
- Surface and groundwater conditions
- Proximity of structures and their condition
- Location of overhead and underground utilities, including sewer, telephone, fuel, electric and water

Pre-Work Inspection

Do the following before excavation begins:

- Remove, protect, clearly mark and properly support exposed utility installations
- Provide properly marked, highly visible vests to any employees exposed to vehicle traffic
- Remove, neutralize or properly mark potentially hazardous surface obstacles
- Ensure all employees are properly trained on the equipment they will be using on-site
- Debrief employees on the emergency response system in place in the event of an accident

On-the-Job Inspection

Do the following before work each day, periodically during the day and after a heavy rain or other potentially hazardous conditions:

- Evaluate all soil conditions
- Inspect excavations and adjacent areas for possible cave-ins, failures of protective systems/equipment and hazardous atmospheres
- Remove any employees from the area if you detect a hazardous situation
- Make sure everyone on the site is wearing the proper personal protective equipment (PPE)

GENERAL SITE SAFETY

Supervisor/Manager Duties

Those in the management, supervisor or designated safety person responsibilities will be depended upon to do the following:

- Provide safe access into and out of the excavation site
- Ensure adequate ventilation or respiratory protection is available in the event of hazardous fumes
- Ensure appropriate protections are available if water accumulation is a problem or becomes a problem on the site during the course of the workday
- Keep excavation site open the minimum amount of time needed to complete operations
- Ensure all materials and equipment are free from damage or defect
- Make sure employees are using materials and equipment in the way the manufacturer intended
- Maintain at least one copy of the design at the jobsite during construction of the protective system
- Attend lifelines at all times when employees enter bell-bottom pier holes, deep confined spaces or other hazardous conditions

Employee Duties

- Wear all PPE correctly
- Use all equipment and materials only in the way intended by the manufacturer
- Do not work in excavations where there is accumulated water unless you feel your supervisor has taken adequate steps to protect you from the dangers posed by water accumulation
- If you are in doubt of the air quality, have it tested and wear the proper PPE
- Use guardrails when crossing walkways or bridges over the excavation site
- Do not enter a confined space unless you are trained to do so

Competent Person Duties

The competent person is responsible for the following activities:

- Pre-inspect the job site
- Must do soil testing as required by OSHA. Visual tests must be conduct to determine if the soil is cohesive or granular. At least one mechanical test must be done. Soil Tests include the following:
- Thumb Penetration Test – see how far you can penetrate your thumb into a large clump.
  - Type “A” – ½ thumbnail
  - Type “B” – Full thumbnail
  - Type “C” – To knuckle
- Pocket Penetrometer – Insert the penetrometer into the soil sample up to marker ring.
- Plasticity Thread Test – Roll soil into a 1/8” diameter thread. Hold vertically from one end. If you can hold a thread of more than 2”, the soil is cohesive.
- Ball Test – Roll a wet sample of soil into a ball. If the ball is firm and stable, the soil is cohesive. If the ball falls apart with handling, the soil is granular.

Dry Sample Test

Strong Cohesive – A large dry sample breaks up only with force.

Weak Cohesive – A large sample breaks easily into smaller clumps you cannot crush.

Granular – Clumps crush easily into particles.

- Water Sediment Test – Remove all rocks or large particles. Place soil on a glass jar full of water. Shake until all particles are suspended. Silt will settle in about 60 seconds. Clay may take an hour. Estimate percentage of Clay, Silt, and Sand.

- Determine soil condition and type – Soil Classifications:

Stable Rock

- Type A Soils – have an unconfined compressive strength of greater than 1.5 tons/sq. ft. They are generally strong cohesive soils, stiff clays, cohesive sands & gravels. There are no fissures or cracks and the soil is not saturated.

- Type B Soils – have an unconfined compressive strength of 0.5- 1.5 tons/sq. They are weaker cohesive soils, medium stiff clays, fractured or unstable rock, clayed sands or clayey silt. They may have fissures or cracks, not saturated.

- Type C Soils – have an unconfined compressive strength of less than 0.5 tons/sq. They are cohesion less sands, cohesion less fills, gravel, silty granular soils. The soil may be saturated.

Inspections shall be made by the competent person and should be documented. The following guide specifies the frequency and conditions requiring inspections:

- Daily and before the start of each shift;
- As dictated by the work being done in the trench;
- After every rainstorm; water in the bottom of an excavation may create an unsafe situation.
- After other events that could increase hazards, e.g. snowstorm, windstorm, thaw, earthquake, etc.
- When fissures, tension cracks, sloughing, undercutting, water seepage, bulging at the bottom, or other similar conditions occur;
- When there is a change in the size, location, or placement of the spoil pile; and
- When there is any indication of change or movement in adjacent structures.

- Determine the protective systems. Systems to be considered include sloping benching, shoring and shields.
- Assure proper access & egress
- Monitor environmental conditions
- Inspect & provide employee safety

SPOIL PILE SAFETY

- The weight of the spoils at your site can cause a cave-in or can roll back on top of workers, especially if placed in an unsafe area. To avoid hazards,

- Set spoils and equipment at least 2 feet back from the excavation

- Use a trench box or other retaining device to prevent equipment and spoils from falling back into the site

- If the site does not allow a 2-foot setback, arrange for spoils to be temporarily hauled to another location

ENTRY/EXIT SAFETY

In some cases, your survival in an accident may depend on how fast you can exit the site. Supervisors and managers are responsible for the following items, but employees also have the responsibility to immediately notify management if the access conditions are unsafe:

- Stairways, ladders or ramps should exist in all trenches that are 4 feet deep or more

- Workers should always be within 25 lateral feet of a means of exit

- Two or more components of a ramp or runway must be connected to prevent displacement and must be of uniform thickness

- Components of a ramp or runway must be connected by cleats that are attached in a way that does not cause tripping
- Structural ramps must have a non-slip surface, and employees should have proper footwear to prevent slipping on ramps
- Earthen ramps may only be used as an exit if a worker can walk on them in an upright position and if they have been evaluated by a competent person

PROTECTIVE SUPPORT SAFETY

- All deep excavations must be protected by a system designed by a registered, professional engineer
- Before any sloping, benching or support system is selected, the soil will be evaluated and classified by a professional
- Shoring, bracing or underpinning will be used to ensure the stability of nearby structures, like buildings, walls, sidewalks or pavement
- There will be no excavating below the level of the base of any foundation or retaining wall unless there is an adequate support system
- Excavating under sidewalk and pavement is prohibited unless there is an appropriate support system present
- For the protection of employees, support system members will be securely connected, safely and properly installed and never overloaded with excess weight
- After work is complete, the excavation must be backfilled as the protective system is dismantled
- After the excavation has been cleared, workers will remove the protective system from the bottom up

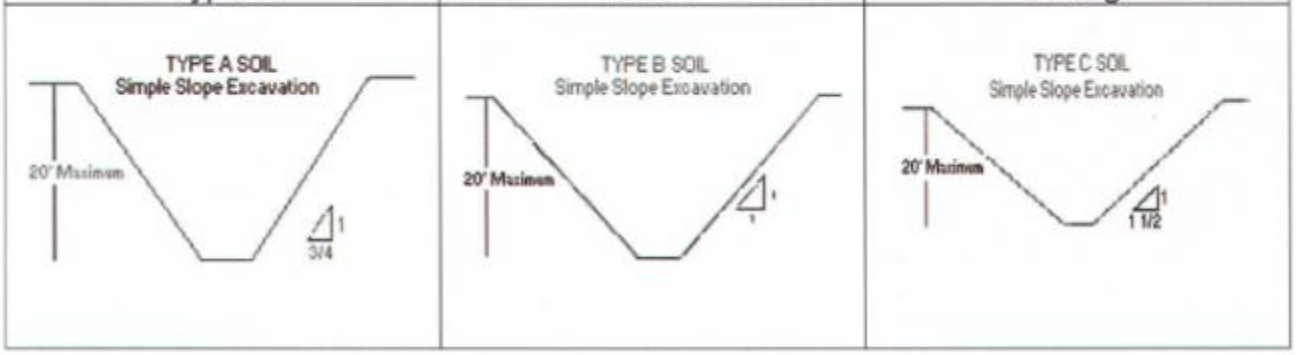
Protective Systems

- Protective systems must be used any time an excavation exceeds 5 feet in depth or in shallower excavations where there is a possibility of a cave in. Systems that can be used include:

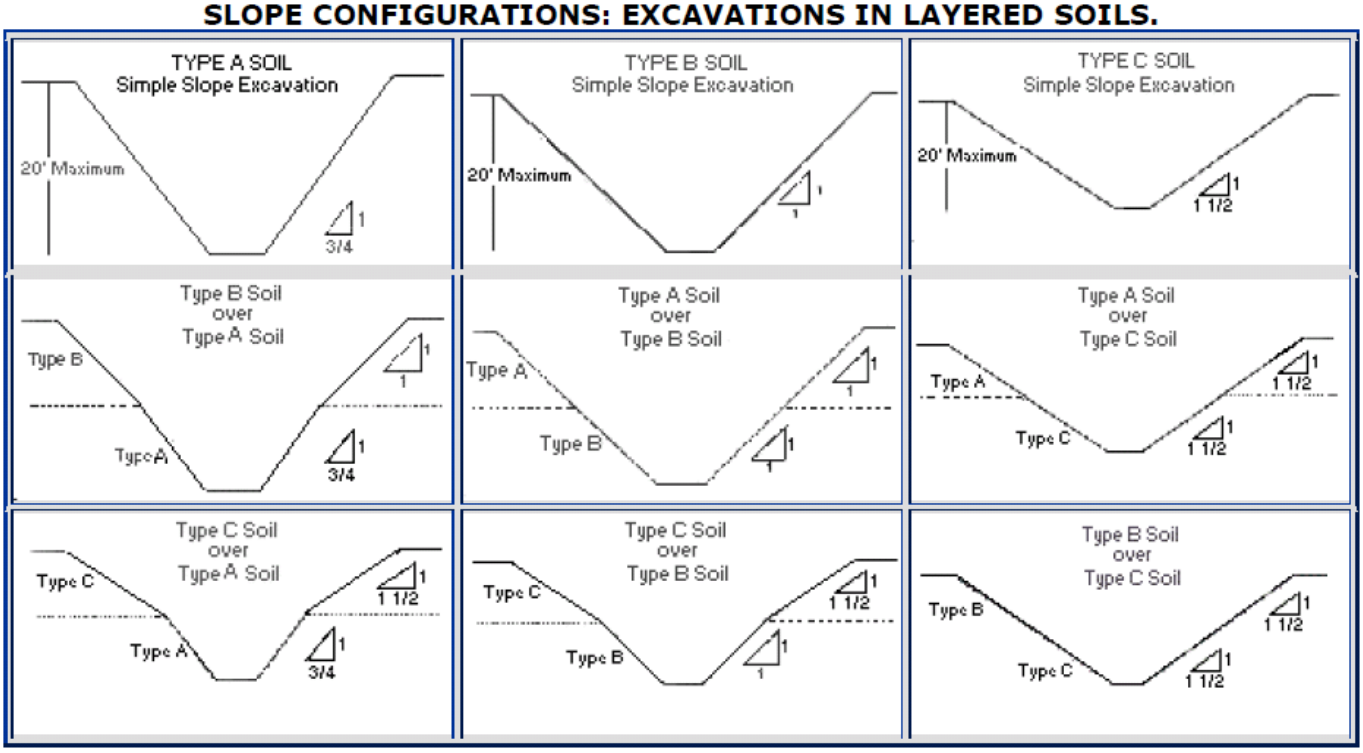
Sloping or Benching

- Sloping and Benching require removal of earth from the edge of the excavation at an angle such that there is insufficient pressure on the edge to the soil to cause the top or edges to collapse. Benching can be very useful in cohesive soils. Benching is usually easier for an operator to excavate. The following sloping angles must be utilized:

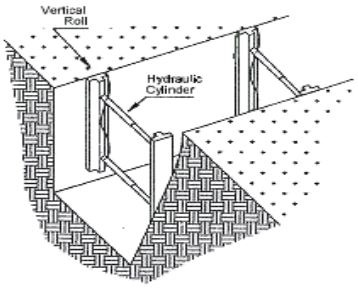
Soil Type	Height/Depth ratio	Slope Angle
Stable Rock	Vertical	90 deg.
Type A	¾ : 1	53 deg.
Type B	1 : 1	45 deg.
Type C	1½ : 1	34 deg.



