

Ron J. Peterson Construction Management Safety Policy

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by this company. Management will give true attention to and provide the financial resources for the correction of unsafe conditions. Management will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of

- 1) Written warning or,
- 2) Written warning and suspension without pay or,
- 3) Termination of employment.

Management reserves the right to terminate the employment of any employee at any time for violation of company policies.

Management will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be **required of all employees as a condition of continued employment.**

Signature of CEO/President

Date

Ron J. Peterson Construction Safety Plan

Responsibilities

Senior Managers / Managers

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly within the department.
- Attend departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Supervisor/Superintendent or any other personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.
- Uphold and enforce all known safe work practices.

Supervisors / Superintendents

- Ensure new-hire orientation is given to new employees, or is followed up at the work level
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate a qualified personnel to conduct-- regular inspections of the workplace
- Conduct frequent (daily) work discussions prior to the start of work that include safe work practices
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner
- Investigate all incidents and take immediate corrective action to prevent re-occurrence
- Provide safety meetings on a regular basis and require attendance of all workers

Safety Director Responsibilities

- Ensure the company's compliance with all applicable federal, state, and local safety and health requirements.
- Ensure that each employee is provided with adequate and appropriate occupational safety and health training.
- Ensure that the safety and health policies are comprehensive and effective.
- Review each accident and conduct any investigation wherein an accident has resulted in serious injury or property damage.
- Promote safety and health and serve as a resource to all staff.
- Review the program on an annual basis.

All Employees

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their foreman, supervisor or manager
- Must immediately report all unsafe equipment or tools to their foreman, supervisor or manager. This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this company has established
- If injured on the job, or become ill, immediately inform their supervisor, foreman or manager

Safety Committee Responsibilities

- The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
- Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.
- Management will provide written responses to safety committee written recommendations.

The continued participation in the safety and health program of all employees will be measured and maintained through frequent employee performance reviews.

HAZARD IDENTIFICATION, ANALYSIS, & CONTROL WORKSITE ANALYSIS

- All work areas, departments, and jobs need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. For the most part, these inspections are to be conducted by the Supervisor/Superintendent or his/her qualified and designated worker. Each inspection may not be required to be formal (written) although regular written completed inspections will be expected.
- This includes the purchase of new equipment or tools, or the re-working or retrofitting of workstations or equipment so as to ensure that safety and health is considered.
- This can include the assessment of a workstation or process that may need to be fitted to the worker (ergonomics) so as to avoid injury or illness.
- If approached by workers who appear to have a true concern regarding a safety or health issue, supervisors or managers need to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. In most cases, the department, job foreman or supervisor will complete this investigation. Managers will be involved as necessary or when requested.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns so as to prevent further incidents.

Employee input into the safety and health program is vital to our success. Several avenues are provided for the employee to participate through open door, to your supervisor, the Safety Director, or with the safety committee members. All employees may make input to the safety and health program without the fear of reprisal.

HAZARD PREVENTION AND CONTROL

- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).

- Safe work practices will be developed and employees will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- PPE will be provided as necessary, and its use enforced by Supervisory and Management staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, and structures/facilities etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist in making all workers aware of the procedures in the event of an emergency such as fire or explosion.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job. Supervisors should question employees and should answer employees' questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. Supervisors are responsible to inform all employees that compliance with the safe work practices is required.

Job-Specific Training

- Managers, Supervisors and Foremen should receive basic safety and health training as it relates to their positions
- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee any specific safe work practices, policies, and procedures that are applicable.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safe work practices, policies and procedures, and when changes are made to the written safety program.

If necessary, individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

All safety and health training records will be kept for three (3) years.

FIRST AID AND MEDICAL ASSISTANCE

There will be adequate first aid supplies and /or an adequate first aid kit available at each workplace. Where required, or in the case of an emergency where the workplace is located in a remote location and emergency medical assistance can not arrive within a few minutes, there will be a designated certified first aid (and possibly CPR) trained employee who can assist in first aid emergency cases. Employees who receive work related injuries or illnesses will be given immediate attention in regards to the nature of their injury or illness.

INCIDENT INVESTIGATION

Employee Reporting

- Report all incidents immediately to your supervisor.
- First aid or transportation to a medical facility for further care will be provided.
- Forms for reporting, incident form, (**workers compensation forms**), near miss form

Incident Investigation Procedures

The supervisor at the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Supervisors need to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment or property or the public.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

Incident investigation reports must be submitted to the designated management personnel as soon as possible after the incident.

Incident Report Form

The incident report form should be a simple format for the supervisor to complete in a timely manner. It can be similar to the OSHA 301 "Injury and Illness Incident Report" form. To correctly assess the nature and causes of the incident, the form should contain questions such as

- What was the employee doing just prior to the incident
- Were there any witnesses? What were their names? Did the witnesses provide statements of the incident?
- What happened? ("Ladder kicked out and employee fell to floor", "forklift struck wall, wall collapsed.")
- What part of the body was affected by the incident? (eye, arm, leg, fingers, hand, etc.) And what was the nature of the injury? (object in eyes, fractured arm, sprained leg, lacerated finger, cut in right hand, etc.).

- What was the object or substance that directly harmed the employee (if substance/object is known).
- Was the injury fatal?

Corrective Action

When the causes of the incident have been identified and the corrective action has been taken, a follow-up will be performed to confirm the corrective action is complete and the incident report will be forwarded to the Safety Director for filing.

Enforcement (Disciplinary Action)

Disciplinary action will take the form of

- 1) Verbal warning with coaching from supervisor,
- 2) Written warning or,
- 3) Written warning and suspension without pay or,
- 4) Termination of employment.

Management reserves the right to terminate the employment of any employee at any time for violation of company policies.

RECORD KEEPING PROCEDURES

The company will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations. The following will be included in the record keeping process:

- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A)
- Incident investigation reports (OSHA form 301 or similar)
- Workers' Compensation Notice of Injury

SAFETY COMMITTEE

The purpose of a safety committee is:

- Evaluate accident trends and suggest needed improvements and alternative solutions.
- Evaluate department inspection reports verifying corrective action was taken and identifying trends requiring further research or assigning individuals to complete the research for input in the evaluation.
- Audit the safety program and verify proper implementation on an annual basis.
- Serve as a secondary source for employees to submit hazards without the fear of reprisal.
- Evaluate training sources for improved staff knowledge of safety and health.
- Promote safety activities.
- Develop a safety newsletter, bulletins, or posters to promote safety in the workplace.
- Conduct workplace inspections.
- Maintain a positive outlook and promote the safety and health program with all employees.

Ron J. Peterson Construction

**1532 South 1100 West
Ogden, Utah 84404**

GENERAL CONSTRUCTION Additional Safety and Health Work Practices and Procedures, Including Hazard Communication

SAFETY WORK PRACTICES AND PROCEDURES **(Including use of Personal Protective Equipment)**

These safety work practices and procedures are developed to assist in achieving job safety by having no employee accidents. Some of these are OSHA requirements. For these reasons, every employee is expected to abide by our safety work practices and procedures at all times.

Hard Hats –All employees are required to wear a hard hat on every job site at all times.

Eye Protection - All employees are required to wear safety glasses on the job site at all times.

Fall Protection – All employees exposed to falls over 6ft are required to be trained and use proper fall protection equipment and/or be protected by adequate guardrail systems or adequate safety nets.

Hand Protection - All employees involved in operations exposing hands to cuts, chemicals, burns, etc. are required to wear gloves that are appropriate to the exposure. The material safety data sheet (MSDS) should be used if in doubt about what type of glove to use.

Other - Specific jobs may cause the need for other personal protective equipment. When this occurs, the employee is expected to utilize this equipment. It is the Job Superintendent's responsibility to see that equipment in use be appropriate and in good condition.

GENERAL:

Employees must follow the safety policy, safe work practices and procedures established by Ron J. Peterson Construction. Violations may result in disciplinary action, as described in the Safety Policy section.

Employees should report any equipment or condition considered to be unsafe, as well as what they consider to be unsafe work practices. This type of information should be reported to the Superintendent or to the person in charge of the job.

Be courteous. Avoid distracting others as distractions may cause or contribute to accidents. Do not engage in horseplay on the job.

When lifting, bend your knees, grasp the load firmly, and then raise the load with your legs, keeping the back as straight as possible. Don't twist body with a load, move your feet. GET HELP for HEAVY LOADS.

