CONSTRUCTION SAFETY AND HEALTH MANAGEMENT SYSTEM

ACCIDENT PREVENTION PROGRAM

FOR

BJ Construction Services

46385 Continental Drive
Chesterfield, MI 48047

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Construction Services

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MANAGEMENT COMMITMENT AND PLANNING

SAFETY AND HEALTH POLICY

BJ Construction believes that **no job or task is more important than worker health and safety.**

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

Every procedure must be a safe procedure. Shortcuts in safe procedures by either foremen or workers will not be tolerated.

If a worker observes any unsafe condition, which may pose a potential threat to their health or safety, it is expected that employees will immediately correct the situation when feasible or inform management. Management has the responsibility to take adequate precautions, comply with MIOSHA standards, and assure the safety and health of employees.

If a job cannot be done safely it will not be done.

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

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

_____

Signature of Owner/Chief Executive Officer/President

SAFETY AND HEALTH OBJECTIVES

BJ Construction plans to achieve worker safety and health through the following:

1. Designate a qualified safety person to coordinate the program.
2. Plan for safety before each job and each new task, using a written Job Safety Analysis (JSA).
3. Make regular job site safety inspections and conduct health monitoring.
4. Follow safety procedures and rules.
5. Provide on-going safety training.
6. Enforce safety rules and use appropriate discipline.

DESIGNATED SAFETY COORDINATOR

BJ Construction has designated Bryan Durkin to coordinate, implement, and administer the safety and health system. Responsibilities include:

1. Understand potential job hazards and how to eliminate them.
2. Conduct or assist with JSA.
3. Assure compliance with MIOSHA construction safety and health standard requirements.
4. Conduct regular job site safety and health inspections.
5. Establish safety and health procedures.
6. Coordinate regular safety and health training.
7. Conduct or assist with Tool Box Talks or Five-Minute Safety Talks.
8. Maintain documentation of training, inspections, injuries and illnesses, and other safety records.
9. Participate in accident investigations and implementation of corrective actions.
10. Involve employees in the implementation of the SHMS.
11. Create statistical reports that compare severity and frequency rates against prior records.

(List other company-specific assigned safety and health responsibilities.)

SUPERVISOR'S RESPONSIBILITY

Our supervisors' play an important part in creating and maintaining safe and healthful work practices, policies, and procedures. It is the supervisor's responsibility to identify potential hazards, identify methods to control or eliminate the hazards, ensure employees engage in safe and healthful work practices, and ensure employees receive safety and health training to do their work. Safety and health performance will be part of our supervisors' evaluations.

(List other company-specific assigned safety and health supervisory responsibilities.)

SAFETY AND HEALTH COMMITTEE

Our management will take an active role on the safety and health committee. At least annually the safety and health committee will develop written safety and health goals and track monthly progress. These goals will be communicated to all employees. Our committee will be comprised of management and hourly employees. Members will be Appointed and will serve on the committee for (Length of Time).

RESPONDING TO SAFETY AND HEALTH ISSUES

Our management will take prompt consistent action when responding to safety and health issues. They will demonstrate our management commitment to addressing safety and health concerns and encourage employee participation. Management will respond to employees' reports of hazards or potential hazards and immediate supervisors will review, investigate, and take any necessary and appropriate action on all employee reports of hazards or potential hazards. The employee reporting the hazard or potential hazard will be notified of the outcome. Reporting of hazards or potential hazards will be without fear of reprimand.

EMPLOYEE INVOLVEMENT

SAFETY AND HEALTH COMMITTEE

The purpose of our safety and health committee is to participate in the implementation of the safety and health system at BJ Construction.

Our committee will be comprised of management and employee representatives.
Our committee will meet Monthly.
The committee wil :

- Have defined goals and objectives.
- Address safety and health issues.
- Record and post minutes of the meetings.
- Involve employees in problem solving.
- Document action taken and post on the bulletin boards for all employees to read and/or comment.
- Have a formal agenda.

Committee members are: Dan Gadbois, Dawn Ozark, Brian Durkin, John (shop), Cory (Carpenter), Trever (Laborer)

SAFETY INSPECTIONS

Our employees will participate in regular safety and health inspections Weekly to help identify potentially hazardous conditions and unsafe actions and initiate corrections. Findings will be presented to Bryan Durkin for review. Corrective action will be implemented under the direction of Dawn Ozark in a timely manner.

SUGGESTION SYSTEM

Our employees are encouraged to make safety and health suggestions to help improve a process, prevent an accident, or to make any improvement in the safety and health system. The suggestion system will be implemented by Bryan Durkin who will be responsible for determining priority and the proper means of implementation. Safety suggestions will be shared with the safety and health committee for input. Suggestion forms can be placed in suggestion boxes at our main office or given directly to Bryan Durkin.

EMPLOYEE PARTICIPATION

Our employees will be given an opportunity to provide input regarding recommendations on safety and health products, procedures, and training as it pertains to daily work operations. For example, employees may be given some responsibility to test out products or conduct research to substantiate recommendations. Employee input may be provided through the suggestion

system, report of hazard, or through actions the safety and health committee initiates. Employees may participate in a variety of ways such as a trainer, inspector, or problem solver.

WORKSITE ANALYSIS

We will conduct a worksite analysis, through systematic actions that provide information as needed to recognize and understand the hazards and potential hazards of our workplace. Listed below are types of worksite analysis actions that can assist with making an inventory of potential hazards in our workplace:

1. JSA.
2. Comprehensive hazard surveys (insurance inspections, MIOSHA On-site, etc.).
3. Hazard analysis of changes in the workplace (new equipment, new processes).
4. Regular site safety and health inspections (employee and management).
5. Employee report of hazards or potential hazards.
6. Accident and incident investigations with corrective actions and follow-up.
7. Injury and illness trend analysis.
8. PPE assessment.
9. Ergonomic analysis.
10. Specific identification of confined spaces.
11. Identification of energy sources for specific machines.
12. Copies of written inspections and surveys by: fire department, in-house as required by safety and health standards (e.g., overhead crane inspections, powered industrial truck daily inspection, etc.).

NEW EQUIPMENT, PROCESSES, AND FACILITY HAZARD ANALYSIS

Bryan Durkin will analyze new facilities, equipment, processes, and materials for hazards and potential hazards. Findings will be documented and plans developed to minimize or design out the hazards.

JOB SAFETY ANALYSIS

BJ Construction will utilize JSA to determine potential hazards and identify methods to reduce exposure to the hazards.

JSA is a method of planning for safety and health. There are three parts to the JSA.

1. The first component of a JSA is breaking down a job or task into the specific steps it takes to complete the job. Although this can be done in small detail, typically only the major steps are listed. This often results in five to ten steps. The steps are listed in chronological order, listing the first thing that must be done, then what comes next, and so on.
2. The second component of a JSA is to list all the hazards that are involved in each step. There may be many hazards that get listed next to some steps and may not be any associated with some steps.
3. The third step is to write down how each hazard will be eliminated or controlled. In other words, describe what needs to be done in order to perform that task safely.

Sample JSA Form

<table>
<tr><td>Job Title:</td><td>Page: __ of</td><td>JSA No.</td><td>Date:</td><td>__New
Revised</td></tr>
<tr><td>Equipment:</td><td colspan="2">Supervisor:</td><td colspan="2" rowspan="2">Analysis by:</td></tr>
<tr><td>Department:</td><td colspan="2">Approved by:</td></tr>
<tr><td colspan="5">Required Personal Protective Equipment (PPE):</td></tr>
<tr><td>Job Steps</td><td colspan="2">Potential Hazards</td><td colspan="2">Recommended Safe Job Procedures</td></tr>
<tr><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="3">Trainee(s) Name:</td><td colspan="2">Training Date:</td></tr>
<tr><td colspan="3">Trainer(s) Name:</td><td colspan="2">Trainer(s) Signature:</td></tr>
<tr><td colspan="5">Four-Step Instruction Completed? Prepare the Worker…… Trainer(s) Initials
Present the Operation…… Trainer(s) Initials
Try Out Performance……..Trainer(s) Initials
Follow Up……..Trainer(s) Initials</td></tr>
<tr><td colspan="5">Comments:</td></tr>
</table>

EMPLOYEE REPORT OF HAZARDS

Our employees play a key role in identifying, controlling, and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective tool to trigger a closer look at a piece of equipment, operation, or how work is being performed. Reports of potential hazards can also provide suggestions to eliminate a hazard.