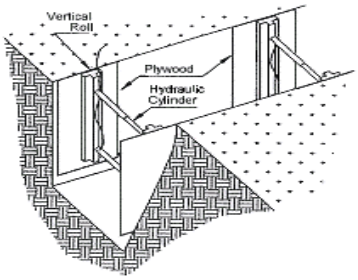
SLOPE CONFIGURATIONS: EXCAVATIONS IN LAYERED SOILS.



Shoring is the provision of a support system for trench faces used to prevent movement of soil, underground utilities and roadways. Shoring or shielding is used when the location or depth of the cut makes sloping back to the maximum allowable slope impractical. Shielding involves the use of protective “boxes” that can be placed in the excavations to prevent earth from falling on workers inside it.



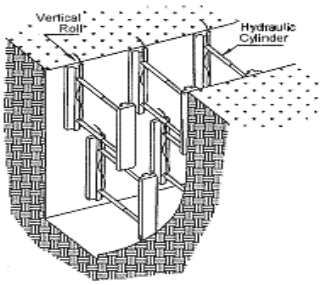
Vertical Aluminum Hydraulic Shoring
(Spot Bracing)



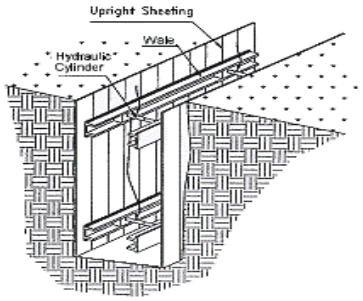
Vertical Aluminum Hydraulic Shoring
(With Plywood)

SHORING VARIATIONS:

TYPICAL ALUMINUM HYDRAULIC SHORING INSTALLATIONS



Vertical Aluminum Hydraulic Shoring
(Stacked)



Aluminum Hydraulic Shoring Waler System
(Typical)

Trench Shields or Boxes

- Temporary spoils (earth removed from the excavation or slope/bench) must be placed no closer than 2 ft. (0.61m) from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. A permanent spoil should be placed at some distance from the excavation.

Access and Egress (1926.651(c))

- Access and egress is required in excavations over 4 feet deep. Workers must be able to walk out without use of hands. Access/aggress must be provided with less than 25 feet of travel or every 50 feet.

MATERIAL AND EQUIPMENT SAFETY

- Keep all materials/equipment that might fall or roll into the site at least two feet from the edge, use retaining devices, or do both
- Know ’s warning system for alerting equipment operators of the edge of an excavation
- Always load buckets or hoppers down grade to increase the speed of operation, lessen the wear and reduce the need for a push tractor
- Never use an elevating part of a vehicle or machine as a man-lift unless it is specifically designed for that purpose
- If materials or equipment become damaged during operation, alert a supervisor or manager immediately
- Only use equipment in a way that the manufacturer intended and that reduces or eliminates hazards
- Stand as far away as you can from equipment being loaded or unloaded
- Do not carry extra passengers in vehicles or equipment that is not designed to carry more than one person
- Check all vehicles at the beginning of each shift and ensure proper order of the service brakes, parking system, brakes, tires, horn, steering mechanism, coupling devices, seat belts, operating controls and all safety devices
- Use the three-point climbing system when mounting or dismounting equipment
- Only operate vehicles and equipment near excavations when the ground conditions are safe and stable
- You may not stand or pass under the elevated portion of any equipment, regardless of whether it is loaded or empty
- Do not drive equipment up to a person standing in front of an excavation or a fixed object
- When not in use, equipment and vehicles must be fully lowered, neutralized, shut off and wheels must be blocked
- Do not handle unstable or unsafely arranged loads
- Do not handle loads greater than the equipment’s capacity
- Before moving, secure the load as best as possible within the bucket or hopper
- Do not move the machine, vehicle or equipment you are using unless you are aware of all ground workers’ positions around you

FALL SAFETY

- Use scaling to remove loose rock/soil, and make sure protective barricades are present to protect you from falling rock, soil or other materials
- prohibits employees from working on faces of sloped or benched excavations at levels above other employees unless the lower-level employees are properly protected from falling, rolling or sliding material and from all other equipment hazards
- Do not work under loads handled by lifting or digging equipment – you could get struck or buried by material
- Always be aware that a trench can fail – look out for tension cracks, sliding, toppling or bulging
- Do not cross a trench unless there is a safe pedestrian walkway/bridge or designated vehicle crossing area under the supervision of a safety manager

Employee Acknowledgment

At JB Holland Construction, the safety of our employees is our greatest concern. We want you to feel confident in your security while you are on the job site, which is why we established this Safe Excavation and Trenching Policy.

All employees are expected to understand and actively participate in these safety procedures, guidelines and requirements. JB Holland Construction encourages its employees to take a proactive approach in identifying potential problems or violations by promptly reporting them to their supervisor.

Prior to working on any job site, each employee is expected to have read the entire Safe Excavation and Trenching Policy, which includes the following:

- Site Inspection
- General Site Safety
- Spoil Pile Safety
- Entry/Exit Safety
- Protective Support Safety
- Material and Equipment Safety
- Fall Safety

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the JB Holland Construction Safe Excavation and Trenching Policy.

I have read and understand JB Holland Construction's Safe Excavation and Trenching Policy, and I understand the requirements and expectations of me as an employee. I will do everything within my power to keep myself and my co-workers away from hazards while excavating and trenching because I know site safety is everyone's responsibility.

Employee signature Date

JB Holland Construction, Inc.
Fatigue Management Policy

JB Holland is committed to providing and maintaining safe environment for all its employees & subcontractors.

The purpose of this policy is to establish the requirements for managing fatigue. It is intended that this policy will reduce the risk of fatigue-related injuries and incidents in the workplace.

JB Holland's operations are usually outside ordinary working hours. Activities such as working long days, night shift and driving to jobsites in the early morning. These working arrangements may contribute to fatigue if not managed appropriately.

It is normal to feel tired after prolonged mental or physical effort at work. Fatigue, however, is more than just feeling tired. JB Holland defines fatigue as an acute and ongoing state of tiredness that leads to mental and/or physical exhaustion and prevents people from functioning within normal boundaries. Fatigue can accumulate over time, and may be caused by:

- work-related factors such as; length of time worked, inadequate rest breaks and/or sleep, harsh environmental conditions
- lifestyle factors such as; poor quality of sleep, family responsibilities, social life, commuting time to and from work
- a combination of both.

While not everyone responds to fatigue in the same way, fatigue can cause reduced concentration, impaired coordination, compromised judgement and slower reaction times, which ultimately increase the risk of incidents and injuries.

To manage ergonomic stressors properly, it is important to remember not only that the work area should fit the worker, but also that workers must be trained to set up the adjustable equipment correctly. Adjustable features should be easy to use or they may be ignored. Some items include adjusting mirrors, steering wheels, backrest and lumbar support. Mechanics can use less vibratory tools, use air tools instead of tools that cause repetitive motion and give suggestions for ergonomic job improvements.

RESPONSIBILITIES

All employees of JB Holland Company have a responsibility to ensure that fatigue does not affect the safety, health and well-being of themselves and others.

Managers and supervisors are responsible for:

• Providing initial fatigue management training at new hire orientation and the annual wellness meeting, toolbox talks and /or safety meetings that involve training about risks to health, safety or welfare of workers involved with shift work, extended hours and long driving periods.

• Analyzing and evaluate work task periodically and will make any necessary changes to equipment, training or procedures based on the evaluation to control fatigue.

• Ensuring systems of work that minimize the risk of fatigue—for example, reasonable rosters, reasonable overtime practices and adequate recuperation between shifts.

• Providing opportunities for workers to obtain adequate rest from work to control fatigue and increase mental fitness.

• Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.

• Consulting with workers when introducing shift work or new rostering systems.

• Ensuring workers performing shift work are properly supervised and that tasks are undertaken safely.

• Referring workers with non-work fatigue related issues to the EAP.

Workers are responsible for:

• Participating in fatigue education and training to gain an understanding of fatigue management processes.

• Using time off from work to recuperate to be fit and able for the next shift.

• Any employee, who is using a prescribed medication that might impair their ability to perform his or her job, or might create a safety hazard, shall discuss the matter with management.

• Avoiding behaviors and practices that contribute to fatigue and which could place themselves and others at risk—for example, secondary employment or not using time off work to recuperate.

• Recognizing signs of fatigue that could place the health, safety and well-being of themselves or others at risk and reporting this to their manager or supervisor.

RESULTS OF BREACHES OF POLICY

Breaches of this policy and/or any of its associated procedures may result in disciplinary action being initiated in accordance with JB Holland Construction Disciplinary Policy.

JB Holland Construction, Inc.
Fit For Duty Policy

It is JB Holland's desire to provide a drug-free, healthy and safe workplace. To achieve this goal, employees are required to report to work fit to perform their jobs in a satisfactory manner. JB Holland requires all employees to pass a pre-employment fit test and drug test administrated by Winneshiek Medical Center, Decorah, Iowa. As well as periodically random drug and alcohol test and post accident testing.

If an employee is observed by management to be possibly unfit for duty, they will be immediately relieved from their duties. If needed, medical care will be obtained whenever there is a question of acute illness or impairment that threatens the safety of the employee or others.

It is also the employee's responsibility for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely.

While on JB Holland premises and while conducting business-related activities off-site, no employee may use, possess, distribute, sell or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or illegal drug. Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in the substance abuse treatment program.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and safely in a manner, that does not endanger clients or other individuals in the workplace. Any employee, who is using a prescribed medication that might impair their ability to perform his or her job, or might create a safety hazard, shall discuss the matter with management.

If it is determined through physician consultation that the individual is unable to perform the essential functions of his or her job without impairment caused by the medication or the underlying condition, the employee will be directed not to work or put in a non-safety role until able to fully perform the essential functions of their job. Employees with medical conditions are urged to work collaboratively with their supervisors to consider all reasonable accommodation options in order to continue to work.

It is each employee's responsibility to seek assistance from a professional prior to reaching a point where such employee's judgment, task performance or workplace behavior is negatively affected.

JB Holland Construction, Inc.
Fire Extinguisher Policy

Upon hiring and each year thereafter, each employee shall complete a basic fire extinguisher use class. These classes are designed to provide the employee with the training necessary to decide if a portable fire extinguisher is appropriate for the situation, or if evacuating the building and notifying the proper authority is the best decision.

Not all fires are the same. Different fuels create different fires and require different types of fire extinguisher agents. Fire is broken down into four major categories:

Class A fires are fires in ordinary combustibles such as wood, paper, cloth, trash, and plastics.

Class B fires are fires in flammable liquids such as gasoline, petroleum oil, paint, propane and butane

Class C fires are fires involving energized electrical equipment such as motors, transformers, and appliances.

Class D fires are fires in combustible metals such as potassium, sodium, aluminum and magnesium.

Class K fires are fires in cooking oils and greases such as animal fats and vegetable fats.

When it is time to use the extinguisher on a fire, Just remember to P.A.S.S.!

- **Pull** – Pull the pin
- **Aim**- Aim the nozzle or hose at the base of the fire from the recommended safe distance
- **Squeeze** - Squeeze the operating lever to discharge the fire extinguisher agent.
- **Sweep** - Starting at the recommended distance, Sweep the nozzle or hose from side to side until the fire is out. Move forward or around the fire area as the fire diminishes. Watch the area in case of re-ignition.

- Tampering with or removal of fire extinguishers from assigned locations are prohibited. *Each piece of equipment is required to have a fire extinguisher mounted inside of it.*
- Only trained people can use a fire extinguisher safely.

- Fire extinguishers must be inspected every month by employees and be inspected annually by a certified inspector.

MONTHLY FIRE EXTINGUISHER CHECKS

To ensure a properly-functioning fire extinguisher in the event of an emergency, extinguishers must be checked monthly by all JB Holland Employees.

When performing a monthly extinguisher check, look for:

►**Access and signage:** Verify that extinguishers are in their intended location and are not blocked or otherwise obstructed. Ensure that the extinguisher is easily visible and mounted correctly.

►**Pin and gauge**: Ensure that the plastic safety seal or tamper indicator has not been broken. Make sure that the pin is securely in place. If the extinguisher is equipped with a gauge, make sure it is in the operable position (green zone).

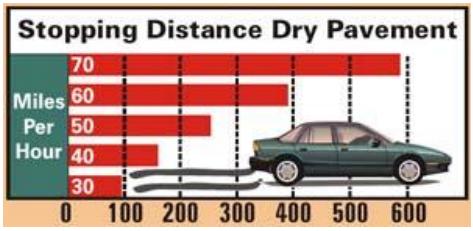
►**Physical Condition:** Verify that the fire extinguisher is full by "hefting", or lifting it off of its hook. Make sure there is no obvious physical damage to the body of the extinguisher or its hose or nozzle. Ensure the hose or nozzle is secured in place and is free of any obstructions that would affect its use. Powder in the nozzle indicates that the extinguisher has been discharged and must be replaced.

►**Inspection Tag**: Ensure that the extinguisher has a current annual inspection tag from an outside vendor. Initial and date the back of the inspection tag to indicate that a monthly check has been performed.

Report missing, faulty, or damaged fire extinguishers to the Safety Director immediately.

FLAGGER SAFETY

What Is the Main Hazard of Flagging?



Motorists kill about 20 flaggers each year.

Flagging can be dangerous

- High speed traffic
- Angry or aggressive drivers
- After seeing flagger, a motorist going 60 mph needs almost 400 feet to stop

How Can We Protect Ourselves?

Be visible and wear protective equipment.

Wear high visibility clothing

- Orange, yellow, or green vest , reflective vest

Wear other protective equipment

- Long-sleeved shirt and pants
- Hard hat
- Appropriate clothes for expected weather (rain gear, warm coat)

How Can We Protect Ourselves?

Stay alert and out of harm's way.

Keep your guard up

- Stand alone on shoulder in clear view, not in open traffic lane
- Plan an escape route for emergencies
- Stay in communication with other flaggers
- Stay alert, keep focused on work
- Make sure your hand signals don't conflict with traffic signals
- Treat motorists with respect and courtesy, don't pick fights or respond to anger, notify law enforcement when motorists do not obey flaggers

What Should Flaggers Avoid?

Flaggers must avoid dangerous behavior.

Flagging Don'ts:

- Don't stand where you can be crushed
- Don't stand in the shade, over the crest of a hill, or around a sharp curve
- Don't leave your position until properly relieved
- Don't stand near equipment
- Don't stand in a group
- Don't make unneeded conversation
- Don't read or daydream on duty
- Don't listen to music or use ear phones
- Don't turn your back to the traffic

JB HOLLAND CONSTRUCTION, INC.
HAND AND POWER TOOL POLICY

Reference Standard

Occupational Safety and Health Administration, Subpart P Hand and Portable Powered Tools including:

- 29 CFR 1910.242, Hand and Portable Powered Tools and Equipment, General;
- 29 CFR 1910.243, Guarding of Portable Powered Tools; and
- 29 CFR 1910.244, Other Portable Tools and Equipment.

Purpose

This procedure establishes minimum safety procedures for the selection, inspection and use of hand and portable power tools. This procedure applies to JB Holland Construction owned and issued tools as well as employee owned tools.

Scope

This procedure applies to all JB Holland Construction employees, contractors, vendors, and other individuals performing work on company property or visiting a work site.

Responsibilities

- Management is responsible for the development and periodic review of this program. Management is also responsible for appropriate employee training.
- Management and supervisors are responsible for enforcement of this program.
- Employees, Contractors and vendors must comply with all procedures outlined in this policy.

Definitions

Constant Pressure Switch: a mechanism that shuts off the power when the pressure is released.

GFCI (Ground Fault Circuit Interrupter): a fast-acting circuit breaker designed to shut off electric power and prevent a grounded current from establish an alternative path through an individual. The breaker compares the amount current going and coming from the equipment and circuit conductors. If the amounts going and coming are different, the breaker interrupts the current.

Lock mechanism: a mechanism that bypasses constant pressure controls enabling a tool to continue operation even when pressure is released.

Operator: person operating a power tool or an individual assisting a person operating a power tool.

Power Tools: tools with electric, explosive, hydraulic or pneumatic power sources.

PPE: personal protective equipment as defined by 29 CFR 1910 Subpart I, including clothing, helmets, goggles, and other garments or equipment designed to protect the body from injury, impact, and other job-related hazards.

Procedure

Prevention and Safety

- Operators must be trained and authorized to operate power tools;
- Operators must refrain from using power tools in an explosive or flammable environment;

- Operators must inspect and test all tools and their parts (including guards and safety mechanisms) before operation;
- Operators must avoid using equipment that has been damaged or modified in transit, storage, or otherwise;
- Operators must be satisfied, after inspection of the tool, that the tool is clean, that all moving parts will operate as designed, and that the tool is free of obstructions;
- Operators must inspect the work area for hazards before igniting or operating a power tool;
- Operators must take precautions to protect others from power tool usage hazards such as:
    - Using Caution Tape, Traffic Cones or other barricades to isolate the area;
    - Posting warning signs;
    - Erecting temporary barriers;
    - Holding pre-job conferences with personnel in the work area; and
    - Scheduling work for hours when others are not present in the work area.
- Operators must only use approved tools. To be OSHA approved, power tools must;
    - Be equipped with ignition and activation mechanisms that require manual and intentional operation;
    - Be equipped with a dual ignition mechanism, if applicable (consult OSHA regulations for details and exceptions);
    - Be equipped with guards to protect the operator against accidental contact with the tool;
    - Be equipped with guards to prevent ejection of the tool, of its parts or of debris during operation;
    - Be equipped with guards that automatically and instantly cover the tool when the tool is not in use, if applicable (consult OSHA regulations for detailed guard information on specific tools);
    - Be equipped with guards that must be set in place before operators can activate the tool, if applicable (consult OSHA regulations for detailed guard information on specific tools);
    - Be equipped with a constant pressure switch or a shutoff mechanism that deactivates the tool or automatically and instantly sets guards to cover the tool when the tool seems to not be performing its intended work;
    - Be designed so the location of the ignition and operation controls minimizes the possibility of accidental operation;
    - Be designed to allow for an easy examination of the tool to determine the presence of foreign objects (or matter) on the tool;
    - Be designed to allow for an easy examination of the tool and to determine the existence of damaged or otherwise altered tool components;
    - Be designed to display prominently and permanently any warnings or instructions operators must follow to ensure the safe ignition, operation, and deactivation of the tool; and
    - Be designed, if applicable, to allow operators to select the appropriate power level to accomplish the desired work without applying excessive force.

For convenience, some tools may operate with a lock mechanism to prevent an automatic shutoff, provided that such mechanism can be deactivated by a single motion of the finger(s) that turned it on. Consult OSHA regulations for detailed information on allowed lock mechanisms.

Training

- Operators must receive training before being assigned to jobs requiring the use of power tools;
- Operators must receive training when new or different tools are introduced into the facility;
- Operators must receive training when procedures for operating existing tools change;
- Operators and repair personnel must have access to instruction manuals; and
- Power tool owners must maintain updated instruction manuals for power tools.

Power Tool Operation

- All operators and assistants must wear PPE while using tools as required by working conditions.
- Operators must not load power tools far in advance. Operators should load power tools immediately before use.
- Operators must select the appropriate power level for the desired work. Operators must not use excessive force on very hard or brittle materials.
- Operators must install on the tools the guards and safety equipment recommended by the manufacturer.
- Operators must consider body placement when handling a tool. Operators must:
    - Never use hands or other body parts to support a work piece;
    - Keep body parts out of the path of the power tool and the debris created while operating the tool; or
    - Avoid using force that may cause them to fall or lose balance while operating the tool.
- When a tool becomes defective during use, the operator must cease to use it immediately, must follow the manufacturer's instructions to unload the tool, and must discontinue its use until the tool is satisfactorily repaired.

Specific Tool Requirements

- When using electric tools, operators must:
    - Keep cords out of aisles and traffic areas where they could be damaged by traffic and/or cause pedestrians to trip;
    - Keep cords away from heat sources and equipment that could cause mechanical damage;
    - Make sure the tool is plugged into a GFCI receptacle or extension cord equipped with a GFCI;
    - Make sure that their hands, the tools, and all cords are dry and kept away from wet environments; and
    - Make sure that cords are rated for the same amperage as the tool.
- When using pneumatic tools, operators must:
    - Be sure to use compressed air to power the tools instead of oxygen, nitrogen or other gasses;
    - Be sure that compressed air fittings are different and easily distinguished from other gas fittings available in the facility to prevent mistaking another gas for compressed air; and

    - Never direct compressed air to other chemicals (compressed air can act as an oxidizer and increase the burning rate of combustible and flammable liquids).
- When using internal combustion tools, operators must:
    - Operate the tool in areas with adequate ventilation;
    - Shut off and allow motors or engines to cool down prior to refueling; and
    - Store fuel in approved containers in a secure location, away from ignition sources or hazards that may trigger spills.
- When using a tools with a chuck, operators must:
    - Make sure the chuck is tight prior to use; and
    - Remove the chuck key from the chuck prior to use.
- When using a jack, operators must follow the specific instructions set out by OSHA regarding the usage of jacks. These instructions address the rating of the tool, the load worked on, and the prevention of slippage. Please consult OSHA regulations for detailed information. (see 29 CFR 1910.244(a))

Maintenance, Storage, and Repairs

- Operators must inspect repaired tools at regular intervals.
- Operators must store power tools in a location that protects the tools and their components from damage and other hazards.
- Operators must store power tools in a location that prevents theft or unauthorized personnel from gaining easy access to the tools.
- Operators may use compressed air for cleaning only if reduced to less than 30 psi and only while using effective guards and PPE.
- Authorized personnel must repair tools according to the manufacturer's specifications.

Prohibited Practices

- Never leave a loaded tool unattended, particularly in areas where it may be stolen or become accessible to unauthorized personnel.
- Never point or aim a tool toward another person.
- Never remove company tools from a worksite or from storage without proper authorization.
- Never modify or alter company tools without proper authorization.

HAZARD COMMUNICATION STANDARD / GLOBAL HARMONIZED SYSTEM

New changes to the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard are bringing the United States into alignment with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), further improving safety and health protections for America's workers. Building on the success of OSHA's current Hazard Communication Standard, the GHS is expected to prevent injuries and illnesses, save lives and improve trade conditions for chemical manufacturers.

The Hazard Communication Standard in 1983 gave the workers the 'right to know,' but the new Globally Harmonized System gives workers the 'right to understand.'

The new hazard communication standard still requires chemical manufacturers and importers to evaluate the chemicals they produce or import and provide hazard information to employers and workers by putting labels on containers and preparing safety data sheets. However, the old standard allowed chemical manufacturers and importers to convey hazard information on labels and material safety data sheets in whatever format they chose. The modified standard provides a single set of harmonized criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labeling and safety data sheets.

Benefits: The new standard covers over 43 million workers who produce or handle hazardous chemicals in more than five million workplaces across the country. The modification is expected to prevent over 500 workplace injuries and illnesses and 43 fatalities annually. Once fully implemented it will also:

- Improve the quality and consistency of hazard information in the workplace, making it safer for workers to do their jobs and easier for employers to stay competitive;
- Enhance worker comprehension of hazards, especially for low and limited-literacy workers, reduce confusion in the workplace, facilitate safety training, and result in safer handling and use of chemicals;
- Provide workers quicker and more efficient access to information on the safety data sheets;
- Result in cost savings to American businesses of more than $475 million in productivity improvements, fewer safety data sheet and label updates and simpler new hazard communication training: and
- Reduce trade barriers by harmonizing with systems around the world.

Rulemaking background: OSHA published a Notice of Proposed Rulemaking to update the Hazard Communication Standard in September 2009 and held public hearings in March 2010.

Major changes to the Hazard Communication Standard:

- **Hazard classification:** Chemical manufacturers and importers are required to determine the hazards of the chemicals they produce or import. Hazard classification under the new, updated standard provides specific criteria to address health and physical hazards as well as classification of chemical mixtures.
- **Labels:** Chemical manufacturers and importers must provide a label that includes a signal word, pictogram, hazard statement, and precautionary statement for each hazard class and category.
- **Safety Data Sheets:** The new format requires 16 specific sections, ensuring consistency in presentation of important protection information.
- **Information and training:** To facilitate understanding of the new system, the new standard requires that workers be trained by December 1, 2013 on the new label elements and safety data sheet format, in addition to the current training requirements.

HAZARD COMMUNICATION STANDARD / GLOBAL HARMONIZED SYSTEM

Changes from the Proposed to the Final Rule: OSHA reviewed the record and revised the Final Rule in response to the comments submitted. Major changes include:

- Maintaining the disclosure of exposure limits (Threshold Limit Values [TLVs]) established by the American Conference of Governmental Industrial
- Hygienists (ACGIH) and carcinogen status from nationally and internationally recognized lists of carcinogens on the safety data sheets;
- Clarification that the borders of pictograms must be red on the label;
- Flexibility regarding the required precautionary and hazard statements to allow label preparers to consolidate and/or eliminate inappropriate or redundant statements; and
- Longer deadlines for full implementation of the standard (see the chart below):

What you need to do and when:

- **Chemical users:** Continue to update safety data sheets when new ones become available, provide training on the new label elements and update hazard communication programs if new hazards are identified.
- **Chemical Producers:** Review hazard information for all chemicals produced or imported, classify chemicals according to the new classification criteria, and update labels and safety data sheets.

Effective Completion Date	Requirement(s)	Who
December 1, 2013	Train employees on the new label elements and SDS format.	Employers
June 1, 2015* December 1, 2015	Comply with all modified provisions of this final rule, except: Distributors may ship products labeled by manufacturers under the old system until December 1, 2015.	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period	Comply with either 29 CFR 1910.1200 (this final standard), or the current standard, or both.	All chemical manufacturers, importers, distributors and employers

* This date coincides with the European Union implementation date for classification of mixtures.

HAZARD COMMUNICATION STANDARD / GLOBAL HARMONIZED SYSTEM

The information required on the safety data sheet (SDS) will remain essentially the same as that in the current standard (HazCom 1994). HazCom 1994 indicates what information has to be included on an SDS, but does not specify a format for presentation or order of information. The revised Hazard Communication Standard (HazCom 2012) requires that the information on the SDS be presented using specific headings in a specified sequence.

The format of the 16-section SDS should include the following sections:

- Section 1. Identification
- Section 2. Hazard(s) identification
- Section 3. Composition/information on ingredients
- Section 4. First-Aid measures
- Section 5. Fire-fighting measures
- Section 6. Accidental release measures
- Section 7. Handling and storage
- Section 8. Exposure controls/personal protection
- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological information
- Section 13. Disposal considerations
- Section 14. Transport information
- Section 15. Regulatory information
- Section 16. Other information, including date of preparation or last revision

Reference Standard

Occupational Safety and Health Administration (OSHA), Walking – Working Surfaces Subpart D, including:

- 29 CFR 1910.25 Portable Wood Ladders
- 29 CFR 1910.26 Portable Metal Ladders
- 29 CFR 1910.27 Fixed Ladders

Purpose

This procedure establishes minimum procedures for the selection, installation, maintenance and use of ladders.

Scope

This procedure applies to all JB Holland Construction employees, all contractors and vendors performing work on company property, and all other individuals who are visiting or have business with our company.

Responsibilities

- Management is responsible for the development and review of this program. Management is also responsible for appropriate employee training.
- Management and supervisors are responsible for enforcement of this program.
- Employees must comply with all procedures outlined in this policy.
- Contractors and vendors must comply with all procedures outlined in this policy.

Definitions

Cage: An enclosure that is fastened to the side rails of a fixed ladder or to the structure to encircle the climbing space for the safety of the climber. Often called a cage or basket guard.

Contractor: A non-company employee being paid to perform work in our facility.

Extension Ladder: A non-self-supporting portable ladder adjustable in length consisting of two or more sections traveling in guides or brackets arranged to permit length adjustment.

Fixed Ladder: A ladder that is permanently attached to a structure, building or equipment.

Ladder Safety Device: Any device, other than a cage or well, designed to eliminate or reduce the possibility of accidental falls and which may incorporate belts, harnesses, friction brakes and sliding attachments.

Landing Platform: A platform used to break the vertical length of a fixed ladder. Landing platforms must be equipped with hand rails and toe boards.

Nonconductive Ladder: A ladder made of fiberglass, wood or other nonconductive material.

Platform Ladder: A self-supporting ladder of fixed size with a platform at the working level.

Rungs: Steps on a ladder.

Side Rails: The sides of a ladder.

Stepladder: A self-supporting ladder, nonadjustable in length having flat steps and a hinged back.

Straight Ladder: Ladders that are used in a straight manner, single section ladders and extension ladders.

Trestle Ladder: A self-supporting portable ladder, nonadjustable in length hinged at the top.

Vendor: A non-company employee being paid to perform a service in our facility.

Well: A permanent, complete enclosure around a fixed ladder, which is attached to the walls of the well.

Procedure

Portable Ladders

Ladder Selection

- Our facility will not make ladders; only purchased ladders will be used.
- All ladders will be rated for industrial use and must meet OSHA/ANSI specifications.
- Parts used for ladder repair will be manufacturer supplied or approved direct replacement parts only.
- All ladders that could be used for electrical maintenance and installation or around electrical wires and equipment will be nonconductive.
- Stepladders will be 20 feet or less in height.
- Straight ladders will be 30 feet or less in length.
- Extension ladders will be 60 feet or less in length.
- Wood extension ladders will be two sections only.
- Ladders will have uniform step spacing; 12 inches or less.
- The minimum width between the side rails at the top of the ladder will be 11½ inches.
- Extension ladders will have the following minimum overlap between sections:

Ladder Length	Overlap Length
Up to 36 Feet	3 Feet
Over 36 Feet to 48 feet	4 Feet
Over 48 Feet	5 Feet

Inspection and Care

- All ladders will have a permanent storage location assigned.
- If ladders are stored vertically, they will be restrained by chains or other devices.
- If ladders are stored horizontally, support will be provided along the entire side rail to prevent damage and distortion.
- Storage locations will be dry and protect the ladders from damage.
- Metal and ladders will not be painted. If wood preservatives are used, they will be approved by the ladder manufacturer.
- Ladders will be inspected as follows:
- Monthly — Documented inspection (see Appendix A); and
- Before Use — Visual inspection performed by the ladder user prior to use.
- DAMAGED OR DEFECTIVE LADDERS WILL NOT BE USED. THEY WILL BE TAGGED AS DANGEROUS, DO NOT USE THE LADDER, TAKE IT OUT OF SERVICE.
- The only ladder repair that will be made in our facility will be a replacement in kind of a worn or broken part. Welded repairs, straightening, etc. will not be undertaken.
- Ladders that are deemed unsafe will be tagged and stored in a secure location pending repair. Ladders to be discarded will be cut up to prevent improper use by someone scavenging the ladder from trash.

Ladder Use

- Conductive ladders and wet wood ladders are not to be used for electrical work or around energized electrical equipment.

- Maintain at least 10 feet clearance from power lines.
- Ladders will not be used as stages, platforms, braces etc. or for any purpose other than a ladder.
- Any ladder that was dropped or exposed to fire or corrosive chemicals will be taken out of service until tested.
- Three-point contact (minimum of two feet and one hand in contact with the ladder) will be observed when climbing all ladders.
- Ladders must be placed against the top support at a 4:1 incline.
- The climber will face the ladder at all times.
- Ladders should not be set up in front of doors unless the door is locked, blocked or guarded. Ladders should not be set up where foot or vehicle traffic could accidentally upset the ladder: adequate warning devices should be used to alert others to the presence of the ladder.
- Load limits for ladders must not be exceeded. Bulky or heavy object will not be carried up the ladder, they will be hoisted.
- Ladders must be placed on secure footing; never on boxes, barrels or other unstable objects.
- Ladders should be tied-off at the top and bottom if power tools are being used or if other work is being conducted that could place undue stress on the ladder footing. When tying off the ladder, always attach rope to the siderails, not the rungs.
- Only one person on a ladder at one time (unless the ladder is designed for multiple persons).
- Step ladder rules include:
    - Do not lean the ladder against a wall or stationary object, it can only be used when fully opened;
    - The spreader must be fully open and secured; and
    - Never stand on the top step of a step ladder.
- Straight ladder rules include:
    - Lean the ladder against a secure point that supports both side rails;
    - When accessing a roof or platform the ladder must extend a minimum of three rungs above the roof or platform elevation; and
    - To achieve the proper work angle, set the ladder base one forth (1/4th) of the distance of the working height back from the vertical support.

Fixed Ladders

Installation

- Cages or wells will be provided for all ladders of more than 20 feet.
- The maximum unbroken length of a fixed ladder is 30 feet.
- Landing platforms are required for each 30 feet of ladder height or fraction thereof. If a ladder cage and/or ladder safety device is not provided, landings must be provided for each 30 feet (except on chimneys).
- Landing platforms will be equipped with standard guard rails and toe boards and be a minimum of 24 inches wide by 30 inches long.

Inspection

Fixed industrial ladders, cage and platform systems will be inspected at least monthly (see Appendix B). Any questionable observation will result in the ladder being taken out of service until a qualified engineering professional can evaluate the equipment. Additionally, personnel who use the ladder must visually inspect it before each use.

Ladder Safety Devices

- Ladder safety devices may be used. If a ladder safety device is used, no cage or landing platform protection is required.
- Ladder safety devices will be inspected prior to each use and formally inspected on the schedule recommended by the manufacturer.
- Personnel designated to use ladder safety devices will be trained at least annually in proper operation, inspection and emergency procedures.

Training

- All personnel who work with ladders will be trained prior to use.
- At a minimum, retraining will be provided whenever observations indicate that safe use rules are not being followed.

Training Outline

- Ladder storage;
- Inspection;
- Safe transport of ladders;
- Ladder set-up and importance of stable and even ladder footing;
- Barricading the work area;
- Electrical safety issues;
    - Never use metal ladders for electrical work or around electrical equipment; and
    - Maintain at least 10 feet of clearance from electrical lines.
- Three-point contact, safe climbing; and
- Specific safety issues outlined above.

Portable Ladder
Monthly Inspection

Inspector: _____ Ladder: _____

Date: _____

✓Check Pass **X** Fail **NA** = Not Applicable

INSPECTION ITEM	**PASS**	**FAIL**	**NA**
1. Side rails undamaged			
2. Rungs undamaged			
3. Ladder joints are tight			
4. Rungs and side rails free of grease and slip hazards			
5. Safety feet present			
6. Pulleys in good condition (extension ladders)			
7. Ropes in good condition (extension ladders)			
8. Ladder locks functional (extension ladders)			
9. Ladder stops functional (extension ladders)			
10. Spreaders and hinges operational (step ladders)			
11. Warning signs legible			

Corrective Action: _____
_____

REMOVE DAMAGED OR DEFECTIVE LADDERS FROM SERVICE IMMEDIATELY

Fixed Ladder
Monthly Inspection

Inspector: _____ Ladder: _____

Date: _____

✓ Pass **X** Fail **NA** = Not Applicable

INSPECTION ITEM	**PASS**	**FAIL**	**NA**
1. Check each attachment to structure for: -Rust -Loose fasteners -Anchor material deterioration -Deformity -General Deterioration -General Damage			
2. Side rails undamaged			
3. Rungs undamaged			
4. Cages-tight attachment to ladder/structure			
5. Platform rails and toeboard			
6. Obstructions for climbers			
7. Ladder free of grease and slip hazards			
8. Loose or missing parts			
9. Ladder safety device SEE MANUFACTURER INSPECTION FORM			

Corrective Action: _____
_____

REMOVE DAMAGED OR DEFECTIVE LADDERS FROM SERVICE IMMEDIATELY.

JB Holland Construction, Inc.

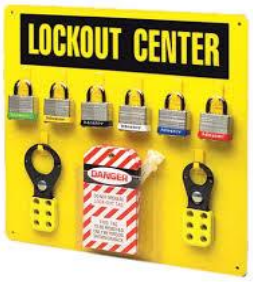
Locating Utilities Policy

This procedure applies to all personnel who perform excavation on any JB Holland jobsites.

Responsibilities

- Project Managers or Foreman need to notify the office 48 hours in advance of starting work on their projects with specific locate instructions.
- The office will put in the 811 call to locate the utilities.
- JB Holland will place white flags in the area that needs located or coordinate for a joint meeting.
    - A joint meeting is when JB Holland meets with all utility/locator companies at one time to discuss where & when excavations are going to happen.
- Foreman will maintain the contact numbers of the utility locators so they can contact them directly if there is question where a utility is located.
- The office will update locates every Tuesday. If there is an area that does not need located please let the office know or need additional areas located not previously worked.
- Foreman will notify <u>everyone</u> on their crew what the hazards are & locations of possible underground utilities.
- Wait the required time before digging.
- Ensure that a competent person supervises each excavation.
- If a utility line is hit, Foreman will:
    - Contact their Project Manager AND Safety Director to report the incident.
    - Fill out the Utility Hit Report Form completely AND take picture.

LOCK-OUT / TAG-OUT PROCEDURE



Purpose

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

Responsibility

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by (designated individual). Each new or transferred affected employee shall be instructed by (designated individuals) in the purpose and use of the lockout procedure.

Preparation for Lockout

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

Sequence of Lockout Procedure

1. Notify all affected employees that a lockout is required and the reason therefor.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment.
4. Lockout energy isolating devices with an assigned individual lock.
5. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, and bleeding down.
6. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. **CAUTION:** Return operating controls to neutral position after the test.
7. The equipment is now locked out.

Restoring Equipment to Service

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

LOCK-OUT / TAG-OUT PROCEDURE

Lockout Procedure:

1. Notify Production Supervisor and ALL affected personnel.
2. After completing Step 1 shut down equipment, if running, as trained. If you are not sure how, contact your supervisor for instructions.
3. Lockout the equipment following the lockout procedure.

Once the Equipment is Repaired

1. Notify the Production Supervisor and ALL affected personnel that the equipment is operational and that removal of the lock-outs will occur.
2. Remove ALL locks and tags following the Lock-Out I Tag-Out Program instructions.
3. Prior to start-up of the equipment, inspect the area to ensure that ALL employees, contractors and any other personnel are safely positioned.
4. When production is ready, verify that equipment is operating correctly.
5. Close out any applicable permit/s and return them to your supervisor.

Potential Hazards:

Electrical
Hydraulic
Pneumatic
Chemical
Mechanical
Combustibles
Multiple Lockouts
Confined Space

Methods of Neutralizing Energy:

Relieve Pressure
Disconnect Lines
Block/Bleed
Lockout/Tagout
Confined Space Permit

LOCK-OUT / TAG-OUT PROCEDURE

Mobile Equipment Lock-Out Procedure

All mechanics will have with them in the service truck, a lock box with the following items:

a) **RED lock** k/d
b) **"Do Not Operate"** tag
c) Equipment Service magnet

When a mechanic is servicing or repairing equipment, the following procedure will be followed:

1. Ignition and master keys of equipment will be removed and placed into the equipment key box.
2. The equipment will be locked out with the **RED** lock and **TAGGED** at the master switch location with the date and mechanics name.
3. An **equipment service manual** will be placed closed to the operator's cab.
4. Once repairs or servicing is complete, all locks and tag will be removed buy the **"Authorized"** employee, (the mechanic), and equipment keys left in the equipment key box.

In the event an operator has minimal service requirements such as greasing, the equipment key will be removed and place in the equipment box.

When a mechanic has not completed the repairs or servicing and must leave the site to work on additional equipment on another site, prior to leaving, he must remove his lock. All tags will remain in place. The tags/magnet is now identified as the lock out device.

The equipment is not ready to operate if a tag or magnets are installed.

In the event a piece of equipment must be moved that has a lock, tag or magnet installed when mechanic is not on site, the foreman MUST contact the mechanic who is servicing/repairing the equipment to have permission by this **authorized person**.

If the authorized person is not available, **the shop manager must be contacted for approval** to move the equipment.

No one will be allowed to cut or remove tag without authorization for the authorized person or shop manager.

Failure to comply with these guidelines will result in disciplinary actions up to termination.

JB HOLLAND CONSTRUCTION, INC. PERSONAL PROTECTIVE POLICY

Reference Standard

Occupational Safety and Health Administration PPE Subpart C, including:

- 1926 Subpart C, General safety and health provisions
  - 1926.28, Personal protective equipment

- 1926 Subpart E, Personal protective and life saving equipment
  - 1926.95, Criteria for personal protective equipment
  - 1926.96, Occupational foot protection
  - 1926.100, Head protection
  - 1926.101, Hearing protection
  - 1926.102, Eye and face protection
  - 1926.103, Respiratory protection
  - 1926.104, Safety belts, lifelines, and lanyards
  - 1926.105, Safety nets
  - 1926.106, Working over or near water
  - 1926.107, Definitions applicable to this subpart
- 1926 Subpart M, Fall protection [related topic page]
  - 1926.500, Scope, application, and definitions applicable to this subpart
  - 1926.501, Duty to have fall protection
  - 1926.502, Fall protection systems criteria and practices
  - 1926.503, Training requirements

Purpose

This procedure establishes minimum personal protective equipment (PPE) requirements to be followed when performing tasks in which hazards are present or are likely to be present.

Scope

This procedure applies to all JB Holland Construction employees, contractors and vendors performing work on company property, and all other individuals who are visiting or have business with our company.

Responsibilities

- Management is responsible for identifying hazards or potential hazards and establishing requirements for PPE. Management will review this procedure at least annually and when equipment or facility additions or modifications cause changes in PPE requirements.
- Management will ensure that required training is conducted as outlined below.
- Management and supervisors are responsible for the enforcement of this program.
- Employees, Contractors and vendors are required to comply with all procedures outlined in this policy.

Definitions

Administrative Controls: Rules, procedures or standards that prevent or limit exposure to a hazard.

Contractor: A non-company employee being paid to perform work in our facility.

Engineering Controls: Equipment or process modifications, usually hardware in nature that provides passive protection to personnel.

Personal Protective Equipment or PPE: PPE is equipment that an individual wears to protect against a hazard. PPE is the last line of defense after engineering control and administrative control.

Vendor: A non-company employee being paid to perform a service in our facility.

Procedure

PPE Wear (29 CFR 1926.28(a)

All employees are required to wear appropriate personal protective equipment when there is an exposure to hazardous conditions or where the assessment requires wear.

PPE Selection (29 CFR 1910.132)

All identified hazards or potential hazards will be controlled by engineering or administrative methods. If engineering or administrative controls cannot eliminate a hazard, the program administrator will select appropriate types of PPE to guard against it.

All PPE selections will be communicated to employees through employee training programs.

Affected employees will wear all PPE specified by the company at the appropriate time in order to guard against the identified hazard. Our company will ensure that all selected PPE properly fits affected employees.

Employee Owned Equipment (29 CFR 1926.95(b)

Any employee who wishes to provide his/her own PPE must have the PPE approved by the program administrator prior to use. No employee shall wear their own PPE if it does not meet requirements identified in the appropriate OSHA standards.

Where employees provide their own protective equipment, the employer will be responsible to assure its adequacy, including proper maintenance and sanitation of such equipment.

Defective or Damaged Equipment (29 CFR 1910.132)

At no time will employees wear PPE that is defective, damaged or unsanitary. PPE will be cleaned and sanitized prior to use by another worker.

Defective or damaged equipment will be taken out of service. Employees will notify their immediate supervisor of all defective or damaged PPE and will not perform tasks requiring the use of PPE until such equipment has been replaced/repaired.

For replacement PPE employees can contact the program administrator or their immediate supervisor.

Training Requirements (29 CFR 1910.132)

Training will be provided to each employee who is required to use PPE upon hire. No employee will use or wear PPE or perform job functions requiring the use of PPE until properly trained.

Training for PPE will consist of the following:

- When PPE is required for a job responsibility or task;
- How to properly don (put on), doff (remove), adjust, and wear required PPE;
- Limitations of selected PPE; and

- Proper care, maintenance and useful life of selected PPE.

All employees must demonstrate an understanding of the training outlined in this section. This will be accomplished through a hands-on demonstration of acquired skills.

Additional training will be required in the following circumstances:

- There are changes in job assignments or work practices that render previous training obsolete;
- There are changes in the types of PPE used that renders previous training obsolete; and
- Whenever deficiencies are noted in an employee's understanding or skill in the use of selected PPE.

All employees' attendance to training classes will be documented. Documentation will include:

- The name of each employee trained;
- The date(s) of training;
- Specific PPE training received; and
- Verification of the employee's acquired skill level as a result of training.

Payment for PPE

The protective equipment, including personal protective equipment (PPE), used to comply with this part, shall be provided by the employer at no cost to its employees.

The employer is not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear, provided that the employer permits such items to be worn off the job-site.

The employer is not required to pay for:

- Logging boots;
- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; or
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

The employer must pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE.

Enforcement

Management will require that specified PPE is used as appropriate in the Hazard Assessment. Failure to conform to this program will result in discipline up to, and including, discharge.

PPE Elements

Eye and Face Protection (29 CFR 1926.102)

All employees, contractors and visitors will wear appropriate eye and/or face protection when inside designated areas.

Safety glasses will be provided to employees required to wear them. When prescription safety glasses are required, our company will either provide safety eyewear that is capable of being worn over personal glasses or will contribute to the cost of frames and lenses. (See Safety Glasses Reimbursement Policy) When required, supplemental or specialized eye and face protection will be provided by the Company.

Employees who wear contact lenses are required to wear non-prescription safety glasses (Plano) over their contact lenses. It should be recognized that contact lenses may present additional hazards to employees in dusty and/or chemical environments. These situations will require the use of additional eye protection such as dust or liquid tight goggles.

Safety glasses purchased before July 5, 1994 will meet ANSI Z87.1-1969 standards. Safety glasses purchased after July 5, 1994 will meet ANSI Z87.1-1989 standards.

The following charts will be used to assist with specification of eye and face protection.

Selection Chart - Guidelines for Eye and Face Protection		
The following chart provides general guidance for the proper selection of eye and face protection to protect against hazards associated with the listed hazard "source" operations.		
Source	**Hazard**	**Protection**
IMPACT - Chipping, grinding machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding	Flying fragments, objects, large chips, particles, sand, dirt, etc.	Spectacles with side protection, goggles, face shield. For severe exposure, use face shield
HEAT-Furnace operation and arc welding	Hot sparks	Face shields, spectacles with side shields.
CHEMICALS-Acid and chemical handling, degreasing, plating	Splash	Goggles, eyecup and cover types. For severe exposure, use face shield with goggles.
DUST - Woodworking, buffing, general, buffing, general dusty conditions.	Nuisance dust	Goggles, eye cup and cover type

Filter Lenses for Protection Against Radiant Energy			
Operations	**Electrode Size** (1/32 in.)	**Arc Current**	**Minimum Protective Shade***
	Less than 3	Less than 60	7
	3 -5	60 - 160	8
	5- 8	160 -250	10
	More than 8	250 – 550	11
		Less than 60	7
		60 – 160	
		160 -250	
		250 – 550	
		Less than 50	
		50 – 150	
		150 - 500	10
Air Carbon	Light	Less than 500	10
Arc Cutting	Heavy	500 – 1000	11
		Less than 20	6
		20 - 100	8
		100 – 400	10

		400 – 800	11
	Light	Less than 300	8
	Medium	300 – 400	9
	Heavy	400 – 800	10
Torch Brazing	N/A	N/A	3
Torch Soldering	N/A	N/A	2
Carbon Arc Welding	N/A	N/A	14

Operations		Plate thickness	Minimum Protective Shade*
	Light	Under 1/8 in. (3.2 mm)	4
	Medium	1/8–1/2 in. (3.2–12.7 mm)	5
	Heavy	Over 1/2 in. (12.7)	6
	Light	Under 1 in. (25 mm)	3
	Medium	1–6 in (25–150 mm)	4
	Heavy	Over 6 in. (150 mm)	5

** As a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade which gives sufficient view of the weld zone without going below the minimum. In oxyfuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation.*

*** These values apply where the actual arc is clearly seen. Experience has shown that lighter filters may be used when the arc is hidden by the workpiece.*

Respiratory Protection (29 CFR 1926.103)

Procedures regarding respiratory protection are contained in the Respiratory Protection Program.

Head Protection (29 CFR 1926.100)

All affected employees will use appropriate head protection when exposed to hazards such as falling objects or energized electrical equipment. Employees who are working near exposed electrical conductors will wear protective helmets designed to reduce electrical shock.

Head protection is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection is also available which provides protection from electric shock and burn. When selecting head protection, knowledge of potential electrical hazards is important.

Class A helmets, in addition to impact and penetration resistance, provide electrical protection from low-voltage conductors (they are proof tested to 2,200 volts). Class B helmets, in addition to impact and penetration resistance, provide electrical protection from high-voltage conductors (they are proof tested to 20,000 volts). Class C helmets provide impact and penetration resistance (they are usually made of aluminum which conducts electricity), and should not be used around electrical hazards. Bump caps are not designed to provide impact protection but protect against scalp lacerations from working in congested areas or areas with low equipment clearances.

Our company will select, purchase, and provide employees with required head protection if the use of head protection is required by this policy. Protective helmets purchased before July 5, 1994 will meet ANSI Z89.1-1969 standards. Protective helmets purchased after July 5, 1994 will meet ANSI Z89.1-1986 standards.

Foot Protection (29 CFR 1926.96)

All employees, contractors, and visitors will use appropriate foot protection as required by JB Holland Construction when inside areas identified areas. The employer must ensure that each affected employee

uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

Our company will identify acceptable types of foot protection and will contribute towards the cost of foot protection, for personnel required to wear it. (See Foot protection Reimbursement Policy)

Protective footwear purchased before July 5, 1994 will meet ANSI Z41.1-1967 standards. Protective footwear purchased after July 5, 1994 will meet ANSI Z41-1991 standards.

Electrical Protective Equipment (29 CFR 1910.137)

All electrical protective devices purchased by our company will meet the requirements outlined in the Occupational Safety and Health Administration (OSHA) standard Electrical Protective Equipment. All equipment will be appropriately marked with its Class and Type.

Electrical PPE will be required where contact with energized electrical conductors and or flash/arc hazards exist. The Company will provide PPE, insulating blankets and devices and insulated tools as needed. All electrical protective equipment will be inspected by the user prior to use and immediately after any incident involving possible damage. Electrical protective equipment will be stored to protect against visible light, temperature, humidity, ozone chemicals and other damage. The Company will also maintain a testing program for electrical protective equipment that ensures performance. Testing will occur according to the following schedule:

Electrical PPE Testing Schedule

Type of Equipment	When to Test
Rubber insulating line hose	Upon indication that insulating value is suspect
Rubber insulating covers	Upon indication that insulating value is suspect
Rubber insulating blankets	Before first issue and every 12 months
Rubber insulating gloves	Before first issue and every 6 months
Rubber insulating sleeves	Before first issue and every 12 months

If the electrical equipment has been in storage, it must have been tested within the previous 12 months prior to issue

Hand Protection (29 CFR 1910.138)

The employer selects and requires employees to use appropriate hand protection when employees' hands are exposed to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.

All hand protection used at our company will be selected by the program administrator to ensure the greatest degree of protection is provided for the specific hazard identified. Glove manufacturers and suppliers will be consulted to select gloves that will provide the desired protection against mechanical, thermal and/or chemical hazards. Special care will be exercised when evaluating the need for hand protection in areas with moving machine parts, especially rotating and revolving equipment. Company employees will only utilize hand protection that has been authorized by the program administrator.

Body Protection

Body protection in the form of aprons or other protective clothing will be required when employees are exposed to the following hazards: chemical splash or contact, contact with sharp or jagged objects, heat, sparks or flame. Equipment manufacturers and suppliers will be consulted to select equipment that will provide the desired protection against mechanical, thermal and/or chemical hazards.

PPE – HAZARD ASSESSMENT FORM

Job Classification: _____

HEAD HAZARD	Tasks that can cause head hazards include: Working below other workers who are using tools and materials, which could fall, working on energized electrical equipment, working with chemicals and working under machinery or processes which might cause materials to fall.			
CIRCLE ALL HAZARDS THAT ARE OBSERVED:				
Chemical Splash	Burn	Electric Shock	Impact	Heat
Particulate				NO HAZARD

Description of hazards: _____

_____

EYE HAZARD	Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding, and woodworking.			
CIRCLE ALL HAZARDS THAT ARE OBSERVED:				
Chemical Splash	Burn	Electric Shock	Impact	Heat
Dust	Light Radiation	Flying Fragments	Furnace	Welding
Brazing	Mists	Fumes		NO HAZARD

Description of hazards: _____

_____

HAND HAZARD	Tasks that can cause hand hazards include: Cutting materials, working with chemicals and hot objects.			
CIRCLE ALL HAZARDS THAT ARE OBSERVED:				
Chemical Splash	Burn	Electric Shock	Impact	Sharp Objects
				NO HAZARD

Description of hazards: _____

_____

BODY HAZARD	Tasks that can cause hand hazards include: Cutting materials, working with chemicals and hot objects.			
CIRCLE ALL HAZARDS THAT ARE OBSERVED:				
Chemical Splash	Burn	Electric Shock	Impact	Sharp Objects
				NO HAZARD

Description of hazards: _____

_____

FOOT HAZARD	Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.			
CIRCLE ALL HAZARDS THAT ARE OBSERVED:				
Chemical Splash	Burn	Electric Shock	Impact	Sharp Objects
Rolling Objects	Compression			NO HAZARD

Description of hazards: _____

_____

RESPIRATORY HAZARD	Tasks that can cause respiratory hazards include: Spraying, dipping, welding, cutting and working with chemicals.			
CIRCLE ALL HAZARDS THAT ARE OBSERVED:				
Chemical Splash	Burn	Welding	Dipping	Cutting
				NO HAZARD

Description of hazards: _____

_____

NOISE HAZARD	Tasks that cause employees to be exposed to noise levels exceeding 85 decibels, over an 8 hour shift.			
CIRCLE ALL HAZARDS THAT ARE OBSERVED:				
Noise 85-90 db	Noise 90 db & higher			NO HAZARD

Description of hazards: _____

_____

PPE Required: _____

_____

_____

_____

Completion Date: _____

Completed By: _____

ELECTRICAL HAZARD	Tasks that cause employees to be exposed to exposed high voltage electrical conductors or electrical flash/arc including.			
CIRCLE ALL HAZARDS THAT ARE OBSERVED:				
High voltage contact	Flash-arc			NO HAZARD

Description of hazards: _____

_____

PPE Required: _____

_____

_____

_____

Completion Date: _____

Completed By: _____

Silica Exposure Control Plan

On March 25, 2015, the Occupational Safety and Health Administration ssued a final rule that regulates workplaces where employees may be exposed to crystalline silica. The final rule affects employers in the maritime, construction and general industries.

The rule reduces the permissible exposure limit (PEL) for silica to 50 micrograms per cubic meter of air (50 µg/m3) as an eight-hour time-weighted average and requires employers to implement specific measures to protect workers. The required measures include engineering controls, respiratory protection, medical surveillance, hazard communication and recordkeeping.

JB Holland Construction must restrict bystander access to any area in which respirator use is required under Table 1 of the final rule or in which an exposure assessment reveals that silica levels are above the PEL. The final rule permits each construction employer to address unique worksite scenarios when determining how to accomplish these restrictions. Common methods include demarcation, notifying or briefing employees, and scheduling high-exposure tasks when others are not around.

Competent Person

JB Holland Construction will designate a competent person who has the knowledge and ability necessary to fulfill all the responsibilities outlined in the written plan. The final rule defines “competent person” as an individual who is capable of identifying existing and foreseeable silica hazards in the workplace and who has the authority to take prompt corrective measures to eliminate or minimize them. Specifically, the competent person’s responsibilities include identifying any situations in which bystanders could be exposed to silica and taking action to notify them (or restrict their access to the hazardous areas). The competent person is also responsible for recognizing and evaluating situations where overexposure may occur, evaluating the exposure potential and making initial recommendations on how to control that exposure.

SPECIFIED EXPOSURE CONTROL METHODS

Equipment / Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours /shift	> 4 hours /shift
Concrete Cutting/ Stationary Masonry Saws	Keep dust under control by keeping the area wet with water, wear PPE including particulate respirator and try to position yourself in area where the dust is blowing away from you. When possible uses 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
Handheld power saws (any blade diameter)	Keep dust under control by keeping the area wet with water, wear PPE including particulate respirator and try to position yourself in area where the dust is blowing away from you. When possible uses 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. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10
Sweeping	Keep dust under control by keeping the area wet with water, do not use compressed air, use a vacuum with high efficient filters and wear PPE including particulate respirator.	None	None

Equipment / Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours /shift	> 4 hours /shift
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. 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	None None
Handheld power saws (any blade diameter)	Keep dust under control by keeping the area wet with water, wear PPE including particulate respirator and try to position yourself in area where the dust is blowing away from you. When possible uses 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. – When used outdoors. – When used indoors or in an enclosed area.	 None APF 10	 APF 10 APF 10

Equipment /Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours /shift	> 4 hours /shift
Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	<u>For tasks performed outdoors only:</u> 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 airflow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
Walk-behind 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. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10	None APF 10
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
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

Equipment /Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours /shift	> 4 hours /shift
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. OR Operate from within an enclosed cab and use water for dust suppression on drill bit.	None None	None None
Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica - containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None None	None None

Equipment / Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours /shift	> 4 hours /shift
Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. – When used outdoors. – When used indoors or in an enclosed area. OR 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 airflow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10 None APF 10	APF 10 APF 10 APF 10 APF 10

When implementing the control measures specified in the table above, each employer 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 :
  - 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

Additional Information for Construction Employees

Ways to protect yourself from exposure-

- Reduce your exposure by avoiding working in dust whenever possible, using controls provide, and wearing a respirator when needed.

-Use good personal hygiene at work:

-Do not eat, drink, or use tobacco products in dusty areas.

- Wash hands and face before eating, drinking, or smoking outside dusty areas.

- Change into disposable or washable work clothes at the worksite.

- Shower and change into clean clothes before leaving the worksite to prevent contamination of other work areas, cars, and homes.

- Park cars where they will not be contaminated with silica.

EMPLOYEE / WITNESS REPORT OF INJURY OR ACCIDENT FORM

TO BE COMPLETED FOR ALL NON WORK-RELATED INJURIES, ILLNESSE, OR ACCIDENTS **TO BE COMPLETED BY INJURED EMPLOYEE or WITNESS: (please print)**

Full Name: (First, Middle, Last)		Date of Birth*	Today's Date
Mailing Address, City, State, and Postal Code:		Gender ☐ Male (M) ☐ Female (F)	Marital Status * ☐ Married ☐ Unmarried ☐ Separated
Phone Number (include area code)	What is your current position?	Date of Injury or accident	Time of Injury or accident
Weather Conditions at time of injury or accident:		Who is your current Supervisor?	
Where did the injury or accident take place?			
What job were you performing at the time of the injury or accident?			
How did this injury or accident occur? (PLEASE BE SPECIFIC)			
What specific parts of your body were injured and what in the nature of the injury? *			
Have you ever been under a doctor's care for the same or similar injury? *			
List equipment and/or property damage as a result of injury or accident:			
To whom did you report the injury or Accident?			
When did you report it? If not immediately, please explain.			
What can be done to prevent this injury or accident in the future?			
List the names of any witnesses:			
Do you have any other employment? If so, where?*			
Employee Signature			Date

Property Damage___$_____

Lost Time of Employee_____hrs. X $_____hourly rate =_____

Lost Time of Employee_____hrs. X $_____hourly rate =_____

Lost Production Cost _____hrs. X $_____hourly rate of equipment =_____

TO BE COMPLETED BY SUPERVISOR and/or SAFETY DIRECTOR:

Medical facility where employee was sent:*			
Has employee returned to work?	Date returned to work:	Is employee full or part time?	Was first aid given?
Supervisor and/or Safety Director Comments:			
Supervisor Signature:			Date
Reviewed by Signature:			Date

JB Holland Construction, Inc.

Refusal of Medical Attention Form Non-Work Related

I_____ have reported to my
Employee

Supervisor what appears to be a work related injury or illness, and they have offered me medical attention.

I consciously am refusing to accept medical attention or to file a Worker Compensation claim.

I am also aware that if I am in need of medical attention (in the future) in relation to this possible on the job injury; I will need to follow proper protocol and notify my Supervisor of such need immediately.

If I seek medical attention on my own, I am aware that this may be denied by my own personal insurance due to the possibility of this being Workers' Compensation. Workers' Compensation will only be responsible for treatment that has been authorized by the W/C Adjuster.

_____ _____
Employee Signature Date

_____ _____
Supervisor Name (Print) Date

_____
Supervisor Signature

SUPERVISOR'S REPORT OF INJURY OR ACCIDENT FORM

TO BE COMPLETED FOR ALL WORK-RELATED INJURIES, ILLNESS, OR ACCIDENTS

THIS FORM SHOULD BE COMPLETED WITHIN 24 HOURS AFTER INCIDENT/INJURY/ACCIDENT

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR OR OTHER RESPOSIBLE ADMINISTRATIVE OFFICIAL

Name of person injured or in an accident:	Today's Date	Job Site ☐ Yes ☐ No
Location where accident occurred:	☐ Gender ☐ Male(M) ☐ Female (F)	☐ Employee ☐ Non-Employee
Weather Conditions at time of injury or accident:	Date of Injury or accident	Time of Injury or accident
What property/equipment was damaged?		
Property/Equipment Owend by:		
What was employee doing when injury or accident occurred?		
How did this injury/accident occur? (PLEASE BE SPECIFIC)		
What specific parts of your body were injured and what is the nature of the injury?		

PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ACCIDENT

___Failure to lockout
___Failure to secure
___Horseplay
___Improper dress
___Improper guarding
___Improper instruction
___Improper maintenance
___Improper protective equipment
___Inoperative safety device
___Lack of training or skill
___Operating without authority
___Physical or mental impairment
___Poor housekeeping
___Poor ventilation
___Unsafe arrangement or process
___Unsafe equipment
___Unsafe position
___Other_____

ESTIMATED COST OF THE INCIDENT

Property Damage___$_____

Lost Time of Employee_____hrs. X $_____hourly rate =_____

Lost Time of Employee_____hrs. X $_____hourly rate =_____

Lost Production Cost _____hrs. X $_____hourly rate of equipment =_____

What corrective actions should be taken or have already be done to ensure this type of injury or accident does not recur?	
Was employee trained in appropriate use of Personal Protective Equipement/Proper safety procedures?..... Yes___ No___	
Was employee cautioned for failure to use Personal Protective Equipment/Proper safety procedures?..... Yes___ No___	
Did employee promptly report the injury or accident?..... Yes___ No___	
Supervisor Name: (please Print)	Supervisor Signature: Date

SUPERVISOR'S REPORT OF INJURY OR ACCIDENT FORM

TO BE COMPLETED FOR ALL WORK-RELATED INJURIES, ILLNESSE, OR ACCIDENTS

To be completed by Safety Director or Resposible Administrative Official

Reviewed by:(please print)	Title:
Comments:	
Reviewers Signature:	Date:

UTILITY HIT INCIDENT REPORT

DO NOT LEAVE ANY UNANSWERED QUESTIONS - BE SURE TO TAKE LOTS OF PICTURES

Date of Incident: Today's Date Job Site

Location of Incident: _____

Utility Hit Located (please circle) Aboveground / Underground

Foreman Name: _____

Signature: _____

Phone Number: _____ Witness: _____

Were site photos of utility marks taken prior to dig? ☐ Yes ☐ No

Were site photos of damage taken after the incident? ☐ Yes ☐ No

Check Utility Affected:

☐ Phone ☐ Cable
☐ Water ☐ Other_____
☐ Sewer
☐ Electric (how big_____)
☐ Gas (how big_____)

Check Facility

☐ Main
☐ Service

Did incident Cause Interruption of Service

☐ Yes ☐ No

Time of Outage _____

Name of Utility Company: _____ Utility Employee Contacted_____

Phone Number_____ Time of Repair:_____

Is JB Holland the Prime contractor or a Subcontractor? ☐ Prime ☐ Subcontractor

If subcontractor, did prime contractor directly supervise your excavation activities?

☐ Yes ☐ No

If yes, please provide name of person(s), Company, Address and Phone Number of Prime Contractor: _____

Employee: _____

Address: _____

Phone Number: _____

Name of Locator: _____

Phone Number: _____

Was the work area requested on your ticket marked? ☐ Yes ☐ No

a) If yes, were the marks within 24 inches of the utility? ☐ Yes ☐ No

b) If no, how far were the marks from the damage? _____

Was the excavation parallel or perpendicular to the damage?

☐ Parallel ☐ Perpendicular ☐ Other

a) For perpendicular excavations, did JB Holland hand dig starting two feet on either side of the marks for the damaged facility? ☐ Yes ☐ No

b) For parallel excavations, did JB Holland hand dig along the line of excavation? ☐ Yes ☐ No

If yes, what was the distance? _____

What was the length of the excavation? _____

What was the nature of the excavation?

☐ Trenching ☐ Drilling/Boring ☐ Plowing ☐ Open-Cut ☐ Other

What type of equipment was in use at the time of the incident? _____

_____

When did you notify the utility operator of the damaged facility?

Date: _____ Time: _____

a) Who made the report? _____

b) Who received the report? _____

For whom is the work being done? _____

Generally describe the circumstances surrounding the incident: _____

_____

_____

_____

_____

_____

_____

_____

Unsafe Condition Report

An unsafe condition is a potential hazard or incident that has not resulted in any personal injury or property damage. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone's responsibility to report and/or correct these potential accidents/incidents immediately. Please complete this form as a means to report these unsafe conditions.

Location: _____ Date: _____

Time: _____ am or pm

Please check all appropriate conditions:

☐ Unsafe Act ☐ Unsafe equipment ☐ Unsafe Condition ☐ Unsafe use of equipment

Description of incident or potential hazard:

Employee Signature: _____ Date: _____
(Optional)

Unsafe Condition Investigation

Description of the unsafe condition:

Cause (primary & contributing):

Corrective action taken (remove the hazard, replace, repair, or retrain in the proper procedures for the task):

Signed:_____Date Completed:_____

Not completed for the following reason: _____

Management: _____ Date: _____

FIRST AID KIT CHECKLIST

First Aid Kit Contents	Minimum	
Adhesive Tape 1/2" x 5 Yards	1	
Antiseptic Wipes	4	
Antiseptic Spray Bottle 4 oz	1	
Burn Treatment Application .5 gm each	4	
Absorbent Compress 4"x8"	1	
Disposable Examination Gloves	2	
Disposable Instant Cold Packs	1	
Elastic Bandages 1"x3" each	10	
Eye Wash 4 oz.	1	
First Aid Cream 1/32 oz.	4	
Forceps/Tweezers	1	
Finger Bandages 1 3/4 "x 2" each	5	
knuckle Bandages 1 1/2" x 3"	5	
Scissors	1	
Sterile Dressing Pads 3" x 3"	2	
Triangle Bandage	1	
Elastic Roller Gauze 2"x4.5 Yds	1	
Eye Pads with Adhesive Strips	2	
Splinter Out Packages Each	2	
Itch Relief Cream 1/32 oz each	2	
Bloodborne Pathogen Kit	1	

EMPLOYEE INFRACTION

Date: _____

Jobsite Location: _____

Employee Name (Print): _____

Job Title: _____

Supervisor: _____

Infraction in Detail:

Reprimand:	
Warning	☐
Suspension	☐
Termination	☐

Time of Day That Employee Was Sent Home: _____

Return To Work Date: _____

Employee: _____ _____
Print Name Signature

Supervisor: _____ _____
Print Name Signature

JOB SITE SAFETY CHECKLIST

SITE LOCATION **DATE**

FOREMAN

		YES	NO	N/A
1	**POSTERS**			
	A) OSHA / State			
	B) Emergency Phone #'s			
	C) Map to Medical facility			
	D) Emergency Action Plan			
	E) MSDS-SDS Updated			
	F) Other			
2	**INSPECTIONS AS REQUIRED**			
	A) Vehicles & Equipment			
	B) Fire Extinguishers			
	C) Hand/Power Tools			
	D) Ladders			
	E) Fall Protection			
	F) Rigging			
	G) Excavation			
	H) Other			
3	**P.P.E.**			
	A) Hard Hats (Bill facing forward)			
	B) Safety glasses/shields-ANSI approved			
	C) Safety toed shoes			
	D) Respiratory Protection			
	E) Gloves			
	F) Ear protection			
	G) High Visibility Clothing			
4	**LADDERS**			
	A) Extension, legs, rungs 4 to 1 ratio			
	B) Step, Locked Open			
	C) Inspected (before use)			
	D) Other			
	E)			
5	**FALL PROTECTION**			
	A) Harnesses inspected (before use)			
	B) Lanyards inspected (before use)			
	C) Proper tie off			
	D) Guard rails, etc.			
	E) Proper Anchorage Point			
	F) Proper Tie Off Device			
	G) Other			
6	**EXCAVATIONS**			
	A) Utilities locacted			
	B) Proper shoring/cutback >5'			
	C) Spoil piles >2'			
	D) Access/Egress 25' max. >4'			
	E) Barricade >6'			
	D) Other			

		YES	NO	N/A
6	**HOUSEKEEPING & SANITATION**			
	A) Material yard			
	B) Site areas			
	C) Enough restroom facilities/Clean			
	D) Drinking water / Fresh Daily			
	E) Offices & Trailers Clean			
	F) Other			
	G) Other			
7	**EQUIPMENT**			
	A) Inspections Complete			
	B) Back up alarm working			
	C) Seat belts used			
	D) Cab clean of trash			
	E) Equipment off during fueling			
	F) Horn used prior to movement			
	G) Lock box usage			
	H Wheel chocks/Blocking			
8	**RIGGING EQUIPMENT**			
	A) Sling / Choker Size			
	B) Safety Latches			
	C) Shackles / Softeners			
	D) Inspected Before Use			
	E) Used Properly			
	F) Other			
10	**ELECTRICAL**			
	A) GFCI in use			
	B) Cords and/or Leads Undamaged			
	C) Illumination			
	D)			
	E)			
11	**PERMITS**			
	A) Excavation			
	B) Confined space			
	C) LO/TO			
	D) Other			
	E)			
	F)			
12	**MISCELLANEOUS**			
	A) Hole covers			
	B) Proper Barricades			
	C) Safety Forms			
	D) First aid kits & supplies			
	E) Flammable Signage-Fuel			
	F) Air Lines Secure-Whipcheck			
	G)			

Comments / Notes

SUPERVISORS SIGNATURE DATE

SAFETY DIRECTOR SIGNATURE DATE

Revised December 2013

JOB HAZARD ANALYSIS

Site / Location (City/State):		**Client's Signature: If Required**	
Supervisor Conducting JSA Meeting:		**Emergency phone #**	
Specific Job Area Location:		**Date:**	
Scope of Work: (Description)			

Potential Hazards	Yes	No		Yes	No		Yes	No
Falls			Excavation			Confined Space		
Electrical			Overhead			Welding		
Cranes			Material Handling			Mobil Equipment		
Haz Mat			Environmental			Noise		
Pinch Points			Other Contractors					

PPE						**Permits**		**Equipment**		**Training**	
Fall Protection		Eye / Face		Clothing		Confined Space		Haul Truck		Haz. Com.	
Full Body Harness		Safety Glasses		Fire Resistant		Excavation		Excavator		Confined Space	
S.R.L.		Side Shields		Chemical Resistant		LO/TO		Wheel Loader		Trench / Excavation	
Other Systems		Welding Hood		High Visibility		Hot Work		Sheep's Foot		First Aid / CPR/BBP	
Barricades		Mono Goggles		Cold Weather		Grading Removal		Rollers		Fire Ext./Fire Watch	
Guardrail		Face Shield				Hole Cover		Crane		Spotter	
Orange Fence								Light Plants		Rigging	
Safety Cones						Utilities Located		Welders		Fall Protection	
Highway Signage		Hearing Protection		Foot Wear				Generators		Ladder	
Head		Ear Plugs		Safety Toe Boots				Trencher		Scaffold User	
Hard Hat		Ear Muffs		Metatarsals				Weed Burner		Respirator	
Magnetic Strip				Rubber Boots				Skid Steer		Fork Lift	
								Propane Heaters		Aerial Lift	
Gloves		Respirator		Additional				Chain saw		Scissor Lift	
Leather / Welding		Full Face		Fire Extinguisher				Rough Terrain Forklift			
High Visible/Signal/Rigger		Half Face		Air / Gas Monitor				Jumping Jack			
Rubber		Dust Mask		Retrieval Tripod				Aerial Lift			
Kevlar/Cut Resistant		Welding Mask		Taglines				Scissor Lift			
		Other Specify		Chaps							

JOB HAZARD ANALYSIS

Phase of Work / Basic Job Steps	Safety Concerns / Potential Hazards	Recommended Action or Safety Procedures

JOB HAZARD ANALYSIS

LAST	FIRST	EQUIP. OPERATING	SIGNATURE

Pre-Entry Certification
Alternate Procedure to Enter a Permitted Space

General Information:

Name of Job Site: _____ Date: _____ Time of Initial Entry : _____

Location of Space: _____

Description of Work: _____

Supervisor Must Check Each Item Below As Completed:

1) Entrance cover safe to remove ☐
2) Temporary guard provided (guardrail, temp cover, barricade) ☐
3) Continuous forced air ventilation ☐
4) Hazardous atmosphere removed ☐
5) List the potential atmospheric hazards: _____

***No attendant required: This space is being entered under alternate procedures. The only hazard in this space is a known or potential atmospheric hazard. This hazard can be controlled through continuous forced air ventilation.**

	Pre-Entry and Periodic Atmospheric Testing.				Record At Least Every Two Hours		
	Time	Tester (Signature)	% Oxygen 19.5-23.0%	%LEL ND	PPM CO <35 PPM	PPM H2S <10 PPM*	Other (Limits)
Pre-entry							
Re-check							
Re-check							
Re-check							
Re-check							
Re-check							
Re-check							
Re-check							

* 15 MIN. STEL = 15 PPM

Meter Calibrated ☐ Meter Number: _____

***Note: The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee, who enters the space, or that employee's authorized representative, shall be provided with an opportunity to observe the periodic testing.**

***Note: If a hazardous atmosphere is detected during entry: Each employee shall leave the space immediately; the space shall be evaluated to determine how the hazardous atmosphere developed; and measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.**

This certificate shall be made available to each employee entering the space.

I certify that that pre entry measures have been made and this space is safe to enter.

Print Name: _____ Signature: _____

EXCAVATION PERMIT

JOB SITE NAME: _____ DATE: _____

WORKED PERFORMED BY: _____

LOCATION OF EXCAVATION: _____

REASON FOR EXCAVATION: _____

START DATE: _____ PERMIT EXPIRES: _____

PERSON RESPONSIBLE FOR THE EXCAVATION: _____

PHONE: _____

UTILITIES	PRESENT IN EXCAVATION AREA YES/NO	COMMENTS
WATER	Y / N	
SEWER	Y / N	
GAS	Y / N	
POWER	Y / N	
FIRE LINES	Y / N	
PROCESS LINES	Y / N	
OTHERS:	Y / N	

SPECIAL PRECAUTIONS/REQUIREMENTS (CHECK THOSE THAT APPLY)

- ☐ % O_2
- ☐ EXPLOSION TESTING
- ☐ GAS/FUME TESTING
- ☐ STANDBY PERSON
- ☐ OTHER (SPECIFY) _____
- ☐ HAND EXCAVATE AT UTILITY CROSSING
- ☐ GROUNDING OF TOOLS
- ☐ BARRICADES
- ☐ SPECIAL CLOTHING

Comments: _____

EXCAVATION COMPETENT PERSON _____ SUPERINTENDENT/FOREMAN _____

Note: Competent person must fill out back of permit (Competent Person Checklist).

Rev. Jan. 2014

COMPETENT PERSON CHECKLIST

SOIL CLASSIFICATION ☐ STABLE ROCK ☐ TYPE A ☐ TYPE B ☐ TYPE C

	YES	NO	NA
HAVE ALL PROCEDUREAL REQUIREMENTS BEEN MET WITH DOCUMENTATION?	☐	☐	☐
IS EXCAVATION CLOSE TO UTILITIES, BUILDINGS, FOOTINGS, PILINGS, SOURCE OF VIBRATION?	☐	☐	☐
HAVE UTILITIES, ETC., BEEN LOCATED?	☐	☐	☐
HAS A CHECK FOR THE PREVIOUS EXCAVATIONS IN THE AREA BEEN MADE?	☐	☐	☐
HAVE ADEQUATE SUPPLIES OF EQUIPMENT, PPE, SHORING MATERIAL, SIGNS, BARRICADES, MACHINERY, ETC. BEEN CHECKED?	☐	☐	☐
OTHER OBSTRUCTIONS/HAZARDS: _____	☐	☐	☐
_____	☐	☐	☐

SLOPE WILL BE: _____ COMMENTS: _____

_____

_____

SIZE OF EXCAVATION DEPTH _____ WIDTH _____ LENGTH _____

DO VEHICULAR AND MACHINERY OPERATION PATTERNS NEED TO BE CHANGED?	☐	☐	☐
WILL WATER REMOVAL OPERATIONS/EQUIPMENT BE NEEDED?	☐	☐	☐
HAVE TRENCH BOXES OR TRENCH SHIELDS BEEN CHECKED?	☐	☐	☐

ENTRANCE/EXIT MEANS STAIRWAY ☐ LADDERS ☐ RAMPS ☐
(MAXIMUM TRAVEL DISTANCE TO EXIT 25-FT)

IF THE DEPTH OF THE EXCAVATION IS 5 FEET OR MORE, CHECK THE APPROPRIATE OSHA 1926 APPENDIX BELOW:

☐ B-SLOPING

☐ C-TIMBER SHORING

☐ D-ALUMINIUM HYDRAULIC SHORING

☐ E-ALTERNATIVE TO TIMBER SHORING

☐ F-SELECTION OF PROTECTIVE SYSTEM

NOTE: SLOPING/BENCHING FOR EXCAVATIONS DEEPER THAN 20 FEET MUST BE DESIGNED BY A REGISTERED PROFESSIONAL ENGINEER.

COMPETENT PERSON: _____ DATE: _____
(SIGNATURE)

DAILY EXCAVATION CHECKLIST

JOB SITE NAME: _____

EXCAVATION LOCATION: _____

DEPTH: _____ WIDTH: _____ LENGTH: _____

SOIL TYPE: _____

ITEMS	CONDITIONS	COMMENTS
SLOPE RATIO_____ TO _____		
BENCHING/SHORING/SHIELDING		
UTILITIES		
ACCESS & EGRESS		
BARRICADES/LEADING EDGE = 6’		
WATER REMOVAL/CONTROL		
TRAFFIC CONTROL/OVERHEAD WORK		
SPOIL PILE = 2’ MIN. CLEAR		
WEATHER CONDITION/SNOW ICE		

ATMOSPHERIC CHECK RESULTS (IF APPLICABLE)				
OXYGEN	EXPLOSIMETER	TOXICS	TIME	INITIALS
%	%	PPM		
%	%	PPM		
%	%	PPM		
%	%	PPM		
%	%	PPM		
%	%	PPM		
%	%	PPM		
%	%	PPM		
%	%	PPM		

COMPETENT PERSON: _____ (PRINT) _____ (SIGN)

DATE/DAY _____

TIME OR INITIAL/SUBSEQUENT INSPECTION: _____

CONFINED SPACE PROGRAM
PRE-ENTRY CHECKLIST AND RESCUE PROCEDURES

Date: _____ Job Site Name: _____

Location of Confined Space: _____

Type of Work to be Done: _____

Potential Hazards: (Check all that apply)

Yes	No	Items
☐	☐	Presence of oxygen levels
☐	☐	Possible presence of toxic gases
☐	☐	Possible presence of explosive/flammable gas
☐	☐	Possible flooding hazard
☐	☐	Other: (Explain) _____

Supervisor Must Check Each Item as Completed

All entrants trained on procedures/hazards, and rescue procedures for this operation ☐

Entrant's supervisor checked isolation procedures (blinding, lockouts, etc.) ☐

Atmosphere tested for contaminants, oxygen, flammable gas, etc. ☐

Surrounding area surveyed for possible hazards (vapors from tanks, etc.) ☐

Attendant(s) appointed and knowledgeable of communications and rescue procedures ☐

Communications Provided – explain type _____

Rescue Procedures:

Acceptable rescue procedures include entry by a team of employee-rescuers, use of public emergency services, and procedures for safe entry for rescue. The entry permit specifies protective equipment for normal entry, but the entry supervisor will make the final decision based on current circumstances. The following are prerequisites to entry, in the event emergency evacuation is required:

- Attendant(s) (must be relieved by another attendant, in order to effect rescue, only if trained)
- Harnesses/Lifelines
- Mechanical Retrieval Device (top entry of vessel)
- SCBA (2 units)

CONFINED SPACE ENTRY PERMIT

Job Site Name: _____

Location and Name of Space: _____

Description of Work to be Performed: _____ Start Time: _____ Finish Time _____

(Not to exceed 12 hrs.)

Date of Entry: _____ Entrant Start Time: _____ Entrant Finish Time _____

Person Responsible for Preparation: _____ Date: _____ Time: _____

What potential hazards exist due to the specific work to be performed: (Check either YES or NO to each)

	YES	NO		YES	NO		YES	NO		YES	NO
Flammable			Heat			Fall Hazards			Excavation/Trenching		
Welding/Burning			High Voltage			Adjacent Activities			Moving Parts		
Gases/Fumes			Gravity/Overhead Hazards			Electrical (GFCI Needed)			Hazardous Entrance/Exit		
Cave-ins			Traffic			Weather			Other		

How are you going to protect yourself & employees from these hazard?

Flammable		Heat		Fall Hazards		Excavation/Trenching	
Welding/Burning		High Voltage		Adjacent Activities		Moving Parts	
Gases/Fumes		Gravity/Overhead Hazards		Electrical (GFCI Needed)		Hazardous Entrance/Exit	
Cave-ins		Traffic		Weather		Other	

Protective equipment needed. Check only equipment needed.					
Hearing Protection		Goggles/Face shield		Gloves Type:	
Fire Protection		Lifeline/Harness		Tripod/Retrieval Unit	
Protective Clothing		Dust Mask		Air Mover	
Hard Hat / Safety Glasses		Rubber Boots/Foot		Continuous Monitoring	
Other:					

Acceptable entry conditions. Record continuous monitoring results every 2 hours minimum.							
	TIME	TESTER (SIGNATURE	% OXYGEN 19.5-23.0%	%LEL ND	PPM CO <35 PPM	PPM H2S <10 PPM*	OTHER (LIMITS)
Pre-entry							
Re-check							
Re-check							
Re-check							
Re-check							

* 15 MIN. STEL = 15 PPM

Instrument Used: _____ Person Calibrating: _____ Date Calibrated: _____

Communications/Entrant-Attendant: Visual ☐ Voice ☐ Radio ☐

Rescue Services: To Summon Rescue Services or for any Emergency Call _____

I have reviewed and addressed all safety/health requirements on the Permit and also on the Specific Confined Space procedures for this entry space:

Entry Supervisor's Signature: _____ Date: _____

I have reviewed all precautions recorded on this permit and on the Specific Confined Space Procedures:

	Names	Initial Prior to Starting Job	Initial When Finished Job		Names	Initial Prior to Starting Job	Initial When Finished Job
Authorized Attendant:				Authorized Entrant:			
Authorized Attendant:				Authorized Entrant:			
Authorized Entrant:				Authorized Entrant:			