



March 4, 2022

Mr. Christer Loftenius  
Department of Ecology  
4601 North Monroe Street  
Spokane, WA 99205

**Re: Amendment to the Final Engineering Design Report  
District on the River Redevelopment  
Prospective Purchaser Consent Decree No. 21200059-32  
Project No. 190210**

Dear Christer:

Aspect Consulting, LLC (Aspect) on behalf of Sagamore Spokane, LLC (Sagamore) has prepared this Amendment to the Final Engineering Design Report (EDR) to document minor construction changes for the District on the River Redevelopment (the Project) to be conducted on the Hamilton Street Bridge Site (Site). The Project is being completed under PPCD No. 21200059-32 between Sagamore and the Washington State Department of Ecology (Ecology) that was executed on January 15, 2021. The PPCD requires that Sagamore implement a CAP Amendment (CAP-A), and Scope of Work (SOW) which are PPCD exhibits.

The Final EDR was approved by Ecology in a June 1, 2021 letter. The minor construction changes are being made to Final EDR Sections 3 (Roles and Responsibilities), 4.2 (Deep Foundations – Buildings 2A and 2B), and Section 11 (Reporting and Schedule) and are not substantive to the CAP-A requirements. Amendments to the Final EDR consist of: the Contractor is now Garco Construction, Inc., the deep foundation pile type has been changed to micropiles, and the construction schedule has been updated. The Contractor has received notice to proceed and is mobilizing to the Site.

The following sections amend the Final EDR:

### ***Roles and Responsibilities***

Aspect is the remediation engineer of record (Engineer) for the Project and responsible for ensuring the cleanup actions are completed in accordance with the CAP-A and the Final EDR. Aspect is also the geotechnical engineer of record (Geotechnical Engineer) and is responsible for geotechnical inspections. The civil and structural engineer of record is DCI Engineers, and they are responsible for the Project civil and structural construction plans. Sagamore's construction representative, and manager is OAC Services, Inc (OAC), who is responsible for contracting and overseeing the General Contractor.

*The General Contractor selected for the project is Garco Construction, Inc. (Garco); Garco and all of their subcontractors are referred to herein as the Contractor.<sup>1</sup>*

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<sup>1</sup> Text in italics denotes text that has been edited from the Final EDR. Non-italicized text is unchanged from the Final EDR.



The Contractor is responsible for adhering to requirements outlined in the Final EDR and the Contaminated Media Management Plan (CMMP). The Contractor Health and Safety Plan and Spill Prevention, Control and Countermeasure (SPCC) Plan are included as Attachments A and B, respectively.

## **Deep Foundations – Buildings 2A and 2B**

As we discussed during our November 18, 2021 teleconference, *micropiles* will be used for the Project.

*Due to supply issues, grouted helical piles are no longer cost effective. The Contractor will be using micropiles which are cost-effective and the materials more readily available for construction.*

Buildings 2A and 2B require deep foundations. *Micropiles* have been selected for the Project. These deep foundations will support the building and the concrete slab that will form the enhanced cap within these building footprints. The deep foundations will penetrate the subsurface contamination, and the *micropiles* have been selected to minimize subsurface vibration and contaminant disturbance during installation. This type of pile also minimizes the volume of spoil production and is further described in the following paragraphs.

*Micropiles are composed of a steel-threaded reinforcement bar encased in grout. The micropiles are installed by drilling soil with a steel casing to the planned embedment depth, injecting the drilled hole with grout and threaded bar, and then pulling the temporary casing out of the bearing stratum soils. Installation of micropiles results in little to no vibration and picks up resistance to axial loads due to the interaction of the grout with the surrounding soils. Selecting a low vibration pile type minimizes disturbance to the subsurface and thus minimizes the disruption and potential mobilization of contamination in groundwater. However, resistance to lateral loading is minimal, and the drilling process produces minimal amounts of soil spoils, which would be handled as Contaminated category defined in the Final EDR.*

Based on the subsurface conditions at the Site, it is anticipated that micropiles will be installed to an estimated maximum embedment depth of *60 feet bgs* in order to achieve an allowable axial load capacity of 100 kips (one kip equals 1,000 pounds of force). It is estimated that approximately 540 and 216 *micropiles* will be necessary to support the design loads for Buildings 2A and 2B, respectively.

## **Schedule**

A Construction Completion Report will be prepared and submitted to Ecology for approval after completion of all construction elements in this EDR. The Construction Completion Report will comply with the requirements of WAC-173-340-400(6)(b) and satisfy all requirements outlined in the CAP-A SOW.

A preliminary construction schedule for the first phase of construction for earthwork, utilities, and deep foundation piles is included as Attachment C. The activities outlined in this EDR are anticipated to proceed according to the following construction schedule:

- **March 2022** – Contractor mobilization, implement SWPPP, and initiate construction stormwater management.

- **March to May 2022** – Conduct Buildings 1A and 1B shallow foundation excavations, and associated management of contaminated media. Conduct Buildings 2A and 2B deep foundations and associated management of contaminated media.
- **Estimated April 2022** – Construct sub-slab vapor mitigation system and begin building construction.
- **By early 2024** – Project construction completion.

The construction groundwater monitoring will be conducted quarterly and is estimated to be completed at the time of construction completion, or by the end of 2023. The following schedule for the other PPCD-required scope and deliverables is estimated based on this estimated construction schedule.

- **By April 1, 2024** – Record environmental covenant on Property.
- **By June 1, 2024** – Submit Draft Construction Completion Report, Draft O&M Plan Addendum, and Draft Compliance Monitoring Plan Addendum to Ecology for review and approval.

## Limitations

Work for this project was performed for Sagamore Spokane, LLC (Client), and this letter was prepared in accordance with generally accepted professional practices for the nature and conditions of work completed in the same or similar localities, at the time the work was performed. This letter does not represent a legal opinion. No other warranty, expressed or implied, is made.

All reports prepared by Aspect Consulting for the Client apply only to the services described in the Agreement(s) with the Client. Any use or reuse by any party other than the Client is at the sole risk of that party, and without liability to Aspect Consulting. Aspect Consulting's original files/reports shall govern in the event of any dispute regarding the content of electronic documents furnished to others.

Sincerely,

**Aspect consulting, LLC**



**Breeyn Greer, PE**  
Project Engineer  
bgreer@aspectconsulting.com



**Adam Griffin, PE**  
Associate Engineer  
agriffin@aspectconsulting.com

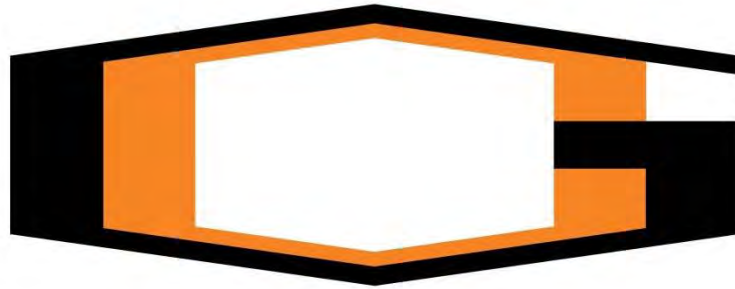
cc: Chuck Dubroff, Sagamore Spokane, LLC  
Bob Hayes, Sagamore Spokane LLC  
Jeff Jurgenson, OAC Services Inc.

Attachments:

- A – GARCO Health and Safety Plan
- B – GARCO Spill Prevention, Control, and Countermeasure (SPCC) Plan
- C – GARCO Phase One Preliminary Construction Schedule, 2/22/22

**ATTACHMENT A**

**GARCO HASP**



**GARCO**

# Health and Safety Plan (HASP)

District by the River  
22-04

Prepared By:  
Patrick True/Janelle Brennan  
Garco Safety Director/General Counsel

## STATEMENT OF SAFETY AND HEALTH POLICY

### STATEMENT OF SAFETY AND HEALTH POLICY

The purpose of this policy for Garco Construction is to develop a high standard of safety throughout all phases of our operations and to ensure that no employee is required to work under any conditions which are hazardous or unsanitary.

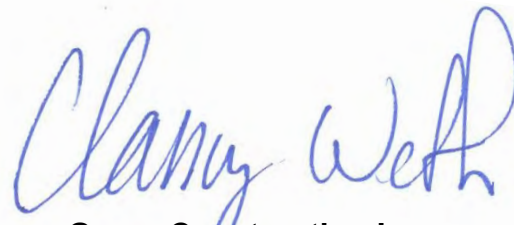
Garco Construction firmly believes that the individual employee has the right to derive personal satisfaction from their job. Consequently, the prevention of occupational injury or illness will be considered as a top priority at all times.

Garco Construction has developed and will maintain a complete accident prevention plan as well as the necessary safety training programs. Each individual, from top management to the job site craftsman, is responsible for the safety and health of those persons in their charge as well as their co-workers. By accepting mutual responsibility to operate safely, we will all contribute to the safety, health and well being of all personnel. Active participation in and support of our safety commitment is essential for its success.

This plan establishes certain criteria and procedures for the analysis, development, implementation, training, auditing, and evaluation of safety procedures tailored to conditions present and by the work scope of the project. This plan is intended to address certain hazards and to provide management and site supervision with the tools necessary to conduct all construction in a safe and efficient manner. Provisions for this plan have been established through Garco's *Safety Program*, OSHA's *General Industry and Construction Regulations*, and applicable federal and state regulations.

The SITE SPECIFIC SAFETY PLAN, as contained herein, will be reviewed on a regular basis, and will be revised as necessary to accommodate changing project conditions, as well as changes in the law. All applicable OSHA, ANSI, NFPA, etc. standards and regulations shall apply at this project.

This plan shall become part of every construction contract at the Project and shall be considered as a mandatory minimum requirement for all contractors and their subcontractors of all tiers.



**Garco Construction Inc.  
Clancy Welsh, President**

## **STEEL ERECTORS SAFETY POLICY STATEMENT**

It is the policy of Garco Construction to provide and maintain a safe and healthy work environment for all its personnel, a commitment to safety that includes, at a minimum, a commitment to meet federal and/or state requirements for construction safety in addition to a commitment to safety training and established safety goals.

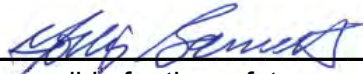
Our goal supports this effort by reducing our Experience Modification Factor from .84 to 0.75 and is to be communicated to all employees and reviewed at the Periodic Management Review for quality and safety.

Specifically, it is our management's responsibility to identify, control and/or eliminate known hazards which can result in personal injury or illness, property damage, fire, breach of security, negative environmental impact or any other form of controllable loss.

All personnel are ultimately responsible for their own safety by complying with legislative, company and industry standards, as well as by promptly reporting all unsafe acts or conditions to supervisors. Supervisors are responsible for taking immediate action to solve such problems.

We are committed to provide safety training to all personnel to help in the success of our Hazard and Prevention Control Program. This requires the dedication, commitment, involvement and participation of all personnel working together to achieve this common goal.

**Signature of Hollis Barnett (Vice President):**

A handwritten signature in blue ink, appearing to read "Hollis Barnett", is written over a horizontal line.

\*The individual responsible for the safety management system is the Safety Director



## Accident Prevention Plan Table of Contents

### Tab A

#### Project Specific Information/Reporting

		Date
1	Emergency Contact List	
2	Competent Person List	
3	Map to nearest Medical	
4	Jobsite Emergency Action Plan	
5	Medical/Injury Treatment Log	
6	Field Incident Response Protocol/Report Form(s)	
7	Employee Orientation	
	A. Employee Safety Acknowledgement Forms	
	B. Employee Drug & Alcohol Testing Receipt of Policy	

### Tab B

#### Project Specific Hazardous Analysis Plans

		Date
1	Fall Protection	
	1.1 Fall Protection Plan	
	1.2 Task Specific Form	
	1.3 Fall Protection Anchor Point - Crane/Boom Truck	
2	Excavation & Trench Safety	
3	Concrete Forming/Placing	
4	Reinforcing Steel	
5	Structural Steel Erection Plan	
	5.1 Steel Erection Plan with Concrete Letter	
6	CMU	
7	Framing/Wood/Steel	



8	Hazardous Materials Communication	
9	Fire Prevention/Cutting/Welding/Hot Work	
10	Traffic Control	
11	Heavy Equipment	
12	Material Storage	
13	Material Handling	
14	Electrical Exposure	
15	Confined Space	
16	Respirators	
17	Demolition	
18	Crane Operations	
19	Tilt Up Procedures	
20	Lock Out/Tag Out	
21	Hearing Conservation	
22	Spill Prevention	
23	Process Safety Management of Highly Hazardous Chemicals	
24	Bloodborne Pathogen Exposure Control Plan	
25	Respirable Crystalline Silica Program	
26	COVID-19 Health and Safety	

**Tab C**  
**General Safety Policy/Information**

Date

1	Goals and Objectives	
2	Garco's Responsibilities	
3	Responsibilities of Subcontractors of all Tiers	
4	Vendor Responsibilities	
5	Visitor Control	
6	Security and Identification	
7	Emergency Response and Postings	
8	Incident Reporting and Investigation	
9	Safety & Health Training	

10	Safety Meetings	
11	Audit and Evaluation Procedures	
12	Permits	
13	Employee Conduct and Disciplinary Action	
14	Substance Abuse Policy	
15	Personal Protective Equipment (PPE)	
16	First Aid	
17	Job Related requirements	
18	Heat & Cold Stress	
19	Housekeeping	
20	Powered Industrial Lift Truck (Forklift)	
21	Rigging & Signaling	

**Tab D**  
**Project Specific Forms**

		Date
1	Weekly Safety Meeting	
2	Weekly Site Inspection	
3	Monthly Site Audit	
4	Hazardous Abatement Forms (name TBD)	
5	Daily PTSA Form	
6	Daily Equipment Inspection Form	
7	Safety Policy Violation Form	
8	Vehicle Accident Report Form	
9	Incident Report Form	
10	Substance Abuse/Reasonable Suspicion Forms	

Tab A. Section 1. EMERGENCY CONTACT LIST	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	08/26/2019	1.1

## EMERGENCY CONTACT NUMBERS

PROJECT NAME:     District by the River     PROJECT #     22-04    

CONTRACTOR/ORGANIZATION	NAME OF CONTACT PERSON /NOTES	TELEPHONE NUMBER
<b>Garco</b>	James "Jamie" Welsh (CM)	d: 509-252-2869 c: 509-475-0310
<b>Garco</b>	Kevin Schafer (PM)	d: 509-252-2875 c: 509-939-8389
<b>Garco</b>	Patrick True (Safety)	d: 509-537-3077 c: 425-761-9274
<b>Garco</b>	John Harris (Superintendent)	c: 509-475-9630
<b>Garco</b>	Amy Coriell (PMA)	d: 509-755-0754
<b>OSHA</b>	<p>Within eight (8) hours after the death of any employee from a work-related incident. Within 24 hours after in-patient hospitalization of one or more employees as a result of a work-related incident, amputation, or loss of an eye. You must orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration.</p> <p>You must give OSHA the following information for each fatality or any hospitalization incident: The establishment name; The location of the incident; The time of the incident; The number of fatalities or hospitalized employees; The names of any injured employees; Your contact person and his or her phone number; and A brief description of the incident.</p>	<b>1-800-321-6742</b>
<b>WISHA/DOSH</b>	<p>Employers must report to L&amp;I within 8 hours of the death, probable death, or the in-patient hospitalization of any employee due to an on-the job injury.</p> <p>Employers must report to L&amp;I within 24 hours for amputations or loss of eye</p>	<b>1-800-423-7233</b>
<b>EPA</b>	Anybody who discovers a hazardous substance release or oil spill is encouraged to contact the federal government, regardless of whether they are the responsible party	<b>1-800-424-8802</b>
<b>LOCAL FIRE/RESCUE</b>		<b>911</b>
<b>L&amp;I State Fund</b>	For workers' compensation claims	<b>1-800-831-5227</b>

## Key Personnel

### **Construction Manager**

**JAMES "JAMIE" WELSH**

**GARCO CONSTRUCTION** | Vice President  
4114 East Broadway, Spokane WA 99202  
o: (509) 535-4688 | d: (509) 252-2869  
c: (509) 475-0310 | [james@garco.com](mailto:james@garco.com)

### **Project Manager**

**KEVIN SCHAFER**

**GARCO CONSTRUCTION** | Senior Project Manager  
o: (509) 535-4688 | d: (509) 252-2875  
c: (509) 939-8389 | [kevins@garco.com](mailto:kevins@garco.com)  
[www.garco.com](http://www.garco.com)

### **Project Manager Assistant**

**AMY CORIELL**

**GARCO CONSTRUCTION** | Project Administrator  
4114 East Broadway, Spokane WA 99202  
o: (509) 535-4688 | d: (509) 755-0754  
[amyc@garco.com](mailto:amyc@garco.com)

### **Superintendent Phase One**

**JOHN HARRIS**

**GARCO CONSTRUCTION** | Superintendent  
4114 East Broadway, Spokane WA 99202  
o: (509) 535-4688  
c: (509) 475-9630 | [johnh@garco.com](mailto:johnh@garco.com)

### **Project Engineer**

TBD

Tab A. Section 2. COMPETENT PERSONS	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	1/28/2019	0

## COMPETENT PERSONS

THE COMPETENT EMPLOYEES LISTED ON THIS DOCUMENT WILL BE THE RESPONSIBLE PERSONS REPRESENTING THEIR COMPANY ON-SITE AND DURING OSHA/WISHA/COE INSPECTIONS.  
THE COMPETENT PERSON MUST BE ON SITE WHILE WORK IS BEING PERFORMED.

PROJECT NAME:   District by the River   PROJECT #   22-04  

SUBCONTRACTOR	NAME OF COMPETENT PERSON	TELEPHONE NUMBER
Garco		
Garco		
Garco		
Garco		

Tab A. Section 2. COMPETENT PERSONS	Effective Date	Revision
<i><b>GARCO CONSTRUCTION</b></i>	1/28/2019	0

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PROJECT NAME:   District by the River   PROJECT #   22-04  

SUBCONTRACTOR	NAME OF COMPETENT PERSON	TELEPHONE NUMBER

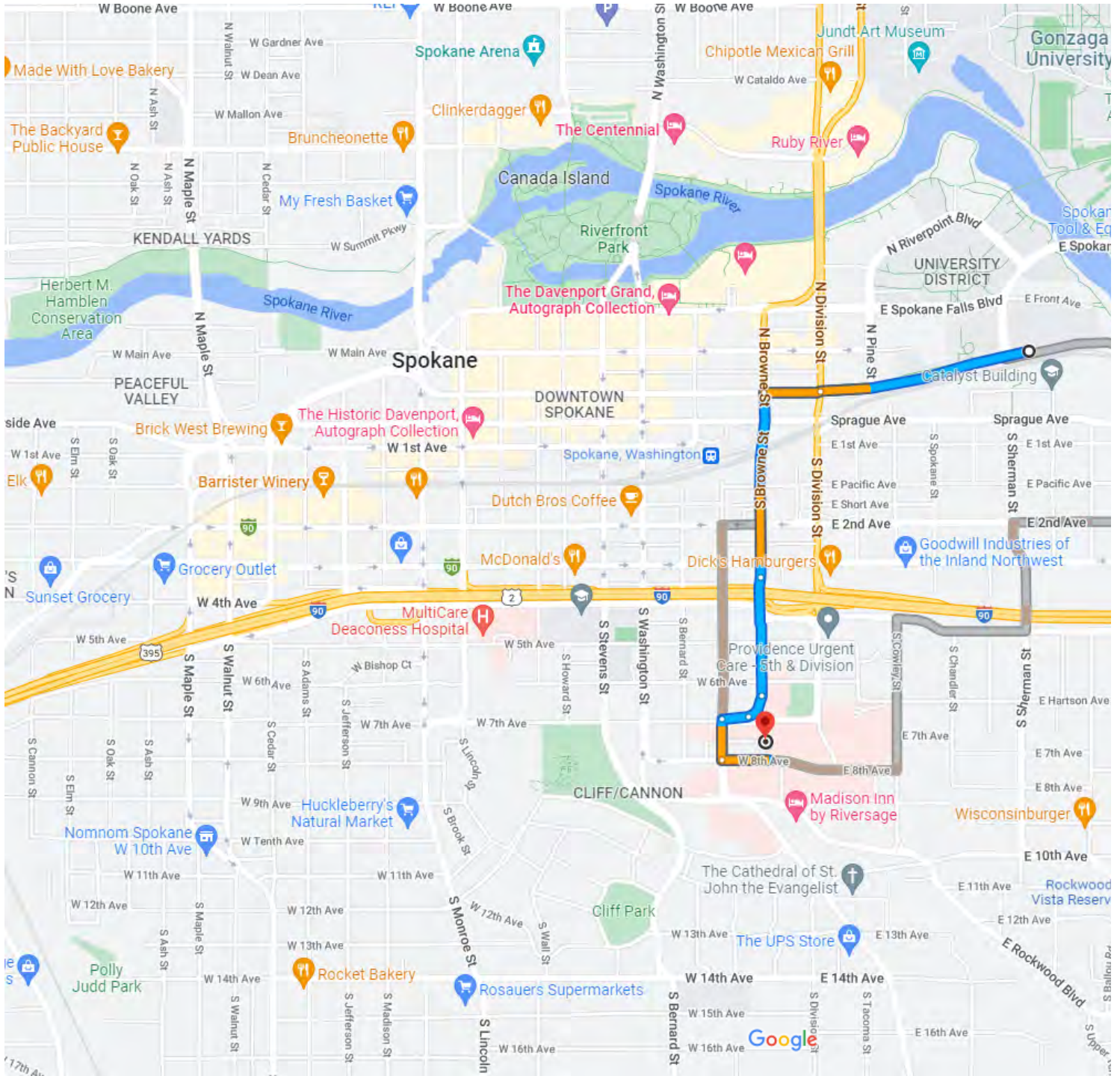
Tab A. Section 3. MAP TO NEAREST MEDICAL	Effective Date	Revision
<i>GARCO CONSTRUCTION</i>	1/28/2019	0

# MAP TO NEAREST MEDICAL



E M.L.K. Jr Way, Spokane, WA 99202 to Sacred Heart Children's Hospital

Drive 1.3 miles, 6 min



Map data ©2022 Google 1000 ft

E M.L.K. Jr Way  
Spokane, WA 99202

Take E M.L.K. Jr Way and N Browne St to W 8th Ave

5 min (1.2 mi)

- ↑ 1. Head west on E M.L.K. Jr Way toward North Sherman Street

0.4 mi

- ↑ 2. Continue onto W Riverside Ave

0.1 mi



- ↩ 3. Turn left onto N Browne St  
————— 0.3 mi
- ↗ 4. Use the 2nd from the right lane to turn slightly right onto S Browne St  
————— 0.2 mi
- ↗ 5. Use the left lane to turn slightly right toward W 7th Ave  
————— 249 ft
- ↗ 6. Use the left lane to turn slightly right onto W 7th Ave  
————— 249 ft
- ↩ 7. Use the left lane to turn left at the 1st cross street onto S McClellan St  
————— 387 ft
  
- ↩ 8. Turn left onto W 8th Ave  
📍 Destination will be on the left  
————— 39 s (453 ft)

Sacred Heart Children's Hospital  
101 W 8th Ave, Spokane, WA 99204

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

<b>Tab A. Section 4. JOBSITE EMERGENCY ACTION PLAN</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	1/28/2019	0

## JOBSITE EMERGENCY ACTION PLANNING PROCEDURE

1. **Purpose.** Provide guidance for the development of a comprehensive site specific emergency action plan (EAP) designed to help protect people, property, and the environment in the event an emergency arises.
2. **Scope.** This plan must take into consideration the entire scope of the job site and all potential emergency situations that could arise.
3. **Roles and Responsibilities.**
  - a. **Safety and Risk Avoidance Department**
    - i. Ensure this document is reviewed at least annually, and revised as needed.
    - ii. Communicate this document and the expectation for emergency preparation to all project managers, superintendents, and safety engineers.
    - iii. Verify through site visits and other venues these plans are in place.
  - b. **Project Managers**
    - i. Validate that the site EAP is accurate and people are aware of it.
    - ii. Actively support the completion of tabletop mock exercises and drills.
  - c. **Superintendents**
    - i. Site incident commander in the event of emergency.
    - ii. Emergency medical coordinator and tracking of CPR trained people.
    - iii. Account for all people on site.
    - iv. Maintain proper communication with external agencies.
    - v. Provide adequate places of refuge in the case of severe weather.
    - vi. Maintain designated meeting areas (clear of debris etc.).
    - vii. Activate emergency alarms and communication with groups on site (e.g. Alert, All Clear – see site specific EAP below).
    - viii. Document the emergency and associated details.
    - ix. Assess damages.
    - x. **Note:** Where a job has a full time safety engineer, he/she may own some of these duties
  - d. **Subcontractors**
    - i. Provide a person capable of carrying out emergency procedures.
  - e. **Emergency Information Coordinator**
    - i. Making public statements and announcements to outside entities, including news media, is the responsibility of the Garco Crisis Management Team Leaders: Clancy Welsh, President, and/or Hollis Barnett, Vice President
  - f. **Emergency Maintenance Coordination**
    - i. Responsible for directing the control of site HVAC, mechanical, fire suppression, and electrical systems in the absence of qualified Subcontractor representatives. If unable to perform their duties, ensure that the project superintendent is adequately trained to properly shut down, test and properly start up systems during and after an emergency, if required.
4. **Conducting an Emergency Threat Hazard Analysis**
  - a. The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing.

<b>Tab A. Section 4. JOBSITE EMERGENCY ACTION PLAN</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	1/28/2019	0

- i. For example, if a site is not in a flood plain, time will not be spent developing procedures for a flood. If a site is bordered by a railroad track or highway, then procedures may be developed to protect life and property in the event of a hazardous material incident.
- b. The same reasoning should be applied to areas vulnerable to hurricane, tornadoes, windstorms, earthquakes, forest fires or other natural disasters. The Garco Project Manager and Project Superintendent should look at geographical historical data provided by local public emergency management resources to determine the most prominent risk to protect against.
- c. Probabilities for exposure to certain emergencies may be greater at certain times of the year. Hazard awareness and emergency training drills would be more appropriately addressed just before and during those times of peak exposure.
- d. This analysis should be available upon request. An example of a risk analysis matrix, based on an exposure probability rating, assigned numerically from 0-least probable, to 3-highly probable, will be the basis for assigning exposure risk:

<b>HAZARD ANALYSIS</b>				
<b>Hazard</b>	<b>Possibility</b>	<b>Personnel Impact</b>	<b>Property Impact</b>	<b>Total Impact</b>
Fire	1	1	1	1
Flood	0	0	0	0
Winter Storm	1	1	0	1
Tornado	0	0	0	0
Hurricane	0	0	0	0
Earthquake	0	0	0	0
Terrorist	1	1	1	1
HazMat	1	1	1	1
Utility	0	0	0	0
Lightning	0	0	0	0
Structural Failure	1	1	1	1

**5. Establish an Emergency Control Center (ECC)**

- a. For an effective response to an emergency onsite, all activities must be centrally coordinated.
- b. The Site Superintendent will establish this location and should be available to coordinate activities and manage the emergency response from this location.
- c. Any personnel assigned to emergency response tasks should coordinate their actions from this location.
- d. The Emergency Control Center (ECC) should have adequate workspace, maps of the site, blueprints and necessary documents, supplies, and offer some reasonable amount of protection from the effects of the emergency.

**6. Establish Evacuation Assembly Areas**

- a. To account for and establish the well-being of all employees, clients, vendors, and visitors, an area must be designated for people to meet when evacuation is necessary.
- b. It may be necessary to have more than one evacuation assembly area: one onsite

<b>Tab A. Section 4. JOBSITE EMERGENCY ACTION PLAN</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	1/28/2019	0

safely away from the affected building and the second area may be offsite.

- i. The offsite assembly area may be used during an emergency such as hazardous material incident or potential building collapse that may require personnel to leave the site. Larger sites may need to establish several areas.
- c. At the evacuation assembly area(s), unit coordinators should determine whether everyone has evacuated the site safely, and the personnel account should be reported to the Garco Site Superintendent.

**7. Protective Emergency Shelter**

- a. For some emergencies, such as hurricanes and tornadoes, an effective protective shelter may need to be established for providing an assembly and personnel protection area.
- b. Take into consideration the size and type of project and site involved, and the number of personnel that may occupy the emergency shelter. In many cases due to the developmental process of the building it may be more reasonable to encourage personnel to evacuate the project rather than seek shelter inside a structurally incomplete building.

**8. Drills**

- a. It is required that initially a “mock” drill be coordinated to test the procedures and systems in place. An EAP critique (**see attachment 2**) noting who was involved, what went well, and what could be improved must be completed at the end of each drill and put in the job file.
- b. For offices and other permanent Garco locations an emergency drill must be conducted and documented at least annually. An EAP critique must be completed and maintained on file.

**9. Site Specific Emergency Action Plan**

- a. The following template will be used for detailing the site specific EAP (see attachment C). Please modify this template to reflect locations and associated details for your project.

<b>Tab A. Section 4. JOBSITE EMERGENCY ACTION PLAN</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	1/28/2019	0

## SITE EMERGENCY ACTION PLAN

**PROJECT NAME:**

**ADDRESS:**

**PLAN INITIATION DATE:**

**TELEPHONE:**

**DIRECTIONS:**

1. **POLICY/PURPOSE:** This plan has been developed to cover designated actions that must be taken to protect employee safety from fire and other emergencies on this project. Other emergencies that can occur on a construction site are:

Bomb Threat	Explosion
Inclement Weather	Toxic Gas, Fume, Dust or Vapor Release
Natural Disaster	Equipment Failure
Chemical Spill	Structural Failure

By avoiding panic and having a set of emergency procedures that all workers recognize and are trained to follow, we create a much better opportunity to avoid a catastrophic situation.

All potentially dangerous situations are to be immediately reported to the following appropriate agency:

**OSHA: 1-800-321-OSHA (1-800-321-6742)**

**WISHA: 1-800-423-7233**

**EPA: 1-800- 424-8802**

In the event of an emergency it will be the responsibility of the **Project Superintendent** (or his/her designated person) to implement and administer this emergency action plan.

2. **ALARM/ALERT SYSTEM:** In the event of an emergency on this site all personnel will be notified via the following methods:
  - a. Hand Held Marine/Sport Air Horn
  - b. Events that require evacuation will be alerted by 3 long blasts, followed by a pause, and then 3 long blasts
  - c. Evacuation may also alerted by:
    - i. The sound of the local emergency sirens in the nearby community
    - ii. When threatening weather approaches it will be followed on the internet and communicated to foremen and supervisors in the field via phone, radio, or in person
  - d. The All Clear Sign will be one extra-long single air horn blast
  
3. **EVACUATION PROCEDURES**
  - a. In the event of an emergency where an evacuation is necessary, it is the responsibility of the crew foreman to evacuate his/her crew to the designated safe area.
  - b. All evacuations will be directed to the Garco Project Management Trailers
  - c. The crew foreman must take a head count to verify all his personnel have been safely removed from the danger and report this head count to Garco project management staff.

<b>Tab A. Section 4. JOBSITE EMERGENCY ACTION PLAN</b>	Effective Date	Revision
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- d. List of critical equipment or operations that may have to be kept in operation or shut down while others are being evacuated are:
  - i. If requested, the Mobile Cranes, Boom or Scissor lifts may be asked to assist in the event of a fire or to aid in rescue
  - ii. In some cases with high wind potential it may be important to lower crane booms.
- e. Employees that must remain to operate or shut down critical equipment or operations while others are being evacuated will be notified by their direct supervisor via phone, radio or in person at the time his/her emergency services must end. The operator must immediately evacuate to the designated safe area and report to his supervisor for verification of his/her safe removal from the danger.

**4. RESCUE/MEDICAL DUTIES:**

- a. All rescue operations will be performed by Fire Department or other professionally trained personnel typically provided by the city or county in which the emergency occurs. No worker is to attempt a rescue with the exception of removing someone from an immediately life threatening situation.
- b. When a serious injury has occurred, first responders should call for proper assistance and attempt to comfort and reassure the injured person that help is being notified and will be arriving soon. Only First Aid/CPR trained workers or Emergency Medical Personnel should give direct assistance to the injured.
- c. Persons on this site with current certifications in First Aid/CPR training are:
  - i. Garco project management staff
  - ii. All subcontractor superintendents or foreman
  - iii. All persons certified in First Aid/CPR render such aid only on a volunteer basis. The company does not mandate such assistance where emergency medical services are able to respond quickly to the site.

**5. First Aid Supplies:**

- a. Each subcontractor is to maintain First Aid Kit adequately sized for the number of their workers onsite.
- b. Garco will maintain a large First Aid Kit inside the Garco Project Trailer as well as in company owned vehicles.

**6. REQUEST FOR EMERGENCY SERVICES:**

- a. All requests for emergency services will be made to **911** and should be dialed from a land line phone if possible to assure trace back location by the 911 service operator. Posted directions are to be clearly read to operator.
- b. The persons assigned to make the call to 911 is the Project Superintendent. In his/her absence, project management can make the call.
- c. Immediately following the call to 911, the Owner or Owner's Representative must be notified by phone.
- d. All entry gates to the project must be closed and guarded when an emergency is reported. Only emergency personnel, company personnel and persons permitted by project management are allowed onsite. The media and all others are not allowed access to the project.

**7. MEDIA.**

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- a. **NO ONE FROM THE PROJECT IS TO MAKE A STATEMENT TO THE MEDIA!**
- b. Direct all inquiries to **Clancy Welsh, Jamie Welsh, or Hollis Barnett at 509-535-4688**
- c. The following persons will be responsible for the directing of emergency personnel into the project:
  - i. Garco Project Management Staff

**8. DOCUMENTED TRAINING:**

- a. This plan will be reviewed with the site personnel at the following times:
  - i. When the plan is initially completed or when a worker first comes to the site and attends the Site Specific Safety Orientation
  - ii. When an employee is initially assigned specific emergency duties
  - iii. Whenever an employee's assignments or duties change under the plan
  - iv. Whenever the plan specifics are changed
- b. This plan will be kept onsite in the project office and made available for review at the worker's request.
- c. The Site Superintendent can be contacted for review of the plan, explanation of duties under the plan or any further information regarding the plan.

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## Attachment A Emergency Drill Critique

**DATE:**

**Drill Coordinator:**

**Location/Project Name:**

**Drill Type**

- Fire
- Weather
- Chemical Spill
- Medical
- Bomb Threat

**Start time of Drill:**

**End Time:**

**All people accounted for?**

**What went well with this drill?**

- 1.
- 2.
- 3.

**What could be improved?**

- 1.
- 2.
- 3.



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## Attachment A Tornado Emergency Information

The following FEMA publication provides information to be used in the case of a tornado emergency:

### **Tornado Protection: Selecting and Designing Safe Areas in Buildings FEMA Publication TR-83B, June 1990**

This procedure is designed to assist in a systematic review of a building to find the best available shelter space against severe winds. ***It is not intended to imply that these spaces guarantee safety during a storm, but that they are the safest available in the building.*** There are some facilities such as lightweight modular houses, offices, and classrooms which must be presumed to be unsafe and **THEY SHOULD BE EVACUATED!**

1. **IMPLEMENTING THE PLAN.** To effectively implement a plan, it must be communicated and exercised or executed before an actual emergency. To make the plan known, employees must be trained. Exercising and testing the site emergency plan also allows the site emergency team to determine, first hand, whether the plan will actually work. If certain procedures do not work, then the plan should be revised to reflect how the organization will actually handle that procedure.
2. **ADVANCE PREPARATION:** Obtain the following equipment: Compass, flashlight, tape measure and floor plans for each building. Ideal plans are small, to scale, with sufficient detail. If the drawings are not available, have someone prepare a simple, accurate drawing of each floor. Check the drawings against the actual building. Learn the tornado history for your geographic area; consult the local emergency management coordinator or the nearest National Weather Service Office.
3. **SHELTER SPACE REQUIREMENTS:** The space per person depends on the size of the people and their degree of mobility. Small children require only 3 square feet per person. Usually adults require 5-6 square feet per person.
4. **EXTERIOR SURVEY**
  - a. Establish true north. Place a north arrow on the floor plans of the building. Do not confuse true north with building north, a direction sometimes used to simplify architectural drawings.
  - b. Check completely around the building, look for and record the location of the following:
    - i. potential missiles, such as site equipment, nearby buildings, automobiles, and other debris especially on the south and west sides
    - ii. ground embankment against the buildings
    - iii. mechanical equipment on the roof
    - iv. electrical service entrance
    - v. high building elements such as chimneys and high portions of the building
    - vi. changes in roof level

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- c. Take a long look from each direction, particularly from the south and west, noting building entrances, windows, and construction features.

**5. AVOID!**

- a. Carefully identify the following spaces as the most hazardous locations, the spaces to avoid!
  - b. Avoid locations where roofs are likely to be blown off. They may fall in on the occupants. Debris also has direct access to the interior. Portions of roofs most likely to be blown off are:
    - i. windward edges (usually south and west)
    - ii. long spans
    - iii. portions with overhangs on the windward sides. Long span buildings or structures, such as shopping malls, department stores, civic centers, theaters, indoor pools, gymnasiums, and some factories, are especially dangerous because the entire roof structure is usually supported solely by the outside walls, thus making it susceptible to collapse.
  - c. Avoid exterior walls that are most likely to be partially or completely destroyed. The most likely damage will probably occur in the following order:
    - i. south;
    - ii. west;
    - iii. east; and
    - iv. north.
  - d. Avoid corridors that may become wind tunnels, such as corridors with exterior doors allowing direct exit (no turns) to the following (in order of severity of wind tunnel effects):
    - i. south;
    - ii. west;
    - iii. east; and
    - iv. north.
6. This is an especially critical consideration for schools, hospitals, and nursing homes, which often have long, straight corridors leading directly outside.
- a. Avoid locations with WINDOWS facing the likely storm direction. Assume that the windows will blow IN on the south and west sides of the building, and occasionally on the east and north. Office buildings are particularly vulnerable because they are often constructed with large amounts of glass on the outside walls. Avoid, whenever possible, portions of buildings that contain load bearing walls. If such a wall collapses, the roof or floor will fall in.

**7. CONSIDER - but do not necessarily select –**

- a. The LOWEST FLOOR. If a building has a basement, or a partial basement, it is probably the safest space in the structure.
- b. INTERIOR SPACES. These are spaces that have no walls on the exterior of the building. However, avoid interior spaces with large roof or ceiling spans.
- c. SHORT SPANS. It is difficult to find one space, with the exception of a basement will offer a high degree of protection to all of the building occupants. Therefore, seek out a number of smaller spaces.
- d. The portions of buildings supported by rigid structural frames, such as steel, concrete, or

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wood, rather than those portions that have load bearing walls.

#### 8. REFINE

- a. It is essential that spaces selected be the very best available. Often poor (hazardous) spaces exist within generally safe areas. These poor spaces must be avoided or occupied only as a last resort.
- b. Avoid spaces opposite doorways or openings into rooms that have windows in the exterior walls, particularly those facing south or west. This is a particularly critical consideration for schools, hospitals, and nursing homes.
- c. Avoid interior locations that contain windows such as display cases, transoms above doors, and door sidelights.
- d. Avoid interior locations under skylights or clerestories.
- e. Avoid locations where interior doors swing. When the storm hits, the doors are likely to swing violently.
- f. Avoid spaces within the falling radius of higher building elements, such as chimneys or upper walls enclosing higher roof areas. Assume that the falling radius is approximately equal to the height of the higher building element above the roof.

#### 9. OTHER CONSIDERATIONS

- a. Often the best available shelter spaces in a building cannot be occupied during emergencies for various reasons. Consideration of the following will help determine if the spaces can be occupied:
  - i. What portion of the space is usable? Permanent equipment and furniture reduce the usable space.
  - ii. Which good spaces are often inaccessible in an emergency? Many suitable spaces normally are locked, with few people having keys.
  - iii. Which good spaces are unsuitable for occupancy due to operational reasons? Many secure spaces offer excellent protection, but operationally are not good to retain security over records, equipment, or money.
  - iv. Where are the building's first aid kit or medical supplies? They should be in one of the safest spaces.
- b. Would protection levels increase significantly and movement time-to-shelter decrease significantly? If people were jammed in at lower square-foot per person ratios? This is a valid alternative in lieu of using a lower quality of protection, with more space per person.

#### 10. OPEN AREA SITES

- a. Open area sites such as fairgrounds, campgrounds, amusement parks, zoos, outdoor stadiums, sports facilities, etc., are particularly dangerous during tornadoes because of the relatively large concentration of people in a small area and the (often) lack of adequate shelter space available onsite or immediately nearby. A few general principles should be used when developing tornado shelter for these sites.
- b. If a building or other substantial structure is available onsite, or immediately nearby, establish shelter space in the innermost portions of the lowest floor possible. Avoid long span structures.
- c. Persons attending events in stadiums or grandstands that are substantially constructed (i.e., reinforced concrete, steel beams, etc.) could seek shelter under the grandstand if

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no other substantial shelter is immediately available.

- d. On open area sites where no adequate shelter is available, direct personnel to lie in a gully, ditch, or low spot on the ground and protect the body and head as much as possible.
- e. Do not establish shelters under temporary bleachers or in trailers or other types of temporary structures. They may collapse in the high winds and cause serious injury, or death.
- f. The least desirable place to be during a tornado is in a motor vehicle. Cars, buses, and trucks are tossed about easily by tornado winds. Direct any personnel in vehicles to stop and seek shelter away from the vehicle in a nearby ditch or ravine.

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**Attachment C  
Hazard Analysis**

Hazard Analysis				
Hazard	Possibility	Personnel Impact	Property Impact	Total Impact
Fire				
Flood				
Winter Storm				
Tornado				
Hurricane				
Earthquake				
Terrorist				
Haz Mat				
Utility				
Lightning				
Structural Failure				

<b>Tab A. Section 5. MEDICAL/INJURY TREATMENT LOG</b>	Effective Date	Revision
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## MEDICAL/FIRST AID TREATMENT LOG

**JOB NAME:**

Item #	Date	Cause for Treatment		First Aid Treatment			
			Medical	<input type="checkbox"/> Band-Aid	<input type="checkbox"/> Hot/Cold Therapy	<input type="checkbox"/> Cleaning/Flushing	<input type="checkbox"/> Tetanus Shot
	Body Part(s) Affected		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Non-Prescription Meds	<input type="checkbox"/> Elastic Bandages/Wraps/Non Ridged Back Support		
			Recordable	<input type="checkbox"/> Gauze Pads	<input type="checkbox"/> Butterfly/SteriStrips	<input type="checkbox"/> Remove Splinter	<input type="checkbox"/> Eye Patch
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Finger Guard	<input type="checkbox"/> Drill Finger/Toe Nail	<input type="checkbox"/> Fluid Replacement	<input type="checkbox"/> Massage
Item #	Date	Cause for Treatment		First Aid Treatment			
			Medical	<input type="checkbox"/> Band-Aid	<input type="checkbox"/> Hot/Cold Therapy	<input type="checkbox"/> Cleaning/Flushing	<input type="checkbox"/> Tetanus Shot
	Body Part(s) Affected		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Non-Prescription Meds	<input type="checkbox"/> Elastic Bandages/Wraps/Non Ridged Back Support		
			Recordable	<input type="checkbox"/> Gauze Pads	<input type="checkbox"/> Butterfly/SteriStrips	<input type="checkbox"/> Remove Splinter	<input type="checkbox"/> Eye Patch
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Finger Guard	<input type="checkbox"/> Drill Finger/Toe Nail	<input type="checkbox"/> Fluid Replacement	<input type="checkbox"/> Massage
Item #	Date	Cause for Treatment		First Aid Treatment			
			Medical	<input type="checkbox"/> Band-Aid	<input type="checkbox"/> Hot/Cold Therapy	<input type="checkbox"/> Cleaning/Flushing	<input type="checkbox"/> Tetanus Shot
	Body Part(s) Affected		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Non-Prescription Meds	<input type="checkbox"/> Elastic Bandages/Wraps/Non Ridged Back Support		
			Recordable	<input type="checkbox"/> Gauze Pads	<input type="checkbox"/> Butterfly/SteriStrips	<input type="checkbox"/> Remove Splinter	<input type="checkbox"/> Eye Patch
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Finger Guard	<input type="checkbox"/> Drill Finger/Toe Nail	<input type="checkbox"/> Fluid Replacement	<input type="checkbox"/> Massage
Item #	Date	Cause for Treatment		First Aid Treatment			
			Medical	<input type="checkbox"/> Band-Aid	<input type="checkbox"/> Hot/Cold Therapy	<input type="checkbox"/> Cleaning/Flushing	<input type="checkbox"/> Tetanus Shot
	Body Part(s) Affected		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Non-Prescription Meds	<input type="checkbox"/> Elastic Bandages/Wraps/Non Ridged Back Support		
			Recordable	<input type="checkbox"/> Gauze Pads	<input type="checkbox"/> Butterfly/SteriStrips	<input type="checkbox"/> Remove Splinter	<input type="checkbox"/> Eye Patch
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Finger Guard	<input type="checkbox"/> Drill Finger/Toe Nail	<input type="checkbox"/> Fluid Replacement	<input type="checkbox"/> Massage
Item #	Date	Cause for Treatment		First Aid Treatment			
			Medical	<input type="checkbox"/> Band-Aid	<input type="checkbox"/> Hot/Cold Therapy	<input type="checkbox"/> Cleaning/Flushing	<input type="checkbox"/> Tetanus Shot
	Body Part(s) Affected		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Non-Prescription Meds	<input type="checkbox"/> Elastic Bandages/Wraps/Non Ridged Back Support		
			Recordable	<input type="checkbox"/> Gauze Pads	<input type="checkbox"/> Butterfly/SteriStrips	<input type="checkbox"/> Remove Splinter	<input type="checkbox"/> Eye Patch
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Finger Guard	<input type="checkbox"/> Drill Finger/Toe Nail	<input type="checkbox"/> Fluid Replacement	<input type="checkbox"/> Massage

<b>Tab A. Section 6. FIELD INCIDENT RESPONSE PROTOCOL</b>	Effective Date	Revision
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## FIELD INCIDENT RESPONSE PROTOCOL

In the event of any NEAR MISS, FIRST AID, INJURY, VEHICLE ACCIDENT, PROPERTY DAMAGE, ENVIRONMENTAL RELEASE on any project site, the following protocol must be initiated and followed including **NOTIFYING SAFETY DEPARTMENT ASAP and PROJECT MANAGER WITHIN 15 MINUTES.**

Superintendent:		Cell:
Project Engineer:		Cell:
Foreman:		Cell:
Garco Media Contacts:	Clancy Welsh, Hollis Barnett, Jamie Welsh	Garco Office: 509-535-4688

If an Incident Response Team cannot be mobilized and enroute in a reasonable time to relieve or assist the field team, you will be directed as how to proceed until assistance arrives.

- Project Manager is to notify the CEO, President, or a Vice President immediately upon learning of the incident.
- Stop work and secure the incident scene. do not move anything unless it is creating additional hazards to others. **Cease construction activities.**
- Depending on nature and severity, shut down the project site. Do not allow anyone in unless they belong there. Post someone at the site entrance if necessary.
- Do not attempt to rescue an employee from a hazardous area (trench, confined space, etc.) unless you have been specifically trained in rescue operations.
- Make any and all resources available to rescue or EMS personnel.
- DO NOT talk to the media or make any public statements. Refer them to the Home Office
- Take pictures of the incident area, use tape measures or other devices to provide accurate reference. Take a minimum of 10 photos from different perspectives.
- Gather witness statements
  - o Separate witnesses, witnesses, give them a pen and tablet or witness statement forms, and ask them to write down everything that they remember

### IF THE INCIDENT INVOLVES AN INJURY

- Assess the incident.** Call pre-determined emergency response phone number or **911** if necessary.
- Do not move an injured employee unless a greater hazard exists
- Ensure that someone is at the entrance of the project to escort EMS on to the site.
- Provide initial first aid as needed.
- For any injuries refer to your injury packet and call the OHS Nurse pager number: **1•855•266•7243 Enter 64776# and leave call back number**
- If the employee obtains medical attention, the medical provider will start the claim process.
- Complete field incident reports and forward to the Safety Department as soon as possible and no later than 24 hours. Include injured employee forms, witness statements, photos, etc.
- Ensure that someone travels with the injured employee to assist in filling out paper work or any other needs they may have.

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## **ALL INJURIES CONTACT THE NURSE PAGER 24/7**

REPORT WORKPLACE INJURIES OR ILLNESSES  
TO YOUR SUPERVISOR AND CALL GARCO'S OCCUPATIONAL  
NURSE BY DIALING THE 24 HOUR PAGER

**1-855-266-7243**

**Enter ID number 64776 and the # sign**

KEY IN YOUR PHONE NUMBER INCLUDING AREA CODE AND/OR EXTENSION  
FOR THE NURSE TO CALL YOU BACK

**EMERGENCIES CALL 911**

**IN CASE OF EMERGENCY PAGE THE OCCUPATIONAL NURSE FOLLOWING  
EMPLOYEE CARE OR TRANSPORT**

**AS OF JULY 1, 2019 GARCO HAS RETURNED  
TO STATE FUND INSURANCE.**

**YOU DO NOT NEED TO COMPLETE THE SIF2 FORM.**  
If medical attention is necessary the medical provider will  
initiate the claim form.

For claims managed by L&I:  
Automated information is available 6am to 6pm  
by calling 1-800-831-5227  
or  
Online: [ini.wa.gov](http://ini.wa.gov) Claim & Account Center



<b>Tab A. Section 7. EMPLOYEE ORIENTATION</b>	Effective Date	Revision
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## PROJECT ORIENTATION

### MANDATORY SAFETY, HEALTH AND WORK RULES

Hazard recognition and accident prevention is a significant part of everyone's job. It is important that the tools, machines, material and buildings in which one works are maintained to eliminate hazards that can cause injuries to the employee.

The rules and orientation topics listed are for the protection and benefit of all employees on every Garco job site and intended to meet the requirements of **40 CFR and 29 CFR** regarding training and education. Violation of any of these rules or any OSHA/DOSH/EM-385-1-1 regulations may be grounds for disciplinary action up to and including removal from the project.

### SITE SPECIFIC INFORMATION

1. **Hours.** Projects work times varies from project to project. Your supervisor and/or project management team will tell you the approved work hours/days and when the work hours/days change. Project supervision will determine actual working hours and days, which may vary based on scopes and environmental factors.
2. **Pre Task Safety Analysis (PTSA).** Everyone performing work on the site, including subcontractors and all sub-tier subcontractors, are required to complete a Pre Task Safety Analysis (PTSA), and conduct a PTSA meeting with their crews each morning.
  - a. PTSAs must be updated as changes occur or new crew members arrive on site.
3. **Personal Protective Equipment (PPE).** Personal Protective Equipment (PPE) will include but not be limited to:
  - a. Hard hats
  - b. Eye & face protection (ANSI Z87 approved)
  - c. Hearing protection
  - d. Hand protection
  - e. Shirts with sleeves
  - f. Long Pants
  - g. Work boots with ankle support, (safety toed boots may be required on some projects)
  - h. High Visibility shirts or vests
4. **Trench Safety.** No one will enter an unprotected trench or excavation for any reason. If observed doing so the worker may subject to disciplinary actions up to and including removal from the project.
5. **Cell Phones.** Cell phone use is prohibited while driving on the project site unless using a hands free device. Use of cell phones when operating equipment is strictly prohibited.
6. **Safety Meetings.** Project safety meetings will be held weekly on a date and time determined by project supervision. Subcontractors who cannot attend the weekly safety meeting must provide Garco with their own meeting minutes which align with Garco's weekly topics, including signatures of attendees, upon arrival on the project site.

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7. **Daily Reports.** All subcontractors are required to submit daily reports to Garco no later than the day and time specified by the Owner or the subcontract agreement, as applicable. Reports must detail man power, work area, hours worked per man, equipment list and hours equipment used
8. **Equipment.** Daily equipment inspections are mandatory by all operators. Equipment operators must wear seatbelts if the equipment has them.
9. **Tools.** Power tools and extension cords must be inspected daily. Tools with missing guards, cords with missing ground prongs, and cords with cuts or abrasions through the outer insulation must be taken out of service immediately and removed from the project.
10. **First Aid.** First aid kits are located in all Garco trailers. Subcontractors are required to provide first aid kits for their crews located near their work area.
11. **Fire Extinguisher.** All fuel fired equipment (gas, diesel, propane, etc.) must have a working fire extinguisher that must be inspected monthly. Fire extinguishers are required at re-fueling locations and all hot work locations (includes any operation which may produce a flame or spark).
12. **Protection of Materials.** All materials or supplies which can be moved by the wind must be secured at all times.
13. **Emergency phone numbers will be posted in several locations including but not limited to the project bulletin board.**

## SAFETY VIOLATIONS

The first goal of Garco Construction's Safety Program is to create a safe working environment for all employees through training, elimination of hazards, substitution of hazardous materials or equipment, engineering controls, administrative controls, and/or personal protective equipment, as each situation dictates. Garco takes very seriously any employee creating an exposure to a hazardous working condition. To this end, Garco will establish, conduct, and document various pre-task and work area inspection procedures. This policy applies to all Garco employees & Subcontractors of any tier.