ACCIDENT/INCIDENT INVESTIGATION

We will conduct an investigation for all accidents/incidents and near misses. Our primary goal of conducting an investigation is to determine the "root cause" to prevent the risk of a future occurrence. Investigation reports can help determine injury and illness trends over time, so that patterns with common causes can be identified and prevented. Investigations are not intended to place blame.

Accidents and "near-miss" incidents will be investigated by Bryan Durkin. The reports will be reviewed by Dawn Ozark within 24 hours of an accident/incident.

HAZARD PREVENTION AND CONTROL

Our management will develop systems to prevent and control hazards. These include: the establishment of controls through engineering, work practice, PPE, and/or administrative actions; systems to track hazard correction; preventive maintenance systems; emergency preparation; and medical program.

Our written system will be implemented to assure guards, housekeeping, and PPE are provided and being used.

A written plan of action for the correction of hazards found in the workplace will be implemented by Bryan Durkin. Actions will be communicated to all employees.

A maintenance schedule for all vehicles and equipment will be established by Bryan Durkin. Maintenance logs will be kept to document work performed and repairs scheduled or ordered.

Required written programs such as: lockout/tagout, respiratory protection, right to know, confined space, asbestos, benzene, lead, and fork lift permits will be developed.

Through a team effort all employees at BJ Construction will make "safety checks" a part of routine work practices.

JOB SITE INSPECTIONS

BJ Construction will conduct daily job site inspections. Hazards will be documented, reviewed, and corrections will be made in a timely manner. More detailed, written inspections will be conducted by Bryan Durkin on a daily and weekly basis. The Safety Coordinator or other designated safety person will tour each job site and observe potential safety/health hazards, and develop a plan for safeguarding this company's workers which may include the following:

1. Removing the hazard.
2. Guarding against the hazard as required by MIOSHA.
3. Providing PPE and enforcing its use.
4. Training workers in safe work practices.
5. Coordinating protection of workers through other contractors.

A record of all safety inspections and correctional steps will be kept.

ACCIDENT INVESTIGATION

All accidents resulting in injury or property damage will be investigated. The purpose of the investigation is NOT to find fault, but to find the cause of the accident so similar incidents can be prevented in the future.

1. All accidents, no matter how minor must be reported to the Foreman immediately.
2. Foremen must report all accidents to Bryan Durkin as soon as possible.
3. Foremen must complete an initial written accident investigation the day of the accident, if possible.
4. All workers involved in the accident or who witnessed the accident must complete a written statement describing the incident.
5. Bryan Durkin will complete a thorough accident investigation to determine root causes and corrective actions.
6. Near misses (situations where an accident almost happened) should be reported. Corrective action must be taken to prevent the same situation from occurring again with the potential for serious injury. Foremen should make a note of near misses and the corrective actions taken and report them to Bryan Durkin, so that the same corrections may be made on all the company’s job sites.

PERSONAL PROTECTIVE EQUIPMENT

1. Hard hats will be worn on job sites at all times.
2. Eye protection will be worn when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.
3. Leather work boots shall be worn to protect from falling objects, chemicals, or stepping on sharp objects. Safety toe footwear may be necessary in some instances. Athletic or canvas-type shoes shall not be worn.
4. Protective gloves or clothing shall be worn when required to protect against a hazard.
5. Harnesses and lanyards shall be utilized for fall protection as required.

POLICIES, PROCEDURES, SAFETY AND HEALTH RULES

Our management is responsible for implementing major decisions, policies and safety and health procedures. Specific safety and health procedures that are required by MIOSHA will be put in writing such as: lockout, right to know, fall protection, confined space, respiratory program, etc. A copy of our written safety program will be available on every jobsite, either in the jobsite trailer, the gang box, or with the foremen. The required MIOSHA posters will be posted at the on-site office.

BJ Construction will inform and enforce the following safety rules:

All of our safety rules must be obeyed. Failure to do so will result in strict disciplinary action.

1. Wear appropriate clothing and use sun block to prevent sunburn.
2. Watch where you are walking. Do not run. Keep your mind on your work at all times.
3. The use of illegal drugs or alcohol or being under the influence during working hours shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
4. Do not distract the attention of fellow workers or engage in horseplay. Do not engage in any act which would endanger another employee.
5. Keep your working area free from rubbish and debris. A clean job is the start of a safe job.

6. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
7. Report any fear of walking at heights to your supervisor.
8. Know where fire extinguishers are located and how to use them.
9. Lift correctly - with legs, not the back. If the load is too heavy GET HELP. Do stretching exercises prior to work activities. Approximately twenty percent of all construction related injuries result from lifting materials.
10. Keep back at least 10' from all power lines, further if high voltage.
11. Nobody but the operator shall be allowed to ride on equipment unless the equipment is designed to carry a passenger.
12. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
13. Do not remove, displace, damage, or destroy any safety device or safeguard on equipment or machinery.
14. Barricade danger areas. Guard rails or perimeter cables may be required. Do not enter an area which has been barricaded.
15. If you must work around power shovels, trucks, rough-terrain fork-lifts, dozers, or other heavy equipment, make sure operators can always see you.
    - Never walk within the swing radius of equipment counterweights.
    - Never stand next to trucks when load straps are being released.
    - Barricades are required for cranes.
    - High visibility vests may be used to increase your visibility.
16. Never oil, lubricate, or fuel equipment while it is running or in motion.
17. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
18. Practice the following safety procedures when using ladders:
    - Use the "four to one" rule when using a ladder. One foot of base for every four feet of height.
    - Portable ladders in use shall be equipped with safety feet unless the ladders are tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
    - Ladders must extend three feet above landing on roof for proper use.
    - Defective ladders must be properly tagged and removed from service.

- Keep ladder bases free of debris, hoses, wires, materials, etc.

19. Build scaffolds according to manufacturers' recommendations and MIOSHA Construction Safety Standard, Part 12, Scaffolding.
    - Scaffolds over 10’ must have guardrails on all open sides.
    - Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
20. Use ground fault circuit interrupters at all times with any temporary power supply. Use only extension cords of the three-prong type.
21. Fall protection is required at 6 feet or higher. 100% tie-off means the harness and lanyard are always connected to anchorage.
22. Never throw anything "overboard." Someone passing below may be seriously injured.
23. Open fires are prohibited.
24. Know what emergency procedures have been established for your job site. (Location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.)
25. Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a hazardous atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids.
    - Only a qualified person will test the confined area with an appropriate detector before entry.
    - Wear the necessary PPE.
    - Provide ventilation by blowing fresh air into the confined space.
    - An attendant (hole-watch) may be required to be stationed at the entrance.

SAFETY DISCIPLINE

BJ Construction has implemented the following four step disciplinary system when safety rules are not followed or other unsafe actions endanger workers.

First violation: Oral warning; notation for personnel file.

Second violation: Written warning; copy for file or Personnel Office.

Third violation: Written warning; one day suspension without pay.

Fourth violation: Written warning and one-week suspension, or termination if warranted.

Zero-tolerance Violations: Some safety violations are of such serious nature that there will be no warnings and termination may result. Examples include:

- Entering hazardous confined spaces without following proper procedures,
- Failing to use fall protection equipment,
- Entering unsafe electrical rooms.

Both the employee and the supervisor allowing these unsafe acts may be terminated.

A record will be maintained of all disciplinary actions.

EMERGENCY PROCEDURES

In case of an emergency on site the following procedures will be instituted at each site:

1. Method of communication will be determined at each site: telephone, radio, etc.
2. Post the following emergency telephone numbers:
    - Police
    - Fire
    - Medical Response Team
3. Post the job site address near the communication station.
4. Post names of first aid responders on site.
5. Designate a person to direct emergency crews to site of emergency.
6. Instruct each employee of known harmful plants, reptiles, animals, insects, or other environmental hazards present, including:
    - The potential hazards.
    - How to avoid injury.
    - Applicable first aid procedures to be used in the event of injury

LOCKOUT / TAGOUT

Lockout / Tagout assures that employees are protected from unintended machine motion or unintended release of energy which could cause injury. This includes electricity, water, steam, hydraulic, gravity, and many other sources of stored energy.

All sources of energy must be shut off, de-energized at the source, and locked-out prior to any employee beginning work around or on the potential hazard.

CONFINED SPACE ENTRY

No employee shall enter confined spaces without authorization. A confined space is defined as the following:

1. A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY, and
2. Is large enough and so configured that a person can bodily enter into and perform assigned work, and
3. Has LIMITED or RESTRICTED means for ENTRY or EXIT.

Confined spaces that may have a HAZARDOUS ATMOSPHERE require special precautions. Hazardous atmospheres are those that may expose employees to the risk of death, incapacitation, impairment of ability to self rescue caused by:

- Flammable gas.
- Airborne combustible dust.
- Atmospheric oxygen concentration below 19.5 or above 23.5%.
- A toxic atmosphere or substance.
- Danger of engulfment.

WRITTEN HAZARD COMMUNICATION PROGRAM

Hazard communication means ensuring that all workers know about the chemicals that they work with and work around. Often called “Right to Know,” the hazard communication program involves the following elements.

1. Written hazard communication program.
2. Training on the chemicals this company uses.
3. Labeling: using properly labeled containers.
4. Safety Data Sheets (SDS): SDS (formerly known as Material Safety Data Sheets or MSDS) must be readily available onsite. Workers must know where to find SDS and be able to read and properly utilize an SDS.
5. Posting signs to inform employees of the location of SDS and when new chemicals are brought on the job site.
6. Informing other contractors: If we use chemicals around other contractors, it is our responsibility to inform other contractors of the hazards involved. We will make every effort to keep other contractors safe from the chemicals we use. Typically, the general contractor onsite will need to coordinate all chemical use of all contractors to maintain a safe workplace.

FALL PROTECTION PROGRAM

1. Fall protection is required whenever working at six feet or above.
2. Fall protection will be provided by one or more of the following:
   - Guardrails
   - Hole covers
   - Safety nets
   - Personal fall arrest system (harness and lanyard)

ELECTRICAL SAFETY

Electrical safety involves two primary issues:

- Powerlines
- Temporary and permanent electrical wiring and equipment

To avoid electrical incidents, several basic safety rules must be followed:

1. Stay at least 10 feet back from powerlines, in ALL directions. Stay further back if voltages are greater than 50,000 volts.
2. Do not store materials under powerlines.
3. Mark powerlines on the job site with warning signs below.
4. Use ground fault circuit interrupters (GFCI) whenever plugging into temporary power or using an extension cord.
5. Extension cords and trailing cords with missing ground prongs must be removed from service.
6. Extension cords and trailing cords with cuts must be removed from service.
7. Do not operate wet power tools.
8. Keep extension cords from being damaged in doorways or being run over.
9. Keep extension cords out of wet areas.
10. Never wire anything yourself or attempt to make electrical repairs. Leave that for an electrician.
11. Assume all wires and electrical boxes are live, unless you are certain they are not.
12. Do not store any materials within 3 feet of electrical boxes.

SAFETY AND HEALTH TRAINING

BJ Construction will provide training to assure the requirements of MIOSHA standards are met and continuously evaluate employee training needs to keep workers safe and healthy on the job.

1. New Employee Orientation: New employees will receive training on the company safety and health management system, safe work practices and expectations, and specific safety and health training for the tasks that they will perform.

2. After inspecting a job site, Bryan Durkin will identify and evaluate all potential hazards for potential of serious injuries and probability of an accident. Actions will be taken to minimize the hazards and protect the workers.

3. The Safety Coordinator or other designated site person will appraise the skill and knowledge level of exposed workers, and provide any needed training.

4. Where safety and health training is needed, appropriate training will be provided.

   - Hazards will be identified.
   - Necessary precautions will be explained.
   - Training length and level of detail will be determined by the severity of the hazards and the requirements of MIOSHA.

5. Records will be maintained for all training sessions with descriptions of topics covered and names of workers trained.

6. Toolbox Talks: Toolbox talks will be conducted regularly weekly. Topics covered will include:

   - The safe work practices necessary for that day's work.
   - Any safety concerns workers may have.
   - Brief refresher training on relevant safety topics (topics to be provided by the Safety Coordinator).

Construction Services

SAFETY AND HEALTH WORK OBSERVATIONS

Safety and health work observations will be performed periodically by supervisors or designated observers.

Safety and health work observations ensure: 1) an employee has the knowledge to perform the work as trained, and 2) is actually performing their work task safely. Specific observations or audits are especially critical for lockout/tagout, confined space, or where the risk of exposure is high. Results will be documented and follow-up training will be provided as needed. This process helps assure safety and health training is effective.

Safety Pays!

For every $1 invested in workplace safety and health … Employers see a $4 to $6 return.

Bottom Line Benefits

1	Reduced absenteeism
2	Lower turnover rates
3	Higher productivity
4	Greater efficiency
5	Increased quality
6	Decreased scrap/waste
7	Increased employee morale
8	Positive brand image
9	Decreased health care costs
10	Decreased workers' compensation costs

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W Allegan, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation education and training services
call (517) 284-7720
or
visit our website at www.michigan.gov/miosha

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MIOSHA
Michigan Occupational Safety and Health Administration

Policy and Procedure for COVID-19 Management in the Workplace
(Supplemental Policy to Infection Control in the Workplace) rev 5/5/2020

PURPOSE:
To provide knowledge to employees/clients/families/contractors on COVID-19 disease which could threaten their health and safety and to give direction on how to effectively and efficiently control it.
POLICY:
BJC is committed to ensuring the safety of its employees/clients/families/other individuals, by establishing procedures for responding to the COVID1-19 infection and for protecting the privacy of infected persons, in accordance with federal/state and local laws.
DEFINITIONS:

- Infectious Diseases
  - An infectious disease is an illness caused by a specific infectious agent or its toxic produces, which can be passed on from one individual to another.
  - It may be transmitted directly from one body to another, without the help of other objects such kissing, sexual contact, droplet spray from sneezing, coughing, spitting, singing or talking.
  - It may be passed indirectly when an object transmits the organism. Objects of transmission could be utensils, food, water, milk, clothing, linens, air, soil or insects.
- COVID-19 - a highly infectious respiratory disease caused by a new (novel) coronavirus. The disease was discovered in China in December 2019 and has since spread around the world (referred to as a Pandemic).
  Symptoms: Fever > 100.4, Cough, Shortness of breath/chest pain are the primary hallmark symptoms but CDC has added additional symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell.
- Quarantine – individuals not ill but potentially exposed to COVID-19.
- Isolation – individuals with symptoms or positive diagnosis of COVID-19.
- Social distancing -- putting enough space between people so that "airborne droplets" from coughs or sneezes are not shared. Centers for Disease Control (CDC) currently recommends at maintaining a 6 foot distance between individuals.

SAFE WORK SITE PROCEDURES:
All employees are expected to reduce or prevent the spread of COVID-19 (as well as all communicable disease) in the workplace by engaging in the following actions to protect themselves, co-workers and others.

