PRECISION

Plumbing–
Mechanical

IIPP

&

SAFETY INFORMATION

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Precision Plumbing-Mechanical
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IIPP

INJURY & ILLNESS PREVENTION PROGRAM

MANAGEMENT POLICY STATEMENT

It is the policy of Precision Plumbing-Mechanical that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection and health preservation.

The management concept of Precision Plumbing-Mechanical is not production and safety, it is production *with* safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We at Precision Plumbing-Mechanical have a basic responsibility to make the safety of human beings a part of our daily, hourly concern. We will be counting on you to do your part in making our program an effective one.

The successful operation of Precision Plumbing-Mechanical will depend not only on quality, dependable service, but also how safely each job is performed. There is no job so important – or any service so urgent - that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I expect your full cooperation in making our program effective.

RESPONSIBILITY

ADMINISTRATOR

The Injury and Illness Prevention Program (IIPP) administrator, John Bascom, has the authority and responsibility for implementing the provisions of this program for Precision Plumbing-Mechanical. This includes periodic reviews to effectively maintain the IIPP at all our construction sites.

Responsibility is delegated to all foremen and lead personnel for implementing and maintaining the IIPP at their jobsites and for answering worker questions about it. A copy of this IIPP is available on the company website, on the employee resources page https://precisionplumbingmechanical.com/about-us/resources/employee-forms/ . A physical copy will be provided to employees at their request.

JOB SUPERVISORS

Our foremen and lead personnel are the foundation of the safety program. Their responsibilities are as follows:

- Familiarize themselves with company safety policies, programs and procedures.
- Give maximum support to all programs and committees whose function is to promote safety and health.
- Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.
- Provide complete safety training to employees prior to the assignment of duties.
- Consistently and fairly enforce all company safety rules.
- Investigate injuries to determine the cause, then take action to prevent repetition.
- See that all injuries, no matter how minor, are treated immediately and referred to the personnel office to ensure prompt reporting to the insurance carrier.
- Inspect work areas often to detect unsafe conditions and work practices. Utilize company self-inspection checklists as required.

EMPLOYEES

Employee responsibilities for safety include the following:

- Adhere to all safety rules and regulations.
- Wear appropriate safety equipment as required.
- Maintain equipment in good condition, with all safety guards in place when in operation.

- Report all injuries, no matter how minor, immediately to company officers.
- Encourage co-workers to work safely.
- Report unsafe acts and conditions to the supervisor.

COMPLIANCE

Supervisors are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees under our supervision. Foremen and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including *termination*. Supervisors will follow the normal disciplinary procedures as follows:

- Step 1: ***Verbal counseling.***
- Step 2: ***Written warning.*** Must be documented in the employee's personnel file. It should outline the nature of the offense and necessary corrective action.
- Step 3: ***Suspension without pay.*** May also be separate disciplinary action resulting from a serious violation.
- Step 4: ***Termination.***

COMMUNICATION

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information that is readily understandable to all personnel:

- New employee information with access to IIPP and signature confirming review of our IIPP.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- Adoption of site specific codes of safe practice when necessary.

PERIODIC INSPECTIONS

Inspections are viewed as a fact-finding process, not fault finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace. When uncovered, potentially hazardous conditions will be corrected immediately, or a hazard assessment form will be filed (see Exhibit A) to initiate corrective action.

Periodic inspections to identify and evaluate workplace hazards will be performed by the following competent observer in the following areas of our workplace:

- Competent Observer: Job foreman
- Area: Project site/work area

Periodic inspections are performed according to the following schedule:

- Monthly.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached hazard assessment checklist and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT INVESTIGATIONS & REPORTS

It is the policy of Precision Plumbing-Mechanical to carry out a thorough program of accident investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility and completing the attached injury/accident report (see Exhibit E). Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the President and Foreman.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Federal and State law, as well as the Worker's Compensation insurance carrier. These reports are critical in establishing the company's liability under the law.

When an employee is injured at work, the foreman is responsible for taking emergency action and to have first aid administered, to obtain professional medical attention as soon as possible, and to protect other employees and equipment. The supervisor must then begin to investigate the circumstances of the accident. The following procedures have been found to be effective when investigating accidents:

- **GO** to the scene of the accident *at once.*
- **TALK** with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
- **LISTEN** for clues in the conversations around you. Unsolicited comments often have merit.
- **ENCOURAGE** people to give their ideas for preventing a similar accident.
- **STUDY** possible causes - unsafe conditions, unsafe practices.
- **CONFER** with interested persons about possible solutions.
- **WRITE** your accident report giving a complete, accurate account of the accident.
- **FOLLOW UP** to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.
- **PUBLICIZE** corrective action taken so that all may benefit from the experience.

In order for the accident report to be effective, it should contain as a minimum a detailed answer to the following questions.

- ***What was the employee doing?*** Explain in detail the activity of the employee at the time of the accident.

- ***What happened?*** Indicate in detail what took place; describe the accident; the type of injury; the part or parts of the body affected; and whether the employee was wearing appropriate safety equipment.
- ***What caused the accident?*** Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
- ***What can be done to prevent a similar accident?*** Indicate corrective action to prevent recurrence.

The accident report must be submitted to the personnel office after an accident.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures are to be immediately brought to the attention of the foreman, lead personnel and affected employees and will be corrected in a timely manner, based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. If a piece of equipment is hazardous, it will be removed from service and identified as defective. Workers necessary to correct the hazardous condition will be provided with the necessary protection.
- All such actions taken and dates they are completed will be documented on the appropriate forms.

TRAINING & INSTRUCTION

All workers, foremen, and lead personnel will be trained and instructed on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- When the IIPP is first established.
- To all new workers, except for construction workers who are provided training through a Cal/OSHA approved construction industry occupational safety and health training program. New employees to sign the attached employee safety checklist (see Exhibit B) verifying that they understand safety rules.
- To all workers given new job assignments for which training was not previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To foremen to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices will include, but are not limited to, the following:

- Explanation of the employer's IIPP, emergency action plan, fire prevention plan, Heat Illness Prevention Plan (HIPP), measures for reporting any unsafe conditions, work practices, injuries, and when additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Availability of toilet, handwashing, and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Our employees have the right to examine and receive a copy of the IIPP. This is accomplished by providing unobstructed access through the company website. Which allows employees to review, print and email the current version of the Program.

RECORD KEEPING

Our establishment is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIPP:

- Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

Inspection records and training documentation will be maintained for at least one year.

Exhibit A

HAZARD ASSESSMENT

Submitted By_____ Date_____

Location of unsafe condition *(please describe in detail)*: _____

_____

_____

_____

Explanation of unsafe condition *(please explain in detail)*: _____

_____

_____

_____

_____

Recommendations to correct this condition: _____

_____

_____

_____

_____

_____ _____

Employee Signature Supervisor Signature

Exhibit B

EMPLOYEE SAFETY CHECKLIST

Employee: _____ Date: _____

Supervisor: Check off each item as you discuss it with the new employee prior to having that employee start work.

- Employee provided with company safety policy statement and safety rules. _____
- Reviewed injury reporting procedures. _____
- Issued personal protection equipment (PPE) and explained the use and care of each. _____
- Reviewed safe lifting procedures. _____
- Will forklift training be required? If yes, when? _____ _____
- Reviewed housekeeping and clean-up procedures. _____
- Located first aid kits. _____
- Reviewed hazardous communication program. _____
- Reviewed evacuation procedures and any specific duties. _____
- Does the employee understand all of the above? _____

I acknowledge that information on the above subjects was furnished to me during my orientation.

Employee Signature: _____ Date: _____

I have instructed the above-named employee in the fundamentals of safety practices.

Supervisor Signature: _____ Date: _____

Exhibit C

JOBSITE INSPECTION CHECKLIST & REPORT

Procedure: ☐ Supervisor to complete BEFORE beginning construction and at least monthly during long projects. ☐ Sign and submit to project manager

Job Location: _____ **Date:** _____

Inspected by: _____

(1) PROGRAM ADMINISTRATION

- ☐ Signs posted: emergency numbers
- ☐ Company safety program binder available
- ☐ OSHA 2000 log

(2) HOUSEKEEPING

- ☐ Orderly work area
- ☐ Protected bulbs
- ☐ Waste containers available
- ☐ Adequate lighting
- ☐ Clear walkways

(3) FIRE SAFETY

- ☐ Flammables properly stored
- ☐ "No smoking" signs

Fire extinguishers:

- ☐ Accessible/properly located
- ☐ Serviceable
- ☐ Correct type & quantity

(4) ELECTRICAL

- ☐ "Electrical & Overhead dangers" posted
- ☐ Daily inspection of electrical cords
- ☐ Ground fault circuit interrupters in use
- ☐ Circuit breaker box accessible
- ☐ Underground utilities located and staked

(5) HAZARD COMMUNICATIONS

- ☐ Written program available
- ☐ Personal Protective Equipment used
- ☐ SDS information available
- ☐ Chemicals labeled

(6) HAND & POWER TOOLS

- ☐ Tool, equipment & cords in good condition
- ☐ Grounded or double insulated cords
- ☐ Visual inspection before/after use
- ☐ Proper guards in place
- ☐ Personal Protective Equipment used

(7) PERSONAL PROTECTIVE EQUIPMENT

- ☐ Hard hats inspected and used
- ☐ Gloves/hand protection
- ☐ Hearing protection
- ☐ Eye protection inspected and used
- ☐ Footwear & clothing appropriate
- ☐ Respiratory & dust protection

(8) FIRST AID/MEDICAL SERVICES

- ☐ Employees aware of location for medical care
- ☐ Emergency contact list
- ☐ Accidents/incidents investigated
- ☐ First aid supplies available
- ☐ Accident/incidents reported/logged within 6 days

(9) LADDERS/STAIRWAYS ☐ N/A this site

Ladders:

- ☐ In good condition
- ☐ Properly secured
- ☐ Extend 36”
- ☐ Set at appropriate angle to surface

Stepladders:

- ☐ Fully opened & used only as designed

Stairways:

- ☐ Handrails & guardrails
- ☐ Withstand 200 pounds

(10) FLOOR & EDGE PROTECTION ☐ N/A this site

Exposed edges have:

- ☐ Guardrails
- ☐ Top rails
- ☐ Midrails
- ☐ Toe boards

Floor openings:

- ☐ Covered
- ☐ Cover withstands twice maximum potential load
- ☐ Cover secured & marked/labeled

(11) EXCAVATIONS ☐ N/A this site

- ☐ Excavation & adjacent structures properly shored
- ☐ Spoil setback at least 2 feet
- ☐ Equipment kept away from edge
- ☐ Excavation barricaded
- ☐ Ladders/steps provided
- ☐ Daily inspections

(12) SCAFFOLDING ☐ N/A this site

- ☐ Assembled & moved by competent person
- ☐ Equipment in good condition
- ☐ Solid & secure connections
- ☐ Working levels fully planked
- ☐ Guardrails, top rail, midrail, toe boards in place
- ☐ Protection from falling objects
- ☐ Inspected daily by competent person
- ☐ Footings adequate/no settling
- ☐ Scaffolding secured to structure
- ☐ Planking cleats in place or proper planking overlap
- ☐ Adequate crossing brace

(13) WELDING/CUTTING ☐ N/A this site

- ☐ Screens & shields in place
- ☐ Fire extinguishers immediately available
- ☐ Cylinder secured upright
- ☐ Cables in good repair
- ☐ Proper Personal Protection Equipment in use
- ☐ “Hot” work allowed to cool before left unattended
- ☐ Electrical equipment grounded

(14) FALL PROTECTION ☐ N/A this site

- ☐ Training on protection from falls
- ☐ Fall protection equipment inspected daily
- ☐ Personal fall arrest systems stop a free fall
- ☐ Systems prevent free fall over 6’ and/or contact with lower levels
- ☐ Fall Protection Plan on job site
- ☐ Protection from fall hazards
- ☐ Personal fall arrest systems inspected daily
- ☐ Systems limit arresting forces

Exhibit D

RETURN TO WORK PROGRAM

This program is to minimize the production lost by the company and wages lost by the employee as a result of temporary partial incapacity resulting from on-the-job injury. It is the express intent to provide modified duty within the employee's restrictions whenever possible and to facilitate the employee's full rehabilitation as rapidly as possible.

Precision Plumbing Mechanical (PPM) is primarily responsible for the administration of this procedure.

II. Notification of Restriction
   A. PPM will be notified that the employee has been injured.
   B. A copy of the completed Treatment Report will be furnished to PPM immediately after treatment; if after office hours a copy will be left with the immediate Supervisor and furnished to PPM the next business morning.
   C. In the event the injured employee cannot return to work due to hospitalization or similarly severe prescribed restriction, PPM will obtain required information directly from the medical resources.
   D. The Treatment Report is the primary document to capture the treating physician's restrictions. Additional clarification or modification of restriction may be provided on other documents; however, a Treatment Report will be taken by the employee to all medical appointments (except physical therapy).
   E. Restrictions addressed by this policy must be identified by a medical doctor or other state licensed practitioner of the healing arts.

III. Identification of Modified Duty Job Assignment(s)
   A. In cases where an employee's restrictions preclude performing his pre-injury job (or particular aspect of the job), every reasonable effort will be made to identify or create a productive job assignment which will accommodate temporary restrictions as identified by the treating physician.
      1. This accommodation may include providing intermittent assistance or relief in dealing with one or more elements of the employees' "regular" (pre-injury) job.
      2. Accommodation may also include arrangements for less than an eight-hour workday (in such cases, hours not worked will be

accumulated and submitted to the worker's compensation insurance carrier).

3. Every effort will be made to place the employee in the most productive assignment available; direct labor categories will be preferred over indirect.
4. The modified duty job assignment will be made by PPM after consulting with immediate supervisor.

B. The modified duty job assignments will be recorded on the Restricted Job Description, to be completed by PPM prior to or coincidental with the employee's return to work.
    1. The description will be acknowledged by the employee, supervisor, union representative, and PPM. Each will be provided a copy of the document.
    2. The Description may be revised or reissued based on changes in the employee's restrictions. The Description will expire 90 days after the last authorization or when the employee is released without restrictions.
    3. It is the Supervisor's explicit responsibility not to assign any work to the employee which is contrary to the identified restrictions. The employee has an explicit responsibility not to attempt any task which may exceed his identified restrictions. Any difficulties experienced by the employee within his restrictions will be reported to PPM for review with the treating physician.
    4. Any questions or controversy as to an employee being restricted from performing specific task(s) will be brought to the immediate attention of PPM for resolution.
    5. PPM will notify all parties when the employee has been fully released for unrestricted duty.

C. Wages and Related Considerations
    1. The employee will continue to receive his/her pre-injury wage, plus any general increases, for all hours worked in his restricted capacity.
    2. The employee will be paid per C.1 for hours less than his/her scheduled shift lost due to company arranged examinations, treatment and therapy.
    3. The employee may not bid any posted job opening while in a restricted capacity.
    4. The employee will be shown on the schedule as "restricted."
    5. Since he will "follow the work" within restrictions, normal shift scheduling practices may not be possible.

Restricted Duty Job Description

Position: Modified Duty_____

Supervisor: _____

General Description: Performs restricted duty assignments within the weight and/or physical limitations prescribed by a provider. Employee must be eligible to receive workers' compensation benefits and must have medical release for restricted duty.

Responsibilities/Examples of Work:

_____

_____

_____

_____

_____

Special Limitations: The provider's release (attached) is made a part of this light duty job description and is to be strictly followed. Failure to follow any portion of these descriptions will be considered a violation of the work rules and may result in disciplinary action. Any questions regarding the appropriateness of a work assignment must be brought to the immediate attention of Precision Plumbing-Mechanical.

Specific Restrictions:

1. _____lb. lifting restriction
2.
3.
4.

Time Limit: The Restricted Duty job description is effective until the employee's next visit to the provider. It may be extended based on the provider's report; however, extensions may not exceed ninety (90) days without authorization by Precision Plumbing-Mechanical.

I have read and understand the terms and conditions of the Restricted Duty Job Description. If I have any questions, I will ask my Supervisor; any differences in the interpretation will be brought to the attention of Precision Plumbing-Mechanical.

Date: _____ Employee: _____

Date: _____ Supervisor: _____

Date: _____ Union: _____

Date: _____ PPM: _____

Exhibit E

INJURY/ACCIDENT REPORT

Job # & Location: _____ Foreman: _____

Name of Injured: _____

Date of Accident:_____ Time: _____

Date Reported: _____

Was first aid given: _____ If so, by whom: _____

Special note to investigator: It is important that a complete answer be given to question 1 and that the answer to question 2 be constructive.

1. As a result of your investigation, state what conditions or circumstances made this accident possible. Describe in detail.

_____

_____

_____

Part of Body: _____ Type of Accident: _____

Nature of Injury: _____ Unsafe Condition: _____

Cause of Accident: _____ Unsafe Act: _____

2. Suggest what is necessary to prevent a similar accident:

_____

_____

_____

What action have you taken? _____

Did employee return to work for the next scheduled shift? Yes _____ No

If no, date employee returned to work: _____

Name, address, & phone number of doctor or clinic:

_____

_____

_____

Supervisor Signature: _____ Date: _____

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CODE OF SAFE PRACTICES

For the protection and safety of all employees, PPM has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

GENERAL

- Employees will wear appropriate PPE (i.e., safety glasses, hard hats, gloves) where required (see following PPE requirements section).
- All persons will follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
- Foremen will insist that employees observe and obey all company, state, or federal regulations, orders, and rules necessary for the safe conduct of work and act as necessary to obtain compliance.
- All employees will be given frequent accident prevention instructions at least every 10 working days.
- Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform assigned duties will not be allowed on the job while in that condition.
- Horseplay or other acts that tend to have an adverse influence on the safety or well-being of the employees is prohibited.
- Work will be well planned and supervised to prevent injuries in the handling of materials and working together with equipment.
- Employees will not enter manholes, underground vaults, chambers, tanks, or other similar places unless it has been determined that it is safe to enter.
- No one will knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- Employees must ensure that all guards and other protective devices are in proper places and adjusted and must report deficiencies promptly to the foreman or superintendent.
- Workers will not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.

- All injuries must be reported promptly to the foreman so that arrangements can be made for medical or first aid treatment.
- When lifting heavy objects, the large muscles of the leg must be used instead of the smaller muscles of the back. Where feasible, material handling equipment will be used, along with “buddy” team-lifting.
- Inappropriate footwear or shoes with low-friction soles must not be worn.
- Materials, tools, or other objects will not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
- Gasoline must not be used for cleaning purposes.
- Burning, welding, or other source of ignition must not be applies to any enclosed tank or vessel until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.

USE OF TOOLS AND EQUIPMENT

- All tools and equipment must be maintained in good condition.
- Damaged tools or equipment will be removed from service and tagged “DEFECTIVE."
- Pipe or Stillson wrenches will not be used as a substitute for other wrenches.
- Only appropriate tools will be used for the job.
- Wrenches will not be altered by the addition of handle-extensions or "cheaters."
- Files will be equipped with handles and not used to punch or pry.
- Screwdrivers will not be used as chisels.
- Wheelbarrows will not be pushed with handles in an upright position.
- Portable electric tools will not be lifted or lowered by means of the power cord.
- Electric cords will not be exposed to damage from vehicles, mobile equipment, and sharp objects.
- Portable power tools will be supported in locations where use is difficult.

MACHINERY AND VEHICLES

- Only authorized persons are allowed to operate machinery or equipment.
- Where required authorized persons will be trained and/or evaluated on the safe operation of the machinery or equipment being utilized (elevated work platforms, industrial trucks or forklifts, cranes, etc.)
- Loose or frayed clothing, long hair, dangling ties, finger rings, etc., must not be worn around moving machinery or other sources of entanglement.
- Air hoses will not be disconnected at compressors until they have been bled.
- Tractors will not be operated where there is a possibility of overturning in dangerous areas like edges of deep fill, cut banks, and steep slopes.

- Machinery will not be serviced, repaired, or adjusted while in operation. Oiling of moving parts is prohibited except on equipment that is designed or fitted with safeguards to protect the person performing the work. Where required, and/or otherwise appropriate, lock-out/tag-out procedures will be used by an authorized employee.
- Interlocks and guards on equipment must not be removed or defeated.
- Employees must operate and maintain machinery in accordance with the manufacturers' instructions.

ELECTRICAL

- Frayed Electrical wiring and damaged plugs must not be used.
- Electrical plugs and connections must not be altered.
- All temporary power panels must have covers installed at all times.
- All circuits must be clearly labeled.
- Use ground fault circuit interrupters (GFCI) for all temporary electrical wiring cords and equipment.
- Temporary lighting will not be suspended by its extension/power cord.
- Temporary lighting must be equipped with guards to prevent contact with the bulb.
- Extension cords must be at minimum 12-gauge, three-wire cords.
- All power tools must be double-insulated or grounded properly, and inspected prior to use.
- If cords are found to be damaged, stop using immediately and report them to job foreman.
- Only Qualified Persons, as defined by Cal/OSHA or as designated by employer, are permitted to work on electrical equipment or systems.

HAZARDOUS MATERIALS EXPOSURE

- The Safety Data Sheets (MSDS forms) for all hazardous chemicals used on jobsite is readily available on our company website, under Resources and Safety Documentation here: https://precisionplumbingmechanical.com/about-us/resources/safety-documentation/
- Eye and skin protection will be used whenever there is a risk of exposure to corrosive or irritating substances or substances that can be absorbed through the skin.
- Container labels must not be defaced. Illegible labels must be replaced.
- Employees must cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources. Solvents must not be used to clean hands or skin.

HOUSEKEEPING

- All construction materials must be stored in an orderly manner.
- All exits and access ways must be kept unobstructed.
- All work areas must be cleaned and free of debris.
- Metal containers with covers must be provided for disposal of oily and paint-soaked rags.
- Maintain all exits.
- Emergency exits must be available. Panic hardware, where provided, must remain unobstructed.
- Walkways and sidewalks must be maintained reasonably dangerous depressions, debris and obstructions.
- Where steel plates are used to bridge excavations or other similar type construction activities in walkways or sidewalks, the leading edges of the steel plates must be feathered with temporary asphalt or other suitable materials to prevent trip hazards.
- Waste, materials, or tools must not be thrown from buildings or structures to areas where employees may be located, unless the area where material falls is guarded by fences, barricades, or other methods/means to prevent employees from entering and being struck by falling objects. Signs must be posted to warn employees of the hazard.

LADDER/SCAFFOLD SAFETY

Ladders

- Complete all required ladder safety training before using a ladder to reach a height of 48 inches or higher.
- Only use a ladder for the purpose for which it is designed.
- Do not let anyone else use a ladder while you are on it.
- Check the rating of the ladder and verify that you will not exceed its capacity (include body weight and tools).
- Always face the ladder when ascending or descending.
- Always place a ladder only on a stable surface (never on a box or any unstable area).
- When used in a doorway, barricade or guard the area around the ladder.
- Do not move, shift, or extend a ladder while it is occupied – never “walk” a ladder.
- Do not overextend sideways. Use the belt buckle rule: Keep your belt buckle positioned between the side rails.
- Use both hands to climb the ladder – carry objects in a backpack or on tool belt.
- Secure ladders during transport and store properly to avoid damage.
- Do not use a metal ladder when the risk of contact with an energized conductor or circuit exists.

- Do not use the ladder top (cap) or the rung below it for standing or stepping.
- Do not stand on rear bracing or spreaders.
- Never use a stepladder that is not fully opened and be sure the spreaders are locked.

Extension Ladders

- Remove from service single and extension ladders without safety feet.
- Do not make adjustments when a user is on the ladder and stand at the base when making length adjustments.
- Position ladder for a 1:4 lean ratio; that is, 1 foot out for every 4 feet of elevation.
- Tie off ladders whenever possible at or near the top for added stability. Tie off at the bottom if there is difficulty in maintaining stability. When tying off or untying the top, or if the ladder cannot be tied off, someone on the ground should hold the ladder to ensure it remains stable.
- The minimum overlap requirements for the two sections of an extension ladder up to 36 feet in length must be at least 3 feet.
- Place ladders with both side rails supported unless equipped with a single support attachment.
- Extend the ladder a minimum of 3 feet above the landing area when accessing roofs, landings, or open floor levels.

Scaffolding

- Scaffolding should be used if solid footing or a safe ladder is not available. Caster brakes should be set before an employee gets on a scaffold. If no brakes are available, another employee should be in position to secure the scaffold.
- Scaffolding must be secured at intervals of 15 feet to a solid support. Securing will be by wire, cable, chain, or rope.
- Ladders, boxes, etc. should not be set on scaffolds to increase working heights.
- Scaffolds should not be moved with employees or materials on the scaffold. Scaffolding must not be moved until its height is reduced below 15 feet. Sufficient help must be used to move the scaffold. A “watcher” shall be posted to watch for overhead obstructions as well as holes, etc., at ground level.
- Guardrails and toe boards are required on any scaffold over 5 feet high.
- Flooring must be solid from side-to-side and secured in place with cleats.
- It is your responsibility to keep all tools and materials away from the edges of the scaffold and platform openings.
- Scaffolding over 50 feet high must be inspected by the Environmental Health & Safety Department.

LOCKOUT PROCEDURES & TECHNIQUES

Preparation for Shutdown:

- In preparation for lockout, an initial survey must be made to locate and identify all energy isolating devices to be certain which switch, valve, or other energy isolating devices apply to the machine/equipment to be locked out.
- Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee must have knowledge of the type and magnitude of the energy to be controlled, and the methods or means to control the energy.

Machine or Equipment Shutdown:

- All affected employees shall be notified that a lockout system is to be utilized and the reason for it, before the controls are applied.
- If the machine or equipment is operating, shut it down by normal stopping procedure (depress stop button, open toggle switch, close valve, etc.).

Machine or Equipment Isolation: Physically locate and operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy sources and apply adequate hardware.

Lockout Device Application:

- Authorized employees shall lock out the energy isolating devices with assigned individual locks.
- Lockout devices shall be applied so that they will hold the energy isolating devices in a “Neutral” or “Off” position.

Stored Energy:

- All stored or residual energy in rams, flywheels, springs, pneumatic, or hydraulic systems, etc. shall be blocked or dissipated.
- Prior to starting work on machines/equipment that have been locked and after ensuring that no personnel are exposed, the authorized employee shall operate the push button or normal operating controls to verify that the appropriate equipment/machine has been de-energized and make certain it will not operate.
- The machine/equipment is now locked out. Servicing or maintenance may now occur.

Removal of Lockout Devices: After the servicing and/or maintenance is completed:

- Clear the machine/equipment of tools and materials, and verify it is operationally intact.
- Remove employees from the machine/equipment.
- Remove the lockout device.
- Energize and proceed with testing or positioning.

Lockout/Tag-out General Rules:

- All maintenance personnel shall be provided with a good lock. The lock shall have the individual worker's name or other identification on it. Each worker shall have the only key to the lock.
- The worker shall check to be sure that no one is operating the machinery BEFORE turning off the power. The machine operator shall be informed before the power is turned off. Sudden loss of power could cause an accident.
- Steam, air, and hydraulic lines shall be bled, drained, and cleaned out. There shall be no pressure in these lines or in reservoir tanks.
- Any mechanism under tension or pressure, such as springs, shall be released and blocked.
- Each person who will be working on the machinery shall put a lock on the machine's lockout device(s). Each lock shall remain on the machine until that worker's work is complete.
- All energy sources that could activate the machine shall be locked out (blocked/tagged).
- The main valve or main electrical disconnect shall be tested to be sure that the power to the machine is off.

FIRE PROECTION & PREVENTION

- Fire fighting equipment shall be conspicuously located or conspicuously marked.
- A fire extinguisher, rated not less than 2A, must be provided for each 3,000 square feet of floor and fraction thereof. Where the floor is less than 3,000 square feet at least one fire extinguisher is required.
- Travel distance from any point of the protected area to the nearest fire extinguisher must not exceed 75 feet.

- In multi-story buildings, at least one fire extinguisher must be provided on each floor and located adjacent to the stairway.
- A fire extinguisher, rated not less than 10B, must be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids are stored.
- Portable fire extinguishers must be fully charged, inspected monthly, and serviced annually.
- Storage of more than 25 gallons of Class I, II, or IIIA liquids may be stored in storage cabinets. Not more than 120 gallons of Class I, II, or IIIA liquids may be stored in storage cabinets.
- A fire extinguisher, rated not less than 20-B, must be located outside of, but not more than 10 feet from the door of open storage rooms.
- A portable fire extinguisher, rated at least 10B:C, must be kept near operations where fuel gas cylinder/bottles are being used.
- Portable fire extinguishers must be readily available for use where temporary heating devices are used.

FALL PROTECTION

Where a fall hazard of 6 feet or more exists, employees must comply with a 100% Fall Protection Policy. Fall protection must be used any time employees are working (whether moving or stationary) at an unprotected elevation of 6 feet or more, and any time that workers are in an area where there could occur a fall from a surface that is not protected by handrails, guardrails, or some other approved fall elimination device.

PPM will provide training for any employee who might be exposed to a fall hazard prior to the exposure or upon hiring. Training will include an explanation of the company's fall protection policies and safe work practices with general instructions and precautions; specific instruction where required; hazard identification and correction; selection and proper use of protective devices; and maintenance of equipment. Instruction will also include correct procedures for inspecting, erecting, disassembling, and maintaining fall protection systems used; and the employee's role in fall safety monitoring.

- Methods of fall protection include:
  - Guardrails and toeboards
  - Covers for floor opening, pits, trap door, and temporary floor openings
  - Personal fall arrest, personal fall restraint and positioning devices
  - Safety nets
  - Scaffold platforms
  - Roof warning lines
  - Controlled access zones and safety monitoring systems
- The only allowable personal fall arrest system is a full body harness with a lifeline, lanyard, and deceleration device. Body belts will not be used for fall protection or fall restraint.

- All personal fall arrest, personal fall restraint and positioning device systems must be labeled as meeting the requirements contained in ANSI A10.14-1991.
- Lifelines and anchorages must be capable of supporting a minimum dead weight of 5,000 pounds.
- Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 pounds.
- Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee.
- The use of non-locking snaphooks is prohibited.

Personal Fall Restraint:

- Anchorage points used for fall restraint must be capable of supporting 4 times the intended load.
- Restraint protection will be rigged to allow the movement of employees only as far as the sides of the working level or working area.
- Where practical the anchor end of the lanyard will be secured at a level not lower than the employee's waist, limiting the fall distance to a maximum of 4 feet.

MATERIAL HANDLING & LIFTING

How the material or goods are unloaded or loaded is a key factor in reducing employee injuries. Persons involved in material handling should be able to lift and hold the weight of the material or goods used in their operations. They also must be properly trained in the correct way to lift and carry the items. Loads in excess of 40 pounds and/or odd sized objects should be lifted and moved using mechanical lifting equipment whenever possible. If this is not possible, the Team Lifting procedure outlined below should be used.

Protect Yourself

- Use the correct hand protection; wear gloves to prevent cuts.
- Wear safety shoes to prevent injury to your feet from a dropped item.

Size Up the Load

- Determine if you can carry a load comfortably; tip it on its side.
- Get help if the load is too big or bulky for one person.
- Check for nails, splinters, rough strapping, and rough edges.

Lift It Right

- Make sure your footing is solid.

- Keep your back straight, with no curving or slouching.
- Center your body over your feet.
- Get a good grasp on the object and pull it close to you.
- Lift with your legs, not your back.
- Move your feet to turn. Do not twist your back.
- Do not try to carry a big load alone. Ask for help.

Team Lifting

- Team lifts are appropriate if:
  - The load is too heavy for one person (more than 40 pounds)
  - The load is large, bulky, or oddly-shaped
  - You feel uncomfortable lifting the load by yourself (and do not have the proper equipment)
- Whenever possible, team members should be of around the same height and build. If this is not possible, taller members should be at the back.
- Designate a lift leader, who:
  - Plans and coordinates the lift
  - Provides simple and clear instructions
  - Ensure that you lift and lower the load together.
- Assess the weight of the load
- Follow the Lift It Right lifting technique outlined above
- The lift leader should ensure that all team members are comfortable once the load has been lifted. If not, the load should be carefully lowered.

BURNING, WELDING & HOT WORK

- An approved fire extinguisher and/or other fire protection equipment is to be provided by the contractor.
- When air monitoring is required, the Lower Explosive Limit must be non-detectable (0% LEL) prior to any type of burning, welding, or hot work being conducted by the contractor. (Air monitoring will be required around or near any areas that may pose a potential fire or explosion threat from flammable or combustible vapors, for example.)
- Hot Work Procedure:
  - Hot work includes the following activities: grinding, cutting, welding, brazing or soldering, heating, hot air welding, or other operations that generate heat, flames, arcs, sparks, or other sources of ignition.
  - Prior to performing hot work, the employee will evaluate the following: type of hot work to be performed, site preparation, atmospheric conditions, use of appropriate personnel protective equipment, and firefighting equipment
  - A designated Fire Watch will be present during any open flame or electric welding work and will remain on watch for at least 30 minutes after work has been completed.

- Site preparation should include a survey for the following: combustible materials; hazards posed by heat transfer; flammable, corrosive, or toxic residues; equipment linings; appropriate lockout application; and housekeeping.
- Employees shall also evaluate the work area for the potential consequences of thermal conduction. Thermal conduction is the transfer of heat that could cause ignition by/through an object heated by the hot work operation.

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PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

- PPM will ensure that all employees are trained in the proper use, care and sanitation, and limitations of Personal Protective Equipment (PPE) in accordance with applicable OSHA Standards and manufacturer's instructions and recommendations.

- PPM Safety Representative will assess the workplace to determine if hazards that require the use of PPE are present or are likely to be present.

- Employees will use properly fitted PPE suitable for protection from existing hazards, where required.

- PPM will supply all required PPE to their employees.

- Employees must wear hard hats complying with ANSI Z89.1-1986 while on the job site.

- Safety glasses with rigid side shields (ANSI Z87.1 or equivalent) shall be worn at all times when in the construction environment, shop, or any time when eye hazards exist. This includes welding hoods and prescription eyewear. Goggles may be worn over non-prescription eyewear.

- Face shields must be worn when grinding, chipping, using a jackhammer, power sawing, or performing other tasks that involve serious face/eye hazards. Face shields must meet ANSI Z87.1. In the alternative, ANSI Z87.1-compliant safety glasses shall be worn under face shields that do not comply with ANSI Z87.1.

- Gloves appropriate for the hazard present shall be worn when hands are exposed to absorption of harmful substances, cuts, abrasions, punctures, biological hazards, chemical burns, thermal burns, or harmful temperature extremes.

- Respiratory, hearing, face, skin, and hand protection are required for any applicable areas on the job site.

- Employees who are required to wear respiratory protection must receive a medical assessment of their physical ability to wear the equipment, be

properly fit tested, and be trained in the use, care, maintenance, and limitations of the respiratory device.

- Hard-toe footwear (ANSI Z41.1 or equivalent) shall be worn by all employees when in the construction environment or in areas where there is a danger of foot injuries due to falling objects, rolling objects, objects piercing the sold of the foot, or when the employee's feet are exposed to electrical hazards.

- Tennis shoes, running shoes, casual street shoes, sandals, or shoes made of other thin material shall not be worn by PPM employees on the job site. Sturdy work boots are required.

- Reflective safety vests must be worn by all personnel who perform work on or near active highways, roads, or parking lots. ANSI/SEA 107, Class III high-visibility vests shall be worn for maximum visibility.

- Vests are also required for work that places personnel near motor vehicles and equipment, such as for flaggers, riggers, survey crews, etc.

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PROCEDURES FOR EMERGENCY RESPONSE

GENERAL

Medical and other emergencies must be anticipated, and procedures must be developed to protect the well-being of our employees and others. The following pages detail the organizational structure of our plan, and outline emergency measures to be taken in the event of a medical or other emergency. Your conduct and actions during the first few minutes of an emergency may not only save your life, but the lives of your fellow workers and other members of the community as well.

- Before assigning a crew to a particular worksite, the supervisor will make available to employees and the foremen a map along with clear and precise directions (such as street or road names, distinguishing features and distances to major roads) of the worksite, to avoid the delay of emergency medical services. The attached site-specific emergency contact information sheet will be included in the site-specific safety plan at each jobsite or kept in each foreman's company truck if a site-specific safety plan has not been prepared.
- Before assigning a crew to a particular worksite, the supervisor/foreman will ensure that a qualified, appropriately trained and equipped person will be available at the site to render timely first-aid if necessary. This person shall be trained in first aid, safety and CPR.
- All foremen and supervisors carry cell phones or other means of communication to ensure that emergency medical services can be called and check that these devices are functional at the worksite before each shift.
- At remote locations where cell service is not available the foreman or a designated employee will use the company truck to drive to an area where cell service is available, and then call for emergency services.
- At remote locations the supervisor/foreman will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee or employees are given reflective vests or flashlights in order to direct emergency responders to the location of the worksite, which may not be visible from the road or highway.
- The company provides training for employees and supervisors that includes every detail of these written emergency procedures.

MEDICAL

- Call 911 immediately if the injury is life threatening. Provide the following information:
  - Nature of the medical emergency.
  - Location of the emergency.
  - Your name and the phone number from which you are calling.
- Do not move the victim.
- Call PPM employee on the site who is trained in first aid and CPR.
- Each jobsite or truck has a fully stocked first aid kit

FIRE

- Sound internal fire alarm.
- Notify office staff.
- Remove personnel from the building.
- Close all doors and windows in the fire area, **ONLY** if this can be done safely.
- Notify the fire department. The person reporting the fire to the fire department will provide them with the following information:
  - Company name.
  - Job site address.
  - What is burning (machines, paper, etc.).
  - Location of the fire (roof, plant, office, etc.).
  - Type of fire (electrical, liquid, etc.).
- Attempt to extinguish the fire with the use of on-premises equipment (extinguishers, hoses, etc.). **A minimum of two people are required to fight a fire.** To ensure employee safety, this is to be done only during the early stages of the fire.

EARTHQUAKE

In the event of an earthquake, the following procedures shall be followed:

- Assess damage and injuries.
- Give first aid as needed. Remember, after an earthquake, utilities, police and fire agencies may not be readily available. **DO NOT ATTEMPT TO TELEPHONE UNLESS IT IS ESSENTIAL!**
- Call the fire department only in case of fire.
- Have damaged or potentially damaged utilities shut off at the main controls.
- Evacuate as necessary. Supervisors shall be responsible for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility posts, block walls, etc., which might fall during aftershocks. Supervisors are cautioned to be alert for fallen high-tension lines that may be touching metal objects on the ground. Take a headcount to verify all employees are accounted for.

SITE SPECIFIC EMERGENCY CONTACT INFORMATION

This form will be adjusted to job site requirements. The form must be completed prior to job site operations commencing.

IDENTIFICATION OF SITE

Site Name: _____

Job Site Location: _____

Street Address: _____

County: _____

Nearest Town: _____

MAJOR CROSS STREETS: _____

_____

EMERGENCY NUMBERS

Police/Fire/Ambulance: 911

Nearest Urgent Care/Physician: _____

_____

_____

_____

Hospital: _____

_____

_____

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HEAT ILLNESS PREVENTION PROGRAM

Introduction:

Hot weather puts stress on an employee's body cooling system. When heat is combined with other stressors such as hard physical work, loss of fluids or some medical conditions, it may lead to heat-related illness, disability, or even death. This can happen to anyone - even the young and fit.

Heat illness risk factors are present in many workplaces. For construction workers, solar radiation and hot ambient air are important external sources of heat. Humidity in the workplace also contributes to heat stress.

Employees on medications or with pre-existing medical conditions may be more susceptible to heat stress. Employees should speak to their personal physicians about working in hot environments before starting work.

What is heat/stress illness:

Our bodies maintain a fairly constant internal temperature of 98.6 degrees F., even though external temperatures might be much higher or lower. To keep its temperature within safe limits, the body often must shed excess heat. Its natural method is to increase blood circulation to the skin, from which some heat flows to the environment through radiation and convection, and then to release sweat. As the sweat evaporates, it helps to further cool the skin surface.

On hot days, the body cannot shed its heat nearly as efficiently as when the surrounding temperature is much lower than that of the body. In addition, on days of high humidity, sweat does not evaporate as quickly because the surrounding air is moist. These conditions make it more difficult to work in heat. With more blood going to the external surface of the body, less circulation carries nutrients and oxygen to the active muscles, the brain, and other internal organs. Strength soon declines and fatigue occurs earlier than it would otherwise. Alertness and mental capacity also may be impaired. Employees who must perform delicate or detailed work may find their accuracy suffering, and others may find their comprehension and retention of information lowered. Because the loss of body fluid as sweat reduces blood volume, it further interferes with normal functions and makes subsequent cooling even harder.

Failure to recognize the signs and symptoms of heat stress can result in serious illness or even death. Employees who observe fellow employees exhibiting any

symptoms of heat illness must IMMEDIATELY report these symptoms to their supervisor. Most heat illness victims are not aware of the danger they are in due to diminished rational thinking caused by the heat stress itself.

Contributing Factors:

Many factors influence heat illnesses. You can control some factors, but not others:

- ***Heat*** - Ambient temperature at the job site.
- ***Humidity*** - The amount of moisture in the air.
- ***Air Movement*** - A light wind can act as a refresher, but too much wind can increase your body's dehydration rate.
- ***Exertion*** - How much effort a person expends while working.
- ***Clothing*** - Thick, heavy clothing acts as insulation that can greatly decrease the body's ability to dissipate its heat and control its temperature. Darker clothing generally absorbs more solar heat.
- ***Condition*** - Your overall physical condition can play a huge role in how your body reacts to hot conditions and tolerates loss of fluids.
- ***Water Consumption*** - Drinking plenty of water, especially on hot days, is crucial to replace fluids lost as sweat and preventing heat illness.
- ***Alcohol Use*** - Alcohol dehydrates the body. By drinking a lot of alcohol, the night before, you will already be dehydrated before your workday even starts, greatly increasing your risk of heat illness.
- ***Acclimatization*** - The extent to which your body adjusted to working in hot weather by starting to sweat earlier and with less loss of electrolytes.

Definitions:

"*Acclimatization*" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within 4-14 days of regular work for at least two hours per day in the heat.

"*Heat illness*" means a serious medical condition resulting from the body's inability to cope with a particular heat load, including heat cramps, heat exhaustion, heat syncope (i.e., fainting) and heat stroke (i.e., impairment of brain or nervous system stemming from dangerously elevated body temperature).

"*Environmental risk factors for heat illness*" means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration and protective clothing and personal protective equipment worn by employees.
"*Personal risk factors from heat illness*" means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and the use of medications or other drugs that affect the body's water retention or other psychological responses to heat.

"*Shade*" means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that do not expose employees to unsafe or unhealthy conditions.

"*Temperature*" means the dry-bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the sensor of the thermometer should be shielded by the hand or some other object, from direct contact by sunlight.

Disorders Related to Heat Stress:

Disorders related to heat stress and their causes, symptoms, treatment and prevention are
summarized in this table:

Mild: Heat Cramps	**Signs and Symptoms**	**Treatment**
This is often the earliest and least serious form of heat illness. It isn't dangerous unless the symptoms aren't treated. You should get treated and tell your supervisor.	• Having painful spasms in your muscles during activity or hours afterward (heat cramps)	• Rest in a cool, shady area. • For muscle cramps, use warm, moist compresses. Then massage gently. • Drink water or a sport drink

Moderate: Heat Exhaustion	**Signs and Symptoms**	**Treatment**
This is a serious form of heat illness that can progress to stroke if not treated right away. You may need to take a break from work and get medical attention.	• Sweating a lot • Cold, moist, pale, or flushed skin • Feeling very weak or tired • Headache, nausea, loss of appetite • Feeling dizzy or giddy • Rapid or weak pulse	• Resting in a cool area. • Drinking water or a sport drink. In some cases, a medical professional will need to administer fluids. • Taking salt, if instructed • Using cool compresses on the forehead, around the neck, and under armpits. Blowing air across skin with fans.

Severe: Heat Stroke	Signs and Symptoms	Treatment
This is a serious, life-threatening medical emergency. If not treated right away, heat stroke can lead to permanent brain damage and even death.	• Sweating stops • Hot, dry skin that looks red, mottled or bluish. • Deep, fast breathing • Headache or nausea • Rapid, weak, or irregular pulse • Feeling dizzy, confused, or delirious • Fainting • Having convulsions	• Call 9-1-1 immediately • Implement Emergency Response Procedures • Rest in a cool area. • Have clothing soaked with cool water, or remove outer clothing and be wrapped with a sheet soaked in cool water. • Be blown with fans • Drink water or a sport drink. (Do not try to give water to someone who is unconscious.)

Supervisor/Company Responsibilities:

- Each supervisor/foreman is responsible for carrying out the procedures of this Policy and the training of employees under his or her direct supervision that are specific to the employee's work locations. Procedures and responsibilities will be communicated to all employees working outdoors, and in particular to the supervisory employees assigned program responsibilities through training, general safety meetings and tailgate meetings.

Provision of Water:

Every field supervisor/foreman shall carry out the following procedures:

- Bring to the worksite fresh, pure and suitably cool drinking water in containers (5 to 10 gallons each) so that at least one quart per employee per hour is available at the start of the shift. Smaller quantities of such drinking water may be brought at the beginning of the work shift if the supervisor follows the replenishment procedure noted below.
- Bring sufficient paper cone cups or bags of disposable cups and the necessary cup dispensers to ensure that enough disposable cups are made available for each employee and are kept clean until used.
- Check the water level of all containers at least once an hour, and more frequently when the temperature exceeds 85 deg. F. When the water level within a container drops below 50%, refill it with fresh, pure and suitably cool water from additional water containers (i.e., 5-gallon bottles), or replace it with a full container. Monitor and replace water as needed

throughout the day to ensure at least one quart per employee per hour is available.
- When the temperature exceeds 85 deg. F., carry ice in separate clean containers, so that, when necessary, it will be added to the drinking water to keep it suitably cool.
- Continuously monitor the worksite and place water containers as close as practical to employees so that it is readily accessible. If field terrain prevents the water from being readily accessible to the employees, bring bottled water or individual containers (in addition to disposable cups and water containers), so that employees can have drinking water readily accessible.
- Relocate water containers throughout the day to follow crews so that drinking water will be readily accessible at all times.
- Clean the water containers and ensure they are kept in sanitary condition.
- Point out to employees daily the location of water containers and remind them to drink water frequently. When the temperature exceeds or is expected to exceed 85 deg. F., hold a brief “tailgate” meeting each morning to review with employees the importance of drinking water throughout the workday, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- When the temperature equals or exceeds 95 deg. F. or during a heat wave, consider increasing the number of water breaks, and remind employees to drink plenty of water.
- During employee training sessions, stress the importance of drinking water frequently.

<u>Access to Shade:</u>

To minimize the risk of heat illnesses and to ensure access to shade at all times, the company has adopted and adheres to the following policies:

- Employees are allowed and encouraged to take a cool-down rest in the shade for a period of no less than 5 minutes when they feel the need to do so to protect themselves from overheating. Such access to shade is permitted at all times, irrespective of the temperature.
- Where a work area with employees present does not have adjacent to it an adequately large area shaded by a permanent natural or permanent artificial structural shade, the field supervisor/foreman must set up portable shade structure, so it is immediately available when the temperature exceeds 85 deg. F. Such portable shaded areas must be open to the air or provided with ventilation or cooling. The amount of shade present must be sufficient to accommodate 25% of employees on the shift at any time, so they can sit in a normal posture fully in the shade without having physical contact with each other. The shaded areas must be located as close as practicable to areas where the employees are working. When the outdoor temperature in the work areas does ***not***

exceed 85 deg. F., the supervisor provides shade either as above, or timely upon an employee's request.

- A vehicle sitting in the sun does not provide acceptable shade to an employee inside it, unless the vehicle is running with air conditioning that is functional.
- The supervisor/foreman points out the location of the shade structures and shaded areas to employees each day.
- The supervisor/foreman ensures that the portable shade structures are relocated to follow the crew and double-checks to ensure they are as close as practicable to the employees at all times.
- In situations where trees or other vegetation are used to provide shade, the supervisor/foreman evaluates the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift), in determining whether it will cast sufficient shadow to protect employees throughout the shift.
- In situations where it is not safe to provide shade (e.g., winds of more than 40 mph), or it is not feasible to provide it continuously (e.g., employee is roving on an all-terrain vehicle), the supervisor/foreman must document how this determination was made and what steps will be taken to provide shade upon request.

<u>Procedures for Monitoring the Weather:</u>

Prior to each workday, the supervisor/foreman will do the following:

- Review the forecasted temperature and humidity for the worksite, refer to the National Weather Service Heat Index, and evaluate the risk level for heat illness, for instance, whether employees will be exposed to a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses such as heat stroke. Consider the potential effect of direct exposure to the sun in this evaluation.
- Monitor the weather with the aid of a thermometer at the worksite. Consider weather information in determining the necessity to make work schedule modifications, such as starting or stopping work early, rescheduling the job, working at night or during cooler hours of the day, or increasing the number of water and rest breaks.
- Use a thermometer at the job site to check the temperature at least hourly to monitor any sudden increases in temperature; ensure that once the temperature exceeds 85 deg. F., the shade structures are open and accessible to employees; and make certain that once the temperature equals or exceeds 95 deg. F., additional preventative "high-heat procedures" are implemented.

Handling a Heat Wave:

The company takes the following additional “high heat” precautions, to the extent practicable, when the temperature equals or exceeds 95 deg. F.

- Consider starting the workday early, stopping work early, rescheduling the job, working at night or during cooler hours of the day, or increasing the number of water and rest breaks. (The specific action taken shall be documented, as applicable.)
- Conduct a daily “tailgate” meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with employees.
- Ensure that effective communication by voice, observation or electronic means (such as a cell phone or text messaging device if reception in the area is reliable) is maintained so that employees at the worksite can contact a supervisor when necessary.
- Observe all employees periodically for alertness and signs and symptoms of heat illness.
- Remind employees throughout the workday to frequently drink plenty of water.
- Closely supervise new employees for their first 14 days on the job, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.
- Assign each employee a “buddy” to be on the lookout for signs and symptoms of heat illness and ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

Employee Training:

To help employees understand heat illness prevention, the supervisor/foreman trains employees in the following topics before the employees begin anticipated to result in exposure to the risk of heat illness:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing and personal protective equipment.
- Our company’s procedures for complying with the requirements of the Heat Illness Prevention standard.
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties.
- The importance of acclimatization. Also, new employees shall be supervised for the first 14 days of employment, unless the employee indicates at the time of hire that he or she has been doing similar work for at least 10 of the past 30 days for 4 or more hours per day.

- The different types of heat illness and the common signs and symptoms of heat illness.
- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, signs or symptoms of heat illness in themselves, or in co-employees.
- The company's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- The company's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service providers.
- The company's procedures for insuring that, in the event of an emergency, clear and precise directions to the worksite can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

Supervisor Training:

Before supervising employees performing work anticipated to result in exposure to the risk of heat illness, the company provides to each supervisor/foreman effective training on the following topics:

- All of the information required is to be provided in Section XII above.
- The procedures supervisors are to follow to implement the applicable provisions of the Heat Illness Prevention standard (8 C.C.R. Section 3395).
- The procedures supervisors are to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to hot weather advisories.

Procedures for Emergency Response:

The company has established the following procedures for emergency response to heat illness and related symptoms:

- Before assigning a crew to a particular worksite, the supervisor provides employees and the foremen with a map along with clear and precise directions (such as street or road names, distinguishing features and distances to major roads) of the worksite, to avoid the delay of emergency medical services.
- Before assigning a crew to a particular worksite, the supervisor/foreman ensures that a qualified, appropriately trained and equipped person will be available at the site to render timely first-aid if necessary. This person shall be trained in First-Aid, safety and CPR.

- All foremen and supervisors carry cell phones or other means of communication to ensure that emergency medical services can be called and check that these devices are functional at the worksite before each shift.
- When an employee is showing symptoms of possible heat illness, the supervisor/
  foreman takes immediate steps to keep the stricken employee cool and comfortable once emergency responders have been called, in order to reduce the progression to more serious illness.
- At remote locations the supervisor/foreman designates an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee or employees are given reflective vests or flashlights in order to direct emergency responders to the location of the worksite, which may not be visible from the road or highway.
- During a heat wave or hot temperatures, employees are reminded and encouraged to immediately report to their supervisor any signs or symptoms of heat illness that they are experiencing.
- The company provides training for employees and supervisors that includes every detail of these written emergency procedures.

<u>Handling a Sick Employee:</u>

The following procedures are followed by supervisors and/or foremen present at the worksite:

- When an employee displays signs or symptoms of possible heat illness, a trained first-aid worker or supervisor checks the sick employee and determines whether resting in the shade and drinking cool water will suffice or if emergency responders are needed. The employee is not to be left alone, even in the shade.
- When an employee displays signs or symptoms of possible heat illness and no trained first aid worker or supervisor is available at the worksite, emergency service providers are to be contacted immediately.
- Emergency responders are contacted immediately if an employee displays signs or symptoms of heat illness such as loss of consciousness, incoherent speech, convulsions, red and hot face, does not look coherent, or does not get better after drinking cool water and resting in the shade. While the emergency responders are en route, the foreman or other trained employee initiates first-aid (cool the employee, place in the shade, remove excess layers of clothing, place ice packs in the armpits, fan the employee). A sick employee is not allowed to leave the worksite alone.
- If an employee displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face) and the worksite is located more than 20 minutes away from a hospital, the supervisor or other employee calls emergency responders, communicates the signs and symptoms of the employee, and requests an air ambulance.

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HAZARD COMMUNICATION PROGRAM

PURPOSE

The purpose of this program is to establish uniform policies and procedures to evaluate all hazardous materials used by PPM and to transmit this information to all employees who will use or be exposed to such materials. It is also intended to ensure compliance with Cal/OSHA General Industry Safety Order 5194, known as the "Employee Right-to-Know Law," Federal OSHA Standard 1926.59.

- Compliance Guidelines for Hazard Communication Program: Cal/OSHA guidelines for Hazard Communication Programs provide specific instructions regarding compliance with the standard. Some of the more important guidelines are listed below to assist in compliance with the hazard communication standards and ensuring that subcontractors are in compliance. The required hazard communication standards include the following:

  - Written Hazard Communication Program
  - Development of hazardous materials inventory. Centrally located Material Safety Data Sheets (MSDS) and a system for communicating information on the MSDS to employees as required or as part of ongoing training.
  - Creation of index for MSDSs.
  - Use of correct labels on containers of hazardous materials used throughout the job site. Labeling information will be adequate and understandable.
  - Hazardous substance training for new/existing employees and when a new hazard is introduced. Training will be documented.
  - Adequacy of information on labels and MSDSs.

- Employee Hazard Communication Program Right-to-Know Progress Chart:

  - Development of written Hazard Communication Program
  - Perform HCP audit managers
  - Receive and file MSDSs
  - Complete inventory of hazardous materials
  - Train (document) employees in hazardous materials the use
  - Furnish documentation to personnel department
  - Ensure on-going training for new employees or new hazards

HAZARDOUS MATERIALS INVENTORY

An indexed list of hazardous substances will be by all contractors (paints, oils, pesticides, chlorine, thinners, solvents, welding fluxes, etc.). All materials must be included. When the list has been prepared, it will be provided to the Safety Representative together with an approved MSDS for each substance.

MATERIAL SAFETY DATA SHEETS (MSDS)

MSDSs are to be maintained in a three-ring binder. This binder will be clearly labeled and accessible to employees (on the job site) at all times.

MSDSs will be available to all employees for review in their work area. Employees will be trained in the hazards of materials they use by their supervisor. When the MSDS is not received prior to the receipt of the material, the employee receiving the material will immediately notify the Safety Representative. The Safety Representative will send a letter to the supplier requesting the MSDS. The product may not be used until a MSDS is received.

If any new and significant health information is added to a MSDS, the Safety Representative will:

- Distribute new labels and new copies of the MSDS to replace the superseded one.
- Retrain employees on the new information as soon as possible.

HAZARDOUS MATERIALS STORAGE

Clearly identified hazardous materials storage areas are desirable. Hazard warning signs will never be used where no hazards exist. The hazardous nature of many substances is frequently intensified and more widely dispersed during combustion. Good storage and housekeeping practices will ensure that unnecessary ignition sources and/or combustible fuel are physically separated from hazardous materials.

LABELING

Labels are designed to provide information to employees concerning the hazards of various chemicals. Therefore, it is important that hazardous chemicals are not placed in an improperly labeled container.

All manufacturers' labels will be left on the containers. All containers will be labeled. As a minimum, each label must contain:

- Identification of the material in the container.

- Appropriate hazard warnings, such as health, fire, and reactivity (the ANSI Standard Z129.1-1982 gives standard label phrases for various types of chemical warnings).

HAZARD LABELING RESPONSIBILITIES

The person responsible for labeling hazardous material containers will verify that the container label provides the:

- Description of contents.
- Appropriate hazard warning.
- Name and address of the manufacturer.

Secondary containers should be labeled with an extra copy of the original manufacturer's label or a generic one. When it is not possible to place labels on containers, they should be identified by a sign posted in the area.

HAZARDOUS SUBSTANCES TRAINING

Employee training is the single most important aspect of hazard communication regulations. Simple short training activities performed frequently are more effective than a single complex, long training session.

HAZARDOUS MATERIALS INVENTORY

An indexed list of hazardous substances will be by all contractors (paints, oils, pesticides, chlorine, thinners, solvents, welding fluxes, etc.). All materials must be included. When the list has been prepared, it will be provided to the Safety Representative together with an approved MSDS for each substance.

TRAINING FORMAT

- The employee receives information and warnings on hazardous materials in the work area.
- The employee's supervisor reviews each MSDS describing chemicals used in the employee's work area.
- A question-and-answer period follows.
- Each employee signs a form verifying that he/she attended the training, received the written materials, and understood the employer's policies on hazard communication (use Hazard Communication Employee Training Record).

ELEMENTS OF THE HAZARD COMMUNICATION TRAINING PROGRAM

The following elements must be included in the training program:

- Location and availability of the written Hazard Communication Program, the list of hazardous chemicals, and the MSDSs.

- Methods that may be used to detect the presence or release of hazardous substances in the work area.
- Physical and health hazards of the chemical.
- Measures employees can take to protect themselves from these hazards, such as appropriate work practices, emergency procedures, and personal protective equipment.
- Details of the Hazard Communication Program developed by the employer, including an explanation of the labeling system, MSDSs, and how employees can obtain and use the appropriate hazard information.

TRANSIT/TRANSPORTATION

Each vehicle will carry MSDSs appropriate for hazardous materials being transported. Drivers, like all other employees, will receive hazard communication training.

MSDS MEDICAL USE

Employees who sustain a hazardous material injury or illness requiring medical treatment should be in possession of the appropriate MSDS at the time of the first (emergency) medical treatment. The MSDS provides useful treatment information and emergency phone numbers of treating physicians.

EMERGENCY NOTIFICATIONS

A handler of hazardous materials is required to immediately report any release or threatened release of a hazardous material to the Governor's Office of Emergency Services (800-852-7550) (Section 25507). Failure to do so may result in criminal and/or civil prosecution (Section 25515).

REPORTABLE QUANTITIES

- Extremely hazardous materials: Disclosure to the California Division of Occupational Safety & Health is required for any quantities of the following:
  - Legal carcinogens.
  - Class A explosives.
  - Class A poisons.
  - Commercial (professional) grade pesticides.
  - Unsealed radioactive isotopes.
- Other hazardous materials: Less dangerous hazardous materials require disclosure when quantities on site or used over a one-year period total:
  - 55 gallons or more of a solid.
  - 500 pounds or more of a solid.
  - 200 cubic feet or more of any compressed gas.
- Exemptions: No disclosure is required for:
  - Materials pre-packaged for retail sales.
  - Materials stored in transit (30 days or less and with shipping papers).

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HAZARD COMMUNICATION EMPLOYEE TRAINING RECORD

To: _____ Date: _____

From: _____

This record certifies that training was conducted on _____ (date) regarding:

Material: _____

Common Name: _____

This training is part of our Hazard Communication Program. The program, a Material Safety Data Sheet, and the following are included in our employee training:

1. Common use of material and how to recognize it:

_____

_____

_____

2. Where we store and use the material:

_____

_____

_____

3. Reason employees should be careful with it:
   A. Acute (short-term effects):

_____

_____

   B. Chronic (long-term effects):

_____

_____

4. Symptoms of overexposure:

_____

_____

5. Potential for fire, explosion, and reaction with materials:
   A. Fire: _____
   B. Explosion: _____
   C. Reaction: _____

6. How to use the material safely:
   A. Contact with: _____
   _____
   B. Handling: _____
   _____
   C. Personal protective equipment: _____
   _____
7. What special precautions should be taken when:
   A. Storage and handling: _____
   _____
   B. Spills and leaks: _____
   _____
   C. Disposal: _____
   _____

The following employees received training:

	Name	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

_____ _____
Instructor Name Instructor Signature

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CONFINED SPACE ENTRY PROGRAM

INTRODUCTION

This document establishes Precision Plumbing-Mechanical's Confined Space Entry Program. It is designed to provide for the identification, evaluation, and control of confined space hazards, and ensure that employees who must enter such locations are trained and apprised of the program. The program provides criteria for identifying confined spaces, including permit-required confined spaces, and establishes the standard precautions and procedures that must be implemented to eliminate potential hazards during actual entries. The program addresses the requirements of the Occupational Safety and Health Administration (OSHA), Title 29 of the Code of Federal Regulations Part 1910.146 (permit-required confined spaces) and Part 1910.269 (e) (enclosed spaces).

DEFINITIONS

The following definitions are critical for evaluating the various kinds of confined spaces, their hazards, and control.

Confined Spaces are locations that meet all three of the following criteria:

- Sufficiently sized and so configured that a person can physically enter the space.
- Possess a restricted means of entry or exit.
- Are not designed for continuous occupancy.

Common examples of confined spaces include tanks, vaults, manholes, boilers, tunnels, sewer and sump pits, large HVAC equipment, pipe chases, and some crawlspaces and ductwork interiors.

Permit-Required Confined Spaces are confined spaces that possess potential hazards that could result in serious injury or death and are therefore subject to all the provisions of this Program before entry is allowed. A confined space that contains one or more of the following characteristics is considered a Permit-Required Confined Space:

- Contains or could contain a hazardous atmosphere.
- Contains material that could engulf an entrant.
- Possesses an internal configuration that could trap or asphyxiate an entrant.
- Contains any other recognized serious safety or health hazard.

These spaces require a written permit prior to entry. The process of generating the permit forces supervisors, entrants, and attendants to work together and carefully consider the potential hazards associated with the space in advance and prepare controls appropriate to the space and entry work activities.

Alternate Entry Procedures are confined space entry procedures that can be used in place of a full permit-required entry. These procedures may be adopted if:

- The only hazard in the confined space is an actual or potentially hazardous atmosphere.
- Forced air ventilation alone can maintain a safe atmosphere during entry.

INDIVIDUALS COVERED BY THIS PROGRAM

Employees whose job duties involve one or more of the following activities are included:

- Perform actual entries into permit-required confined spaces (Authorized Entrants).
- Serve as an attendant during permit-required confined space entry (Attendant).
- Supervise others who enter or attend during entries (Entry Supervisor).

No one may serve in any of these capacities without first receiving Confined Space Entry training.

RESPONSIBILITIES

Attendants:

- Receive confined space training to safely observe and support entrants from outside of confined spaces.
- Prevent entry by unauthorized personnel.
- Understand the hazards or potential hazards of confined spaces.
- Maintain accurate count of authorized entrant(s) in the space.
- Continually observe and communicate with entrants to help ensure the safety of entrants, being on the alert for any signs or symptoms that might indicate hazardous conditions.
- Monitor activities inside and outside the space to ensure that it is safe for entrants to remain in the area.
- Remain at the entry of a confined space until relieved by another attendant.
- Order entrant(s) evacuation if any prohibited or hazardous conditions develop during the entry.
- Perform a non-entry rescue and/or summon rescue in the event of entrant incapacitation.

Authorized Entrants: make actual entries into confined space, and have been trained and authorized to:

- Understand confined space hazards.

- Use personal protective equipment and entry tools and supplies.
- Follow proper entry procedures and perform assigned job.
- Communicate with attendant.
- Evacuate space immediately, if necessary.

IDENTIFICATION OF CONFINED SPACES

Potential entrants are trained to always assess the characteristics of a potential confined space. Recognized spaces that also meet the additional potential hazard criteria for Permit-Required Confined Spaces are also posted to alert potential entrants.

ENTRY PERMITS

Entry Permits are standardized written documents that help ensure appropriate precautions are taken prior to entry into higher hazard Permit-Required Confined Spaces. They require supervisor authorization before entry and must be posted continuously at the entry site for the duration of work.

Two kinds of Entry Permits are available, depending upon the kind of space to be entered:

- Permit-Required Confined Space Entry Permit (Appendix A).
- Alternate Entry Permit (Appendix B), which is used when the only potential hazard is atmospheric, and it can be safely managed.

Regardless of type, Entry Permits must remain at the job site until entry work is completed. After use, permits must be returned to the applicable supervisor, and retained for at least two years.

ENTRY PROCEDURES

The following steps must be taken before entry is made into any known or suspected confined space:

a. Determine if a space meets the definition of a Confined Space, and if so, what procedures are required for entry.
b. Organize and obtain required forms and equipment as follows:
    - Entry Permit:
      - Permit-Required Confined Space Entry Permit (Appendix A),
      - Alternate Entry Permit (Appendix B),
    - Air monitoring equipment (check battery and calibration).
    - Ventilation equipment and power supply.
    - Qualified attendant and appropriate communication equipment.
    - Tripod, winch, and full body harness (for vertical entry).
    - Barricades, as needed.
c. Secure the environment using the appropriate Lock-Out/Tag-Out (LOTO) procedure.

d. Perform initial monitoring with a multi-gas meter that has been calibrated with all sensors in operation:
    - Turn the meter on and check battery charge.
    - Confirm that oxygen, lower explosive limit, and toxic gas sensor(s) (carbon monoxide) are operating and reading normal levels. Reset the meter in a clean air environment before using meter in confined space. If the meter cannot be reset to normal readings, or any sensors are malfunctioning, stop working until another operating meter is obtained.
    - For manhole entries, insert probe into opening of the manhole lid or other access point, and sample for at least 15 to 30 seconds.
    - If readings are within acceptable levels, continue to sample the atmosphere by lowering the probe through the lid opening to several different heights above the floor. Allow adequate time for the instrument to draw the sample up the extended hose and conduct the analysis, typically 30 to 60 seconds. These samples will analyze for heavier-than-air gases that could be found near the bottom of the space. Do not open the lid until acceptable levels are obtained. Where interconnected spaces are blinded off, each space should be monitored separately. The most hazardous conditions found in any portion of the area dictate the appropriate action to be taken.
    - Record all monitoring results on the Entry Permit form. If unacceptable readings and/or alarms are activated during any monitoring tests, the atmosphere is likely to be contaminated and unsafe for entry. Ventilate for at least five minutes and resample. If the atmosphere has not cleared after this initial forced ventilation attempt, ***DO NOT ENTER THE SPACE!*** The source of contamination must be identified and eliminated before any entry can occur.

HAZARDS & SAFE WORK PRACTICES

The following kinds of hazards may potentially exist in confined spaces. Each hazard is followed by a description of recommended safe work practice(s) for eliminating or appropriately controlling the hazard.

Excess Pressure Hazards: The build-up of pressure inside a space can create a serious physical hazard during cover/hatch opening. Pressure build-up could occur as a result of internal reactions inside the space, or from a very tightly sealed space that has not off-gassed.

- Safe Work Practice: Prior to removing an entry manhole cover or hatch, visually inspect the area for any obvious discoloration, deterioration, or deformation. Prior to physically touching the cover, hold your hand above the cover to determine if it is excessively warm. The presence of vent or hook holes may prevent pressurization of the space. If no vent or hook holes are present, open the cover gradually to release any residual pressure that may be present. After removing the cover/hatch, install safety railings with an access chain to prevent an accidental fall into the space.

Atmospheric Hazards: Atmospheric hazards are among the most common hazards posed by confined spaces. The atmosphere inside a confined space is considered hazardous if it contains dangerous concentrations of certain contaminants, is deficient in or overly enriched with oxygen, or contains sufficient flammable vapors or gas to be potentially explosive.

- Safe Work Practice: Confined spaces must always be tested prior to entry to determine whether an oxygen deficient, flammable, or toxic atmosphere exists. Acceptable atmospheric levels are:

Oxygen	19.5 to 23.5%
Flammability (% of Lower Explosive Limit)	< 10%
Carbon Monoxide	< 35 ppm
Hydrogen Sulfide	< 10 ppm

  Atmospheric monitoring must be made with a calibrated, alarming multiple gas monitor. Employees may only enter a confined space after initial testing indicates that no atmospheric hazards exist; continuous monitoring is required while a confined space is occupied. Workers must immediately leave the space if any of the gas monitor alarm set points are reached. Workers may not return into the space until forced ventilation has been completed and the gas detector indicates that it is safe to re-enter.

  Note: For routine work inside Underground Electrical Vaults, forced ventilation must be applied at all times even if initial monitoring indicates safe atmospheric conditions. Entrants must immediately exit the confined space if any gas monitor alarm set points are reached, and also if the forced ventilation system shuts down or fails.

Electrical Hazards: Confined spaces may also present serious electrical shock or electrocution hazards from potentially defective cables, the presence of water (flooded vault) in contact with electrical wiring, or by accidental physical contact with charged cables or wire leads.

- Safe Work Practice: The risks from electrical hazards depend upon the presence and condition of electrical sources and conduits inside the space, the physical configuration of access, and the activity or work to be conducted inside the confined space. Employees are cautioned to NOT ENTER THE SPACE if an electrical shock potential is identified.

Engulfment Hazards: Engulfment hazards are either active or potential conditions that could crush, suffocate, drown, or otherwise engulf and incapacitate an entrant. The most common examples of confined space engulfment hazards are the presence of high-water levels or the potential for flooding while working inside a confined space. Other less common engulfment hazards are possible from the shifting or collapse of

surrounding soil or sand, and the release or falling of supplies or other materials stored inside a confined space.

- Safe Work Practice: Before an entry is performed, confined spaces must be thoroughly visually inspected for potential engulfment hazards. Accumulated water must be pumped out of the space before entry is made. If there is a potential for flooding from an incoming feed pipe or valve, an appropriate lock-out/tag-out must be applied to prevent inadvertent filling.

Accumulated Water Hazards: Small amounts of water often accumulate in the base of many confined spaces, especially those located outdoors. When water accumulates in excess of dampness or minor wetting, it can create or mask other hazards. These include slippery walking surfaces, the obscuring of trip or fall hazards, and increasing the potential for electrical hazards.

- Safe Work Practice: Prior to entry, accumulated water must be pumped down to ensure a clear and unobstructed view into the space, and visually confirmed as free from other recognizable hazards. Portable electrical lighting and other equipment for use inside a wet or damp confined space must be limited under most circumstances to self-contained battery-operated devices, low voltage equipment, or protected by a functioning GFCI.

Entrant-Generated Hazards: Certain maintenance and repair operations performed in confined spaces have the potential to generate their own hazards. Some examples include: (i) the use of volatile cleaning, stripping, or coating chemicals that can pose toxicity, flammability, or oxygen displacement hazards; (ii) introduction of flames and other ignition sources through welding or cutting work; and (iii) high potential exposures to silica and metal during sandblasting operations.

- Safe Work Practice: Prior to making any confined space entry, the authorized entrant(s) and their supervisors must review the anticipated purpose of the entry and any planned work activities. Special attention must be given to evaluating and controlling hazards from in-space work activities, e.g., additional local exhaust or supply ventilation, changing chemical products to lower hazard materials, working remote, etc.

EMPLOYEE QUALIFICATIONS & TRAINING

Individuals involved in any aspect of work with confined spaces work must receive confined space safety training. This training must cover:

- Classification and evaluation of confined spaces
- Confined space hazards
- PPM's Confined Space Entry Program
- Appropriate use and care of atmospheric monitoring equipment
- Forced ventilation
- Emergency procedures, including the use of rescue equipment.

Employees must successfully complete this training before any confined space entry, attendant, or supervision work is performed.

EMERGENCY RESCUE PROCEDURES

Emergencies during a confined space entry can have catastrophic consequences if entrants, attendants, and potential rescuers have not developed a plan of action in advance. Appropriate means for rescue must be established prior to entry, selected from the following gradations of rescue procedures:

Self-Rescue: Entrant self-rescue generally provides the most effective means of escaping a recognized confined space hazard. Self-rescue must immediately be affected whenever an entrant, fellow entrant, or attendant recognizes the presence of a hazardous atmosphere, any signs or symptoms of over-exposure, or any other serious space hazards. Self-rescue must also be implemented in the event of forced ventilation system failure during entry inside an Underground Electrical Vault.

Self-rescue requires entrants to safely stop whatever they are doing and exit the space in the most expedient and safe manner possible. Self-rescue is simple, fast, provides individuals with the ability to alert fellow workers, and does not require anyone else to enter the space, thereby avoiding the endangerment of more people. The obvious drawback is that it requires the entrant to be conscious and physically mobile, and therefore unsuited for entrants who have suffered serious exposure or injury.

Non-Entry Rescue: When self-rescue is not possible due to unconsciousness or incapacitation of an entrant, non-entry rescue should be initiated. Under this method, mechanical equipment is used to physically extract, lift, pull, or otherwise remove entrants from the confined space without requiring any additional persons to enter into the space. Non-entry rescue equipment typically consists of a body harness, non-conductive cable or rope, winch, and tripod that can be operated from outside of the confined space by the attendant. Non-entry rescue reduces the risk of collateral injury to rescuers but is only effective on simple vertical or clear horizontal spaces. Since mechanical retrieval of unconscious or incapacitated entrants from complex, convoluted spaces can cause serious injuries from entanglement, strangulation, and blunt force impacts, this method of retrieval must be carefully evaluated before implementation.

Entry Rescue: Entry rescues are the most dangerous form of confined space rescue since they require additional persons to enter into the very space that caused injury or over-exposure to the entrant(s). Entry rescue may only be attempted by appropriately trained individuals possessing active certification in and knowledge of first aid/CPR, self-contained breathing apparatus, rescue/retrieval equipment, and rescue training.

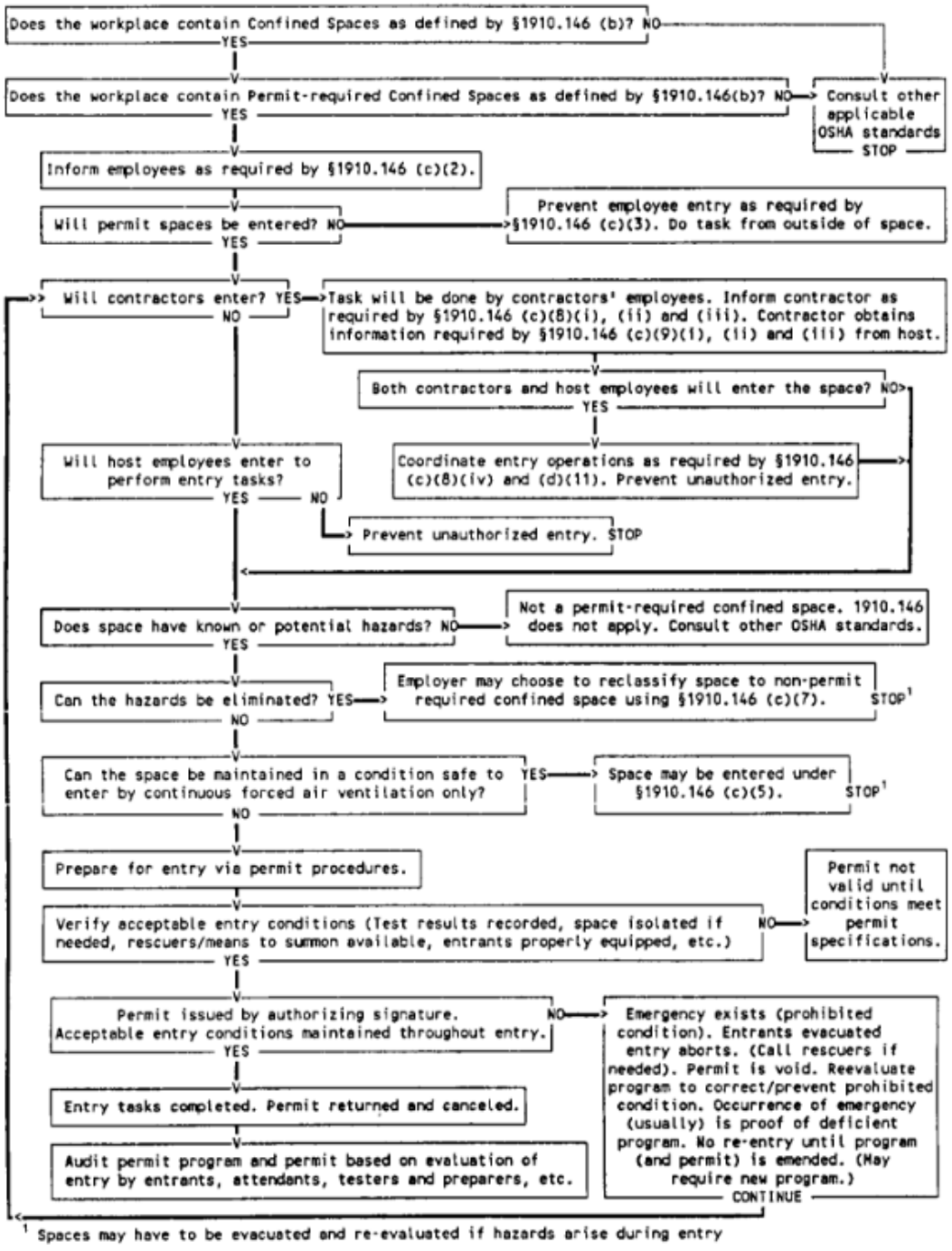
An entry rescue plan must be developed prior to implementing this level of rescue responsibility, and include the following elements:

- Barricades for crowd/traffic control.
- Additional ventilation options.

- Controls for other potential hazards (e.g., cave-ins, fire).
- Protective clothing and equipment.
- Explosion-proof lighting equipment.
- Redundant methods of communication.
- Standby rescue team.
- Victim removal procedures and devices.
- Available emergency vehicles.
- Medically trained personnel.

Appendix A

CONFINED SPACE DEICISION FLOW CHART



[1] Spaces may have to be evacuated and re-evaluated if hazards arise during entry

Appendix B
PERMIT-REQUIRED CONFINED SPACE PROCEDURES AND PERMIT

To be used for entering tanks, boilers, combustion chambers, and spaces with moving machinery. PPM employees are only authorized to enter Permit-Required Confined Spaces after having received training in specialized entry procedures. Notify Supervisor before entering and upon exiting space.

Job Site/Space ID #: _____ Job Supervisor: _____

Equipment to be worked on: _____

Work to be performed:_____

_____

PREPARATION

1. Follow appropriate pre-entry Lock Out/Tag Out (LOTO) procedures.
2. Check air monitor calibration status and battery condition.
3. Arrange for ventilation equipment and power supply as needed.
4. Arrange for standby person and communication, as required.
5. Arrange for Rescue Equipment, as required.

ON-SITE MONITORING

1. Test air at the top of the space (through the cover for manholes). Record the results.
2. If acceptable, open the cover. Test the air at the middle and bottom of the space. Record the results. If the combustibility reading at the bottom is greater than at the top of the space, notify your supervisor. DO NOT ENTER THE SPACE!
3. If the air is not safe, ventilate, purge, and retest. If the atmosphere does not clear, DO NOT ENTER THE SPACE!
4. Ventilate the space for a minimum of 5 minutes.
5. Continuously monitor the space and record the results every hour. Retest the air after breaks and lunch.

ATMOSPHERIC CHECK: INITIAL

Time: _____
Oxygen: _____ %
Explosive: _____ % LFL
CO:_____ PPM
H2S: _____ PPM Tester's Signature: _____

PREPARATION

SOURCE ISOLATION (NO ENTRY REQUIRED)	N/A	YES	NO
Pumps or lines Blinded			
Pumps or lines Disconnected			
Pumps or lines Blocked			
Other:			

VENTILATION

VENTILATION MODIFICATION	N/A	YES	NO
Mechanical			
Natural Ventilation			
Other:			

ATMOSPHERIC CHECK: AFTER ISOLATION AND VENTILATION

Time: _____
Oxygen: _____ %
Explosive: _____ % LFL
CO: _____ PPM
H2S: _____ PPM Tester's Signature: _____

INSTRUMENT

Name: RKI Model #: GX2012 Serial #: 479010556RN

COMMUNICATION PROCEDURES

_____

_____

_____

RESCUE PROCEDURES

_____

_____

_____

_____

If an emergency should occur, first summon help. Call 911 and request help from the fire department. Tell the operator that you have a "confined space rescue situation." If Non-Entry Rescue equipment is in place, initiate rescue. If a person is down for no apparent reason, you must assume that toxic gases or oxygen deficient atmosphere conditions exist. DO NOT ENTER THE SPACE – Fire department personnel using self-contained breathing apparatus and full protective gear will manage the rescue effort.

TRAINING

PRINT NAME (Attendant, Entrant, Back-up, Rescue)	TRAINING		
	YES	NO	CURRENT

EQUIPMENT

TYPE	YES	NO	N/a
Direct reading gas monitor			
Safety harnesses and lifelines for entry and standby persons			
Hoisting equipment			
Powered communications			
SCBA's for entry and standby persons			
Protective clothing			
All electric equipment listed Class I, Division I, Group D, and non-sparking tools			
Other:			

PERIODIC ATMOSPHERIC TESTS

Instrument Name: RKI Model #: GX2012 Serial #: 479010556RN

Time of Reading	OXY Safe Range (19.5-23.5%)	LEL Safe Range (<10%)	CO Safe Range (<35ppm)	H2S Safe Range (<10ppm)	TESTER'S INITIAL'S

AUTHORIZATION

We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any of the TABLE items are marked in the "NO" column. This permit is not valid unless all appropriate items are completed and signatures obtained.

TITLE (Attendant, Entrant, Back-up, Rescue)	PRINT NAME	SIGNATURE

Date/Time Entered _____ Date/Time Exited_____ Permit Expiration Date _____

Supervisor's Signature _____ Date _____
(Required)

Keep this log at the work site during the operation.

Appendix C
ALTERNATE ENTRY PROCEDURES AND PERMIT

To be used where the only hazard in the space is an actual, or potential, hazardous atmosphere that can be controlled with forced air ventilation. If these conditions change, a Confined Space Entry Permit is required.

Date _____ Location _____ Type of Space _____

Reason for Entry _____ Form Completed By_____

Person(s) Entering _____

PREPARATION

1. Check air monitor calibration status and battery condition.
2. Protect entry perimeter.
3. Arrange for ventilation equipment and power supply.
4. Arrange for attendant person and communication. For entry into electrical vaults, attendant must be First Aid and CPR trained.

ON-SITE MONITORING

1. Test air at the top of the space through the cover. Record the results.
2. If acceptable, open the cover. Test the air at the middle and bottom of the space. Record the results. If the combustibility reading at the bottom is greater than at the top of the space, notify your supervisor. DO NOT ENTER THE SPACE!
3. If the air is not safe, ventilate, purge, and retest. If the atmosphere does not clear, DO NOT ENTER THE SPACE!
4. Ventilate the space for a minimum of 5 minutes.
5. Continuously monitor the space and record the results every hour. Retest the air after breaks and lunch.

MEASUREMENT

Instrument Name: RKI Model #: GX2012 Serial #: 479010556RN

Time of Reading	OXY Safe Range (19.5-23.5%)	LEL Safe Range (<10%)	CO Safe Range (<35ppm)	H2S Safe Range (<10ppm)

If an emergency should occur, first summon help. Call 911 and request help from the fire department. Tell the operator that you have a “manhole rescue situation.” If a person is down for no apparent reason, you must assume that toxic gases or oxygen deficient atmosphere conditions exist. DO NOT ENTER THE SPACE – Fire department personnel using self-contained breathing apparatus and full protective gear will manage the rescue effort.

Date/Time Entered _____ Date/Time Exited _____

Supervisor’s Signature _____ Date _____

Keep this log at the work site during the operation.

Precision Plumbing-Mechanical
5350 Gabbert Rd. • Moorpark, CA 93021 • (805) 529-4748 • fax (805)-529-5433

TRENCHING & EXCAVATION

The program is intended to help PPM supervisors keep all affected workers safe from excavation hazards. The program is also intended to provide the workers with critical information about safe work practices in a specified excavation.

This excavation program applies to all company employees who are required to supervise the excavation and work processes or perform work in the excavation.

The company's designated competent person is in charge of the excavation and work processes, and implementation of the appropriate safety and health procedures.

Competent Person: The designated competent person has the authority to take whatever corrective action is necessary to protect affected workers from excavation hazards. Any questions or decisions regarding any part of the excavation process or related work will be directed to the designated competent person.

Pre-Excavation Procedures: Satisfactory completion of the following procedures are required before excavating begins.

- All affected utility companies or owners have been advised of the excavation work to be done, well ahead of the scheduled excavation start date.
- Utilities and other underground installations have been identified and clearly marked by the affected utility companies, underground installation owners, or other authorized persons or entities.
- Adjacent buildings, walls, or other structures have been evaluated to determine whether the excavation process could render them unstable.
- Where necessary, support systems have been established where the excavation process could compromise the stability of adjacent structures.

Pre-Entry Procedures: Satisfactory completion of the following procedures are required before any workers are allowed to enter the excavation.

- The soil type has been identified by approved soil tests and properly documented.

- The appropriate protective system has been determined based on the requirements for protective systems established by OSHA in 2 CFR 1926.652.
- Affected workers have completed the appropriate safety training.
- Establishing or erecting the appropriate protective system is closely coordinated with the erection process.
- The appropriate protective system has been established or installed.
- The protective system is undamaged and capable of supporting all expected loads.
- All support system members are securely connected together.
- Surface encumbrances that could be hazardous have been removed or supported.
- Uncovered utilities or other underground installations have been supported, protected, or removed.
- Structural ramps used for worker access/egress and/or equipment have been properly designed and constructed.
- Where appropriate, the excavation has been tested for oxygen deficiency and the presence of flammable gases and atmospheric contaminants.
- Where necessary, ventilation or other controls have been implemented to render the excavation safe for entry.
- Where applicable, tests are being done to ensure that atmospheric controls are keeping the atmosphere safe for workers.
- Appropriate emergency rescue equipment is readily available where hazardous atmospheric conditions could develop.
- Support systems have been established where the stability of adjacent buildings, walls, or other structures is in question.
- A support system has been installed where the excavation must be dug below the base or footing of a building, wall, or other structure.
- A support system has been installed where the excavation must be dug under a sidewalk or pavement.
- Steps have been taken to ensure that rock and/or soil will not fall on workers inside the excavation.
- Structural ramps have been equipped with a surface treatment to help prevent workers from slipping.
- There is a ladder, stairway, ramp, or other safe means of egress within 25 feet of where each worker will be inside the excavation.
- Where necessary, a warning system is in place to prevent equipment operators from getting too close to the edge of the excavation.
- No water has accumulated in the excavation.
- Spoil piles and other materials are at least 2 feet back from the edge of the excavation or a material retaining device has been erected to prevent material from falling into the excavation.
- Walkways with guardrails have been established where workers are allowed to cross over the excavation.

- Affected workers have been informed and trained to work in the excavation safely.

Worker Information & Training:

- Before starting work in this excavation, all affected company employees will be:
  - Informed of who the company's designated competent person is for the specified excavation, and how to reach that person quickly if needed.
  - Informed about the type of protective system that is being used to prevent a cave-in and the limitations of the system where applicable.
  - Informed about other potential excavation hazards that are pertinent to the excavation.
  - Trained in the safe work practices that are appropriate for work being performed inside the excavation.
- Training will include, but is not limited to, the following topics:
  - Definition and description of the duties of the competent person.
  - Identification and introduction of the competent person including information on where and how to contact him quickly, if needed.
  - Familiarization with the specific type of protective system to be used and its limitations, if applicable.
  - How to safely install the support system, where applicable.
  - Warning signs that indicate a potential hazardous condition or situation.
  - What to do when a potential hazardous condition or situation occurs.
  - When it is safe to enter the excavation.
  - How to safely enter and exit the excavation.
  - Requirements for wearing warning vests or clothes made of highly visible material when exposure to vehicular traffic is apparent.
  - Requirements that prohibit workers from being underneath loads handled by loading or digging equipment.
  - Requirements that prohibit workers from standing near vehicles that are being loaded or unloaded.
  - What to do and what not to do if a coworker gets trapped in a cave-in.
  - How to safely remove the support system, where applicable.
  - Any other pertinent safety training topics.

Inspections: Inspections of the excavation using the attached Trenching and Excavation Inspection Guide/Checklist as follows:

- Prior to the start of work each day.
- As necessary throughout each work shift.

- Immediately after each rainstorm.
- Each time a change occurs that could become hazardous to workers in or around the excavation.

Removing the Support System: Satisfactory completion of the following procedures will be verified by the designated competent person.

- Before removing individual members of the support system, the appropriate steps have been taken to ensure that workers in and around the excavation are kept safe.
- Removal of members of the support system begins at the bottom of the excavation and progresses upward.
- Support members are released slowly and workers look for signs of support system failure and excavation cave-ins.
- The excavation is backfilled as the support system is removed.

Hazardous Conditions or Situations: Anytime a hazardous condition or situation is identified by any PPM worker, all workers will be removed from the area until the condition or situation is corrected and workers can perform their jobs safely.

Documentation: _____ will document all conversations, inquiries, responses, complaints, etc. pertaining to the excavation that occur between himself and any affected workers, worker representative, contractor, or contractor representative. All documentation will be kept on file until the work has been completed and the excavation has been filled in completely.

Competent Person: _____ _____

Cell Phone: _____

CERTIFICATE OF ATTENDANCE

This is to verify that

John Bascom

Attended a program of instruction in accordance with Occupational Safety and Health Regulations; California Code of Regulations, Title 8, in the following

TRENCH EXCAVATION and SOIL MECHANICS

Sponsored By DeTinne Safety Services

Instructor

March 8,2003
Date

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

No: 2026-**911072**

ANNUAL PERMIT

Permit Issued To

John S. Bascom Inc dba Precision Plumbing Mechanical
Attn: Safety Mgr or John Bascom
5350 Gabbert Rd
Moorpark CA 93021-1772
(805) 529-4748

No. _____
Date 3/10/2026
Region 4
District 3
Tel. (818) 901-5403

Type of Permit T1-ANNUAL TRENCH/EXCAVATION

Pursuant to Labor Code Sections 6500 and 6502, this Permit is issued to the above-named employer for the projects described below.

State Contractor's License Number	**533836**	Permit Valid through	March 10, 2027	
Description of Project	Location Address	City and County	Anticipated Dates	
			Starting	Completion
Various Conditions of Issuance:	Statewide		Mar 10, 2026	Mar 10, 2027

This Permit is issued upon the following conditions:

1. That the work is performed by the same employer. If this is an annual permit the appropriate District Office shall be notified, in writing, of dates and location of job site prior to commencement.

2. The employer will comply with all occupational safety and health standards or orders applicable to the above projects, and any other lawful orders of the Division.

3. That if any unforeseen condition causes deviation from the plans or statements contained in the Permit Application Form the employer will notify the Division immediately.

4. Any variation from the specification and assertions of the Permit Application Form or violation of safety orders may be cause to revoke the permit.

5. This permit shall be posted at or near each place of employment as provided in 8 CCR 341.4

Received From	Received By	
John Bascom	Permit Unit	
☐ Cash ☒ Check 57034	Amount $100.00	Date 1/19/26

Investigated by _____ Safety Engineer Date

Approved by _____ District Manager/Permit Unit Date 2/5/2026

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TRENCHING AND EXCAVATION INSPECTION GUIDE/CHECKLIST

This is a phased inspection of an excavation site. It includes the relevant portions of the Construction Safety Orders. It is not all inclusive, nor does it purport to be an expert analysis of all rules. Questions should be referred to Title 8 of the California Administrative Code, Construction Safety Orders, or to the Division of Occupational Safety and Health.

Using the checklist, a "NO" answer represents a deficiency which should be removed before any employees are exposed to the risk. Section 1 should be completed prior to work beginning. Sections, 2, 3, and 4 should be completed daily. Any item not applicable should be marked N/A. The signed and dated form should be filed as evidence of the inspection program.

SECTION 1. PRE-EXCAVATION (Complete prior to each excavation)

YES	NO	ITEM TO BE ADDRESSED
_____	_____	Has the location of all underground installations such as sewer, water, fuel, natural gas, electrical, telecommunications, etc. been determined?
_____	_____	Have surface obstacles such as trees, boulders, poles, and walls been removed or made safe before excavation is begun?
_____	_____	Has a trenching/excavation permit been obtained for all excavations over 5 feet deep, or has a notification letter been sent to DOSH of intent to excavate under an annual permit?
_____	_____	Before entry into an excavation, is an examination made by a qualified person to see if dangerous conditions are present?
_____	_____	Are safe crossings provided, when necessary (by bridges or walkways), and when depth is over 7.5 feet from the surface are standard railings and toe boards includes?

_____ _____ _____
SIGNATURE DATE POSITION

SECTION 2. SURFACE AROUND EXCAVATIONS DURING OPERATIONS (Complete daily)

_____	_____	Are all workers entering excavation over 5 feet deep protected by shoring, sloping, benching, or alternate means?
_____	_____	Is material removed from trenches, and other soil and material, placed at least 2 feet from the edge of hole if over 5 feet deep (1 foot from holes less than 5 feet)?
_____	_____	Has the soil around the edges of excavation been left undisturbed (by driven stakes, etc.)?
_____	_____	Are heavy vehicles kept off edges of excavation?

SECTION 3. WORKING WITHIN EXCAVATIONS (Complete daily)

_____	_____	Are excavations inspected by a qualified person after every event which could increase instability of the soils (such as heavy rain or earthquake)?
_____	_____	Is work in excavation always supervised by qualified individuals who have authority to increase protection as necessary?
_____	_____	Are ramps or ladders provided for ease of entry to and exit from the excavation within 25 feet of workers?

SECTION 4. SHORTING SLOPING AND BENCHING SYSTEMS (Complete daily).

_____	_____	All shoring materials are sound, designed to sustain expecte3d loads, and designed to provide safety of workers during installation.
_____	_____	When shoring is not used for excavation over 5 feet deep, sloping or benching is applied to prevent sliding or falling of earth.

_____	_____	_____
INSPECTOR'S SIGNATURE	DATE	POSITION

SECTION 5. CLOSING UP EXCAVATIONS (Complete as needed)

_____	_____	Shoring system is removed so that it does not expose workers to moving ground.
_____	_____	Newly installed concrete or masonry walls are not depended on to retain soil until they have reached adequate strength.
_____	_____	No trench or hole is backfilled until it has been inspected to determine no workers are in it.

_____	_____	_____
INSPECTOR'S SIGNATURE	DATE	POSITION

Precision Plumbing-Mechanical
5350 Gabbert Rd. • Moorpark, CA 93021 • (805) 529-4748 • fax (805)-529-5433

AMENDMENTS

Precision Plumbing-Mechanical
5350 Gabbert Road • Moorpark, CA 93021 • (805) 529-4748 • fax (805)-529-5433

WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

Our Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

DEFINITIONS

Emergency – Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls – An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log – The violent incident log required by LC section 6401.9.

Plan – The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness – Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence – Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys a intent, or that is reasonably perceived to convey intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence – Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

    - **Type 1 violence –** Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
    - **Type 2 violence –** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    - **Type 3 violence –** Workplace violence against an employee by a present or former employee, supervisor, or manager.
    - **Type 4 violence –** Workplace violence committed in the workplace by a person who does not work there but has or is known to have a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls – Procedures and rules which are used to effectively reduce workplace violence.

RESPONSIBILITY

The WVPP administrator John Bascom, Kathy Bascom and Daniel Bascom have the authority and responsibility for implementing the provisions of this plan for Precision Plumbing-Mechanical.

All foremen and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Precision Plumbing-Mechanical ensures the following policies and procedures to obtain active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:

    - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Formen will include workplace violence hazards/concerns as a topic for Tailgate meetings.
    - Designing and implementing training. Employee suggestions will be incorporated into the training material.

- Reporting and investigating workplace violence incidents.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include:

- Training employees, foremen, and supervisors in the provisions of Precision Plumbing-Mechanical's Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP through training on and implementing of procedures in the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation packet that includes the Workplace Violence Prevention Plan (WVPP).
- Workplace violence prevention training included in Tailgate meeting topics.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.

- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.

    - Employees can anonymously report a violent incident, threat, or other violence concerns.

- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of the situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

COORDINATION WITH OTHER EMPLOYER

Precision Plumbing-Mechanical will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employees are reported, investigated, and recorded.
- At multiemployer worksite, Precision Plumbing-Mechanical will ensure if its employees experience workplace violence incident that Precision Plumbing-Mechanical will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Precision Plumbing-Mechanical will implement the following effective procedure to ensure that:

- All threats or acts or workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. If that's not possible, employees will report incidents directly to the WVPP administrator, John Bascom, Kathy Basom or Daniel Bascom.
- Employees can report incidents to their foreman, supervisor or directly to one of the WVPP administrators listed above.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. Any employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

Precision Plumbing-Mechanical has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Employees will be alerted of the presence, location, and nature of workplace violence emergencies through their mobile devices.

In the event of an emergency, including a Workplace Violence Emergency, contact one of the WVPP administrators John Bascom, Kathy Bascom or Daniel Bascom at
(805) 529-4748. If there is immediate danger all for emergency assistance by dialing 9-1-1 before notifying a WVPP administrator.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Precision Plumbing-Mechanical to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted after each workplace incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
    - Review all submitted/reported concerns of potential hazards.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections to identify and evaluate workplace violence hazards will be performed by foremen and WVPP administrators as necessary.

Inspections for workplace violence hazards include assessing:

- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a criminal or violent act, including a policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedure for reporting suspicious persons or activities.
- Adequacy of workplace security systems, such as door locks and alarms.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.

- Frequency and severity of employees' reports of threats of physical or verbal abuse by foreman, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Precision Plumbing-Mechanical will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation.
- All corrective actions taken will be documented and dated on the appropriate forms. See Appendix A - Violent Incident Log, of Amendment B - Workplace Violence Prevention Plan for forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
    - Make the workplace unattractive to robbers by:
        - Improve lighting around the workplace.
        - Utilize surveillance measures, such as cameras, to provide information as to what is going on outside and inside the workplace to dissuade criminal activity.
        - Install security surveillance cameras in and around the workplace.
    - Control access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
    - Provide continuous employee training/retraining on the WVPP, which could include the following:
        - Recognizing and handling threatening or hostile situations that may lead to violent acts.
        - Ensure that all reports of violent acts , threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
        - Improve how well our establishment's management and employees communicate with each other.
        - Procedures for reporting suspicious persons, activities, and packages.

- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, a WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview the involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examen the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:

    - The date, time, and location of the incident.
    - The workplace violence type or types involved in the incident.
    - A detailed description of the incident.
    - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
    - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly it areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, or working in an unfamiliar new location.
    - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
    - The type of incident, including, but not limited to, whether it involved an of the following:

        - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, spitting.
        - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
        - Threat of physical force or threat of the use of a weapon or other object.

        - Sexual assault, or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
        - Animal attack.

    - Consequences of the incident, including, but not limited to:

        - Whether security or law enforcement was contacted and their response.
        - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
        - Information about the person completing the log, including their name, job title, and the date completed.

- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal the identification any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Precision Plumbing-Mechanical will provide employees with training and instructions on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in the development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.

- Workplace violence hazards specific to the employees' jobs, the corrective measures Precision Plumbing-Mechanical has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Precision Plumbing-Mechanical has for interactive questions and answers with a person knowledgeable about Precision Plumbing-Mechanical's plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:

    - How to recognize workplace violence hazards including risk factors associated with the four types of workplace violence.
    - Ways to diffuse hostile or threatening situations.

- Emergency medical care provided in the event of any violent act upon an employee.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Precision Plumbing-Mechanical ensures that the WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by having a hard copy at all job sites and a pdf available on the company website.

RECORDKEEPING

Precision Plumbing-Mechanical will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:

    - Training dates.
    - Contents or a summary of the training sessions.
    - Names and qualifications of persons attending the training sessions.

- Maintain violent incident logs for a minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.

- The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

- All records of workplace violence hazard identification, evaluation, and correction; training , incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request without cost, for examination and copying within **15 calendar days of a request:**

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF WVPP

The Precision Plumbing-Mechanical WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of the WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Precision Plumbing-Mechanical's WVPP should include, but is not limited to:

    - Review of incident investigations and the violent incident log.
    - Assessment of the effectiveness of security systems, including alarms.

- Review that violence risks are properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Precision Plumbing-Mechanical will immediately report to Cal/OSHA any serious injury or illness (as defied by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

PRECISION PLUMBING-MECHAINICALAUTHORIZATION OF WVPP

Precision Plumbing-Mechanical hereby authorizes and ensures, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. We are committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

Appendix A: Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experience the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involve will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social Security number

Date of incident: _____

Time of incident (or approximate time): _____ a.m. / p.m.

Location(s) of Incident	Workplace Violence Type(s) (Type 1, 2, 3, 4)

Check which of the following describes the type(s) of incident(s), and explain in detail:

Note: *It is important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements.* ***For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged.*** *It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client of customer, family or friend o client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during ow staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide a description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log & Job Title]

[Signature of person completing this log] [Date]