When in doubt about the safety of a situation that is out of the norm, contact the Superintendent to find the proper procedure.

Good housekeeping practices improve safety for everyone. When you create clutter, clean it up. When clutter is left in the work area by someone else, clean it up and report this to the Superintendent.

The possession or consumption of alcohol, drugs or any control substance is against policy and violators are subject to dismissal.

VEHICLE OPERATIONS:

Employees driving company vehicles, their personal vehicle on company business must have a current driver's license and an acceptable driving record. Employees driving their personal vehicle on company business must provide proof of liability insurance to Ron J. Peterson Construction.

When driving a company vehicle or their personal vehicle on company business, all traffic laws must be obeyed and driver and any passengers in the front seat must wear a seat belt.

SAFETY INSPECTIONS:

The Job Superintendent will complete an inspection from a safety stand- point at the start of each new job and on Monday morning of on-going jobs. Areas to check would include, but should not be limited to, proper tools on the job site to do the job safely, any unusual hazards, such as stumbling hazards or fall exposure, any overhead objects that could fall on, any special personal protective equipment needed or special procedures due to job location, areas-operations known to have contributed to employee accidents in the past, and other items that may be peculiar to the job or location. The results of each internal inspection will be recorded on the CONSTRUCTION INSPECTION FORM (on next page).

Construction Inspection Form

Inspection By: _____

Project:			Date:
Description	X	OK	Comments/Correction Date
X = Needs Improvement/correction			
1	Fall protection		
2	Electrical--temporary panel, GFCI, no exposed wires		
3	Electrical tools/cords		
4	Ladders		
5	Scaffolds		
6	Personal protection equipment: hard hat, safety glasses, gloves, respirators (if needed)		
7	Site housekeeping, trip/slip hazards, puncture hazards, clear stairways		
8	Other		
Additional Comments:			

Ron J. Peterson Construction HAZARD COMMUNICATION PROGRAM

GENERAL INFORMATION

In order to comply with 29 OFR 1926.59, Hazard Communication, the following written Hazard Communication Program has been established by Ron J. Peterson Construction. All work units of the company are included within this program. The written program will be available in the office, located at 1532 South 1100 West Ogden, UT and through a superintendent for review by any interested employee. Stephen Brown is responsible for the implementation and ongoing compliance with the program.

EMPLOYEE TRAINING AND INFORMATION

The Job Superintendent is responsible for the employee training program. He/She will ensure that all elements specified below are carried out.

Prior to starting work each new employee of Ron J. Peterson Construction will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Chemicals present in their workplace operations
- Location and availability of our written hazard communication program,
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps Ron J. Peterson Construction has taken to lessen or prevent exposure to these chemicals.
- Emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDSs to obtain appropriate hazard information.

After attending appropriate training, each employee will sign a form to verify that they received and understood the training, procedures and policies within Ron J. Peterson Construction's Hazard Communication Program

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. Stephen Brown or the Job Superintendent is responsible for ensuring that MSDS on the new chemicals are available.

Written Hazard Communication Program

It is the policy of Ron J. Peterson Construction, that the first consideration in the performance of work shall be the protection of the safety and health of all employees. The company has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operations and processes. The following program outlines how we will accomplish this objective.

SCOPE

This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

HAZARD DETERMINATION

The company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

CONTAINER LABELING

No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

MATERIAL SAFETY DATA SHEETS (MSDS)

Each location must maintain a master MSDS file as well as a department-specific file. These Material Safety Data Sheets are available to all employees, at all times, upon request.

The Safety Committee or a designee will be responsible for reviewing all incoming MSDSs for new and significant health/safety information (the company will ensure that any new information is passed on to the employees involved).

Stephen Brown _____ will review all incoming MSDSs for completeness. If any MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not

supply the MSDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved.

New materials will not be introduced into the work area until an MSDS has been received.

The purchasing department will make it an ongoing part of its function to obtain MSDSs for all new materials when they are first ordered.

The safety coordinator or his or her designee shall coordinate with appropriate departments to make sure all MSDSs are obtained, distributed and communicated.

LIST OF HAZARDOUS SUBSTANCES

We will compile, annually review, and update as necessary a complete inventory of all substances present in our facilities or work sites. The name of those materials determined to be hazardous are defined in applicable federal and state standards.

NON-ROUTINE TASKS

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such an activity. This information will include:

- The specific hazards.
- Protective/safety measures that must be utilized.
- The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings, and emergency procedures.

PLAN ADMINISTRATION

This Hazard Communication program will be monitored by Stephen Brown.

Questions regarding this program should be directed to the Safety Director.

Signature _____

*Title _____

Date _____

*This document must be approved and signed by the senior executive on site.

MSDS INFORMATION

OSHA safe work practices outline the content, but not the exact form, of every Material Safety Data Sheet. Here is what OSHA requires each data sheet to contain:

- **IDENTITY.** The data sheet must contain the name of the chemicals found on the label. In addition, subject to deletion of legitimate trade secrets, it must give the chemical and common name of the substance. If the substance is a mixture and has not been tested as such, the data sheet must give the name of each hazardous constituent.
- **CHARACTERISTICS.** The data sheet must recite the physical and chemical characteristics of the chemical, such as vapor pressure, flash point, etc.
- **PHYSICAL HAZARDS.** Any potential for fire, explosion or reaction must be included in the data sheet.
- **HEALTH HAZARDS.** Signs and symptoms of exposure must be entered, as must all medical conditions that are likely to be aggravated by exposure.
- **ROUTES OF ENTRY.** The data sheet must specify whether the chemical typically enters the system by ingestion, inhalation, dermal exposure or some other route.
- **EXPOSURE LIMITS.** If OSHA has established an exposure limit for the chemical, or if a Threshold Limit Value has been established by the American Conference of Governmental Industrial Hygienists, these must be entered on the data sheet, as must any exposure limit used by the authority preparing the data sheet.
- **CARCINOGENS.** The data sheet must indicate whether the chemical is listed as a carcinogen by the National Toxicology Program, by OSHA, or by the International Agency for Research in Cancer.
- **USE AND HANDLING.** The data sheet must recite any general applicable precautions for safe handling and use that are known to the firm preparing the data sheet, including hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks. Industrial chemical consumers often might add site-specific procedures to the more general information offered by the chemical manufacturer.
- **EXPOSURE CONTROLS.** The data sheet must include a description of special procedures to be employed in emergencies, as well as a description of appropriate first aid.
- **DATES.** The sheet must bear the date of its preparation or of its latest revision.
- **INFORMATION SOURCE.** Finally, the sheet must recite the name, address and telephone number of the person who prepared the data sheet or of some other person who can provide additional information relating to the chemical, such as citations to scientific literature or specialized emergency procedures.

HAZARD COMMUNICATION TRAINING CHECKLIST

Has the employee been informed of and trained in the following:

1.-Information: Has the employee been informed of the following?-**YES--NO**

- (a) The requirements of this section.---
- (b) Any operation in the work area where hazardous substances are present.---
- (c) The location of the written Hazard Communication Program.---
- (d) Availability of the written program.---
- (e) Location and availability of hazardous substances list(s).---
- (f) Location and availability of Material Safety Data Sheets.---

2.- Training: Has the employee been trained in the following?---

- (a) Methods and observations that may be used to detect the presence or release of hazardous substances in the work areas.---
- (b) The physical and health hazards of the substances in the work areas.---
- (c) How employees can protect themselves from these hazards.---
- (d) Procedures the employer has implemented for employee protection.---
- (e) Appropriate work practices.---
- (f) Emergency procedures.---
- (g) Personal protective equipment to be used.---
- (h) Explanation of labeling systems.---
- (i) Explanation of material safety data sheets.---
- (j) How employees can obtain and use appropriate hazard information.---
- (k) Personal hygiene when working with substances.---
- (l) General first aid for contact with hazardous substances.---

Employee's Signature

Date

Manager's Signature

Date

REQUEST FOR MATERIAL SAFETY DATA SHEETS

Date of Request _____
Department _____
To _____
From _____

I hereby request that I be given the Material Safety Data Sheets on the following hazardous substance(s):

Date Received _____
Acknowledged by _____ (Requesting Employee)
Dept. Manager _____
Date _____

cc: Corporate Safety Department

PROGRAM/TRAINING DOCUMENT

TRAINING ACKNOWLEDGMENT

I have received information on the Hazard Communication Standard 29 CFR 1910.1200 or the appropriate state standard and understand how to interpret and to use the labeling systems and Material Safety Data Sheets (MSDSs) that are in use and accessible to me in my work area. I agree to observe and follow the safe work practices as presented to me in the training sessions I attended on _____ at _____

Employee Signature

Date

The above named employee has been informed and instructed by _____ work practices, chemical hazards recognition, interpretation and use of chemical labels, MSDSs, the CFR 29, 1910.1200 (e) or appropriate state standard and the location at which these items are accessible to the employee.

Supervisor

Date

EXPLANATION OF TERMS USED ON MATERIAL SAFETY DATA SHEETS

SECTION I

Chemical Name and Synonyms—The product identification. The chemical or generic name of single elements and compounds.

Trade Names and Synonyms—The name under which the product is marketed and the common commercial name of the product.

Chemical Family—Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.

Formula—The chemical formula or single elements or compounds.

CAS Number—The Chemical Abstracts Service number, if applicable.

EPA—The code number assigned by the Environmental Protection Agency, if applicable.

DOT Classification—The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

SECTION II

Hazardous Ingredients—The major components as well as any minor one(s) having potential for harm that are considered when evaluating the product.

TLV—Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

SECTION III

Physical Data

Boiling Point (°F)—The temperature in degrees Fahrenheit at which the substances will boil.

Vapor Pressure—The pressure of saturated vapor above the liquid expressed in mm Hg at 20° C.

Vapor Density—The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.

Solubility in Water—The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent, 0.1 to 1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.

Appearance and Odor—The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.

Specific Gravity (H₂O=1)—The ratio of the weight of a volume of the material to its weight of an equal volume of water.

Percent, Volatile by Volume (%)—The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)

Evaporation Rate—The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

SECTION IV

Flash Point (Method Used)—The temperature in degrees Fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

SECTION V

Conditions to Avoid—Conditions that, if they exist with the substance present, could cause it to become unstable.

Incompatibility (Materials to Avoid)—Materials that will react with the substance.

Hazardous Decomposition Products—Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage conditions.

SECTION VI

Health Hazard Data—Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.

Threshold Limit Value (TLV)—The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.

Effects of Overexposure—The effects on or to an individual who has been exposed beyond the specified limits.

Emergency and First-Aid Procedures—Gives first-aid and emergency procedures in case of eye and/or skin contact, ingestion and inhalation.

SECTION VII

Stability—Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

SECTION VIII

Spill or Leak Procedures—Steps to be taken if material is released or spilled. Method and materials to use to clean up or contain.

Waste Disposal Method—Method and type of disposal site to use.

SECTION IX

Special Protection Information

Respiratory Protection—Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.

Ventilation—Type of ventilation recommended, i.e., local exhaust, mechanical, etc.

Protective Gloves—Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.

Eye Protection—Refers to the type of eye protection that is to be worn when handling or around the product.

Flammable Limits—The range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (Uel) the upper explosive limits given in percent.

Extinguishing Media—Specifies the fire-fighting agent(s) that should be used to extinguish fires.

Special Fire-Fighting Procedures/Unusual Fire and Explosion Hazards—Refer to special procedures required if unusual fire or explosion hazards are involved.

MATERIAL SAFETY DATA SHEETS

(Place into this section those that apply to your company.)

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged-in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the power switch of the tool to "Off" before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" nor in an explosive atmosphere such as a paint spray booth.
11. Turn the power switch of electrical tools to "Off" and then unplug from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
12. Do not use extension cords or other three pronged power cords that have a missing prong.
13. Do not remove the ground prong from electrical cords.
14. Do not use an adapter such as a cheater plug that eliminates the ground.
15. Do not plug multiple electrical cords into a single outlet.
16. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
17. Do not drive over, drag, step on or place objects on a cord.
18. Do not stand in water or on wet surfaces when operating power hand tools, or portable electrical appliances.
19. Do not use a power hand tool to cut wet or water-soaked building materials or to repair pipe leaks.
20. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
21. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
22. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
23. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
24. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.
25. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools “Out of Service” and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives, shears or other cutting tools, cut in a direction away from your body.
9. Do not chop at heights above your head when you are working with a hand axe.
10. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
11. Do not perform “make-shift” repairs to tools.
12. Do not use “cheaters” on load binders or “boomers.”
13. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
14. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
15. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Files/Rasps

1. Do not use a file as a pry bar, hammer, screwdriver or chisel.
2. When using a file or rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

Hammers

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike one hammer against another hammer.
4. Do not use a hammer if your hands are oily, greasy or wet.
5. Do not use a hammer as a wedge or a pry bar.

Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw if the blade is not taut.
3. Do not use a saw that has a dull saw blade.
4. Keep hands and fingers away from the saw blade while using the saw.
5. Do not hold the work piece against your body while using the saw.
6. Do not carry a saw by the blade.

7. When using a hand saw, hold the work piece firmly against the work table.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Do not force a screwdriver by using a hammer or pliers on it.
5. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
6. Use a screwdriver that has an insulated handle for electrical work.
7. Use a drill, nail, or an awl to make a starting hole for screws.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily or greasy.
10. When using the spiral ratchet screwdriver, push down firmly and slowly.
11. Do not use a screwdriver to test the charge of a circuit.

Wrenches

1. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.
2. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
3. When using an adjustable wrench, turn the wrench so that the fixed jaw, not the adjustable jaw, provides positive pressure in the item to be turned.
4. Do not slip a pipe over a single-head wrench handle for increased leverage.
5. Do not use a shim to make a wrench fit.
6. Size the adjustable wrench to fit the nut before turning.
7. Use a split box wrench on flare nuts.
8. Do not use a wrench with broken or battered points.

Pliers

1. Do not use pliers as a wrench or a hammer.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Use pliers with an insulated handle for electrical work.
4. Do not use pliers that are cracked, broken or sprung.
5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Vises

1. When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse or box.
2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
4. Do not slip a pipe over the handle of a vise to gain extra leverage.

Grinders

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
3. Do not try to stop the wheel with your hand, even if you are wearing gloves.
4. Do not use grinder if it is not firmly anchored to the workbench.
5. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
6. Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
7. Do not grind on the side of an abrasive wheel labeled "Type 1."
8. Do not clamp a portable grinder in a vise to use it as a bench grinder.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after using them.
4. Use the knife that has been sharpened; do not use a knife that has a dull blade.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. When opening cartons use the safety box cutters. Do not cut with the blade extended beyond the guard.
9. Do not use knives that have broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by their blades.
13. Carry knives with their tips pointed toward the floor.
14. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
15. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off using two hands and hold the bag away from your body.
16. Do not submerge hot glass in cold water or submerge a cold glass in hot water.

Hazardous Chemicals

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled *Flammable, Corrosive, Caustic or Poisonous*.

3. Before pouring, dispensing or transferring any liquid from a bulk container labeled “Flammable,” observe the following safety procedure:
 - a. Only use red color-coded metal containers for transferring the liquid.
 - b. Electrically ground and bond the containers as follows:
 - i. Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground-driven steel stake.
 - ii. Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - iii. You are now ready to dispense the liquid from the bulk container into the open receiving container.
 - iv. Upon completion, replace the lid on the receiving container and remove the bonding wire.
4. Do not perform “hot work,” such as welding, metal grinding or other spark-producing operations, within 50 feet of containers labeled “Flammable” or “Combustible.”
5. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
6. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
7. Do not use chemicals from unlabeled containers and unmarked cylinders.
8. Do not smoke while handling chemicals labeled “Flammable.”
9. Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning floors.
10. Use only metal receptacles labeled “Oily Rags Only” for disposal of oily shop rags.

Ladder Usage

1. Do not use ladders that have loose rungs, cracked or split rails, missing rubber pads, or are otherwise visibly damaged.
2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or oil.
3. Do not place ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from ladder. Lock the doorway that you are blocking and post the sign “Detour.”
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
7. Do not stand on the top two rungs of any ladder.
8. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
9. Do not stand on a ladder that wobbles, or leans to the left or right.
10. When using an extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
11. Secure the ladder in place by having another employee hold it.

12. Do not place ladders on boxes, concrete blocks, or other unstable bases.
13. Do not try to “walk” a ladder by rocking it. Climb down the ladder, and then move it.
14. Do not move a rolling ladder while someone is on it.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Personal Protective Equipment

1. Do not wear hard hats that are dented or cracked.
2. Wear safety glasses when operating drills and when cutting or snipping copper or light gauge wire.
3. Do not continue to work if safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
4. Do not wear jewelry or coats with metal zippers to work.
5. Wear earplugs or earmuffs in areas posted “Hearing Protection Required.”

Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use pneumatic tools that have handles with burrs or cracks.
3. Attach the pressure-reducing nozzle that is labeled “Reduces Pressure to 30 psi” to the air hose when using compressed air to clean.
4. Wear safety goggles when using compressed air to clean.
5. Do not allow air hoses to loop on the floor when using them.

6. Do not pass air-powered tools by the hose from one worker to another.
7. Disconnect the tool from the air line before making any adjustments or repairs to the tool.
8. Turn the tool to the “Off” position and let it come to a complete stop before leaving it unattended.
9. Disengage the hand piece from the air hose and coil up the air hose on the worktable or hose rack when it is not in use.
10. Do not use compressed air for comfort cooling.

Powder Actuated Tools

1. Wear impact-resistant safety goggles or face shields when operating any powder-actuated tools.
2. When using powder-actuated tools, do not drive fasteners into structural steel without first looking to see if the steel is backed by a steel plate or barricade, and to see if all personnel are away from the direct line of fire.
3. Do not attempt to fasten through a pre-drilled hole unless the powder-actuated tool has a hole locator.
4. Keep your head and body behind the powder-actuated tool when firing it.
5. Do not fasten steel beams at a distance closer than ½-inch from the edge of the steel.
6. Before using powder-actuated tools do not alter, bypass, or remove the shield or guard at the muzzle end of the powder-actuated tool.
7. Do not load a powder-actuated tool until you are ready to fire it.

Scaffolding

1. Follow the manufacturer’s instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged “Out of Service.”
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.

17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything “overboard” unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.

Stairways, Floors and Openings

1. Do not work on open sided floors, elevated walkways or elevated platforms if there are no guardrails in place.
2. Stand clear of floor openings if guardrails or covers are removed or displaced.

Emergency Action Plan

Ron J. Peterson Construction

SCOPE

The following Emergency Action Plan applies to all situations where a particular OSHA Standard specifies that a plan be established.

ELEMENTS

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to the work area. A sample escape procedure and route sheet that is posted in work areas is attached.

B. Procedures for Employees Who Remain to Operate Critical Operations Before They Evacuate

The attached sheet describes those operations, procedures, and personnel required for critical operations before the assigned personnel evacuate during emergency situations. A description of the special training provided is also included.

C. Employee Accountability Procedures After Evacuations

Each company supervisor is responsible for accounting for all their assigned employees by the supervisor or his or her designee by reporting go to a predetermined, designated rally point and conduction a head count. Each assigned employee will be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points and the supervisors and their assigned employees who must report to the designated rally point is attached.

D. Rescue and Medical Duties

Specific rescue and medical duties have been assigned to designated company individuals. These personnel have received special training and instructions to properly carry out these assignments. A list of individuals assigned and a summary of their training is attached for review.

E. Preferred Means of Reporting Fire and Emergencies

All company fires and emergencies will be reported by:

F. Emergency and Fire Protection Coordinator

The Company's Emergency and Fire Protection Plan Coordinator:

Stephen Brown
Name

Safety Director/ Emergency and fire Plan Coordinator
Title

Telephone No.: 801-388-0607

The Coordinator may be contacted for further information or explanation of the Company's Emergency and Fire Protection Plans.

G. Fire Protection and Prevention Assignments

Appropriate company personnel have been assigned specific fire protection and prevention responsibilities. Fire prevention equipment must be routinely inspected and tested. Systems that can increase the likelihood or severity of a fire must be inspected and maintained.

EMPLOYEE ACCOUNTABILITY FOLLOWING AN EMERGENCY EVACUATION

Each company supervisor is responsible for accounting for each of his or her assigned employees following an emergency evacuation. This will be accomplished by following the procedures shown below.

Employee Accountability

1. Rally points have been established for all company evacuation routes and procedures. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so an accurate headcount can be made. Supervisors will check off all those reporting and report those not checked off as missing to the Emergency Evacuation coordinator.
4. The Emergency Evacuation coordinator will be located at one of the following locations:
 - A. Primary Location:

 - B. Secondary Location:

5. The Emergency Evacuation Coordinator will determine the method that will be utilized to locate missing personnel.

EMERGENCY ESCAPE PRODECURES AND ESCAPE ROUTE ASSIGNMENT

WORKAREA:

SKETCH:

Supervisor and Employee Rally Points

SPECIAL INSTRUCTIONS:

EMERGENCY PLAN AND FIRE PROTECTION COORDINATOR: Stephen Brown

Signature: _____

Date: _____

Ron J. Peterson Construction

HAZARD COMMUNICATION PROGRAM

I. General

The purpose of this instruction is to ensure that **Ron J. Peterson Construction** is in compliance with the Occupational Safety and Health Administration's Hazard Communication Standard (HCS) 29 CFR 1910.1200.

Stephen Brown is designated as the Hazard Communication Program Coordinator and as such acts as the representative of the President of **Ron J. Peterson Construction**, who has overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. List of Hazardous Chemicals

The Hazard Communication Coordinator will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained in the main company office.

III. Material Safety Data Sheets (MSDS's)

The Hazard Communication Coordinator will maintain an MSDS on every substance listed on the hazardous chemical list. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The Hazard Communication Coordinator will ensure that all MSDS's are kept in the main company office. All MSDS's will be readily available to all employees.

The HazCom Coordinator is responsible for acquiring and updating MSDS's. The Coordinator will review each MSDS for accuracy and completeness. All new procurements for the facility must be cleared by the Hazard Communication Coordinator. Whenever possible, the least hazardous substance will be procured. MSDS's that meet the requirements of the HCS must be fully completed and received at the facility either prior to or at the time of receipt of the first

shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDS's in a timely manner.

IV. Labels and Other Forms of Warning

The Safety Director is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The Safety Director will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers in which materials are poured for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by Stephen Brown prior to their use.

The Safety Director will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up to date.

V. Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training will be conducted by the Safety Director.

The training will emphasize these elements:

- > A summary of the standard and this written program;
- > Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
 - > Physical and health hazards associated with potential exposure to workplace chemicals;
 - > Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- > Hazardous chemical spill and leak procedures; and,

- > Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Hazard Communication Coordinator will monitor and maintain records of employee training and advise the facility manager on training needs.

VI. Contractors and Other "Outside" Employers

The Hazard Communication Coordinator, upon notification from management, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. Likewise, contractors and other outside employers will be required provide information to the Hazard Communication Coordinator regarding any hazardous materials they will introduce into our facilities. This information may be conveyed by providing MSDS's to the appropriate personnel.

VII. Non-Routine Tasks

Supervisors contemplating a non-routine task, will consult with the Hazard Communication Coordinator and ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the Hazard Communication Coordinator with affected employees before such work is begun.

VIII. Additional Information

Further information on this written program, the Hazard Communication Standard, and applicable MSDS's is available by contacting the Corporate Safety Director.

**Personal Protective Equipment (PPE)
For
Ron J. Peterson Construction**

Written Hazard Assessment for Selecting Personal Protective Equipment

- Identifying and evaluating equipment and processes
- Reviewing injury/accident/incident records
- Reviewing previously selected PPE

Date of Evaluation: _____

Workplace
Evaluated By: _____

Evaluator Title: _____

<u>HAZARD TYPE</u> [impact, penetration, chemical--(corrosive, reactive, toxic, irritant, flammable, etc), heat, harmful (or nuisance) dust, light / radiation, electrical, biohazard, noise, other]	<u>LOCATION/ SOURCES/ TASKS</u>	<u>ANALYSIS OF RISK</u> (Low/ Medium / High)		<u>PPE (REQUIRED)</u>	<u>PPE (OPTIONAL)</u>
		Level of Risk	Seriousness of Potential Injury		

Employee Acknowledgement of Personal Protective Equipment Training

I, _____, have been trained in the company's personal protective equipment program. The protective equipment required in my work area has been explained and I am aware of the company's policy and requirement.

Employee's Signature

Date

Supervisor's Signature

Date