<p><b>Level 1 (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• A violation of any safety code that has a direct relationship to job safety and health but probably would not cause death or serious physical harm or damage to equipment.</li> <li>• Minimal exposure</li> <li>• Prior verbal warning</li> </ul> <p>Examples include lack of training documentation; failure to complete required paperwork; lack of</p>	<p><b>Level 1 Corrective Action Solutions (may include but not limited to):</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file as well as documenting prior verbal warnings(s).</li> <li>• Documented re-training</li> <li>• As deemed appropriate by the Safety committee.</li> <li>• 2 weeks or 80 hours of safety probation- Garco Bucks will not be earned</li> <li>• A repeat during safety probation becomes</li> </ul>
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adequate PPE; misuse of tools or equipment, etc.	a level 2 issue
<p><b>Level 2 (may include but not limited to):</b></p> <ul style="list-style-type: none"> <li>• A violation or disregard of any safety code where there is substantial probability that death or serious physical harm may result or any act or lack of action that may lead to serious damage to equipment or property.</li> <li>• Moderate exposure</li> <li>• Prior verbal warning</li> </ul> <p>Examples include not following manufacture’s operating instructions; ignoring or not following rules relating to fall protection, trenching, confined space, ladder use, etc.</p>	<p><b>Level 2 Corrective Action Solutions (may include but not limited to):</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file</li> <li>• Immediate notification of Garco Management</li> <li>• Letter of Reprimand in employee file</li> <li>• Documented re-training</li> <li>• Discuss violation and present corrective actions at next project safety meeting</li> <li>• Indefinite suspension without pay</li> <li>• As deemed appropriate by the safety committee.</li> <li>• 2 to 4 weeks or 80 to 120 hours of safety probation-Garco Bucks will not be earned</li> </ul>
<p><b>Level 3 (may include but not limited to):</b></p> <ul style="list-style-type: none"> <li>• Any intentional act, violation or disregard of a safety standard or code that may cause death or serious physical harm, or damage to property or equipment.</li> <li>• Creating a hazard that may cause death or serious physical harm, or damage to property or equipment</li> <li>• When the employee is fully aware of an unsafe condition and makes no reasonable attempt to eliminate the condition.</li> <li>• High exposure</li> <li>• Any act of insubordination with regard to established safety policy or code.</li> <li>• False statements relating to accidents and accident investigations.</li> <li>• Positive test for illegal drugs or marijuana.</li> <li>• Alcohol intoxication</li> </ul> <p>Examples include: knowingly ignoring safety codes in order to make completion deadlines; having the training and experience but disregarding the safety rules anyways.</p>	<p><b>Level 3 Corrective Action Solutions (may include but not limited to):</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file</li> <li>• Immediate notification of Garco management</li> <li>• Letter of Reprimand in employee file</li> <li>• Documented re-training</li> <li>• Indefinite suspension or termination of employment</li> <li>• Discuss violation and present corrective actions at next project safety meeting</li> <li>• Presentation to the Safety Committee and Upper Management of self-corrective actions</li> <li>• Letter of Termination of employment from Garco</li> </ul>
<p><b>At Executive Management’s discretion, any life safety or insubordination related actions may result in immediate termination of employment from Garco.</b></p>	

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## GENERAL RULES

1. Abide by the Safety regulations at all times.
2. Report any unsafe practice and or unsafe condition to your supervisor.
3. All injuries must be reported to your supervisor immediately. An accident report must be filed within 2 hours of the occurrence.
  - a. **A preliminary report must be forwarded to Safety and Upper Management on the same day.** *Failure to properly report an incident and to file an accident report within the specified time period may delay or jeopardize a claim for medical treatment and/or benefits provided under any federal, state, or local laws and regulations.*
4. Submitting false or fraudulent information when reporting an accident or injury is unlawful and will be cause for disciplinary action up to and including termination of employment, as well as being subject to punishment as prescribed by applicable laws or regulations.
5. In the event a work assignment will expose the employee or a group of employees to a potentially serious or life threatening hazard generated by lack of control of the energy source, the energy source shall be locked-out and tagged.
6. Employees shall wear and properly use safety harnesses, lanyards, and the associated fall protection equipment as dictated by the work task being performed, such as work from elevated work locations, working in a mobile elevated work platform, a suspended scaffold, above an impalement hazard or other severe hazard, etc.
7. A Confined Space Entry Permit shall be requested, processed, issued and posted prior to employee entry into any confined space. Some locations and certain types of work activities may require additional permits for confined space entry. Employees must be properly trained prior to working in a confined space.
8. Ladders shall be used only for the purpose for which they were designed; do not use a stepladder as a straight ladder or use extension ladder sections separately. Ladders shall be maintained free of oil, grease, and other slipping hazards and shall be inspected for structural defects prior to use. Non-self-supporting ladders shall be used at the proper angle and shall be tied-off or otherwise secured to prevent accidental displacement.
9. All scaffolds shall be erected, inspected and maintained in accordance with the manufacturer's recommended safe work practices with particular attention to the suitability and stability of the footing, the structural soundness of any anchorage points required, and the proper installation of the decking, guardrails and toe boards. Ladders, stairways or other suitable means of access to working levels shall be provided and used by all personnel.
10. Inspect all tools and equipment prior to each use. Do not attempt to repair tools or equipment, instead report any defect to your supervisor. USE DEFECT OR OUT OF SERVICE TAGS!
11. Do not use, attempt to repair or otherwise tamper with any defective equipment. Report all














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defective equipment to your supervisor immediately.

12. The misuse of tools and equipment or circumventing safety devices can result in injury. Do not use makeshift or "jerry-rigged" tools or equipment to perform your job. Always use the proper tools and equipment for the job; do not modify or redesign the tool to fit the job.

13. All fire protection and emergency equipment will be plainly marked and must be kept free of obstruction for emergency use. Fire extinguishers are to be located throughout the work area in plain view according to WAC 296-155-260 (3) (a) - You must provide a fire extinguisher, rated not less than 2A, for each 3,000 square feet of a combustible building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher must not exceed a horizontal distance of 100 feet.

14. Use the following **Fire Extinguisher Table** to determine type and class:

	WATER TYPE				FOAM	CARBON DIOXIDE	DRY CHEMICAL			
	 STANDARD PRESSURE	 CARTRIDGE OPERATED	 ROCKET PROPULSION	 THERMAL ABUSE			SODIUM OR POTASSIUM BICARBONATE		MULTI-PURPOSE ABC	
							 CARTRIDGE OPERATED	 STORE PRESSURE	 STORE PRESSURE	 CARTRIDGE OPERATED
<b>CLASS A FIRES</b> <small>WOOD, PAPER, RUBBER, LEATHER, GLASS, BRICK, PLASTER, CONCRETE, CEMENT, BRICKS</small> 	YES	YES	YES	YES	YES	NO <small>(BUT WILL CONTROL SMALL SURFACE FIRES)</small>	NO <small>(BUT WILL CONTROL SMALL SURFACE FIRES)</small>	NO <small>(BUT WILL CONTROL SMALL SURFACE FIRES)</small>	YES	YES
<b>CLASS B FIRES</b> <small>FLAMMABLE LIQUIDS, GASES, OILS, PAINTS, GREASE, FAT</small> 	NO	NO	NO	NO	YES	YES	YES	YES	YES	YES
<b>CLASS C FIRES</b> <small>ELECTRICAL EQUIPMENT</small> 	NO	NO	NO	NO	NO	YES	YES	YES	YES	YES
<b>CLASS D FIRES</b> <small>COMBUSTIBLE METALS</small> 	SPECIAL EXTINGUISHING AGENTS APPROVED BY RECOGNIZED TESTING LABORATORIES									
<b>METHODS OF OPERATION</b>	PULL PIN - TURN LEVER	TURN TOP AND PUMP	PUMP HANDLE	TURN OPPOSITE SIDE	TURN OPPOSITE SIDE	PULL PIN - TURN LEVER	SET PIN - CARTRIDGE OPERATED	PULL PIN - TURN HANDLE	PULL PIN - TURN HANDLE	SET PIN - CARTRIDGE OPERATED
<b>RANGE</b>	30' - 40'	30' - 40'	38' - 48'	38' - 48'	38' - 48'	3' - 8'	5' - 20'	5' - 28'	5' - 28'	5' - 20'
<b>MAINTENANCE</b>	CHECK AIR PRESSURE MONTHLY	WASH CARTRIDGE AND CHECK IF REQUIRED ANNUALLY	RECHARGE AND FILL WITH WATER ANNUALLY	DISCHARGE ANNUALLY RECHARGE	DISCHARGE ANNUALLY RECHARGE	WEIGH SEMI ANNUALLY	WEIGH GAS CARTRIDGE CHECK CONDITION OF DRY CHEMICAL ANNUALLY	CHECK PRESSURE GAGE AND CONDITION OF DRY CHEMICAL ANNUALLY	WEIGH GAS CARTRIDGE CHECK CONDITION OF DRY CHEMICAL ANNUALLY	WEIGH GAS CARTRIDGE CHECK CONDITION OF DRY CHEMICAL ANNUALLY

15. Only authorized, qualified and supervised personnel are permitted to operate equipment, vehicles, valves, electrical switches and similar machinery.

16. Jumping on or off equipment or vehicles, either moving or stationary, is prohibited.

17. Only designated vehicles shall be used for the transportation of personnel. Mobile cranes, forklifts, etc. shall not qualify as personnel transportation vehicles. Golf carts and "Gators" are limited to transporting the number of individuals who can be properly seated as specified by the manufacturer.

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18. Smoking is prohibited in areas designated as "No Smoking" areas or near flammable or combustible materials or combustible material(s) storage areas.
19. Compressed gas cylinders shall be used and/or stored in a secure and upright position. Flashback arrestors are required on all gauges. When not in use, when cylinders are empty, in storage or are moved at any time, the valve protection caps shall be in place and secured. Empty cylinders shall be removed from the work area to the designated storage area, secured and marked accordingly.
20. When welding or burning, use proper goggles or face shield; welding gloves; insure flash shields/barriers are in place, if needed; and wind-up welding leads and hoses after use and/or at the end of the day.
21. Maintain good housekeeping at all times. Keep waste, debris, and rubbish cleaned up. Place lunch papers, cups, cans and other litter in trash receptacles. Discard and/or store oily rags and similar combustible materials in metal containers provided for that purpose.
22. Riding loads, slings, the ball, crane hook or other material hoisting equipment is prohibited.
23. Keep all machinery guards, guardrails, midrails and other protective devices in place at all times.
24. Be alert at all times to the conditions and work processes in your area and surrounding areas and with the presence of other workers and equipment so that you can foresee and avoid possible hazards. Every employee has the authority and ability to stop unsafe work.
25. Obey all common sense rules, signs, markings and instructions. Make sure you are familiar with those that apply directly to you. If you don't know - ASK!
26. Throwing or dropping materials from an upper elevation may be grounds for immediate and permanent dismissal from the project. Proper controlled lifting and lowering procedures should be used at all times.
27. When lifting, use the recommended lifting technique - bend your knees, grasp the load firmly, and then raise the load keeping your back as straight as possible. GET HELP FOR HEAVY LOADS.
28. Wear gloves when handling metal or other items that have sharp or sheared edges and to protect hands from chemical agents, hot and cold surfaces, and during activities that have the potential for producing hand injuries.
29. Safety shoes are required for all contractor employees. Sturdy work shoes or boots are mandatory and essential for foot protection. *Soft shoes* such as tennis-type shoes are inappropriate footwear for a job site and their use is prohibited. Some projects may require safety or steel toed boots.
30. A First Aid kit/supplies shall be available on the job site and placed in a conspicuous location(s). Each contractor employer on the site must provide a first aid kit for their employees and have at least one supervisor or foreman on site with a current first aid/CPR certification card.

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31. Employees shall wear a non-conductive hard hat at all times while on the job site including during the performance of welding and grinding operations. All employees are required to wear ANSI Z87 safety glasses with side shields. Additional eye and face protection will be required while performing work tasks such as chipping concrete, grinding, handling chemicals, using demo or chop saw, etc. as per applicable regulations.
32. Hearing protection is required in designated or posted areas and when performing high noise producing work tasks, such as operating a jackhammer, needle descender, or around posted equipment etc.
33. All Personal Protective Equipment (PPE) including but not limited to hard hats, safety glasses, respirators, fall protection, hearing protection and high visibility vests shall be furnished by **your employer** and shall be used as required. Hard hats, safety glasses and high visibility vests must be worn at all times in the “work zone”, including to and from building.
34. Shirts or coveralls are required; a tee shirt with sleeves is the minimum acceptable during hot weather. Loose fitting clothing can be hazardous. Shorts are prohibited; long trousers are required.
35. Keep clear of all operating equipment. Avoid pinch points and blind areas. Be alert to avoid swinging or suspended loads. Do not work or take a position under suspended loads. Install barricading or the appropriate flagging to warn other personnel in the area of overhead work or of other hazards.
36. The possession of firearms, explosives, or other weapons while on the job site is prohibited.
37. Insubordination, including refusal to obey reasonable orders of any supervisor during work time, is prohibited.
38. Deliberate destruction, defacing, marking on, abusing or theft of owner/company property is prohibited.
39. Restricting or attempting to restrict production, where applicable, is prohibited.
40. Violation of any posted safety rules or failure to use such safety devices and/or PPE as required by the law and/or Garco may be grounds for disciplinary action up to and including termination.
41. Sleeping during working hours, leaving the premises during working hours without permission, and conducting personal business on company time is prohibited.
42. Radios, headphones, and ear buds are not allowed on the construction site.
43. The use or possession of intoxicants on the premises/job site during working hours, while operating company equipment/vehicles, or reporting to work under the influence is prohibited.
44. The use, during working hours or being under the influence of controlled substances, other than

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prescriptions issued by licensed medical personnel, is prohibited. Employees must notify their supervisor or other Garco representative when utilizing prescribed controlled substances.

45. Fighting, assaulting, and physically or verbally abusing any employee is prohibited.
46. Falsification of any records, misrepresentation or withholding of facts to secure the job may be cause for disciplinary action up to and including termination of employment.
47. If any employee is served with a legal document and or notice arising out of a petition or claim filed through the course of employment on a Garco project, the employee shall contact the Garco Legal & HR Department within 24 hours of service of such notice.
48. Misuse or removal from the premises without proper authorization of any employee lists, blueprints, company records and or confidential information of any nature is prohibited.
49. Unsatisfactory attendance, including unreported absence(s), tardiness, leaving early, leaving the work place prior to the start of breaks or lunch time and returning to the work place late from breaks or lunch time is prohibited.
50. Failure to report an absence is prohibited and failure to report an absence for three consecutive workdays will be considered a voluntary termination of employment.
51. Engaging in horseplay or disorderly conduct is prohibited and may be cause for disciplinary action up to and including termination.
52. Failure to perform work in a workman like manner, faulty work, and inattentiveness to work or carelessness may be cause for disciplinary action up to and including termination.
53. Discriminating against or harassing another employee because of their race, creed, color, sex, national origin, age or physical handicap is cause for disciplinary action up to and including termination.
54. Disregarding or removing signs, flagging, tags and/or signals placed to warn employees of a hazardous condition or protect employees during a "LOCK OUT" of a hazardous energy source(s) is cause for disciplinary action up to and including termination.
55. Speed limit on job sites is 5 mph unless otherwise posted or notified.
56. No personal vehicles are allowed on the building pad or inside the building.
57. When parking is allowed on the construction site, it is a privilege. Garco assumes no responsibility for lost, stolen, or damaged vehicles.
58. The possession, and / or use of cameras, video recording equipment, and / or audio or visual recording or projection equipment or devices is strictly forbidden on Garco projects without the express written consent of Senior Management.
59. Any variance for performing a work activity in a manner different than set forth herein and/or



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different than prescribed in the Garco's Safety Program and/or different than any other safety rule, regulation, law or statute shall be documented and communicated on a site by site basis, preferably in the Site Specific Safety Program and related work rules.

<b>Tab A. Section 7. Subsection 1 EMPLOYEE SAFETY ACKNOWLEDGEMENT FORMS</b>	Effective Date	Revision
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# EMPLOYEE SAFETY ACKNOWLEDGEMENT FORMS

<b>Tab A. Section 7. Subsection 2 EMPLOYEE DRUG &amp; ALCOHOL TESTING RECEIPT OF POLICY</b>	Effective Date	Revision
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## DRUG AND ALCOHOL TESTING PROGRAM RECEIPT OF POLICY

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of GARCO CONSTRUCTION, INC.'s Substance Abuse Policy and Drug/Alcohol Testing Program ("Policy"), and that I have read and understand the Policy.

I give by permission for test results to be released to the Company, Medical Review Officer (MRO), substance abuse professional (as required by this policy), and any appropriate regulatory or third party administrator.

I further understand that the purpose of drug/alcohol tests is to rule out the presence of non-prescribed controlled substances, misuse of prescribed drugs or the presence of prohibited dangerous controlled substance and/or alcohol in my system.

I understand if I am a prospective employee of this Company, I will be required to take and pass a drug test as part of the application process for employment with this Company. I also understand that if I should test positive for illegal drugs and/or alcohol, or the misuse of a prescription medication, I will not be offered employment with the Company.

I understand that if I am a current employee of this Company, and I should test positive for illegal drugs and/or alcohol or the misuse of prescription medication, or found to be in violation of the Company policy, I will be subject to immediate disciplinary action up to and including termination from employment with the company.

I further acknowledge that this Company provides educational information relating to drug/alcohol misuse and provides an opportunity to ask questions related to its drug/alcohol testing program and Policy.

Prospective or Current Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witness Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# FALL PROTECTION WORK PLAN FOR

PROJECT NAME: \_\_\_\_\_ PROJECT # \_\_\_\_\_

**Job Location/Address:**

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<b>Tab B. Section 1. Fall Protection</b>	Effective Date	Revision
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## FALL PROTECTION

1. **General.** This Project requires all contractors to minimize the risk of falls by employees working at elevated heights based upon recommended criteria published by the Occupational Safety and Health Administration (OSHA) and The American National Standards Institute (ANSI).
  - a. These standards establish means to analyze elevated work tasks and determine appropriate personnel protection against fall hazards. The following attached plan is intended to help contractors analyze their tasks and meet the requirements of the standards.
  - b. All subcontractors employees who may be exposed to falls of greater than 4 feet must complete the attached Fall Prevention Plan, or present an approved plan, by a qualified person, that must be discussed with Garco and the Owner before work at elevated heights could commence on site. Any approved program must contain provisions for employee training and necessary re-training, relative to fall protection hazards, protective requirements, fall protection components, and inspection and maintenance of all necessary components and applicable OSHA and Owner standards. Training for all exposed employees shall be conducted by the qualified person representative assigned to the project. Each employer shall be solely responsible for addressing the certification process of the fall protection training programs and personnel as well as identification of issues that may indicate re-training of workers may be necessary. Only equipment meeting the current ANSI / ASTM requirements may be purchased and used.
  
2. **Fall Hazard Protection.** At a minimum, this Project requires that each employee be protected from fall hazards, above 4 feet, by a guardrail system, safety net system, or personal fall arrest system. This includes:
  - a. Leading Edges – Each employee shall be protected by a fall protection system when constructing a leading edge 4 feet or more above a lower level.
  - b. Hoist Area – Each employee in a hoist area shall be protected from falling 4 feet or more to a lower level.
  - c. Holes – All holes on a walking/working surface shall be covered to protect from tripping and falling through. All floor holes or floor openings, regardless of height, will be guarded by either a standard railing with standard toe board on all exposed sides, or a cover of standard strength and construction that is secured against accidental displacement. While the cover is not in place, protect the floor hole opening by a standard railing.
  - d. Guardrail - Those holes which expose a fall to a lower level 4 feet or more require a guardrail system.
    - i. Guardrails, fencing, or barricades shall protect each employee at the edge of an excavation 4 feet or more in depth.
    - ii. Note: Guardrails, parapet walls, or wall openings must be at least 39" high.
  
3. **Responsibility.** The Subcontractor will ensure that all project team members have been notified of this policy.
  
4. **Affected Personnel.** Anyone exposed to fall hazards greater than four feet (4').
  
5. **Purpose.** To ensure the safety of team members involved in a task exposing them to fall hazards greater than four feet (4').

<b>Tab B. Section 1. Fall Protection</b>	Effective Date	Revision
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6. **Steps for Implementation.** Before starting work, all team members will be trained in this policy through the Subcontractor Safety Orientation and employee orientations. Employees will verify they have been trained in this policy by signing the employee orientation sign-off sheet, which will be kept on file at the project office.
  
7. **Objective.** To provide guidelines to ensure the safety of all employees involved in a work task that will expose them to a fall hazard greater than four feet (4'). Reference: OSHA 29 CFR 1926.21,28, .500, and .750 and WISHA/DOSH WAC296-155 part C1.
  
8. **General Requirements for All Project Team Members.**
  - a. Lifelines, harnesses and lanyards shall be used only for employee safeguarding. When any of these are actually subjected to in-service loading (as distinguished from static load testing), they shall be immediately removed from service and shall not be used again for employee safeguarding.
  - b. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
  - c. Lifelines shall be protected against being cut or abraded.
  - d. All harness and lanyard hardware, except rivets, shall be capable of withstanding a tensile loading of 3600 pounds (16 kN) without cracking, breaking, or taking a permanent deformation.
  
9. **Rules for All Project Team Members for Inspection of Equipment.**
  - a. All lifelines, harnesses, lanyards and associated hardware shall be inspected before each use for wear and possible damage due to use. Additionally, periodic inspection of lifelines, safety belts, harnesses, lanyards and associated hardware kept in storage shall be completed to ensure they have not been subjected to damage or deterioration due to storage conditions and other factors that may reduce their strength characteristics. An inspection report form shall be maintained on all harnesses, lifelines and lanyards and will show the date inspected, the condition of the equipment, and the serial number for each piece of equipment.
  
10. **Rules For All Project Team Members when Using Harnesses, Lanyards and Associated Equipment.**
  - a. Any employee who will be working outside any secured area, otherwise protected by finished or temporary handrails, or any other working surface or situation where they may be subject to a fall greater than four feet (4') shall wear and use harnesses, lanyards, lifelines and be tied off.
  - b. At the time of hire and during safety meetings, each employee and subcontractor employee shall be made aware of their obligation to wear and use harnesses, and associated equipment when the work task dictates. This policy will be adhered to strictly. Any employee or subcontractor employee found not to be properly using personal fall arrest equipment as required will be subject to immediate termination and will be removed from the project.
  - c. Only harnesses with a shock-absorbing lanyard are to be used in all fall arrest situations.
  - d. Employees working out of aerial lifts shall stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders or other devices while working. A full body harness shall be worn and a lanyard attached to the proper

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anchorage point in the boom or a basket when working from an aerial lift (1926.556 (2) (iv) (v)).

- e. It is Project policy that each employee is made aware of his or her obligation to comply with safety rules and regulations by wearing and using harnesses, lanyards and associated equipment when the work task dictates. This policy will be strictly adhered to, and any employee found not to be using personal fall protection equipment and/or devices as required may be subject to immediate termination.

## **SCAFFOLDING**

1. It may be necessary for scaffolds to be used at the work site. All project employees required to work from scaffolds will be trained in the size and type of scaffold, limitations, and safety requirements by a qualified person as assigned or identified by the Site superintendent. The training shall address any and all identifiable hazards, including, falls, electrical, and falling objects. Re-training shall be conducted as conditions change, or as necessary to ensure total employee compliance with proper safe usage.
2. Each scaffold component shall be capable of supporting its own weight and at least 4 times the maximum intended load applied.
3. Each platform shall be fully planked or decked with proper boards and be a minimum of 18 inches wide.
4. The front edge of the platform shall not be more than 14 inches from the face of the work unless a guardrail system or personal fall arrest system is used.
5. Scaffolds shall be inspected by a competent person prior to each work shift and after any occurrence which may affect the integrity of the structure.
  - a. The competent person shall ensure damaged or deficient components or systems are removed from service or tagged out of service in compliance with controlling contractor's policy.
  - b. Scaffold modifications may only be made under the direct supervision and with the oversight of the attending competent person. Workers who violate this application standard shall be removed from the project in accordance with the Project's disciplinary policy.
6. Employees required to work from a platform 6 feet or more above a lower level shall be protected with a guardrail system, able to withstand 200 pounds of pressure, and/or personal fall arrest system.

## **LADDERS**

1. **Purpose.** The purpose of this safety regulation is to outline the proper use and care of portable ladders on site. Scaffold ladders are addressed in the scaffolding procedure. All ladders shall be of type 1A 300 lb.
2. **Responsibility.**
  - a. All Subcontractors are responsible for ensuring the portable ladders used by their employees are in good working condition.
3. **General Requirements.**

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- a. Personnel using ladders will be responsible for inspecting them before use and reporting any defective ladders to their supervisor. These ladders will be taken out of service immediately and destroyed if repair is not feasible.
  - b. Subcontractors shall inspect ladders prior to use. The inspection will include the rungs, feet, lanyard (for extension ladders), side rails, and rivets.
  - c. Ladders with broken or missing steps, rungs or cleats, broken side rails or other faulty parts will not be used. A "DANGER, DO NOT USE" tag must be attached.
  - d. All personnel shall face the ladder while ascending or descending.
  - e. All personnel shall have their hands free of material while climbing ladders. Hand-lines shall be used to raise or lower materials as needed.
  - f. Fiberglass ladders will be used for electrical work or when there is danger of electrical shock.
- 4. Portable Ladders.**
- a. Portable ladders shall be classified as:
    - i. Portable Ladders: can be either straight (fixed heights, not taller than 12 feet), or extension (two sections or more combined to reach maximum height).
    - ii. Stepladders: folding-type opening ladders that are self-supporting.
  - b. All portable ladders will be identified by Subcontractor name, properly stored at their assigned location when not in use and kept in good, clean condition.
  - c. All ladders shall be equipped with safety feet and both feet of the extension ladder and the feet of a stepladder shall rest on solid support and be at the same level.
  - d. Ladders shall not be placed in front of doors unless the door is locked, roped off, or guarded.
  - e. Tops of ordinary types of stepladders shall not be used as steps or work platforms. All ladders shall be of sufficient length so that work can be performed while at or below the fourth rung of the ladder from the top or as recommended by the ladder manufacturer (as labeled on ladder).
  - f. All portable ladders, other than stepladders, will be placed on the ground or other support so that the distance from the base of the ladder to a line dropped vertically from the top support is approximately one-fourth of the length of the ladder. Example: A 16-foot ladder shall be placed so that the bottom is four feet away from the wall.
  - g. All portable ladders shall be secured before starting a job. Another employee shall hold the bottom of the extension ladder while the ladder is being tied off or secured.
  - h. All ladders used for access to another level shall be of sufficient length so that the top is at least 3 feet above the upper landing or have "walk through" tops.
  - i. Ladders shall rest on solid support and the feet shall be level. Boxes, barrels or other unstable bases will not be used to obtain additional height.
5. Makeshift ladders are PROHIBITED.
  6. Stepladders (folding ladders) shall not be used as straight ladders unless designed for that use. When using a stepladder, make sure the spreader braces are locked to prevent collapse.
  7. Only one employee shall be on a ladder at a time, except in extreme emergency.
  8. Rungs of ladders shall be kept free of grease and oil.



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9. Do not lean to outside with a shoulder being more than 12 inches beyond the side rail while on a ladder.
10. When it is necessary to do work requiring the release of both hands from an extension ladder, fall protection shall be used. Fall protection shall be secured to a structure of adequate strength for the purpose. Do not secure to the ladder.
11. Tools shall not be used in a position that will transmit an extensive downward force to the ladder, causing rung or step failure.
12. Only when the user is standing on the ground, at the base of the extension ladder, shall adjustments to the ladder be made. Adjustments to extension ladders shall not be attempted while the ladder is occupied.
13. At the end of the workday, ladders shall be moved from the work areas so as not to create a tripping or bumping hazard. Return the ladders to proper storage areas.
14. Ladders will never be placed against a windowpane.

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## FALL PROTECTION WORK PLAN

In accordance with the Site Specific Safety Plan, the following fall prevention program is hereby formulated for

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Located at:

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START DATE: \_\_\_\_\_ Competent Person: \_\_\_\_\_

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This plan is used to help identify all Fall Hazards in the Work Area during Construction. Garco's general fall protection plan goes into effect with elevations of four (4) feet or greater for most scenarios unless this is a specific variance listed in WISHA, OSHA, or EM 385-1-1.

Task Specific Fall Protection and Rescue Plan (see Tab B, Section 1, subsection 2) required at ten (10) feet or greater or as determined by competent person.

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### FALL HAZARDS IN THE WORK AREA (Check all applicable hazards)

- |  |   |
|--|---|
| <input type="checkbox"/> SCAFFOLDS<br><input type="checkbox"/> LADDERS<br><input type="checkbox"/> STRUCTURAL STEEL<br><input type="checkbox"/> SCISSOR LIFTS<br><input type="checkbox"/> BOOM LIFTS<br><input type="checkbox"/> PERSONNEL BASKET<br><input type="checkbox"/> PLATFORMS<br><input type="checkbox"/> CATWALKS | <input type="checkbox"/> ROOF EDGE<br><input type="checkbox"/> FLOOR/DECK PERIMETER EDGES<br><input type="checkbox"/> LEADING EDGES<br><input type="checkbox"/> ELEVATOR OPENINGS<br><input type="checkbox"/> STAIRWAY/STAIRWAY OPENINGS<br><input type="checkbox"/> VENTILATION OPENINGS<br><input type="checkbox"/> MECHANICAL OPENINGS<br><input type="checkbox"/> ACCESS RAMP |
|--|---|

Note: See Appendix A for generic hazard abatement for hazards listed above.

Other fall hazards in the work area:

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Method of Fall Arrest/Restraint Provided (as determined by competent person):

1. Elevations of four (4) feet or greater
  - a. Standard guardrails
  - b. Safety harness/lanyards
  - c. Safety lanyards
  - d. Horizontal lines (static lines)
  - e. Other (explain): \_\_\_\_\_

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- 2. Deck/Floor Openings
  - a. Standard guardrails
  - b. Other (explain): \_\_\_\_\_
  
- 3. Stairways
  - a. Handrails
  
- 4. Articulated Lifts
  - a. Safety harnesses (100% requirement)
  
- 5. Personnel Baskets
  - a. Safety harnesses (100% requirement)
  
- 6. Scaffolds
  - a. Standard guardrails, toe boards
  - b. Independent lifelines/rope grabs (as required, determined by competent person)
  
- 7. Employee Training and Instruction of Fall Prevention Systems
  - a. Employee Training:
    - Yes \_\_\_\_\_ (List Below and/or attach copy of certs to plan)      No \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
  
  - b. Documentation Available of Training Received: Yes \_\_\_\_\_ No \_\_\_\_\_

Note: See Appendix B for Training Sign-In Sheet

- 8. Fall Prevention System Procedures
  - a. Assembly
    - i. Competent Person: \_\_\_\_\_
    - ii. Alternate Person: \_\_\_\_\_
    - iii. Assembled by who (provide detail below): \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
  
- 9. Maintenance of equipment or systems used
  - a. Competent Person: \_\_\_\_\_
  - b. Alternate Person: \_\_\_\_\_
  - c. By Whom: \_\_\_\_\_
  - d. Frequency: \_\_\_\_\_
  
- 10. Inspection of equipment or systems used
  - a. Person(s) Assigned: \_\_\_\_\_
  - b. Date of Inspection(s): \_\_\_\_\_
  - c. Equipment or Systems Inspected (explain): \_\_\_\_\_

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11. Procedures for Handling, Storage and Securing Tools/Materials
  - a. Describe how materials will be moved within job site:
    - i. Cranes: \_\_\_\_\_
    - ii. Forklifts: \_\_\_\_\_
    - iii. Other: \_\_\_\_\_
  - b. Limit Overhead Hazards: \_\_\_\_\_
  - c. Material secured when placed in position: \_\_\_\_\_
  - d. Equipment secured when not in use: \_\_\_\_\_
  
12. Method(s) of Providing Overhead Protection
  - a. Barricading (elimination of unauthorized access): \_\_\_\_\_
  - b. Warning signs posted: \_\_\_\_\_
  - c. Hard hats required: \_\_\_\_\_
  - d. Toe boards, wire mesh on guardrails installed around floor opening: \_\_\_\_\_
  - e. Other (explain): \_\_\_\_\_
  
13. Method for Prompt, Safe Removal of Injured Worker (see Fall Protection Site Specific Rescue Plan for more details):
  - a. Initiate emergency medical system (EMS)
  - b. Utilize lift truck with approved personnel platform
  - c. Utilize articulated boom lift basket
  - d. Ladder access
  - e. Use drop lines or retraction device
  - f. Assist medical, fire or emergency response teams
  - g. Other (explain): \_\_\_\_\_
  
14. Retraining is required in the following circumstances:
  - a. When employee has been observed conducting unsafe practices.
  - b. When employee has been in an accident or near-miss incident.
  - c. When employee is assigned to used equipment not previously trained on.
  - d. A condition in the workplace changes in a manner that could affect safe practices.
  
15. Incident investigation:
  - a. As soon as possible photograph scene prior to moving or disturbing anything.
    - i. Take care of any life threatening injuries first.
  - b. Assist in rescue efforts.
  - c. Conduct interviews and investigations as soon after incident as possible to ensure the most accurate information is gathered.

Name of person completing form: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Appendix A – Generic fall hazard abatement

**Describe in detail the method or combination of methods and equipment to be used to abate each of the fall hazards identified above.**

**Scaffolds:** If used, will be erected at the direction of a competent person in accordance with manufactures recommendations and will be equipped with guardrails.

**Ladders:** Primarily used for access. Periodically used for welding and bolting 10'-12' above grade. Secured at both top and bottom.

**Structural Steel:** Reference “Steel Erection Plan” for more detail. Fall protection may be provided in several different ways depending on the circumstances. May include self-retracting life lines attached to approved anchor points, wire rope guardrails, warning lines, or overhead connection to the crane or boom truck.

**Scissor Lifts:** Will be equipped with standard guardrails as primary fall protection. Operators will wear full body harness and lanyard of such length not to allow the operator to leave the basket, attached to manufacturers anchor points.

**Boom Lifts:** Same as scissor lifts. See related policies regarding use of boom lift for anchor point.

**Personnel Basket:** Same as scissor lifts. See related policies regarding use of boom lift for anchor point.

**Roof edge:** Fall arrest/restraint; Horizontal life line systems/static lines or self-retracting life line systems, depending on weather conditions, or the overhead hook anchor system. If low pitched, use of a modified control zone with warning lines 15' back from edge.

**Platforms:** Perimeter guardrails, fall arrest/restraint; Horizontal life line systems/static lines or self-retracting life line systems, depending on weather conditions, or the overhead hook anchor system.

**Catwalks:** Perimeter guardrails, fall arrest/restraint; Horizontal life line systems/static lines or self-retracting life line systems, depending on weather conditions, or the overhead hook anchor system.

**Leading edge:** Fall arrest/restraint; Horizontal life line systems/static lines or self-retracting life line systems, depending on weather conditions, or the overhead hook anchor system.

**Floor & perimeter edges:** Fall arrest/restraint; Horizontal life line systems or self-retracting lifelines depending on weather conditions or standard guardrails.

**Stairway openings:** Standard guardrails or 100% covered Mechanical openings

**Vent. Openings:** Standard guardrails or 100% covered Elevator Openings

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**Describe in Detail the correct assembly, maintenance, inspection and disassembly procedures for each of the fall hazards identified above (continuation).**

**Scaffolds:** Erected and inspected by a competent person.

**Ladders:** Extended 3' above landing and secured with rope, wire or secure ladder device. Will be inspected by the user prior to each use.

**Structural Steel:** See the Steel Erection Plan and/or Task Specific Fall Protection Form.

**Boom Lifts:** Inspected daily and documented by the user.

**Roof Edge:** Inspected daily by the fall protection competent person.

**Scissor Lift:** Inspected daily and documented by the user.

**Personnel Basket:** Inspected daily by the fall protection and rigger competent person.

**Leading Edge:** Horizontal lifeline systems/static lines secured to structural steel columns or the metal deck with nylon webbed beam straps (mfg. system). SRL system attached to approved anchor point. Control zone warning line system. All to be inspected daily by the fall protection competent person.

**Floor Edge:** Horizontal lifeline systems/static lines secured to structural steel columns or the metal deck with nylon webbed beam straps (mfg. system). SRL system attached to approved anchor point. Control zone warning line system. All to be inspected daily by the fall protection competent person.

**Perimeter Edge:** Attach wire rope clips to columns. Top & mid rail are 2- 3/8" wire rope lines at 42" + or - 3" and 21" high, stretched tight. Horizontal lifeline systems/static lines secured to structural steel columns or the metal deck with nylon webbed beam straps (mfg. system). SRL system attached to approved anchor point. Control zone warning line system. All to be inspected daily by the fall protection competent person.

**Stairway Openings:** Inspected daily by the fall protection competent person Mech. Openings: Inspected daily by the fall protection competent person Vent. Openings: Inspected daily by the fall protection competent person

**Elevator Openings:** Inspected daily by the fall protection competent person

**Scaffolds:** Materials will be assessed so as not to over load the scaffold. Materials shall be spread out as evenly as possible. Toe boards will be utilized to protect workers below. Tools will be in the operator's control.

**Personnel Basket:** Materials will be assessed so as not to over load the basket. Materials shall be spread out as evenly as possible. Toe boards will be utilized to protect workers below. Tools will be in the operator's control and will utilize tools lanyards as feasible.

**Ladders:** Tools will be in the operator's control. Holstered or tethered when not in use.

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**Describe in Detail the correct procedures for the handling, storage and securing of tools and materials as they apply to the fall hazards identified above (continuation).**

**Structural Steel:** Structural steel will be assembled per the steel erection plan. Delivered by several means as needed.

**Boom Lifts:** Same as scaffolds.

**Roof Edge:** Materials will not be stored closer than 6' from the edge. Best practices for stacking will be observed. Tools and equipment will be in control of the operator(s) or secured when not in use.

**Leading Edge:** Materials will not be stored closer than 6' from the edge. Best practices for stacking will be observed. Tools and equipment will be in control of the operator(s) or secured when not in use.

**Floor Edge:** Materials will not be stored closer than 6' from the edge. Best practices for stacking will be observed. Tools and equipment will be in control of the operator(s) or secured when not in use.

**Perimeter Edge:** Materials will not be stored closer than 6' from the edge. Best practices for stacking will be observed. Tools and equipment will be in control of the operator(s) or secured when not in use.

**Stairway Openings:** Materials will not be stored closer than 6' from the edge. Best practices for stacking will be observed. Tools and equipment will be in control of the operator(s) or secured when not in use.

**Mech. Openings:** Materials will not be stored closer than 6' from the edge. Best practices for stacking will be observed. Tools and equipment will be in control of the operator(s) or secured when not in use.

**Vent. Openings:** Materials will not be stored closer than 6' from the edge. Best practices for stacking will be observed. Tools and equipment will be in control of the operator(s) or secured when not in use.

**Elevator Openings:** Materials will not be stored closer than 6' from the edge. Best practices for stacking will be observed. Tools and equipment will be in control of the operator(s) or secured when not in use.

**Describe in Detail the methods of providing overhead protection for workers (continuation)**

Toe boards, catch nets, solid perimeter systems, warning signs, hard hats, Limited access zones defined by "red" danger tape.

**Describe in Detail the methods for rescue and the prompt safe removal of injured workers**

Rescue may include but not limited to:

- Self-rescue
- Employee assisted rescue using on-site equipment
- Emergency services - 911

### **Fall Arrest Systems**

Should personal fall arrest systems be used, the employer must assure that employees can be promptly rescued or can rescue themselves should a fall occur. The availability of rescue personnel, ladders, or other rescue equipment should be evaluated. In some situations, equipment that allows employees to

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rescue themselves after the fall has been arrested may be desirable. The use of deployable leg support straps must be present on all full body harness and user training provided.

**First Aid Kit Location:** Tool trailer, tool boxes, pickup, main office trailer First Aid Cardholders: See Competent Person List

**Telephone Locations:** Main Office Trailer & Cell Phones

**Emergency Telephone Numbers:** 911 or as listed in site specific emergency action plan.



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**Appendix B – Training Sign-In Sheet**

By signing the document below, I acknowledge that I have been trained in and understand all of the elements discussed above in the “Fall Protection Work Plan” I further understand and acknowledge the care & inspection processed expected from me regarding fall protection equipment.

Training Instructor: \_\_\_\_\_

Signature	Printed Name	Date

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Signature	Printed Name	Date

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# **TASK SPECIFIC FALL PROTECTION** **& RESCUE PLAN**



**Project Name & Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Superintendent/General Foremen:** \_\_\_\_\_

**Fall Protection Competent Person:** \_\_\_\_\_

**Alternate Competent Person:** \_\_\_\_\_

**Rescue Competent Person:** \_\_\_\_\_

**Alternate Competent Person:** \_\_\_\_\_

This document is intended to provide guidance for Garco Construction’s Fall Protection Rescue Plans for working from heights over four (4) feet in various circumstances. The Occupational Safety and Health Administration’s (OSHA) regulation 29 CFR 1926.502(d) (20) states: “The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.” Employers should develop a site-specific plan for rescue of workers who have fallen. This plan is written to comply with all OSHA, WA L&I, EM385-1-1 and best practices found in American National Safety Institute/American Society of Safety Engineers (ANSI/ASSE) Z359.2 (Minimum Requirements for a Comprehensive Managed Fall Protection Program).

**(a) PURPOSE:**

- (1) The purpose of this plan is to establish companywide guidelines for responding to a fall at heights of 4 feet and above. This plan should ensure that the victim’s health risks are minimized during a fall. This plan also addresses the need to recognize the hazards of suspension trauma, how to prevent suspension trauma and how to treat suspension trauma.
- (2) The rescue plan shall ensure the rescuer(s) is/are protected by fall protection equipment 100% of time during the rescue attempt and that rescue is conducted in a safe and professional manner.

**(b) APPLICATION:**

- (1) This plan will apply at all locations where personnel are employed.
- (2) The requirements of this plan are to be observed by all personnel involved in working at heights of 4 feet and above and where a fall hazard exists.

**(c) DEFINITIONS:**

- (1) **Rescue Plan** – A strategy or procedure, planned in advance, to retrieve safely a person who has fallen from an elevated work surface and is suspended in a full body harness, to include self-rescue or mechanically aided rescue.
- (2) **Self-Rescue** – An Act or instance of an employee using their fall protection and rescue equipment to perform a rescue without having to put other workers at risk.

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- (3) **Mechanically Aided Rescue** – A strategy or procedure, planned in advance, to retrieve safely a person who has fallen from an elevated work surface using mechanical means.
- (4) **Suspension Trauma** – The medical effects of immobilization in a vertical position. The medical term is orthostatic incompetence or orthostatic shock.

**(d) RESPONSIBILITIES:**

**(1) Employee –**

- (i) Trained and familiar with the content of the company’s Fall Protection Plan and policies.
- (ii) Able to understand and evaluate the risks associated with working at heights.
- (iii) Trained and competent in the use of fall protection equipment prior to working at heights.
- (iv) Able to report unsafe conditions and/or behaviors to the Person-In-Charge.
- (v) All employees utilizing fall protection equipment, including the designated competent person, lead rescuer and rescue personnel shall be trained in first aid, cardiopulmonary resuscitation (CPR), and suspension trauma (orthostatic incompetence or orthostatic shock).

**(2) Authorized Rescuer –**

- (i) Trained in rescue techniques by a competent rescuer trainer before exposed to a fall hazard or a potential rescue application.
- (ii) Shall be retrained when the nature of the work, the workplace, or the methods of control or rescue change to such an extent that prior training is not adequate.
- (iii) Training for authorized rescuers shall include physical demonstrations by trainees on how to inspect, anchor assemble and use the fall protection and rescue equipment used in locations where they work.
- (iv) Training shall include at least the following:
  - Fall hazard recognition;
  - Fall hazard elimination and control methods;
  - Applicable fall protection and rescue OSHA regulations and consensus standards, such as but not limited to ANSI/ASSE Z359 series of standards;
  - How to use written fall protection and rescue procedures; and
  - Pre-use equipment inspection procedures.
- (v) Authorized rescuer update training shall be conducted at least annually to ensure competency of the duties assigned.
- (vi) Authorized rescuers shall be evaluated by a competent rescuer or competent rescue trainer at least annually to ensure competency of the duties assigned. Hands on performance evaluation will be conducted that covers all equipment that the person is authorized to use.
- (vii) The trainer will prepare a written certification record. The written certification record shall contain the name or other identity of the employee trained, the date (s) of the training, and the signature of the person who was trained and the signature of the trainer. The latest training certification shall be maintained. *(An Employee Fall Protection Training Record is available from GARCO).*

**(3) Competent Rescuer –**

- (i) Competent rescuers shall be trained by a competent rescue trainer.
- (ii) Training for competent rescuers shall include physical demonstrations by trainees on how to properly select, inspect, anchor, assemble and use the fall protection and rescue equipment used in locations where they work.

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- (iii) Training shall include use of all types of equipment and systems used in locations where rescues may be required, including pre-use inspection procedures, installation, component compatibility, descent control devices, secondary rescue systems, packaging methods to minimize further injury, dismantling, storage and the common hazards associated with each system and component.
- (iv) Competent rescuer training shall include at least the following information:
  - Fall hazard elimination and control methods;
  - Applicable fall protection and rescue regulations;
  - Assessment of fall hazards to determine rescue methods;
  - Responsibilities of designated persons under OSHA Standards 29 CFR 1926 Subpart M (Fall Protection) and Subpart R (Steel Erection) and WAC 296-880 Safety Standards for Fall Protection and EM 385 section 21, N (Rescue Plan and Procedures).
  - Detailed inspection and recording of rescue equipment components and systems;
  - Rescue systems assessment and determining when a system is unsafe;
  - Development of written fall protection rescue procedures; and
  - Selection and use of non-certified and certified anchorage points.
  - First aid, CPR and recognition and treatment of suspension trauma (Orthostatic Incompetence).
- (v) Competent rescue training shall be conducted at least annually.

**(e) PROCEDURE:**

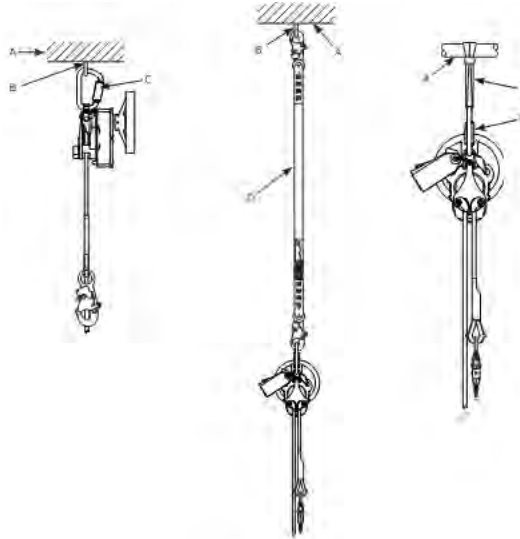
(1) A rescue plan must be a part of the Activity Hazard Analysis (AHA) or Pre-Task Safety Analysis (PTSA) for any job that is to be performed that requires work at heights at or above 4 feet. In all cases where an employee falls, and rescue responders are informed that suspension trauma may be involved with the rescue. Initially after a fall that is arrested by fall protection equipment, the fallen worker may appear to have suffered no injury. Often, internal injuries may not be immediately apparent but may be fatal if not medically treated properly. The rescue plan shall include consideration of the following rescue types and circumstances:

- (i) **Self-Rescue:** If the competent person supervising those working at heights makes proper choices in the equipment to be used and the worker uses the equipment properly, then 90% of fallen workers will be able to perform self-rescue which should include:
  - Worker will climb back up to the level from which they fell. The worker will usually use an extension ladder to climb back to the surface from which they have fallen.
  - Worker will return to the bridge deck, ground, or other surface and receive prompt medical care and evaluation.
  - Site management will remove all necessary components of the worker's fall arrest system from service and document (bag/tag) the components involved in the fall with the name, date and activity at the time of the fall and give it the appropriate level of management to conduct an accident investigation.
- (ii) **Assisted Self-Rescue:** Assisted Self-Rescue with mechanically aided hauling/rope system that is manually operated. The goal of the assisted self-rescue is for the fallen worker to perform as much as the rescue as possible with assistance. Therefore, is self-rescue is not

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possible then the worker must be safely retrieved by the use of an assisted self-rescue system which uses a manual mechanical advantage for hauling/rope system. The following guidelines should be used during a manual mechanically aided rescue.

- The static load requirements: The mechanical device may be secured to a non-certified anchor that is rated for at least 3,000 lbs. (13.3kN) or to a certified anchorage of five times the applied load.



- The haul line may be swung over or lowered to the worker, who will grab the lifeline hook and secure it to the appropriate body support D-ring. As a general rule it is not recommended snapping two snap hooks from separate fall protection equipment into the same D-ring. The front D-ring may also be used to attach to the haul line. In self rescue the front D-ring may give the fallen employee greater control staying away from fixed objects in front of them. Before releasing the lanyard or self-retracting life line that arrested the worker's fall, the lead rescue member, all the personnel involved in the rescue and the employee (if capable) must all verify that a secondary fall protection or haul line used with a self-retracting lifeline (SRL) has a positive connection. Verification of positive connection to the haul line may be made by the worker hoisting themselves up where the arrest lanyard or SRL is visibly slack. Once all involved have verified a positive connection to the rescue equipment, the lead member of the rescue team may order releasing the lanyard or self-retracting life line that arrested the worker's fall.
- If possible, the fallen worker will raise or lower themselves to the appropriate work platform or ground. IF the fallen worker cannot raise or lower themselves, then a member of the rescue team must raise or lower the fallen worker to the platform or ground. After the employee has been rescued from their arrested fall, the employee will receive prompt medical attention for all serious injuries, including treatment for possible suspension trauma.
- Site management will remove all necessary components of the workers fall arrest system from service and document (bag/tag) the components involved in the fall with the name, date, and activity at the time of the fall and give it the appropriate level of management to conduct an accident investigation.

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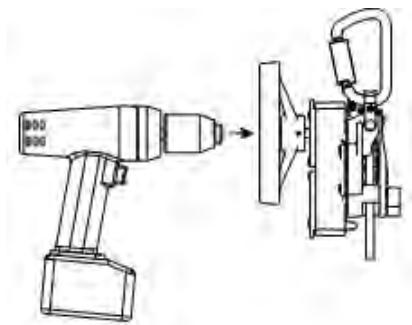
(iii) **Mechanically Aid Assisted Rescue:** Rescue with manual mechanically aided hauling/rope system by a rescue team member(s). If the workers injuries prevent them from attaching themselves to the rescue system, both self-rescue and assisted self-rescue are not options, and a fully assisted rescue must be performed.

**a. Assisted Self Rescue with Mechanically Aided Hauling/Rope System**



- i. If self-rescue is not possible, then an Assisted Self Rescue will be needed. The following guidelines should be used during a mechanically aided rescue:
  1. The Capital Safety Rollgliss™ R550 or other compliant rescue and descent device will be secured to an anchor point that is rated for at least 3,000 lbs. (or as outlined in section 3).
  2. The haul line may be swung over, routed through pully system attached to crane’s hook or load line and/or lowered to the fallen worker, who will grab the rescue lifeline snap hook and secure it to the appropriate D-ring on his body support. A positive connection to the D-ring must be verified by one of the rescue team members.
  3. The rescue team will raise or lower the fallen employee to the appropriate work platform or ground and provide medical aid as required by OSHA.

- ii. Alternate Option: The R550 Rescue & Escape Device is also configured to allow a Power Drill (minimum 12mm chuck and 100Nm torque) to be attached to the center of the Rescue Hub which can be used in remote assisted rescues to raise the fall victim. Attach the Power Drill directly to the shaft at the center of the Rescue Hub (see picture to the right).



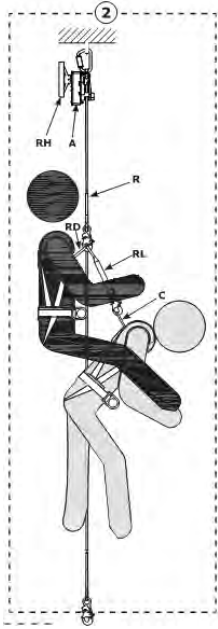
Use the attached Power Drill to rotate the Rescue Hub to raise the victim’s weight from the fall arrest subsystem and onto the R550 Rescue & Escape Device. Secure the Free End of the lifeline with the R550 Rescue and Escape Device’s Pigtail and Cam Cleats to prevent unintentional descent. Detach the Power Drill by lowering the victim’s weight onto the unit’s Pigtail and Cam Cleats and then releasing the Power Drill from the center of the Rescue Hub.

- iii. Remove all components of fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and give the equipment to management.



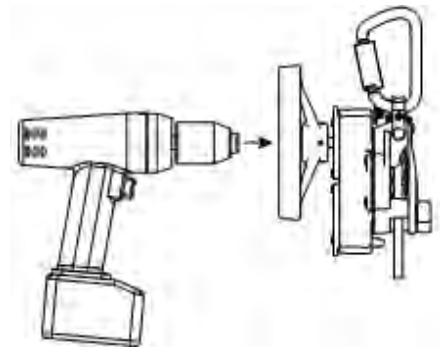
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**b. Mechanically Aided (Unconscious) with Hauling/Rope System**



- i. If the worker’s injuries prevent the worker from attaching to the rescue system, both self-rescue and assisted self-rescue are not options, and a fully Assisted Rescue is necessary:
- ii. The Capital Safety Rollgliss™ R550 or other compliant rescue and descent device will be secured to an anchor that is rated for at least 3,000 lbs. (or as outlined in section 3).
- iii. A rescue team member must attach the haul line to the worker’s fall arrest system. This can be performed by accessing the fallen worker and then attaching the rescue system directly to a D-ring on the worker’s harness, or by using a rescue pole for the attachment. The rescue team could also attach a rescue grab to the lanyard or vertical lifeline.
- iv. The rescue team must raise or lower the fallen worker to the appropriate work platform or ground and provide medical aid as required by OSHA.

1. Alternate Option: The R550 Rescue & Escape Device is also configured to allow a Power Drill (minimum 12mm chuck and 100Nm torque) to be attached to the center of the Rescue Hub which can be used in remote assisted rescues to raise the fall victim. Attach the Power Drill directly to the shaft at the center of the Rescue Hub (see picture to the right). Use the attached Power Drill to rotate the Rescue Hub to raise the victim’s weight from the fall arrest subsystem and onto the R550 Rescue & Escape Device. Secure the Free End of the lifeline with the R550 Rescue and Escape Device’s Pigtail and Cam Cleats to prevent unintentional descent. Detach the Power Drill by lowering the victim’s weight onto the unit’s Pigtail and Cam Cleats and then releasing the Power Drill from the center of the Rescue Hub.



- v. Remove all components of fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and give the equipment to management.

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- (iv) **Aerial Work Platform Assisted Rescue:** Rescue with mechanically aided aerial work platform. Another means to perform an assisted rescue is with an aerial work platform using the following guidelines:
- At least one rescue worker who has been trained to safely operate the aerial work platform will get into the aerial lift and make sure there is a second fall protection device such as a shock absorbing lanyard or SRL available for the fallen worker who is being rescued.
  - The aerial lift will be maneuvered into position and then raised up under the worker to be rescued.
  - The rescue worker will attach the second lanyard or self-retracting life line that arrested with worker's fall, the lead rescue member and all rescue personnel involved in the rescue and the fall victims' harness. The rescue worker after receiving permission from the lead rescue worker, may disconnect the lanyard or SRL involved in arresting the worker's fall.
  - Lower the worker to the ground. After the employee has been rescued from their arrested fall the employee will receive prompt medical attention for all serious injuries, including treating from possible suspension trauma.
  - Site management will remove all necessary components of the workers fall arrest system from service and document (bag/tag) the components involved in the fall with the name, date and activity at the time of the fall and give it to the appropriate level of management to conduct an accident investigation.

*NOTE: OSHA states that fall protection equipment is not required when working over water. When working over or near water, the requirements of 29 CFR 1926.106 apply. Employees working over water and exposed to fall hazards should be provided a fall protection harness and a personal floatation device (PFD). For comfort the employee should be provided a combination harness/PFD. The employer should evaluate on a case-by-case basis if only a PFD will be utilized over water and that the employees will not use or be required to use fall protection equipment as well. When working on a high bridge with a significant fall hazard employee should utilize fall protection. The fall impact forces to water from a high bridge could be severe enough to cause death.*

- (v) **Mobile Crane Supported Platform Assisted Rescue:** Rescue by use of a personnel platform attached to mobile crane. Another means to perform an assisted rescue is with a personnel platform suspended by a crane using the following guidelines:
- The crane operator must be trained to perform crane operations using a personnel platform for rescue of a fallen worker.
  - The employer and the operator must ensure that crane, the personnel platform, and fall protection required is in accordance with OSHA Crane Standard in 29 CFR 1926.1431.
  - If the employer anticipates the possible need to use a personnel platform suspended by a crane to rescue a potential fall victim, the crane operator and the rescue team will perform a trial lift prior to worker exposure to a fall hazard. All rescue equipment and the personnel platform must be in the ready position to the attached and suspended by the crane to perform the rescue in a timely manner.

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- At least one rescue worker will get onto the personnel platform and make sure there is a second fall protection device such as a shock absorbing lanyard or SRL available for the fallen worker who is being rescued.
- The crane will be maneuvered into position and then raised up under the worker to be rescued in the same manner as the trial lift.
- The rescue worker will attach the second lanyard or SRL from the aerial work platform to the fallen worker to be rescued.
- Before releasing the lanyard or self-retracting life line that arrested the worker's fall, the lead rescue member and all rescue personnel involved in the rescue and the fall victim (if capable) must all verify a positive connection from the personnel platform anchorage point to the fall victims' harness. The rescue worker after receiving permission from the lead rescue worker may disconnect the lanyard or SRL involved in arresting the worker's fall.
- Lower the worker to the ground. After the employee has been rescued from their arrested fall the employee will receive prompt medical attention for all serious injuries, including treating for possible suspension trauma.
- Site management will remove all necessary components of the workers fall arrest system from service and document (bag/tag) the components involved in the fall with the name, date and activity at the time of the fall and give it to the appropriate level of management to conduct an accident investigation.

*NOTE: OSHA states that fall protection equipment is not required when working over water. When working over or near water, the requirements of 29 CFR 1926.106 apply. Employees working over water and exposed to fall hazards should be provided a fall protection harness and a personal flotation device (PFD). For comfort the employee should be provided a combination harness/PFD. The employer should evaluate on a case-by-case basis if only a PFD will be utilized over water when working from an aerial lift or suspended by a crane. When working on a high bridge with a fall hazard of 40 feet or more to the water fall protection must be utilized. A fall from high bridge to water can result in severe injury and may be fatal. OSHA states a PFD alone is not adequate if the height of the potential fall is 40 or more feet or there is a potential of striking a structural member during the fall or striking something floating in the water. In these cases, the employee must be tied off.*

- (vi) **Crane as an Anchorage Point:** Anchoring to the load line of a crane. When using the load line of a crane as an anchorage point ensure compliance with OSHA Standard 29 CFR 1926.1423 (g), (j), and (k) is mandatory. Personal fall arrest system or rescue equipment for fall arrest is permitted to be anchored to the crane/derrick's hook (or other part of the load line) where all of the following requirements are met:
- A qualified person has determined that the set-up and rated capacity of the crane/derrick (including the hook, load line and rigging) meet or exceeds the requirements of a 5,000 lbs. (22.2 kN) anchorage point per employee attached. If one rescue worker and one employee to be rescued are secured to the hook, load line or rigging than the rated capacity for the crane at the radius and angle of the boom must exceed 10,000 lbs. (44.4kN) on the load chart for the crane.
  - The crane operator must be at the work site and informed that the equipment is being used as an anchorage point for fall protection or for fall rescue equipment.
  - No load is suspended from the load line when the personal fall arrest system is anchored to the crane/derrick's hook (or other part of the load line).

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- Training. The employer must train each employee who may be exposed to fall hazards while on, or hoisted by, equipment covered by OSHA’s crane standard on all of the following: The requirements of this rescue plan and OSHA’s fall protection standard.

**(f) ANCHORAGE POINTS (ANSI/ASSE Z359.2 Section 5.4):**

<b>STRICT LOAD REQUIREMENTS</b>		
	<b>Non-Certified</b>	<b>Certified</b>
Fall Arrest System	5,000 lbs. (22.2kN)	2 X maximum arresting force
Work Positioning Systems	3,000 lbs. (13.3kN)	2 X foreseeable force
Restraint & Travel System	1,000 lbs. (4.5kN)	2 X foreseeable force
Rescue Systems	3,000 lbs. (13.3kN)	5 X applied load
Horizontal Lifeline Systems	Must sustain at least two times the maximum tension developed in the lifeline during the fall arrest in the direction applied by lifeline forces.	

**(g) ASSEMBLY, MAINTENANCE, INSPECTION, DISASSEMBLY PROCEDURES**

Assembly and disassembly of all rescue and equipment will be done according to manufacturer’s recommended procedures. A copy of the manufacturer’s product manuals for each type of rescue and fall equipment used will be on-site.

A site-specific list of rescues and fall equipment used on this job will be developed by site management. Rescue personnel will conduct a visual inspection of all rescue and fall protection equipment daily or before each use. Any defective rescue and fall protection equipment will be tagged and removed from service immediately. The manufacturer’s recommendations for maintenance and inspection will be followed.

**(h) FALL PROTECTION ENFORCEMENT/DISCIPLINARY POLICY**

Garco employees, Subcontractor employees, and vendors will abide by proper employee conduct stipulated in the Mandatory Safety, Health, all applicable regulations and standards, the Site-Specific Safety Plan and all owner/project policies.

Any one enforcement option or a combination of several enforcement options may be used to enforce the above requirements. Any deviation from these regulations will constitute immediate corrective action up to, and including, termination of employment or contract and /or removal from the jobsite.

- i) **Corrective Action.** Corrective action will be applied to all levels of employees without regard for position, seniority, race, sex, etc. Employees who violate any safety laws, rules, regulations or owner/project policies shall be counseled or effectively disciplined by their respective employer(s).

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The recommended procedure for corrective action is as follows on next page:

<p><b>Level 1: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• A violation of any safety code that has a direct relationship to job safety and health but probably would not cause death or serious physical harm or damage to equipment.</li> <li>• Minimal exposure</li> <li>• Prior verbal warning</li> </ul> <p>Examples include lack of training documentation; failure to complete required paperwork; lack of adequate PPE; misuse of tools or equipment, etc.</p>	<p><b>Level 1 Corrective Action Solutions: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file as well as documenting prior verbal warnings(s).</li> <li>• Documented re-training</li> <li>• As deemed appropriate by the Safety committee. <ul style="list-style-type: none"> <li>○ 2 weeks or 80 hours of safety probation-Garco Bucks will not be earned</li> <li>○ A repeat during safety probation becomes a level 2 item</li> </ul> </li> </ul>
<p><b>Level 2: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• A violation or disregard of any safety code where there is substantial probability that death or serious physical harm may result or any act or lack of action that may lead to serious damage to equipment or property.</li> <li>• Moderate exposure</li> <li>• Prior verbal warning or similar/repeat issue while on safety probation</li> </ul> <p>Examples include not following manufacture’s operating instructions; ignoring or not following rules relating to fall protection, trenching, confined space, ladder use, etc.</p>	<p><b>Level 2 Corrective Action Solutions: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file</li> <li>• Immediate notification of Garco Management</li> <li>• Letter of Reprimand in employee file</li> <li>• Documented re-training</li> <li>• Discuss violation and present corrective actions at next project safety meeting</li> <li>• Indefinite suspension without pay</li> </ul>
<p><b>Level 3: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• Any intentional act, violation or disregard of a safety standard or code that may cause death or serious physical harm, or damage to property or equipment.</li> <li>• Creating a hazard that may cause death or serious physical harm, or damage to property or equipment</li> <li>• When the employee is fully aware of an unsafe condition and makes no reasonable attempt to eliminate the condition.</li> <li>• High exposure</li> <li>• Any act of insubordination with regard to established safety policy or code.</li> <li>• False statements relating to accidents and accident investigations.</li> </ul>	<p><b>Level 3 Corrective Action Solutions: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file</li> <li>• Immediate notification of Garco management</li> <li>• Letter of Reprimand in employee file</li> <li>• Documented re-training</li> <li>• Indefinite suspension or termination of employment</li> <li>• Discuss violation and present corrective actions at next project safety meeting</li> </ul>

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<ul style="list-style-type: none"> <li>• Positive test for illegal drugs or marijuana.</li> <li>• Alcohol intoxication</li> </ul> <p>Examples include: knowingly ignoring safety codes in order to make completion deadlines; having the training and experience but disregarding the safety rules anyways.</p>	<ul style="list-style-type: none"> <li>• Presentation to the Safety Committee and Upper Management of self-corrective actions</li> <li>• Letter of Termination of employment from Garco</li> </ul>
<p>Extremely serious violations (for example: failure to comply with fall protection plan after orientation) may result in the immediate removal from the jobsite.</p>	

**ii) Subcontractor Compliance.**

1. In the event of the Subcontractor’s noncompliance with any Safety, Health or Work rule provision of the contract and in particular the Site-Specific Safety Plan, the Owner/Garco shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
  - a. Withholding of payments to the Subcontractor under contract until the Subcontractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or part.

**(i) REFERENCES TO ANSI/ASSE Z359 FAMILY OF CONSENSUS STANDARDS**

The following five ANSI/ASSE Z359 series of consensus standards provides for a “systems approach” to implementation of a fall protection program:

Z359. 0	Definitions and Nomenclature Used for Fall Protection and Fall Arrest
Z359. 1	Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components
Z359. 2	Minimum Requirements for a Comprehensive Managed Fall Protection Program
Z359. 3	Safety Requirements for Positioning and Traveling Restraint System
Z359. 4	Safety Requirements for Assisted-Rescue and Self-Rescue Systems, Subsystems, and Components

**(j) AUTHORIZATION:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Job Description: \_\_\_\_\_

Title	Name	*Method of Contact
Designated Competent Person		
Lead Rescue Person		

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Assistant Rescuer(s)		
Emergency Contact(s)		
*Denotes: Verbal (face-to-face), Radio Channel (specify channel), phone number or other forms of communication		

Onsite Rescue Equipment Checklist (indicate a yes or no for each box)

	Ladder		Pulley System
	Rescue Pole		Brake-Tube System
	Rescue Rope		Winch System
	Crane as Anchorage Point		Controlled Descent
	Crane with a Personnel Platform		Rope Ladder
	Scaffold		Skiff
	Aerial Work Platform		Life Ring with 90 feet of rope
	Vertical Rescue & Escape System		First Aid Kit
	Self-Retractable Lifeline		Stokes basket/Skedco litter

Pre-Planning Checklist for Rescue and Fall Protection Equipment

YES/NO	Rescue and Fall Protection Planning	Comments
	Have alternatives to using fall arrest equipment been considered?	
	Has rescue equipment been inspected and found in serviceable condition?	
	Is equipment adequate for the rescue plan?	
	Have communications devices been identified, located and tested?	
	Are all rescuers familiar with the use of the rescue equipment?	
	If working over water, is there a skiff or life rings?	
	Are PFDs worn by worker when working over water?	







# Task Specific Fall Protection



Project Name: \_\_\_\_\_ Job #: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Fall Protection Competent Person: \_\_\_\_\_

Specific Hazard: \_\_\_\_\_  
 \_\_\_\_\_

Fall Protection Methods:

Fall Arrest                       Fall Restraint                       Anchor Points

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Procedures for assembly, maintenance, and inspection of equipment:  
 \_\_\_\_\_  
 \_\_\_\_\_

Procedures for handling and storing of materials:  
 \_\_\_\_\_  
 \_\_\_\_\_

Methods of overhead protection for workers below:

Hardhats             Warning Signs     Barricades             Toe Boards

Rescue Methods:     911             Boom/Scissor Lift             Mechanical Aid  
                                   Crane             Ladders                             Self Rescue

Training Conducted By: \_\_\_\_\_

By stating my name and date below I acknowledge that I have been trained in and understand all of the elements listed above in the "task specific fall protection" plan

Print Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Tab B. Section 1. Subsection 3. Fall Protection Anchor Point Crane & Boom Truck	Effective Date	Revision
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## FALL PROTECTION ANCHOR POINT CRANE & BOOM TRUCK

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### PROCEDURES TO CORRECTLY UTILIZE THE LOAD HOOK AS A FALL ARREST ANCHOR POINT

1. **Purpose.** The purpose of this procedure is to plan and develop a fall protection system which meets the intent of the fall protection requirements of WAC 296-155- 53403 Part L, CFR 1926 Part M and OSHA’s proposed 1926.1431, EM 385-1-1, and is compatible with the specific constructability issues of several prior projects.
  
2. **Necessity.** The lack of suitable overhead anchor points will require tie-off points at foot level, and this is a less than desirable method/procedure and may be impossible due to deck configurations or finish products. Overhead tie-off at the hook/ball is more desirable because the free fall can be limited to two feet, and the overhead anchor point will remain within 30 degrees, horizontal, of the worker’s position.
  
3. **Equipment Requirements.**
  - a. Personal Equipment (per person)
    - i. Properly sized and fitted full body harness (ANSI approved)
    - ii. One self-retracting life line system (retractable)
    - iii. One 18” manufactured sling, permanently attached to a 1” steel common link and a manufactured ¾” wire rope ring
  - b. Overhead Equipment
    - i. A Garco Construction owned Crane or Boom Truck with all inspections current.
    - ii. Standard overhaul (headache) ball and hook assembly properly attached to the running line.
    - iii. A manufactured 13,000# (rated) Crosby shackle
    - iv. One manufactured two leg bridal assemblies with a 1” steel common link and ¾” wire rope ring.
  
4. **Training.** All personnel who will perform any work associated with this procedure will be trained by a competent person who possesses a working knowledge, and understanding of this system. At a minimum, personnel will include the project superintendent, the ironworker foreman, the crane operator, and those workers who will perform the work on the roof.
  - a. Training on these procedures will include at a minimum:
    - i. A review of WAC 296-155 C1, OSHA and EM 385-1-1 standards
    - ii. Correct inspection, operation and use of a retractable life line system
    - iii. Proper procedures for rigging to the hook/ball

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- iv. Procedures for access onto and off of the roof
- v. Proper procedures for repositioning the boom while workers are on the roof
- vi. Proper procedures for locking out the crane

**5. Work Procedures**

- a. On a daily basis and prior to beginning work, the foreman and the operator will assemble and review the operational procedures anticipated for that day's work. If the necessity for deviation from the planned work occurs any new procedure will be reviewed by all those listed above.
- b. At the beginning of the work, the operator will position the crane/boom as required by the operator's manual and perform the lock out sequence.
- c. Workers will access the area by a properly secured ladder or from the scaffold. The ladder may be located inside the structure or outside.
- d. The boom and the hook/ball will initially be placed above the proposed work area. The access ladder will be placed so as to access the specified work area.
- e. Tag lines will be attached to each retractable. The tag line will permit the worker to pull and attach the life line to the harness's D ring prior to stepping off of the ladder.
- f. Particular attention will be given to the distance between the hook/ball location and the work location. When the horizontal angle between the life line and the work surface approaches 30 degrees, work should be stopped and the hook should be repositioned over the current work area.
- g. If the boom must be repositioned, all of the workers attached to the hook/ball shall disconnect their life line from their harness, and visibly display the life line hook to the operator. Each worker will maintain control of the hook and remain stationary at a minimum of 15 feet from any fall hazard. The boom will then be repositioned and the crane will be, again, locked out. After the lock out is complete, the life line hooks will be re-attached, and work will resume.
- h. Workers will exit the work area in reverse of the access sequence.

<b>Tab B. Section 2. Excavation and Trench Safety</b>	Effective Date	Revision
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## EXCAVATION & TRENCH SAFETY

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. Subcontractors are required to located utilities and **obtain a permit before** excavation work is initiated.
2. All surface encumbrances that create a hazard to employees and other affected persons shall be removed or supported, as necessary, to safeguard persons in the area.
3. A competent person shall be assigned to the project. The competent person shall have the knowledge, experience and authority to make all decisions relative to safe performance of any work associated with the excavation / trenching activities. The competent person authority on the project will be reviewed.
4. All excavations shall be inspected daily by the designated competent person for compliance with all safety objectives.
5. All trenches must have means of egress from the excavations. These means of egress include:
  - a. Stairways
  - b. Ladders
  - c. Ramps
6. These egress devices are required whenever the trench exceeds 4' in depth
7. The ladders or egress cannot be spaced greater than 25' apart.
8. Walkway access over the top of excavations must be approved by the attending competent person and at a minimum, must include a system capable of supporting two times the intended load, and integral handrails.
9. Trenches must be protected from vehicular traffic by any or a combination of the following:
  - a. Police Officer or Flag Person
  - b. Barricades, fences or other approved protection device, in accordance with OSHA requirements.
10. In certain instances, trenches and other excavations are considered confined spaces and as such must be inspected and entered in compliance with the Confined Space Guidelines.
  - a. The use of 4 gas monitors is required for the atmospheric testing of trenches that are greater than 4' deep or are in close proximity to sewer and gas lines or other recognized hazards.
11. Water entering a trench must be controlled and proper protection implemented before employees enter.

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12. If adjoining buildings, walls, structures or similar are endangered by excavation operations, support systems such as bracing, shoring or underpinning shall be provided for the protection of the structure and the employees entering the trench.
13. Excavations below the level of a building or footing is prohibited, unless a structural engineer has determined that it can and has been made structurally sound.
14. A support system, such as underpinning, shall be provided for the safety of the employees and the stability of the structure or
  - a. The excavation is in stable rock
  - b. A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity, or
  - c. A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.
15. Sidewalks, paving and other similar structures shall not be undermined unless a support system or another method of protection is provided to adequately protect employees from possible collapse of the structures.
16. If loose rock or soil poses a possible hazard to the employees, adequate protection must be incorporated into the excavation. Protection shall include scaling to remove loose material, installation of protective barricades at intervals, as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.
17. Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping materials or equipment at least 2 feet from the edge of the excavation
18. Adequate barriers must enclose the trench or excavation to prevent unauthorized entry and demarcation. Garco or the person/entity responsible for the site shall make sure that the fencing is adequate and properly erected, without openings, before leaving the site.
  - a. If the fence has fallen, collapsed or has opened up after Garco has left, the Subcontractor will be called back at their expense to re-erect the fencing.
19. Excavations shall be protected against cave-in, except when;
  - a. The excavation is in stable rock.
  - b. The excavation is less than 4' in depth and there is no potential for cave-in.
20. The appropriate excavation protective systems as determined by the competent person should be use such as trench boxes, sloping and shoring have been installed that are intended to properly and adequately protect the employees in the trench based on the soil classifications encountered.
 

*Note: Soil classification shall be the responsibility project soils engineer or the protective systems shall meet the requirements for the most restrictive soil conditions.*

  - a. If sloping is used as the method of employee protection, then it shall be done in accordance with the following requirements stipulated in the OSHA requirements, 29

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CFR 1926.651 and subpart P of OSHA, appendix A-F, or as designed by a registered professional engineer.

- b. If trench boxes or shoring is used, it shall be installed by manufacturers' specifications. If deviation from the manufacturers' specification must be performed, Garco shall receive (in writing) from the manufacturer that the deviation is permissible and that the employees' safety will be maintained.
- c. If the excavation has been designed and approved by a registered professional engineer, Garco shall provide a copy of the engineer's design to Garco Project Manager.

<b>Tab B. Section 3. Concrete Forming and Placing</b>	Effective Date	Revision
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## CONCRETE FORMING AND PLACING

PROJECT NAME: \_\_\_\_\_ PROJECT # \_\_\_\_\_

**1. Materials and Installation.**

- a. Form material will be of good quality and free from defects or protrusions such as nails or screws.
- b. Forms will be placed and braced in a manner which will withstand typical forces placed against them.
- c. Concrete will be placed according to product instructions and project specifications.

**2. Personal Protective Equipment.**

- a. Employees engaged in forming, place and finishing concrete will be required to wear personal protective equipment specific to this scope of work including but not limited to, safety glasses, hard hats, protective clothing, rubber boots and gloves.

**3. Subcontractor.**

- a. The concrete subcontractor, if used, will be required to submit a site specific safety plan for their scope of work.



<b>Tab B. Section 4. Reinforcing Steel</b>	Effective Date	Revision
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## REINFORCING STEEL

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. **Installation and Protection.**
  - a. All reinforcing steel or welded wire mesh will be placed according to product instructions and project specifications and in a manner which will not present a safety hazard.
  - b. All vertical rebar ends will be protected with approved caps.
2. **Personal Protective Equipment.**
  - a. Employees will be required to wear personal protective equipment.
3. **Subcontractors.**
  - a. The reinforcing steel subcontractor, if used, will be required to submit a site specific safety plan covering their scope of work.

<b>Tab B. Section 5.1 Steel Erection Form with Concrete Letter</b>	Effective Date	Revision
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## STEEL ERECTION PROCEDURE

### SITE-SPECIFIC ERECTION PLAN

Garco Job #

Project Name

---

Project Address/Location

---

Controlling Contractor:

---

Project Manager:

Project Superintendent:

---

Project General Foreman:

---

Steel Fabricator/Supplier:

Joist/Deck Supplier:

---

Plan Preparation Date:

Pre-Construction Conference Date:

---

Pre-construction conference(s) and site inspection(s) are held between Garco and the General or Controlling Contractor and others such as the project engineer and fabricator before the start of steel erection.

The purpose of such conference(s) is to develop and review the site-specific erection plan that meets the requirements of WAC 296-155 Part P Steel Erection Standards and/or OSHA 1926.752 Subpart R.

Fabricated structural steel shall be erected using methods and a sequence that will permit safe, efficient, and economical performance of erection, and that is consistent with the requirements in the Contract Documents (AISC Code Standard Practice most current edition.)

For bridge work, attached erection and engineering calculations as per AASHTO/NSBA S.10. Section 2.

<b>Tab B. Section 5.1 Steel Erection Form with Concrete Letter</b>	Effective Date	Revision
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**A. SEQUENCE OF ERECTION ACTIVITY**

1. Material Deliveries will:

Begin On: \_\_\_\_\_ End On: \_\_\_\_\_

2. Material Staging & Storage:

Adequate storage and laydown space are to be available on the job site to allow Garco to operate at maximum practical and safe speed. Garco will follow General Contractor's guidelines for steel laydown area: structural steel is to be stored so as not to cause a hazard; decking is to be stacked no more than five feet high; no loose or miscellaneous iron allowed within six feet of the perimeter roof; any unused miscellaneous steel to be secured at the end of each shift. If suitable staging/laydown is not available, the plan will be as follows:

3. Coordination with Other Trades/Activities:

If no special requirements, Garco will work with other construction trades and Site Superintendent to coordinate activities in a safe manner that allows steel erection to progress on schedule without interruption. If special coordination and/or requirements are necessary, then the plan will be as follows:

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**B. CRANE/HOISTING**

1. Site Preparation:

Owner and/or Controlling Contractor is to provide the following:

- a.) Adequate access roads into and through the job site for safe delivery and movement of material to be erected and of derricks, cranes, trucks, and other necessary equipment under their own power.
- b.) A firm properly graded, drained, convenient and adequate space at the job site for the operation of Garco's equipment free from overhead obstructions, such as power lines, telephone lines or similar conditions and underground utilities. See attached site plan for any potential interference.
- c.) Adequate base support for the crane at each crane location and confirmation of such.

2. Personnel Exposure to Overhead Loads:

Routes for suspended loads will be pre-planned to ensure that no employee works directly below a suspended load except when engaged in the initial connection of the steel and/or necessary for the hooking and unhooking of the load. See site sketch or attached site plan for details.

3. Personnel Beneath Erection Work Prohibited:

Garco will bar other construction processes below steel erection unless overhead protection for the workers below is provided.

4. Hoisting Equipment:

- a.) Equipment is supplied with certified operator, load chart, and operation manual. Operator and equipment certifications will be available upon arrival on site. The Operator (Competent Person) shall be responsible for those operations under the Operator's direct control. Whenever there is any doubt as to safety, the Operator shall have the authority to stop and refuse to handle loads until safety has been assured. Heaviest picks and radius will be on attached site plan as well as crane set-up locations and movement routes.

Forklift Type	Capacity
Crane Type	Crane Size
Crane Type	Crane Size

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Longest Pick & Weight Information (see attached Load Charts for capacity in current configuration)

Heaviest Pick & Radius for Each Crane Location (see attached site plan)

- b.) Daily hoisting equipment inspections are conducted prior to each utilization and monitored during use.
- c.) Are there any Critical Lifts? YES  NO   
 If yes, a critical lift procedure must be attached.

Nature of the Critical Lift

Greater than 75% Capacity  Involving More than One Crane

Hoisting Personnel  Near Power Lines

Over Occupied Structures, in Tight Quarters or Blind Lift  Lifting High Value, Hazardous or Explosive Loads

Involving Non-Routine Rigging Techniques, or Where the Center of Gravity May Change

Other (describe)

5. Assigned Hoisting Personnel and Alternate (if applicable)

a.) Crane Owner

b.) Crane User

c.) Site Superintendent

d.) Lift Director

e.) Crane Operator

f.) Qualified Rigger

g.) Qualified Signalman

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6. Rigging Equipment

Steel Chokers: Diameter 3/8" 1/2"

Synthetic Slings: Size:

Chain: Size/Type

Other Lifting Devices Size/Type

One or more slings to the hoisting equipment. Tag lines will be used as conditions warrant. Rigging equipment inspections are conducted by qualified rigger prior to each utilization.

a.) Will multiple-lift rigging be used? YES  NO

Multiple Lift Rigging Procedure:

1. You must only perform a multiple lift if the following criteria are met:
  - a. A multiple lift rigging assembly is used;
  - b. A multiple lift is only permitted when specifically, within the manufacturer's specifications and limitations;
  - c. A maximum of five members are hoisted per lift (exception: bundles of decking must not be lifted using the multiple lift rigging procedure, even though they meet the definition of structural members in WAC 296-155-702
  - d. Only beams and similar structural members are lifted and
  - e. All employees engaged in the multiple lift have been trained in these procedures in accordance with WAC 296-155-717 (3) (a).
2. Components of the multiple lift rigging assembly must be specifically designed and assembled with a maximum capacity for total assembly and for each individual attachment point. This capacity, certified by the manufacturer or a qualified rigger, must be based on the manufacturer's specifications with a five to one safety factor for all components.
3. The total load must not exceed:
  - a. The rated capacity of the hoisting equipment specified in the hoisting equipment load charts; and
  - b. The rigging capacity specified in the rigging-rating chart.
4. You must rig the multiple lift rigging assembly with members:
  - a. Attached at their center of gravity and maintained reasonably level;
  - b. Rigged from the top down; and
  - c. Rigged at least seven feet (2.1 m) apart.
5. You must set the members on the multiple lift rigging assembly from the bottom up.
6. You must use controlled load lowering whenever the load is over the connectors.
7. If wind speeds are over 15 mph, stop multiple-lift rigging procedure.

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**C. STEEL ERECTION ACTIVITIES & PROCEDURES**

(See Appendix A for Commencement to begin Steel Erection Letter. To be completed for each zone.)

1. Compressive Design Strength of Relevant Concrete, Mortar, Footing, Pier & Wall Components.

**Owner and/or Controlling Contractor is to provide written notification that concrete is:**

- a.) 75% of minimum intended compressive design strength; or
  - b.) Sufficient strength to support the loads imposed during steel erection activities.
2. Anchor Bolt/Rod As-Builts and Notifications RE: Repair, Replacement & Modifications:
    - a.) Before the erection of a column, the Controlling Contractor must provide WRITTEN NOTIFICATION if there has been any repair, replacement, or modification of anchor bolts/rods of that column.
    - b.) Approval by the PROJECT STRUCTURAL ENGINEER of record is required before anchor bolts/rods are repaired, replaced or field-modified.
  3. Any Special Erection Conditions or Other Considerations?
    - a.) Any shoring, jacks or loads that must be adjusted as erection progresses?  
 YES     NO
    - b.) Any falsework requirements and corresponding design calculations?  
 YES     NO
    - c.) Any special fastening sequences or methods?  
 YES     NO
    - d.) Are there special tolerances involved in erection?  
 YES     NO

If any of the above are marked yes, the required information shall be attached.

4. Structural Stability:
  - a.) The stability of the structure and individual members during erection shall be checked in accordance with the AISC Code of Standard Practice Section 7.10.3.
  - b.) Columns must be set on level finished floors, shim packs, pre-grouted leveling plates, or leveling nuts that adequately transfer the construction loads.
  - c.) Columns must be anchored by a minimum of four anchor bolts/rods, per WAC 296-155-107 (1)(a).
  - d.) A competent person will determine the alignment, plumb, and level of the structural steel members being erected to assure structural steel stability during erection process. When deemed necessary by the competent person, plumbing up equipment (temporary bracing) may be installed during erection to ensure stability. This equipment can only be removed with the approval of the competent person.

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- e.) During placing of solid web members, the load will not be released from the hosting line until the members are secure with at least two bolts per connection of the same size and strength shown on erection drawings, and these bolts are drawn wrench-tight. A competent person will determine if more than two bolts are needed to ensure stability of cantilevered or heavier members.
- f.) Diagonal bracing will be secured with at least one bolt per connection drawn up wrench-tight, or as specified by the structural engineer of record.
- g.) Where steel joints are used, the columns will be made laterally stable by field bolting the steel joist at the column. The bottom chords will be stabilized to prevent rotation during erection. The hoisting cable will not be released until the seat at each end of the steel joist is field-bolted or welded and the joist is stabilized. When joists exceed 60 feet or more or are not of sufficient strength, then the joists will be set in tandem with the bridging installed.

5. Decking Operations

Landing and placing loads: No bundles of decking may be placed on steel joists until all bridging has been installed and anchored and all joist-bearing ends attached, unless all six of the following conditions are met:

- a.) Garco has determined based on information from a qualified person, that the structure or portion of the structure is capable of safely supporting the load of decking.
- b.) Garco will land the bundle of metal decking over a **minimum of three joists** to distribute load.
- c.) Garco will place the edge of the bundle of decking **within one foot (.30m)** of the bearing surface of the joist end.
- d.) Garco will assure that the **three steel joists** supporting the bundle of metal decking have both ends attached to the support structure either by bolting and/or welding.
- e.) Garco will install at **least one row of bridging** attached and anchored to the three joists.
- f.) Garco will limit the weight of the bundle metal **decking to 4,000 pounds**, verified through supplier.

**THESE SIX CONDITIONS MUST BE MET BEFORE THE EXCEPTION  
TO THE PROVISIONS ABOVE APPLIES.**

**D. FALL PROTECTION PROCEDURES**

Site-specific fall protection plan is completed and available on the job site.

**E. OVERHEAD PROTECTION PROCEDURES**

1. Loose Items Secured: Secure bolt bags/tool bags to structure using 100% secure rope and safety hook or #9 wire to structure. Material, tools, equipment and supplies secure to avoid displacement.
2. Falling Object Protection: Protection from falling objects other than materials being hoisted. The Controlling Contractor must bar other construction processes below steel erection unless overhead protection for the workers below is provided.



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3. Worker Under Loads: Routes for suspended loads will be pre-planned to ensure that no employee works directly below a suspended load except when engaged in the initial connection of the steel and/or necessary for the hooking or unhooking of the load.

**F. COVERING OPEN HOLES**

Cover of roof and floor openings shall be capable of supporting without failure, twice the weight of the employees, equipment and material. All covers shall be secured to prevent accidental displacement by wind, equipment or employees.

**G. SPECIAL PROCEDURES REQUIRED FOR HAZARDOUS NON-ROUTINE TASKS**

Garco to review with Controlling Contractor and Site Superintendent prior to dispatch of personnel to perform work.

**H. QUALIFIED & COMPETENT PERSONS/EMPLOYEE CERTIFICATIONS**

1. Competent Persons: The Competent Persons on-site shall be the Garco Project Foreman and any additional person who the Project Foreman designates. The Operator shall be the Competent Person for the hoisting equipment they operate. All Garco ironworkers on site have been trained and are qualified to perform the tasks assigned by the Project Foreman. Specific certifications are available on site from the Garco Project Foreman.
2. Quality Control Inspectors:
  - a.) Welding QC Inspection personnel shall be qualified to the satisfaction of the erector’s QC program per AISC 360-10 N4.1 and in accordance with the provisions of AWS D1.1/D1.1M subclause 6.14.1(3).
  - b.) Bolting QC inspection personnel shall be qualified on the basis of documented training and experience in structural bolting inspection.

**I. PROCEDURES IN THE EVENT OF RESCUE OR EMERGENCY RESPONSE**

Garco shall provide for prompt rescue of their employees in the event of a fall or shall assure that employees are able to rescue themselves. The rescue system that will be used on this project is the use of on-site Garco aerial lifts that will be maneuvered under the suspended worker and raised to affect a rescue. Garco will call 911 and perform first aid as needed.

**J. TRAFFIC CONTROL REQUIREMENTS**

Will there be any traffic control requirements? YES  NO

If yes, please describe

**K. OTHER COMMENTS**

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**SITE SKETCH**

Identify:

- Access for material and equipment delivery, including lay-down, shake-out, and field-assembly areas
- Locations and dimensions of cranes or other lifting equipment (to include heaviest lift and radius, and longest radius and weight for each location)
- Erection sequence and designated crane paths from position to position
- Load travel paths, swing restrictions and personnel exclusion zones
- Special problems due to overhead restrictions, underground utilities, barriers to crane tail swing, etc.
- Existing buildings and structures

**For larger projects attach site map and overlay, and provide separate sketches for each phase of erection.**

Controlling Contractor Representative

Date

---

Garco Ironworker Representative

Date

---

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## **Appendix A: Commencement to begin Steel Erection Letter**

(See next page)

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**Request for written notification for the commencement of steel erection**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

General Contractor: \_\_\_\_\_

I, \_\_\_\_\_, as the General Contractor's Site Superintendent is issuing this written notification that the following requirements of OSHA 1926.752 (a), (b) & (c) for Commencement of steel erection are met:

- That the concrete in the footings, piers and walls and the mortar in the masonry piers and walls has attained, on the basis of an appropriate ASTM standard test method of field-cured samples, either 75 percent of the intended minimum compressive design strength or sufficient strength to support the loads imposed during steel erection.
- There were no repairs, replacements and modifications to the anchor bolts were conducted in accordance with § 1926.755(b) or that such repairs, replacements and modifications had the permission of the Engineer of Record.
- In addition, that Adequate access roads into and through the site for the safe delivery and movement of derricks, cranes, trucks, other necessary equipment, and the material to be erected and means and methods for pedestrian and vehicular control. Exception: this requirement does not apply to roads outside of the construction site.
- A firm, properly graded, drained area, readily accessible to the work with adequate space for the safe storage of materials and the safe operation of the erector's equipment.

OHSA References listed Attached.

\_\_\_\_\_  
 Superintendent,  
 GARCO CONSTRUCTION  
 4114 East Broadway  
 Spokane WA 99202  
 Phone: 509.535.4688  
 Web: <http://garco.com/>

\_\_\_\_\_  
 Date

<https://www.osha.gov/SLTC/etools/steelerection/siteprep.html>

OHSA References

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**Approval to begin steel erection.** Before authorizing the commencement of steel erection, the controlling contractor shall ensure that the steel erector is provided with the following **written notifications**:

**1926.752(a)(1)**

The concrete in the footings, piers and walls and the mortar in the masonry piers and walls has attained, on the basis of an appropriate ASTM standard test method of field-cured samples, either 75 percent of the intended minimum compressive design strength or sufficient strength to support the loads imposed during steel erection.

**1926.752(a)(2)**

Any repairs, replacements and modifications to the anchor bolts were conducted in accordance with § 1926.755(b).

**1926.752(b)**

**Commencement of steel erection.** A steel erection contractor shall not erect steel unless it has received **written notification** that the concrete in the footings, piers and walls or the mortar in the masonry piers and walls has attained, on the basis of an appropriate ASTM standard test method of field-cured samples, either 75 percent of the intended minimum compressive design strength or sufficient strength to support the loads imposed during steel erection

**1926.752(c)**

**Site layout.** The controlling contractor shall ensure that the following is provided and maintained:

**1926.752(c)(1)**

Adequate access roads into and through the site for the safe delivery and movement of derricks, cranes, trucks, other necessary equipment, and the material to be erected and means and methods for pedestrian and vehicular control. Exception: this requirement does not apply to roads outside of the construction site.

**1926.752(c)(2)**

A firm, properly graded, drained area, readily accessible to the work with adequate space for the safe storage of materials and the safe operation of the erector's equipment.

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## STEEL ERECTION PROCEDURE/ SITE-SPECIFIC ERECTION PLAN

Garco Job #

Project Name

---

Project Address/Location

---

Controlling Contractor:

---

Project Manager:

Project Superintendent:

---

Project General Foreman:

---

Steel Fabricator/Supplier:

Joist/Deck Supplier:

---

Plan Preparation Date:

Pre-Construction Conference Date:

---

Pre-construction conference(s) and site inspection(s) are held between Garco and the General or Controlling Contractor and others such as the project engineer and fabricator before the start of steel erection.

The purpose of such conference(s) is to develop and review the site-specific erection plan that meets the requirements of WAC 296-155 Part P Steel Erection Standards and/or OSHA 1926.752 Subpart R.

Fabricated structural steel shall be erected using methods and a sequence that will permit safe, efficient, and economical performance of erection, and that is consistent with the requirements in the Contract Documents (AISC Code Standard Practice most current edition.)

For bridge work, attached erection and engineering calculations as per AASHTO/NSBA S.10. Section 2.

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**A. SEQUENCE OF ERECTION ACTIVITY**

1. Material Deliveries will:

Begin On:

End On

---

2. Material Staging & Storage:

Adequate storage and laydown space is to be available on the job site to allow Garco to operate at maximum practical and safe speed. Garco will follow General Contractor's guidelines for steel laydown area: structural steel is to be stored so as not to cause a hazard; decking is to be stacked no more than five feet high; no loose or miscellaneous iron allowed within six feet of the perimeter roof; any unused miscellaneous steel to be secured at the end of each shift. If suitable staging/laydown is not available the plan will be as follows:

---

3. Coordination with Other Trades/Activities:

If no special requirements, Garco will work with other construction trades and Site Superintendent to coordinate activities in a safe manner that allows steel erection to progress on schedule without interruption. If special coordination and/or requirements are necessary then the plan will be as follows:

---

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**B. CRANE/HOISTING**

1. Site Preparation:

Owner and/or Controlling Contractor is to provide:

- a.) Adequate access roads into and through the job site for safe delivery and movement of material to be erected and of derricks, cranes, trucks, and other necessary equipment under their own power.
- b.) A firm properly graded, drained, convenient and adequate space at the job site for the operation of Garco’s equipment free from overhead obstructions, such as power lines, telephone lines or similar conditions and underground utilities. See attached site plan for any potential interference.
- c.) Adequate base support for the crane at each crane location and confirmation of such.

2. Personnel Exposure to Overhead Loads:

Routes for suspended loads will be pre-planned to ensure that no employee works directly below a suspended load except when engaged in the initial connection of the steel and/or necessary for the hooking and unhooking of the load. See site sketch or attached site plan for details.

3. Personnel Beneath Erection Work Prohibited:

Garco will bar other construction processes below steel erection unless overhead protection for the workers below is provided.

4. Hoisting Equipment:

- a.) Equipment is supplied with certified operator, load chart, and operation manual. Operator and equipment certifications will be available upon arrival on site. The Operator (Competent Person) shall be responsible for those operations under the Operator’s direct control. Whenever there is any doubt as to safety, the Operator shall have the authority to stop and refuse to handle loads until safety has been assured. Heaviest picks and radius will be on attached site plan as well as crane set-up locations and movement routes.

Forklift Type	Capacity
Crane Type	Crane Size
Crane Type	Crane Size

Longest Pick & Weight Information (see attached Load Charts for capacity in current configuration)

Heaviest Pick & Radius for Each Crane Location (see attached site plan)



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b.) Daily hoisting equipment inspections are conducted prior to each utilization and monitored during use.

c.) Are there any Critical Lifts? YES  NO   
 If yes, a critical lift procedure must be attached.

Nature of the Critical Lift

Greater than 75% Capacity  Involving More than One Crane

Hoisting Personnel  Near Power Lines

Over Occupied Structures, in Tight Quarters or Blind Lift  Lifting High Value, Hazardous or Explosive Loads

Involving Non-Routine Rigging Techniques, or Where the Center of Gravity May Change

Other (describe)

5. Assigned Hoisting Personnel

a.) Crane Owner

b.) Crane User

c.) Site Superintendent

d.) Lift Director

e.) Crane Operator

f.) Qualified Rigger

g.) Qualified Signalman

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6. Rigging Equipment

Steel Chokers: Diameter 3/8" 1/2"

Synthetic Slings:	Size:
Chain:	Size/Type
Other Lifting Devices	Size/Type

One or more slings to the hoisting equipment. Tag lines will be used as conditions warrant. Rigging equipment inspections are conducted by qualified rigger prior to each utilization.

a.) Will multiple-lift rigging be used? YES  NO

Multiple Lift Rigging Procedure:

1. You must only perform a multiple lift if the following criteria are met:
  - a. A multiple lift rigging assembly is used;
  - b. A multiple lift is only permitted when specifically within the manufacturer's specifications and limitations;
  - c. A maximum of five members are hoisted per lift (exception: bundles of decking must not be lifted using the multiple lift rigging procedure, even though they meet the definition of structural members in WAC 296-155-702)
  - d. Only beams and similar structural members are lifted and
  - e. All employees engaged in the multiple lift have been trained in these procedures in accordance with WAC 296-155-717 (3) (a).
2. Components of the multiple lift rigging assembly must be specifically designed and assembled with a maximum capacity for total assembly and for each individual attachment point. This capacity, certified by the manufacturer or a qualified rigger, must be based on the manufacturer's specifications with a five to one safety factor for all components.
3. The total load must not exceed:
  - a. The rated capacity of the hoisting equipment specified in the hoisting equipment load charts; and
  - b. The rigging capacity specified in the rigging-rating chart.
4. You must rig the multiple lift rigging assembly with members:
  - a. Attached at their center of gravity and maintained reasonably level;
  - b. Rigged from the top down; and
  - c. Rigged at least seven feet (2.1 m) apart.
5. You must set the members on the multiple lift rigging assembly from the bottom up.
6. You must use controlled load lowering whenever the load is over the connectors.
7. If wind speeds are over 15 mph, stop multiple-lift rigging procedure.

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**C. STEEL ERECTION ACTIVITIES & PROCEDURES**

1. Compressive Design Strength of Relevant Concrete, Mortar, Footing, Pier & Wall Components.

**Owner and/or Controlling Contractor is to provide written notification that concrete is:**

- a.) 75% of minimum intended compressive design strength; or
  - b.) Sufficient strength to support the loads imposed during steel erection activities.
2. Anchor Bolt/Rod As-Built and Notifications RE: Repair, Replacement & Modifications:
    - a.) Before the erection of a column, the Controlling Contractor must provide WRITTEN NOTIFICATION if there has been any repair, replacement, or modification of anchor bolts/rods of that column.
    - b.) Approval by the PROJECT STRUCTURAL ENGINEER of record is required before anchor bolts/rods are repaired, replaced or field-modified.

3. Any Special Erection Conditions or Other Considerations?

- a.) Any shoring, jacks or loads that must be adjusted as erection progresses?

YES  NO

- b.) Any falsework requirements and corresponding design calculations?

YES  NO

- c.) Any special fastening sequences or methods?

YES  NO

- d.) Are there special tolerances involved in erection?

YES  NO

If any of the above are marked yes, the required information shall be attached.

4. Structural Stability:

- a.) The stability of the structure and individual members during erection shall be checked in accordance with the AISC Code of Standard Practice Section 7.10.3.
- b.) Columns must be set on level finished floors, shim packs, pre-grouted leveling plates, or leveling nuts that adequately transfer the construction loads.
- c.) Columns must be anchored by a minimum of four anchor bolts/rods, per WAC 296-155-107 (1)(a).
- d.) A competent person will determine the alignment, plumb, and level of the structural steel members being erected to assure structural steel stability during erection process. When deemed necessary by the competent person, plumbing up equipment (temporary

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bracing) may be installed during erection to ensure stability. This equipment can only be removed with the approval of the competent person.

- e.) During placing of solid web members, the load will not be released from the hosting line until the members are secure with at least two bolts per connection of the same size and strength shown on erection drawings, and these bolts are drawn wrench-tight. A competent person will determine if more than two bolts are needed to ensure stability of cantilevered or heavier members.
  - f.) Diagonal bracing will be secured with at least one bolt per connection drawn up wrench-tight, or as specified by the structural engineer of record.
  - g.) Where steel joints are used, the columns will be made laterally stable by field bolting the steel joist at the column. The bottom chords will be stabilized to prevent rotation during erection. The hoisting cable will not be released until the seat at each end of the steel joist is field-bolted or welded and the joist is stabilized. When joists exceed 60 feet or more or are not of sufficient strength, then the joists will be set in tandem with the bridging installed.
5. Decking Operations
- Landing and placing loads: No bundles of decking may be placed on steel joists until all bridging has been installed and anchored and all joist-bearing ends attached, unless all six of the following conditions are met:
- a.) Garco has determined based on information from a qualified person, that the structure or portion of the structure is capable of safely supporting the load of decking.
  - b.) Garco will land the bundle of metal decking over a **minimum of three joists** to distribute load.
  - c.) Garco will place the edge of the bundle of decking **within one foot (.30m)** of the bearing surface of the joist end.
  - d.) Garco will assure that the **three steel joists** supporting the bundle of metal decking have both ends attached to the support structure either by bolting and/or welding.
  - e.) Garco will install at **least one row of bridging** attached and anchored to the three joists.
  - f.) Garco will limit the weight of the bundle metal **decking to 4,000 pounds**, verified through supplier.

**THESE SIX CONDITIONS MUST BE MET BEFORE THE EXCEPTION  
TO THE PROVISIONS ABOVE APPLIES.**

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**D. FALL PROTECTION PROCEDURES**

Site-specific fall protection plan is completed and available on the job site.

**E. OVERHEAD PROTECTION PROCEDURES**

1. Loose Items Secured: Secure bolt bags/tool bags to structure using 100% secure rope and safety hook or #9 wire to structure. Material, tools, equipment and supplies secure to avoid displacement.
2. Falling Object Protection: Protection from falling objects other than materials being hoisted. The Controlling Contractor must bar other construction processes below steel erection unless overhead protection for the workers below is provided.
3. Worker Under Loads: Routes for suspended loads will be pre-planned to ensure that no employee works directly below a suspended load except when engaged in the initial connection of the steel and/or necessary for the hooking or unhooking of the load.

**F. COVERING OPEN HOLES**

Cover of roof and floor openings shall be capable of supporting without failure, twice the weight of the employees, equipment and material. All covers shall be secured to prevent accidental displacement by wind, equipment or employees.

**G. SPECIAL PROCEDURES REQUIRED FOR HAZARDOUS NON-ROUTINE TASKS**

Garco to review with Controlling Contractor and Site Superintendent prior to dispatch of personnel to perform work.

**H. QUALIFIED & COMPETENT PERSONS/EMPLOYEE CERTIFICATIONS**

1. Competent Persons: The Competent Persons on-site shall be the Garco Project Foreman and any additional person who the Project Foreman designates. The Operator shall be the Competent Person for the hoisting equipment they operate. All Garco ironworkers on site have been trained and are qualified to perform the tasks assigned by the Project Foreman. Specific certifications are available on site from the Garco Project Foreman.
2. Quality Control Inspectors:
  - a.) Welding QC Inspection personnel shall be qualified to the satisfaction of the erector's QC program per AISC 360-10 N4.1 and in accordance with the provisions of AWS D1.1/D1.1M subclause 6.14.1(3).
  - b.) Bolting QC inspection personnel shall be qualified on the basis of documented training and experience in structural bolting inspection.
  - c.)

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**I. PROCEDURES IN THE EVENT OF RESCUE OR EMERGENCY RESPONSE**

Garco shall provide for prompt rescue of their employees in the event of a fall or shall assure that employees are able to rescue themselves. The rescue system that will be used on this project is the use of on-site Garco aerial lifts that will be maneuvered under the suspended worker and raised to effect a rescue. Garco will call 911 and perform first aid as needed.

**J. TRAFFIC CONTROL REQUIREMENTS**

Will there be any traffic control requirements? YES  NO

If yes, please describe

---

**K. OTHER COMMENTS**

<b>Tab B. Section 5. Steel Erection Procedure</b>	Effective Date	Revision
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**SITE SKETCH**

Identify:

- Access for material and equipment delivery, including lay-down, shake-out, and field-assembly areas
- Locations and dimensions of cranes or other lifting equipment (to include heaviest lift and radius, and longest radius and weight for each location)
- Erection sequence and designated crane paths from position to position
- Load travel paths, swing restrictions and personnel exclusion zones
- Special problems due to overhead restrictions, underground utilities, barriers to crane tail swing, etc.
- Existing buildings and structures

**For larger projects attach site map and overlay, and provide separate sketches for each phase of erection.**

Controlling Contractor Representative

Date

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Garco Ironworker Representative

Date

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<b>Tab B. Section 6. Concrete Masonry Unit (CMU)</b>	Effective Date	Revision
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## Concrete/Masonry Unit (CMU)

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. **Placement.**
  - a. Placement of CMU will include scaffolding and a limited access zones.
  - b. Bracing will be required where needed and strictly adhere to CMU bracing standards.
  
2. **Personal Protective Equipment.**
  - a. Employees engaged in saw cutting or chipping shall wear suitable PPE.
  - b. Mortar mixers shall have a bar type grill installed over the mixer opening.
  
3. **Subcontractor.**
  - a. CMU subcontractor will provide site specific safety.



<b>Tab B. Section 7. Framing Wood Steel</b>	Effective Date	Revision
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## FRAMING / WOOD / STEEL

PROJECT NAME: \_\_\_\_\_ PROJECT # \_\_\_\_\_

1. **Materials and Equipment.**
  - a. Framing materials will be inspected for defects or safety hazards prior to use.
  - b. Hand tools will be inspected on a regular basis for defects which may cause hazards.
  - c. Electrical tools and power cords will be inspected daily.
  - d. Air nailers, compressors and air hoses will be inspected daily.
  
2. **Employees, Personal Protective Equipment.**
  - a. Employees will be competent in the use and care of all tools and supplies required for use by the scope of work and will be required to wear PPE.
  
3. **Installation.**
  - a. Framing will be placed and braced so as not to present any safety hazards.
  
4. **Subcontractor.**
  - a. If required, the framing subcontractor will submit a site specific safety plan covering their scope of work.

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# HAZARDOUS MATERIALS COMMUNICATION

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

**1. General.**

- a. Garco hazardous materials will be addressed specifically in the Hazardous Materials and Communication Plan provided.

**2. Subcontractor.**

- a. All subcontractors are required to submit hazardous materials and communication plans along with SDS for each product to be used on the project.
- b. Subcontractors involved with this project are required to obtain information on any chemicals that are intended to be used onsite, take steps to reduce exposures, substitute less hazardous materials, and establish proper work practices. These efforts will help prevent the occurrence of work-related illnesses and injuries caused by chemicals. Most chemicals/substances used in the workplace have some hazard potential, and thus will be covered by this requirement.

**3. Written Program.**

- a. Each Subcontractor on site must develop, or, follow, at a minimum, this written hazard communication program that addresses how information on hazardous chemicals will be provided to their exposed employees. A copy of which will be provided to Garco prior to the start of operations. The Garco Hazardous chemical list, training program and training documentation will be stored in the Garco site management office.
- b. The written program must describe how the requirements for labels and other forms of warning, material safety data sheets, and employee information and training, are going to be met.

**4. Identify Responsible Staff.**

- a. All Subcontractors must identify their employees who will be responsible for conducting Hazard Communication training on site. The Garco responsible person will be the site Project Superintendent.

**5. Identify Hazardous Chemicals/Substances.**

- a. All contractors must prepare a list of hazardous chemicals/substances they plan to bring to the site as part of the written hazard communications (hazcom) program.
- b. A copy of the list must be supplied to the general contractor.
- c. All hazardous chemical information on a multi-employer project shall be stored, updated and managed at an area designated by the controlling contractor available to all exposed employees.
- d. All container labels shall be protected, maintained and inspected by Garco in control of that material.
- e. HazCom information shall be available to employees in a language they understand.

**6. Labels and Other Forms of Warning.**

- a. All containers of hazardous chemicals must be labeled, tagged, or marked with the identity of the material and appropriate hazard warnings.

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- b. If Garco subsequently transfers the material from a labeled container to another container, Garco or subcontractor will have to label that container unless the material is for immediate use during the shift period.
- c. Training for workers will be conducted at initial orientation and thereafter as necessary by the competent site supervisor

**7. Safety Data Sheets (SDS)**

- a. Garco and all subcontractors shall have an SDS for each hazardous chemical that they use on site.
- b. Subcontractors shall use the information contained in the SDS to design protective programs for their workers.
- c. SDS must be readily accessible to employees when they are in their work areas during their work shifts.
- d. Employees shall not use any chemicals for which Garco has not received an SDS. The SDS provides information needed to ensure proper protective measures are implemented prior to exposure.
- e. Copies of all SDS must be furnished to Garco prior to the start of operations.

**8. Employee Information and Training**

- a. Each employee who may be exposed to hazardous chemicals when working shall be provided information and trained prior to initial assignment to work with a hazardous chemical, and whenever the hazard changes. "Exposure" or "exposed" means "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure."
- b. In reviewing the written program with regard to information and training, the following items need to be considered:
  - i. Designation of person(s) responsible for conducting training;
  - ii. Format of program to be used (audiovisuals, classroom instruction, etc.);
  - iii. Elements of the training program;
  - iv. Procedure to train new employees at the time of their initial assignment to work with a hazardous chemical, and to train employees when a new hazardous chemical is brought to site.
- c. In general, the most important aspects of training required in this section are to ensure that employees are informed if they are exposed to hazardous chemicals, that they know how to read and use labels and material safety data sheets, and as a consequence of learning this information, they are following the appropriate protective measures established by Garco.

**9. Other Requirements**

- a. In addition to the above specific requirements, all contractors shall ensure that their programs address the following:
  - i. Methods Garco will use to inform employees of the hazards of non-routine tasks will be addressed in pre-task planning meetings. Non-routine tasks will require the direct supervision, involvement and hazard communication of the specific task by the qualified site superintendent.
- b. Availability of the written program to employees and their designated representatives; and established procedures to evaluate program effectiveness.

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## HAZARD COMMUNICATION PROGRAM

### 1. General.

- a. Each Garco employee will be informed about the chemicals in which he/she may be exposed to, the hazards associated with those chemicals, and the precautions that are necessary to avoid the hazards while in the performance of their job. Garco Construction is committed to the prevention of exposures that result in injury and/or illness and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by Garco Construction, the following hazardous information program has been established.
- b. All work sites will participate in the Hazard Communication program. This written program will be available at the main office for review by any interested employee.

### 2. Container Labeling.

- a. The Superintendent/Foreman is responsible for container labeling procedures, reviewing, and updating. They must verify that all containers received for use will:
  - i. Be clearly labeled as to the contents.
  - ii. Note the appropriate hazard warning.
  - iii. List the name and address of the manufacturer.
- b. How to Read and Interpret Labels: Labels have or show---
  - i. Identity of the Chemical -- a code number, chemical or trade name.
  - ii. Signal Word -- telling you the degree of hazard: "Caution!"; "Warning!" or "Danger!"
  - iii. Hazard Statement -- telling you the major hazards you face: "extremely flammable" or "harmful if inhaled."
  - iv. Precautions -- what to do to avoid injury or illness: "avoid breathing" or "wash thoroughly after handling."
  - v. Instructions In Case Of Exposure -- first-aid information telling you what to do if you're exposed to a chemical.
  - vi. Antidotes -- measures that can be used by a medical lay person to counteract the effects of chemical exposure.
  - vii. Fire, Spill, Leak Instructions -- how to put out or control fires, clean up leaks or spills.
  - viii. Notes To Physician -- information for physicians in case someone is exposed to a chemical.
  - ix. Handling and Storage Instructions -- special procedures for handling and storing chemical containers.

### 3. Safety Data Sheets (SDS).

- a. The Safety Director is responsible to establish and monitor Garco's SDS program. This person will make sure procedures are developed to obtain the necessary SDS's and will review incoming SDS's for new or significant health and safety information. This person will see that any new information is passed on to affected employees

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- b. The procedures to obtain SDS's and review incoming SDS's for new or significant health and safety information are as follows:
  - i. Name of chemical.
  - ii. Name, address and phone number for hazard and emergency information.
  - iii. The date the SDS was prepared.
  - iv. Chemical and common names of hazardous ingredients in the chemical (unless it is a trade secret).
  - v. Limitations on exposure levels of the chemicals.
  - vi. Physical and chemical characteristics.
  - vii. Flammability, Reactivity, Stability of the chemical.
  - viii. How the chemical enters your body. (routes of entry)
  - ix. Health hazards - physical effects (skin, lungs, eyes, and nervous system)
  - x. Carcinogenic possibilities.
  - xi. Emergency First Aid Procedures.
  - xii. Safe handling procedures.
  - xiii. PPE required in using the chemical.
- c. SDS's will be available on site at the main office to all employees during each work shift. If an SDS is not available, or a new chemical in use does not have an SDS, immediately contact the site Superintendent.

#### 4. Employee Information and Training.

- a. The site Superintendent/Foreman is responsible for the employee training program. All affected employees will receive information on the following:
  - i. An overview of the requirements contained in the Hazard Communications Standard
  - ii. Hazardous chemicals present at his or her work places
  - iii. The symptoms of overexposure
  - iv. How to determine the presence or release of hazardous chemicals in his or her work area
  - v. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and PPE
  - vi. Procedures to follow if employees are overexposed to hazardous chemicals
  - vii. How to read labels and review SDS in order to obtain hazard information
  - viii. Location of SDS files and Hazard Communication Program
- b. Before introducing a new chemical hazard, each affected employee will be given information and training as outlined above for the new chemical.

#### 5. Hazardous Non-Routine Tasks.





- a. Periodically, employees are required to perform hazardous non-routine tasks. Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels. Non-routine tasks are periodically performed.
- b. Prior to starting work on such projects, each affected employee will be given information by the Superintendent/Foreman about the hazardous chemicals he or she may encounter during these activities:
  - i. **Informing Other Contractors on Multi-Employer Work Places.** It is the responsibility of the Superintendent/Foreman to provide employers of any other employees, or sub-contractors at the work site, with the following information:

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1. Copy of the Hazardous Communication Program.
  2. Copies of SDS's (or make them available at a central location) for any hazardous chemicals that the other employers ' employees may be exposed to while working.
  3. Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
  4. Provide other employers with an explanation of the labeling system that is used at the work site.
- ii. It is also the responsibility of Superintendent/Foreman to identify and obtain SDS's for the chemicals the contractor is bringing into the work place.
- iii. **List of Hazardous Chemicals.**
1. **A list of all known Hazardous Chemicals used by Garco Construction employees on any particular job is available in the front of the Material Safety Data Sheets Books**
  2. As Federal OSHA has been changing and adopting several new Hazcom program laws, we in the US have now adopted the GHS system (**Globally Harmonized System**) for chemical labeling. OSHA will be implementing several of these changes until about 2018.
    - a. One of the first changes is: **Chemical labeling and employee training on understanding the new labeling.** This training must be done by **all** Garco employees by 12/1/2013.
    - b. This is a required Federal OSHA training for **ALL** Garco employees: <http://www.youtube.com/watch?v=RvQNf1Y7E84> (approximately 17 minutes long, covers all the required label training topics)

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## PHYSICAL HAZARDS PICTOGRAMS

Pictogram	Usage
<b>EXPLOSIVE</b> 	<ul style="list-style-type: none"> <li>• Unstable explosives</li> <li>• Explosives, divisions 1.1, 1.2, 1.3, 1.4</li> <li>• Self-reactive substances and mixtures, types A, B</li> <li>• Organic peroxides, types A, B</li> </ul> <p><i>Further information: <u>Explosive material</u></i></p>
<b>FLAMMABLE</b> 	<ul style="list-style-type: none"> <li>• Flammable gases, category 1</li> <li>• Flammable aerosols, categories 1, 2</li> <li>• Flammable liquids, categories 1, 2, 3</li> <li>• Flammable solids, categories 1, 2</li> <li>• Self-reactive substances and mixtures, types B, C, D, E, F</li> <li>• Pyrophoric liquids, category 1</li> <li>• Pyrophoric solids, category 1</li> <li>• Self-heating substances and mixtures, categories 1, 2</li> <li>• Substances and mixtures, which in contact with water, emit flammable gases, categories 1, 2, 3</li> <li>• Organic peroxides, types B, C, D, E, F</li> </ul> <p><i>Further information: <u>Flammability</u></i></p>
<b>OXIDIZING</b> 	<ul style="list-style-type: none"> <li>• Oxidizing gases, category 1</li> <li>• Oxidizing liquids, categories 1, 2, 3</li> <li>• Oxidizing solids, categories 1, 2, 3</li> </ul> <p><i>Further information: <u>Oxidizing agent</u></i></p>
<b>COMPRESSED GAS</b> 	<ul style="list-style-type: none"> <li>• <u>Compressed gases</u></li> <li>• <u>Liquefied gases</u></li> <li>• Refrigerated liquefied gases</li> </ul> <p>Dissolved gases</p>
<b>CORROSIVE</b>	<ul style="list-style-type: none"> <li>• Corrosive to metals, category 1</li> </ul>

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	<p><i>Further information: <u>Corrosive substance</u></i></p>
<b>NO PICTOGRAM REQUIRED</b>	<ul style="list-style-type: none"> <li>• Explosives, divisions 1.5, 1.6</li> <li>• Flammable gases, category 2</li> <li>• Self-reactive substances and mixtures, type G (see <u>HAZMAT Class 4 Flammable solids</u>)</li> <li>• <u>Organic peroxides</u>, type G</li> </ul>

## HEALTH HAZARDS PICTOGRAMS


Pictogram	Usage
<p><b>TOXIC</b></p> 	<ul style="list-style-type: none"> <li>• Acute toxicity (oral, dermal, inhalation), categories 1, 2, 3</li> </ul>
<p><b>HARMFUL</b></p> 	<ul style="list-style-type: none"> <li>• Acute toxicity (oral, dermal, inhalation), category 4</li> <li>• Skin irritation, categories 2, 3</li> <li>• Eye irritation, category 2A</li> <li>• Skin sensitization, category 1</li> <li>• Specific target organ toxicity following single exposure, category 3 <ul style="list-style-type: none"> <li>• Respiratory tract irritation</li> <li>• Narcotic effects</li> </ul> </li> </ul> <p><b>Not used<sup>[2]</sup></b></p> <ul style="list-style-type: none"> <li>• with the "skull and crossbones" pictogram</li> <li>• for skin or eye irritation if: <ul style="list-style-type: none"> <li>• the "corrosion" pictogram also appears</li> <li>• the "health hazard" pictogram is used to indicate respiratory sensitization</li> </ul> </li> </ul>
<b>HEALTH HAZARD</b>	<ul style="list-style-type: none"> <li>• Respiratory sensitization, category 1</li> <li>• Germ cell mutagenicity, categories 1A, 1B, 2</li> <li>• Carcinogenicity, categories 1A, 1B, 2</li> </ul>




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	<ul style="list-style-type: none"> <li>• Reproductive toxicity, categories 1A, 1B, 2</li> <li>• Specific target organ toxicity following single exposure, categories 1, 2</li> <li>• Specific target organ toxicity following repeated exposure, categories 1, 2</li> <li>• Aspiration hazard, categories 1, 2</li> </ul>
<p><b>NO PICTOGRAM REQUIRED</b></p>	<ul style="list-style-type: none"> <li>• Acute toxicity (oral, dermal, inhalation), category 5</li> <li>• Eye irritation, category 2B</li> <li>• Reproductive toxicity – effects on or via lactation</li> </ul>

## PHYSICAL AND HEALTH HAZARD PICTOGRAMS





Pictogram	Usage
<p><b>CORROSIVE</b></p> 	<ul style="list-style-type: none"> <li>• Explosives, divisions 1.5, 1.6</li> <li>• Flammable gases, category 2</li> <li>• Self-reactive substances and mixtures, type G (see <u>HAZMAT Class 4 Flammable solids</u>)</li> <li>• <u>Organic peroxides</u>, type G</li> <li>• Skin corrosion, categories 1A, 1B, 1C</li> <li>• Serious eye damage, category 1</li> </ul>






## ENVIRONMENTAL HAZARDS PICTOGRAMS

Pictogram	Usage
<p><b>ENVIRONMENTAL HAZARD</b></p> 	<ul style="list-style-type: none"> <li>• Acute hazards to the aquatic environment, category 1</li> <li>• Chronic hazards to the aquatic environment, categories 1, 2</li> </ul>
<p><b>NO PICTOGRAM REQUIRED</b></p>	<ul style="list-style-type: none"> <li>• Acute hazards to the aquatic environment, categories 2, 3</li> <li>• Chronic hazards to the aquatic environment, categories 3, 4</li> </ul>





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## TRANSPORT PICTOGRAMS



Class 1: Explosives	
Pictogram	Usage
<p><b>DIVISIONS 1.1 – 1.3</b></p> 	<p><b>Explosives</b></p> <p><b>Division 1.1:</b> Substances and articles which have a mass explosion hazard</p> <p><b>Division 1.2:</b> Substances and articles which have a projection hazard but not a mass explosion hazard</p> <p><b>Division 1.3:</b> Substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard</p> <p><b>Note:</b> The asterisks are replaced by the class number and compatibility code</p>
<p><b>DIVISION 1.4</b></p> 	<p><b>Explosives</b></p> <p>Substances and articles which are classified as explosives but which present no significant hazard</p> <p><b>Note:</b> The asterisk is replaced by the compatibility code</p>
<p><b>DIVISION 1.5</b></p> 	<p><b>Explosives</b></p> <p>Very insensitive substances which have a mass explosion hazard</p> <p><b>Note:</b> The asterisk is replaced by the compatibility code</p>
<p><b>DIVISION 1.6</b></p> 	<p><b>Explosives</b></p> <p>No hazard statement</p> <p><b>Note:</b> The asterisk is replaced by the compatibility code</p>




<b>Class 2: Gases</b>	
<b>Pictogram</b>	<b>Usage</b>
<p><b>DIVISION 2.1</b></p>  <p><b>OR</b></p> 	<p><b>Flammable gases</b> Gases which at 20 °C and a standard pressure of 101.3 kPa:</p> <ul style="list-style-type: none"> <li>• are ignitable when in a mixture of 13 per cent or less by volume with air; or</li> <li>• have a flammable range with air of at least 12 percentage points regardless of the lower flammable limit.</li> </ul>
<p><b>DIVISION 2.2</b></p>  <p><b>OR</b></p> 	<p><b>Non-flammable non-toxic gases</b> Gases which:</p> <ul style="list-style-type: none"> <li>• are asphyxiant – gases which dilute or replace the oxygen normally in the atmosphere; or</li> <li>• are oxidizing – gases which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does; or</li> <li>• do not come under the other divisions;</li> </ul>
<p><b>DIVISION 2.3</b></p> 	<p><b>Toxic gases</b> Gases which:</p> <ul style="list-style-type: none"> <li>• are known to be so toxic or corrosive to humans as to pose a hazard to health; or</li> <li>• are presumed to be toxic or corrosive to humans because they have an LC<sub>50</sub> value equal to or less than 5000 ml/m<sup>3</sup> (ppm).</li> </ul>

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<b>Classes 3 and 4: Flammable Liquids and Solids</b>	
<b>Pictogram</b>	<b>Usage</b>
<p><b>CLASS 3</b></p>  <p><b>OR</b></p> 	<p><b>Flammable liquids</b> Liquids which have a flash point of less than 60 °C and which are capable of sustaining combustion</p>
<p><b>DIVISION 4.1</b></p> 	<p><b>Flammable solids, self-reactive substances and solid desensitized explosives</b> Solids which, under conditions encountered in transport, are readily combustible or may cause or contribute to fire through friction; self-reactive substances which are liable to undergo a strongly exothermic reaction; solid desensitized explosives which may explode if not diluted sufficiently</p>
<p><b>DIVISION 4.2</b></p> 	<p><b>Substances liable to spontaneous combustion</b> Substances which are liable to spontaneous heating under normal conditions encountered in transport, or to heating up in contact with air, and being then liable to catch fire</p>

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<p><b>DIVISION 4.3</b></p>  <p><b>OR</b></p> 	<p><b>Substances which in contact with water emit flammable gases</b></p> <p>Substances which, by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities</p>
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<b>Other GHS Transport Classes</b>	
<b>Pictogram</b>	<b>Usage</b>
<p><b>DIVISION 5.1</b></p> 	<p><b>Oxidizing substances</b></p> <p>Substances which, while in themselves not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material</p>
<p><b>DIVISION 5.2</b></p>  <p><b>OR</b></p> 	<p><b>Organic peroxides</b></p> <p>Organic substances which contain the bivalent –O–O– structure and may be considered derivatives of <u>hydrogen peroxide</u>, where one or both of the hydrogen atoms have been replaced by organic radicals</p>

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<b>DIVISION 6.1</b>	<p><b>Toxic substances</b> Substances with an LD<sub>50</sub> value ≤ 300 mg/kg (oral) or ≤ 1000 mg/kg (dermal) or an LC<sub>50</sub> value ≤ 4000 ml/m<sup>3</sup> (inhalation of dusts or mists)</p>
<p><b>CLASS 8</b></p> 	<p><b>Corrosive substances</b> Substances which:</p> <ul style="list-style-type: none"> <li>• cause full thickness destruction of intact skin tissue on exposure time of less than 4 hours; or</li> <li>exhibit a corrosion rate of more than 6.25 mm per year on either steel or aluminium surfaces at 55 °C</li> </ul>

### Non-GHS Transport Pictograms

The following pictograms are included in the UN Model Regulations but have not been incorporated into the GHS because of the nature of the hazards.

					
<b>Class 6.2</b>	<b>Class 7</b>			<b>Class 9</b>	
Infectious substances	Radioactive material			Miscellaneous dangerous substances and articles	

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## HAZARDOUS MATERIALS INVENTORY

**Project Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Month:** \_\_\_\_\_

ITEM # (denote on map)	MATERIAL NAME	MANUFACTURER	SDS #	COMMON USE	QUANTITY STORED (monthly)	QUANTITY USED (monthly)	CONTAINER TYPE

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<b>Tab B. Section 9. Fire Prevention/Cutting/Hot Work</b>	Effective Date	Revision
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## FIRE PREVENTION/CUTTING/HOT WORK

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. Each Subcontractor shall take all necessary precautions required to prevent fires as a result of their operations.
2. All Subcontractors and project personnel shall comply with the fire prevention procedures.
3. For all hot work PERMITS are required.
  - a. Once all precautions are identified those precautions will be documented on the Hot Work permit issued.
4. All Subcontractors shall supply and maintain sufficient fire protection equipment and personnel trained in the use inspection and maintenance requirements of such equipment throughout the construction period. In accordance with 29 CFR 1926.150(c)(xiv), the designated competent person shall supervise a monthly visual and annual maintenance inspection of all fire extinguishers. Annual maintenance records shall be maintained by the employer for one year after the last entry or for the life of the shell, whichever is less.
5. Fire extinguishers will be placed in conspicuous areas throughout the work site so they are readily available to all employees and subcontractor employees.
6. All contractors and subcontractors are responsible to supply and maintain all necessary fire extinguishers and/or fire watches as required and for all hot work, cutting, or welding operations. Subcontractors may not rely upon the availability of Garco or the Owner's firefighting equipment in meeting this requirement.
7. Portable heaters used in the work areas and trailers shall be UL approved units complete with controls and have all required safety devices in proper working condition.
8. All flammable and combustible materials, including gas cylinders and portable gas containers, shall be properly stored, piled, protected and handled with due regard to their fire characteristics and potential environmental hazards.
9. All flammable and combustible material shall be kept only in designated locations.
10. All flammable liquids must be stored outside the existing building in an approved manner, and dispensed only into acceptable safety containers while the containers are electrically bonded.
11. Compressed gases shall be properly stored with protective valve caps in isolated areas outside the building and segregated by type of gas.
12. Combustible refuse and debris will be removed daily and legally disposed of off site. The burning of refuse/debris of any kind is strictly prohibited. There will be no open fires on the Project.
13. Bulk storage of volatile liquids is prohibited within the building at any time.

<b>Tab B. Section 9. Fire Prevention/Cutting/Hot Work</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

14. The operation and maintenance of temporary heating equipment shall not create a fire hazard. The use of solid fuel salamanders is prohibited. Only smokeless fuels shall be used for heating purposes. Sufficient quantities of fresh air ventilation shall be maintained to assure the health and safety of all personnel.
15. Storage of liquid petroleum gas is prohibited within the building at any time. Storage of liquefied petroleum gas outside the building shall comply with all applicable rules and regulations of governing authorities. All liquefied petroleum gas containers shall be secured in the upright position and protected from external damage.
16. No smoking, matches or open flames will be permitted within 50 feet of the area where flammable liquids or gases are used, transferred or stored unless conditions warrant greater clearances. Smoking is permitted only in designated areas.
17. Each contractor and subcontractor will take the necessary precautions when welding or burning above walls to assure that protection is maintained on both sides of the wall and those areas below are protected on multilevel buildings.

## **Welding and Cutting**

1. In accordance with 29 CFR 1910.252(a) (2) (xiii) (c), cutters, welders and supervisors will be suitably trained in the safe operation of their equipment and the safe use of the process.
2. All Hot Work activities, including brazing, cutting, heating, soldering and welding shall be done in accordance with OSHA, 29 CFR 1910.252.
3. Hot Work Permits must be obtained from Garco.
4. Welding cables and connectors are completely insulated and flexible 29 CFR 1926.351 (b) (1)
  - a. Welding cables are free from repair and splices within 10 feet from cable end 29 CFR 1926.351 (b) (2)
5. Flashback arrestors are installed on gauges
6. Compressed air cylinders are secured 29 CFR 1926.350
7. All exposure areas secured
  - a. Overhead work
  - b. Flash shields used
  - c. Fire extinguisher available
  - d. Hot work permit on file
8. **Fire hazards.** If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity shall be taken to a safe place.

<b>Tab B. Section 9. Fire Prevention/Cutting/Hot Work</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

9. **Guards.** If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards. In accordance with 29 CFR 1910.252(a)(1)(i) and (a)(1)(ii) if compliance cannot be achieved the welding / cutting operation shall not be performed.
  
10. **Combustible Material.** Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks which might drop through the floor. The same precautions shall be observed with regard to cracks or holes in walls, open doorways and open or broken windows.
  
11. **Fire Extinguishers.** Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use.
  - a. Fire watchers shall be required whenever welding or cutting is performed in locations where other than a minor fire might develop.
  - b. Fire watchers shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.
  
12. **Authorization.** Before cutting or welding is permitted, the area shall be inspected by the individual responsible for authorizing cutting and welding operations. He shall designate precautions to be followed in granting authorization to proceed preferably in the form of a written permit. In accordance with 29 CFR 1910.253(a)(4) workers in charge of oxygen or fuel-gas supply equipment must be properly instructed and determined to be competent to perform such work.
  
13. **Floors.** Where combustible materials such as paper clippings, wood shavings, or textile fibers are on the floor, the floor shall be swept clean for a radius of 35 feet (10.7 m). Combustible floors shall be kept wet, covered with damp sand, or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock.
  - a. If the work cannot be moved, have the combustibles moved to a safe distance from the work or have the combustibles properly shielded against ignition.
  
14. **Welding or Cutting Containers.**
  - a. **Used containers.** No welding, cutting, or other hot work shall be performed on used drums, barrels, tanks or other containers until they have been cleaned so thoroughly as to make absolutely certain that there are no flammable materials present or any substances such as greases, tars, acids, or other materials which when subjected to heat, might produce flammable or toxic vapors. Any pipe lines or connections to the drum or vessel shall be disconnected or blanked.
  
15. **Electrode Removal.** When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, remove the electrodes and place or protect the holders so that they cannot make electrical contact with employees or conducting objects.

<b>Tab B. Section 9. Fire Prevention/Cutting/Hot Work</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

16. **Gas Cylinder Shutoff.** In order to eliminate the possibility of gas escaping through leaks of improperly closed valves, when gas welding or cutting, the torch valves shall be closed and the fuel-gas and oxygen supply to the torch positively shut off at some point outside the confined area whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. Where practicable the torch and hose shall also be removed from the confined space.
17. **Warning Sign.** After welding operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers.
18. **Screens.** When welding must be performed in a space entirely screened on all sides, the screens shall be so arranged that no serious restriction of ventilation exists. It is desirable to have the screens so mounted that they are about 2 feet (0.61 m) above the floor unless the work is performed at so low a level that the screen must be extended nearer to the floor to protect nearby workers from the glare of welding.
19. **Confined Space Work.** Anytime Activities require welding, burning or cutting in a confined space, compliance with 29 CFR 1910.252(b)(4)(i) will be accomplished in reference to ventilation, securing of cylinders, lifelines, electrode removal, gas cylinder shut-off and warning signs, as well as other relative confined space safety issues.
20. **Hazardous Atmosphere.** In accordance with 29 CFR 1910.252(c)(1)(i)(c), Any welding or burning of lead based metals, zinc, cadmium, mercury, beryllium, or exotic metals or paints not listed here shall require the use of proper effective ventilation methods and or respiratory protection.
21. **First Aid Equipment.** In accordance with 29 CFR 1910.252(c)(13), first aid equipment shall be available at all times.
22. **Storage.** In accordance with 29 CFR 1910.253(b)(2)(i), Oxygen cylinders shall be stored in an upright, secured position, 20 feet from any flammable gases or petroleum products.
23. **Training.** Workers assigned to operate arc welding equipment shall be properly instructed and qualified to operate such equipment in accordance with 29 CFR 1910.254(a)(3).
24. **Inspection and Maintenance.** In accordance with 129 CFR 910.254(d) and (d)(1), operators of equipment shall report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. Repairs to any equipment shall only be made by qualified personnel. All workers assigned, shall be familiar with 29 CFR 1910.254 and with 29 CFR 1910.252(a)(b) and (c), and in the case of gas shielded arc welding, workers must be familiar with AWS Standard A6-1-1966.

<b>Tab B. Section 9. Fire Prevention/Cutting/Hot Work</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	11/18/2021	1

## FIRE PREVENTION/CUTTING/HOT WORK

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. Each contractor shall take all necessary precautions required to prevent fires as a result of their operations.
2. to include yearly training.
3. Each contractor and project personnel shall comply with the fire prevention procedures.
4. For all hot work PERMITS are required.
  - a. Once all precautions are identified those precautions will be documented on the Hot Work permit issued.
5. All contractors shall supply and maintain sufficient fire protection equipment and personnel trained (to be conducted yearly) in the use, inspection, and maintenance requirements of such equipment throughout the construction period. In accordance with 29 CFR 1926.150(c)(xiv), the designated competent person shall supervise a monthly visual and annual maintenance inspection of all fire extinguishers. Annual maintenance records shall be maintained by the employer for one year after the last entry or for the life of the shell, whichever is less.
6. Fire extinguishers will be placed in conspicuous areas throughout the work site so they are readily available to all employees and subcontractor employees.
7. All contractors and subcontractors are responsible to supply and maintain all necessary fire extinguishers and/or fire watches as required and for all hot work, cutting, or welding operations. Subcontractors may not rely upon the availability of Garco or the Owner's firefighting equipment in meeting this requirement.
8. Portable heaters used in the work areas and trailers shall be UL approved units complete with controls and have all required safety devices in proper working condition.
9. All flammable and combustible materials, including gas cylinders and portable gas containers, shall be properly stored, piled, protected and handled with due regard to their fire characteristics and potential environmental hazards.
10. All flammable and combustible material shall be kept only in designated locations.
11. All flammable liquids must be stored outside the existing building in an approved manner, and dispensed only into acceptable safety containers while the containers are electrically bonded.
12. Compressed gases shall be properly stored with protective valve caps in isolated areas outside the building and segregated by type of gas.
13. Combustible refuse and debris will be removed daily and legally disposed of off site. The burning of refuse/debris of any kind is strictly prohibited. There will be no open fires on the Project.

<b>Tab B. Section 9. Fire Prevention/Cutting/Hot Work</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	11/18/2021	1

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## **Welding and Cutting**

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  - a. Welding cables are free from repair and splices within 10 feet from cable end 29 CFR 1926.351 (b) (2)
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<b>Tab B. Section 9. Fire Prevention/Cutting/Hot Work</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	11/18/2021	1

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  - a. **Used containers.** No welding, cutting, or other hot work shall be performed on used drums, barrels, tanks or other containers until they have been cleaned so thoroughly as to make absolutely certain that there are no flammable materials present or any substances such as greases, tars, acids, or other materials which when subjected to heat, might produce flammable or toxic vapors. Any pipe lines or connections to the drum or vessel shall be disconnected or blanked.

<b>Tab B. Section 9. Fire Prevention/Cutting/Hot Work</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	11/18/2021	1

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17. **Warning Sign.** After welding operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers.
18. **Screens.** When welding must be performed in a space entirely screened on all sides, the screens shall be so arranged that no serious restriction of ventilation exists. It is desirable to have the screens so mounted that they are about 2 feet (0.61 m) above the floor unless the work is performed at so low a level that the screen must be extended nearer to the floor to protect nearby workers from the glare of welding.
19. **Confined Space Work.** Anytime Activities require welding, burning or cutting in a confined space, compliance with 29 CFR 1910.252(b)(4)(i) will be accomplished in reference to ventilation, securing of cylinders, lifelines, electrode removal, gas cylinder shut-off and warning signs, as well as other relative confined space safety issues.
20. **Hazardous Atmosphere.** In accordance with 29 CFR 1910.252(c)(1)(i)(c), Any welding or burning of lead based metals, zinc, cadmium, mercury, beryllium, or exotic metals or paints not listed here shall require the use of proper effective ventilation methods and or respiratory protection.
21. **First Aid Equipment.** In accordance with 29 CFR 1910.252(c)(13), first aid equipment shall be available at all times.
22. **Storage.** In accordance with 29 CFR 1910.253(b)(2)(i), Oxygen cylinders shall be stored in an upright, secured position, 20 feet from any flammable gases or petroleum products.
23. **Training.** Workers assigned to operate arc welding equipment shall be properly instructed and qualified to operate such equipment in accordance with 29 CFR 1910.254(a)(3).
24. **Inspection and Maintenance.** In accordance with 129 CFR 910.254(d) and (d)(1), operators of equipment shall report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. Repairs to any equipment shall only be made by qualified personnel. All workers assigned, shall be familiar with 29 CFR 1910.254 and with 29 CFR 1910.252(a)(b) and (c), and in the case of gas shielded arc welding, workers must be familiar with AWS Standard A6-1-1966.



<b>Tab B. Section 10. Traffic Control</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

# TRAFFIC CONTROL

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. **Protection/Prevention.** Garco will advise all subcontractors and employees at pre-construction meetings and regular safety meeting as to the traffic control and parking issues, which may change daily on the project. A traffic control plan will be created to ensure proper planning and control, and to ensure public and worker safety always.
  
2. **Traffic Control.**
  - a. Garco will provide or require the affected Subcontractor to provide proper flagmen, signs, barricades, lights, etc. for convenience and direction of public traffic through work areas, which will have a maximum 5-mph speed limit. The necessary local authorities will be notified and local regulations will be conformed to if it becomes essential for public traffic to be delayed or diverted in any way.
  
3. **Accessibility.**
  - a. Garco and each Subcontractor will ensure that the perimeter of the building is accessible for any type of emergency vehicle by disposing of waste materials and proper storage of materials.
  
4. **Parking.**
  - a. Construction Parking will be reviewed in the orientation of employees. Each Subcontractor will adhere to all Project and local regulations in planning out proper parking areas and, if necessary, areas will be roped and barricaded.
  - b. The blocking of entrances and/or exits of the job site is prohibited. Vehicles found in violation will be towed at owner's expense.
  
5. **Special Marking.**
  - a. In the case of Airfield work any non-licensed vehicle (other than earth moving equipment) must have an orange flag or red flag extended 6 feet above the vehicle. This shall provide a visual identification marker to other construction vehicles. The types of vehicles included, but not limited to, are "gators", "mules", "four-wheelers", etc.
  - b. The equipment listed in 14.5 of this document shall have an operating, flashing yellow or red light fixed to an overhead structure while in use.
  - c. Equipment listed in 14.5 of this document must have an operating warning device.
  
6. **General Rules.**
  - a. When operating all machinery, remain alert; Pedestrians have the right of way.
  - b. Do not overload vehicles and make ensure loads are properly secured.
  - c. Cellular phones are prohibited when driving a motorized vehicle.
  - d. Multi-tasking is prohibited when driving a motorized vehicle.
  - e. Only drive when physically capable to do so safely.

<b>Tab B. Section 11. Heavy Equipment</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

# HEAVY EQUIPMENT

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. **General.**
  - a. All personnel on the work site will be made aware of the existence of any heavy equipment and the dangers associated with it.
  
2. **Operators.**
  - a. Operators will be competent and qualified in the safe operation of any equipment under their responsibility.
  - b. Only competent and experienced operators shall be allowed to operate equipment.
  
3. **Protections.**
  - a. Back up alarms, flashing beacons, barricades, flaggers, observers, etc. shall be employed as needed.

<b>Tab B. Section 12. Material Storage</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

## MATERIAL STORAGE

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. **General.**
  - a. Material storage should be done in a manner in which it poses no safety hazards to personnel or property.
  - b. Materials will be stored in an organized fashion and protected from the elements as needed.
  
2. **Storage and Location.**
  - a. Material storage location must be approved by the Project Superintendent prior to delivery.
  - b. Materials shall be kept back at least 6 feet from all edges.
  - c. Care shall be taken to not overload decks.
  - d. Materials shall be secured to avoid displacement.
  - e. Combustible materials shall be kept away from ignition sources and fire extinguishers will be located nearby.
  
3. **MSDS/SDS.**
  - a. No materials will be stored without MSDS/SDS on site.

<b>Tab B. Section 13. Material Handling</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

## MATERIAL HANDLING

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

**1. Protection and Prevention.**

- a. Material handling will be done by qualified personnel in the safest manner possible.
- b. Employees who must handle heavy or multiple materials manually will be instructed on proper lifting and carrying techniques.
- c. Materials should be handled by equipment (forklift), which will be done by qualified operators.

<b>Tab B. Section 14. Electrical Exposure</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

# ELECTRICAL EXPOSURE

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. **Protection and Prevention.**
  - a. No personnel will be allowed to be exposed to unprotected or open electrical hazards.
  - b. Ground Fault Circuit Interrupt (GFCI) protection will be in use whenever possible. When not possible, an assured grounding plan will be implemented.
  - c. Only qualified personnel will be allowed to work on energized equipment / circuits.
  - d. Electrical equipment and installations used to provide electric power and light at the job site shall meet all OSHA and NEC regulations.
  
2. **Subcontractors.**
  - a. Subcontractors shall ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees.
  
3. **Non-Qualified / Unqualified Person Requirements.**
  - a. In accordance with 29 CFR 1910.332(b)(1), employees who face a risk of electric shock, but who are not qualified persons will be trained to ensure his familiarity with electrically rated safety practices. Employees shall be trained in safety related work practices that pertain to their respective assignments and will include training relative to safe clearance distances.
  
4. **Examination, Installation and Use of Equipment.**
  - a. Before installation or use, electrical equipment shall be examined to ensure that its operation shall not constitute safety hazard to employees. Such equipment shall be examined for the following characteristics:
    - i. Suitability for installation and use in conformity with the provisions of all applicable regulations. A listing, labeling, or certification may evidence suitability of equipment for an identified purpose for the identified purpose.
    - ii. Mechanical strength and durability. For parts designed to enclose and protect other equipment, this includes the adequacy of the protection thus provided.
    - iii. Electrical insulation.
    - iv. Heating effects under conditions of use.
    - v. Arcing effects.
    - vi. Classification by type, size, voltage, current capacity, and specific use.
    - vii. Other factors that contribute to the practical safeguarding of employees who use or are likely to come in contact with the equipment.
  
5. **Guarding.**
  - a. Live parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact. Guarding of live parts shall be accomplished as follows:
    - i. Location in a cabinet, room, vault, or similar enclosure accessible only to qualified persons.
    - ii. Use of permanent, substantial partitions or screens to exclude unqualified persons.

<b>Tab B. Section 14. Electrical Exposure</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

- iii. Location on a suitable balcony, gallery, or platform elevated and arranged to exclude unqualified persons.
- iv. Elevation of eight feet or more above the floor.
- v. Entrance to rooms and other guarded locations containing exposed live parts must be marked with conspicuous warning signs forbidding unqualified persons to enter.
- vi. Electric installations that are over 600 volts and that are open to unqualified persons must be made with metal-enclosed equipment or enclosed in a vault or area controlled by a lock. In addition, equipment must be marked with appropriate caution signs.

**6. Grounding of Equipment Connected by Cord and Plug and Grounding Conductor Program.**

- a. Exposed non-current-carrying metal parts of cord -and-plug-connected equipment that may become energized shall be grounded in the following situations:
  - i. In a hazardous location.
  - ii. When operated at over 150 volts to ground, except for guarded motors and metal frames of electrically heated appliances if the appliance frames are permanently and effectively insulated from ground.
  - iii. When one of the types of equipment listed below.
    - 1. Hand held motor-operated tools.
    - 2. Cord-and plug-connected equipment used in damp or wet locations or by employees standing on the ground or on metal floors or working inside metal tanks or boilers.
    - 3. Portable and mobile X-ray and associated equipment.
    - 4. Tools likely to be used in wet and/or conductive locations.
    - 5. Portable hand lamps.
  - iv. The only acceptable method of protection for employees, against electrical shock using tools, cords or other electrical components will be contractor supplied and maintained Ground Fault Circuit Interrupters (GFCI).
  - v. Employees will be trained in the proper use, inspection and testing procedures for GFCIs
  - vi. The crew foreman and project superintendent shall meet the requirements to be considered a “Competent Person” relative to the responsibilities for issuance, use, inspection and maintenance of electrical protective systems, including GFCIs.
  - vii. Damaged or defective equipment must be removed from service, tagged “Defective” or destroyed and replaced with proper equipment before work continues.
  - viii. A visual inspection of all cords and GFCIs must be performed by the user before use, each day, or more frequently as conditions change that may require additional observation.
  - ix. A functional performance test shall be performed by the user of a GFCI before each use by method of manufacturer directed testing or by “Test and Reset” method, whichever method is more comprehensive. Employees will be properly trained to perform required inspections.

**7. Safety-Related Work Practices.**

- a. Protection of Employees

<b>Tab B. Section 14. Electrical Exposure</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

- i. Subcontractors shall not permit their employees to work near any part of an electric power circuit that the employees could contact in the course of work, unless such employees are protected against shock by de-energizing the circuit and grounding it or by guarding it effectively by insulation or other means.
- ii. Minimum approach distances, clearance distances, and protective safety measures shall be communicated to workers and associated training shall be provided to all exposed employees.
- iii. Proper illumination will provided for areas where employees are required to enter spaces with energized electrical parts.
- iv. When conditions require workers to work in confined or enclosed spaces where electrical hazards may exist, protective shields, protective barriers, or insulating material shall be provided as necessary.
- v. Safe work practices shall be developed and communicated to workers for activities where workers may be subject to hazards or exposure due to handling long dimensional conductor objects.
- vi. Only portable ladders that have non-conductive side rails may be used.
- vii. Employees shall not be allowed to wear items of jewelry or clothing that is conductive, unless rendered non-conductive by means of approved insulated covering.
- viii. Where the exact location of underground electric power lines is known, employees using jack hammers or hand tools that may contact a line must be provided with insulated protective gloves.
- ix. Even before work is begun, Garco must determine by inquiry, observation, or instruments where any part of an exposed or concealed energized electric power circuit is located. This is necessary because a person, tool or machine could come into physical contact with the electric power circuit.
- x. Subcontractors shall advise their employees of the location of such lines, the hazards involved and protective measures to be taken as well as to post and maintain proper warning signs.

**8. Passageways and Open Spaces.**

- a. Subcontractors shall provide barriers or other means of guarding to ensure that workspace for electrical equipment will not be used as a passageway during the time when energized parts of electrical equipment are exposed. Walkways and similar working spaces must be kept clear of electric cords.

**9. Lockout and Tagging of Circuits.**

- a. Subcontractors shall place locks and tags on controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits. Equipment or circuits that are de-energized shall be rendered inoperative and have locks and tags attached at all points where such equipment or circuits can be energized.

**10. Ground-Fault Circuit Interrupters.**

- a. Subcontractors shall use approved ground-fault circuit interrupters for all 120-volt, single-phase, 15-and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure, and which are in use by their employees.

<b>Tab B. Section 14. Electrical Exposure</b>	Effective Date	Revision
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- b. Receptacles on the ends of extension cords are not part of the permanent wiring and, therefore, must be protected by GFCIs regardless if the extension cord is plugged into a permanent wiring.
- c. These GFCI's monitor the current-to-the-load for leakage to ground. When this leakage exceeds 5 mA  $\pm$  1 mA, the GFCI interrupts the current. They are designed to trip quickly enough to prevent electrocution.
- d. Subcontractors shall have in place approved program for testing GFCI. All records shall be made available for inspection at any time.
- e. This protection is required in addition to, not as a substitute for, the grounding requirements of OSHA safety and health rules and regulations as specified in 29 CFR 1926.



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## CONFINED SPACE

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

**1. General and Procedures.**

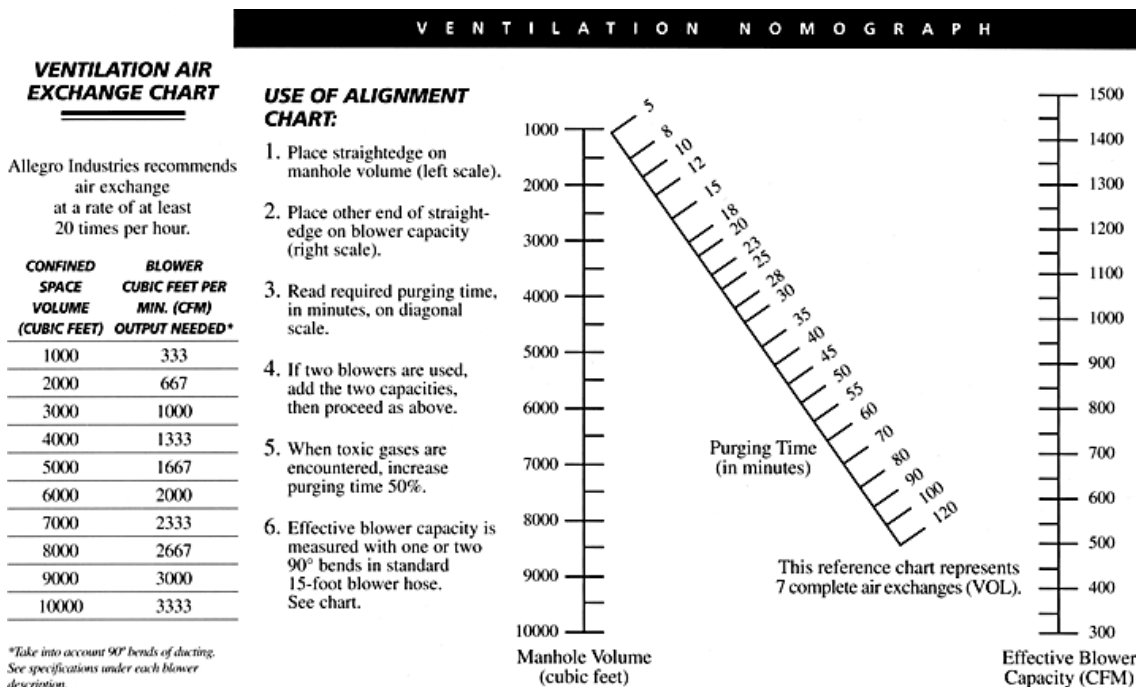
- a. Confined spaces will be addressed specifically in the Confined Space Plan. At this time Garco does not anticipate an entry into a confined space.
- b. Garco Construction Company recommends the following procedures set forth in the following sections as a means of protecting the health, and significantly reducing accidental injury and death associated with entering, working in, and exiting from confined spaces. The procedures are designed not only to make the confined space safe for the worker, but also to make the worker cognizant of the hazards associated with the work area and the safe work practices necessary to deal with these hazards.

**2. Definition.**

- a. **Alternative methods** are a permit-required confined space using alternative methods. An alternative process for entering a permit space under very specific conditions outlined in WAC 296-809-60002 and 296-809-60004.
- b. **Attendant.** An individual stationed outside one or more permit-required confined spaces to monitor the entrants.
- c. **Confined Space** refers to a space which by design has (1) limited openings for entry and exit & (2) employees can fully enter the space; possibly unfavorable natural ventilation which may contain or produce dangerous air contaminants, and (3) which is not intended for continuous employee occupancy.
  - i. Confined spaces include but are not limited to storage tanks, process vessels, pits, silos, vats, degreasers, reaction vessels, boilers, ventilation and exhaust ducts, sewers, tunnels, underground utility vaults, and pipelines.
- d. **Control.** The action taken to reduce the level of any hazard inside a confined space using engineering methods (for example, ventilation), and then using these methods effectively to maintain the reduced hazard level. Control also refers to the engineering methods used for this purpose. Personal protective equipment is not a control.
- e. **Controlling contractor (employer).** The employer that has overall responsibility for construction at the worksite. If the controlling contractor (employer) owns or manages the property, then it is both a controlling employer and a host employer.
- f. **Entrant.** An employee who is authorized by the employer to enter a permit-required confined space.
- g. **Entry supervisor.** The qualified and trained person (such as the employer, crew leader, or crew chief) responsible for identifying permit-required confined spaces and performing responsibilities and job duties.

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- h. **Limited or restricted means of entry or exit.** A condition that has a potential to impede an employee's movement into or out of a confined space. A space has limited or restricted means of entry or exit, if an entrant's ability to escape in an emergency would be hindered. Examples include, but are not limited to, trip hazards, poor illumination, slippery floors, inclining surfaces and ladders.
- i. **Nonentry rescue.** Retrieval of an entrant from a permit-required space without entering the permit space
- j. **Permit-required confined space or permit space.** A confined space that has one or more of the following characteristics capable of causing death or serious physical harm:
  - i. Contains or has a potential to contain a hazardous atmosphere;
  - ii. Contains a material with the potential for engulfing someone who enters;
  - iii. Has an internal configuration that could allow someone entering to be trapped or asphyxiated by inwardly converging walls or by a floor, which slopes downward and tapers to a smaller cross section;
  - iv. Contains any physical hazard. This includes any recognized health or safety hazards including engulfment in solid or liquid material, electrical shock, or moving parts;
  - v. Contains any other recognized serious safety or health hazard that could either:
    - 1. Impair the ability to self-rescue; or
    - 2. Result in a situation that presents an immediate danger to life or health.
- k. **Ventilation.** The process of controlling a hazardous atmosphere using continuous forced-air mechanical systems (exchange chart below). Ventilation is a method of hazard control, not hazard elimination.



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3. **Confined Space can be defined as an alternate entry (non-permit) (IAW WAC 296-809-600) required if:**
  - a. You have free, unencumbered access into, and egress from the space.
  - b. The space is determined to be free of environmental or atmospheric hazards.
  - c. The space is sufficiently illuminated and ventilated.
  - d. You aren't introducing or creating a hazardous atmosphere in the space: Carbon Monoxide (Be mindful of equipment generating carbon monoxide, above and around the space, that could migrate into the space.) Flammable material, Combustible material, Oxygen enriched or deficient environment
  
4. **Classification of Confined Space.**
  - a. **Class A:** Confined space that presents a situation that is immediately dangerous to life or health (IDLH). These include but are not limited to oxygen deficiency, explosive or flammable atmospheres, and/or concentrations of toxic substances.
  - b. **Class B:** Confined space that has the potential for causing injury and illness, if preventative measures are not used, but not immediately dangerous to life and health.
  - c. **Class C:** Confined space in which the potential hazard would not require any special modification of the work procedure.
  
5. **Permissible Exposure Limit.** The maximum 8-hour time weighted average of any (PEL) airborne contaminant to which an employee may be exposed. At no time shall the exposure level exceed the ceiling concentration for that contaminant as listed in 29 CFR Part 1910 Sub Part Z.
  
6. **Training.** Personnel who work near confined spaces shall be made aware of the hazards associated with confined spaces. Personnel who are required to work in a confined space, or in support of those working in a confined space shall have additional training in the following areas:
  - a. Emergency entry and exit procedures
  - b. Use of applicable respirators
  - c. First-aid
  - d. Lockout procedures
  - e. Safety equipment use
  - f. Permit system
  - g. Work practices as recommended by law or management

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## PERMIT REQUIRED CONFINED SPACE PROGRAM

### 1. Policy.

- a. Garco Construction is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following written program is in place to identify all Permit- Required Confined Spaces (PRCS) and to eliminate or control hazards associated with PRCS operations. This program is in accordance with EM 385-1-1, WAC 296-803, and 29 CFR 1910.146.
- b. Employees will be active participants in the development and implementation of all aspects of Garco Construction's confined space entry program.
- c. **Each PRCS location will have its own attendant; single attendant monitoring multiple confined spaces is not allowed.**

### 2. Responsibilities.

- a. **Safety Director (program administrator):**
  - i. Review and update companies Confined Space Entry Program to conform to current WISHA standards.
  - ii. Ensure compliance with standards set forth in the program by periodic inspection of entry sites and canceling permits where unsafe conditions are present.
  - iii. Assist Supervisors with:
    - o Providing training as set forth in the program.
    - o Identification of confined spaces.
    - o Identifying spaces that require a permit for entry.
    - o Labeling Permit-Required Confined Spaces.
    - o Performing a single annual review covering all entries performed during a 12-month period to ensure employees participating in entry operations are protected from permit space hazards
- b. **Supervisor:**
  - i. Identify confined spaces within facilities or areas under their control.
  - ii. Identify hazards within a confined space.
  - iii. Ensure procedures are implemented.
  - iv. Ensure the guidelines set for this procedure are followed.
  - v. Confirm that all employees involved in the work are trained in the safe entry procedures and confident that they are abetted.
  - vi. Make certain that all necessary safety equipment is on hand, calibrated, and working properly.
  - vii. Complete a Confined Space Entry permit, perform all necessary air testing, and discuss possible hazards and safety precautions.
- c. **Authorized Entrants:**

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- i. Understand the knowledge of hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
- ii. Bringing to their Supervisor's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employee.
- iii. Report to their Supervisor any malfunction of gas detectors, ventilation equipment, tripods, harnesses, safety lines, self-contained breathing apparatus (SCBA), and other air supplies, or any other related equipment used for confined space entry.
- iv. Have current certification in First Aid/CPR.
- v. Fully understand and strictly observe the safety standards, regulations, and procedures applicable to such work.
- vi. Alert the attendant (standby person) whenever:
  - o The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
  - o The entrant detects a prohibited condition.
- vii. Exiting the permit space as quickly as possible whenever:
  - o An order to evacuate has been given by the attendant or the entry Supervisor.
  - o The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
  - o The entrant detects a prohibited condition.
  - o An evacuation alarm is activated.

**d. Attendants**

- i. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
- ii. Awareness of possible behavioral effects of hazard exposure to authorized entrants.
- iii. Continuously maintaining an accurate count of authorized entrants in the permit space and ensuring that the means used to identify authorized entrants accurately identifies who is in the permit space.
- iv. Remain outside the permit space during entry operations until relieved by another attendant.
- v. Attempt non-entry rescue if proper equipment is in place and the rescue attempt will not present further hazards to the entrant or attendant.
- vi. Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant.
- vii. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and ordering the authorized

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entrants to evacuate the permit space immediately under any of the following conditions:

- If the attendant detects a prohibited condition.
  - If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
  - If the attendant detects a situation outside the space that could endanger the authorized entrants.
  - If the attendant cannot effectively and safely perform all the duties required by this program.
- viii. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- ix. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:
- Warn the unauthorized persons that they must stay away from the permit space.
  - Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
  - Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
- x. Perform no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

### 3. Training.

- a. Supervisor is responsible for ensuring that all affected personnel are properly trained, and that refresher training is given. (Personnel who may be included are any authorized entrants, attendants, entry supervisors, on-site rescue team members, and employees who may potentially enter the space.)

### 4. Initial Contracting for Rescue Services (if off-site rescue services are required)

- a. Supervisor will ensure that rescue and emergency services have been informed of any permit- required confined spaces and have been given access to the spaces for drills, training, etc.

### 5. Equipment.

- a. Supervisor will ensure that all equipment needed for safe entry into any confined space is available and in proper working order.

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**PERMIT SPACE IDENTIFICATION**

Supervisor has evaluated the workplace and determined (check appropriate box)

- No Permit-Required Confined Space(s) Exist at the Worksite
- Permit-Required Confined Space(s) Have Been Determined to Exist. The location(s) and hazard(s) posed by these permit spaces are listed below:

Location(s):

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Job Hazard Analysis (standard operating procedure for entry)

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**PREVENTION OF UNAUTHORIZED ENTRY**

If confined spaces are identified at our worksite Supervisors will inform exposed or potentially exposed employees of their existence and hazards. The method(s) that will be used will be: (check appropriate box(s))

- Posting of danger signs at each permit space reading "Danger-Confined Space- Do Not Enter"
- \_\_\_\_\_

It has been determined by Supervisor that the confined spaces identified at our worksite: (check appropriate box(s))

- Will not be entered by our employees.

The following measures have been taken to prevent employees from entering the space(s)

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- Will be entered by employees of our workplace.



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## PERMIT-REQUIRED CONFINED SPACE (PRCS)

Safe entry procedures have been developed for each permit-required space at our facility. These procedures specify the proper methods and equipment necessary to conduct the entry operation in a safe manner. A Job Hazard Analysis has been completed for each permit space by Supervisor and they are located at the Garco Construction office trailer.

### ALTERNATIVE PROCEDURES

Permit spaces that have, as their *only* hazard, an actual or potential hazardous atmosphere may use alternate entry procedures. These alternate entry procedures do not require the implementation of a full PRCS program. The following is a list of permit spaces at our workplace which currently qualify for alternative procedures:

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### RECLASSIFYING PERMIT SPACE TO ALTERNET ENTRY (NON-PERMIT) SPACE

Permit spaces may be reclassified as non-permit spaces by the total elimination of all the hazards. A permit space can be reclassified as a non-permit space only if there are no actual or potential atmospheric hazards and if all the other hazards within the space are eliminated without entry in the space. The following is a list of permit spaces at our workplace that can be reclassified a s non-permit spaces by the elimination of the hazards:

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### PERSONNEL DUTIES AND TRAINING FOR FULL PERMIT-REQUIRED CONFINED SPACE ENTRY OPERATIONS

1. **Team.**
  - a. Entry into any PRCS will require a specially trained and equipped team. Each team will consist of an:
    - i. Authorized entrant(s)
    - ii. Attendant
    - iii. Entry supervisor
    - iv. Rescue personnel

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- b. Each member of the team will receive initial and annual refresher training. The training will be specific for the duties of each team member and include the procedures and practices necessary to protect them from the dangers of the permit space.
2. **Training Program.** Training will be provided before employees are assigned duties involving permit space entry, whenever their assigned duties change and whenever there is a change in a permit space that creates hazards for which they have not been notified. The training program will include the duties of each team member as listed below:
- a. **Authorized Entrants**
    - i. Know the hazards associated with the permit space and their effects.
    - ii. Properly use the equipment required for entry.
    - iii. Maintain a continuous means of communication with the attendant.
    - iv. Alert the attendant in the event of an emergency.
    - v. Evacuate the space if an emergency occurs.
  
  - b. **Attendants**
    - i. Know the hazards associated with the permit space and their effects.
    - ii. Maintain an accurate account of the authorized entrants.
    - iii. Remain at their assigned station until relieved by another attendant or until the permit space entry is complete.
    - iv. Monitor conditions in and around the permit space.
    - v. Summon rescue and applicable medical services in the event of an emergency.
    - vi. Perform non-entry rescue procedures.
    - vii. Perform appropriate measures to prevent unauthorized personnel from entering the permit space.
  
  - c. **Entry Supervisors**
    - i. Assures compliance and authorizes entry. The only person who can add names to the entry permit.
    - ii. Know the hazards associated with the permit space and their effects.
    - iii. Verify that the safeguards required by the permit have been implemented.
    - iv. Verify that rescue services are available and that means for summoning them are operable.
    - v. Cancel the written permit and terminate the permit space during entry when required. Can designate this duty to attendant.
    - vi. Remove personnel who are not authorized to enter the permit space during entry operations.
    - vii. Periodically, determine that the entry operation is being performed in a manner consistent with the requirements of the permit space entry procedures and that acceptable entry conditions are maintained.
  
  - d. **Rescue Personnel**
    - i. Must receive the training required of authorized entrants.
    - ii. Know the proper use of all personal protective equipment and rescue equipment necessary to enable them to enter and perform rescue operations.
    - iii. Must practice making permit space rescues at least once every twelve months.
    - iv. Must be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member must hold current certification in first-aid and in CPR.

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- v. Off-site rescue services must have access to permit spaces as necessary for those rescuers to develop an appropriate rescue plan.
- e. **Permit-Required Confined Space (PRCS) Program Training.** If a full permit-required confined space program is required, training is needed on the following topics :
  - i. Types of confined space hazards.
  - ii. Components of the written PRCS program.
  - iii. Components of the entry permit system.
  - iv. Components of the hot work permit.
  - v. The need for prompt guarding of the entrance opening.
  - vi. Atmospheric testing equipment including its use, calibration, and maintenance.
  - vii. Atmospheric testing protocol:
    - 1. Oxygen, combustibles, toxins
    - 2. Pre-entry, frequent or continuous testing
    - 3. Check all levels of the space
  - viii. Methods for product control and/or elimination of atmospheric hazards:
    - 1. Inerting (creating the potential for an oxygen deficient hazard)
    - 2. Draining and rinsing
    - 3. Purging and cleaning
    - 4. Blanking, blinding, bleeding
    - 5. Lockout/Tag out
  - ix. Procedures the employees must follow if they detect a hazard.
  - x. The evaluation process to be used for entry if hazards are detected.
  - xi. The use of entry equipment (e.g., ladders, communication devices, etc.).
  - xii. Personal protective equipment required:
    - 1. Full bodyharness
    - 2. Respiratory protection
    - 3. Chemical protective clothing
    - 4. Eye and face protection
    - 5. Hearing protection
    - 6. Any other specific PPE necessary
  - xiii. Personnel and their responsibilities:
    - 1. Authorized entrant
    - 2. Attendant
    - 3. Entry supervisor
    - 4. Rescue team
  - xiv. On-site or Off-site rescue:
    - 1. Rescue plan
    - 2. Practice rescues
    - 3. Basic first-aid and cardiopulmonary resuscitation certification
    - 4. Full body harness with retrieval line attached to mechanical retrieval device
  - xv. Procedures for annual review of canceled permits.
  - xvi. Any other information necessary to ensure employee safety during a permit space entry operation.
  - xvii. Documentation of the training.

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The following is a list of employees who have been equipped and trained to serve as authorized entrants at our facility:

Authorized Entrants	Trainer	Date of Training

The following is a list of employees who have been equipped and trained to serve as attendants:

Attendant	Trainer	Date of Training

The following is a list of employees who have been trained to serve as entry supervisors:

Entry Supervisor	Trainer	Date of Training

## HOST EMPLOYER'S RESPONSIBILITIES WITH CONTRACTORS

1. When contractors are involved in permit space entry work at our workplace, Supervisor's will inform them of the following information and coordinate and entry operations:
  - a. The location of the permit spaces at our facility and that entry into these spaces is only allowed through a PRCS program or alternative procedures or space reclassification.
  - b. Our rationale for listing the space as a permit space, the identified hazards, and our experiences with the particular space.
  - c. Precautions that we have implemented to protect employees working in or near the space
  - d. Supervisor's Name will debrief the contractor at the completion of the entry operations, or during if a need arises, and if any hazards were confronted or created during their work.

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## CONTRACTOR’S RESPONSIBILITIES WITH HOST EMPLOYERS

1. When XYZ sub-contractor is hired to perform work in a PRCs, XYZ sub-contractor will obtain the following information from the host employer and ensure the following tasks are performed:
  - a. Obtain any information on the hazards of the permit space and information from previous entry operations from the host employer.
  - b. Determine if the host employer's workers will be working in or near the space.
  - c. If the host employer will have employees working in or near the space during our entry operation, XYZ sub-contractors will coordinate entry operations with the host employer's representative.
  - d. Will inform the host employer of the permit space program that will be utilized.
  - e. Hold a debriefing conference at the completion of the entry operation or during the entry operation (if needed) to inform the host employer of any hazards confronted or created.

## RESCUE AND EMERGENCY SERVICES

1. **Application.** This subsection is not required if the permit space has been re-classified as a non-permit space of if alternate entry procedures are used
  
2. **IDLH Environment.**
  - a. Garco employees will never be required to work in an Immediately Dangerous to life or health(IDLH) environment.
  - b. Any/all subcontractors or service technicians who will be working in an IDLH confined space must provide for on-site rescue services when work is being performed, and submit that information to Garco.
  
3. **Policy.**
  - a. The precautions and procedures outlined in our written PRCs program are designed to ensure that our employees are safe while working in permit spaces. Under no circumstances do we expect our employees to enter a permit space where hazards have not been eliminated or effectively controlled.
  - b. Additionally, we recognize that unexpected situations might arise that prevent entrants from self- rescue. In response, the following rescue and emergency action plan has been developed and will be strictly enforced:
  
4. **Rescue Services.** Garco Construction has decided to utilize (check appropriate box(s)):
  - On-site rescue services that include:**
    - Non-entry rescue procedures**
    - Entry rescue procedures**
  - Off-site entry rescue services.**
  
5. **Notes:**

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- a. Non-entry rescue procedures and equipment will be utilized, unless their use would increase the risk of injury to entrants or these procedures would not be effective.
- b. If off-site rescue services are used, Information must be provided to off-site rescuers of the potential hazards associated with the space. The information should be given well in advance of any entry operation. This advanced information provides outside rescue services with the time to develop appropriate rescue strategies and practice rescue techniques.

## RESCUE SERVICE

Describe the procedures that will be used for summoning the rescue and emergency services. Include the name, location, and telephone numbers of the rescue services in this program and also on the entry permit. Train employees on the specific procedures for summoning the rescue and emergency services.

Name of Rescue Service: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Location: \_\_\_\_\_

Approximate Response Time: \_\_\_\_\_

Name of Emergency Medical Service: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Approximate Response Time: \_\_\_\_\_

The specific procedures for summoning rescue and emergency services for our workplace are outlined as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TRAINING

Training must be given to each employee who has access or potential access to a permit space. The amount and type of training needed will depend on the individual's duty assignment. For example, some employees may only be required to know the existence, location, and danger posed by a permit space. Others would need considerably more training if they are members of a PRCS team. Still others would need training as it pertains to the type of entry procedures used (i.e., alternate entry procedures or reclassifying to non-permit space procedures). The overall intent of this training is to give employees the understanding, knowledge, and skills necessary for the safe performance of their assigned duties in relation to the permit spaces of concern.

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The training required depends on the specific permit space to be entered and the procedures that are needed to protect entrants. The information provided in this training subsection is a generalization of the topics that must be covered during employee training. Four basic categories have been set up to train employees based on duties and potential exposure:

1. **Awareness Training** - Awareness training for employees potentially exposed to permit spaces can be satisfied by providing them with an overall review of our written program.
2. **Training Required for Using Alternate Entry Procedures** - If the space qualifies for alternative procedures, training on the following topics is warranted:
  - a. A major point concerning the use of alternative procedures is that these procedures can only be used when a hazardous atmosphere is the *only* hazard of concern.
  - b. The harm associated with the atmospheric hazards of concern including their acceptable entry levels and symptoms of overexposure.
  - c. Awareness training to recognize other potential hazards in or around the space.
  - d. Any condition which may make it unsafe to remove the entrance cover.
  - e. The need for prompt guarding of the entrance opening.
  - f. Atmospheric testing equipment including its use, method of calibration, and maintenance.
  - g. Atmospheric testing protocol for oxygen, combustibles, toxins.
  - h. Pre-entry, frequent or continuous testing of the permit space.
  - i. Check all levels of the space for atmospheric hazards.
  - j. Atmospheric Controls
  - k. Inerting
  - l. Draining and rinsing
  - m. Purging
  - n. Continuous forced air ventilation including type, proper use and placement, and its limitations.
  - o. Procedures the employee must follow if a hazardous atmosphere is detected.
  - p. The evaluation process to be used for entry if a hazardous atmosphere is detected or the individual vacates the space and returns some time later.
  - q. Train employees on the use of entry equipment used including ladders and intrinsically safe lighting.
  - r. Personal protective equipment (e.g., gloves, hard hats, boots, etc.), its use, limitations, and required maintenance.
  - s. A review of the completed written certification form with the employee prior to entering the space.
  - t. Any process which may introduce a hazard (e.g., welding, cleaning with chemicals, solvents, etc.) that would prohibit use of alternative procedures.
  - u. The requirements of EM 385-1-1 or other governing body must be reviewed with the employee.
  - v. Any other information needed to ensure the safety of the employee.
  - w. The documentation of the training.
3. **Training Required for Using the Reclassifying Permit Space Procedures** - If the permit space can be reclassified as a non-permit space, the following items must be discussed:

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- a. Documentation of the elimination of the hazards. If the elimination of the hazards or verification of elimination requires employees to enter the space, then a full PRCS program is needed.
  - b. Train employee on the hazards associated with the space (i.e. mechanical, chemical, atmospheric) and the methods needed to eliminate the hazards such as:
    - i. Isolation techniques
    - ii. Lockout/Tagout
    - iii. Disconnection and misalignment of pipes
    - iv. Blanking and blinding
    - v. Removal of engulfment hazards
    - vi. Elimination of hazardous atmosphere by draining, inerting, purging, cleaning, venting
    - vii. Train employees on the use of entry equipment used including ladders, ground fault circuit interrupters for electrical equipment, etc.]
    - viii. Personal protective equipment (e.g., gloves, hard hat, boots, etc.) including its use, limitations, and required maintenance.
    - ix. A review of the completed written certification form with the employee entering the space.
  - c. The requirements of WAC 296-62-809 must be reviewed with the employee
  - d. Inform employees that any procedures such as welding, cleaning with a chemical, etc. would negate the reclassification and convert the space back to a permit space.
  - e. Any conditions which may make it unsafe to remove entrance cover.
  - f. The need for prompt guarding of the entrance opening.
  - g. Atmospheric testing equipment including its use, method of calibration, and maintenance.
  - h. Atmospheric testing protocol
    - i. Oxygen, combustibles, toxins
    - j. Pre-entry, frequent or continuous testing
    - k. Check all levels of the space
    - l. Procedures the employee will follow if a hazard is detected.
  - m. The evaluation process to be used for re-entry if a hazard is detected or the individual vacates the space and returns some time later.
  - n. Awareness training to recognize others potential hazards in or around the space.
  - o. The documentation of the training.
- 4. Training required for using full Permit-Required Confined Space Procedures**
- a. Training for air monitoring equipment.
  - b. All employees using air monitoring equipment will receive training specific to that piece of equipment prior to using the equipment and after maintenance or repairs have been done to the equipment.
  - c. All entrants, Garco or sub-contractors, are encouraged to participate and/or review all records for air monitoring equipment including but not limited to calibration and daily bump test data.



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- d. All entrants, supervisors, inspectors, etc. may request additional air monitoring at anytime.

## **PERMIT-REQUIRED CONFINED SPACE PROGRAM REVIEW**

1. **Application.** This subsection is not required if the permit space has been reclassified as a non-permit space or if alternative procedures are used.
2. **Procedure.**
  - a. Within twelve months of any entry operation, Garco's Safety Director will conduct a review of the program using the canceled entry permits to identify any deficiencies in our program. A review will be conducted sooner if there is reason to believe that the program does not adequately protect our employees. Any corrective measures will be documented by a revision of the program.
  - b. Employees will be trained on any changes. Additionally, employees who note any inadequacies with the program can contact Garco's Safety Director. If no permit space entry operations are conducted during the year, no review is needed.

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## CONFINED SPACE ENTRY PERMIT

1. Permit space to be entered (type/name):				Entry #:				Other Identification Information:						
2. Purpose of entry:						Location:								
3. Date of entry:				Auth. duration of entry permit:				Entry supervisor name/contact information:						
4. Identify outside rescue service:														
Contact rescue service: <input type="checkbox"/> Radio <input type="checkbox"/> Voice <input type="checkbox"/> Telephone: <input type="checkbox"/> Other:				Rescue Service Phone Number Person Contacted: Time Contacted: IN: _____ OUT: _____										
5. Authorized entrants (Print names)		Entry time		Entry time		Entry time		Entry time						
		In	Out	In	Out	In	Out	In	Out					
SEE ATTACHED SHEET														
6. Attendant responsible for entry		Print Name				Signature				Time		Date		
										a.m./p.m.				
										a.m./p.m.				
7. Current training for confined space workers verified? <input type="checkbox"/> Yes <input type="checkbox"/> No (Entry not permitted until verified.)														
8A. Identify, evaluate and record hazards of space to be entered.						8B. Specify measures to eliminate/control hazards before and during entry								
Potential Hazard		Yes		No		Hazard Control Measures								
A. Lack of oxygen/inert gas		<input type="checkbox"/>		<input type="checkbox"/>		Isolate:								
B. Combustible gas/vapor		<input type="checkbox"/>		<input type="checkbox"/>										
C. Combustible dust		<input type="checkbox"/>		<input type="checkbox"/>		Purge, flush, or vent:								
D. Toxic gas/vapor		<input type="checkbox"/>		<input type="checkbox"/>		Blank, block, or bleed:								
E. Chemical contact		<input type="checkbox"/>		<input type="checkbox"/>		Ventilate:								
F. Electrical hazard		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/> Natural draft		Powered:		<input type="checkbox"/> Continuous during entry		<input type="checkbox"/> Before entry		
G. Mechanical exposure		<input type="checkbox"/>		<input type="checkbox"/>		Lockout/tagout:								
H. Temperature extreme		<input type="checkbox"/>		<input type="checkbox"/>										
I. Engulfment		<input type="checkbox"/>		<input type="checkbox"/>		External barricades:								
J. Entrapment		<input type="checkbox"/>		<input type="checkbox"/>										
K. Skin contact irritation/burn		<input type="checkbox"/>		<input type="checkbox"/>		Other measures:								
L. Acid/caustic contact		<input type="checkbox"/>		<input type="checkbox"/>										
M. Hazard associated with work to be done, e.g., hot work within space:		<input type="checkbox"/>		<input type="checkbox"/>										
N. Other hazard:		<input type="checkbox"/>		<input type="checkbox"/>										
9. Gas tester(s)/monitor model(s)/type(s):				Serial/unit no(s):				Calibration Date:						
				Bump test to confirm function? <input type="checkbox"/> Yes				Verified: <input type="checkbox"/> On-site test <input type="checkbox"/> Documentation						
Test Required (other tests as appropriate)		Permissible levels		Subsequent test type: <input type="checkbox"/> Sample <input type="checkbox"/> Continuous (take readings before EACH entry into space)										
				Pre Test	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Post Test
A. Oxygen (O2)		19.5 to 23.5%												
B. Combustible gas/vapor (LEL)		10% LEL												
C. Hydrogen sulfide (H2S)		5 PPM												
D. Carbon monoxide (CO)		< 25 PPM												
		Tester initials												
		Test Times												

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11. Communication procedures to be used by entrants and attendants:  Voice  Radio  Other \_\_\_\_\_

12. Equipment required for entry:

Equipment	Description
Ventilation	<input type="checkbox"/> Powered forced air
Communications	<input type="checkbox"/> 2-way radio(s) <input type="checkbox"/> Telephone, location: <input type="checkbox"/> Cell phone <input type="checkbox"/> Air Horn <input type="checkbox"/>
Personal protective equipment	<input type="checkbox"/> Safety harness/lanyards <input type="checkbox"/> Hard hats <input type="checkbox"/> Gloves <input type="checkbox"/> Respiratory/SCBA <input type="checkbox"/> Safety glasses <input type="checkbox"/> Hearing protection <input type="checkbox"/> Face shield <input type="checkbox"/> Safety shoes <input type="checkbox"/> Protective clothing <input type="checkbox"/> Full Body Harness with D-Ring <input type="checkbox"/> Other:
Lighting	<input type="checkbox"/> Adequate <input type="checkbox"/> Additional Type: _____
Barriers/shields	<input type="checkbox"/> Pedestrian <input type="checkbox"/> Vehicle <input type="checkbox"/> Other: _____
Safe ingress/egress	<input type="checkbox"/> Ladders <input type="checkbox"/> Other: _____
Rescue/emergency	<input type="checkbox"/> Lifelines <input type="checkbox"/> Hoists <input type="checkbox"/> Tripod/Davit arm <input type="checkbox"/> Other: <input type="checkbox"/> Carabineers
Other safety equipment	<input type="checkbox"/> Specify: _____ <input type="checkbox"/> GFCI Protection <input type="checkbox"/> No Other Equipment Needed

13. Other information to ensure employee safety:

14. Authorization of initial entry by entry supervisor	Print name	Signature	Time	Date
			a.m./p.m.	
			a.m./p.m.	

**If Sections 1-14 are complete and correct, signatures required on 16, 17 & 18 prior to entry.**

16. Entry Supervisor signature: _____	<b>Date and Time:</b> a.m./p.m. _____ _____ _____
17. Safety Engineer or designee signature: _____	
18. Garco SSHO signature: _____	

19. Completion:

*If permit was terminated due to abnormal or emergency conditions, document and attach the conditions encountered and the steps taken to counteract.*

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**CONFINED SPACE POST ENTRY MEETING REPORT**

<b>Date of Report:</b>	<b>Time of Meeting:</b>		
<b>Location of Post Entry Meeting: Project Site</b>			
<b>Participants:</b>			
<b>Comments from the participants:</b>			
	Yes	No	Comments
Was all Information complete on the Entry Permit?			
Was there any presence of hazards not covered by the Entry Permit?			
Was the performance of the team performing the entry adequate?			
Were there any unauthorized entries, injuries, near misses or other worker complaints?			

**Signature required to complete this report.**  
**Safety Engineer or Designee Signature:** \_\_\_\_\_



## ALTERNATE ENTRY CONFINED SPACE

**PROJECT NAME:** \_\_\_\_\_

This form to be completed for daily or random testing of "alternate entry confined spaces" for historical data purposes or prior to entry.

Space to be entered or tested (type/name):						Other Identification Information:						
Purpose of entry or testing:						Location:						
Date of entry or testing:			Tester Name:			Tester Signature:						
Gas tester(s)/monitor model(s)/type(s):			Serial/unit no(s):			Calibration Date:						
			Bump test to confirm function? <input type="checkbox"/> Yes			Verified: <input type="checkbox"/> On-site test			<input type="checkbox"/> Documentation			
Test Required (other tests as appropriate)	Permissible levels	Subsequent test type: <input type="checkbox"/> Sample <input type="checkbox"/> Continuous (take readings before EACH entry into space)										
		Pre Test	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Post Test
A. Oxygen (O2)	19.5 to 23.5%											
B. Combustible gas/vapor (LEL)	10% LEL											
C. Hydrogen sulfide (H2S)	5 PPM											
D. Carbon monoxide (CO)	< 25 PPM											
	Tester initials											
	Test Times											
<b>Equipment</b>	<b>Description</b>											
Ventilation	<input type="checkbox"/> Powered forced air (fans)											
Communications	<input type="checkbox"/> 2-way radio(s) <input type="checkbox"/> Telephone, location: <input type="checkbox"/> Cell phone      Air Horn <input type="checkbox"/>											
Personal protective equipment	<input type="checkbox"/> Safety harness/lanyards <input type="checkbox"/> Hard hats <input type="checkbox"/> Gloves <input type="checkbox"/> Respiratory/SCBA <input type="checkbox"/> Safety glasses <input type="checkbox"/> Hearing protection <input type="checkbox"/> Face shield <input type="checkbox"/> Safety shoes <input type="checkbox"/> Protective clothing <input type="checkbox"/> Full Body Harness with D-Ring <input type="checkbox"/> Other:											
Lighting	<input type="checkbox"/> Adequate <input type="checkbox"/> Additional      Type: _____											
Barriers/shields	<input type="checkbox"/> Pedestrian <input type="checkbox"/> Vehicle <input type="checkbox"/> Other: _____											
Safe ingress/egress	<input type="checkbox"/> Ladders <input type="checkbox"/> Other: _____											
Rescue/emergency	<input type="checkbox"/> Lifelines <input type="checkbox"/> Hoists <input type="checkbox"/> Tripod/Davit Arm <input type="checkbox"/> Other: _____											
Other safety equipment	<input type="checkbox"/> Specify: _____ <input type="checkbox"/> GFCI Protection <input type="checkbox"/> No Other Equipment Needed											
<b>13. Other information to ensure employee safety:</b>												

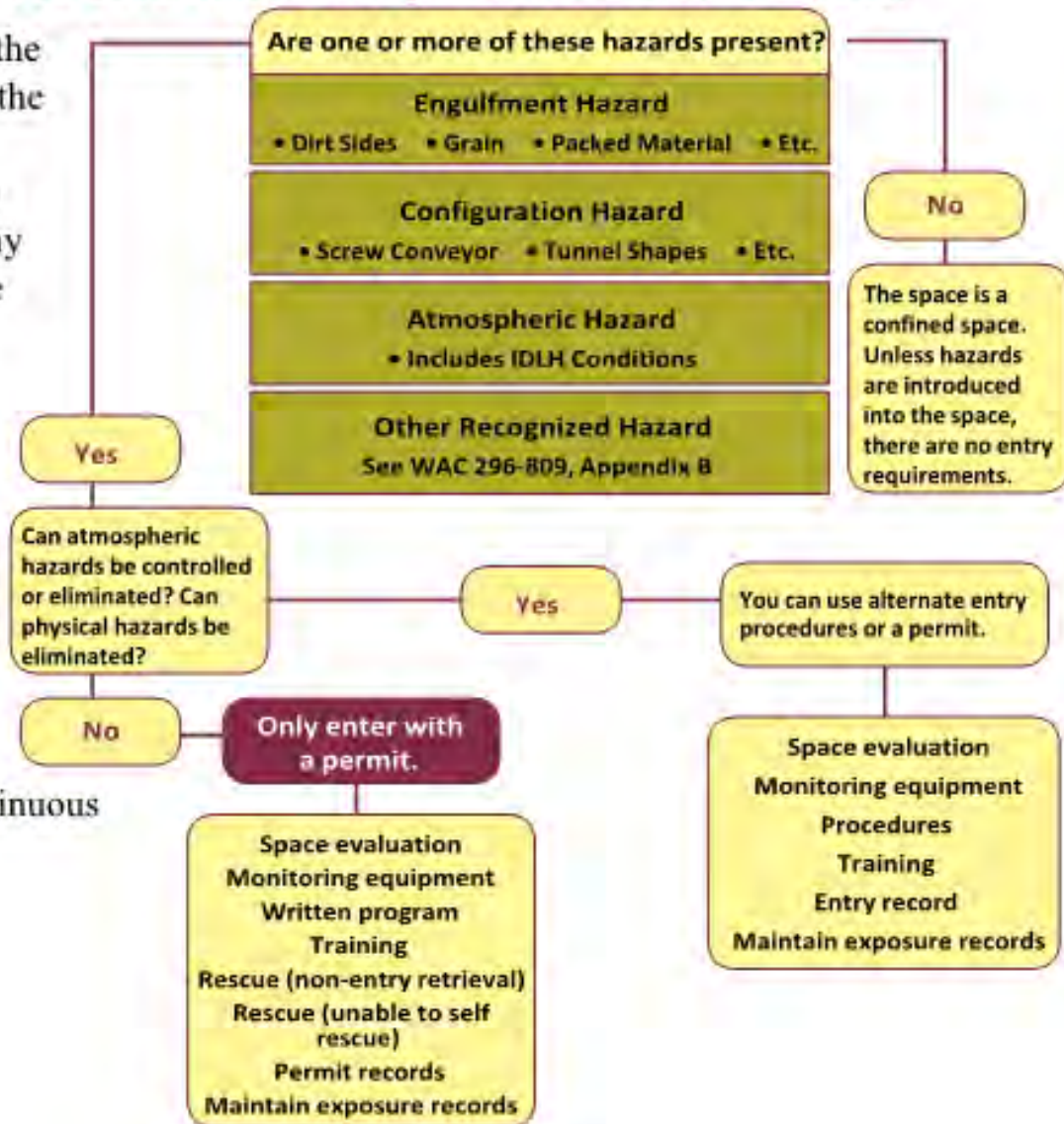
**Appendix K**

**Non-Mandatory Appendix K  
 The permit-space program and the entry permit**

**You determined that you have a confined space.**

If your employees will enter a confined space that has one or more of the hazards shown in the chart to the right, the space is a permit space and you must prepare a written permit-space program before they enter. Entry occurs when any part of a worker's body enters the space opening.

- An entry permit is required if atmospheric and physical hazards cannot be controlled or eliminated.
- You can use alternate entry procedures to enter a permit space if all physical hazards can be eliminated and all atmospheric hazards can be eliminated or controlled with continuous ventilation.



<b>Tab B. Section 16. Respirators 1. Subsection 1A.</b>	Effective Date	Revision
<b><i>GARCO CONSTRUCTION</i></b>	09/09/2019	1.1
	09/09/2019	1.2

# RESPIRATORS

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

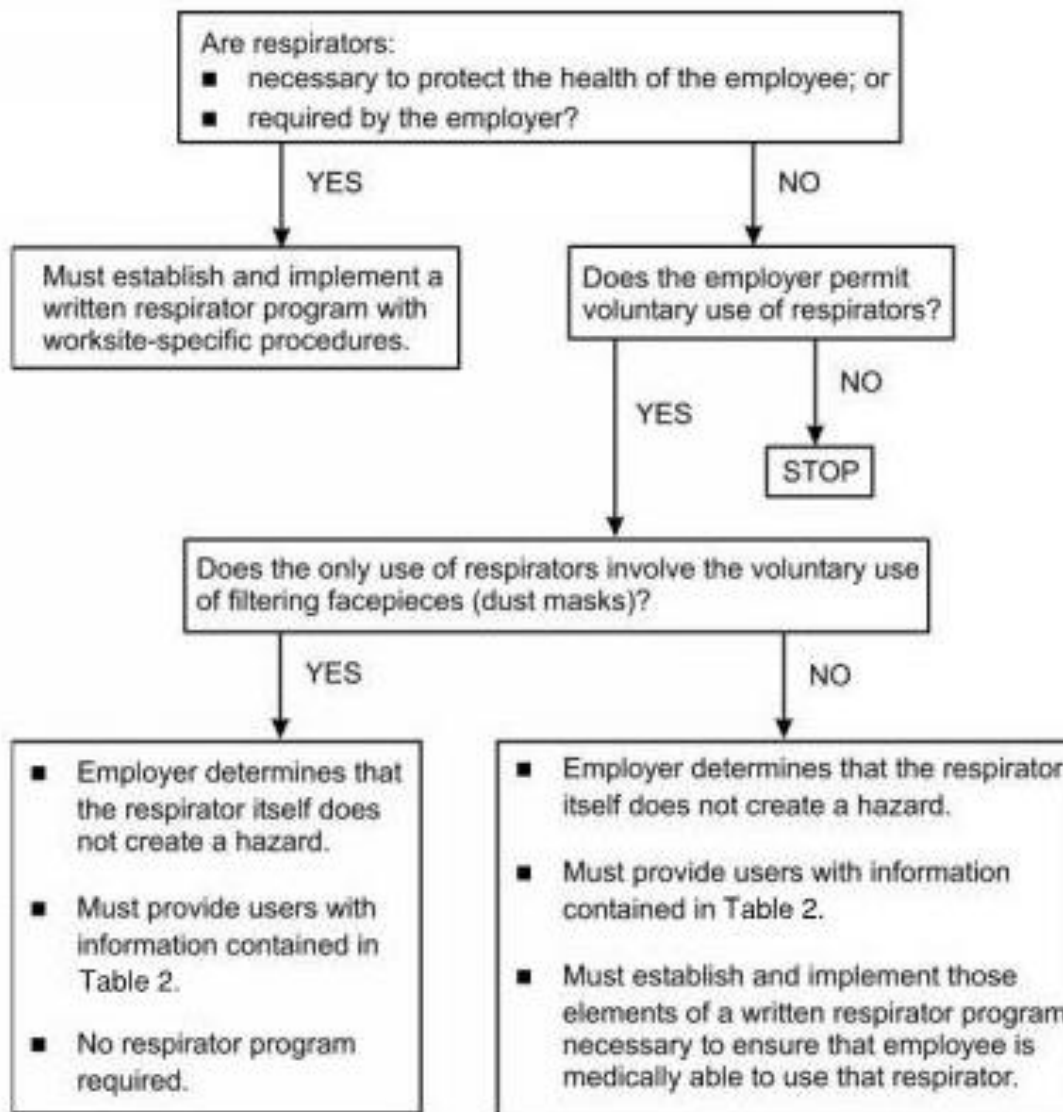
**1. General.**

- a. Respirators will be address specifically in the Respirator Plan.
- b. Voluntary respirator use is only authorized for filtering facepiece respirator (also known as Dust Mask). See flow chart below to determine if situation allows voluntary use.
- c. Everyone voluntarily using a dust mask must read, sign and return a copy of the appropriate Voluntary Respirator Use Agreement, GSF 29 -004 (OSHA) or GSF 29 -004.1 (WISHA), to the safety department.



Tab B. Section 16. Respirators 1. Subsection 1A.	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	09/09/2019	1.1
	09/09/2019	1.2

## Respirator-Use Requirement Flow Chart



### 2. Subcontractor.

- a. Any subcontractors which may create or be exposed to environments which may require respiratory protection will be required to submit a respiratory protection plan including medical evaluations, fit testing records, orientation and cartridge changeout logs.
- b. Subcontractors may be considered exempt from wearing respirators if they can prove through past similar environment testing, product manufacturer information or current environment testing that the work area and environment does not warrant respirator protection.

<b>Tab B. Section 17. Demolition</b>	Effective Date	Revision
<b><i>GARCO CONSTRUCTION</i></b>	01/28/2019	0

# DEMOLITION

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. **General.**
  - a. Demolition activities will be in accordance with all applicable standards.
  
2. **Procedure.**
  - a. Prior to start of demolition, an engineering survey will be performed to determine structural integrity.
  - b. A copy of the survey report and of the planned methods of operation will be kept on site.
  - c. No worker shall be permitted in an area which can be adversely affected by demolition operations.
  - d. Only those workers necessary for the performance of the operation shall be permitted in the area.
  
3. **Competent Person.**
  - a. During demolition, continuing inspection by a competent person shall be made.
    - i. A competent person shall supervise all demolition activities.

<b>Tab B. Section 18. Crane Operations</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	11/28/2021	1.0

# CRANE OPERATIONS

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

**1. Procedures.**

- a. Swing radius will be barricaded and loads not flown over other workers without adequate notification.
- b. A qualified operator, rigger, and signal person will be involved in every pick.
- c. Except for electrical distribution and transmission lines that have been de-energized and visibly grounded at the point of work, equipment or machines shall not be operated proximate to power lines.
- d. On this project, minimum clearance between power lines and any part of the crane or load shall be 20 feet.

**2. Competent Person.**

- a. Cranes or boom trucks will be erected and set up by a competent person.
- b. A competent person shall inspect the machinery or equipment prior to each use, during the work, monthly, and if necessary; to make sure it is in safe working condition. Any deficiencies found shall be documented and repairs must be done prior to resuming work. A more thorough annual inspection shall be on record at the job site. Only designated, trained personnel will be allowed to operate equipment in accordance with 29 CFR 1926.1427, WAC 296-155-53300, and EM385-1-1 Section 16B, all operators shall be trained in the proper use of CO2 or dry chemical fire extinguishers which shall be located on the equipment as specified by the equipment manufacturer.

**3. Subcontractor.**

- a. All Subcontractors shall comply with the manufacturer’s specifications and limitations applicable to the operation of any and all cranes and/or hoists. The operator must have visible instructions and warnings in the control station and the rated load capacity, recommended operating speeds, and special hazard warnings/instructions shall be conspicuously posted on the equipment.
- b. All Subcontractors shall have an illustration of the ANSI required hand signals posted at the job site.

**4. Set Up.**

- a. Ground/Crane Condition
  - i. Cranes shall not be set on unstable ground, backfill or buried pipes.
  - ii. Cranes shall not be set up where the crane cannot be made level.
- b. Overloading
  - i. Do not use the crane to lift more than the manufacturer’s rated capacity listed on the load chart provided by the manufacturer.
  - ii. Load chart shall not be ignored/misinterpreted.
  - iii. If a load computer (LMI) is used, the computer shall be correctly programmed, and no attempt shall be made to override the computer.
- c. Set up procedures will follow all manufacturer's specifications/instructions during assembly and/or disassembly process.

<b>Tab B. Section 18. Crane Operations</b>	Effective Date	Revision
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**5. Responsibilities for Crane Operations.**

- a. Affected Subcontractors shall ensure that:
  - i. Personnel involved in maintaining, repairing, transporting, preparing, and assembling the equipment are well trained.
  - ii. Employees clearly understand their responsibilities and the authority necessary to operate cranes safely.
  - iii. Maintenance and inspection program is established and maintained through a written program or ensure that the crane owner has the program in place.
  - iv. Ensure that site supervisors are aware of their responsibilities.
  - v. Crane and associated equipment are in accordance with the manufacturer's requirements.
  - vi. Cranes or loads shall not operate within 20 feet of energized power lines of 50KV or less. Distance shall be increased per WAC 296-155-53408 Power Line Safety. (See tables below.)

<b>Table 4 – Minimum Clearance Distances</b>		<b>Table 5 – Minimum Clearance Distances While Traveling With No Load and Boom/Mast Lowered</b>	
Voltage (nominal, kV, alternating current)	Minimum clearance distance (feet)	Voltage (nominal, kV, alternating current)	While traveling – Minimum clearance distance (feet)
up to 50	10	up to 0.75	4
over 50 to 200	15	over .75 to 50	6
over 200 to 350	20	over 50 to 345	10
over 350 to 500	25	over 345 to 750	16
over 500 to 750	35	over 750 to 1,000	20
over 750 to 1000	45	over 1,000	
over 1000	(as established by the power line owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution)		

NCDOL Photo L.

*(As established by the utility owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution.)*

- b. Contractors Crane Operators and their employees are responsible for:
  - i. Knowing the machine functions and limitations.
  - ii. Being familiar with crane operating manual.
  - iii. Understanding the crane's load chart.
  - iv. Inspecting and maintaining the crane regularly.
  - v. Informing supervisor of problems, needed maintenance, or necessary repairs (In writing).
  - vi. Completing inspections in accordance with the manufacturer's requirements.
  - vii. Being aware of site conditions that could affect crane operations.
  - viii. Finding out the weight of the load and where the load is to be placed.
  - ix. Ensuring adequate rigging.
  - x. Considering all factors that may reduce crane's capacity.
  - xi. Knowing basic load rigging procedures.
  - xii. Shutting down and securing the machine when leaving unattended.
  - xiii. Attempting lifts only within the rated capacity of the equipment.
  - xiv. Refuse to lift a load if there is a safety concern.
- xv. Operating only in properly identified crane work zones.
- c. Subcontractor supervisor is solely responsible for:

<b>Tab B. Section 18. Crane Operations</b>	Effective Date	Revision
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- i. Supervising all work involving the crane, including planning meetings in advance of critical lifts.
- ii. Determining the correct load weight and radius.
- iii. Ensuring the rigging crew is experienced and competent.
- iv. Ensuring the load is properly rigged.
- v. Ensuring the signalmen are competent and capable of directing the crane.
- vi. Designating signalmen and identifying them to the operator.
- vii. Keeping the public and non-essential personnel clear of working radius.
- viii. Ensuring that all safety precautions are taken when working in the vicinity of power lines.
- ix. Ensuring all personnel involved in the operation understand their job responsibilities and safety related aspects. (Garco cannot and will not be responsible for crane set-up, monitoring crane inspections, load charts and operation related to each and every crane usage on the Project. These responsibilities lie solely with the subcontractor(s) directly employing those operating and using the crane).

**6. Pre-Job Planning Requirements.**

- a. Operator - the following are the minimum requirements for the operator:
  - i. Physical - Good vision, hearing, coordination.
  - ii. Mental - Understands rules, regulations and safe practices (alert).
  - iii. Emotional - Calm and capable to withstand the stress.
  - iv. Training - have read and understood manuals and charts.
- b. Load charts - A legible and compatible load chart shall be provided and attached in a location accessible to the operator while at the control.

**7. Inspections**

- a. All cranes must be inspected by qualified persons prior to being used on the job site.
- b. Affected contractors shall maintain a copy of annual inspection records of such cranes on the job site all the time, including written reports on rated load tests.
- c. The crane operator shall perform inspections on each crane, in accordance with the requirements of its manufacturer.
- d. Periodic or Annual inspections shall be performed by the manufacturer, competent, or a qualified person. Evidence of such inspection(s) shall be made available to Garco's and the Owner's management.
- e. A qualified person shall inspect cranes not in regular use.

**8. Wire Rope: Out of Service Criteria.**

- a. Cranes with wire ropes that meet the following criteria shall be taken out of service:
  - i. In running ropes - six randomly distributed broken wires in one lay or three broken wires in one strand, in one lay.
  - ii. One outer wire broken at the point of contact with the core of the rope which has worked its way out of the rope structure and protrudes, or loops, out from the rope structure.
  - iii. Wear of one-third of the original diameter of outside individual wires.
  - iv. Kinking, crushing, bird-caging, or any other damage resulting in distortion of rope structure.
  - v. Evidence of heat damage.
  - vi. Reduction of nominal diameter from 1/64" to 3/32" depending on rope diameter.

<b>Tab B. Section 18. Crane Operations</b>	Effective Date	Revision
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## DUTIES OF ASSIGNED PERSONNEL

1. Crane Owner: \_\_\_\_\_ Alternate \_\_\_\_\_

Has custodial control of a crane by virtue of lease or ownership.

2. Crane user: \_\_\_\_\_ Alternate \_\_\_\_\_

Arranges the crane's presence on a worksite and controls its use there.

3. Site supervisor: \_\_\_\_\_ Alternate \_\_\_\_\_

Exercises supervisory control over the worksite on which a crane is being used and over the work that is being performed on that site.

4. Lift director: \_\_\_\_\_ Alternate \_\_\_\_\_

Directly oversees the work being performed by a crane and the associated rigging crew.

5. Crane operator: \_\_\_\_\_ Alternate \_\_\_\_\_

Directly controls the crane's functions.

6. Crane Assembly/Disassembly      Supervision-Competent/qualified  
 Person: \_\_\_\_\_ Alternate \_\_\_\_\_

Assembly/disassembly must be directed by a person who meets the criteria for both a competent person and a qualified person, or by a competent person who is assisted by one or more qualified persons (assembly/disassembly director).

Documented Qualified Rigger(s): \_\_\_\_\_

A qualified rigger is required whenever employees are engaged in hooking, unhooking, or guiding the load, or in the initial connection of a load to a component or structure, and are within the fall zone.

Documented Qualified Signalperson(s): \_\_\_\_\_

The signal person must meet the qualification requirements prior to giving any signals to a crane/derrick operator.

Tab B. Section 19. Lock Out Tag Out	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

# LOCK OUT / TAG OUT

PROJECT NAME: \_\_\_\_\_ PROJECT # \_\_\_\_\_

## LOCK OUT / TAG OUT

1. **Procedure.**
  - a. This procedure establishes the minimum requirements for the isolation of energy sources to ensure the safety and health of employees where unexpected start-up or release of stored or residual energy could cause injury. The following principles shall apply to energy isolation tasks to ensure an appropriate level of safety and compliance with Safety Standards. All employees exposed to hazards whereby remediation will be achieved by method of lock-out and or tag-out. Training shall be provided for employees prior to exposure and at intervals dictated by system change, method change or through the employee's lack of understanding of any affected system. The entire program shall be evaluated annually as to content and compliance.
  
2. **Definitions.** Definitions applicable to responsibilities are designated and titled as follows
  - a. **Affected employee.** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
  - b. **Authorized employee.** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.
  
3. **Energy Control Procedures.**
  - a. All procedure apply to any energy source, including pneumatic, hydraulic, electrical, tension, steam, gravitational energy forces, and other applications of energy. Control procedures and devices are listed as follows:
    - i. A qualified, competent person, familiar with the system shall be assigned to verify and confirm all required isolation points for any system.
    - ii. The qualified competent person familiar with the covered system shall perform or personally direct the performance of a test to confirm all the controls are properly placed and functional.
    - iii. In accordance with 29 CFR 1910.147(f)(3)(ii)(A) Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock)
  - b. Note that a detailed process will be established for procedures requiring energy isolation, including machine or system shutdown and isolation of all energy sources and dissipation of all stored energy and those procedures will be communicated to all affected employees.

<b>Tab B. Section 19. Lock Out Tag Out</b>	Effective Date	Revision
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## LOCKOUT

### 1. General.

- a. Only individually keyed locks shall be used and must be accompanied with specific information relative to the protected employee's name and contact information. All controls shall be applied by the employee to be protected.
- b. A lockout hasp that allows the use of more than one lock or tag may be needed to allow the proper placement of protective devices for all affected employees.
- c. A piece of chain or cable may be necessary to complete a lockout on some valves or controls and shall be used wherever needed.
- d. When voltage exceeds 600 volts, components must be grounded.

### 2. Danger Tags.

- a. Danger tags, on the spot warning of dangerous conditions, shall conform to OSHA specification. Note: The danger tags are to be used for lockout purposes only. All tags shall have specific information relative to the protected employee's name and contact information. All controls shall be applied by the employee to be protected.
- b. Tags will be supplied by Garcos and shall be clearly marked to show their purpose.
- c. An accurate lockout list must be submitted to the Project Superintendent and the Site Safety Manager prior to performing work under this section

### 3. Procedure

- a. If device, valve, switch, control or piece of equipment is locked out, a danger tag shall be attached.
- b. Note: No device, valve, switch, control or piece of equipment shall be operated with a danger tag and/or lockout attached regardless of circumstances! Contractors are required to check, lock and tag all systems prior to any work. If any of the above methods shows failure of the lockout, work shall stop and the superintendent must be notified.

### 4. Panel Boards (switch gear, etc.)

- a. Where placing of lock is not feasible, the circuit conductor will be disconnected from the breaker and tagged out.
- b. The panel cover must be of the type that shall cover all breakers when closed and must be equipped with a fastener in order to secure a lock to prevent the panel door from being opened.
- c. If the panel cover is of a type that cannot be locked closed, a cover shall be secured over the panel cover and be locked, closed and tagged while any work is being performed on any of those circuits.
  - i. Note: If the above cannot be accomplished, each circuit shall be tagged out as prescribed and an employee shall stand by the panel board to prevent breakers from being tampered with. This physical presence shall be assigned daily until the work is complete.
- d. All danger tags shall be dated and signed by the employee who is working on the system. Also, the intended work and equipment for which the tag has been placed must be shown.



<b>Tab B. Section 19. Lock Out Tag Out</b>	Effective Date	Revision
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- e. If employees of more than one contractor or crew are to work on a system, circuit, machinery, or component, the lead man from the craft shall place his or her individual lock and tag; and verify that the system, circuit, machinery or component being tagged, is indeed the system that is to be worked on.
  - f. Only the person who placed the lock and tag shall remove it without special authorization from Garco's Site Safety Manager.
  - g. If the lock must remain after one shift, the incoming lead person will assume the responsibility of securing a new issue lock and tag. The system tagged shall be secured until all work is accomplished.
  - h. **Any employee(s) or person(s) found to have removed another's lock and/or tag without authorization will be removed from the project.**
5. **Operating Equipment.** All systems covered under this section (e.g., electrical, mechanical, or others) are considered to be systems in the care/custody/control of the General Contractor.
- a. **Contractor's Responsibility:**
    - i. Contractor/sub-contractor shall ensure that fuses and breakers have been removed, when applicable.
    - ii. Contractor/sub-contractor shall tag, lock and try system to ensure that the system cannot be accidentally re-energized.
6. **Lock Cutting/Removal.**
- a. In the event it becomes necessary to remove an employee's lock, due to his/her absence from the project due to an emergency, or sudden illness, the following procedure shall be strictly adhered to.
    - i. The employee's immediate supervisor shall be contacted and informed of the reason for the request
    - ii. Alternatives shall be considered, for example, rescheduling the work if possible. Garco's Site Safety Manager must take precautions to ensure the safety of all employees in the affected work area.

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# LOCK-OUT /TAG-OUT PROGRAM

## 1. General.

- a. The Control of Hazardous Energy (Lockout/Tagout) helps protect and safeguard employees while they perform servicing and maintenance on machines and equipment in which the unexpected energization or startup of the machine, or equipment, or the release of stored energy could occur and cause injury or possible death.
- b. This program will be evaluated periodically and at a minimum annually to ensure procedures and requirements are being followed. Review of actual procedure logs from each project will aid in this evaluation. All periodic and annual inspections of energy control procedures will be documented and communicated to field operations.
- c. This procedure defines the minimum requirements for isolating hazardous energy sources, and applies to the control of energy during:
  - i. Servicing and/or maintenance of machines and equipment.
  - ii. Work performed on piping systems.
  - iii. Servicing of motor vehicles or heavy mobile equipment.

## 2. Definitions

- a. **Personnel Affected by this Safety Procedure:** Any employee, whose job requires them to work on any source of:
 

- Electrical	- Chemical
- Mechanical	- Thermal
- Hydraulic	- Other Energy, Including Gravity
- Pneumatic	
  
- b. **Controlled energy** where this procedure does not apply:  
Electrical equipment that has a receptacle that is detached from the electrical source
  
- c. **Energy Isolating Device:** is a mechanical device that physically prevents the transmission or release of energy. The isolation device can be, but not limited to:
 

- A block valve	- A blind flange, break, and plug
- A double block valve with bleeder in between	- Electrical disconnects
- A blind link	- Mechanical gags
  
- d. **Lockout** is the placement of a locking device on an energy isolating device ensuring that the energy isolating device cannot be operated until the lockout device is removed.
  
- e. **Tagout** is the placement of a tagout device on an energy isolating device to ensure that the energy isolating device may not be operated until the tagout device is removed (Tagout devices including their means of attachment shall be substantial enough to prevent inadvertent or accidental removal)
  
- f. **Tags** provide visual warnings that the equipment has been shut down. Workers will hang I.D. tags showing who is performing the work. Tags will also list the equipment that is out of service and how long the equipment will be shut down. Employees will use

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protective materials and hardware such as locks, tags, or other hardware for isolating, securing, or blocking of machines or equipment from energy sources.

- i. All locks and tagging devices:
  1. Are used only for the purpose of controlling energy.
  2. Durable and capable of withstanding the environment they are exposed to.
  3. Standardized in color, shape, and sizes.
  4. Identifies employee applying the devices.
  5. Substantial enough to prevent removal without the use of bolt cutters.
- ii. When a machine or equipment cannot be locked out and a tag is used, an additional safety measure must be incorporated to achieve a safety level equivalent to that of a locking device. The tag also must hang at the same location that a lockout device would have been attached

1. Notify supervisor to verify proper procedure.
2. Get required signatures.
3. Notify all affected employees in area of lock out.
4. Install lock and tag.
5. Verify isolation of energy before beginning work by, for example, operating the push button, opening switches, closing valves, or other normal operating controls or by testing to make certain the equipment will not operate
6. Perform service or maintenance work.
7. Notify supervisor work is completed.
8. Supervisor must visually inspect for safety of startup.
9. Notify all affected employees and clear area for startup.
10. Remove lock-out and tag-out devices.
11. Supervisor signs off on permit.
12. Startup equipment, machine etc.
13. Permit is filed in area department and copy sent to safety department.

## **PROCEDURES FOR USING A SINGLE LOCK SYSTEM**

1. Contact the operator and area supervisor to tell them the machine or whatever piece of equipment is going to be locked out.
2. Lock-out the machine:
  - a. **Electric.** Stop motor, open disconnect switch and attach lock. Make sure the switch is in the OFF or OPEN position.
    - i. Attach tag stating one of the following:
      1. DO NOT START
      2. DO NOT OPEN
      3. DO NOT CLOSE
      4. DO NOT ENERGIZE
      5. DO NOT OPERATE
  - b. **Air.** Disconnect the air line or cut off the air downstream of the valve or switch. Lock out if possible. Otherwise, tag the air supply valve in OFF or CLOSED position.
    - i. The line being disconnected must be tagged with one of the following:
      1. DO NOT START
      2. DO NOT OPEN

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3. DO NOT CLOSE
4. DO NOT ENERGIZE
5. DO NOT OPERATE
  - ii. The valve or switch must be in the OFF/CLOSED position and strapped with a nylon or equivalent non reversible strap that will hold the valve switch off.
  - iii. A chain is the preferable device used in locking out valve handles
- c. **Hydraulic.** Shut down the pump, bleed lines to release or eliminate any stored energy sources or movement and use blocking so equipment cannot move.
  - i. CAUTION- Wait until hydraulic pressure is bled down to ZERO before working. (Rotating parts may still be in motion)
3. Test and make sure all energy sources are disconnected -Then begin work.
4. All non-grounded conductors must be disconnected and tagged when electric lines must be disconnected to remove power to equipment. (Remove the neutral and all other hot conductors unless the neutral is grounded to the grounding bus.)
5. For **SHIFT CHANGES** or when an employee must leave, the new employee coming on shift must apply their lock *before* the off going employee lock is removed, so equipment stays positively locked out at all times. EXCEPTION: A supervisor's lock must be put on if the night shift employee has not come on duty when the day shift leaves work.
  - a. Contact area supervisor when work is done and lock is ready to come off. The lock may be removed when:
    - i. The person who placed the lock has cleared area of tools, materials etc. and has completed all areas of LOCK OUT CHECK LIST.
    - ii. The person tests the equipment for operation.

#### **GROUP/MULTIPLE LOCKS**

1. When more than one piece of equipment must be locked out in a system, the supervisor will place locks on the individual pieces of equipment from the group or gang lock-box.
2. **The Supervisor will complete:**
  - a. Energy Control Checklist.
  - b. Place the key in the lock-box and secure the lock-box with a supervisor's lock.
3. The **individual(s)** working on equipment within the system will:
  - a. Place their locks on the group or gang lock-box.
  - b. Sign lockout portion on the reverse side of the Energy Control checklist

#### **MULTIPLE EMPLOYEES**

1. When multiple employees are involved in work on a piece of equipment:
  - a. **The Supervisor will:**
    - i. Use a group/gang lock-box lock with a supervisor's lock.
    - ii. Have all individuals working on the equipment place their locks on the lock-box.
    - iii. Complete the Energy Control Checklist.
  - b. **Individuals will:**
    - i. Sign the lock out portion on the reverse side of the Energy Control Checklist.

#### **INDIVIDUAL EMPLOYEE**

1. When an **individual** completes their work on the equipment, they will:
  - a. Notify the area supervisor that he/she is finished.
  - b. Remove his/her lock.
  - c. Sign the lock-out clearance portion on the reverse side of the Energy Control Checklist.

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**RESTORING MACHINERY TO NORMAL OPERATION BY SUPERVISOR**

Prior to restarting, the Departmental Supervisor will follow procedures below.

1. When service or maintenance is complete and the machinery is ready for operation, check to ensure that:
  - a. All personnel are cleared of the area.
  - b. Tools and equipment have been removed.
  - c. Safeguards are reinstalled.
  - d. Locks and tags removed from switches, valves etc. by the individuals who installed them.
  - e. Lock-out clearances are signed on back of forms.
  - f. Start equipment to restore energy.

**PROCEDURES TO FOLLOW IF LOCK NEEDS TO BE CUT (INDIVIDUAL AND GROUP)**

1. When the authorized employee who applied the lock-out device is not available to remove it, that device may be removed by their supervisor after:
  - a. The employer verifies the authorized employee is not at the facility.
  - b. All reasonable efforts to contact authorized employee to inform him/her that their lock out device has been removed.
  - c. Ensuring that the authorized employee as this knowledge before he/she resumes work at the facility.
  - d. Verifying that all required steps of the LO/TO procedures have been completed and a walk through inspection of equipment condition has been performed.

Departmental Supervisor Date/Time: \_\_\_\_\_

Area Supervisor Date/Time: \_\_\_\_\_

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## ENERGY CONTROL CHECKLIST

**CHECK OFF EACH STEP IN SEQUENCE WHEN WORKING ON ANY EQUIPMENT**

**Supervisor's Signature:** \_\_\_\_\_

**Equipment Operator's Signature:** \_\_\_\_\_

**Location of Locks and Tags:** \_\_\_\_\_

- Shut down machine.
- Notify all affected personnel.
- Identify and locate all sources of power to equipment.
- Disconnect main sources of power.
- Verify isolation of energy before beginning work by, for example, operating the push button, opening switches, closing valves, or other normal operating controls or by testing to make
- Disconnect each independent power source of multiple power systems, i.e. air over hydraulic, electric over hydraulic, etc.
- Discharge all residual energy remaining behind the power source.
- Attach a padlock, chain, cable, etc. thus securing all power sources in the de-energized position.
- Block or confine any equipment that can move on its own, with or without the power source.
- Test equipment before working on it.

**IF THE LOCK -OUT TAG -OUT PROCEDURE MUST BE INTERRUPTED TO TEST A REPAIR OR ADJUSTMENT, THE FOLLOWING PROCEDURE MUST BE FOLLOWED.**

- Contact Departmental Supervisor.
- Notify all affected personnel

**BEFORE RE-ENERGIZING**

- Clear all personnel.
- Remove blocking etc. and any tools, parts, or materials.
- Replace barricades, guards, etc. that had been removed.
- The authorized person (supervisor) is the last person to remove his lock or tag. They are also responsible for re-energizing the equipment.

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## Sample Multiple Lockout / Log In Sheet

NAME	EQUIPMENT	CLEARANCE	DATE

### Training Requirements

1. All employees engaged in or affected by the Energy Control Program will receive training on site specific programs. They are also to receive annual refresher training on the program. Records of training are to be maintained. Records must include the employees name, employee number, test scores, and date of training.
2. New employees are to receive training at the time of initial orientation.
3. The training shall include the following:
  - a. Purpose of the Lockout/Tagout Procedure.
  - b. Recognition of applicable hazardous energy sources.
  - c. Type and magnitude of energy found in the work place.
  - d. Methods and means necessary to isolate and control.
  - e. Responsibilities under the Lockout/Tagout procedure.
  - f. Right to individually verify isolation.
  - g. Procedure to remove lock/tag and sign out an authorized person when they are unavailable.
  - h. Proper verification techniques to verify equipment has been de-energized.
  - i. Site-specific training will be given at each work site.
  - j. Tags must be legible and understandable to all employees.
  - k. Tags must be durable (use only those provided).
  - l. Tags must be securely attached (how to attach securely).

<b>Tab B. Section 20. Tilt Up Procedures</b>	Effective Date	Revision
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## TILT UP PROCEDURES

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

1. General and Procedures.
  - a. Garco requires that no tools, debris, or equipment be stored in the fall area, under the panels, or directly behind the panel during tilt-up operations. Caution tape shall be placed around the erection site with minimum requirements of:
    - i. Forward Fall area – Panel height +10 feet
    - ii. Side of Panels – Panel height + 10 feet
    - iii. Behind Panels – Panel height + 20 feet
  - b. Personnel shall be clear of the entire erection area, excluding erection crew; unnecessary material and miscellaneous items shall be cleared in case the panel must be released.
  - c. All braces shall be clearly identified with flagging once the panel is set. Only Garco’s Superintendent has the authority to direct employees to remove braces with flagging.
  - d. Only the correct number and type of braces shall be used.
    - i. They must be inspected after the panels have been erected to ensure that the braces have not loosened from the panel or the floor.
    - ii. Inspections shall be done after any high wind and/or no more than 72 hours between inspections.
  - e. Garco requires that the Tilt-Up Hazard Communication Program is present along with all pertinent safety data sheets.



<b>Tab B. Section 21. Hearing Conservation</b>	Effective Date	Revision
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# HEARING CONSERVATION

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

Throughout our lives we are exposed to loud noises and physical conditions that add up to a gradual loss of hearing. Hearing loss is a normal part of the aging process. While hearing loss results from excess noise exposure over a period of time, a single exposure to a very loud noise and/or repeated and prolonged over-exposure will permanently damage the ability to hear. The best way to protect against hearing loss in the future is to protect your hearing today and every day.

We have developed this program to further protect our employees and their hearing, and to comply as necessary with the requirements of OSHA 29 CFR 1926.52 and 1910.95 Standards. Our hearing conservation program is composed of the five areas that follow:

1. Monitoring
2. Audiometric Testing
3. Training
4. Personal Protective Equipment
5. Recordkeeping

## MONITORING

1. Monitoring is to be implemented when information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, or a dose of fifty percent. Monitoring is to be performed by a trained competent person who will measure noise levels in areas of operation and/or use the information obtained from owners and clients to identify those "Noise Areas" where hearing protection is required.
2. In all areas where the noise exceeds 85 decibels, the areas should be identified by posting signs, installing banner tape, barriers, etc. Personnel are required to wear hearing protection, ear plugs, when within these areas.
3. In all areas where 8 hour impact/impulse direct sound level measurement noise levels exceed 115 dBA, the areas should be identified by similar means as noted above. Personnel in these areas are required to wear both earplugs and earmuffs.
4. In accordance with 29 CFR 1910.95(g)(ii)(A)(B)(C)(D)(g)(ii)(A)(B), when a standard threshold shift occurs, the program will be evaluated for effectiveness, relative to control measure, protective systems, hazard exposure assessment and program effectiveness for employee protection.
5. The permitting procedure utilized by owners and clients is the primary method used to communicate to the employees, the requirement for hearing protection equipment.
6. Occasionally a temporary high noise area develops, such as a fabrication shop, or a site work area, where grinders or other small electrical tools may be used. These areas may not be posted

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as noise areas. All personnel working in these areas are required to have hearing protection with them and available for use at all times, as the situation requires.

**AUDIOMETRIC TESTING**

1. Individual audiometric tests are required on all affected employees. A baseline audiogram is required within six (6) months of employment. Prior to establishment of a baseline audiogram, at least 14 hours without exposure to workplace noise shall be observed. In addition, an annual audiogram will be performed and evaluated.

**TRAINING**

1. All personnel will receive training in the effects of noise on hearing; the purpose of hearing protectors, the advantages and disadvantages; instructions on selection, fitting, use and care of hearing protection equipment.
2. An explanation of the purpose of the baseline audiogram and any further audiometric testing will be provided to our employees included in the hearing conservation program.
3. Training will be repeated annually.

**PERSONAL PROTECTIVE EQUIPMENT**

1. All employees are required to wear hearing protective equipment in any established noise areas or any temporary noise areas.
2. Hearing protectors are provided to all personnel included in this program, at no cost to those employees. The selection of the appropriate hearing protective devices will be determined from monitoring performed for that area where hearing protection is required.

**RECORDKEEPING**

1. All information regarding monitoring, audiometric testing, evaluation, training and instruction, and any other information that may be required by the OSHA Standards, will be documented and retained for the duration of the affected employee's employment and/or for a period of not less than two (2) years.

<b>Tab B. Section 22. Spill Prevention &amp; Countermeasures Plan</b>	Effective Date	Revision
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# SPILL PREVENTION & COUNTERMEASURES PLAN

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Safety Director:** SAFETY DEPARTMENT 509-537-3077

**Project Superintendent:** \_\_\_\_\_

1. **General.**
  - a. This Plan shall be updated as necessary, and will be accessible on the Project at all times.
  
2. **On-site Spill Prevention, Compliance & Control Coordinator.**
  - a. Office Phone: 509-535-4688
  - b. Cell Phone:
  
3. **Spill Kit Contents & Location.**
  - a. Kit includes 10 absorbent pads, absorbent 4 socks, 1 Quart ENSORBTM, 1 Disposable Bag & Zip Tie, 1 pair Nitrile Gloves & Goggles, 1 Emergency Response Guide & Instruction Sheet
  
4. **Spill Kit Location.**
  - a. Superintendent's job site Trailer
  
5. **Signage.**
  - a. A weatherproof sign which clearly displays the name and contact information for Garco Construction's on-site person will be readily accessible and prominently visible. In addition, the contact information for the facility engineer will be displayed.
  
6. **Spill Prevention.**
  - a. Daily site inspection will be conducted at the beginning and the end of each workday to ensure that spill controls are in place. Foremen will visually inspect the work area for compliance with this plan, and will advise the superintendent of any potential or actual problems. Equipment will be visually inspected daily and repaired as necessary. Fuel, oil and hydraulic lines will be checked for leaks or breakage. With the exception of portable power tools, all equipment fueling will occur off site. Small containers of hazardous materials fuels, lubricants and hydraulic fluid will be secured in a locked container or conex storage unit. After each use, the unused portion and container will be returned to the secure location.
  
7. **Spill Response.**
  - a. Assess the Spill / Risk.

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- b. Determine the approximate amount of material and where the material has gone and is going.
- c. Notify all required personnel.
- d. Determined that the spill is manageable, control procedures will be initiated.
- e. Determined if the spill is an immediate threat to health/life or the environment, or is too large, call 911 and report the emergency.
- f. Report all spills to the Project Manager.
- g. If the spill is beyond the qualifications and capabilities of the contractor to respond, contact will be made with the local emergency response contractor.

**8. Spill Response Procedures.**

- a. Secure the Area: Stop work in the vicinity of the spill, and remove non-essential personnel from the area.
- b. Contain & Eliminate the Spill Source: For small spills, contain the material with spill pads, spill booms, or absorbent. If necessary, construct a berm or place a barrier, such as straw bales, around the spill to prevent migration. When it is safe to do so, eliminate the spill source by shutting off equipment, closing leaking valves, etc. The primary objective is containment, and prevention of material migration into storm drains or waterways.
- c. Clean Up Spilled Material & Dispose of Spilled Material & Contaminated Material: Clean up the spill immediately by applying absorbent materials. Then collect the spilled material, the absorbents and any other materials that were used for clean up, and place them into sealed containers. Label the container, and properly dispose of the waste at an approved facility. Finally, decontaminate affected areas, equipment and other surfaces that may have come in contact with the spilled material.

**B. Spill Prevention and Response Training.**

- a. Employees of Garco Construction will be trained on the contents of the spill plan, which will include potential spill sources, spill recognition, spill prevention techniques, spill response measures and spill reporting protocol. All personnel will have the responsibility for spill prevention.
- b. On the first day of the project, the project superintendent will brief the Employees as to the purpose of the spill plan, the reporting requirements, the appropriate actions for responding to a spill and the location of the spill kit. When a new employee is brought onto the project, the project superintendent will orient the new worker with the identical information, regarding spills, as was presented to the other workers.

**C. Responsibility.**

- a. In the event of any spill or discharge of a contaminant or Hazardous material, Garco Construction will promptly take those steps necessary and designed to contain the spill or discharge. After the spill containment, Garco Construction will immediately take those steps necessary to achieve the level of clean up required by the federal, state and city laws and regulations.

<b>Tab B. Section 23. Process Safety Management of Highly Hazardous Chemicals</b>	Effective Date	Revision
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## **PROCESS SAFETY MANAGEMENT OF HIGHLY HAZARDOUS CHEMICALS**

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

Garco Construction does not anticipate either creating or operating a “process” under WAC 296-67 while engaged in the scope of work defined in the contract documents.

Garco and its employees, as well as all sub-tiered employees will be subject to the Process Safety Management and process hazard analysis and subsequent training conducted under the owner/operator facilities protocol.

<b>Tab B. Section 24. Bloodborne Pathogen Exposure Control Plan</b>	Effective Date	Revision
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# BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

## BLOODBORNE PATHOGEN POLICY STATEMENT.

1. In accordance with WAC 296-800-150 & CFR 1926.50, all supervisors, crew leaders, and persons in charge of a crew employed by Garco Construction, Inc. will carry a current and valid first aid card.
2. The primary duty of these employees is not first-aid care and they will not be designated as First Aid Providers.
3. Garco Construction, Inc. will provide the necessary personal protective equipment at each work site. This equipment will include, but not be limited to, protective gloves, mouth barriers and eye protection. In addition, each employee will be informed of the risks involved with an exposure to human blood or other potentially infectious materials (OPIM), and the proper use of the personal protective equipment. This information will be made available through new employee orientation training and weekly job site safety meetings.
4. In the event of an actual or suspected exposure to human blood or OPIM, the employee will be required to immediately or as soon as possible, report the incident to his supervisor. Each exposure or suspected exposure will be evaluated on a case-by-case basis. Post-exposure reporting forms will be made available and completed as required. A supply of the necessary forms will be maintained at each job site.

## BLOOD BORNE PATHOGEN EXPOSURE CONTROL PLAN

### 1. Policy.

- a. The purpose of this document is to comply with OSHA's Occupational Exposures to Bloodborne Pathogens in Title 29 Code of Federal Regulations 1910.1030 and as revised in 2001 by the Needlestick Safety and Prevention Act P.L. 106-430. The intent of this exposure control plan is to prevent bloodborne infections by eliminating or minimizing employee exposures to blood, blood products, and other potentially infectious materials (OPIM).

### 2. Exposure Determination.

- a. OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or OPIM. Exposures are defined as:
  - i. Percutaneous injury, e.g., needlestick;
  - ii. Permucosal exposure, e.g., splash in eye or mouth;
  - iii. Cutaneous exposure, e.g., nonintact skin, or contact with unprotected hands.
- b. Occupational exposures to blood borne pathogens are a remote possibility in Garco construction projects. Such exposures are more likely a secondary consequence to more immediately serious injury requiring first aid treatment. Therefore, the only employees with a reasonable probability of exposures to blood borne pathogens are persons who carry first aid cards and are authorized to provide first aid on site.

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### 3. Responsibility.

- a. For each Garco project, the on-site competent person has overall responsibility for the execution of this program on the project site and must ensure the required employee training is completed. In addition the project competent person and persons holding first aid cards, i.e. persons with potential exposures to pathogens, will participate in an annual program review and update, as required by the regulations. All Garco employees will have access to a copy of this plan upon request.
- b. When new procedures or duties will be performed by an employee previously determined not to be at risk for potential exposure, it is the supervisor's responsibility to notify Garco's health safety manager (HSM). The employee will be subject to the requirements of the standard. Garco's HSM has overall responsibility for execution and compliance with the health and safety plan, including exposure control.

### 4. Universal Precautions.

- a. The increasing prevalence of HIV, HBV and HCRV increases the risk of infection to individuals who have occupational exposure. ALL patients' blood and certain bodyfluids should be considered infected with HIV, HBV, HCRV and/or other blood-borne pathogens, and infection-control precautions adhered to that minimize the risk of exposure to these materials. This is "universal precautions" and should be used when handling blood, bodily fluids containing visible blood, semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, pleural fluid, peritoneal fluid, pericardia fluid, and amniotic fluid. Universal precautions do not apply to saliva, feces, nasal secretions, sputum, sweat, tears, urine and/or vomit unless they contain visible blood. If it is difficult or impossible to differentiate between body fluid types in a particular circumstance, all body fluids must be considered potentially infectious material.
- b. Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material is considered infectious regardless of the perceived status of the source individual.
- c. Engineering and work practice controls are utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment must also be used. The controls will be reviewed no less than annually and after every incident involving potential exposures to the first aid provider. The following work practices are used at each Garco project location:
  - i. Needles used to inject prescription medications shall remain in the exclusive control and possession of the affected employee and shall not be available for any other use; otherwise, hypodermic needles are prohibited from the premises of Garco projects.
  - ii. Broken glass or other waste sharp objects shall be discarded in labeled, puncture proof and leak proof containers. Unprotected hands shall not be used to pick up broken glass or other waste sharps that may be contaminated. Mechanical means, such as a brush and dustpan, and place in a sharps container for disposal.
  - iii. First aid materials contaminated with potentially biohazardous substances shall be put into puncture resistant, leak proof containers labeled with a biohazard label.

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- iv. The sharp edge of knives, razors or other sharps objects shall only be exposed at the point of use.
- v. In areas where there is a reasonable likelihood of exposure to pathogens, i.e. in first aid treatment areas, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.
- vi. After removal of personal protective gloves, first aid providers shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If hand-washing facilities are not feasible, Garco will provide either an antiseptic cleanser in conjunction with a clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, hands must be washed with soap and running water as soon as possible.

**5. Personal Protective Equipment.**

- a. The purpose of personal protective clothing and equipment is to prevent or minimize the entry of material into or onto the worker's body including skin lesions that may or may not be apparent or through the membranes of the eye, nose, or mouth. All personal protective equipment will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to reach the employee clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
- b. Biohazard personal protective equipment will be provided in the on-site first aid kits and the first aid kits carried in project vehicles. First aid providers must satisfactorily demonstrate their ability to use the equipment and understand the rationale for the equipment's use.
- c. At a minimum, the kits will contain:
  - i. latex gloves,
  - ii. protective goggles,
  - iii. surgical masks,
  - iv. resuscitation protective face piece and
  - v. other means as determined to protect first aid providers from contact with body fluids from injury victims
- d. All personal protective equipment will be removed prior to leaving the work area. All used, disposal personal protective equipment will be placed in leak proof containers as discussed above and disposed of by Garco. Garments contaminated with blood or other potentially infectious materials must be handled as little as possible. Such laundry must be placed directly into laundry bags. All employees who handle contaminated clothing or equipment will utilize personal protective equipment to prevent contact with blood or other potentially infectious materials. If laundry is wet with contaminated fluids, the laundry bag must contain the fluid. If the bag leaks, place it inside another plastic bag.
- e. Where body fluids are present, the surfaces and contaminated tools or equipment must be cleaned and decontaminated with bleach, 2% Wescodyne, or other disinfectant as soon as possible.
- f. Hand washing facilities and/or antiseptic solutions will be readily available at all work places for use by all employees.



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**6. Hepatitis Vaccine.**

- a. All employees who have potential exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. Emergency room personnel will be informed of the potential exposure and vaccine and other medical treatment offered immediately following occupational exposures to blood or other potentially infectious materials.

**7. Post-Exposure Evaluation and Follow Up.**

- a. In the event of an exposure, take the following steps:
  - i. Cleanse the area thoroughly.
  - ii. Go to the nearest emergency health care provider for treatment
  - iii. Notify Garco to arrange medical treatment and evaluation.
  - iv. Garco will direct the health care provider to collect a blood sample from the exposed worker as soon as possible to provide a baseline.
  - v. Report the incident immediately to the supervisor. The employee, along with the supervisor will complete Garco's accident/incident form and send it to Garco main office within 24 hours.
  - vi. The supervisor must document route of exposure and circumstances of incident
  - vii. The employee will return to the health care provider for results within 7-14 days of completion of the evaluation and subsequent visits, per protocol.

**8. Control Method Evaluation.**

- a. Garco will evaluate the circumstances of the exposure incident. The goal of this evaluation is to identify and correct problems in order to prevent recurrence of similar incidents. Information that needs to be included in the documentation is:
  - i. The documentation of the route(s) of exposure and circumstances under which an exposure incident occurred.
  - ii. An evaluation of the policies and "failures to control" at the time of the exposure incident.
  - iii. The engineering controls in place at the time of the exposure incident.
  - iv. The work practices and protective equipment or clothing used at the time of the exposure incident.

**9. Training.**

- a. All employees must obtain standard first aid/ adult CPR certification before undertaking tasks where occupational exposure may occur. Additional training will be provided each year if employees remain at risk for exposure. Training records will be kept for a minimum of 3 years. Training may also be provided on line (<http://www.uiowa.edu/hpo/training/bloodborne/index.htm>).

**10. Retention of Records.**

- a. Employee medical records of exposure to blood borne pathogens will be kept by Garco for the duration of the individual employment plus 30 years. Employees will be provided copies of their personal records upon written request.

**11. Implementation.**

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- a. This policy should be incorporated into the Garco corporate Safety and Health Plan. All site specific safety and health plans will adhere to this policy.

## **OSHA'S BLOODBORNE PATHOGENS STANDARD (29 CFR 1910.1030)**

### **1910.1030(a)**

*Scope and Application.* This section applies to all occupational exposure to blood or other potentially infectious materials as defined by paragraph (b) of this section.

### **1910.1030(b)**

*Definitions.* For purposes of this section, the following shall apply:

*Assistant Secretary* means the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.

*Blood* means human blood, human blood components, and products made from human blood.

*Bloodborne Pathogens* means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

*Clinical Laboratory* means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

*Contaminated* means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

*Contaminated Laundry* means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

*Contaminated Sharps* means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

*Decontamination* means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

*Director* means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

*Engineering Controls* means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

*Exposure Incident* means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

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*Handwashing Facilities* means a facility providing an adequate supply of running potable water, soap, and single-use towels or air-drying machines.

*Licensed Healthcare Professional* is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

*HBV* means hepatitis B virus.

*HIV* means human immunodeficiency virus.

*Needleless systems* means a device that does not use needles for:

- (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
- (2) The administration of medication or fluids; or
- (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

*Occupational Exposure* means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

*Other Potentially Infectious Materials* means

- (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

*Parenteral* means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

*Personal Protective Equipment* is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

*Production Facility* means a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

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*Regulated Waste* means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

*Research Laboratory* means a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

*Sharps with engineered sharps injury protections* means a nonneedle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

*Source Individual* means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

*Sterilize* means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

*Universal Precautions* is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

*Work Practice Controls* means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

[1910.1030\(c\)](#)

*Exposure Control -*

[1910.1030\(c\)\(1\)](#)

*Exposure Control Plan.*

[1910.1030\(c\)\(1\)\(i\)](#)

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

[1910.1030\(c\)\(1\)\(ii\)](#)

The Exposure Control Plan shall contain at least the following elements:

[1910.1030\(c\)\(1\)\(ii\)\(A\)](#)

The exposure determination required by paragraph (c)(2),

[1910.1030\(c\)\(1\)\(ii\)\(B\)](#)

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The schedule and method of implementation for paragraphs (d) Methods of Compliance, (e) HIV and HBV Research Laboratories and Production Facilities, (f) Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up, (g) Communication of Hazards to Employees, and (h) Recordkeeping, of this standard, and

**1910.1030(c)(1)(ii)(C)**

The procedure for the evaluation of circumstances surrounding exposure incidents as required by paragraph (f)(3)(i) of this standard.

**1910.1030(c)(1)(iii)**

Each employer shall ensure that a copy of the Exposure Control Plan is accessible to employees in accordance with 29 CFR 1910.20(e).

**1910.1030(c)(1)(iv)**

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

**1910.1030(c)(1)(iv)(A)**

Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and

**1910.1030(c)(1)(iv)(B)**

Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

**1910.1030(c)(1)(v)**

An employer, who is required to establish an Exposure Control Plan shall solicit input from non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document the solicitation in the Exposure Control Plan.

**1910.1030(c)(1)(vi)**

The Exposure Control Plan shall be made available to the Assistant Secretary and the Director upon request for examination and copying.

**1910.1030(c)(2)**

*Exposure Determination.*

**1910.1030(c)(2)(i)**

Each employer who has an employee(s) with occupational exposure as defined by paragraph (b) of this section shall prepare an exposure determination. This exposure determination shall contain the following:

**1910.1030(c)(2)(i)(A)**

A list of all job classifications in which all employees in those job classifications have occupational exposure;

**1910.1030(c)(2)(i)(B)**

A list of job classifications in which some employees have occupational exposure, and

**1910.1030(c)(2)(i)(C)**

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A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed in accordance with the provisions of paragraph (c)(2)(i)(B) of this standard.

**1910.1030(c)(2)(ii)**

This exposure determination shall be made without regard to the use of personal protective equipment.

**1910.1030(d)**

*Methods of Compliance -*

**1910.1030(d)(1)**

*General.* Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

**1910.1030(d)(2)**

*Engineering and Work Practice Controls.*

**1910.1030(d)(2)(i)**

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

**1910.1030(d)(2)(ii)**

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

**1910.1030(d)(2)(iii)**

Employers shall provide handwashing facilities which are readily accessible to employees.

**1910.1030(d)(2)(iv)**

When provision of handwashing facilities is not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

**1910.1030(d)(2)(v)**

Employers shall ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

**1910.1030(d)(2)(vi)**

Employers shall ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

**1910.1030(d)(2)(vii)**

Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted in paragraphs (d)(2)(vii)(A) and (d)(2)(vii)(B) below. Shearing or breaking of contaminated needles is prohibited.

**1910.1030(d)(2)(vii)(A)**

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Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless the employer can demonstrate that no alternative is feasible or that such action is required by a specific medical or dental procedure.

**1910.1030(d)(2)(vii)(B)**

Such bending, recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

**1910.1030(d)(2)(viii)**

Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be:

**1910.1030(d)(2)(viii)(A)**

Puncture resistant;

**1910.1030(d)(2)(viii)(B)**

Labeled or color-coded in accordance with this standard;

**1910.1030(d)(2)(viii)(C)**

Leakproof on the sides and bottom; and

**1910.1030(d)(2)(viii)(D)**

In accordance with the requirements set forth in paragraph (d)(4)(ii)(E) for reusable sharps.

**1910.1030(d)(2)(ix)**

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

**1910.1030(d)(2)(x)**

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.

**1910.1030(d)(2)(xi)**

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

**1910.1030(d)(2)(xii)**

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

**1910.1030(d)(2)(xiii)**

Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

**1910.1030(d)(2)(xiii)(A)**

The container for storage, transport, or shipping shall be labeled or color-coded according to paragraph (g)(1)(i) and closed prior to being stored, transported, or shipped. When a facility utilizes Universal Precautions in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exemption only applies while such specimens/containers remain within the facility. Labeling or color-coding in accordance with paragraph (g)(1)(i) is required when such specimens/containers leave the facility.

**1910.1030(d)(2)(xiii)(B)**

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If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color-coded according to the requirements of this standard.

**1910.1030(d)(2)(xiii)(C)**

If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture-resistant in addition to the above characteristics.

**1910.1030(d)(2)(xiv)**

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the employer can demonstrate that decontamination of such equipment or portions of such equipment is not feasible.

**1910.1030(d)(2)(xiv)(A)**

A readily observable label in accordance with paragraph (g)(1)(i)(H) shall be attached to the equipment stating which portions remain contaminated.

**1910.1030(d)(2)(xiv)(B)**

The employer shall ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.



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## HEPATITIS B VACCINATION DECLINATION FORM

DIRECTIONS: Use this form if the designated first-aid responder chooses NOT to receive the Hepatitis B vaccination series. Maintain the form in your records.

**Employee Name::** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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# RESPIRABLE CRYSTALLINE SILICA PROGRAM

## PURPOSE

This Respirable Crystalline Silica Program was developed to prevent employee exposure to hazardous levels of Respirable Crystalline Silica that could result through construction activities or nearby construction activities occurring on worksites. Respirable Crystalline Silica exposure at hazardous levels can lead to lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease. It is intended to meet the requirements of the Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153) established by the Occupational Safety and Health Administration (OSHA) and WAC 296-840.

All work involving chipping, cutting, drilling, grinding, or similar activities on materials containing Crystalline Silica can lead to the release of respirable-sized particles of Crystalline Silica (i.e. Respirable Crystalline Silica). Crystalline Silica is a basic component of soil, sand, granite and many other minerals. Quartz is the most common form of Crystalline Silica. Many materials found on construction sites include Crystalline Silica; including but not limited to – cement, concrete, asphalt, pre-formed structures (inlets, pipe, etc.) and others. Consequently, this program has been developed to address and control these potential exposures to prevent our employees from experiencing the effects of occupational illnesses related to Respirable Crystalline Silica exposure.

## SCOPE

This Respirable Crystalline Silica Program applies to all employees who have the potential to be exposed to Respirable Crystalline Silica when covered by the OSHA and WAC Standard. The OSHA Respirable Crystalline Silica Construction Standard applies to all occupational exposures to Respirable Crystalline Silica in construction work, except where employee exposure will remain below 25 micrograms of Respirable Crystalline Silica per cubic meter of air (25 µg/m<sup>3</sup>) as an 8-hour time-weighted average (TWA) under any foreseeable conditions.

## RESPONSIBILITIES

GARCO CONSTRUCTION firmly believes protecting the health and safety of our employees is everyone's responsibility. This responsibility begins with upper management providing the necessary support to properly implement this program. However, all levels of the organization assume some level of responsibility for this program including the following positions.

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## Management

- Conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an employee's exposure will be above 25 µg/m<sup>3</sup> as an 8-hour TWA under any foreseeable conditions
- Select and implement into the project's ECP the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1 (Same table has been adopted by WAC 296-840); and potentially including (but not limited to) - a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping and others.

*NOTE: OSHA's Construction Standard Table 1 is a list of 18 common construction tasks along with acceptable exposure control methods and work practices that limit exposure for those tasks.*

- Ensure that the materials, tools, equipment, personal protective equipment (PPE), and other resources (such as worker training) required to fully implement and maintain this Respirable Crystalline Silica Program are in place and readily available if needed.
- Ensure that Project Managers, Site Managers, Competent Persons, and employees are educated in the hazards of Silica exposure and trained to work safely with Silica in accordance with OSHA and WAC's Respirable Crystalline Silica Construction Standard and OSHA and WAC's Hazard Communication Standard. Managers and Competent Persons may receive more advanced training than other employees.
- Maintain written records of training (for example, proper use of respirators), ECPs, inspections (for equipment, PPE, and work methods/practices), medical surveillance (under lock and key), respirator medical clearances (under lock and key) and fit-test results.
- Conduct an annual review (or more often if conditions change) of the effectiveness of this program and any active project ECP's that extend beyond a year. This includes a review of available dust control technologies to ensure these are selected and used when practical.
- Coordinate work with other employers and contractors to ensure a safe work environment relative to Silica exposure.
- Ensure all applicable elements of this Respirable Crystalline Silica Program are implemented on the project including the selection of a Competent Person.
- Assist the Safety Department in conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in

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order to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

- Assist in the selection and implementation of the appropriate control measures in accordance with the Construction Tasks identified in OSHA’s Construction Standard Table 1; and potentially including (but not limited to) - a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping and others.
- Ensure that employees using respirators have been properly trained, medically cleared, and fit-tested in accordance with the company’s Respiratory Protection Program. This process will be documented.
- Ensure that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls, work practices, and wear the necessary PPE.
- Where there is risk of exposure to Silica dust, verify employees are properly trained on the applicable contents of this program, the project-specific ECP, and the applicable OSHA and WAC Standards (such as Hazard Communication). Ensure employees are provided appropriate PPE when conducting such work.

**Competent Person and/or Site Manager (Superintendent, Foreman, etc.)**

- Make frequent and regular inspections of job sites, materials, and equipment to implement the written ECP.
- Identify existing and foreseeable Respirable Crystalline Silica hazards in the workplace and take prompt corrective measures to eliminate or minimize them.
- Notify the Project Manager and/or Safety Manager of any deficiencies identified during inspections to coordinate and facilitate prompt corrective action.
- Assist the Project Manager and Safety Manager in conducting job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

**Employees:**

- Follow recognized work procedures (such as the Construction Tasks identified in OSHA’s Construction Standard Table 1) as established in the project’s ECP and this program.

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- Use the assigned PPE in an effective and safe manner.
- Participate in Respirable Crystalline Silica exposure monitoring and the medical surveillance program.
- Report any unsafe conditions or acts to the Site Manager and/or Competent Person.
- Report any exposure incidents or any signs or symptoms of Silica illness.

## DEFINITIONS

If a definition is not listed in this section, please contact your supervisor. If your supervisor is unaware of what the term means, please contact the Competent Person or your Safety Department.

- Action Level means a concentration of airborne Respirable Crystalline Silica of 25  $\mu\text{g}/\text{m}^3$ , calculated as an 8-hour TWA.
- Competent Person means an individual who is capable of identifying existing and foreseeable Respirable Crystalline Silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them.
- Employee Exposure means the exposure to airborne Respirable Crystalline Silica that would occur if the employee were not using a respirator.
- High-Efficiency Particulate Air (HEPA) Filter means a filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.
- Objective Data means information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to Respirable Crystalline Silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in the employer's current operations.
- Permissible Exposure Limit (PEL) means the employer shall ensure that no employee is exposed to an airborne concentration of Respirable Crystalline Silica in excess of 50  $\mu\text{g}/\text{m}^3$ , calculated as an 8-hour TWA.
- Physician or Other Licensed Health Care Professional (PLHCP) means an individual whose legally permitted scope of practice (i.e., license, registration, or certification)

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allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required by the Medical Surveillance Section of the OSHA Respirable Crystalline Silica Standard.

- Respirable Crystalline Silica means Quartz, Cristobalite, and/or Tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle size- selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality-Particle Size Fraction Definitions for Health-Related Sampling.
- Specialist means an American Board Certified Specialist in Pulmonary Disease or an American Board Certified Specialist in Occupational Medicine.

## REQUIREMENTS

### Specified Exposure Control Methods

When possible and applicable, GARCO CONSTRUCTION will conduct activities with potential Silica exposure to be consistent with OSHA’s Construction Standard Table 1. Supervisors will ensure each employee under their supervision and engaged in a task identified on OSHA’s Construction Standard Table 1 have fully and properly implemented the engineering controls, work practices, and respiratory protection specified for the task on Table 1 (unless GARCO CONSTRUCTION has assessed and limited the exposure of the employee to Respirable Crystalline Silica in accordance with the Alternative Exposure Control Methods Section of this program).

The task(s) being performed by **GARCO CONSTRUCTION** identified on OSHA’s Construction Standard Table 1 is/are: **Select any/all of the following that apply:**

**Table 1: Specified Exposure Control Methods When Working with materials containing Crystalline Silica**

(Table follows)

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
1	Stationary masonry saws	<ul style="list-style-type: none"> <li>• Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>• Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions.</li> </ul>	None	None

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Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
<b>2a</b>	Handheld power saws (any blade diameter) when used outdoors	<ul style="list-style-type: none"> <li>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
<b>2b</b>	Handheld power saws (any blade diameter) when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
<b>3</b>	Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) for tasks performed outdoors only	<ul style="list-style-type: none"> <li>Use saw equipped with commercially available dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.</li> </ul>	None	None
<b>4a</b>	Walk-behind saws when used outdoors	<ul style="list-style-type: none"> <li>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
<b>4b</b>	Walk-behind saws when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
<b>5</b>	Drivable saws for tasks performed outdoors only	<ul style="list-style-type: none"> <li>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
<b>6</b>	Rig-mounted core saws or drills	<ul style="list-style-type: none"> <li>Use tool equipped with integrated water delivery system that supplies water to cutting surface.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
<b>7</b>	Handheld and stand-mounted drills (including impact and rotary hammer drills)	<ul style="list-style-type: none"> <li>Use drill equipped with commercially available shroud or cowl with dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide the air flow recommended by the tool manufacturer, or</li> </ul>	None	None

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			≤ 4 hours/shift	>4 hours/shift
		<ul style="list-style-type: none"> <li>greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</li> <li>Use a HEPA-filtered vacuum when cleaning holes.</li> </ul>		
<b>8</b>	Dowel drilling rigs for concrete for tasks performed outdoors only	<ul style="list-style-type: none"> <li>Use shroud around drill bit with a dust collection system.</li> <li>Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism.</li> <li>Use a HEPA-filtered vacuum when cleaning holes.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
<b>9a</b>	Vehicle-mounted drilling rigs for rock and concrete	<ul style="list-style-type: none"> <li>Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.</li> </ul>	None	None
<b>9b</b>	Vehicle-mounted drilling rigs for rock and concrete	<ul style="list-style-type: none"> <li>Operate from within an enclosed cab and use water for dust suppression on drill bit.</li> </ul>	None	None
<b>10a</b>	Jackhammers and handheld powered chipping tools when used outdoors	<ul style="list-style-type: none"> <li>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</li> </ul>	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
<b>10b</b>	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
<b>10c</b>	Jackhammers and handheld powered chipping tools when used outdoors	<ul style="list-style-type: none"> <li>Use tool equipped with commercially available shroud and dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</li> </ul>	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
<b>10d</b>	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>Use tool equipped with commercially available shroud and dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide the air flow recommended by the tool manufacturer, or</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask



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			≤ 4 hours/shift	>4 hours/shift
		greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.		
<b>11</b>	Handheld grinders for mortar removal (i.e., tuckpointing)	<ul style="list-style-type: none"> <li>Use grinder equipped with commercially available shroud and dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	Powered Air-Purifying Respirator (PAPR) with P100 Filters
<b>12a</b>	Handheld grinders for uses other than mortar removal for tasks performed outdoors only	<ul style="list-style-type: none"> <li>Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
<b>12b</b>	Handheld grinders for uses other than mortar removal when used outdoors	<ul style="list-style-type: none"> <li>Use grinder equipped with commercially available shroud and dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</li> </ul>	None	None
<b>12c</b>	Handheld grinders for uses other than mortar removal when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>Use grinder equipped with commercially available shroud and dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</li> </ul>	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
<b>13a</b>	Walk-behind milling machines and floor grinders	<ul style="list-style-type: none"> <li>Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
<b>13b</b>	Walk-behind milling machines and floor grinders	<ul style="list-style-type: none"> <li>Use machine equipped with dust collection system recommended by the manufacturer.</li> </ul>	None	None

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			≤ 4 hours/shift	>4 hours/shift
		<ul style="list-style-type: none"> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</li> <li>When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.</li> </ul>		
<b>14</b>	Small drivable milling machines (less than half-lane)	<ul style="list-style-type: none"> <li>Use a machine equipped with supplemental water sprays designed to suppress dust.</li> <li>Water must be combined with a surfactant.</li> <li>Operate and maintain machine to minimize dust emissions.</li> </ul>	None	None
<b>15a</b>	Large drivable milling machines (half-lane and larger) for cuts of any depth on asphalt only	<ul style="list-style-type: none"> <li>Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust.</li> <li>Operate and maintain machine to minimize dust emissions.</li> </ul>	None	None
<b>15b</b>	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	<ul style="list-style-type: none"> <li>Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust.</li> <li>Operate and maintain machine to minimize dust emissions.</li> </ul>	None	None
<b>15c</b>	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	<ul style="list-style-type: none"> <li>Use a machine equipped with supplemental water spray designed to suppress dust.</li> <li>Water must be combined with a surfactant.</li> <li>Operate and maintain machine to minimize dust emissions.</li> </ul>	None	None
<b>16</b>	Crushing machines	<ul style="list-style-type: none"> <li>Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points).</li> <li>Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.</li> </ul>	None	None
<b>17a</b>	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during	<ul style="list-style-type: none"> <li>Operate equipment from within an enclosed cab.</li> </ul>	None	None

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		≤ 4 hours/shift	>4 hours/shift	
	demolition activities involving silica-containing materials			
<b>17b</b>	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	• When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
<b>18a</b>	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	• Apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
<b>18b</b>	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	• When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None

When implementing the control measures specified in Table 1, GARCO CONSTRUCTION shall:

- For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;
- For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust;
- For measures implemented that include an enclosed cab or booth, ensure that the enclosed cab or booth:
  - Is maintained as free as practicable from settled dust;
  - Has door seals and closing mechanisms that work properly;

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- Has gaskets and seals that are in good condition and working properly;
- Is under positive pressure maintained through continuous delivery of fresh air;
- Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and
- Has heating and cooling capabilities.
- Where an employee performs more than one task included on OSHA’s Construction Standard Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

### **Alternative Exposure Control Methods**

Alternative Exposure Control Methods apply for tasks not listed in OSHA’s Construction Standard Table 1, or where GARCO CONSTRUCTION cannot not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1.

First, GARCO CONSTRUCTION will assess the exposure of each employee who is or may reasonably be expected to be exposed to Respirable Crystalline Silica at or above the Action Level in accordance with either the Performance Option or the Scheduled Monitoring Option.

- **Performance Option** – GARCO CONSTRUCTION will assess the 8-hour TWA exposure for each employee based on any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to Respirable Crystalline Silica.
- **Scheduled Monitoring Option:**
  - GARCO CONSTRUCTION will perform initial monitoring to assess the 8-hour TWA exposure for each employee based on one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, and in each work area. Where several employees perform the same tasks on the same shift and in the same work area, GARCO CONSTRUCTION will plan to monitor a representative fraction of these employees. When using

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representative monitoring, GARCO CONSTRUCTION will sample the employee(s) who are expected to have the highest exposure to Respirable Crystalline Silica.

- If initial monitoring indicates that employee exposures are below the Action Level, GARCO CONSTRUCTION will probably discontinue monitoring for those employees whose exposures are represented by such monitoring.
- Where the most recent exposure monitoring indicates that employee exposures are at or above the Action Level but at or below the PEL, GARCO CONSTRUCTION will repeat such monitoring within six months of the most recent monitoring.
- Where the most recent exposure monitoring indicates that employee exposures are above the PEL, GARCO CONSTRUCTION will repeat such monitoring within three months of the most recent monitoring.
- Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the Action Level, GARCO CONSTRUCTION will repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the Action Level, at which time GARCO CONSTRUCTION will probably discontinue monitoring for those employees whose exposures are represented by such monitoring, except when a reassessment is required. GARCO CONSTRUCTION will reassess exposures whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the Action Level, or when GARCO CONSTRUCTION has any reason to believe that new or additional exposures at or above the Action Level have occurred.

GARCO CONSTRUCTION will ensure that all Respirable Crystalline Silica samples taken to satisfy the monitoring requirements of this program, OSHA and WAC are collected by a qualified individual (i.e. a Certified Industrial Hygienist) and the samples are evaluated by a qualified laboratory (i.e. accredited to ANS/ISO/IEC Standard 17025:2005 with respect to Crystalline Silica analyses by a body that is compliant with ISO/IEC Standard 17011:2004 for implementation of quality assessment programs).

Within five working days after completing an exposure assessment, GARCO CONSTRUCTION will individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.

Whenever an exposure assessment indicates that employee exposure is above the PEL, GARCO CONSTRUCTION will describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.

Where air monitoring is performed, GARCO CONSTRUCTION will provide affected employees or their designated representatives an opportunity to observe any monitoring of employee

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exposure to Respirable Crystalline Silica. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, GARCO CONSTRUCTION will provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

Once air monitoring has been performed, GARCO CONSTRUCTION will determine its method of compliance based on the monitoring data and the hierarchy of controls. GARCO CONSTRUCTION will use engineering and work practice controls to reduce and maintain employee exposure to Respirable Crystalline Silica to or below the PEL, unless GARCO CONSTRUCTION can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, GARCO CONSTRUCTION will nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.

In addition to the requirements of this program, GARCO CONSTRUCTION will comply with other programs, OSHA standards (such as 29 CFR 1926.57 [Ventilation]) and WAC standards (296-818-20005), when applicable where abrasive blasting is conducted using Crystalline Silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain Crystalline Silica.

### **Control Methods**

GARCO CONSTRUCTION will provide control methods that are either consistent with Table 1 or otherwise minimize worker exposures to Silica. These exposure control methods can include engineering controls, work practices, and respiratory protection. Listed below are control methods to be used when Table 1 is not followed:

- Contact the Safety Department for consultation.
- List and discuss (with all parties involved) control methods.
- Conduct any additional training as necessary.
- Employ and evaluate control methods are working.

### **Respiratory Protection**

Where respiratory protection is required by this program, GARCO CONSTRUCTION will provide each employee an appropriate respirator that complies with the requirements of the company's Respiratory Protection Program and the OSHA Respiratory Protection Standard (29 CFR 1910.134) and WAC 296-155-220 Respiratory Protection.

Respiratory protection is required where specified by the OSHA Construction Standard Table 1, for tasks not listed in Table 1, or where the company has not fully and properly implemented

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the engineering controls, work practices, and respiratory protection described in Table 1. Situations requiring respiratory protection include:

- Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;
- Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering, and work practice controls are not feasible; and
- During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

### Housekeeping

GARCO CONSTRUCTION does not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to Respirable Crystalline Silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible.

GARCO CONSTRUCTION does not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to Respirable Crystalline Silica unless:

- The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or
- No alternative method is feasible.

### Written Exposure Control Plan

When employee exposure on a construction project is expected to be at or above the Action Level, a Written Exposure Control Plan (ECP) will be established and implemented. This ECP will contain at least the following elements:

- A description of the tasks in the workplace that involve exposure to Respirable Crystalline Silica;

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- A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to Respirable Crystalline Silica for each task;
- A description of the housekeeping measures used to limit employee exposure to Respirable Crystalline Silica; and
- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to Respirable Crystalline Silica and their level of exposure, including exposures generated by other employers or sole proprietors.

The written ECP will designate a Competent Person to make frequent and regular inspections of job sites, materials, and equipment to ensure the ECP is implemented.

The written ECP will be reviewed at least annually to evaluate the effectiveness of it and update it as necessary. Having said this, ECP's are project specific and most project durations do not exceed a year. The written ECP will be readily available for examination and copying, upon request, to each employee covered by this program and/or ECP, their designated representatives, and OSHA.

### **Medical Surveillance**

Medical surveillance will be made available for each employee who will be required to use a respirator for 30 or more days per year due to their Respirable Crystalline Silica exposure. Medical surveillance (i.e. medical examinations and procedures) will be performed by a PLHCP and provided at no cost to the employee at a reasonable time and place.

GARCO CONSTRUCTION will make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of the OSHA Respirable Crystalline Silica Construction Standard within the last three years. The examination shall consist of:

- A medical and work history, with emphasis on past, present, and anticipated exposure to Respirable Crystalline Silica, dust, and other agents affecting the respiratory system in addition to any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing), history of tuberculosis, and smoking status and history;
- A physical examination with special emphasis on the respiratory system;
- A chest X-ray (a single posterior-anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film [no less than 14 x 17 inches and no more than 16 x 17 inches] or digital radiography systems) interpreted and classified according



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to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader;

- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course;
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.

GARCO CONSTRUCTION will make available medical examinations that include the procedures (except testing for latent tuberculosis infection) at least every three years. If recommended by the PLHCP, periodic examinations can be more frequently than every three years.

GARCO CONSTRUCTION will ensure that the examining PLHCP has a copy of the appropriate governing body (OSHA, WAC, EM 385-1-1, etc.) Respirable Crystalline Silica Construction Standard, this program, and the following information:

- A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to Respirable Crystalline Silica;
- The employee's former, current, and anticipated levels of occupational exposure to Respirable Crystalline Silica;
- A description of any personal protective equipment (PPE) used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and
- Information from records of employment-related medical examinations previously provided to the employee and currently within the control of GARCO CONSTRUCTION

GARCO CONSTRUCTION will ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment;
- Any recommended limitations on the employee's use of respirators;

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- Any recommended limitations on the employee's exposure to Respirable Crystalline Silica; and;
- A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

GARCO CONSTRUCTION will also obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following in order to protect the employee's privacy:

- The date of the examination;
- A statement that the examination has met the requirements of the appropriate governing body (OSHA, WAC, EM 385-1-1, etc.) Respirable Crystalline Silica Construction Standard; and
- Any recommended limitations on the employee's use of respirators.

If the employee provides written authorization, the written opinion shall also contain either or both of the following:

- Any recommended limitations on the employee's exposure to Respirable Crystalline Silica; and/or
- A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

If the PLHCP's written medical opinion indicates that an employee should be examined by a Specialist, GARCO CONSTRUCTION will make available a medical examination by a Specialist within 30 days after receiving the PLHCP's written opinion. GARCO CONSTRUCTION will ensure that the examining Specialist is provided with all the information that the employer is obligated to provide to the PLHCP.

GARCO CONSTRUCTION will ensure that the Specialist explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of the examination. The written report will contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment;

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- Any recommended limitations on the employee's use of respirators; and
- Any recommended limitations on the employee's exposure to respirable crystalline Silica.

In addition, GARCO CONSTRUCTION will obtain a written opinion from the Specialist within 30 days of the medical examination. The written opinion shall contain the following:

- The date of the examination;
- Any recommended limitations on the employee's use of respirators; and
- If the employee provides written authorization, the written opinion shall also contain any recommended limitations on the employee's exposure to Respirable Crystalline Silica.

### **Hazard Communication**

GARCO CONSTRUCTION will include Respirable Crystalline Silica in the company's Hazard Communication Program established to comply with the appropriate governing body [OSHA Hazard Communication Standard (29 CFR 1910.1200), WAC 296-901 Hazard Communications, EM 385-1-1 (6)(B)(1), etc.]

GARCO CONSTRUCTION will ensure that each employee has access to labels on containers of Crystalline Silica and those containers respective Safety Data Sheets (SDS's).

All employees will be trained in accordance with the provisions of the OSHA Hazard Communication Standard and the Training Section of this program. This training will cover concerns relating to cancer, lung effects, immune system effects, and kidney effects.

GARCO CONSTRUCTION will ensure that each employee with the potential to be exposed at or above the Action Level for Respirable Crystalline Silica can demonstrate knowledge and understanding of at least the following:

- The health hazards associated with exposure to Respirable Crystalline Silica;
- Specific tasks in the workplace that could result in exposure to Respirable Crystalline Silica;
- Specific measures GARCO CONSTRUCTION has implemented to protect employees from exposure to Respirable Crystalline Silica, including engineering controls, work practices, and respirators to be used;
- The contents of the OSHA Respirable Crystalline Silica Construction Standard;

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- The identity of the Competent Person designated by GARCO CONSTRUCTION and
- The purpose and a description of the company’s Medical Surveillance Program.

GARCO CONSTRUCTION will make a copy of the OSHA Respirable Crystalline Silica Construction Standard readily available without cost to any employee who requests it.

**Recordkeeping**

GARCO CONSTRUCTION will make and maintain an accurate record of all exposure measurements taken to assess employee exposure to Respirable Crystalline Silica. This record will include at least the following information:

- The date of measurement for each sample taken;
- The task monitored;
- Sampling and analytical methods used;
- Number, duration, and results of samples taken;
- Identity of the laboratory that performed the analysis;
- Type of personal protective equipment (PPE), such as respirators, worn by the employees monitored; and
- Name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.

GARCO CONSTRUCTION will ensure that exposure records are maintained and made available in accordance with 29 CFR 1910.1020 and WAC 296-840. Exposure records will be kept for at least 30 years.

The employer shall make and maintain an accurate record of all objective data relied upon to comply with the requirements of the OSHA Respirable Crystalline Silica Construction Standard. This record shall include at least the following information:

- The Crystalline Silica-containing material in question;
- The source of the objective data;
- The testing protocol and results of testing;

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- A description of the process, task, or activity on which the objective data were based; and
- Other data relevant to the process, task, activity, material, or exposures on which the objective data were based.

GARCO CONSTRUCTION will ensure that objective data are maintained and made available in accordance with 29 CFR 1910.1020 and WAC 296-840. Objective data records will be kept for at least 30 years.

GARCO CONSTRUCTION will make and maintain an accurate record for each employee enrolled in the Medical Surveillance portion of this program. The record shall include the following information about the employee:

- Name and social security number;
- A copy of the PLHCPs' and/or Specialists' written medical opinions; and
- A copy of the information provided to the PLHCPs and Specialists.

GARCO CONSTRUCTION will ensure that medical records are maintained and made available in accordance with 29 CFR 1910.1020 and WAC 296-840. Medical records will be kept under lock and key for at least the duration of employment plus 30 years. It is necessary to keep these records for extended periods because Silica-related diseases such as cancer often cannot be detected until several decades after exposure. However, if an employee works for an employer for less than one year, the employer does not have to keep the medical records after employment ends, as long as the employer gives those records to the employee.

## **PROGRAM EVALUATION**

This program will be reviewed and evaluated on an annual basis by the Safety Department unless changes to operations, the Respirable Crystalline Silica Construction Standard [29 CFR 1926.1153, WAC 296-840, EM 385-1-1 (6)(N)], or another applicable OSHA, WAC, or EM 385-1-1 Standard require an immediate re-validation of this program.

## **APPLICABLE FORMS**

The following lists applicable forms relating to this program.

<b>Tab C. Section 1. GOALS AND OBJECTIVES</b>	Effective Date	Revision
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## **GOALS AND OBJECTIVES**

Garco Construction Inc.'s primary goal is for each project contractor and subcontractor to conduct all construction operations with a Zero Incidence Objective. This goal includes not only a zero injury rate but also zero property damage and environmental incidents.

Garco's objective is total customer satisfaction achieved by consistently producing a level of quality and productivity that completes a project on or ahead of schedule, within budget, and in compliance with all applicable standards.

Garco is committed to providing its employees, its subcontractors' employees, and vendors, other on site personnel, clients, and the public with a Drug & Alcohol Free Construction Environment.

<b>Tab C. Section 2. GARCO'S RESPONSIBILITIES</b>	Effective Date	Revision
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## **GARCO'S RESPONSIBILITIES**

### **1. Employees.**

- a. Garco mandates each project employee understand and accept personal responsibility for performing each task in a manner consistent with the prescribed safe work practices and all applicable regulations. This mandate includes full compliance with the Owner's regulations governing contractor employee conduct while on its premises.
- b. Each newly hired project employee, as a condition of employment, must sign, accept, and abide by Garco's Mandatory Safety, Health and Work Rules and Substance Abuse Policy as a condition of employment. Other requirements include:
  - i. Each project employee shall attend all project safety meetings.
  - ii. Each project employee will be required to properly use, wear, and maintain all personal protective equipment, devices, and orange high visibility clothing as instructed by Supervision, Garco, Site Safety personnel, and the Owner.
  - iii. All project employees shall immediately report all injuries, illnesses, incidents, near misses, property damage, and unsafe conditions that may exist on the project site, to their foreman and the Site Safety Manager regardless of the severity of the incident.
  - iv. All project employees shall provide all necessary information to complete accident investigations and fulfill insurance requirements.
  - v. All project employees shall be required to attend a formal orientation provided by Garco.
  - vi. A copy of the Site Specific Safety Plan will be available to all project employees/employers who shall be required to abide by the provisions therein. Refusal or failure to comply with the Site Specific Safety Plan may result in immediate discharge.
  - vii. Each project employee/employer will have the authority and responsibility to stop any operation, which is felt is life threatening or could cause serious bodily harm.
  - viii. All project employees/employer will be required to maintain a clean and safe work area throughout the workday/work shift.

### **2. Garco Project Executive.** Garco's Project Executive's responsibilities include:

- a. Communicating the Owner/Project goals and objectives to each project employee/employer.
- b. Review contractor history/personnel during selection of subcontractors.
- c. Provide the support and resources necessary to implement programs to achieve goals.
- d. Initiating corrective or disciplinary action as needed.

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- e. Informing the Corporate Safety Director or Site Safety Manager immediately of any factors or problems that could affect safe operations through the duration of the project.
  - f. Empowering site management and site safety management with the authority and responsibility to stop any operation that is considered life threatening or could cause serious bodily harm.
  - g. Garco's Project Managers and Superintendents must take a leadership role in promoting and supporting the Project's safety, health, and environmental program's performance. However, each subcontractor Project Manager and Superintendent are solely responsible for their employee's site work activities, which include implementation, enforcement, and administration of safety and health, related activities. They will have the authority and responsibility to stop any operation, which is felt to be life threatening or could cause serious bodily harm. Other duties of the Project Manager and Superintendent include:
    - i. Promoting safety awareness at all times.
    - ii. Initiate programs and communications that will achieve an accident-free work environment.
    - iii. Eliminate construction work interruptions by pre-planning and evaluating foreseeable safety issues.
    - iv. Allocating manpower, as required, to provide for safe operating procedures on the job.
    - v. Planning and coordinating work activities to avoid personal injury, property damage, and loss of production time.
    - vi. Require that good housekeeping procedures and standards are maintained by all parties throughout the duration of the project.
    - vii. Consistently observed, evaluate, and report overall safety to upper management and the safety director.
    - viii. Monitor the work practices of all the Garco employees and subcontractor employees to assure that contract/project/task safety requirements are adhered to.
    - ix. It is the responsibility of the Subcontractor Project Manager and/or Subcontractor Superintendent to see that all phases of the project are performed according to contract requirements.
    - x. It is the responsibility of the Subcontractor Project Manager and/or Subcontractor Superintendent to contact the offending party and seek corrective actions as may be necessary to achieve contract compliance.
3. **Subcontractor.** Each Subcontractor's first line supervisor, or craft foreman, shall be responsible for the safety and health of all employees under their supervision. Their duties shall include monitoring the work area, reporting unsafe acts/conditions, and enforcing safety rules and regulations. The supervisor of each Subcontractor will have the authority and responsibility to stop any operation, which is felt is life threatening or could cause serious bodily harm. Other duties include:



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- a. Maintain effective communications and cooperation with all on site safety personnel and Project management.
  - b. Ensure that all equipment, tools, and machinery are inspected and properly maintained.
  - c. Support the goal of an accident-free working environment.
  - d. Plan each task with a "Make Safety Your First Priority" attitude.
  - e. Report all incidents, regardless of the severity, to the Site Safety Manager, Garco and Subcontractor Project Manager and/or Project Superintendent.
  - f. Setting the example by maintaining good housekeeping and eliminating unsafe conditions.
4. **Safety Director.** The Safety Director is responsible for promoting a safe, healthy work environment and monitoring safety related activities. Other duties include:
- a. Formulating the general policies and procedures to be followed by all project employees, vendors, and visitors, in compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations.
  - b. Coordinate training programs or media, which will increase proficiency in safe work practices and promote safety consciousness.
  - c. Periodically inspect the project facilities to detect potential safety, health and loss hazards, and recommend corrective or preventative measures where appropriate.
  - d. Compile and submit safety data to all levels of management on the project.
  - e. Oversee the administration of workers' compensation programs and return to duty programs.
  - f. Participate in the investigation of all incidents.
  - g. Ensure that all management, supervisory, and field personnel observe and adhere to project safety policies and procedures.
  - h. Develop and implement the Project Substance Abuse Policy to conform to all Owner and project requirements.
  - i. Possess the authority and responsibility to stop any operation, which is felt to be life threatening, or could cause serious bodily harm.
  - j. Report and provide copies of any citations to Owner.
5. **Project Superintendent / Safety Manager/ Project Engineer.** The Project Superintendent/Safety Manager/Coordinator/Engineer will be assigned all duties and responsibilities by the authorization of the Safety Director and will have the authority and responsibility to stop any operation which is felt to be life threatening or could cause serious bodily harm. His/her primary duty will be to oversee the Subcontractor safety program development and implementation. Many other duties include:
- a. Develop and provide all project employees, visitors, and suppliers with the appropriate type of New Contractor Orientation program needed to comply with the site safety policies and procedures.

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- b. Provide onsite management the services and technical advice needed for the proper administration of the Site Specific Safety Plan.
  - c. Establish a visitor control program and enforce the overall traffic control plan for pedestrians, vehicular traffic, and construction operations.
  - d. Conduct, collect and document site safety audits on a daily basis, or as often as needed, and issue safety violations to employees and subcontractors who fail to correct unsafe conditions or practices as outlined in Garco's Mandatory Safety, Health and Work Rules as well as the Site Specific Safety Plan and Owner Requirements.
  - e. Assure that the Site Fire Protection Program is implemented and enforced and require all subcontractors to have and maintain adequate fire protection equipment.
  - f. Conduct with the Project Superintendent and Project Manager appropriate, detailed, and thorough investigations of all incidents and report those incidents to the Safety Director.
  - g. Participate, as needed, in pre-job conferences and meetings with Subcontractors and other parties to impress upon them the Garco's and the Owner's desire for a strong and effective loss prevention program for this project.
  - h. Immediately notify the Project Manager, Project Superintendent and/or Safety Director in any case where an imminent danger situation exists so that they may take action to protect life and property.
  - i. Participate in weekly coordination meetings with project management and subcontractor's representatives.
  - j. Establish and maintain a system for the prompt detection and correction or control of unsafe practices and conditions.
  - k. Collect and maintain Hazard Communication information including each contractor and subcontractor Hazard Communication( HazCom) program, MSDS's, and inventory of hazardous materials.
  - l. Attend weekly meetings, as necessary, with supervisory staff of Garco and subcontractors.
  - m. Provide monthly reports to the Project Management and Safety Director on the status of loss control for the project.
  - n. Check first aid and safety supplies, document, and order replacements as needed.
  - o. Maximize the effectiveness of outside safety consulting and service entities: including Fire, Rescue, Police or other agencies.
  - p. Maintain detailed records of all job site safety activities and accident/incident reports.
  - q. Participate in the investigation of all job site accidents or incidents. Review all accident reports from contractors and subcontractors, and request additional information when it is necessary.
6. **Subcontractor Safety Manager.** The Subcontractor Safety Manager, (if utilized), determines that the proper procedures for controlling hazards are set up and shall have full authority to enforce them. The subcontractor Safety Manager will make periodic rounds of the work area during

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each shift and has the authority and responsibility to stop any operation which is felt to be life threatening or could cause serious bodily harm. Other duties include:

- a. Conduct, complete and review investigative reports and recommend corrective actions to the Safety Manager, Safety Director and Project Managers/Superintendents.
  - b. Provide advice and/or assistance to the Safety Manager and Project Managers/Superintendents on the implementation of the Project Wide Specific Safety Plan, developing and implementing safety orientations and training programs, and measuring the effectiveness of the overall program.
  - c. Performing safety audits and reporting the findings to the Safety Manager, Project Managers/Superintendents, and the Safety Director. These audits shall be done at frequent intervals to provide adequate information as to the effectiveness and consistency of the Site Specific Safety Program.
  - d. Monitor the work practices of all the subcontractor employees to assure that the contract safety requirements are adhered to.
  - e. Check first aid and safety supplies, document, and order replacements as needed.
  - f. Observe and demonstrate the use of prescribed safety equipment such as safety glasses, hard hats, face shields, respirators, fall protection devices, and protective clothing.
7. **Security Personnel.** Security Personnel, (if utilized), will, at a minimum, have the following responsibilities at night and during off-work hours:
- a. For fire safety and he/she will be required to conduct rounds every ½ hour for two hours following completed work every day and each hour thereafter.
  - b. The second responsibility is security of the premises during those same hours.
  - c. The authority and responsibility to stop any operation which is felt to be life threatening or could cause serious bodily harm.
  - d. Will follow recommended practices in reporting any incidents immediately to the proper authorities and Project management.

<b>Tab C. Section 3. Responsibilities of Subcontractors of All Tiers</b>	Effective Date	Revision
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## **RESPONSIBILITIES OF SUBCONTRACTORS OF ALL TIERS**

1. Subcontractors provide certain expertise in performing unique and specific tasks involved in the scope of work. Each subcontractor must be pre-qualified in accordance with contractual and Project requirements procedures. Subcontractors are required to submit specific safety and health related performance data, loss history and company information. Safety commitment, experience, and performance shall be equally important parameters considered in the selection process. Each subcontractor must furnish a copy of their corporate safety program to Garco upon award of the project.
  - a. As a condition of the contract, each Subcontractor, its agents, supervisors, and employees are expected to conduct their business in a manner which complies with both the letter and the spirit of all environmental and safety work practices, laws, rules, and regulations that govern this project and its employees. This shall include adopting the Site-Specific Safety Program (SSSP), Mandatory Safety, Health and Work Rules, Fall Protection and Prevention Policy and the Substance Abuse Policy for this project.
2. Each Subcontractor shall comply with the Site-Specific Safety Plan. All Subcontractors shall meet or exceed all OSHA and other contractually referenced standards and generally accepted good safety practices.
3. Each Subcontractor will submit to Garco a Safe Work Plan (SWP) or Site Specific Safety Plan that shall describe their work in detail. This Safe Work Plan must provide sufficient assurance that the subcontractor has addressed the risks associated with the work, and the subcontractor has addressed preventative measures for safety and health hazards. Provisions of the SWP may include but is not limited to:
  - a. Assurance that the work in progress complies with safety, health, and performance requirements specified in subcontractor documents.
  - b. A basis for the Subcontractor's internal planning activities.
  - c. Describe the construction schedule and methodologies of each work activity including safety and health concerns, preventative measures, equipment, personnel, and lower-tier subcontractors used during operations.
  - d. The minimum level of detail shall include the following as applicable:
    - i. Site mobilization details, including delivery and setup of equipment, office trailers, fuel storage, waste disposal, anticipated training activities, and mobilization activities.
    - ii. Personnel safety planning, craft designations, crew sizes, and number of crews performing work; types, sizes, and number of pieces of equipment; lower-tiered subcontractor involvement; and testing procedures and requirement.
    - iii. A summary plan for the maintenance, services, and repairs of on-site equipment or machinery including but not limited to, Windshield and wipers, mufflers, wiring, lighting, seatbelts, bumpers, and backup alarms.
    - iv. Methods of compliance with General Conditions, Owner Requirements, all applicable Federal, State, and Local Laws, and the Site Specific Safety Plan.

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- v. It is suggested it be developed so individual pages or sections addressing work activities and corresponding health and safety requirements may be lifted and utilized for briefing the work force prior to commencement of each new project.
- 4. Daily Site Work Plan briefings, or PTSA's (Pre Task Safety Analysis) with work crews shall be signed by the Subcontractor Superintendent/supervision and crew performing the work and turned in to the Safety Manager/Project Manager/Project Superintendent on a daily basis.
- 5. A general outline is provided below for development of work activities and all Safe Work Plans shall follow this outline:
  - a. Narrative description of work
    - i. Crew
    - ii. Equipment
    - iii. Safety and health risk assessment
    - iv. Preventative measures
    - v. Lower-tier contractors
    - vi. Permit checklist for all permits listed below:
      - 1. Confined Space
      - 2. Hot Work (Cutting, Welding, Grinding)
      - 3. Excavations
      - 4. Lockout/Tagout
      - 5. Scaffolding
- 6. Assure that supervisory personnel have a good working knowledge of applicable safety and health standards as they pertain to their areas of supervisory control.
- 7. All Subcontractors shall not relinquish or defer responsibility for project safety to its own or tiered subcontractor employees, at any time, under any circumstance.
- 8. **Each subcontractor shall designate a competent person, qualified to implement and enforce the Site-Specific Safety Program and/or specific scopes of work.**
  - a. **When the nature or size of the contract warrants, Garco and/or the Owner may require the subcontractor to employ a full-time, qualified Site Safety Manager.**
- 9. **Only upon written notice and after evaluation will authorization for any necessary changes, deviations or variances to the Site-Specific Safety Program, if needed to perform work, be granted. Otherwise, full compliance with the Site-Specific Safety Program is expected.**
- 10. Require supervisors to perform a minimum one written safety performance audit per week, and submit to Garco.
- 11. Require supervisors to correct all unsafe acts and conditions immediately upon noting the same or being notified of the same.
- 12. Ensure that at least one Subcontractor employee with current acceptable first aid training is on site during all working hours and that all of the Subcontractor's employees know whom these individuals are.

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13. Designate in all appropriate instances, a “Competent Person” as required by the OSHA standards. A list of the Subcontractor’s designated “Competent Person(s)” shall be provided to Garco Project Manager/Superintendent and the Safety Manager prior to the start of work, or when a specific “Competent Person” is changed. Backup documentation of the competency may be required.
14. Require supervisors and/or Site Safety Manager to attend the required monthly Safety Committee Meeting held at the office trailer (where applicable).
15. Report all injuries, accidents, incidents, near misses, etc. as outlined in the subcontract and or Site Specific Safety Plan.
16. Provide and require all personnel to use proper personal protective equipment, high visibility clothing, and safety devices when on the job.
17. Direct all employees to dress at least in the minimum required appropriate attire and adhere to published safety rule and job procedures.

<b>Tab C. Section 4. VENDOR RESPONSIBILTIES</b>	Effective Date	Revision
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## **VENDOR RESPONSIBILITIES**

1. All vendors will be responsible for the same safe work procedures as those followed by Subcontractors while at the construction site. All personal protective equipment and high visibility clothing will be required to be worn by delivery people while on site.
2. Each Subcontractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and program requirements in connection with their vendor's work.

<b>Tab C. Section 5. VISITOR CONTROL</b>	Effective Date	Revision
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## **VISITOR CONTROL**

1. Due to the dangers and hazards associated with construction work, no visitors will be allowed onto the construction site without proper authority.
  - a. Whenever possible, advanced notice (usually 24 hours) shall be given to the Garco's Project Manager/Superintendent and Safety Manager for all visitors intending to enter the project.
2. A Visitor Control Program/Orientation will be designed to provide general guidelines and site specific information to control visitors and maintain this project as a secure place of employment.
  - a. All non-contract personnel including but not limited to vendors, inspectors, agents, or representatives who wish to have access to the work site must be authorized by the Owner, Garco, and the Subcontractor's management.
  - b. Visitors will be allowed access to the project during the project's normal working hours and will enter the project at their own risk.
  - c. All visitors must complete all portions of the visitor control sign-in sheet (name, company, destination, badge number, vehicle license number, contact person, etc. as they apply) and if required be issued an entry badge at the Garco/Security/Safety trailer.
  - d. All visitors must attend a brief orientation as to any special hazards or requirements to include the need for personal protective equipment.
  - e. High visibility vests and personal protective equipment (PPE) such as hard-hats & safety glasses will be issued to all visitors for identification purposes. All issued PPE must be worn at all times.
  - f. All visitors must sign out each time they leave the site.
  - g. All Owners, subcontractors, or vendors who will require access to the site shall be notified of this procedure and the location of the sign-in sheet.
  - h. All personnel who have not received authorization for entry, have not signed in, or refuse to comply with any portion of the Site Specific Safety Plan shall be required to leave the site immediately. Future admittance to the project may be denied.
  - i. All personnel who refuse to leave the site shall be reported to the local authorities and subject to arrest (No one other than the local authorities shall be allowed to forcibly remove or detain anyone on the project).
  - j. Any visitor involved in an accident or incident on the project may be subject to drug and alcohol testing as stated in the Substance Abuse Policy.
  - k. Subcontractors will be held responsible for the safety and conduct of their respective visitors.



<b>Tab C. Section 6. SECURITY AND IDENTIFICATION</b>	Effective Date	Revision
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## **SECURITY AND IDENTIFICATION**

1. The Project may provide a security program that includes watchmen, security patrol services, fencing, security lighting, and locked storage of materials. The following other security techniques will be administered.
2. All employees, subcontractors' employees, vendors, and visitors shall report to the Garco trailer upon entering the work site. A log will be maintained with each individual name and assigned identification number. These numbers will be made available to the Owner upon request.
3. To prevent the entrance of unauthorized persons onto the premises, identification badges/hard hat stickers will be worn. All badges/stickers will contain identification information for each employee. In addition, some projects may require photo identification badges. All identification badges/stickers must be shown to gain access to the construction site and be visible on the outer work garment at all times. In addition, all Owner requirements will be followed.
4. Vendors must check in at Garco/Safety/Security trailer and receive a "Vendor Pass," when applicable, prior to all deliveries. The vendor pass will include an identification number, which must be logged in along with name and Contractor. Proper personal protective equipment will be available for use.
5. Emergency contacts of Garco will consist of Project Manager, Superintendent, and Safety representative, and be available 24 hours a day.
6. All subcontractors will be required to submit a similar list of emergency contacts to Garco prior to work start-up.

<b>Tab C. Section 7. Emergency Response and Postings</b>	Effective Date	Revision
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## **EMERGENCY RESPONSE AND POSTINGS**

### **1. General.**

- a. In order that necessary emergency services may be supplied promptly, Garco and each subcontractor and sub-tier contractor shall post in a conspicuous place a list of emergency telephone numbers along with the type of information to be transmitted for each emergency.
- b. All accidents must be handled by the ranking person present with whoever is available to assist. The ranking person shall direct someone to notify first-aid personnel and to call for emergency services as necessary. Garco's Project Manager/Superintendent and Safety representative is to be notified as soon as possible can be done without delaying assistance to the injured. In accidents resulting in injury to personnel, individuals qualified to administer first aid should assist the injured, stabilize their condition, and arrange for transportation to a medical treatment facility if further treatment is required.
- c. Except when necessary to avoid further injury or to prevent additional damage to the work, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by Garco's Project Manager/Superintendent, Safety Representative or the person designated to make the investigation and report. As soon as Garco's Project Manager/Superintendent can release the area from this constraint, all Subcontractors concerned will conduct a thorough clean up and make necessary repairs to return the area to a normal situation.
- d. Where a specific procedure has not been established, reasonable judgment should be used in determining what course to follow.
- e. The Project Emergency Response Plan will address any area or citywide alarms or work site evacuations, if applicable, and designate a "safe zone" for personnel accountability. This shall be reviewed with all on-site personnel during orientation.

### **2. Emergency Contact Lists.**

- a. All police, fire, ambulance, hospital, and appropriate management and emergency numbers shall be conspicuously posted throughout the project.
- b. All subcontractors will be required to provide a list of emergency numbers for all key personnel.

### **3. Emergency Lanes.**

- a. All designated access and egress lanes for emergency use shall be kept clear of all materials, vehicular traffic, or other obstructions, unless prior notice is given to the Owner and/or Garco's Project management and any affected authorities.

### **4. First Aid.**

- a. When required or appropriate, all project contractors shall provide trained first aid personnel for their work.

### **5. Severe Weather.**

<b>Tab C. Section 7. Emergency Response and Postings</b>	Effective Date	Revision
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- a. The following procedures are intended to prepare the project site in the event of anticipated severe weather conditions.
  - i. Each Subcontractor will provide to Garco's Project Manager/Superintendent a complete list of supervisors with afterhours telephone numbers. The list shall be kept current and shall be updated as necessary.
  - ii. Each Subcontractor will insure that his field trailers and his sub-tier contractors' field trailers are sufficiently secured (i.e. anchored in at least three locations).
- b. Upon notification of a Severe Weather Watch by the U.S. Weather Bureau, the following actions are to be initiated.
  - i. Each Subcontractor having on-site generators are requested to notify Garco's Project Manager/Superintendent of the numbers and wattage. Generators may be needed to provide temporary power for rescue or clean-up activities.
  - ii. All materials shall be secured at the end of the work shift to prevent them from becoming air borne during high winds. Attention needs to be given to picking up scrap materials and hauling or covering trash containers.
  - iii. All cranes shall have booms lowered at the end of the shift. Cranes not capable of lowering booms shall be permitted to weathervane or free swing. Check to assure that swinging booms will not contact other objects such as power lines, structures, etc.
  - iv. Sufficient flashlights, batteries, and bulbs shall be provided to assigned emergency response personnel. A supply of fresh batteries shall be maintained at the project for use in an emergency response.

**6. Environmental Spill.**

- a. In the event of a spill of environmentally damaging materials an immediate response is required to prevent or minimize the impact this event will have upon the environment and the public welfare. All personnel shall continue to observe standard precautions for handling the materials as detailed in the manufacturer's product Safety Data Sheet (SDS), including the use of personal protective equipment. The following general procedures apply to the immediate response, which must be initiated:
  - i. All personnel in the immediate area of the release must be alerted to the hazardous material and the nature of the immediate danger to themselves and the environment. As soon as possible, Garco's Project Manager/Superintendent shall be notified and requested to initiate emergency containment and clean up procedures.
  - ii. The Local Fire Department and/or other authorities must be notified to mobilize their hazardous materials response units and shall be given the necessary information regarding the materials that were released.
  - iii. If safe to do so, every effort shall be made to contain the materials within berms, by absorbent materials, or through other appropriate means, until proper handling and disposal personnel may be mobilized at the site. Attention needs to be taken to avoid contamination of surface water, storm sewers, sanitary sewers, porous ground, plants and animals.

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- iv. All non-essential personnel shall be removed and/or kept back from the area.
- v. Make no public comments. All inquiries shall be referred to Garco's upper management and/or Legal representation.
- vi. No on-site photographs are to be taken without the specific approval of Garco.
- vii. Garco's Project Manager/Superintendent or other person designated will conduct a full investigation and file an Accident/Injury Report with Garco's upper management within twenty-four (24) hours of the occurrence.
- viii. Within the immediate area of the accident scene, nothing is to be disturbed or removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by Garco's Project Manager/Superintendent or other person designated to make the investigation and report.
- ix. Garco's upper management must be notified to initiate the response of available environmental remediation contractors who are under standby contract.
- x. As soon as the environmental remediation contractor has cleared the site, Garco's upper management will release the area for subcontractors concerned to clean up and make necessary repairs to return the area to a normal situation.
- xi. In the case of an environmental spill or event, designated Owner representatives shall be notified immediately.

<b>Tab C. Section 8. Incident Reporting and Investigation</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

# INCIDENT REPORTING AND INVESTIGATION

## 1. INJURIES.

### a. Reporting.

- i. All injuries, accidents, and potentially serious incidents must be reported to Garco's Project Manager/Superintendent and Safety Representative immediately after the occurrence and prior to the end of the work shift. This includes damage to property, construction equipment, and vehicle-related occurrences. Priority items include care for the injured, establishing control over the accident site, and notification of proper authorities.
- ii. After priority items have been accomplished, obtain as much preliminary information as possible and then report the incident verbally to Garco's Project Manager/Superintendent and Safety Representative. Preliminary information should include who was involved, the nature and extent of the injury, what happened, where it happened, how it happened and the names of any witnesses. If practical, take photos of the scene as soon as possible before any conditions are altered.
- iii. All applicable paperwork (Incident Report Narrative, Initial Investigation, etc. [See Attachments]) will be completed, emailed and/or faxed to Garco at (509) 535-1384, or scanned and emailed to [safety@garco.com](mailto:safety@garco.com) for further investigation if necessary.

### b. **Medical Treatment.** The following steps will be taken to report an injury requiring medical treatment:

- i. Obtain and record all pertinent information such as: Employee name, address, age, type and extent of injury, what happened, where, and when it happened.
- ii. A supervisor should accompany their injured employee(s) to the medical facility. Subcontractors shall certify any employee(s) involved in an accident or incident resulting from a safety rule or policy violation has tested negative for drugs or alcohol prior to allowing them to return to the project premises.
- iii. The injured employee's supervisor shall complete and sign a "Medical Authorization Treatment". This form shall be presented to the medical provider upon registering for treatment.
- iv. Notify Garco's Project Manager, Superintendent or Safety Representative immediately to verbally report the incident and provide the following information:
  1. Employee name and job title
  2. Job name and number
  3. Supervisors name and phone number
  4. Medical facility employee was sent to
  5. Method of transport to medical facility

<b>Tab C. Section 8. Incident Reporting and Investigation</b>	Effective Date	Revision
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6. Nature and extent of injury
7. Contributing factors (Inclement weather, substance abuse, etc.)

## 2. INCIDENTS.

### a. Incident Reporting.

- i. All incident reports must be forwarded directly to Garco.
- ii. The employee's supervisor and the employee shall fill out and forward/fax a complete and detailed "Supervisor's Accident Investigation Report" form to Garco's Project Manager/Superintendent and/or Garco's Safety Director within 4 hours of the incident.

### b. Incident Investigation.

- i. All accidents, potentially serious incidents, and lost time injuries involving project employees, visitors, or vendors will be thoroughly investigated. Participation by the injured employee's employer is mandatory. All information, reports, pictures, statements, and other forms of documentation shall be filed with the Garco's Safety Department for proper distribution, including any damage to property, construction equipment, and vehicles.

### c. Near Miss Report.

- i. Near Miss Reports will be prepared for each incident in which a condition exists or an act is carried out that had the potential for an injury or health exposure to take place. The difference between a near miss and an accident is often a fraction of a second or an inch. Each near miss will be documented and filed so they can be brought up in the weekly tool-box talks for learning purposes.

## 3. First Aid.

- a. A first aid kit will be available in Garco's Construction trailer for minor injuries. Each project subcontractor shall have sufficient medical supplies available at the job site to supply first aid service to injured employees.

<b>Tab C. Section 8. Incident Reporting and Investigation</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	04/13/2021	0

# INCIDENT REPORTING AND INVESTIGATION

## 1. INJURIES.

### a. Reporting.

- i. All injuries, accidents, and potentially serious incidents must be reported to Garco's Project Manager/Superintendent and Safety Representative immediately after the occurrence and prior to the end of the work shift. This includes damage to property, construction equipment, and vehicle-related occurrences. Priority items include care for the injured, establishing control over the accident site, and notification of proper authorities.
- ii. After priority items have been accomplished, obtain as much preliminary information as possible and then report the incident verbally to Garco's Project Manager/Superintendent and Safety Representative. Preliminary information should include who was involved, the nature and extent of the injury, what happened, where it happened, how it happened and the names of any witnesses. If practical, take photos of the scene as soon as possible before any conditions are altered.
- iii. All applicable paperwork (Incident Report Narrative, Initial Investigation, etc. [See Attachments]) will be completed, emailed and/or faxed to Garco at (509) 535-1384, or scanned and emailed to [safety@garco.com](mailto:safety@garco.com) for further investigation if necessary.

### b. **Medical Treatment.** The following steps will be taken to report an injury requiring medical treatment:

- i. Obtain and record all pertinent information such as: Employee name, address, age, type and extent of injury, what happened, where, and when it happened.
- ii. A supervisor should accompany their injured employee(s) to the medical facility. Subcontractors shall certify any employee(s) involved in an accident or incident resulting from a safety rule or policy violation has tested negative for drugs or alcohol prior to allowing them to return to the project premises.
- iii. The injured employee's supervisor shall complete and sign a "Medical Authorization Treatment". This form shall be presented to the medical provider upon registering for treatment.
- iv. Notify Garco's Project Manager, Superintendent or Safety Representative immediately to verbally report the incident and provide the following information:
  1. Employee name and job title
  2. Job name and number
  3. Supervisors name and phone number
  4. Medical facility employee was sent to
  5. Method of transport to medical facility

<b>Tab C. Section 8. Incident Reporting and Investigation</b>	Effective Date	Revision
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6. Nature and extent of injury
7. Contributing factors (Inclement weather, substance abuse, etc.)

## 2. INCIDENTS.

### a. Incident Reporting.

- i. All incident reports must be forwarded directly to Garco.
- ii. The employee's supervisor and the employee shall fill out and forward/fax a complete and detailed "Supervisor's Accident Investigation Report" form to Garco's Project Manager/Superintendent and/or Garco's Safety Director within 4 hours of the incident.
- iii. Garco Safety Director will report all recordable incidents as required to State and Federal agencies within mandated timeframe as prescribed by applicable agencies.
- iv. Site Management Team is responsible to report all incidents to appropriate site owners/general contractor within 24 hours or per contracted time frame.

### b. Incident Investigation.

- i. All accidents, potentially serious incidents, and lost time injuries involving project employees, visitors, or vendors will be thoroughly investigated. Participation by the injured employee's employer is mandatory. All information, reports, pictures, statements, and other forms of documentation shall be filed with the Garco's Safety Department for proper distribution, including any damage to property, construction equipment, and vehicles.
- ii. All required investigative team members will receive initial training when assigned to this team.

### c. Near Miss Report.

- i. Near Miss Reports will be prepared for each incident in which a condition exists or an act is carried out that had the potential for an injury or health exposure to take place. The difference between a near miss and an accident is often a fraction of a second or an inch.

### d. Lessons Learned

- i. Each incident/near miss will be documented and filed so they can be brought up in the weekly tool-box talks for learning purposes.

## 3. First Aid.

- a. A first aid kit will be available in Garco's Construction trailer for minor injuries. Each project subcontractor shall have sufficient medical supplies available at the job site to supply first aid service to injured employees.



<b>Tab C. Section 9. Safety and Health Training</b>	Effective Date	Revision
<b><i>GARCO CONSTRUCTION</i></b>	01/28/2019	0

## **SAFETY AND HEALTH TRAINING**

1. Each project employee, including Subcontractors, will attend a Project orientation program which will provide basic information on a number of safety and security issues. Each project employee will receive task specific training (confined space, respirator, etc.) from their employer if necessary, according to the Site Specific Safety Program, OSHA Standards, Owner requirements, and applicable laws and regulations.
2. Each Subcontractor shall provide its agents, supervisors, and employees the required specific training, document the training, and submit documentation to Garco to file.
3. Garco will request documentation of all Subcontractor project employees training and upon request provide that documentation to Owner representatives, OSHA representatives, or other authorities, if necessary.
4. All vendors and visitors will be provided a brief orientation and basic information before being allowed to enter the site.

<b>Tab C. Section 10. Safety Meetings</b>	Effective Date	Revision
<b><i>GARCO CONSTRUCTION</i></b>	01/28/2019	0

## **SAFETY MEETINGS**

1. Subcontractor's management, supervision and employees are required to attend all Safety meetings.
2. Each project Subcontractor is required to hold weekly safety meetings, document those meetings, and supply a copy of the minutes of the meeting to Garco's Project Manager/Superintendent or Risk Avoidance representative.
3. Each Subcontractor Superintendent or craft foreman is to inform craft workers of the planned work activities, hazards, safe work practices, personal protective equipment needs, and other issues of concern at daily "kick off" meetings.
4. Garco's Project Manager/Superintendent will hold weekly meetings on site for all designated Subcontractor representatives to discuss job progression. Subcontractors are responsible for keeping up on the work progress of designated tasks and submitting current information at these meetings.
5. If applicable, the Project Safety Committee will hold weekly safety meetings to discuss existing safety issues, pre-plan future work activities, exchange ideas and solutions, submit weekly safety reports, and prepare information to be distributed to all project employees.

<b>Tab C. Section 11 Audit and Evaluation Procedures</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	04/13/2021	1

## **AUDIT AND EVALUATION PROCEDURES**

1. Subcontractors are required to audit/inspect their work areas and activities for compliance.
2. Garco checklists are available for use for periodic safety audits and inspections by Project Managers, Site Superintendents, Site Safety Manager and subcontractor personnel. Use of these Garco provided checklists does not relieve the individual or subcontractor of responsibility and are only provided as means to support the subcontractor's efforts to identify areas of deficiency, potential hazards, and the effectiveness of the safety program.
3. Each Subcontractor's Supervisor is responsible for inspecting work areas before start of work and during the shift to correct unsafe acts/conditions. All inspections must be documented and deficient areas corrected. he/she is accountable for not correcting or reporting deficiencies
4. The safety audit/inspection checklists will be filed and may be periodically evaluated to determine performance areas that need to be improved and to revise safe work practices and program objectives in the future. These documents may be evaluated in conjunction with accident and incident investigations to determine if the underlying cause may have developed over a period.
5. The Garco project SSHO (if assigned to project) and/or Superintendent will be the primary responsibility for overall safety inspection and documentation.
  - a. For USACE projects: The designated person will walk the site randomly throughout the workday and compile a report based on his/her findings of the day. The report will detail work observed, hazards discovered, corrective actions, ect... and be provided to the QC Manager for input into the daily QC report.
6. Safety deficiencies will be evaluated and corrected on the spot if possible. Safety deficiencies that cannot be corrected within the work day that it was discovered will be added to the deficiency tracking log in QCS where the CQM, QAR, and SSHO can agree on corrective actions and time lines as well as follow up inspections and close out procedures.
7. Random safety audits will be conducted by Garco's Safety Director as well as other 3<sup>rd</sup> party qualified inspectors. Inspection reports will be provided to the project team and appropriate corrective actions will be taken.
8. Sub-contractor supervisors/competent persons will be required to perform weekly inspections of their work areas and provide reports to the SSHO for evaluations and filing.

<b>Tab C. Section 11.1 Risk Management</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	04/13/2021	0

# Risk Management

## 1. Purpose of The Risk Management Plan

A risk is an event or condition that, if it occurs, could have a positive or negative effect on a project's objectives. Risk Management is the process of identifying, assessing, responding to, monitoring, and reporting risks. This Risk Management Plan defines how risks associated with the project will be identified, analyzed, and managed. It outlines how risk management activities will be performed, recorded, and monitored throughout the lifecycle of the project and provides templates and practices for recording and prioritizing risks.

## 2. Process

The Safety Director working with the project team will ensure that risks are actively identified, analyzed, and managed throughout the life of the project. Risks will be identified as early as possible in the project so as to minimize their impact. The steps for accomplishing this are outlined in the following sections. The project site management team (Superintendent, Quality Control Manager, Project Engineer, and SSHO) will equally serve as the Risk Managers for this project.

## 3. Risk Identification

Risk identification will involve the project team, sub-contractors, owner representatives, and specialists as necessary. Identification will include but not be limited to scope of work, environmental factors, and workforce requirements. Risk identification will be documented on the either Pre-Task Safety Analysis (PTSA) or Activity Hazard Analysis (AHA) form 385-1 revised November 2014 (as contract requires) and will be considered a living document.

## 4. Risk Analysis

All risks identified will be assessed per the "Risk Assessment Code Matrix" on the AHA form. Risks that fall into "H" or "E" categories will be closely monitored and evaluated often to ensure that all precautions are being taken to minimize the hazard.

## 5. Risk Monitoring and Reporting

Monitoring and reporting will include but not be limited to, daily PTSA's, (pre task safety analysis), and "Hazard Awareness" reporting cards. Supervisory staff will monitor and evaluate these processes and provide recommendations.

## 6. Effective in Practice

AHA's will be completed by field personnel and submitted to Garco's SSHO for review and approval prior to submitting to the CoE. AHA's must be approved and presented at preparatory meetings prior to a definable feature of work beginning. Designated "Competent Person(s)" must be identified on the AHA and must be present during any ongoing work. Lines of authority will follow normal industry standard protocol, (worker, foreman, supervisor, etc...). All managers and supervisors will be held equally accountable for safety & health violations as field crews. Disciplinary actions will follow Garco's "Safety Corrective Action Policy".

## 7. Training

Training on how to evaluate and document risk on either PTSA /AHA will covered in project orientation.

<b>Tab C. Required Permits</b>	<b>Effective Date</b>	<b>Revision</b>
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

## REQUIRED PERMITS

1. All Subcontractors and their employees are required to obtain all the necessary permits from Garco's Project Manager/Superintendent, or Risk Avoidance representative. Permits will be issued on a daily, weekly or specific task basis as determined by Owner requirements, the Site Specific Safety Plan, and the task. Such permitting is to include, but not limited to:
  - a. **Hot Work Permit.** Hot work is defined as a process or procedure, which could result in a fire if not properly controlled. Common types of hot work are welding, burning, cutting, brazing, soldering or any other spark producing operation.
    - i. Hot work will usually be permitted only during normal working hours.
    - ii. Permits will be issued the day before work is to be accomplished.
    - iii. The work area will be inspected to verify adequate control has been established.
    - iv. A copy of the permit will be available at the point of work.
  - b. **Confined Space Permit.** Any area that is large enough that an employee can enter and perform work, has limited means of access/egress, and is not configured for continuous employee occupancy.
    - i. The responsibility for recognition and advance notification is the Subcontractors.
    - ii. Garco's Project Manager/Superintendent and/or Risk Avoidance representative will review the Subcontractors submitted Confined Space Permit.
    - iii. The Subcontractor shall be responsible for providing equipment and special instructions for the workmen, and for conformance to all applicable OSHA standards.
  - c. **Excavation Permit.** Any man-made cut, cavity, trench, or depression formed by earth removal.
  - d. **High Work Permit.** Any work over four (4) feet
  - e. **Traffic Permit.** Issued to vehicles required to access the facility through parking, delivery, and off-hours/weekend times.
  - f. **Off-hours Work.** Work which is required to be performed outside the normal working hours established at the site shall be submitted in advance to Garco's Project Manager/Superintendent. All work shall comply with all the conditions imposed by contract specifications and the work permits issued.

<b>Tab C. Section 13. Employee Conduct and Corrective Action</b>	Effective Date	Revision
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## EMPLOYEE CONDUCT AND CORRECTIVE ACTION

Garco employees, Subcontractor employees, and vendors will abide by proper employee conduct stipulated in the Mandatory Safety, Health, all applicable regulations and standards, the Site-Specific Safety Plan and all owner/project policies.

Any one enforcement option or a combination of several enforcement options may be used to enforce the above requirements. Any deviation from these regulations will constitute immediate corrective action up to, and including, termination of employment or contract and /or removal from the jobsite.

**Corrective Action.** Corrective action will be applied to all levels of employees without regard for position, seniority, race, sex, etc. Employees who violate any safety laws, rules, regulations or owner/project policies shall be counseled or effectively disciplined by their respective employer(s).

The recommended procedure for corrective action is as follows:

<p><b>Level 1: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• A violation of any safety code that has a direct relationship to job safety and health but probably would not cause death or serious physical harm or damage to equipment.</li> <li>• Minimal exposure</li> <li>• Prior verbal warning</li> </ul> <p>Examples include lack of training documentation; failure to complete required paperwork; lack of adequate PPE; misuse of tools or equipment, etc.</p>	<p><b>Level 1 Corrective Action Solutions: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file as well as documenting prior verbal warnings(s).</li> <li>• Documented re-training</li> <li>• As deemed appropriate by the Safety committee. <ul style="list-style-type: none"> <li>○ 2 weeks or 80 hours of safety probation-Garco Bucks will not be earned</li> <li>○ A repeat during safety probation becomes a level 2 item</li> </ul> </li> </ul>
<p><b>Level 2: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• A violation or disregard of any safety code where there is substantial probability that death or serious physical harm may result or any act or lack of action that may lead to serious damage to equipment or property.</li> <li>• Moderate exposure</li> <li>• Prior verbal warning or similar/repeat issue while on safety probation</li> </ul> <p>Examples include not following manufacture’s operating instructions; ignoring or not following rules relating to fall protection, trenching, confined space, ladder use, etc.</p>	<p><b>Level 2 Corrective Action Solutions: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file</li> <li>• Immediate notification of Garco Management</li> <li>• Letter of Reprimand in employee file</li> <li>• Documented re-training</li> <li>• Discuss violation and present corrective actions at next project safety meeting</li> <li>• Indefinite suspension without pay</li> <li>• As deemed appropriate by the safety committee. <ul style="list-style-type: none"> <li>○ 2 to 4 weeks or 80 to 160 hours of safety probation-Garco Bucks will not be earned</li> </ul> </li> </ul>

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<p><b>Level 3: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• Any intentional act, violation or disregard of a safety standard or code that may cause death or serious physical harm, or damage to property or equipment.</li> <li>• Creating a hazard that may cause death or serious physical harm, or damage to property or equipment</li> <li>• When the employee is fully aware of an unsafe condition and makes no reasonable attempt to eliminate the condition.</li> <li>• High exposure</li> <li>• Any act of insubordination with regard to established safety policy or code.</li> <li>• False statements relating to accidents and accident investigations.</li> <li>• Positive test for illegal drugs or marijuana.</li> <li>• Alcohol intoxication</li> </ul> <p>Examples include: knowingly ignoring safety codes in order to make completion deadlines; having the training and experience but disregarding the safety rules anyways.</p>	<p><b>Level 3 Corrective Action Solutions: (may include but not limited to)</b></p> <ul style="list-style-type: none"> <li>• Written Safety Violation Notice in employee file</li> <li>• Immediate notification of Garco management</li> <li>• Letter of Reprimand in employee file</li> <li>• Documented re-training</li> <li>• Indefinite suspension or termination of employment</li> <li>• Discuss violation and present corrective actions at next project safety meeting</li> <li>• Presentation to the Safety Committee and Upper Management of self-corrective actions</li> <li>• Letter of Termination of employment from Garco</li> </ul>
<p>Extremely serious violations (for example: failure to comply with fall protection plan after orientation) may result in the immediate removal from the jobsite.</p>	

**Subcontractor Compliance.**

1. In the event of the Subcontractor's noncompliance with any Safety, Health or Work rule provision of the contract and in particular the Site-Specific Safety Plan, the Owner/Garco shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
  - a. Withholding of payments to the Subcontractor under contract until the Subcontractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or part.

<b>Tab C. Section 14. Substance Abuse Policy</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

## **SUBSTANCE ABUSE POLICY**

This policy applies to ALL prospective and current employees regardless of trade or position.

### **PURPOSE OF THIS POLICY.**

The use of illegal drugs and the abuse of alcohol are a serious problem in this country's workforce, resulting in companies losing millions of dollars annually due to accidents, physical and mental impairments, absenteeism and all forms of errors that are attributable to drug and excessive alcohol consumption. Our company has a responsibility for, and commitment to, providing its employees with a safe secure and productive workplace.

While there is no reason to believe that there is a greater incidence of illegal drug use or alcohol abuse among GARCO CONSTRUCTION, INC. employees than in any other company, this is a subject that can no longer be ignored or treated in a casual manner. We are committed to policies and procedures, which will virtually eliminate illegal drug use and the abuse of alcohol, by any of our employees.

Statistics show that employees who use illegal drugs or abuse alcohol have three to four times more accidents while at work. People who are employed by GARCO CONSTRUCTION, INC. have a right to a safe and secure workplace. Moreover, all of the employees who work here must depend daily upon the performance of others for their health, safety and welfare and to be assisted in their assignments by a reliable and productive work force.

As a result, GARCO CONSTRUCTION, INC. has established a comprehensive drug and alcohol abuse prevention program which is humane, responsible, and effective. In recognition that employees who use drugs or abuse alcohol are responsible for changing their behavior, and therefore, the Company will provide information regarding where they can obtain help or assistance. However, when appropriate, there will be mandatory drug testing and disciplinary action. This will be a balanced program which emphasizes offering a helping hand to employees who are using illegal drugs or abusing alcohol and seek assistance while, at the same time, it must be clear that illegal drug use or alcohol abuse by employees will not be tolerated. GARCO CONSTRUCTION, INC. has a responsibility to its customers, workers, and to the general public to provide service in a safe and conscientious manner.

To achieve as safe a workplace as possible, employees must be free from the effects of alcohol and controlled substances (drugs) that impair job performance. This does not include controlled substances prescribed by a licensed medical practitioner and used according to instructions. In this regard and to comply with the Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA) Regulations, an alcohol and controlled substances testing program is being established.

The purpose of this administrative guide is to set forth the procedures for the implementation of our controlled substances and alcohol use testing program of applicants and current employees. Violation of this policy may result in disciplinary action up to and including termination due to misconduct. Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment.



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**Policy Establishment.**

Therefore, GARCO CONSTRUCTION, INC. (hereafter referred to as the Company) is implementing the following drug and alcohol testing program with the provisions contained in this substance abuse policy. This policy shall become effective as of March 2016 and will apply to all prospective and current employees of the Company. Those who hold a Commercial Driver’s License (CDL) and operate a Commercial Motor Vehicle (CMV) exceeding 26,000 lbs. GVW on behalf of, or at the direction of, the Company are obligated to be part of our FMCSA testing program; all persons in this category must test whether they are directly employed by our Company, under lease by our Company, or at the direction of our Company. In this policy, these drivers are hereafter referred to as employees.

**Policy Components.**

This document sets out the essential elements of our company substance abuse testing program including collection and testing procedures for drug and alcohol. It describes what constitutes Prohibited Conduct, what the consequences are for engaging in Prohibited Conduct, the different types of tests that are required, the safeguards that are in place to ensure accurate and reliable test results, and necessary information regarding the dangers created by using controlled substances (drugs) and alcohol

**PROGRAM INFORMATION.**

Any employee of this Company who has questions regarding the provisions of this policy and/or who may have questions regarding our company substance abuse testing program, should directly obtain those answers or information from:

Designated Employer Representative (D.E.R.): Corporate Safety Director  
4114 E Broadway Ave, Spokane, WA 99202  
Phone: (509) 535-4688  
Fax: (509) 535-1384

Employees may obtain information regarding the effects of alcohol misuse and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or substance abuse problem from the Company’s contact persons, as listed above. Information is also available regarding methods of intervening when an alcohol and/or controlled substance problem is suspected.

**DEFINITIONS OF TERMS.**

For the purposes of this policy, the following definition of terms is provided:

1. Alcohol: Means ethyl alcohol (ethanol). References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing alcohol.
2. Controlled Substances: Means any substance (other than alcohol but including prescription medicine) that has known mind-or function-altering effects that may impair or affect the ability to perform work, the access to which is controlled by law.
3. Illegal Drugs: Any form of drug, narcotic, hallucinogen, depressant, stimulant, cannabis or other substance capable of creating or maintaining impairment or otherwise affecting one’s physical,

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emotional or mental state, the sale, purchase, transfer, use or possession of which is prohibited by law.

4. Employee: means a person, whether full-time, part-time, temporary, on-call, regular, introductory or otherwise, of the Company, including any agency and instrumentality of the Company.
5. Company Premises: The Company premises include all Company property, facilities, parking lots, garages, workplaces, storage structures, vehicles and equipment owned or leased by the Company.
6. Under the Influence: Any detectable level of alcohol, illegal drugs or controlled substances in an employee's sample reported by the laboratory.
7. Reasonable Suspicion: An observation or observations of an employee's condition or performance that indicates controlled substance, illegal drug or alcohol use that may impair an employee's faculties. Examples include altered work performance, appearance (including, for example, noticeable odor of an alcoholic beverage or marijuana), behavior or speech or involvement in or in relation to an accident, incident or "near miss" while in the course and scope of employment that results in or has the potential to result in physical injury or property damage.
8. Random Testing: Testing conducted on a neutral selection basis with all employees subject to testing having an equal chance of being selected.
9. Last Chance Agreement: A requirement for employees who have violated the Company's substance abuse policy to continue employment subject to the condition that no further violation of the Company's policy will be tolerated. The employee will be subject to return-to-duty testing, follow-up random testing, and specific testing required by the SAP.

### **PROHIBITED CONDUCT.**

Possession, distribution, purchase or use of alcoholic beverages, illegal drugs, or the improper use of other drugs during working hours, while operating Company vehicles or equipment, on Company property or on a job site is strictly prohibited. The use of alcoholic beverages on Company property or at any Company function is strictly prohibited unless prior authorization is given by Company officials. Employees shall not report for duty or remain on duty if they are under the influence of controlled substances, except when the use is pursuant to the instructions of a licensed physician. Any employee who is found to be in violation of this prohibition will be subject to disciplinary action up to and including immediate termination.

Any employee convicted of a criminal drug statute outside the workplace may give Company officials reason to suspect use of illegal drugs, and therefore, may request that employee to immediately submit to taking a drug test.

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**SELF-REFERRAL AND REHABILITATION.**

The focus of this policy will be on rehabilitation and encouraging employees to get well, while holding them responsible for their own recovery. If, during the course of employment, the employee acknowledges a substance abuse problem and requests assistance, the Company will require the employee to seek an evaluation and possible treatment from a Substance Abuse Professional (SAP).

The decision to seek diagnosis and accept treatment is the responsibility of the employee. All alcohol or drug inpatient and outpatient treatment programs may be paid through the employee’s health care plan. All employees are individually responsible for payment of all inpatient and outpatient treatment programs not covered by the health care plan. A request for rehabilitation may not be made in order to avoid the consequence of a positive test result or to avoid taking a drug or alcohol test when directed to do so.

The employee will be suspended without pay until the company receives medical certification form the Substance Abuse Professional that the drug/alcohol dependency has been eliminated. The employee may or may not be eligible to return back to his/or her position depending upon the circumstances, the completion and outcome of their treatment program and/or recommendation of the Substance Abuse Professional. If the employee returns to their position, he/she must also consent to periodic testing to confirm that drug/alcohol use by the employee has not resumed. Any employee returning to work after treatment will be expected to comply with all aspects of this drug/alcohol testing policy.

If an employee believes they need assistance, all discussions will be held in the strictest confidence unless authorized in writing by the employee. An employee’s decision to seek help for an alcohol or controlled substance problem on their own, will not be used as a basis for this policy’s disciplinary action. However, this company must maintain a safe and productive workplace for all employees as well as their customers. Thus, a voluntary request will not affect the company’s right to administer appropriate disciplinary action for incidents occurring after the request, if information substantiating a violation of this policy is obtained from other sources.

Employees who are successfully in compliance with an inpatient rehabilitation program and are eligible to return to work, as determined by Garco Construction, as well as those who are part of an outpatient rehabilitation program, are subject to the following conditions:

1. Successfully completing the rehabilitation program and any required follow-up;
2. Submit to follow-up testing for a period of two (2) years (if the periodic test is positive, the employee will be terminated, and rehabilitation will not be offered again);
3. Acknowledging the abuse and agreeing to the above steps in writing.

Failure to agree to any of these steps will result in termination of employment.

**INSPECTIONS, SEARCHES AND INVESTIGATIONS.**

The Company reserves the right to inspect and/or search all Company property, as well as any employee’s personal property on Company premises, for alcohol, controlled substances illegal drugs under determination of reasonable suspicion.

Refusal to submit to any search or refusal to cooperate in any investigation is considered to be a serious violation of this policy and will be subject to disciplinary action, up to and including termination.

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**PRESCRIPTION DRUGS.**

An employee’s use of prescription or over-the-counter medicine can pose a significant risk to the safety of the employee and of others. Employees must report the use of medically authorized drugs or other substances that may impair job performance to their immediate supervisor and may be required to provide appropriate written medical authorization from a physician to work while using such authorized drug. Failure to report the use of such drugs or other substances, or failure to provide evidence of medical authorization, is considered to be a serious violation of this policy.

Employees are warned not to misuse prescribed medications or use any other person’s prescribed medication.

**RISK MANAGEMENT NOTIFICATION.**

If a person self-discloses prescription drug use that may affect their abilities to perform a safety sensitive position and cannot produce “fitness for duty” documentation, the individual will not be allowed to drive a Company vehicle until such time that the provider and supervisor provide satisfactory documentation to support safe operation. The supervisor shall not approve an employee to drive a personal vehicle on Company business until the above procedures are followed and resolved.

**ALCOHOL USE/MISUSE.**

Employees are not permitted to report to work with a blood alcohol concentration of .02 or greater. Any employee who reports to work with a blood alcohol concentration level between 0.02 and 0.039 will not be permitted to perform his/her safety sensitive function until 24 hours after the administration of the test. If this should happen twice in the same year, additional disciplinary action will be taken. Any employee tested who is found to have an alcohol concentration of 0.04 or greater is considered to be under the influence and in violation of this policy. Alcohol testing will be conducted by only the use of an Evidential Breath Testing (EBT) device or approved saliva test. All “positive” alcohol tests must be confirmed with a print-out from an Evidential Breath Testing device.

Employees shall not report for duty within four hours after using alcohol. An employee must not consume alcohol while on duty time, four hours prior to on-duty time, and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever occurs first and/or as required under “Post Accident” testing.

**PROGRAM IMPLEMENTATION.**

GARCO CONSTRUCTION, INC. will initiate the provisions of this policy at any time following the effective date of the policy.

Urinalysis will be conducted to detect the presence of the following controlled substances:

- Marijuana (THC), Cocaine, Opiates, Amphetamines, Phencyclidine (PCP)
- Marijuana (THC), Cocaine, Opiates, Amphetamines, Methamphetamines, Phencyclidine (PCP) – NON-DOT

Detection levels requiring a determination of a positive result shall be in accordance with the guidelines adopted by the Department of Transportation (DOT), under Part 40. The program for testing our employees for drug and alcohol use will be done on a Pre-employment, Post Accident, Random, Reasonable Suspicion, Return to Work and Follow Up basis.

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## **TYPES OF TESTING.**

### **Pre-Employment Testing**

All applicants will be subject to a pre-employment drug test as part of GARCO CONSTRUCTION, INC.'s application process for employment. All applicants will be notified that alcohol and drug testing is a part of the Company's policy, application process and considered a "condition of employment". Applicants that are offered employment must have a confirmed, negative drug test, (pass a drug test) prior to performing safety sensitive functions for the Company.

### **Non-CDL Drivers**

Applicants who test positively for legal drugs and who test positively for drugs for which they do not have a valid prescription will be subject to further inquiries and possible additional testing. Employees who test positively for drugs for which they do have a prescription may be directed to schedule an appointment with their prescribing physician so that the physician can review the employee's job description and determine whether the employee can safely perform the duties of the job while taking the prescription drug(s). The prescribing physician will also be required to put his or her opinion in writing, and affix his or her signature to the bottom of the document. Before returning to work the employee must receive written approval from his or her prescribing physician that the prescription drug(s) does not interfere with job performance.

### **CDL Drivers**

Applicants with positive drug testing results will not be hired and may not apply or be considered for employment for at least six (6) months after a positive test result, and have obtained an evaluation by a qualified Substance Abuse Professional (SAP), and can provide documentation of proof of successfully completing the SAP's recommended treatment plan. The company will then, require the prospective CDL driver be tested for illegal drugs and or alcohol prior to allowing them to operate a commercial vehicle (return-to-duty testing).

Once the company has offered an applicant a job, it is obligated to obtain information from past employers and must determine if any of the following events have occurred in the prior three years:

1. Whether the applicant has had a breath test in excess of 0.039 BAC; and,
2. Whether the applicant has had a positive controlled substance test; and
3. Whether the applicant has ever refused to submit to a test.

This information can only be secured from past employers with the written permission of the applicant. If the applicant refuses to grant permission for the Company to secure this information, then any offer of employment will be withdrawn. But, once the permission is granted, the Company is legally obligated to secure the information even if the new employee quits or is terminated from his or her post before the process is complete.

Past employers are obligated to provide all information in their files regarding these offenses for the previous three years.

### **Random Testing**

All employees will be subject to randomly selected or unannounced controlled substance testing spread throughout the year. The Company contracts with an outside agency to randomly select employees for testing. Selections will be made through the use of a computer based number generated program. The

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selection is made by a scientific process which ensures that each person has an equal chance of having his or her name drawn each time a selection is made and, as a result, you may be tested every time or never. The current minimum rates for alcohol and drug testing are:

Non-DOT Controlled Substance & Alcohol Testing:	25% of the covered employees per quarter
DOT Controlled Substance testing:	25% of the covered employees per quarter
DOT Alcohol testing:	10% of the covered employees per quarter

The supervisor must ensure that the employee reports to the designated testing site immediately when the employee has been notified. Random alcohol testing will take place just prior to, during, or immediately following a driver's duty time.

**Post-Accident Testing (Non-CDL Driver)**

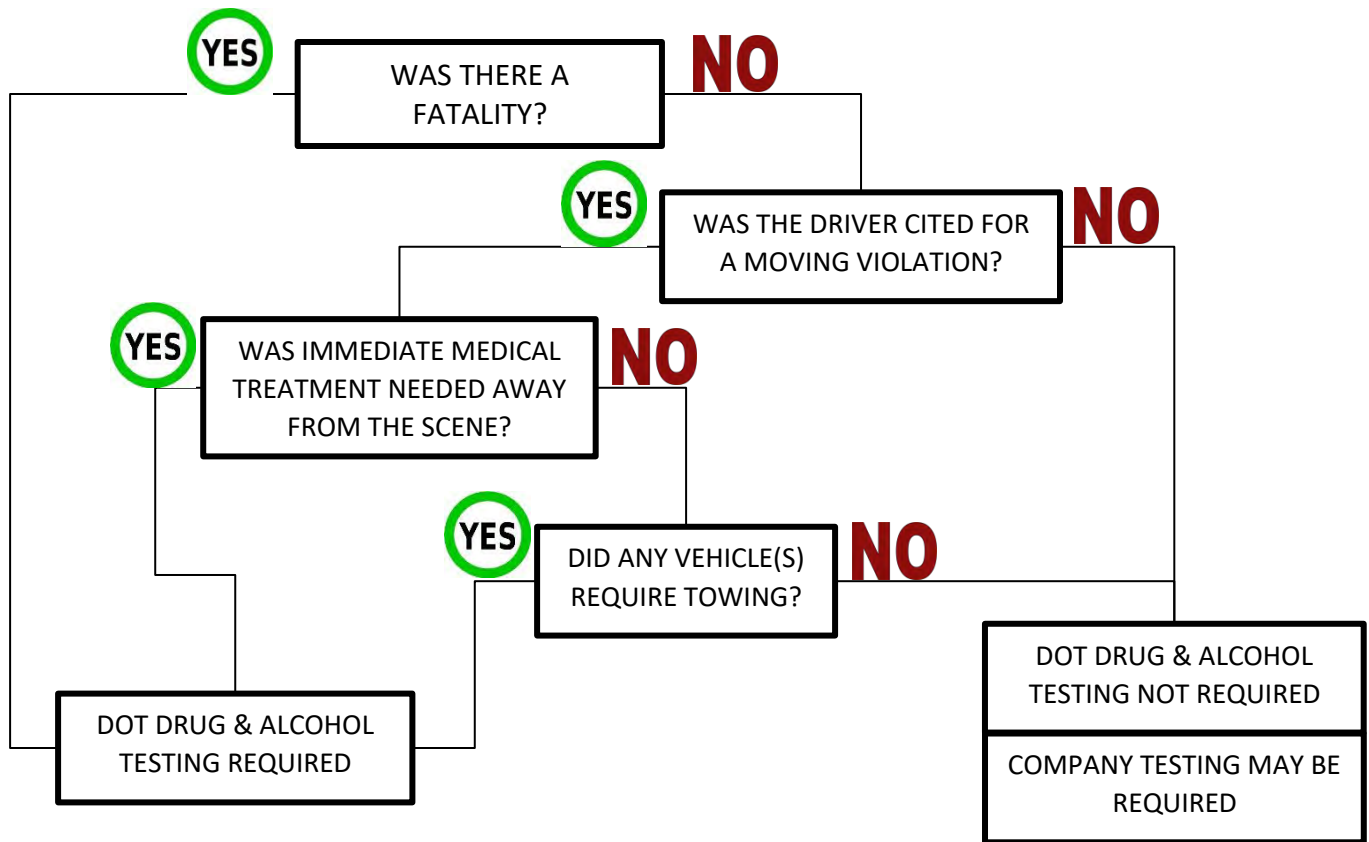
Any accident or incident, (with or without injury), occurring on Company property or anywhere in a Company vehicle must be immediately reported to his/her supervisor. Failing to report such accidents may result in disciplinary action up to and including termination. All employees involved in, or may have contributed to an accident as defined in this policy, may be tested for alcohol and controlled substances as soon as practicable following the accident. Any Post-Accident testing will be conducted only where the circumstances suggest the employee's conduct has caused the accident or injury, and any tests utilized will measure only very recent drug use.

**Post-Accident Testing (CDL Driver)**

Any CDL driver, who is in a reportable accident while operating a commercial company vehicle on a public road, must be tested for both illegal drugs and alcohol as soon as possible. A CDL reportable accident is defined as; resulting in a fatality, the employee or other persons needing medical attention away from the site of the accident; one of the vehicles is towed away; and the driver is determined to be of cause or contributed to the accident, or is issued a citation in conjunction with the accident. An alcohol test must be administered within two (2) hours where ever possible, but no later than eight (8) hours following a reportable accident. If an alcohol test is not administered within two (2) hours, documentation should be kept by the driver and the company as to why. The Company will cease efforts to conduct a drug test if has been 32 hours after the accident.

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DOT: FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) POST ACCIDENT TESTING GUIDE



NOTE: Nothing in this Policy is intended to deprive an employee from seeking necessary medical help.

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### **Reasonable Suspicion**

Whenever the Company reasonably suspects that an employee’s work performance or on-the-job behavior may be affected in any way by alcohol or drugs, or that an employee has otherwise violated this policy, the Company will require the employee to participate in a drug and/or alcohol test within two (2) hours of the reasonable suspicion determination. Reasonable suspicion should be based on a specific event, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Where indicated, the supervisor is required to confront employees directly and ask him or her to submit to a drug and or alcohol test.

The supervisor will explain the reason for the request and then escort the employee directly to the collection or testing site. Employees require to undergo reasonable cause testing may not operate their own or a Company vehicle and therefore, the Company will make provisions to transport the employee to the collection site and to the employee’s home or hotel. Because of the risk that impaired driving poses to the health of the public, employees who refuse to accept a ride under these circumstances and attempt to operate their own, or another person’s vehicle, will be reported to the police.

Supervisors shall keep documentation as to how and why the determination was made to conduct a drug and or alcohol test under reasonable suspicion. The Supervisors will use a standard “Reasonable Suspicion” checklist to document the process. Copies of the completed checklist will be made to the employee upon written request.

If the test is not conducted within eight hours of the observations, then the Company will terminate its attempts to conduct the test and the employee is not eligible to return to duty for a minimum of 24 hours since the formulation of a reasonable suspicion.

If an employee is asked to submit to a urine drug test, that employee will not be allowed to return to work until his or her test results have come back. If the test is negative, the employee may return to duty; if the test results are positive, the employee will be referred to the SAP as outlined in the policy. The supervisor is obligated to provide a copy of his or her observations and the basis of the reasonable suspicion request within 24 hours of the request to test being made or before the results of the urine drug test are returned whichever is earlier. Employees who test negative in these circumstances will receive full pay for the time that they are off work and will not be responsible for the cost of the tests conducted. Employees who test positive for drugs or alcohol will not be entitled to any compensation for the time off duty and will be responsible for the costs of the tests performed.

NOTE: In spite of whatever else is written in this policy, employees engaging in Prohibited Conduct may be disciplined up to and including termination in the first instance if the circumstances warrant such action. As with other disciplinary actions, the level of discipline will progress if infractions are repeated.

### **ALCOHOL AND CONTROLLED SUBSTANCE TESTING.**

#### **Collection Procedure:**

The Department of Health and Human Services (DHHS), which is the American administrative body responsible for setting the standards for the testing program, has established extensive procedures for assuring the integrity of the collection and testing process. The safeguards in place are rigorous and provide several layers of protection to employees by ensuring against the possibility of a switched or mislabeled specimen. Should you ever have a question about any collection procedures, contact your supervisor or ask to speak to the Company’s Medical Review Officer. The testing and collection



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procedures are outlined in great detail under the Department of Transportation’s regulations 49 CFR Part 40 “Procedures for Transportation Workplace Drug and Alcohol Testing Programs”.

Testing will be conducted by whatever method the Company deems appropriate, and may include oral samples (saliva), urine samples, hair follicle samples, blood samples, and/or any other sample recommended by the independent testing laboratory as the best available method. Should a saliva sample be “inconclusive” or “positive”, the employee will be directed to the closest collection facility to provide samples for laboratory testing.

Only qualified, certified, and laboratory trained personnel will conduct alcohol tests, urine specimen collections and laboratory analysis. The laboratory used will be certified by the U.S. Department of Health and Human Services (DHHS). All alcohol tests will be conducted by a trained Breath Alcohol technician (BAT) using an approved evidential breath testing device (EBT) or by the use of a saliva test. Each initial test indicating an alcohol concentration of 0.02 or above will undergo a second confirmation test through the use of an EBT. Each initial test for controlled substances indicating a positive result will undergo a second confirmation test using gas chromatography/mass spectrometry (GC/MS) technique to insure the validity of the initial screening result. Employees will have his/her urine specimen sealed in a container with both being sent to a DHHS certified laboratory for testing.

If an employee has been notified of a positive test result by the Medical Review Officer (MRO), the employee may request the same specimen to be tested a second time at a separate DHHS certified laboratory. The company requires that all expenses related to the testing of the split specimen test at the second laboratory, is to be covered by the donor who is requesting the split specimen to be testing. The MRO (Medical Review Officer) must be notified of this request within three (3) days. The individual will be suspended without pay during the time the second specimen is being tested. If that specimen is reported back as negative, the individual will be given back pay for the time of suspension.

In the event that a drug test is reported as an “invalid” result, the company shall request the donor to immediately submit to retesting under “direct observation”.

**Refusal**

An employee who refuses to submit to a drug or alcohol test when asked to do so by the Company will be considered as equivalency of testing positive and even more, an act of insubordination subject to disciplinary action up to, and including termination.

**Behavior that constitutes as a refusal to submit to a test includes:**

1. Employee refuses to complete and sign the Breath Alcohol Testing form (Step #2).
2. Employee refuses to provide an adequate amount of breath for alcohol testing unless a doctor determines the failure is due or probably due to a medical condition.
3. Employee fails to provide a urine specimen.
4. Employee fails to cooperate with the testing process in a way that prevents the completion of the test.
5. Employee is found tampering with, and/or attempting to adulterate the specimen or to be found Interfering with the collection procedure.
6. Employee does not immediately report to the collection site as required.

As a condition of employment, all employees must abide by the provisions of this policy.

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### **Disciplinary Actions / Effects of Positive Testing**

Any applicant who tests positive for illegal drug use and/or alcohol on a Pre-Employment test (considered as a “condition of employment”) will not be offered employment with the Company (See “Pre-Employment Testing” for details). Dilution, adulteration or substitution of a sample will be treated as a refusal to test and may be grounds for immediate termination of employment.

An employee who is in violation of any provision of this Policy and/or tests positive for illegal drugs and/or alcohol will face disciplinary action up to and including immediate termination from employment with the company. Any individual found in violation of this policy may additionally be subject to expulsion from company premises. In appropriate circumstances, law enforcement may be contacted with other possible civil and criminal consequences for the individual. An employee may also be required to execute a “Last Chance Agreement” as is further explained below.

Managers or supervisors who have knowledge of an employee who is in violation of this policy shall not permit that employee to continue performing a safety sensitive function, and a “CDL” driver will immediately be removed from a safety-sensitive position.

### **Last Chance Agreement**

The “Last Chance Agreement” is a written agreement between the Company and the employee who has tested positive for illegal drugs and/or alcohol, or has been found in violation of Company policy. This agreement outlines the terms and conditions of continued employment in which that employee shall comply. This agreement must be signed by both, the employee, and the Company. The Substance Abuse Professional (SAP) will have to verify that the employee has adhered to his or her treatment program and is fit for duty.

### **Return-to Duty**

When an employee has engaged in conduct which is in violation of the Company’s policy, that employee would immediately be suspended from duty, and must first obtain an evaluation by a qualified Substance Abuse Professional (S.A.P.). The S.A.P. will have to verify that the employee has adhered to his or her treatment program and is fit for duty. Before an employee can return to duty after engaging in conduct in violation of the Company’s substances abuse policy, the employee must take a Return-to-duty drug and/or alcohol test in which the results must conclude negative; and

### **Follow-Up Testing**

Following “Return-To-Duty” testing, employees are subject to “Follow-up” testing for a maximum of three years with a minimum of 6 unannounced drug and/or alcohol tests being conducted during the first 12 months after returning to work and a minimum of 4 tests during the second year. Thereafter, the number will be based on the recommendation of the SAP.

NOTE: Follow up Testing and Return to Duty testing may include testing for both alcohol and drugs regardless of the nature of the Prohibited Conduct.

The cost associated with Substance Abuse Professional assessments, and any subsequent treatment and testing that may have been incurred by misconduct or violation of Company policy, and that is not covered by the employee’s health insurance plan, will be borne exclusively by the employee seeking or being sent, for assessment or treatment.

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### **Violation Requirements**

The terms and conditions required by the Department of Transportation for any CDL driver who has tested positive for illegal drugs and/or alcohol, or have been found in violation of Company policy are outlined below. The following are terms and conditions in which the driver will be required to complete in order to continue any employment as a CDL driver. The driver will be expected to complete an evaluation by a Substance Abuse Professional (SAP). The SAP will have to verify that the employee has completed the required evaluation, has adhered to the SAP's required treatment program and is also fit for duty in order to obtain any further employment as a CDL driver. The CDL driver will then be subject to a "Return-to-duty" test upon returning to a safety sensitive position in the transportation industry as a CDL driver. The driver will be subject to further periodic random "follow-up" testing as recommended by the SAP. Follow-up testing may be required for a maximum of three years with a minimum of 6 unannounced drug and/or alcohol tests being conducted during the first 12 months. Overall, the number will be based on the recommendation of the SAP.

NOTE: Follow up Testing and Return to Duty testing may include testing for both, alcohol and drugs regardless of the nature of the Prohibited Conduct.

The cost associated with Substance Abuse Professional assessments, and any subsequent treatment and testing that may have been incurred by misconduct or violation of Company policy, and that is not covered by the employee's health insurance plan, will be borne exclusively by the employee seeking or being sent, for assessment or treatment to continue any employment as a CDL driver.

### **Reporting and Confidentiality**

Alcohol and controlled substance test results are considered confidential information, each employee will be required to sign an authorization for the test results and any evaluations to be released to the Medical Review Officer (MRO), any approved regulatory third party administrator and/or a designated Company official. All employee information relating to the alcohol and controlled substances program will be maintained in a secure location with access restricted. The release of information to a third party will be pursuant to a written release signed voluntarily by the employee unless, required by proper legal authority. The negative test results will be maintained for at least one year.

The laboratory shall report test results within an average of 1-2 working days after receipt of the specimen by the laboratory. The MRO shall report to the Company whether the test is positive or negative, and will report the drug(s) for which there was a positive test.

Prior to making a final decision to verify a positive test result for an individual, the MRO shall give the individual the opportunity to discuss the test result with him or her. The MRO shall make every effort to contact the individual to determine whether the employee wishes to discuss the test results. If the MRO reasonably tries to contact the individual directly and is unable to reach the individual, the MRO may contact a Company official who shall direct the employee to contact the MRO promptly.

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## PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HIGH VISIBILITY CLOTHING

Subcontractors are required to utilize appropriate engineering and administrative controls to protect their employees from all recognizable hazards on this project. When implementation of these controls are not feasible, contractors shall issue appropriate personal protective equipment for their employees such as hard hats, eye protection, gloves, body harnesses, and respirators.

Each Subcontractor is responsible for assuring that their employees are properly trained on each type of personal protective equipment (PPE) used.

Contractors are responsible for ensuring that their vendors and visitors abide by all project safety rules.

### 1. Head Protection.

- a. Hard hats must be in good condition, meet ANSI Z89.1 standards, and shall be worn at all times on the job site, with the exception of the office trailers, designated parking and/or lunch/break areas.

### 2. Eyes and Face.

- a. Approved safety glasses with rigid side shields that meet ANSI Z87.1 standards shall be worn at all times on the job site, with the exception of the office trailers, designated parking and/or lunch/break areas.
- b. Additional eye and/or face protection shall be worn in the following situations:
  - i. **Goggles or a full-face shield** shall be worn for chipping, grinding, hot work, demo saw, overhead work, and drilling above shoulder height.
  - ii. **Full-face shields** shall be worn for grinding and abrasive wheel operations, or any other tool/equipment that discharges solid material, when the tool/equipment manufacturer requires it use, and when transferring chemicals between two containers.
  - iii. **Burning goggles** with a minimum shade of 4 shall be worn for all gas welding and burning.
  - iv. **Welding hoods** will cover all exposed areas of the face and have a minimum shade 10-filter lens.
  - v. **A face-shield and splash-proof goggles** must be worn when using a chemical that could splash into the face and/or eyes.

### 3. Hearing Protection.

- a. Hearing protection must be worn in all posted areas and around any high noise level producing machines, tools, equipment or operations.
- b. High noise areas are defined as areas where employee noise exposure may exceed 85 dBA for an 8-hour Time Weighted Average.
- c. Subcontractors are required to initiate a Hearing Conservation Program for their employees exposed to noise levels beyond 85 dBA.

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#### 4. Fingers and Hands.

- a. Gloves suitable for the job being performed shall be worn unless the use of the gloves creates or increases the hazard.
- b. Use the appropriate glove for the task performed (e.g. rubber coated gloves for solvents or chemically treated material; leather gloves for handling rough or sharp material).
- c. Do not use gloves around rotating equipment.
- d. Electricians shall wear specially designed rubber gloves meeting ANSI standards when working on high voltage.
- e. Cut resistant gloves are required on the free hand when using knives or similar type cutters.
- f. Keep hands and fingers away from all pinch points.
- g. Use tool holders to keep hands out of strike zones.
- h. Rings are not to be worn in the work area at any time

#### 5. Toes, Feet and Legs

- a. Sturdy leather work-boots are required on all projects.
- b. Steel-toed boots that cover the ankle are strongly suggested and may be required on some projects.
- c. Sneakers, sandals, or any other shoe of similar kinds are prohibited on site.
- d. Additional foot protection (foot guards) must be worn when using jackhammers or tampers.
- e. Rubber non-slip boots must be worn in slippery areas or in areas where a chemical exposure is possible.
- f. Guards, chaps, etc. shall be worn while using equipment such as chainsaws or in areas where snake bites are possible.

#### 6. Fall Protection - Body Harnesses

- a. Fall protection devices include body harnesses, shock-absorbing lanyards, and other equipment that prevent or arrest falls from heights. When exposed to a fall of greater than four (4) feet and not protected by standard handrails, or working under guidelines of an approved Fall Protection Plan, all personnel shall use a body harness. A fall arresting device is required in the following situations:
  - i. Sloping roofs/High pitch roofs 4/12
  - ii. Flat roofs without handrails, or within fifteen (15) feet outside of a warning line.
  - iii. Elevated work areas greater than four feet, unless employees are protected from falling by use of standard handrails.
  - iv. Scaffolding that has components missing (e.g. handrails, mid-rails)
  - v. Steel erection, except for ironworkers connecting at heights less than 10 feet with an approved fall protection plan and approval from Garco.
  - vi. Any occupant of an aerial work platform
- b. Every employee issued a fall arresting device shall be properly trained on proper use, and inspection prior to use.
- c. 100% fall protection is required in all situations where employees are required to work while in elevated areas of 4 feet or greater.
- d. Harnesses shall be equipped with a shock absorbing lanyard, or greater protection as may be required by additional project rules.

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**7. Respiratory Protection**

- a. The Subcontractor shall provide respirators where employees' exposure to fumes, dusts, gases or other respiratory hazards are present or reasonably expected, or when an employee requests a respirator for personal comfort.
- b. Each affected Subcontractor must have a respiratory protection program in writing that meets or exceeds all OSHA standards.
- c. Employees who are required to use respirators must be clean-shaven at the time of use.
- d. Respirators must be selected to protect against the appropriate hazard.
- e. Respiratory protective equipment shall be regularly inspected and maintained in good condition.
- f. Respirators shall be stored in a convenient, clean, and sanitary location.
- g. Employees shall not be assigned to tasks requiring a respirator until it has been determined that they are physically able to perform the work and use the equipment.
- h. The local health care professional shall determine what health and physical conditions are pertinent.
- i. Subcontractors shall fit test their employees before requiring them to use respirator.
- j. Subcontractors shall maintain all fit test records on the job site.

**8. High Visibility Clothing**

- a. High visibility clothing/vests shall be worn at all times on the job site, with the exception of the office trailers or designated lunch/break or parking areas.

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## PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HIGH VISIBILITY CLOTHING

All Site personnel (Garco and Subcontractor) are required to utilize appropriate engineering and administrative controls to protect their employees from all recognizable hazards on this project. When implementation of these controls are not feasible, contractors shall issue appropriate personal protective equipment for their employees such as hard hats, eye protection, gloves, body harnesses, and respirators.

Each Subcontractor is responsible for assuring that their employees are properly trained on each type of personal protective equipment (PPE) used and provide documentation when requested.

Contractors are responsible for ensuring that their vendors and visitors abide by all project safety rules.

### 1. Head Protection.

- a. Hard hats must be in good condition, meet ANSI Z89.1 standards, and shall be worn at all times on the job site, with the exception of the office trailers, designated parking and/or lunch/break areas.

### 2. Eyes and Face.

- a. Approved safety glasses with rigid side shields that meet ANSI Z87.1 standards shall be worn at all times on the job site, with the exception of the office trailers, designated parking and/or lunch/break areas.
- b. Additional eye and/or face protection shall be worn in the following situations:
  - i. **Goggles or a full-face shield** shall be worn for chipping, grinding, hot work, demo saw, overhead work, and drilling above shoulder height.
  - ii. **Full-face shields** shall be worn for grinding and abrasive wheel operations, or any other tool/equipment that discharges solid material, when the tool/equipment manufacturer requires it use, and when transferring chemicals between two containers.
  - iii. **Burning goggles** with a minimum shade of 4 shall be worn for all gas welding and burning.
  - iv. **Welding hoods** will cover all exposed areas of the face and have a minimum shade 10-filter lens.
  - v. **A face-shield and splash-proof goggles** must be worn when using a chemical that could splash into the face and/or eyes.

### 3. Hearing Protection.

- a. Hearing protection must be worn in all posted areas and around any high noise level producing machines, tools, equipment or operations.
- b. High noise areas are defined as areas where employee noise exposure may exceed 85 dBA for an 8-hour Time Weighted Average.
- c. Subcontractors are required to initiate a Hearing Conservation Program for their employees exposed to noise levels beyond 85 dBA.

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#### 4. **Fingers and Hands.**

- a. Gloves suitable for the job being performed shall be worn unless the use of the gloves creates or increases the hazard.
- b. Use the appropriate glove for the task performed (e.g. rubber coated gloves for solvents or chemically treated material; leather gloves for handling rough or sharp material).
- c. Do not use gloves around rotating equipment.
- d. Electricians shall wear specially designed rubber gloves meeting ANSI standards when working on high voltage.
- e. Cut resistant gloves are required on the free hand when using knives or similar type cutters.
- f. Keep hands and fingers away from all pinch points.
- g. Use tool holders to keep hands out of strike zones.
- h. Rings are not to be worn in the work area at any time

#### 5. **Toes, Feet and Legs**

- a. Sturdy leather work-boots are required on all projects.
- b. Steel-toed boots that cover the ankle are strongly suggested and may be required on some projects.
- c. Sneakers, sandals, or any other shoe of similar kinds are prohibited on site.
- d. Additional foot protection (foot guards) must be worn when using jackhammers or tampers.
- e. Rubber non-slip boots must be worn in slippery areas or in areas where a chemical exposure is possible.
- f. Guards, chaps, etc. shall be worn while using equipment such as chainsaws or in areas where snake bites are possible.

#### 6. **Fall Protection - Body Harnesses**

- a. Fall protection devices include body harnesses, shock-absorbing lanyards, and other equipment that prevent or arrest falls from heights. When exposed to a fall of greater than four (4) feet and not protected by standard handrails, or working under guidelines of an approved Fall Protection Plan, all personnel shall use a body harness. A fall arresting device is required in the following situations:
  - i. Sloping roofs/High pitch roofs 4/12
  - ii. Flat roofs without handrails, or within fifteen (15) feet outside of a warning line.
  - iii. Elevated work areas greater than four feet, unless employees are protected from falling by use of standard handrails.
  - iv. Scaffolding that has components missing (e.g. handrails, mid-rails)
  - v. Steel erection, except for ironworkers connecting at heights less than 10 feet with an approved fall protection plan and approval from Garco.
  - vi. Any occupant of an aerial work platform
- b. Every employee issued a fall arresting device shall be properly trained on proper use, and inspection prior to use.
- c. 100% fall protection is required in all situations where employees are required to work while in elevated areas of 4 feet or greater.
- d. Harnesses shall be equipped with a shock absorbing lanyard, or greater protection as may be required by additional project rules.



<b>Tab C. Section 15. PPE</b>	<b>Effective Date</b>	<b>Revision</b>
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**7. Respiratory Protection**

- a. Each contractor shall provide respirators to their own employees if exposure to fumes, dusts, gases, or other respiratory hazards are present or reasonably expected, or when an employee requests a respirator for personal comfort.
- b. Each affected Subcontractor must have a respiratory protection program in writing that meets or exceeds all OSHA standards.
- c. Employees who are required to use respirators must be clean-shaven at the time of use.
- d. Respirators must be selected to protect against the appropriate hazard.
- e. Respiratory protective equipment shall be regularly inspected and maintained in good condition.
- f. Respirators shall be stored in a convenient, clean, and sanitary location.
- g. Employees shall not be assigned to tasks requiring a respirator until it has been determined that they are physically able to perform the work and use the equipment.
- h. The local health care professional shall determine what health and physical conditions are pertinent.
- i. Each contractor shall fit test their employees before requiring them to use respirator.
- j. Each contractor shall maintain all fit test records on the job site.

**8. High Visibility Clothing**

- a. High visibility clothing/vests shall be worn at all times on the job site, with the exception of the office trailers or designated lunch/break or parking areas.

Tab C. Section 16. First Aid	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

# FIRST AID POLICY

## FIRST AID RESPONDERS

### 1. Medical Surveillance.

- a. Before work begins on a construction site, the site superintendent will ensure the availability of medical personnel for advice, consultation, and treatment of medical emergencies.
- b. Any employee, acting as a designated first aid responder or as a Good Samaritan by rendering emergency first aid care, will receive appropriate follow-up medical treatment by a licensed healthcare provider immediately after exposure.
- c. Employees will be offered the Hepatitis B vaccination series (prior to or at the time of exposure). If employees decline the Hepatitis B vaccination series, they must sign the declination form where it will be placed in their personnel file.

### 2. Treatment and Travel Time.

- a. The site superintendent will determine the need for emergency first aid responders. Where a medical facility is near the worksite, the employer will insure the following:
  - i. In areas where accidents resulting in severe or life threatening injuries or illnesses, such as suffocation, severe bleeding or electrocution, could occur, a **6 minute response time** by emergency response personnel is required.
  - ii. In other circumstances, i.e., where a life-threatening injury is an unlikely outcome of an accident, a longer response time of up to **15 minutes** is acceptable.
- b. If the travel or response time for emergency response personnel is greater than noted above, the employer will designate voluntary first aid responders and will train them accordingly.

### 3. Training.

- a. Voluntary first aid responders will have a current first aid and CPR card in order to render first aid. The training must be from the U.S. Bureau of Mines, the American Red Cross, or equivalent and will be documented.
- b. The designated first aid responders will be trained in blood borne pathogens (such as hepatitis, HIV, malaria, etc.) prior to being offered and given the Hepatitis B vaccination series.

### 4. Supplies.

- a. First aid supplies will be available on each jobsite. Supplies will be stored in a weather proof container with individual sealed packages. Sufficient number of kits will be on hand to ensure immediate use. First aid supplies will include disposable gloves, disposable mouthpieces for CPR, and eye protection. The supplies will be checked out by the Site Superintendent before being sent out on each job and at least weekly on each job to make sure expended items are replaced.
- b. Each first aid kit shall be fully stocked and serviced on a regular basis. The contents of the kit shall be checked before being sent to a project under the supervision of the shop manager and shall be checked at least weekly under the supervision of the designated site supervisor, on each project to ensure expended items are replaced.

<b>Tab C. Section 16. First Aid</b>	Effective Date	Revision
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- c. In accordance with 29 CFR 1926.50(g), provisions shall be employed on each project for quick drenching of the eyes and / or body if the worker may be exposed to injurious corrosive materials. This may be accomplished with owner supplied emergency showers and eye wash stations. Training shall be provided for all workers to identify the location and proper operation of those emergency wash locations.

**5. Posting Emergency Numbers.**

- a. The telephone numbers of doctors, hospitals, clinics, and ambulances will be posted where they are noticeable to all employees.
- b. **See Project Specific Emergency Contacts/Map to Nearest Medical**

**6. General.**

- a. IAW 29 CFR 1926.50 (c), If the employees are NOT within 3-4 minutes response time for emergency medical personnel to get to the site, the company needs to train voluntary first aid responders.
- b. The site superintendent will determine the need for emergency first aid responders.
- c. The voluntary first aid responders will have a current first aid and CPR card.
- d. Voluntary first aid responders will be trained in blood borne pathogens (such as hepatitis, HIV, malaria, etc.) and will be offered the hepatitis B vaccination series prior to or at the time of exposure.
- e. Employees responding as Good Samaritans (not designated first aid responders) and rendering emergency first aid care will receive follow-up medical care by a licensed healthcare provider immediately after exposure.
- f. If employees decline the hepatitis B vaccination series, they must sign the declination form where it will be placed in their personnel file.
- g. The project manager needs to make provisions BEFORE the project starts, on how they will provide prompt medical attention in case of a serious injury.

**CHEMICAL EXPOSURES**

The following procedures should be followed in the event of chemical exposure. In all cases, the incident should be reported regardless of severity.

**1. Chemicals on Skin**

- a. Immediately flush with water for no less than fifteen minutes. Remove any jewelry or clothing that has become contaminated to facilitate removal of any residual material. For pullover shirts and sweaters, it may be beneficial to cut garments off to prevent contamination of eyes.
- b. If immediate medical attention is needed, call 911 for an ambulance or transportation. Explain carefully what chemicals were involved.
- c. Review the SDS to determine if any delayed effects should be expected.

**2. Chemicals in Eyes**

- a. Flush eye(s) with water for at least fifteen minutes. The eyes must be forcibly held open to wash, and the eyeballs must be rotated so all surface area is rinsed. The use of an eye wash fountain is desirable so hands are free to hold the eyes open.
- b. Remove contact lenses while rinsing. Do not attempt to rinse and reinsert contact lenses.

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- c. Seek medical attention regardless of the severity or apparent lack of severity. Explain carefully what chemicals were involved.
  - d. Review the [SDS](#) to determine if any delayed effects are expected.
- 3. Chemical Inhalation**
- a. Close containers, open windows or otherwise increase ventilation, and move to fresh air.
  - b. If symptoms, such as headaches, nose or throat irritation, dizziness, or drowsiness persist, seek medical attention. Explain carefully what chemicals were involved.
  - c. Review the SDS to determine what health effects are expected, including delayed effects.

<b>Tab C. Section 17. Job Related Requirements</b>	Effective Date	Revision
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## **JOB RELATED REQUIREMENTS**

1. **Requirements.** Following is a list of job related requirements that each employee will abide by:
  - a. Each employee will attend and acknowledge by signature, the Garco Safety, Health and Work Rules prior to beginning any work on the project.
  - b. Playing radios or headphones is not permitted on the project at any time.

<b>Tab C. Section 18. Heat and Cold Stress</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

## HEAT AND COLD STRESS

### 1. Temperature Extremes

- a. Workers subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, may produce physical illness. Protection by use of adequate controls, methods or procedures, or use of protective clothing will be provided to employees working in these conditions. Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress.
- b. Heat related illness (HRI) and cold-induced illnesses (Hypothermia/frostbite) are well known, recognized workplace hazards. All work operations involving exposure to temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing heat stress and heat related illnesses or cold stress resulting in frostbite or hypothermia, therefore, Garco Construction has developed a policy to address these issues. All employees will receive training relating to the causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related illnesses.
- c. Each employee will be provided with training and materials that include but are not limited to:
  - i. The chosen method or methods to assess the risk for HRI or cold stress.
  - ii. A section covering training elements to provide employees information on what the employer will do when working in extreme weather conditions.
  - iii. A section on first aid including how to identify HRI symptoms and cold stress systems. The proper first aid application for an individual that is suffering from HRI or cold weather illness, and procedures for summoning medical aid personnel.
  - iv. A section identifying where and how adequate drinking water will be supplied.

## HEAT STRESS

1. **Background.** Because heat related illness is a well-known, recognized workplace hazard, and Garco Construction frequently experiences working conditions/operations involving exposure to temperature and humidity extremes, the Garco Construction Accident Prevention Program is being expanded to include a section dedicated to the prevention and control of heat stress for Garco Construction employees.
2. **Definitions.**
  - a. **Heat Related Illness:** A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heatstroke.
  - b. **Environmental Risk Factors:** Working conditions that create the possibility that heat illness could occur.
  - c. **Personal Risk Factors:** Personal factors which may affect the body's ability to retain water or control other physiological responses to working in a hot/humid environment.
  - d. **Shade:** Blockage of the direct rays of the sun. Preferably, an area of shade will reflect an ambient temperature below that of an area exposed to the direct rays of the sun.

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3. **Training.** All Garco Construction employees will be trained for heat stress and heat related illnesses. The following topics will be included in the supervisory and non-supervisory training:
  - a. Environmental and personal risk factors
  - b. Procedures for identifying, evaluating and controlling exposures to the environmental and personal risk factors for heat illness.
  - c. The importance of frequent consumption of water.
  - d. The importance of acclimatization
  - e. The different types of heat illness and the common signs and symptoms of heat illness
  - f. The importance of immediately reporting to the employer the symptoms or signs of heat illness.
  - g. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if required.
  - h. Procedures for contacting emergency medical services.
  - i. Procedures for providing directions to the work site
  
4. **Supervisor Training.** All superintendents and foremen will trained on following topics:
  - a. The information provided for employee training
  - b. The procedures necessary for the implementation of controls as determined by the employer.
  - c. The procedures the supervisor will follow when an employee exhibits the symptoms of possible heat illnesses, including emergency response procedures
  
5. **Prevention Controls.**
  - a. The following guidelines will be used/implemented in the prevention of the onset of heat illness:
    - i. Workers will be instructed to: drink sufficient amounts of water (one quart per employee per hour); do not wait for the sensation of thirst before drinking; not drink liquids containing sugar, caffeine or alcohol; start the work day well hydrated.
  
6. **Administrative Controls.**
  - a. Schedule the hardest work for the coolest part of the day. Alternate heavy work with light work when possible.
  - b. Increase water breaks when it is deemed necessary. Establish a system where by which the workers observe
  - c. Other workers for signs & symptoms of heat stress.
  - d. Engineering Controls:
    - i. The wearing of proper clothing
    - ii. Providing adequate shade or working in existing shade Utilization of mechanical cooling devices
  
7. **Drinking Water Sources** will comply with the following:
  - a. Containers will be closeable and have a tap
  - b. Containers will be clearly marked
  - c. The water/sports drink will be suitably cool
  - d. Individual cups will be available
  - e. A trash container will be available for the used cups

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RH (%)	Temperature (° F)															
	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
90	119	123	128	132	137	141	146	152	157	163	168	174	180	186	193	199
85	115	119	123	127	132	136	141	145	150	155	161	166	172	178	184	190
80	112	115	119	123	127	131	135	140	144	149	154	159	164	169	175	180
75	109	112	115	119	122	126	130	134	138	143	147	152	156	161	166	171
70	106	109	112	115	118	122	125	129	133	137	141	145	149	154	158	163
65	103	106	108	111	114	117	121	124	127	131	135	139	143	147	151	155
60	100	103	105	108	111	114	116	120	123	126	129	133	136	140	144	148
55	98	100	103	105	107	110	113	115	118	121	124	127	131	134	137	141
50	96	98	100	102	104	107	109	112	114	117	119	122	125	128	131	135
45	94	96	98	100	102	104	106	108	110	113	115	118	120	123	126	129
40	92	94	96	97	99	101	103	105	107	109	111	113	116	118	121	123
35	91	92	94	95	97	98	100	102	104	106	107	109	112	114	116	118
30	89	90	92	93	95	96	98	99	101	102	104	106	108	110	112	114

**Note:** Exposure to full sunshine can increase HI values by up to 15° F

**8. Symptoms of Heat Illness & First Aid Procedures:**

**a. Heat Stroke**

**i. Symptoms:**

1. Dry pale skin with no sweating
2. Hot, red skin that looks sunburned
3. Mood changes such as irritability, confusion, or inability to think straight
4. Seizures or fits
5. Unconsciousness with no response

**ii. What Should You Do?**

1. Call 911 for emergency help immediately.
2. Move victim to a cool, shaded area. Don't leave the person alone.
3. Lay victim on back; move any nearby objects away if person is having seizures or fits.
4. If symptoms include nausea or upset stomach, lay victim on side.
5. Loosen and remove any heavy clothing



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6. Have person drink cool water, if alert enough to drink, unless sick to stomach
7. Cool person's body by fanning and spraying with cool mist of water
8. Place ice packs under armpits and groin area

**b. Heat Exhaustion**

**i. Symptoms:**

1. Headaches, dizziness, weakness or lightheadedness
2. Mood changes such as irritability, confusion, or inability to think straight
3. Vomiting
4. Decreased or dark colored urine
5. Fainting or passing out
6. Pale, clammy skin

**ii. What Should You Do?**

1. Act immediately; if not treated, heat exhaustion may advance to heat stroke or death
2. Move victim to cool, shaded area to rest. Don't leave alone
3. If dizzy or lightheaded, lay victim on back with legs raised 6-8 inches
4. Loosen and remove any heavy clothing
5. Have person drink cool water unless sick to stomach
6. Cool person's body by fanning and spraying with cool mist of water
7. If person does not feel better in a few minutes, call 911

## **COLD STRESS**

**1. General.**

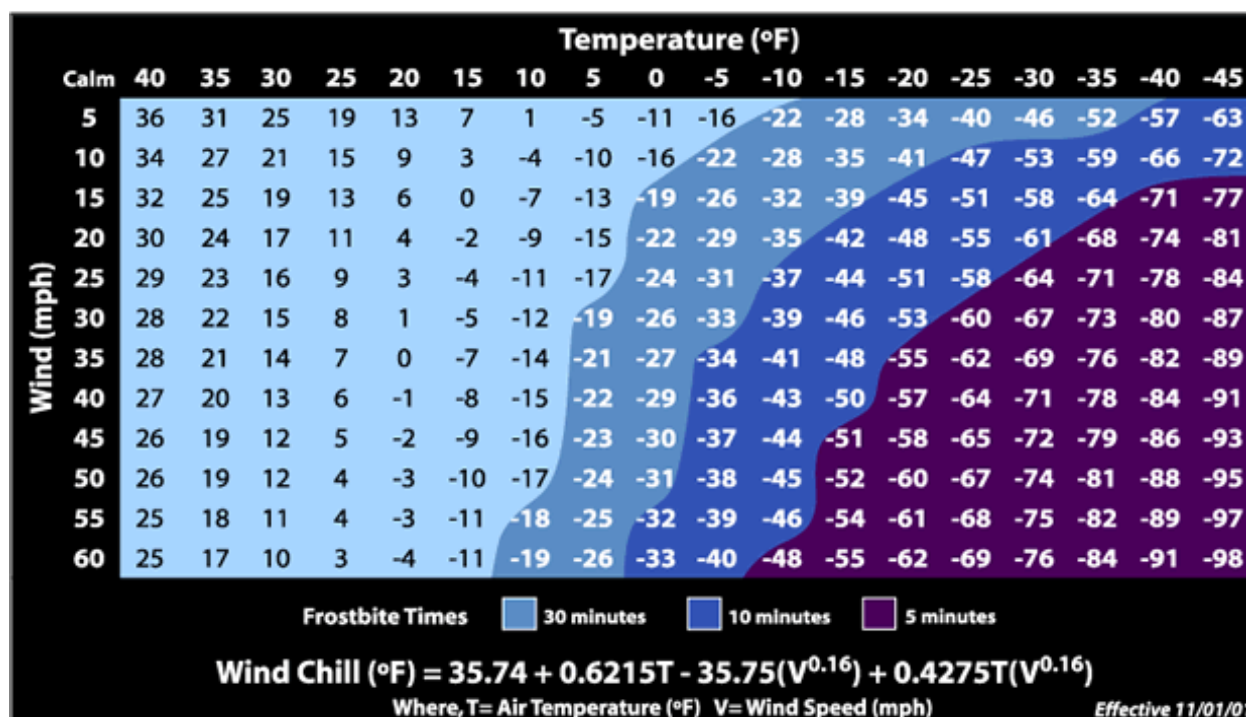
- a. Exposure to cold can occur when working outdoors or in artificial cold environments. Working for prolonged periods or in extreme cold conditions can lead to cold-related injuries and illnesses, permanent tissue damage, and death
- b. The body maintains temperature through balancing heat loss and heat production. In cold conditions, the body reduces heat loss and increases heat production.]
- c. Over time, your body will decrease blood flow to your extremities and outer skin and shift it to the body core to keep the internal organs warm. However, this allows exposed skin and the extremities to cool rapidly and increases the risk of cold-related injuries, such as frostbite and hypothermia.

**2. Cold Conditions.** Cold conditions force your body to work harder to maintain its temperature.

The challenges you face from a cold environment include:

- a. Air Temperature
- b. Wetness
- c. Air Movement
- d. Wind chill is the perceived temperature (what it "feels like") resulting from the effect of wind (wind speed) in combination with cold air (air temperature). The combined effect increases the rate of heat loss from exposed skin. The stronger the wind at a given temperature, the cooler the wind chill will be.

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- e. If your body begins to lose heat faster than it is produced, your core body temperature drops below normal, and cold stress may result.
  - f. Cold stress doesn't only happen when conditions are below freezing; it can also be brought about by temperatures of 50 degrees Fahrenheit coupled with some rain and wind.
3. **Risk Factors.** In general, people in good physical health are less susceptible to cold injury. In addition to weather conditions, the following factors may increase the risk of developing a cold injury:
- a. **Previous cold-related injury**
  - b. **Predisposing health conditions:** Cardiovascular disease, Diabetes, Anemia, Sickle cell disease, Vibration/White finger disease, other conditions associated with poor circulation, Hypertension, Asthma
  - c. **Fatigue, poor physical condition**
  - d. **Poor nutrition**
  - e. **Medication:** Anti-depressants, Sedatives, Tranquilizers, Others
  - f. **Alcohol:** Decreases awareness; impairs the body's ability to regulate temperature and increases risk for hypothermia
  - g. **Caffeine:** Increases urine production, contributes to dehydration
  - h. **Nicotine (Smoking):** Increases risk for cold-induced skin injury (such as frostbite, immersion foot); promotes development of peripheral vascular disease
  - i. **Wearing tight clothing:** Restricts circulation
  - j. **Under-activity:** Can lead to decreased body heat production
  - k. **Over-activity:** Can lead to wet skin, clothing, or shoes from sweating
  - l. **Under-dressing:** Exposed fingers, nose, ears; uncovered head
  - m. **Over-dressing:** Can result in wet skin and clothing from sweating

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- n. **Length of exposure**
  - o. **Age:** Older adults may be at more risk than younger
  - p. **Dehydration:** Causes body's natural defense mechanisms to fail and person becomes more susceptible to cold injuries
4. **Exposure Injuries.** Working in freezing conditions or under prolonged exposures to temperatures above freezing, along with other factors, can cause cold-related injuries and illnesses, tissue damage, possible amputation, or death.
- a. **Hypothermia** is a serious medical emergency
  - b. **Frostbite, frostnip, chilblains, and immersion injury** most commonly affect the extremities - toes, fingers, ears, nose
5. **Work Practices**
- a. Pace the work to avoid excessive sweating. Change into dry clothes if clothes become wet. New employees should be given enough time to get acclimatized to cold and protective clothing before assuming a full work load.
  - b. Avoid sitting or standing still for prolonged periods.
  - c. Take frequent breaks, in shielded areas out of the cold, to avoid fatigue since energy is needed to keep muscles warm.
  - d. Work in pairs to keep an eye on each other and watch for signs of cold stress.
  - e. Consume warm, high calorie food such as pasta to maintain energy reserves. Working in the cold requires more energy to maintain body heat
  - f. Drink plenty of warm liquids often, especially when doing strenuous work, to prevent dehydration. Avoid caffeine, which increases urine production and contributes to dehydration. Avoid alcohol.
  - g. When it is cold, do not brush up against metal surfaces with bare skin. The skin may stick to it and get immediate frostbite.
  - h. Avoid skin contact when handling evaporative liquids (gasoline, alcohol, cleaning fluids) while de-icing and fueling below 40°F. These materials in contact with the skin greatly increase heat loss from the body.

<b>Tab C. Section 19. Housekeeping</b>	Effective Date	Revision
<b><i>GARCO CONSTRUCTION</i></b>	01/28/2019	0

## **HOUSEKEEPING**

All project Subcontractors shall be responsible for maintaining at all times a work site free of refuse and unwanted debris, and shall leave areas broom clean. Proper facilities will be made available to all employees to dispose of rubbish material from trailers, work areas, etc. There is "NO BURNING" of refuse at the site.

All work areas and finished areas will be maintained for proper work continuation and walkthroughs, if necessary. Daily cleaning of work areas will be mandated and inspection checklists will document confirmation of daily housekeeping.

<b>Tab C. Section 19. Housekeeping</b>	Effective Date	Revision
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## HOUSEKEEPING

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All work areas and finished areas will be maintained for proper work continuation and walkthroughs, if necessary. Daily cleaning of work areas will be mandated and inspection checklists will document confirmation of daily housekeeping.

- Report all injuries, regard less of severity to your supervisor.
- Walk cautiously up and down stairs; Use the handrail whenever possible.
- Use caution when opening a door onto a stairwell and walking past doors in stairwells.
- Keep floors, landings, and stairs free of debris.
- Close drawers of desks and file cabinets when not in use.
- Boxes, chairs, etc., shall not be used in place of ladders.
- Keep the floor free of tripping hazards such as telephone cords, electric extension cords, and paper cartons.
- Store material on shelves in a manner to prevent falling; heavy objects should be placed on lower shelves.
- Report unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition promptly to your supervisor.
- It is encouraged to recycle all waste, whenever possible.

<b>Tab C. Section 20. Powered Industrial Truck</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

## POWERED INDUSTRIAL TRUCK

The purpose of this program is to establish procedures for the safe operation of power industrial trucks at Garco Construction project sites. Garco is required by WAC-296-863 to train and monitor employee operation of power industrial trucks. See WAC-296-863 for a complete list of LNI standards for Power Industrial Truck Safety.

This program additionally supports compliance with the Occupational Safety and Health Administration Powered Industrial Truck Standard, as found in 29 CFR 1910.178 and the EM385-1-1 the Corps of Engineers safety manual. This program applies to all construction employees, permanent or temporary, who are required to operate material-handling equipment, including forklifts.

### POWERED INDUSTRIAL TRUCK OPERATORS

1. **Operators.** Operators are responsible for the following (and as covered under WAC 296-863):
  - a. Operating all powered industrial trucks in a safe manner consistent with safe rules of operation and the manufacturers operating manual.
  - b. Inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms.
  - c. Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately.
  - d. Park lifts in safe place, remove key, tag or note problem.
2. **Training Requirements**
  - a. All personnel who operate forklifts, scissor lifts, boom lifts, powered hand trucks, and tractors are required to have the following training.
  - b. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. Someone who is authorized, qualified and determined to be competent shall conduct all training.
  - c. See [L:\SAFETY \(field use updated weekly\)\Section 17 Motor Vehicles and Mechanized Equipment\Forms\17 -005 Forklift](L:\SAFETY (field use updated weekly)\Section 17 Motor Vehicles and Mechanized Equipment\Forms\17 -005 Forklift) for all forms and training packages.
3. **Refresher Training Requirements.**
  - a. Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.
  - b. Refresher training will be conducted when:
    - i. The operator has been observed to operate the vehicle in an unsafe manner;
    - ii. The operator has been involved in an accident or near-miss incident;
    - iii. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
    - iv. The operator is assigned to drive a different type of truck; or
    - v. A condition in the workplace changes in a manner that could affect safe operation of the truck.

<b>Tab C. Section 20. Powered Industrial Truck</b>	<b>Effective Date</b>	<b>Revision</b>
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- c. An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years. Employee training records shall be maintained for 5 years.

**Note:**

As a Union contractor, Garco receives labor from local Union halls, many of which have received prior training/certification through the Unions or other third party instructors. Garco supervisors must collect copies of any such certifications and visually observe/evaluate the performance of an operator. If the supervisor's evaluation does not meet Garco standards then the operator must be re-trained under the Garco program or other third party training program.

<b>Tab C. Section 20.1 Suspended Loads with a PIT</b>	Effective Date	Revision
<b>GARCO CONSTRUCTION</b>	01/28/2019	0

## **SUSPENDED LOADS WITH A PIT (FORKLIFT/TELEHANDLER)**

Powered Industrial trucks (forklifts) when they are configured to hoist and lower (by means of a winch or hook) and horizontally move a suspended load will comply with the requirement of WAC 296-155 Part L. This does not include machine or operator certification (WAC 296-155-531 and 296-155-532). Examples are: having a documented qualified rigger and signalperson, power line clearance as per the crane code and all applicable general requirements. The handling of suspended loads by means of the truss boom or other similar device can introduce dynamic forces affecting the stability of the machine that are not considered in the stability criteria of industry test standards. Grades, sudden starts, stops and turns can cause the load to swing and create a hazard.

DO NOT exceed the forklift/Telescopic Handler capacity for handling suspended loads. Only lift the load vertically; NEVER drag it horizontally. Use tag lines to restrain load swing whenever possible.

### **Guidelines for Suspended Load**

1. The rigging equipment must be in good condition and comply with the applicable OSHA and DOSH regulations.
2. The rigging equipment must be secured to the forks such that it cannot slip or slide either sideways or fore and aft (NO free rigging). Only a properly designed, tested, and approved attachment should be used to carry a suspended load.
3. The capacity of the fork(s) and the machine (whichever is less) must not be exceeded.
4. The load center must remain at 24" (610 mm) or less.
5. No lifting of material may be done when anyone is on the load, rigging or forks.
6. Multiple pickup points on the load are preferred to prevent the load from rotating, but a single pickup point may be used if one or more tag lines are utilized.
7. The telehandler load charts are designed for loads where the loads center is stationary. As a suspended load moves, the load center can change. As a result, extreme caution in transporting and lifting, or placing, the load must be observed to minimize the potential for the load to move.

### **Overturning Hazards**

1. Do not lift a suspended load without the proper and legible load capacity chart for the attachment/telehandler combination you are using.
2. Do not let the load swing freely. Use a tag line when appropriate to restrict movement.
3. Keep the boom retracted as much as possible.
4. Do not lift suspended loads when wind speeds can cause an unsafe situation.

#### **Keeping clear of the load.**

**\*\*Fall zone.** The area (including, but not limited to, the area directly beneath the load) in which it is reasonably foreseeable that partially or completely suspended materials could fall in the event of an accident.

While the operator is not moving a suspended load, no employee is allowed to be within the fall zone, except for employees:

- (i) Engaged in hooking, unhooking or guiding a load; or
- (ii) Engaged in the initial attachment of the load to a component structure; or
- (iii) Operating a concrete hopper or concrete bucket.



<b>Tab C. Section 21. Signaling and Rigging</b>	Effective Date	Revision
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## SIGNALING AND RIGGING

### 1. Purpose.

- a. The purpose of this program is to establish procedures for the safe operation of signaling and rigging operations at Garco Construction project sites. Garco is required by WAC-296-155 Part L to train and monitor employees engaged in signaling and rigging operations.
- b. This program additionally supports compliance with the Occupational Safety and Health Administration Cranes & Derricks in Construction, as found in 29 CFR 1926 Subpart CC and the EM385-1-1 the Corps of Engineers safety manual. This program applies to all construction employees, permanent or temporary, who are required engage in signaling and rigging operations

## SIGNALING

### 1. Signaling Person Qualifications. WAC 296-155-53302 Signal person qualifications.

- a. The signal person must meet the qualification requirements (subsection (3) of this section) prior to giving any signals to a crane/derrick signal person/rigger.
  - i. This requirement must be met by using either Option (1) or Option (2).
    1. Option (1) - Third-party qualified evaluator. The signal person possesses documentation from a third-party qualified evaluator showing that the signal person meets the qualification requirements listed in subsection (3) of this section.
    2. Option (2) - Employer's qualified evaluator. You have your qualified evaluator assess the individual and determine that the individual meets the qualification requirements listed in subsection (3) of this section and provides documentation of that determination. An assessment by an employer's qualified evaluator under this option is not portable meaning other employers are not permitted to use this qualification to meet the requirements of this section.
  - ii. You must make the documentation for whichever option is used available at the site while the signal person is employed by you. The documentation must specify each type of signaling (e.g., hand signals, radio signals, etc.) for which the signal person meets the requirements of subsection (3) of this section.
- b. If subsequent actions by the signal person indicate that the individual may not meet the qualification requirements listed in subsection (3) of this section, you must not allow the individual to continue working as a signal person until retraining is provided and a reassessment is made in accordance with subsection (1) of this section that confirms that the individual meets the qualification requirements.

### 2. Qualification requirements. Each signal person must:

- a. Know and understand the type of signals used. For example, if hand signals are used, the signal person must know and understand the standard method for hand signals.
- b. Be competent in the application of the type of signals used.
- c. Have a basic understanding of crane/derrick operation and limitations, including the crane dynamics involved in swinging and stopping loads and boom deflection from hoisting loads.
- d. Know and understand the relevant requirements of WAC 296-155-53406 and this section.

<b>Tab C. Section 21. Signaling and Rigging</b>	Effective Date	Revision
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- e. Demonstrate that they meet the requirements in (a) through (d) of this subsection through an oral or written test, and through a practical test. All tests must be documented.
3. **Qualification period.** A signal person qualification cannot exceed a 5-year period; this qualification must be renewed every 5 years to ensure signal persons maintain qualified status. At a minimum, this renewal must include a documented written or oral or practical exam

## **RIGGER QUALIFICATIONS.**

1. **Rigger Qualifications.** WAC 296-155-53306
  - a. The rigger must meet the qualification requirements (subsection (3) of WAC 296-155-53306) prior to performing hoisting activities for assembly and disassembly work (WAC 296-155-53402 (19)(a)). A qualified rigger is required whenever employees are engaged in hooking, unhooking, or guiding the load, or in the initial connection of a load to a component or structure, and are within the fall zone (WAC 296-155-53400 (43)(c)).
    - i. This requirement must be met by using either Option (1) or Option (2).
      1. Option (1) - Third-party qualified evaluator. The rigger has documentation from a third-party qualified evaluator showing that the rigger meets the qualification requirements listed in subsection (3) of this section.
      2. Option (2) - Employer's qualified evaluator. You have your qualified evaluator assess the individual and determine that the individual meets the qualification requirements listed in subsection (3) of WAC 296-155-53306 and provides documentation of that determination. An assessment by an employer's qualified evaluator under this option is not portable meaning other employers are not permitted to use this qualification to meet the requirements of this section.
    - ii. You must make the documentation for whichever option is used available at the site while the rigger is employed by the employer. The documentation must specify each type of rigging for which the rigger meets the requirements of subsection (3) of WAC 296-155-53306.
  - b. If subsequent actions by the rigger indicate that the individual may not meet the qualification requirements listed in subsection (3) of WAC 296-155-53306, you must not allow the individual to continue working as a rigger until retraining is provided and a reassessment is made in accordance with subsection (1) of WAC 296-155-53306 that confirms that the individual meets the qualification requirements.
4. **Qualification requirements.** Each rigger must:
  - a. Know and understand the requirements located in ASME B30.7-2006, Base-Mounted Drum Hoists, B30.9-2010, Slings, B30.10-2009, Hooks, B30.16-2007, Overhead Hoists (Underhung), B30.20-2010, Below-the-Hook Lifting Devices, B30.21-2005, