



POLICY

Updated 09/24/2010

BACK INJURY PREVENTION

Precision Concrete Cutting of Carey LLC requires the procedures in this plan to be followed to provide a safe working environment. The company has implemented these procedures on safe lifting practices to ensure that employees are trained to protect themselves from the hazards of improper lifting practices.

It is the responsibility of management at this company to ensure that these policies are implemented and to ensure that these policies and the information necessary to carry out these policies are communicated to employees. It is the responsibility of all employees to follow safe work practices and comply with these rules regarding work practices.

The effectiveness of the back safety plan depends upon the active support and involvement of all affected employees.

The basics of good lifting are:

- A. Size up the load before you lift.** Test by lifting one of the corners or pushing. If it is heavy or feels too clumsy, get a mechanical aid or help from another worker. **When in doubt, do not lift alone!**
- B. BEND THE KNEES.** You will note this is capitalized. There's a reason for that. It is the single most important aspect of lifting.
- C. When performing the lift:**
 - Place your feet close to the object and center yourself over the load.
 - Get a good handhold.
 - Lift straight up, smoothly and let your legs do the work, not your back!
 - Keep the load close to your body and tighten your stomach muscles.
 - Avoid overreaching or stretching to pick up or set down a load.
- D. Do not twist or turn your body once you have made the lift.**
- E. Make sure beforehand you have a clear path to carry the load.**
- F. Set the load down properly.**
- G. Always push, not pull, the object when possible.**
- H. Change the lifting situation if possible to minimize a lifting hazard.**
- I. If it's a long load, get some help.**
- J. Split the load into several smaller ones** to achieve manageable lifting weight.
- K. Avoiding lifts from below the knees or above the shoulders** by using mechanical aids, positioning yourself so that the object to move is within an acceptable lifting range (between the shoulders and knees), and/or getting help from your co-workers.

ALTERNATIVE MATERIALS-HANDLING TECHNIQUES

Alternative materials-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative material-handling techniques include use of:

- | | | | |
|-----------|---------|-----------|-----------|
| A. | Hoists | B. | Forklifts |
| C. | Dollies | D. | Carts |

Catching Objects & Working Low

When catching falling or tossed objects, your feet should be firmly planted, with your back straight and your knees slightly bent. Your legs should absorb the impact, not your back. If you're working on something low, bend your knees. Keep your back as straight as possible. Bending from the waist can lead to back pain. If you have to use your back, keep your knees bent and your back flat. In both of these situations, frequent rest breaks are necessary to keep from getting back fatigue.

Extended Sitting/Standing

Certain jobs require long hours of standing or sitting. These conditions can create back troubles. Get up and stretch frequently if you are required to sit for long periods. If standing, ease the strain on your lower back by changing foot positions often, placing one foot on a rail or ledge. However, keep your weight evenly balanced when standing. Don't lean to one side.

Other Materials Handling Tasks

Tasks such as lowering, pushing, pulling and carrying can create hazards to the back as well. If the task feels uncomfortable or unnatural, utilize the alternative materials-handling techniques listed in this Back Safety Plan.

Housekeeping

Poor housekeeping: slippery floors, crowded work conditions, tools or other hazards on the floor can create slip, trip or fall hazards that can result in back injury. Check the surrounding to be certain there are no hazards. If any are noted – correct immediately.

Poor Lighting

Poor lighting in the work area can lead to poor work practices that result in injuries of many types. Make sure lighting is adequate for the task at hand, replace burnt-out bulbs, and point out hazardous areas to management immediately.



POLICY

Updated 09/24/2010

BLOODBORNE PATHOGENS / INFECTIOUS DISEASE CONTROL

This policy will be reviewed annually for updates and modifications. A review of the current policy will be completed with all employees at the same time.

Universal precautions are a method of controlling the spread of pathogens. This is accomplished in two ways. First, all blood and body fluids are assumed to be infectious. Second, exposure to blood and body fluids are prevented or reduced by the procedures listed below.

Precision Concrete Cutting of Carey employees are not medically trained to administer anything more than basic first aid. Should an accident occur that requires additional assistance employees are instructed to seek medical help, if nearby, or dial 911 immediately.

If you do assist in first aid and the injury is such that the skin is broken you must wear the latex gloves provided in the first aid kit. (inform management if you are latex intolerant – another type of glove will be provided)

- * When removing the soiled gloves, be careful not to contaminate your skin.
- * With both hands gloved, peel one glove off from the top to bottom and hold it in the gloved hand.
- * With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second.
- * Dispose of the entire bundle promptly and properly by submersing them in a solution of (1) part bleach to (10) parts water, or, if the injured person is to be transported by medical personnel (EMT squad etc.) give any personal protective equipment you used to them to discard.
- * Wash your hands with soap and water. If there isn't an available facility to wash your hands use the antiseptic solution or towelettes included in the first aid kit.

**** Note:** If bodily fluid is present in the area clean by pouring over it a solution of (1) part bleach to (10) parts water.



POLICY

Updated 09/24/2010

WELDING AND CUTTING

Wear proper eye safety protection during welding and cutting operations.

Check for adequate ventilation before welding, cutting, or heating is performed.

Arc welding and cutting operations will be shielded by noncombustible or flameproof shields to protect other employees from direct rays.

Be certain a suitable fire extinguisher is readily available when welding, cutting, or heating operations are being performed.

When electrode holders are left unattended, electrodes should be removed and the holder should be placed or protected so it cannot make electrical contact. All arc welding and cutting cables should be completely insulated.

Always wear required eye protection to guard against slag while chipping, grinding and dressing of welds. Always wear a welding hood to protect eyes from flash burn.

Fuel gas and oxygen hoses must be easily distinguishable and not interchangeable. Inspect hoses before each use and repair or replace if defective.

Always store cylinders properly on a welding cart or secured to a wall with a chain.

All tank valves should be closed when equipment is not in use.

Do not cut or weld around gasoline tanks or attempt to weld or cut a container that has stored a flammable or combustible liquid.

Welding or cutting equipment is not to be operated unless proper training has been received.



POLICY

Updated 09/24/2010

FLEET MANAGEMENT PROGRAM

PURPOSE

This Fleet Management Program is established to maintain control of Precision Concrete Cutting of Carey LLC's fleet accident rates by establishing an organizational standard for safe driving and vehicle maintenance. The main objectives of this program are to reduce vehicle accidents, to reduce employee injuries, to protect the public, and to maintain revenue by decreasing losses. The following summarizes program guidelines:

Vehicle Safety Guidelines

- A. Anyone who operates a licensed vehicle owned or controlled by the company must possess a current drivers license as required by Federal and/ or State regulations.
- B. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the company.
- C. All drivers are required to inspect their vehicle at the beginning of each work day. Vehicles must be kept clean.
- D. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Some violations are cause for disciplinary action, which may include suspension and/or dismissal.
- E. Seat belts will be worn by all occupants, at all times.
- F. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
- G. Prescribed medication which may affect the ability to perform duties safely must be reported to the supervisor immediately upon reporting to work.
- H. All incidents involving damage to company property , personal injury of employee or to others must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
- I. No radar equipment will be permitted in any company vehicle.
- J. All drivers should use good DEFENSIVE DRIVING TECHNIQUES while operating company vehicles.
- K. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
- L. All vehicles are to be equipped with an appropriate fire extinguisher and a first aid kit.

Parking of Vehicles:

- A. Vehicles should be parked in authorized parking zones. *Exception:* Emergency situations.
- B. When parking a vehicle (automatic transmission), put vehicle in park and remove the key.
- C. If vehicle must remain running, place vehicle in park and apply the emergency brake.
- D. Chock blocks should be used when necessary.
- E. If vehicle must be left at a location other than the normal storage area contact your supervisor for permission.

Accidents:

- A. Do not move vehicle.
- B. If injuries have occurred call 911 to get emergency responders to the scene.
- C. Report the accident to your supervisor.
- D. The supervisor is to report all accidents to the company President

VEHICLE INSPECTION

Exterior Inspection

Headlights	Both high and low beams must be checked
Turn Signals	Front and back pairs of signals must work. In addition hazard lights must be operational.
Back-up Lights	Back-up lights must work if transmission is shifted into reverse. (Should be inspected by another individual if possible.)
Mirrors	All mirrors must be present, unobstructed, and adjusted to the person who will be driving the vehicle.
Windshield Wipers	Windshield wipers must work at all settings. Wiper fluid pump should also be tested.
Windows	Windows must be secure and in good operating condition.
Tires	All tires should be visibly inspected for inflation and tread wear.
Body Damage	Any body damage should be reported
Cleanliness	Outside of the vehicle should be inspected for accumulated dirt and grime.

Interior Inspection

Brakes	Brakes should be checked by putting the vehicle in gear without acceleration and applying the brakes.
Steering	Steering wheel should both have a full range of motion and effectively turn the front wheels.
Gauges and Indicators	All gauges and indicators should be visually inspected to make sure that they are operational.
Transmission Selector	Vehicle should be capable of being shifted into any gear
Cleanliness	The interior of the vehicle should be free of any litter, food, or excessive dirt.

Engine Area Inspection

Each driver should visibly inspect the engine compartment for any loose belts or hoses. Fluid levels should also be checked as appropriate.



POLICY

Updated 09/24/2010

SLIPS AND FALLS

Slips, trips, and falls can happen to anyone, anytime, anywhere. No single method can be used to prevent all slips and falls.

The most common causes of slips and falls include: unsafe use of ladders, jumping on or off lift gates, slippery surfaces, inappropriate footwear, poor lighting, obstacles on walkways, inattention and haste.

Common hazards include slippery areas, blocked walkways and stairs, use of ladders, electrical cords, poor lighting, and poor housekeeping conditions.

Common preventative measures include the use of proper footwear, warning signs, non-skid surfaces, correct use of tools and ladders, floor mats, proper lighting, and good housekeeping practices.

Mop floor area of spills immediately and post a sign stating "WET FLOOR". Never leave spills unattended.

An oil absorbing material should be used to control small oil spills in the work place.

During inclement weather keep rugs, mats, and floors dry. Snow and ice should be removed from access points used by the general public or employees.

Keep all floors, stairs, ladders, walkways, sidewalks and driveways in good repair.

Do not leave electrical cords lying on the floor .

Stairs, aisles, and walkways should be clearly marked and kept free of any material.

Look at each job and work area to consider the possible hazards and determine steps to eliminate them.



POLICY

Updated 09/24/2010

SCAFFOLDING

Scaffolds, by their very nature, present a danger of falling or being struck by something falling. Because this possibility exists, certain safety precautions must be kept in mind when working on or around scaffolds.

When erecting a scaffold, be sure it is capable of supporting at least four times the maximum load, including the weight of materials, workers and the scaffold itself. The height must not exceed four times the minimum base dimensions as well. Footings should be sound and rigid.

Check the scaffolding for damage prior to use. Damaged scaffolding is not to be used. Inform management of the damage.

Planking should be at least 2x10's, of scaffold grade, placed together to help keep materials and tools from falling. Choose planks that are straight grained and free of shakes, large or loose knots and other defects. Extend the planks beyond the centerline of supports from six to twelve inches, and cleat or otherwise fasten so the planking stays in place.

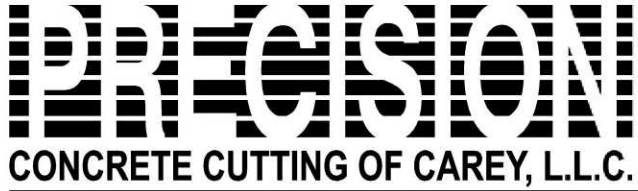
Always use a safe means of access when climbing a scaffold, such as a fixed or portable ladder, ramp, runway or stairway. Climbing on cross braces is never acceptable.

While using a mobile scaffold, be certain to lock the wheels before beginning use. Do not ride or allow anyone to ride on scaffolding while it is being moved, unless the scaffolding is constructed of a specific alloy designed for occupied horizontal travel. All material and equipment should be removed or secure before moving the scaffold. Do not try to move a rolling scaffold without sufficient help. Be aware of holes in floors and overhead obstructions.

While working on a scaffold, do not allow tools and materials to accumulate in a manner that creates a hazard.

While working on a scaffold ten feet or more above the ground, it must be equipped with guardrails including a toeboard. Wear a safety belt and lifeline if a railing is impractical. When working near overhead electrical power lines, a minimum of ten feet of clearance must be maintained. (Clearance will increase depending on voltage.)

Always wear hard hats and other appropriate personal protective equipment.



POLICY

Updated 03/23/2011

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

It is Precision Concrete Cutting of Carey LLC's policy to wear a ear plugs, hard hat, safety glasses with side shields, and steel-toe work boots on the job site.

In addition before starting any job each employee is to assess the project and determine if the body harness and lanyard, as well as, any respiratory protection is required.

Defective or damaged personal protective equipment shall not be used. Inform management of the damage so replacement can be made.

All employees who are required to use PPE shall be trained to know at least the following:

- * When PPE is necessary;
- * What PPE is necessary;
- * How to properly don, remove, adjust, and wear PPE;
- * The limitations of the PPE
- * The proper care, maintenance, useful life, and disposal of the PPE.

Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

Face shields shall be worn when cutting tools, such as chisels, brace bits, planes, scrapers, and saws, are used and there is a chance of particles falling or flying into the eyes. Eye protection shall be worn when working with grinders, buffing wheels and scratch brushes. Jobs such as cutting wire or cable, hand drilling, removing nails, chipping concrete, shoveling material or working under objects where particles of materials may fall require eye protection.

Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Ear plugs are to be worn at all times while operating cutting equipment

Dust mask or respirators, which ever is required, shall be worn when dry grinding. (this would include what is referred to as cutting and coring)



POLICY

Updated 09/24/2010

Office Safety

Good housekeeping is the key to a safe office environment. Every employee shall be responsible to see that his own desk and work area is clean and orderly.

Keep electrical cords out of aisle ways.

Be extra cautious when you come up to a door that can be opened in your direction. Slowly push open such a door and slow down when coming to a "blind" corner.

Do not overload the top drawer of unsecured file cabinets. If unfamiliar with file cabinets, test the drawers and be careful not to pull them out to full extension. There may be no locking device on inexpensive or older models.

All file, desk and table drawers shall be kept closed when not in use. As soon as you leave them, close them. Never open more than one drawer at a time.

Office tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.

Each office should have fire extinguishing equipment available.

Trash and rubbish should be properly stored and discarded daily.

Machines should be grounded and the use of extension cords should be avoided.

Non-carpeted walking surfaces should be swept and mopped frequently to prevent grease and dirt buildup. Carpeted floors should be vacuumed regularly.

Spills should be cleaned immediately.

Chairs should never be used in place of a ladder.



POLICY

Updated 09/24/2010

MEDICAL EMERGENCIES

Precision Concrete Cutting of Carey employees are not medically trained to administer anything more than basic first aid.

Should an accident occur that requires additional assistance employees are instructed to seek medical help, if nearby, or dial 911 immediately.

Evaluate surrounding area for hazards.

First Aid should only be administered within the scope of an employee's training. The injured person should be stabilized and not moved unless a threat of danger exists.

Begin First Aid and make the injured person as comfortable as possible until professional help arrives.

Always use personal protective equipment when providing medical assistance. Assist the injured party to the extent possible

(WARNING: AVOID ANY CONTACT WITH BLOOD OR BODY FLUIDS!) while waiting for trained medical help.



POLICY

Updated 09/24/2010

MACHINE GUARDING

- * Guards are put on machines for one purpose...to protect!
- * Machines without guards or suitable safety devices in place must not be operated.
- * Only authorized personnel should remove or adjust guards or safety devices.
- * Be sure the main power switch for the machine is locked and tagged before removing the guard or safety devices.
- * A guard or safety device not secured or functioning improperly can create an additional hazard. Inspect guards or safety devices regularly and keep them in good repair.
- * Manufacturer installed guards and safety devices may not be enough. Review the working purpose of the machine. Contact management to inquire about additional guards or safety devices at point-of-operations or at other hazardous areas.



POLICY

Updated 09/24/2010

LOCKOUT/TAGOUT PROCEDURE

Person Establishing Procedure: _____

Equipment Id #: _____ Establishment Date: _____

Equipment Name: _____

Equipment Model and Serial # _____

Equipment Manufacturer: _____

Equipment Location: _____

Building: _____

Department: _____

ENERGY HAZARDS

This piece of equipment has the following energy sources which could cause serious harm if not controlled before attempting servicing or maintenance:

General Lockout Tagout Procedures

1. Identify the equipment to be serviced.
2. Notify all affected personnel.
3. * De-energize, lockout and tagout the equipment. (see below)
4. Check effectiveness of the lockout with the controls.
5. Return the controls to the off position.
6. Proceed with the service.
7. Clear the area of all tools and replace guards, etc.
8. Inform affected personnel, remove locks and energize the equipment.
9. Assure correct operation of the equipment and inform affected personnel of its return to service.

*** De-energize, lockout and tagout the equipment:**

Procedure Approved By:

Approval Date: _____

LOCKOUT/TAGOUT PROGRAM

PURPOSE

Control of Hazardous energy is the purpose of the Lockout/Tagout Program. This program establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal. Reference: OSHA Standard 29 CFR 1910. 147, the control of hazardous energy.

DEFINITIONS

Authorized (Qualified) Employees are the only ones certified to lock and tagout equipment or machinery. Whether an employee is considered to be qualified will depend upon various circumstances in the workplace. It is likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person, is considered to be "qualified" for the performance of those duties.

Affected Employees are those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

Other Employees are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

TRAINING

Authorized Employees Training

With the exception of "office personnel" all employees will be trained to use the Lockout/Tagout Procedures. The training will be conducted by the Supervisor or Safety Coordinator at time of initial hire. Retraining shall be held at least annually. The training will consist of the following:

- * Review of General Procedures
- * Review of Specific Procedures for machinery, equipment and processes
- * Location and use of Specific Procedures
- * Procedures when questions arise

Affected and Other Employee Training

- * Only trained and authorized Employees will repair, replace or adjust machinery, equipment or process.
- * Affected Employees may not remove locks, locking devices or tags from machinery, equipment or circuits. Other Employees are instructed on policy procedures only.

PREPARATION FOR LOCKOUT/TAGOUT PROCEDURES

A Lockout/Tagout survey has been conducted to locate and identify all energy sources to verify which switches or valves supply energy to machinery and equipment.

A Lockout/Tagout procedure has been developed for each piece of equipment and machinery. It describes the energy sources, location of disconnects, types of disconnect, special hazards, and special safety procedures. If a Lockout/Tagout procedure does not exist for a particular piece of equipment, machinery and process, one must be developed prior to conducting a Lockout/Tagout. As repairs and/or renovations of existing electrical systems are made, standardized controls will be used.

ROUTINE MAINTENANCE AND MACHINE ADJUSTMENTS

Lockout/Tagout procedures are not required if equipment must be operating for proper adjustment. This rare exception may be used only by trained and authorized employees when specific procedures have been developed to safely avoid hazards with proper training. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

LOCKS, HASPS AND TAGS

All qualified personnel will be assigned a lock with one key, hasp and tag. All locks will be keyed differently, except when a specific individual is issued a series of locks for complex Lockout/Tagout tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery. All locks and hasps shall be uniquely identifiable to a specific employee.

SOP: GENERAL LOCKOUT/TAGOUT PROCEDURES

Before working on, repairing, adjusting or replacing machinery and equipment, the following procedures will be utilized to place the machinery and equipment in a neutral or zero mechanical state.

Preparation for Shutdown

Before authorized or affected employees turn off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy.

Notify all affected employees that the machinery, equipment or process will be out of service

Machine or Equipment Shutdown

The machine or equipment will be turned or shut down using the specific procedures for that specific machine. An orderly shutdown will be utilized to avoid any additional or increased hazards to employees as a result of equipment de-energization.

If the machinery, equipment or process is in operation, follow normal stopping procedures (depress stop button, open toggle switch, etc.).

Move switch or panel arms to "Off" or "Open" positions and close all valves or other energy isolating devices so that the energy source(s) is disconnected or isolated from the machinery or equipment.

Machine or Equipment Isolation

All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

Lockout/Tagout Device Application

Lockout or tagout devices will be affixed to energy isolating devices by authorized employees. Lockout devices will be affixed in a manner that will hold the energy isolating devices from the "safe" or "off" position.

Where tagout devices are used they will be affixed in such a manner that will clearly state that the operation or the movement of energy isolating devices from the "safe" or "off" positions is prohibited.

The tagout devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Lock and tagout all energy devices by use of hasps, chains and valve covers with an assigned individual locks.

Stored Energy

Following the application of the lockout or tagout devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.

Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

Verification of Isolation

Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employees will verify that isolation or de-energization of the machine or equipment have been accomplished.

After assuring that no Employee will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc.).

Caution: After Test, place controls in neutral position.

Extended Lockout/Tagout

Should the shift change before the machinery or equipment can be restored to service, the lock and tag out must remain. If the task is reassigned to the next shift, those Employees must lock and tag out before the previous shift may remove their lock and tag.

SOP: RELEASE FROM LOCKOUT/TAGOUT

Before lockout or tagout devices are removed and the energy restored to the machine or equipment, the following actions will be taken:

1. The work area will be thoroughly inspected to ensure that nonessential items have been removed and that machine or equipment components are operational.
2. The work area will be checked to ensure that all employees have been safely positioned or removed. Before the lockout or tagout devices are removed, the affected employees will be notified that the lockout or tagout devices are being removed.
3. Each lockout or tagout device will be removed from each energy-isolating device by the employee who applied the device.

SOP: LOTO PROCEDURE FOR ELECTRICAL PLUG-TYPE EQUIPMENT

This procedure covers all Electrical Plug-Type Equipment such as Battery Chargers, some Product Pumps, Office Equipment, Powered Hand Tools, Powered Bench Tools, Lathes, Fans, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug Electrical Equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" Tag and Plug Box and Lock on end of power cord.
An exception is granted to not lock and tag the plug is the when the cord and plug remain in the exclusive control of the Employee working on, adjusting or inspecting the equipment.
3. Test Equipment to assure power source has been removed by depressing the "Start" or "On" Switch.
4. Perform required operations.
5. Replace all guards removed.
6. Remove Lock and Plug Box and Tag.
7. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

NOTE: Occasionally used equipment may be unplugged from power source when not in use.

SOP: LOTO PROCEDURES INVOLVING MORE THAN ONE EMPLOYEE

In the preceding SOPs, if more than one Employee is assigned to a task requiring a lock and tag out, each must also place his or her own lock and tag on the energy isolating device(s).

SOP: MANAGEMENT'S REMOVAL OF LOCK AND TAG OUT

Only the Employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the Employee leave the facility before removing his/her lock and tag, the Department Head may remove the lock and tag. The Department Head must be assured that all tools have been removed, all guards have been replaced and all Employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. Notification of the employee who placed the lock is required prior to lock removal.

CONTRACTORS

Contractors, working on company property and equipment must use this Lockout/Tagout procedure while servicing or maintaining equipment, machinery or processes.

EXHIBIT B

LOCKOUT/TAGOUT PROCEDURE

Person Establishing Procedure: _____

Equipment Id #: _____ Establishment Date: _____

Equipment Name: _____

Equipment Model and Serial # _____

Equipment Manufacturer: _____

Equipment Location: _____

Building: _____

Department: _____

ENERGY HAZARDS

This piece of equipment has the following energy sources which could cause serious harm if not controlled before attempting servicing or maintenance:

General Lockout Tagout Procedures

1. Identify the equipment to be serviced.
2. Notify all affected personnel.
3. * De-energize, lockout and tagout the equipment. (see below)
4. Check effectiveness of the lockout with the controls.
5. Return the controls to the off position.
6. Proceed with the service.
7. Clear the area of all tools and replace guards, etc.
8. Inform affected personnel, remove locks and energize the equipment.
9. Assure correct operation of the equipment and inform affected personnel of its return to service.

* De-energize, lockout and tagout the equipment:

Procedure Approved By: _____

Approval Date: _____

EXHIBIT C

LOCKOUT/TAGOUT PROCEDURE (Example)

Person Establishing Procedure: John Doe

Equipment Id #: TC 34567
Equipment Name: Trash Compactor
Equipment Model and Serial #: TC200 / TC34567
Equipment Manufacturer: Trash Inc.

Establishment Date: 10/15/00

Equipment Location: Garage
Building: Storage Garage
Department: Health and Safety

ENERGY HAZARDS

This piece of equipment has the following energy sources which could cause serious harm if not controlled before attempting servicing or maintenance:

Electrical
Hydraulic
Pneumatic

General Lockout/Tagout Procedures

1. Identify the equipment to be serviced.
2. Notify all affected personnel.
3. * De-energize, lockout and tagout the equipment. (see below)
4. Check effectiveness of the lockout with the controls.
5. Return the controls to the off position.
6. Proceed with the service.
7. Clear the area of all tools and replace guards, etc.
8. Inform affected personnel, remove locks and energize the equipment.
9. Assure correct operation of the equipment and inform affected personnel of its return to service.

*** De-energize, lockout and tagout the equipment:**

- 1.) Shut off Circuit breaker Panel # 3
- 2.) Bleed hydraulic lines colored Blue and Green
- 3.) Block Compactor Arm.

Procedure Approved By: Joe Smith

Approval Date: 10/18/00



POLICY

Updated 09/24/2010

SAFE LIFTING AND MATERIAL HANDLING

Most back injuries are the result of improper lifting techniques. The worst lifting situations occur when the body is extended over the load. Keep the back straight bending at the knees to shift the weight of the load being lifted onto powerful leg muscles, thus reducing strains to the back.

Before lifting make certain there is adequate space and clear aisle ways. Know where to set the load.

Maintain a good grip on the load by using the palms of the hands. Grasp the object with a firm grip.

Lift with the load close to the body. The closer the load is to the spine, the less force it exerts on the back. This is one of the most important rules in lifting.

Test the load before handling it. If it appears to be too heavy or bulky, get help or some type of mechanical aid.

Place feet close to the load. The feet should be far enough apart for stability, have one foot slightly ahead of the other and pointed in the direction of movement.

Tighten stomach muscles. Abdominal muscles support the spine when lifting.

Lift with your legs. The stronger leg muscles are better suited for lifting than the weaker back muscles.

Keep the back straight, head up whether lifting or putting down the load. Avoid twisting.

Inspect materials for slivers, jagged or sharp edges, burrs, rough or slippery surfaces.

Keep fingers away from pinch and shear points, especially when setting down materials.

When handling pipe, lumber or other long objects, keep hands away from the ends.

Wipe off greasy, wet or dirty objects before trying to handle them.

Keep hands free from oil and grease.

Aisles and doorways should be designated, permanently marked, and kept clear to allow unhindered passage.

Hand operated and motorized vehicles should be adequate for the load and operation.

Separate containers of combustible or flammable liquids when stacked or while being moved.

Maintain hand operated and motorized vehicles in a safe operating condition.

Shelving is to be maintained and of proper strength to support the required load.

Hooks with safety latches should be used when hoisting materials.

Securing chains, ropes and slings should be adequate to support the required load.

Keep floors clean, dry and free of oil.

LADDERS

Before Each Use

- * Select a ladder of proper duty rating to support combined weight of user and materials.
- * Select a ladder of proper length to safely reach the desired height .
- * Inspect thoroughly for missing or damaged components. Never use a damaged ladder and never make temporary repairs.
- * Inspect thoroughly for loose fasteners. Make sure all working parts are in good working order. Lubricate if necessary.
- * Clean ladder of all foreign material (wet paint, mud, snow, grease, oil).
- * Destroy ladder if damaged, worn, or exposed to fire or chemicals. Bring back the ladder to the shop, tag for inspection, and notify management.

Consider Before Each Use

- * Metal ladders conduct electricity. Keep away from electrical circuits or wires.
- * Consult manufacturer for use in chemical or other corrosive environments.
- * Do not use in high winds or during a storm.
- * Keep shoes clean. Leather shoes should not be used.
- * Never leave ladder set-up and unattended.

Proper Set Up and Use

- * Do not place on unstable, loose or slippery surfaces. Do not place in front of unlocked doors. Ladders are not intended to be used on scaffolds.
- * Secure base section before raising ladder to upright position. Do not raise or lower with fly section extended.
- * Extend and retract fly section only from the ground when no one is on the ladder.
- * Do not overextend. A minimum overlap of section is required as follows:
 - * Ladder size up to and including 32 feet-3 foot overlap
 - * Over 32 feet up to and including 36 feet-4 foot overlap
 - * Over 36 feet up to and including 48-5 foot overlap
 - * Sizes over 48 feet-6 feet overlap
- * Position ladder against upper support surface. Make sure ladder does not lean to the side. Ladder must make a 75-degree angle with the ground.
- * Erect ladder approximately three feet beyond upper support point.
- * Check that top and bottom of ladder are properly supported. Make sure run locks are engaged before climbing.
- * Face ladder when climbing up or down. Maintain a firm grip. Use both hands in climbing.
- * Keep body centered between side rails. Do not over reach. Get down and move ladder as needed.
- * Fly section must have safety shoes if used as a single ladder.

Proper Care and Storage

- * Hang ladder on racks at intervals of six feet for support.
- * Never paint a wooden ladder. Treat with wood preservative.
- * Protect wooden ladder from exposure to the elements, but allow good ventilation. Keep away from heat and moisture.



POLICY

Updated 09/24/2010

HEARING CONSERVATION PROGRAM

PURPOSE

Conservation of hearing is an important preventative measure. To reduce occupational hearing loss all employees who work in potentially noisy areas, are provided hearing protection, training and annual hearing tests. OSHA's hearing conservation standard is covered in 29 CFR 1910.95.

RESPONSIBILITIES

Management

- * Use engineering and administrative controls to limit employee exposure.
- * Provide adequate hearing protection for employees.
- * Identify equipment requiring hearing protection
- * Conduct annual hearing tests for all employees.
- * Conduct hearing conservation training for all new employees.
- * Conduct annual hearing conservation training for all employees.

Employees

- * Use company-provided, approved hearing protection in designated high noise areas.
- * Request new hearing protection when needed.
- * Exercise proper care of issued hearing protection.

TRAINING

At time of hire and annually thereafter, all affected Employees must submit to an audio test and attend Hearing Conservation Training. The initial training is conducted as part of the New Hire Orientation Program by the Human Resource Department and consists of:

1. Rules and procedures.
2. The locations where hearing protection is required.
3. How to use and care for hearing protectors.
4. How noise affects hearing and hearing loss.

ENGINEERING CONTROLS

After it is determined that noise exposure above 85 dB(A) are present, engineering controls should be evaluated and implemented to reduce the noise exposure before administrative controls are initiated. Some examples of engineering controls include:

1. Noise reducing baffles
2. Compartmentalization
3. Installing noise reducing gears
4. Installing rubber pads under machinery

ADMINISTRATIVE CONTROLS

After engineering controls are evaluated for effectiveness or feasibility, administrative controls should be considered to reduce noise exposure. Administrative controls include restricting exposure time or using Personal Protective Equipment (PPE).

Personal Protective Equipment, such as earplugs or muffs, may be used to reduce the amount of noise exposure. Each plug or muff has a noise reduction factor (NR) as evaluated by ANSI Standards (S3.19 - 1974 or Z24.22 - 1957). For example, if a work area has an ambient noise exposure of 96 dB(A), the hearing protectors should be rated 6 NR or better to be effective.

According to OSHA Regulations, each location with noise exposures of 85 to 89 dB(A) will provide hearing protectors for the **Employee's optional use**. Noise exposures at 90 dB(A) or above require the **mandatory use of hearing protection**. Further, OSHA requires that a variety of hearing protectors be available for Employees to choose (both a variety of plug and muff type hearing protectors).

USE OF HEARING PROTECTORS

Management, supervision and employees shall properly wear the prescribed hearing protectors while working in or traveling through any section of a location that is designated a high noise area (excluding offices, break rooms, and rest facilities). The following rules will be enforced:

- * Personal stereos, such as Walkmans, etc., will not be permitted in any operating area of Precision Concrete Cutting of Carey LLC property.
- * Hearing protectors, at least one type of plugs and one type of muffs, will be provided and maintained by Precision Concrete Cutting of Carey LLC.
- * Hearing protectors and replacements will be provided free of charge.
- * Hearing protection will be properly worn at all times while operating equipment requiring protection.



POLICY

Updated 09/24/2010

HAZARD COMMUNICATION PROGRAM

PURPOSE

This document serves as Precision Concrete Cutting of Carey LLC's Hazard Communication Program. It provides detailed safety guidelines and instructions for receipt, use, and storage of chemicals at our facility by employees and contractors. Reference: OSHA Standard 1910.1200

GENERAL PROGRAM INFORMATION

This written Hazard Communication Plan (HAZCOM) has been developed based on OSHA Hazard Communication Standard and consists of the following elements:

- * Identification of Hazardous Materials.
- * Product Warning Labels.
- * Material Safety Data Sheets (MSDS).
- * Written Hazard Communication Program.
- * Effective Employee Training.

Some chemicals are explosive, corrosive, flammable, or toxic. Other chemicals are relatively safe to use and store but may become dangerous when they interact with other substances. To avoid injury and/or property damage, persons who handle chemicals in any area of Precision Concrete Cutting of Carey LLC must understand the hazardous properties of the chemicals. Before using a specific chemical, safe handling methods and health hazards

Information:

Employees will be provided with the following information:

1. The requirements of the Hazardous Communications Standard.
2. Any operations in their work area where hazardous chemicals are present.
3. Different types of chemicals and the hazards associated with them.
4. Location and availability of the written Hazards Communication Program including the list of hazardous chemicals and the Material Safety Data Sheets.
5. Information concerning the hazards associated with performing non-routine tasks.

Training:

Training includes classroom instruction, an opportunity for employees to ask questions and/or audio-visual aids. The training program will include:

1. Methods and observations to detect the presence of a hazardous chemical,
2. Physical and health hazards of the chemicals in the work area,
3. Measures and specific procedures employees can utilize to protect themselves from these hazards,
4. Details of the Hazard Communication Program, how it is implemented, an explanation of the labeling system and Material Safety Data Sheets and how they can get and use the hazard information,
5. Emergency and first aid procedures and signs of over exposure, and
6. The hazards of non-routine tasks and procedures for safe performance

RESPONSIBILITIES

Management will:

- Ensure compliance with this program
- Conduct immediate corrective action for deficiencies found in the program
- Maintain an effective Hazard Communication training program
- Maintain a list of hazardous chemicals using the identity that is referenced on the MSDS
- Ensure all received containers are properly labeled and that labels are not removed or defaced
- Obtain MSDS for chemicals purchased
- Ensure received Material Safety Data Sheets (MSDS) are properly distributed and are available as required
- Conduct annual audit of the program
- Monitor employee training to ensure effectiveness
- Monitor facility for proper use, storage and labeling of chemicals

Employees must:

- Comply with chemical safety requirements of this program
- Report any problems with storage or use of chemicals
- Immediately report spills of suspected spills of chemicals
- Use only those chemicals for which they have been trained
- Use chemicals only for specific assigned tasks in the proper manner
- Check each container to see that the label identifies the chemical, has the hazard warning and the name/address of the manufacturer.
- Understand the importance of reading all labels and following the directions for use and safe handling.
- Understand that certain containers may not have a label or warning:
 - a. Warning labels are not required on portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the "immediate use" of the person who performs the transfer (portable containers must be labeled if not for "immediate use").
 - b. Individual stationary process containers may have signs, batch tickets, process sheets, etc. in lieu of affixed labels as long as they identify the container, the hazardous chemicals therein and appropriate hazard warnings.
- Be aware that some hazardous substances may have specific labeling requirements under other standards (i.e., asbestos).
- Label, tag, or mark containers into which hazardous chemicals are transferred. Labels are to contain the chemical identity and hazard warning.

EMERGENCIES AND SPILLS

In case of an emergency, implement the proper Emergency Action Plan

1. Evacuate people from the area.
2. Isolate the area.
3. If the material is flammable, turn off ignition and heat sources.
4. Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.
5. Call for Emergency Response Team assistance if required.

HOUSEKEEPING

- * Maintain the smallest possible inventory of chemicals to meet immediate needs.
- * Periodically review stock of chemicals on hand.
- * Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
- * Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- * Recycle unused laboratory chemicals wherever possible.

- * DO NOT Place hazardous chemicals in salvage or garbage receptacles.
- * DO NOT Pour chemicals onto the ground.
- * DO NOT Dispose of chemicals through the storm drain system.
- * DO NOT Dispose of highly toxic, malodorous chemicals down sinks or sewer drains.

MSDS INFORMATION

The Material Safety Data Sheet (MSDS) describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first aid procedures, and control measures.

Precision Concrete Cutting of Carey LLC will ensure that each employee has an understanding of the MSDS, knows how to find information on it, and how to properly use that information. While not all MSDSs are alike, most follow the format of the Federal Form 174, and all must contain the required information.



POLICY

Updated 09/24/2010

HAND TOOLS / MACHINE GUARDING

Hand tools and company equipment used by employees shall be maintained in safe operating condition. Operating any tool or equipment without applicable guarding in place and personal protective equipment on is strictly prohibited.

The point of operation of machines whose operation exposes an employee to injury, shall be guarded. The guarding device shall be so designed and constructed as to prevent the operator from having any part of his body in the danger zone during the operating cycle. One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. Examples of guarding methods are - barrier guards, two-hand tripping devices, electronic safety devices, etc.

Confirm the main power for any tool or machine is in the off position or disconnected and locked and/or tagged before removing guards or safety devices.

Portable power-driven circular saws shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc needed to permit the base to be tilted for bevel cuts. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc needed to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

Guarding of abrasive wheel machinery - exposure adjustment. Safety guards where the operator stands in front of the opening, shall be constructed so that the peripheral protecting member can be adjusted to the constantly decreasing diameter of the wheel. The maximum angular exposure above the horizontal plane of the wheel spindle shall never be exceeded, and the distance between the wheel periphery and the adjustable tongue or the end of the peripheral member at the top shall never exceed 1/4 inch (0.635 cm).

Cylindrical grinders. The maximum angular exposure of the grinding wheel periphery and sides for safety guards used on cylindrical grinding machines shall not exceed 180 deg.. This exposure shall begin at a point not more than 65 deg. above the horizontal plane of the wheel spindle.

Bench and floor stands. The angular exposure of the grinding wheel periphery and sides for safety guards used on machines known as bench and floor stands should not exceed 90 deg. or one-fourth of the periphery. This exposure shall begin at a point not more than 65 deg. above the horizontal plane of the wheel spindle.

All hand-held powered platen sanders, grinders with wheels 2-inch diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks one-fourth of an inch wide or less may be equipped with only a positive "on-off" control.

All hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools shall be equipped with a momentary contact "on-off" control and may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

All other hand-held powered tools, such as circular saws, chain saws, and percussion tools without positive accessory holding means, shall be equipped with a constant pressure switch that will shut off the power when the pressure is released.

Personal protective equipment. Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases shall be provided with the particular personal protective equipment necessary to protect them from the hazard.

Exception: This paragraph does not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.

This is in accordance with OSHA standards 1917.51 and 1926.300

FIRE EMERGENCY

Concrete Cutting of Carey LLC signal for notifying employees of a fire will be verbal

In the event of a fire or explosion:

- ❖ Call 911 for help immediately.
- ❖ If the emergency is a small fire and employee health and safety is not threatened, you may attempt to put out the fire using an available hand held extinguisher. Limit attempts to one extinguisher.
- ❖ Account for all personnel at the designated assembly point. Keep everyone upwind of the fire and prevent exposure to smoke or fumes. Evacuate employees to an area that is a safe distance from the incident. Provide site security.
- ❖ If it can be done safely, determine what hazardous chemicals are (or may become) involved in the fire, and obtain the Material Safety Data Sheet (MSDS) for each product and provide copies to emergency responders.

Note: Each employee is to be familiar with the major fire hazards in the workplace. The proper handling of these hazards, storage procedures, potential ignition sources, control procedures and the type of fire protection equipment or system which can control a fire involving them.

HOUSEKEEPING

All employees are responsible for housekeeping. All accumulations of flammable and combustible waste materials and residues must be controlled so that they do not contribute to a fire emergency. Each employee will be instructed in the proper cleaning and disposal of materials. Precision Concrete Cutting of Carey LLC will provide the equipment necessary to conduct these cleaning and disposal operations.

FIRE EXTINGUISHERS

There are three (3) fire extinguishers in the facility and one (1) in each of the company vehicles and white trailer.

Each fire extinguisher is considered professional equipment and its effectiveness in protecting property depends on knowing: What it can and cannot do, how to use it, where to install it, how to maintain it, knowledge of classes or types of fires, what class or classes of fire the extinguisher is capable of extinguishing. Training will be provided for the use of fire extinguishers.

CLASSES OF FIRES

- * Class A-Fires involving ordinary combustible materials (wood, paper, cloth)
- * Class B-Fires involving flammable liquids, gases and greases.
- * Class C-Fires involving energized electrical equipment.
- * Class D-Fires involving combustible metals



POLICY

Updated 09/24/2010

EXCAVATION AND TRENCHING SAFETY PROGRAM

This program outlines procedures and guidelines for the protection of Precision Concrete Cutting of Carey LLC employees working in and around excavations and trenches. This program requires compliance with OSHA Standards described in Subpart P (CFR 1926.650) for the construction industry.

Compliance is mandatory to ensure employee protection when working in or around excavations. Other programs in this manual on confined space, hazard communication, lock-out/tag-out, respiratory protection, and any other safety programs or procedures deemed essential for employee protection, are to be used in conjunction with this program.

RESPONSIBILITIES

It is the responsibility of each superintendent and supervisor to implement and maintain the procedures and steps set forth in this program. Each employee involved with excavation and trenching work is responsible to comply with all applicable safety procedures and requirements of this program.

Anytime a job requires the cutting to be performed in a cut, cavity or depression (trench, ditch) an "EXCAVATION CHECK LIST" form is to be completed.

At no time is an employee to begin work if the job site is not secure.

EXCAVATION CHECK LIST

SITE: _____

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

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

Initial in applicable box		Excavation
YES	NO	
		Is the cut, cavity, or depression a <u>trench</u> [] or an <u>excavation</u> []?
		Is the cut, cavity, or depression more than 4 ft. in depth?
		Is there water in the cut, cavity, or depression?
		Are there adequate means of access and egress?
		Are there any surface encumbrances?
		Is there exposure to vehicular traffic?
		Are adjacent structures stabilized?
		Does mobile equipment have a warning system?
		Is equipment operating in or around the cut, cavity, or depression?
		Are procedures required to monitor, test, and control hazardous atmospheres?
		Was a soil testing device used to determine soil type?
		Is the spoil placed 2 ft or more from the edge of the cut, cavity, or depression?
		Is the depth 20 ft or more for the cut, cavity, or depression?
		Has a registered professional engineer approved the procedure if the depth is more than 20 ft ?
		Does the procedure require <u>Benching</u> or <u>Multiple Benching</u> []? <u>Shoring</u> []? <u>Shielding</u> []?
		If provided, do shields extend at least 18 in above the surrounding area if it is sloped toward excavation?
		If shields are used, is the depth of the cut more then 2 ft below the bottom of the shield?
		Are any required surface crossings of the cut, cavity, or depression the proper width and fitted with hand rails?
		Are means of egress from the cut, cavity, or depression no more than 25 ft from the work?
		Is emergency rescue equipment required?

Initial in applicable box	SOIL TESTING:
Type of Soil	
	STABLE ROCK is natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed. It is usually identified by a rock name such as granite or sandstone. Determining whether a deposit is of this type may be difficult unless it is known whether cracks exist and whether or not the cracks run into or away from the excavation.
	TYPE A SOILS are cohesive soils with an unconfined compressive strength of 1.5 tons per square foot (tsf) (144 kPa) or greater. Examples of Type A cohesive soils are often: clay, silty clay, sandy clay, clay loam and, in some cases, silty clay loam and sandy clay loam. (No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, is part of a sloped, layered system where the layers dip into the excavation on a slope of 4 horizontal to 1 vertical (4H:1V) or greater, or has seeping water.
	TYPE B SOILS are cohesive soils with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa). Examples of other Type B soils are: angular gravel; silt; silt loam; previously disturbed soils unless otherwise classified as Type C; soils that meet the unconfined compressive strength or cementation requirements of Type A soils but are fissured or subject to vibration; dry unstable rock; and layered systems sloping into the trench at a slope less than 4H:1V (only if the material would be classified as a Type B soil).
	TYPE C SOILS are cohesive soils with an unconfined compressive strength of 0.5 tsf (48 kPa) or less. Other Type C soils include granular soils such as gravel, sand and loamy sand, submerged soil, soil from which water is freely seeping, and submerged rock that is not stable. Also included in this classification is material in a sloped, layered system where the layers dip into the excavation or have a slope of four horizontal to one vertical (4H:1V) or greater.
	LAYERED GEOLOGICAL STRATA. Where soils are configured in layers, i.e., where a layered geologic structure exists, the soil must be classified on the basis of the soil classification of the weakest soil layer. Each layer may be classified individually if a more stable layer lies below a less stable layer, i.e., where a Type C soil rests on top of stable rock.
Type of Test	
	Thumb Penetration Test. The thumb penetration procedure involves an attempt to press the thumb firmly into the soil in question. If the thumb makes an indentation in the soil only with great difficulty, the soil is probably Type A. If the thumb penetrates no further than the length of the thumb nail, it is probably Type B soil, and if the thumb penetrates the full length of the thumb, it is Type C soil. The thumb test is subjective and is therefore the least accurate of the three methods.
	Dry Strength Test. Dry soil that crumbles freely or with moderate pressure into individual grains is granular. Dry soil that falls into clumps that subsequently break into smaller clumps (and the smaller clumps can be broken only with difficulty) is probably clay in combination with gravel, sand, or silt. If the soil breaks into clumps that do not break into smaller clumps (and the soil can be broken only with difficulty), the soil is considered unfissured unless there is visual indication of fissuring.
	PLASTICITY OR WET THREAD TEST. This test is conducted by molding a moist sample of the soil into a ball and attempting to roll it into a thin thread approximately 1/8 inch (3 mm) in diameter (thick) by 2 inches (50 mm) in length. The soil sample is held by one end. If the sample does not break or tear, the soil is considered cohesive
	VISUAL TEST. A visual test is a qualitative evaluation of conditions around the site. In a visual test, the entire excavation site is observed, including the soil adjacent to the site and the soil being excavated. If the soil remains in clumps, it is cohesive; if it appears to be coarse-grained sand or gravel, it is considered granular. The evaluator also checks for any signs of vibration During a visual test, the evaluator should check for crack-line openings along the failure zone that would indicate tension cracks, look for existing utilities that indicate that the soil has previously been disturbed, and observe the open side of the excavation for indications of layered geologic structuring. The evaluator should also look for signs of bulging, boiling, or sluffing, as well as for signs of surface water seeping from the sides of the excavation or from the water table. If there is standing water in the cut, the evaluator should check for "quick" conditions. In addition, the area adjacent to the excavation should be checked for signs of foundations or other intrusions into the failure zone, and the evaluator should check for surcharging and the spoil distance from the edge of the excavation

COMPLETED BY: _____

DATE: ____/____/____ **TIME:** _____



Updated 09/24/2010

EMERGENCY ACTION PLAN

Precision Concrete Cutting of Carey, LLC's emergency action plan provides for emergency escape procedures, accounting for all employees and rescue duties.

Each employee will be trained in the location and use of fire extinguishers.

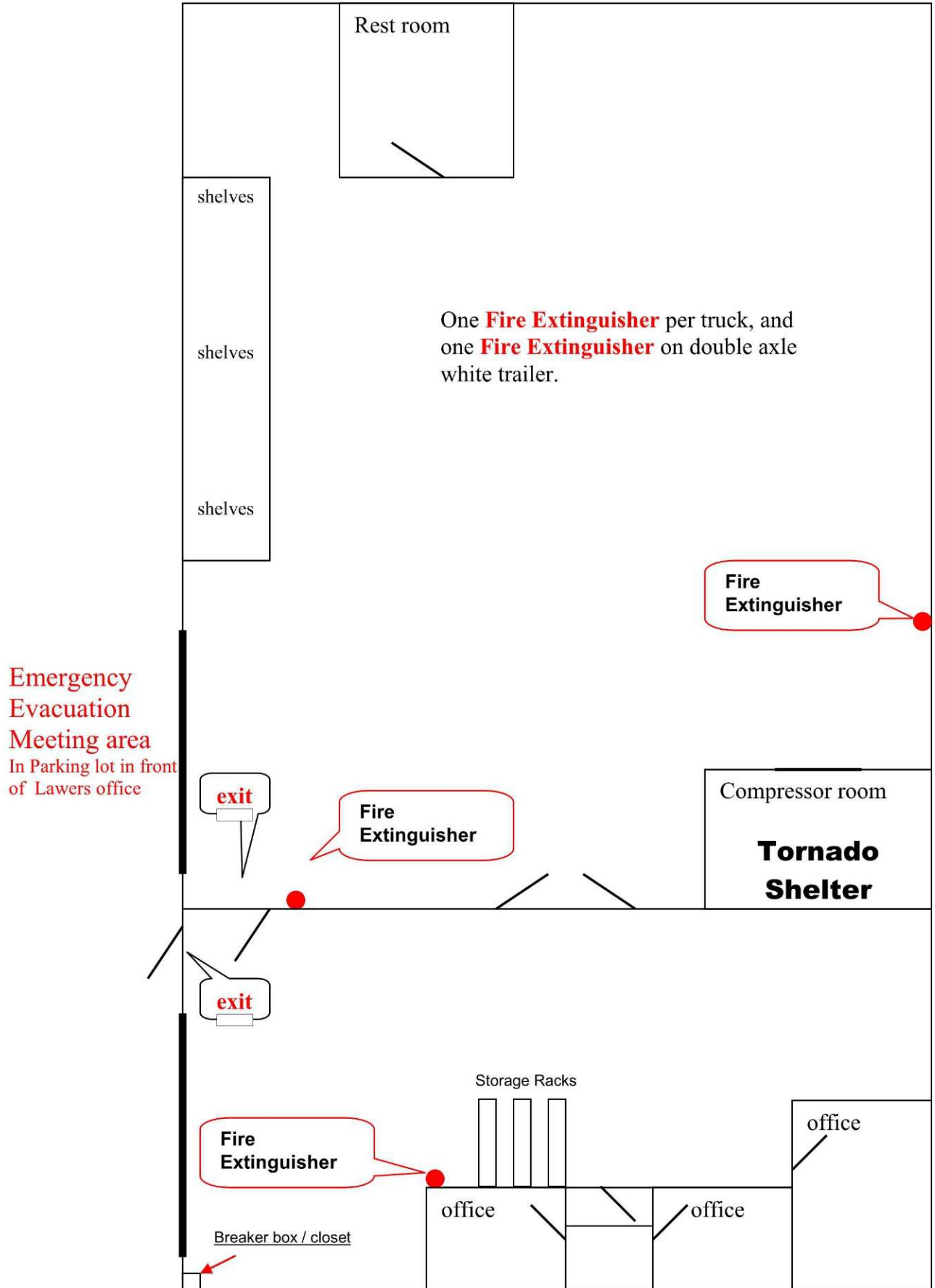
Employees are not trained in the handling of hazardous waste operations as stated in the provision of the OSHA Standard 1910.120 and therefore the only option opened is to evacuate and notify the appropriate agencies capable of handling hazardous waste. (call the Wyandot County Sheriff's department)

The list of emergency contacts and phone numbers is posted on the main wall of the facility.

In the event of an emergency within the facility employees are to leave the building at the established exits and meet in the designated area of the parking lot. (reference the "Facility Layout" drawing)

For emergency situations beyond the scope of emergency training employees are to dial 911 for assistance.

Facility Layout



EMERGENCY CONTACT NUMBERS

<u>Facility</u>	<u>Number</u>
General Emergency -----	911
Carey Fire Department -----	419-396-7400
Carey Police Department –	419-396-7678
Wyandot County Sheriff ----	419-394-2362
Ohio State Patrol -----	1-877-772-8765
Wyandot Memorial Hospital ---	419-294-4991
Electric (AEP) -----	1-800-277-2177
Matt Leightey – President-----	1-419-764-0808

**Precision Concrete Cutting of Carey
419-396-3331**

ELECTRICAL SAFETY

Precision Concrete Cutting of Carey, LLL management will provide employee safety training in: conducting electrical safety inspections, correcting all electrical safety hazards, and ensuring that all new electrical equipment and components comply with codes and regulations.

Employees are responsible for the immediate reporting of electrical safety hazards, for not working on electrical equipment without proper training and authorization, and for inspecting equipment prior to using it.

DEFINITIONS

Qualified worker: An employee who is trained and authorized to perform work on electrical equipment and components.

Unqualified worker: An employee who has not been trained or authorized to perform electrical work.

HAZARD CONTROL

The following control methods will be used to prevent occurrence of electricity-related incidents:

Engineering Controls

- ❖ All electrical distribution panels, breakers, disconnects, switches and junction boxes must be completely enclosed;
- ❖ Water-tight enclosures must be used if any of these components could possibly be exposed to moisture;
- ❖ Structural barriers must be used to prevent accidental damage to electrical components;
- ❖ Conduits must be supported for their entire length, and non-electrical attachments to conduits are prohibited;
- ❖ Non-rigid electrical cords must have strain relief wherever necessary.

Administrative Controls

- ❖ Only trained, authorized employees may repair or service electrical equipment;
- ❖ Contractors must be licensed to perform electrical work;
- ❖ Physical barriers must be used to prevent unauthorized persons from entering areas where new installation or repair of electrical components or equipment is being performed;
- ❖ All electrical control devices must be labeled properly;
- ❖ Senior facility management must authorize any work on energized electrical circuits.

ELECTRICAL EQUIPMENT INSPECTIONS

Inspect all electrical equipment for hazards that could cause employee injury or death. Consider the following factors when determining the safety of the equipment:

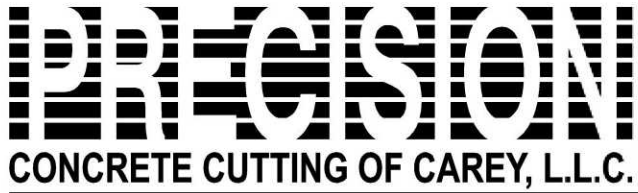
- ❖ Suitability for the intended use;
- ❖ Proper insulation;
- ❖ Heating effects under conditions of use;
- ❖ Arcing effects;
- ❖ Classification by type, size, voltage, current capacity and intended use.

EMPLOYEE TRAINING

Qualified Employees

Training for those employees qualified to perform electrical work will consist of:

- ❖ Specific equipment procedures;
- ❖ The training requirements outlined in OSHA standard 29 CFR 1910.331 to 1910.339.



POLICY

Updated 09/24/2010

Drug-Free Workplace Policy

Purpose and Goal

Precision Concrete Cutting of Carey LLC is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol and drug abuse pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, possess serious health risks to users and others, and have a negative impact on productivity and morale.
- This company has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, this company requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol. This company encourages employees to voluntarily seek help with drug and alcohol problems.
- Employee testing is an ongoing procedure beginning with all new hires. From that point testing will be required when:
 - There is reasonable suspicion of alcohol and/or other drugs
 - Following certain industrial accidents. The test may be required of an individual that was suspected of causing the accident.

Testing will not be required if:

- ❖ The injury was not serious even though off-site medical attention was required
- ❖ The nature of the injury is common to the employee's job function
- ❖ There was no violation of work rules
- ❖ There was no reasonable suspicion indicated by the accident investigation

NOTE: Refusal to submit to a test or attempting to tamper with the test will result in immediate termination.

Covered Individuals

Any individual who conducts business for the company, is applying for a position or is conducting business on the company's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to CEO, executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers and applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the company. Therefore, this policy applies during all working hours, whenever conducting business or representing the company, while on call or paid standby.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the company in writing within five calendar days of the conviction. The company will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering the company's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and workstations, vehicles and equipment.

Testing for Drugs or Alcohol

Substance testing will be conducted at the Wyandot Memorial Hospital in Upper Sandusky. The following substances will be tested:

- * Amphetamine (AMP)
- * Cocaine (COC)
- * Marijuana (THC)
- * Methamphetamine (mAMP)
- * Methylenedioxymethamphetamine (MDMA)
- * Opiates (OPI)
- * Phencyclidine (PCP)

Consequences

One of the goals of our drug-free workplace program is to encourage our employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment will be withdrawn. Applicant may not reapply.

If an employee violates the policy, He or she will be terminated from employment.

Confidentiality

All information received by the company in connection with our drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to the use of alcohol or other drugs. In addition, employees are encouraged to: be concerned about working in a safe environment, support fellow workers in seeking help, report dangerous behavior to their supervisor.

It is the supervisor's responsibility to: inform employees of the drug-free workplace policy, observe employee performance, investigate reports of dangerous practices, document negative changes and problems in performance, counsel employees as to expected performance improvement, refer employees to the Employee Assistance Program, clearly state consequences of policy violations. (Brochures are available in the office or contact Job Care at 419-294-4991 ext 2126 for additional information)

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure awareness' of their roles in supporting our drug-free workplace program employees will attend a one-hour educational session on substance issues annually. All employees will receive a written copy of this policy, the policy will be reviewed in orientation sessions with new employees, and any updates of the policy will be reviewed upon revision. Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees, every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.



POLICY

Updated 09/24/2010

CONSTRUCTION SITE SAFETY

- * **PERIMETER BARRICADES:** Entire construction site should be fenced, or otherwise secured, to prevent unauthorized persons from intentionally or unintentionally entering the work site.
- * **INTERNAL BARRICADES:** Barricades will help warn workers of areas where dangerous conditions exist.
- * **TOOLS:** Tools should be well maintained. They should be properly stored when not in use. The correct tool should always be used for the job.
- * **WALKWAYS:** Walkways should be clearly marked and roped off, allowing employees to safely enter and leave the work site.
- * **HOUSEKEEPING:** All debris, tools and equipment, should be picked up and either stored or disposed of in the proper location.
- * **EXCAVATIONS:** Excavations should get special attention and a detailed company procedure should be followed.
- * **ABOVE GROUND WORK:** Ladders and scaffolds should be regularly inspected for damage and weakness. Specific safety rules should be adopted for these devices.
- * **ELECTRICITY:** Electrical power sources not necessary for construction should be shut off. Insulate all wiring and post warnings around live wires. Fuses, circuit breakers, and ground fault interrupters should be used to prevent shock injury. Be aware of the dangers of overhead wires.
- * **FIRES:** Fire protection equipment should be made available and employees trained in proper use.
- * **PERSONAL PROTECTIVE EQUIPMENT:** Safety equipment such as shoes, gloves, hard hats, and eye protection should be provided to all employees at the site. All employees should use and maintain these items.

COMPRESSED AIR AND GASES

- * Check the condition of the hose. Air hoses are designed to withstand pressure, but become weakened at bends, kinks, and connections to shut-off valves and nozzles. Such weak points may swell and burst, throwing pieces of hose in every direction, also causing the hose to thrash about dangerously.
- * Keep the air hose off the floor. It is a tripping hazard and is subject to damage by truck, doors, and dropped tools.
- * Always coil the hose, without kinks, and hang it over a broad support when not in use.
- * Air pressure against the skin may penetrate deeply to cause internal hemorrhage and intense pain. Air that enters body openings may burst internal organs.
- * It is dangerous to use compressed air to remove dust from clothing. Use safer, better ways of cleaning dust from clothes.
- * Air compressors shall be equipped with pressure relief valves and pressure gauge.
- * Use low pressure (under 30 psi) and the correct nozzle to remove dust or particles from jigs, fixtures or deep holes in parts. Wear cup type goggles and set up shields to protect others in the area.
- * For transferring liquids from properly rated pressure vessels, check air pressure, attach hose connection tightly, remain at control valve to shut off in emergency, and make sure bleed-off valve and pressure relief valve work. Never use compressed air to transfer flammable liquids.
- * Air filters shall be installed on the compressor intake to ensure only clean, uncontaminated air enters the compressor.
- * Safety devices on compressed air systems shall be checked frequently.
- * Before any repair work is done on the pressure system of a compressor, the pressure shall be bled off and the system locked-out.
- * Signs shall be posted to warn of the automatic starting feature of the compressors.
- * The belt drive system shall be totally enclosed to provide protection for the front, back, top and sides.
- * When compressed air is used with abrasive blast cleaning equipment, the operating valve shall be of the type that must be held open manually.

A clip-on chuck and an in-line regulator (preset to 40 psi) shall be required when compressed air is used to inflate auto tires.

COMPRESSED GASSES

Any material that is under pressure can be dangerous if it is not handled properly. If the material is a compressed gas it may be flammable, explosive, reactive, toxic or a combination of these.

Because of the hazards of the compressed gases, it is important to know what you are working with, what the hazardous properties are, and how to safely handle the compressed gas cylinder.

The following compressed gases require special treatment:

OXYGEN: Oxygen is not flammable, but increases the tendency of things around it to burn or explode. Keep oxygen cylinders away from combustible or flammable materials and fire hazards, including oil or grease on your hands, clothes and work area. Oxygen should not be used for compressed air.

ACETYLENE AND HYDROGEN: Both are highly explosive gases requiring extreme caution when handling. Hydrogen escapes easily around threaded fittings. Friction of escaping gas can ignite spontaneously. Hydrogen has no odor to warn of a leak.

USE AND STORAGE OF CYLINDERS

- * Cylinders should always be chained in upright position to a wall, cylinder truck, cylinder rack or post. This becomes more important when gas is in use, as a regulator is attached to the cylinder valve and the safety cap is not in place.
- * Always replace the cylinder cap when the cylinder is not in use or when it is being moved.
- * Never place cylinders in hallways or work areas where they could be hit by forklift trucks or struck by falling objects.
- * Never hammer, pry or wedge a stuck or frozen cylinder valve to loosen it, and never use a wrench. If a valve will not open by hand, call the gas distributor.
- * Do not rely on the color of the cylinder to identify the gas inside, as suppliers use different color codes. Return any unidentifiable cylinders to the supplier.
- * Keep cylinders away from electrical circuits and excessive heat. Cylinders are made of steel and will conduct electricity.
- * Keep cylinders away from the sparks and hot slag of molten metal resulting from welding, cutting, machining or foundry operations. Using or storing cylinders at temperatures in excess of 130 degrees F is a violation of DOT regulations. Keep cylinders out of direct sunlight as gases expand when heated. A cylinder at 2200 psig and 70 degrees F will increase in pressure to 2451 psig at 130 degrees F.
- * Always "crack" the cylinder valve (open it slightly and close it immediately) before attaching a gas regulator to any cylinder, except hydrogen or fuel gas cylinders. Cracking removes any dirt that may be lodged in the valve outlet, and prevents dirt from entering the regulator. Wipe out the outlet connections on hydrogen or fuel gas cylinders with a clean, dry, lint free cloth. Do not stand in front of the valve outlet while cracking it, and do not point the outlet at anyone.
- * Always use a cylinder wrench or other tightly fitting wrench to tighten the regulator nut and hose connections.
- * Store fuel gas cylinders away from oxygen and compressed gas cylinders. OSHA regulations require stored oxygen cylinders from fuel gas cylinders and combustible materials by at least twenty feet or by a noncombustible barrier at least five feet high having a fire resistive rating of at least one-half hour.
- * Keep unauthorized persons away from the cylinder storage areas. Use a lock or fence if necessary.
- * "NO SMOKING" signs should be posted around all fuel gas and oxygen areas.



POLICY

Updated 09/24/2010

CONFINED SPACE

When a work order includes the possibility of an employee entering into a confined space to perform a cutting they will first obtain, from the facility's authorized personnel or contractor who awarded the job, their policy and training for the confined space.

Definition of Confined Space:

A space that is large enough that an employee can bodily enter and perform work which has limited or restricted means for entry or exit and is not designed for continuous human occupancy. Confined spaces include, but are not limited to, storage tanks, compartments of ships, process vessels, reaction vessels, pits, silos, vats, degreasers, boilers, tunnels, pipelines and underground utility vaults. Permit Entry Confined Space - A confined space which has one or more of the following characteristics: it has a hazardous atmosphere or the potential for a hazardous atmosphere, it has a potential engulfment hazard, it is designed with sloping walls or floor, or it contains any other recognized serious safety or health hazard.

No employee is to enter into a confined space without first obtaining the above instructions/training.

For additional information reference OSHA 29 CFR 1910-146