Employees:

- In the workplace:
  - Employees must sign in an administer the self-screening questions daily before entering their assigned job site.
    - Daily questions:
      1. You have NOT had a positive test or diagnosis for COVID in the past 14 days.
      2. You have NOT had close contact with someone who has had a positive test or diagnosis of COVID in the past 14 days.
      3. You have not travelled by plane domestically or internationally in the last 14 days
      4. You do NOT have symptoms of COVID including fever (>100.4), cough, shortness of breath/chest pain, diarrhea, or any other flu-like illness symptoms
    - If an employee answers YES to Questions 1., 2. or 3., the employee must:
      - ✓ Remain at home for 14 days and be symptom free before returning to work.
      - ✓ It is preferred if feasible that the employee get medically cleared by a health care provider before returning to work.
    - If an employee answers YES to question 4, the employee will be sent home and must:
      - ✓ Remain at home for 72 hours fever free and 10 days symptom free (without using fever reducing or cough suppressant medications.

- Whenever possible follow social distancing recommendations (maintain at least 6 feet between people) or wear an employer provided facial mask covering nose and mouth while in the workplace.
- Wash hands frequently with soap and water for at least 20 seconds. Use hand sanitizer with at least 60 percent alcohol when soap and water aren't available. Always follow good handwashing practices:
  - Upon arriving at the jobsite and before going home at the end of the day
  - Before and after eating
  - After using the toilet
  - After touching garbage or other waste materials
  - After sneezing or coughing
  - Before and after smoking
- Maintain a clean work area.
- Avoid touching eyes, nose or mouth.
- Avoid use of another employee's phones, desks, keyboards or other work tools and equipment. If an employee must use those items, they should clean the items first with a disinfectant.
- Should follow all federal, state and local health department recommendations and directives.

Field Supervisor

- Must comply with state and local health authorities' recommendations and directives including but not limited to work restrictions and reporting requirements.
- Must advise employees of any potential workplace exposure and review measures for dealing with the potential exposure including quarantine, symptom monitoring, etc.
- Must remind employees about the infectious/communicable disease policy/COVID-19 Policy including:
  - an overview of the policy,
  - the location of the written policy,
- Monitor adherence to control practices in the workplace.
- Provide written materials regarding policies and procedures to employees and clients.
- Upon identifying that someone in the workplace has tested positive for Covid-19 or been diagnosed as likely having Covid-19, an investigation to identify possible exposed persons will be completed (see MIOSHA requirements below).

OSHA/MIOSHA Requirements

- BJC will provide all required Personal Protective Equipment and Disinfectants to workers/job sites:
  - Face masks, gloves, eye protection, hand sanitizer (> 60% alcohol), hand soap, paper towel, surface disinfectant (EPA registered household disinfectant).
- Daily site log will be generated and maintained according to MIOSHA requirements.
- Suspected cases of COVID-19 are currently excluded from the MIOSHA reporting requirements.
- Confirmed cases of COVID-19 (A confirmed case of COVID-19 means an individual with at least one respiratory specimen that tested positive for SARS-CoV-2, the virus that causes COVID-19.) in the workplace require:
  - contact investigation (identify all close contacts of the confirmed case in the workplace).
    - Close contacts in the workplace will be required to self-quarantine for 14 days after the first exposure and to monitor symptoms.
  - assessment to identify if the case was due to work-related exposure.
  - Cases determined to be work-related will be reported to MIOSHA on the 300 Form.

ADMINISTRATIVE:

- Employees in quarantine or isolation may use their paid time off (PTO) for an absence provided their supervisor is notified of symptoms, diagnosis or potential exposure to COVID-19.
- Employees who opted for Medical coverage can follow United Health Care notifications at https://www.myuhc.com/member/prewelcome.do?currentLanguageFromPreCheck=en

- Employees who opted for Short Term Disability coverage can file a claim for missed days compensation. Contact HR to initiate the claim process.
- If employees are furloughed from work, State unemployment can be applied for: https://fileunemployment.org/michigan/.

REFERENCES:

Centers for Disease Control: https://www.cdc.gov/coronavirus/2019ncov/community/home/index.html
Michigan Department of Community Health:
https://www.michigan.gov/coronavirus
https://www.osha.gov/memos/2020-04-10/enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19

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NEW EMPLOYEE SAFETY ORIENTATION

BJ Construction New Employee Safety Orientation

INTERIOR SPACES ARE NON-SMOKING AND TOBACCO FREE AREAS

Personal Protective Equipment

- Personal Protective Equipment (PPE) must be worn at all times, as prescribed for each job, such as: Hard hats (including welders when using welding hoods) and safety glasses (ANSI Z87.1 approved) and high visibility vests (not provided by BJ Construction) must be worn 100% of the time when in the confines of the construction area. Gloves when handling materials, especially materials with sharp edges or hazardous chemicals, face shields with safety glasses during grinding activities, construction foot wear, shirts with sleeves (no tank tops) long pants (NO Exceptions), respirators when working around an excess of silica dust, etc.
- Properly care for and be responsible for all of your PPE. If you encounter any problems with your PPE, notify your Foreman or Project Superintendent immediately.

Electrical

- Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them. Make sure all attachments are connected to the power tools (IE 2nd handles for handheld grinders, guards are in place).
- Use only extension cords of the three- prong type. Use ground faults circuit interrupters (GFCI) at all times (including when using existing building power) and when using tools in wet atmospheres or with any temporary power supply. All temporary electrical panels must be labeled "HOT" with the voltage on the exterior cover.

Ladders

- Use the four in one rule when using a ladder. One foot base for every four feet in height.
- Ladders must be solidly constructed and set on a substantial base. Ladders must be equipped with feet unless the ladder is tied, blocked or otherwise secured.
- Always face the ladder when ascending or descending.
- Do not use a defective ladder that is broken, weak or missing rungs.
- Step ladders shall never be used as a straight ladder.
- Ladders must extend three feet above landings (excavations, floors, and roofs) for proper use.

Excavation Safety Procedures

- Prior to digging, investigate for underground utilities or obstructions.
- All excavations must have a competent person present at all times. The competent person must inspect the excavation prior to anyone entering the excavation whether it is first thing in the morning, or after any breaks.
- All trenches and excavations over 5' deep must be shored or sloped as required by MIOSHA.
- All employees working in excavations must stay within the protective system.
- Never climb on shoring, trench boxes or sloped walls unless a ramp has been designated as an access/egress point.

NEW EMPLOYEE SAFETY ORIENTATION

- Excavated or other materials must not be stored nearer than two feet from the edge of the excavation.
- Any excavation, which is left unattended will be properly barricaded (NO Caution Tape) to prevent any fall hazards.
- Locations of underground utilities must determine prior to digging an excavation. This may be determined by multiple means such as calling MisDig, or by hand digging.
- Should employees encounter unknown utilities/pipes during an excavation, they are required to STOP WORK and notify the project superintendent to determine the source of the unknown utility/pipe.
- If you must work near loaders, excavators, cranes or any other large piece of machinery make sure the operators can see you at all times.

General Safety

- A good job is a clean job, and a clean job is a safe job. So keep your work area free from debris.
- Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be a result.
- Watch where you are walking-don't run.
- Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.

Fall Protection

- Fall protection (harness and lanyard) must be used when exposed to a fall hazard greater than 6' as required by MIOSHA fall protection standard part 45.
- Aerial lifts (including scissor lifts must have a manufacturer approved tie off point which the employee must connect to as soon as they step in the machine. All operators must show proof of certification that they are allowed to work on that lift.
- If an employee must exit the lift taking them outside the perimeters of the guardrail they must use the double-lanyard system for fall protection. Two lanyards connected to the harness. One lanyard connected the manufactured approved tie off point. When you need to leave the platform tie off with the second lanyard to an approved tie off point preferably overhead and then unhook the first one.

Lockout/Tagout

- A lockout/tagout station has been provided for this project. If it is necessary to use a lockout/tagout system in a work area the BJ Construction Superintendent must be contacted and a lockout/tagout device must be checked out.
- Before servicing, repairing of adjusting any power tool of piece of equipment, disconnect it, lock out the source of power and tag it.
- Be sure that all guards are in place. Do not remove, displace, damage or destroy any safety device or safeguard furnished or provided for your use on the job, nor interfere with the use there of.

Scaffolding

- Build scaffolding according to manufacturer's recommendations and MIOSHA construction safety standards part 12 scaffolding.
- Scaffolding requires a competent person. Make sure you know who yours is.

NEW EMPLOYEE SAFETY ORIENTATION

- When using baker or mobile scaffolds employees standing on the platforms must never allow themselves to be propelled/moved or propel/move themselves. All wheels must always remain locked to prevent movement.

Confined Space

- Never enter a manhole, well shaft, or tunnel or other confined space which could possibly have a non-reparable atmosphere because of a lack of oxygen, or presence of toxic or flammable gases, or has the possibility of engulfment by solids or liquids. Make sure that a qualified person test the confined space area with an appropriate gas detector before entry and make sure to wear the necessary safety equipment. A standby attendant may be required to be stationed at the entrance.
- Never follow a co-worker into a confined space if they have gone down. Most rescue attempts will result in injury to yourself.

Incident Reporting

- Contact the Safety Director Dan Gadbois or Project Superintendents Immediately report all injuries, near miss or incidents. An investigation will immediately occur with the necessary corrective measures.
- Never move an injured person unless it is absolutely necessary. Further injury may be a result. Keep the injured person as comfortable as possible and utilize the jobsite first aid equipment until an ambulance arrives.
- The use of intoxicating beverages or illegal drugs on the jobsite is forbidden. Violation of this policy can lead to immediate termination.
- Know what emergency procedures have been established for this jobsite. (Location of clinic, hospital, evacuation plan etc)

Equipment

- A daily equipment checklist form must be filled out by the operator, for each piece of equipment utilized per day. A crane action plan must be completed prior to any lifts occurring on the project. Included in the crane action plan; path of the lift, barricading required, sketch of the crane location in conjunction with building locations, and any other special requirements for the lifts that are needed.
- All equipment shall have working back-up alarms.

Job task analysis

- A Job task analysis is required to be filled out by all contractors for high risk activity. High risk includes, but is not limited to: Excavations greater than 6’ roof top unit installations, crane lifts, working from heights greater than 6’ etc. All contractors are to turn a JSA for review to the Safety Director or the site Superintendents prior to the work taking place.

Job Site Safety Audits

- Each contractor is required to turn a weekly job site safety audit for their work area on a daily basis to the Safety Director or to the project Superintendents. These audits will be

NEW EMPLOYEE SAFETY ORIENTATION

reviewed by the Safety Director and any issues observed will be addressed and corrected.

Hazard Communication

- All contractors must turn in a copy of their SDS sheets to BJ Construction prior to starting work. It is imperative that these are accurate and up to date with the material being brought onsite. All SDS for BJ Construction are also kept on site in the office

trailer. Should any contractor wish to review the SDS sheets, please contact the Project Superintendent.

Toolbox Talks

- Each contractor is responsible to hold toolbox talk meetings on Monday mornings. A copy of these toolbox talks must be submitted to the Project Superintendent each week. If contractors do not have copies of toolbox talks contact the Project Superintendent and copies will be provided for you.
- Each of these safety rules must be obeyed. Failure to do so will result in strict disciplinary action being taken, up to and including removal from the project.

Disciplinary Procedures

- Employees observed of non-compliance of a safety rule will receive a verbal warning.
- Employees observed for a second time in non-compliance will receive a second written warning. This warning will be forwarded on to your company's Owner or Safety Director.
- Employee observed for a third time in non-compliance will be permanently and immediately removed from the job site.
- A zero tolerance policy has been established for serious violations, actions that could result in causing serious harm to another employee, threats, harassment and lewd behavior, etc.

Each employee on this project has the authority and responsibility to stop any unsafe working conditions or acts which could endanger the lives of others in the area. Each employee will have the full support of BJ Construction should they report and/or stop any unsafe condition of act.

HAZARD COMMUNICATION PROGRAM

This program has been prepared to comply with the requirements of the MIOSHA construction standards-Part 42. Right to Know/Hazard Communication/Retention of DOT Markings, Placards, & Labels to ensure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees. 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.

A. CHEMICAL INVENTORY

Each Fairview Construction project maintains an inventory of all known chemicals used on that project. A chemical inventory list is available from the project superintendent for the project you are working on.

Hazardous chemicals brought onto the worksite by BJ Construction Construction will be included on the hazardous chemical list.

B. CONTAINER LABELING

All chemicals on site will be stored in their original or approved containers with a proper label attached, except in small quantities for immediate use. Any containers 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 manager for proper handling.

No unmarked containers of any size are to be left in the work area unattended.

BJ Construction will rely on manufacturer 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.

The project superintendent will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

C. SAFETY DATA SHEETS (SDS)

Employees working with a Hazardous Chemical may request a copy of the safety data sheet (SDS). Requests for SDS's should be made to the project foreman.

SDS should be available and standard chemical reference may also be available on the site to provide immediate reference to chemical safety information.

The project foreman will provide the owner and/or the construction manager, upon request, copies of the SDS for the chemicals brought on that project.

HAZARD COMMUNICATION PROGRAM

D. 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 personal protective equipment.
- Information on the Hazard Communication standard including:
    I. Labeling and warning systems
    II. An explanation of Safety Data Sheets (SDS)

E. PERSONAL PROTECTIVE EQUIPMENT (PPE)
Required PPE is available from the project foreman. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

F. EMERGENCY RESPONSE
Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the project foreman at once.

G. HAZARDS OF NON-ROUTINE TASKS
Project superintendents 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. Where necessary, areas will be posted to indicate the nature of the hazard involved.

H. INFORMING OTHER EMPLOYERS
Other on site employers are required to adhere to the provisions of the Hazard Communication standard.

Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.

Fairview has posted information for employees at this jobsite to know the exact location of the SDS for the chemicals on this project.

EQUIPMENT PRE-OPERATION CHECKLIST

Complete the pre-operation checklist with one of the following responses after each item.

- If working properly, enter an X in the "O.K." column.
- If not working properly, enter an X in the "Needs Repair" column and explain why.
- If operation does not apply to your particular piece of equipment, enter an X in the "n/a" column.

Maintain pre-operation inspection checklist on each piece of equipment to be inspected.

Equipment # _____ **Name of operator:** _____

Date: _____ **Type of equipment:**_____

Company Name: BJ Construction **Operator License Y/N**

Project Name:

CHECKLIST	O.K.	NEEDS REPAIR	N/A
Horn			
Steering			
Battery indicator			
Lift Control			
Tilt Control			
Accessory Control			
Tires and wheels			
Overhead guard			
Lights			
Brakes (s)			
Limit switches			
Forks, mast, chains, stops, backrest			
Hydraulic cylinders			
Hydraulic hoses and fittings			
Fluid levels			
LP leaks			
Engine oil			
Radiator water			
Fuel level			
Obvious damage and leaks			
Hour meter			
Warning signs/stickers			
Warning lights-backup alarms			
Fire extinguisher			
Manufacturer approved tie-off point			
Lifting straps			
Other gauges and instruments			
Annual Inspection Report			

JOBSITE SAFETY INSPECTION CHECKLIST

Observers Name: _____ **Company Name:** **BJ Construction**

Date: **Project #**

PPE	**AR**	**S**	**NA**
Hard Hats			
Safety Glasses w/side shields, goggles			
Construction footwear			
Hearing protection			
Face (face shield)			
Body (welding protection, rain suit, tyvek suit)			
Other (protective sleeves, knee pads)			
Housekeeping	**AR**	**S**	**NA**
General housekeeping adequate			
Trips/slips hazards removed or protected			
Flammable material stored correctly			
Good power cord management-check for damage			
Fall Protection & Ladders	**AR**	**S**	**NA**
Holes covered/barricaded/secured to structure			
Right ladder for the task			
Ladder used properly			
Ladder in good condition			
Scaffold in safe condition & used properly			
Lifts in safe condition & used properly			
Lift certificates have been obtained			
Fall protection used properly-if necessary			
Open holes are covered, secured, and marked			
Tool Used Safely	**AR**	**S**	**NA**
Correct tools being used			
Tools being used correctly			
Tool guards in place/functional			
Tools in good condition			
Damaged tools are properly marked			
Sufficient lighting for tasks			
Material secure/stacked correctly			
GFI's are being used correctly			
Containment screens used if needed			
Insurance certificates	**AR**	**S**	**NA**
Does every Subcontractor have the proper Insurance to be on the jobsite?			

Hazardous Materials	**AR**	**S**	**NA**
SDS are available online at MSDSonline.com			
Is lead suspected to be present on site and have the surveys been obtained?			
Miscellaneous	**AR**	**S**	**NA**
Excavations are sloped/shored /benched properly with a means of egress			
Energized electrical panels are marked HOT and guarded			
First aid kit filled with supplies			
Gas cylinders are not stored in building unless being used within a 24 hour time period			
Proper amount of fire extinguishers available on project			
Fire extinguishers inspected monthly			
Items Present? Yes or No	**Y**	**N**	
Proper signage is posted on project and in trailer?			
Toolbox talks held every week and turned into safety director?			
Sub-contractors turning in toolbox talks every week?			
Safety violations written and turned into safety director?			
Orientation given to all new employees on project?			
Any injuries, near misses or incidents this week?			
Procedures & Permits	**AR**	**S**	**NA**
Hot work permits obtained and precautions taken			
Job task analysis posted and followed			
Employee is knowledgeable of JTA			
Rigging/lifting plan adequate/followed			
Person is aware of and taking precautions for chemical hazards			

How did you correct any at risk (AR) Situations?

Additional Comments:

AR= At Risk / S= Safe / NA= Not Applicable

BJ Construction
PRE-TASK PLAN

Pre-Task Plan:		**Contractor Name:**	BJ Construction
Prepared By:		**Date Prepared:**	
Contractor Name:			
Name of Competent and/or Qualified Person:		**Responsible For:**	
Name of Professional Engineer:		**Responsible For:**	

Pre-Task Plan:		**Contractor Name:**	BJ Construction
WORK TASK	**HAZARD**	**HAZARD CONTROL MEASURES AND SAFE WORK PRACTICES**	**CONTINGENCY PLAN**
1. BRIEF WORKERS			

BJ Construction
PRE-TASK PLAN

WORK TASK	HAZARD	HAZARD CONTROL MEASURES AND SAFE WORK PRACTICES	CONTINGENCY PLAN
2.			
3.			

BJ Construction
PRE-TASK PLAN

CONTRACTOR'S EMPLOYEE REVIEW OF PRE-TASK PLAN
SIGN IN SHEET

Contractor Name: BJ Construction
Review conducted by: _____ Title: _____

Pre-Task Plan Name: _____

Name (Print)	Name (Signature)	Date Review Conducted

DISCIPLINE
WRITE-UP LOG

PROJECT NAME: _____ **PROJECT NO. _____**

STICKER #	Employee Name	Company Name	Verbal Warning (date)	Written Warning (date)	Removed from Jobsite (date)

Construction Services

DISCIPLINE
WRITE-UP LOG

SAFETY ORIENTATION SIGN-OFF SHEET

All trades and personnel involved with on-site activities will have to attend the safety orientation prior to working on site.

_____ Hazard Communication Training (check after it has been completed)

_____ Received Hard Hat sticker Sticker # _____

_____ Current with MUST program, copy of report card is needed prior to being allowed on site (if required)

_____ Asbestos Awareness Training (if required)

_____ Aerial lift certification (if required)

_____ ID badges have been obtained (if required)

_____ CCO operator certification (if r
_____ Hilti certification (if req

_____ MUST card Card # _____

_____ Confined Space certification (if required)

_____ Local # _____

By signing below, I agree that I have read, fully understand, and agree to comply with all of the above referenced items as stated in the safety orientation.

_____ _____
Name (Sign) Name (Print)

_____ _____
Company Name (Print) Date

_____ _____
Witness (Super or Representative) Date

Construction Services

Hard Hat Sticker Log

Sticker #	Name	Contractor	Date of Orientation	Date of 1st Violation	Date of 2nd Violation	Date removed from Project

GLOSSARY OF TERMS (SDS)

ACUTE: Short term period of action. Readily apparent.

ACUTE TOXICITY: Acute toxicity refers to those adverse effects occurring following oral or dermal administration of a single dose of a substance, or multiple doses given within 24 hours, or an inhalation exposure of 4 hours.

ASPHYXIATE: A gas or vapor that can cause injury, unconsciousness or death by suffocation by reducing the amount of oxygen sufficient to promote life. See definition for "Simple Asphyxiant."

ASPIRATION: The entry of a liquid or solid chemical directly through the oral or nasal cavity, or indirectly from vomiting, into the trachea and lower respiratory system.

ASPIRATION TOXICITY: Severe acute effects such as chemical pneumonia, varying degrees of pulmonary injury or death following aspiration.

BOILING POINT: A temperature at which a liquid turns to a vapor state. This term is usually associated with the temperature at sea level pressure when a flammable liquid gives off sufficient vapors to promote combustion.

CARCINOGEN: A substance or a mixture of substances which induce cancer or increase its incidence. Substances and mixtures which have induced benign and malignant tumors in well-performed experimental studies on animals are considered also to be presumed or suspected human carcinogens unless there is strong evidence that the mechanism of tumor formation is not relevant for humans.

"C" OR CEILING: In terms of exposure concentrations, this is the concentration that should never be exceeded, even for a short period, for a substance.

CHRONIC: A long time period of action.

CHRONIC EFFECT: An adverse effect with symptoms that develop or recur very slowly, or over long periods of time. See definitions for "Specific Target Organ Toxicity-Repeated Exposure (STOT-RE)." Refer to MIOSHA Part 42, 92 and 430 Hazard Communication, Appendix A for additional information.

COMBUSTIBLE DUST: A combustible particulate solid that presents a fire or deflagration hazard when suspended in air or some other oxidizing medium over a range of concentrations, regardless of particle size or shape. Definition form OSHA National Emphasis Program (CPL-03-00-003) on Combustible Dust as this term is not defined in MIOSHA Part 42, 92 and 430 Hazard Communication Standard.

COMPRESSED GAS: Gases which are contained in a receptacle at a pressure of 200 kPa (29 psi) (gauge) or more.

CONCENTRATION: A figure used to define relative quantity of a particular material; such as, a mixture of 5 ppm Acetone in air.

GLOSSARY OF TERMS (SDS)

CORROSIVE MATERIAL:	See definitions for "Corrosive to Metals" and "Skin Corrosion." Many acids are classified as corrosives.
CORROSIVE TO METALS:	A chemical which by chemical action will materially damage, or even destroy, metals.
DECOMPOSITION:	The breakdown of materials or substances into other substances or parts of compound; usually associated with heat or chemical reactions.
DERMAL:	Used on or applied to the skin.
DERMAL TOXICITY:	The adverse effects resulting from exposure of a material to the skin; usually associated with lab animal tests.
EVAPORATION RATE:	The rate at which a liquid material is known to evaporate, usually associated with flammable materials. The faster a material will evaporate, the sooner it will become concentrated in the air, possibly creating either an explosive/combustible mixture or toxic concentration, or both.
EXPLOSIVE CHEMICALS:	A solid or liquid chemical which is in itself capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings. Pyrotechnic chemicals are included even when they do not evolve gases.
EXPOSURE:	Contact of an individual with a hazardous material during the course of employment, through any route of entry (e.g., inhalation, ingestion, skin contact or absorption.).
EYE IRRITATION:	The production of changes in the eye following the application of test substance to the anterior surface of the eye; which are fully reversible within 21 days of application.
FLAMMABLE GAS:	A gas having a flammable range with air at 20°C (68°F) and a standard pressure of 101.3 kPa (14.7 psi).
FLAMMABLE LIQUID:	Means a liquid having a flash point of not more than 93°C (199. 4°F).
FLAMMABLE SOLID:	Flammable solid means a solid that is a readily combustible, or which may cause or contribute to fire through friction.
FLASH POINT:	The temperature at which a liquid will generate sufficient vapors to promote combustion. Generally the lower the flash point, the greater the danger of combustion.
GENERAL EXHAUST:	A term used to define a system for exhausting or ventilating air from a general work area. Not as specific as localized exhaust.
"G", GRAM:	A unit of weight. Once ounce equals about 28.4 grams.

GLOSSARY OF TERMS (SDS)

HMIS®: Hazardous Material Indentification System- a numerical hazard rating that incorporates the use of lablels with color-coded bars as well as training materials. It was developed by the American Coatings Association. The four bars are color coded, using the modern color bar symbols with blue indicating the level of health hazard, red for flammability, orange for a range from 0-4 with 4 representing the greatest hazard. Reference link: www.paint.org/images/HMIS_PPElist.jpg

HAZARD CATEGORY: The division or criteria within a given hazard class. For example, oral acute toxicity and flammable liquids include four hazard categories. These hazard categories compare hazard severity, within a hazard class. They should not be taken as a comparison of hazard categories more generally.

HAZARD CLASS: The nature of the physical or health hazards (e.g., flammable solid, carcinogen, oral acute toxicity)

HAZARD NOT OTHERWISE CLASSIFIED (HNOC): An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effects either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

HAZARD STATEMENT: A statement assigned to a hazard class and category that describes the nature of the hazards(s) of a chemical, including, where appropriate, the degree of hazard.

HAZARDOUS CHEMICAL: Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified (HNOC).

INCOMPATIBLE: Materials, which could cause dangerous reactions from direct contact with one another.

INGESTION: Taking in of a substance through the mouth.

INHALATION: The breathing in of a substance in the form of a gas, liquid, vapor, mist or fume.

INHIBITOR: A chemical added to another substance to prevent an unwanted change from occurring.

IRRITANT: A chemical substance or mixture, other than a corrosive, that when contacted with the skin produces a reversible inflammatory reaction to the affected area and /or surrounding areas. Normally, irritants affect

GLOSSARY OF TERMS (SDS)

the eyes, nose, mouth and respiratory system.

LC: Lethal Concentration- In lab animal tests, this is the concentration of a substance, which is sufficient to kill the test animal.

LC50: Median Lethal Concentration- The concentration in air of gas, vapor, mist, fume or dust for a given period of time that will kill 50 percent of the test animals using a specified test procedure. Inhalation is the primary route of entry.

LD50: Median Lethal Dose-The dosage of a substance that will kill 50 percent of the test animals to which the substance is administered using a specified test procedure. Various routes of entry can be used for testing purposes.

L.E.L.: Lower Exposure Limit- The lowest concentration of a gas or vapor in air that will ignite or explode if an ignition source is introduced.

MUTAGEN: A permanent change in the amount or structure of the genetic material in a cell. The term mutation applies both to heritable genetic changes that may be manifested at the phenotypic level and to the underlying DNA modifications when known (including, for example, specific base pair changes and chromosomal translocations). The term mutagenic and mutagen will be used for agents giving rise to an increased occurrence of mutations in populations of cells and/or organisms.

NFPA: National Fire Protection Association- An organization, which promotes fire protection/prevention, and establishes safeguards against loss of property and/or life by fire. The NFPA has established a series of codes identifying hazardous materials by symbol and number for fire fighting purposes. These codes also classify materials in their order of flammability. With 0 being not burnable-up to 4 which means –will burn spontaneously at room temperature.
Reference link:
http://www.nfpa.org/faq.asp?categoryID=928&cookie%5Ftest=1#23057

OLFACTORY: Relating to the sense of smell.

ORAL: Used in or taken through the mouth into the body.

ORGANIC PEROXIDE: A liquid or solid organic chemical which contains the bivalent -0-0- structure and as such is considered a derivative of hydrogen peroxide, where one or both of the hydrogen atoms have been replaced by organic radicals. The term organic peroxide includes organic peroxide mixtures, containing at least one organic peroxide. Organic peroxides are thermally unstable chemicals, which may undergo exothermic self-accelerating decomposition. In addition, they may have one or more of the following properties:

GLOSSARY OF TERMS (SDS)

a. Be liable to explosive decomposition;
b. Burn rapidly;
c. Be sensitive to impact or friction;
d. React dangerously with other substances.

OXIDIZER: A chemical that yields oxygen readily and promotes combustion in other materials. The definition does not include explosives.

OXIDIZING GAS: Any gas which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does.

OXIDIZING LIQUID: A liquid which, while in itself not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material.

OXIDIZING SOLID: A solid which, while in itself is not necessarily combustible, may, generally by yielding oxygen, cause or contribute to, the combustion of other material.

PEL: Permissible Exposure Limit- An exposure concentration established by the Occupational Safety & Health Community which indicates the maximum concentration for which no adverse effects will follow.

PPM: Parts per Million- A unit of measurement for the concentration of a gas or vapor in air; usually expressed as number of parts per million parts of air.

PPB: Parts per Billion- As above, only expressed as number of parts per billion parts of air.

PHYSICAL HAZARD: A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to Part 42,92 and 430 Hazard Communication Standard-Physical Hazard Criteria.

PICTOGRAM: A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

PYROPHORIC GAS: A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

PYROPHORIC LIQUID: A liquid which, even in small quantities, is liable to ignite within five minutes after coming into contact with air.

GLOSSARY OF TERMS (SDS)

PYROPHORIC SOLID: A solid which, even in small quantities, is liable to ignite within five minutes after coming into contact with air.

PYROTECHNIC CHEMICAL: A chemical designed to produce an effect by heat, light, sound, gas or smoke or a combination of these as the result of non-detonative self-sustaining exothermic chemical reactions.

REACTIVE MATERIAL: A chemical substance or mixture that may vigorously polymerize, decompose, condense, or become self-reactive under conditions of shock, pressure or temperature. Includes chemical substances that can be classified as explosive, organic peroxide, a pressure generating materialor a water reactive material.

REACTIVITY: The term that describes the tendency of a substance to under go a chemical change with the release of energy, often as heat. See definition for "Reactive Material."

REDUCING AGENT: In an oxidation reaction, this is the material that combines with oxygen.

REPRODUCTIVE TOXICITY: Includes adverse effects on sexual function and fertility in adult males and females, as well as adverse effects on development of the offspring. Some reproductive toxic effects cannot be clearly assigned to either impairment of sexual function and fertility or to developmental toxicity. Nonetheless, chemicals with these effects are classified as reproductive toxicants.

RESPIRATORY SYSTEM: The breathing system, including the lungs, and air passages, plus their associated nervous and circulatory components.

RESPIRATORY SENSITIZER: A chemical that will lead to hypersensitivity of the airways following inhalation of the chemical.

SDS: Safety Data Sheet- An informational document that contains relevant information about a specific chemical or mixture. Also lists the hazards of the chemical, appropriate emergency response procedures, protective equipment that should be worn, etc.

STEL: Short Term Exposure Limit- The maximum allowable concentration of a substance that one can be exposed to for less than 15 minutes and not produce adverse health effects.

SELF-HEATING CHEMICAL: A solid or liquid chemical other than a pyrophoric liquid or solid, which, by reaction with air and without energy supply, is liable to self-heat; this chemical differs from a pyrophoric liquid or solid in that it will ignite only when in large amounts (kilograms) and after long periods of time (hours or days).

SELF-REACTIVE CHEMICALS: Thermally unstable liquid or solid chemicals liable to undergo a

GLOSSARY OF TERMS (SDS)

	strongly exothermic decomposition even without participation of oxygen (air).
SENSITIZER:	See definitions for "Respiratory Sensitizer" and "Skin Sensitizer."
SERIOUS EYE DAMAGE:	The production of tissue damage in the eye, or serious physical decay of vision, following application of a test substance to the anterior surface of the eye, which is not fully reversible within 21 days of application.
SIMPLE ASPHYXIANT:	A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death….
SKIN CORROSION:	Is the production of irreversible damage to the skin; namely, visible necrosis through the epidermis and into the dermis, following the application of a test substance for up to 4 hours. Corrosive reactions are typified by ulcers, bleeding, bloody scabs, and, by the end of observation at 14 days, by discoloration due to blanching of the skin, complete areas of alopecia, and scars. Histopathology should be considered to evaluate questionable lesions.
SKIN IRRITATION:	Is the production of reversible damage to the skin following the application of a test substance for up to 4 hours.
SKIN SENSITIZER:	A chemical that will lead to an allergic response following skin contact.
SPECIFIC GRAVITY:	The weight of a material compared to the weight of an equal volume of water. Usually expresses a material's heaviness. A material with a specific gravity of greater than 1.0 will sink to the bottom of water, whereas a material with a specific gravity of less than 1.0 will float on top of water.
SPECIFIC TARGET ORGAN TOXICITY-REPEATED EXPOSURE (STOT-RE)	Specific target organ toxicity arising from repeated exposure to a substance or mixture.
SPECIFIC TARGET ORGAN TOXICITY-SINGLE EXPOSURE (STOT-SE)	Specific, non-lethal target organ toxicity arising from a single exposure to a chemical.
TLV:	Threshold Limit Values- These are the upper exposure limits of airborne concentrations of chemicals that are accepted as safe for employees to be exposed to on a day-in, day-out basis.
TWA:	Time Weighted Average- This is the maximum airborne

GLOSSARY OF TERMS (SDS)

	concentration of a material that employees working eight hours per day, 40 hours per week can be exposed to with no adverse physical effects.
TOXIC:	See definition for "Acute Toxicity".
UEL:	Upper Explosive Limit- The highest concentration of a gas or vapor in air that will sustain or support combustion, when an ignition source is present.
UNSTABLE:	A chemical or substance in a pure state (nothing added) that will readily polymerize, decompose, condense, or become self-reactive under conditions of shock, pressure or temperature.
VAPOR DENSITY:	A term used to define the weight of a vapor or gas as compared to the weight of an equal volume of air. Materials lighter than air have a vapor density of less than 1.0, whereas materials heavier than air have a vapor density greater than 1.0.
VAPOR PRESSURE:	A number used to describe the pressure that a saturated vapor will exert on top of its own liquid in a closed container. Usually, the higher the vapor pressure the lower the boiling point, and therefore the more dangerous the material can be, if flammable.

ACCIDENT REPORT FORM

Instructions: Obtain statements from the injured employee and any witnesses to include what happened, what caused the incident and what were the contributing factors to the incident. To do this, reconstruct the sequence of events that led to the injury. Attach additional sheets if necessary. Provide copies of the completed form and all Incident Statement Forms to: safety coordinator & supervisor.			
Injured Employee Data			
Employee Name	Working Title	Personnel Number	
Date of Incident	Time of Incident ☐a.m. ☐p.m.	Claim Number (if known)	
Work Organization/Location			
Supervisor	Supervisor Telephone Number	Supervisor Email	
Incident Description:			
1. Where did the incident happen and who was involved? Provide a full description of the surroundings of the location and the individuals involved.			
2. What was happening at the time of the incident and why was it taking place?			
3. What events lead up to the incident? Describe the sequence in order and when they took place.			
4. What exactly caused the injury and how did it happen? What mechanics, equipment or tools were involved?			
5. Describe the injury. Include the affected body part(s) and injury type or indicate no injury occurred.			
6. If a physical injury was avoided, describe what happened that could have potentially resulted in injury?			
Additional Information			
Attach & provide any additional information important to the investigation (pictures taken, evidence collected).			
Initial Investigator:			
Incident Investigator Name	Date of Investigation	Time of Investigation ☐a.m. ☐p.m.	

CHECK ALL DIRECT CAUSES THAT APPLY

What CONDITION of tools, equipment, or work area contributed to incident? **Not Applicable**

☐ Close Clearance/Congestion	☐ Floors/Work Surfaces	☐ Poor Housekeeping
☐ Hazardous Placement	☐ Inadequate Ventilation	☐ Equipment Failure
☐ Inadequate Warning System	☐ Inadequate Illumination	☐ Hazardous Materials
☐ Improper Material Storage	☐ Inadequate Guards/Barrier	☐ Defective Tools/Equipment/Vehicle
☐ Inadequate/Improper PPE	☐ Equipment/Workstation Design	☐ Other _____

What ACTION or INACTION contributed to the incident? **Not Applicable**

☐ Failure to Make Secure	☐ Used Defective Equipment	☐ Failure to Use PPE
☐ Improper Lifting	☐ Improper Technique	☐ Improper Loading
☐ Used Equipment Improperly	☐ Unauthorized Actions	☐ Operating At Improper Speed
☐ Operating Procedure Deviation	☐ Improper Position	☐ Used Wrong Tool/Equipment
☐ Horseplay/Distractive Active	☐ Unsafe Act of Another Staff	☐ Under Influence Drugs/Alcohol
☐ Nullified Safety/Control Devices	☐ Running/Rushing/Acting In Haste	☐ Failure to Warn/Signal
☐ Servicing Equipment In Motion	☐ Other _____	

CHECK ALL UNDERLYING OR ROOT CAUSES THAT APPLY

What caused or influenced the substandard conditions or behaviors?

☐ Lack of Proper Procedures	☐ Inadequate Job Instructions	☐ Inadequate Tools
☐ Inadequate Job Training Methods	☐ Inadequate Supervision	☐ Improper Layout or Design
☐ Inadequate Maintenance Standards	☐ Unsafe Design or Construction	☐ Poor Work Practice
☐ Poor Work Design	☐ Inadequate Purchasing Standards	☐ Lack of Skill
☐ Lack of Communication Between Staff	☐ Improper Extension of Service Life	☐ Improper Planning
☐ Inadequate Cleaning	☐ Inadequate Environmental Controls	☐ Inadequate Capacity
☐ Inadequate Preventive Maintenance	☐ Inadequate Enforcement or Work Standards	
☐ Other _____		

CHECK ALL ACTIONS NECESSARY TO CORRECT THE DIRECT AND ROOT CAUSES

What corrective actions have been taken or are needed to prevent a recurrence?

☐ Task Analysis/Procedure Revision	☐ Improve Clean-Up Procedures	☐ Repair/Replace Equipment
☐ Reinstruction of Employees	☐ Improve Storage/Arrangement	☐ Rotation of Employee
☐ Eliminate Congestion	☐ Improve/Change Work Method	☐ Identify/Improve PPE
☐ Task Analysis to Be Completed	☐ Install/Revise Guards/Devices	☐ Improve Enforcement
☐ Improve Design/Construction	☐ Job Reassignment of Employees	☐ Use Other Materials/Supplies
☐ Improve Illumination	☐ Mandatory Pre-Job Instructions	☐ Improve Ventilation
☐ Other _____		

Recommended corrective actions or preventive measures to be taken

Action Item	Person Responsible	Target Date	Date Complete

Investigation Review (Initial after reviewing the findings of the investigation):

	Initials	Review Date	Comments
Supervisor			
Manager			
Site/Regional Manager			
Safety Representative			
Director/Deputy			

Daily Report

GENERAL INFORMATION				
Project No.	Report No.	Weather Conditions		
			8 am	1 pm
Project Name:	Date:	Conditions:		
Location:	Day of the week:	Temperature:		
Visitors on site:		Special:		

Accidents: ☐ yes ☐ no	Injuries: ☐ yes ☐ no	Reported to main office: ☐ yes ☐ no
Was THM prevented from doing work in any part of the project due to circumstances beyond our control? ☐ yes ☐ no		If yes, complete accident report
Describe:		
Did THM authorize additional work to subcontractor? ☐ yes ☐ no Field Directive No.: ____		

CONSTRUCTION ACTIVITIES

Contractor	THM	SUB	Activity

General Notes: (Changes, Delays, Problems, Meetings, Inspections, RFIs)

_____

- Foreman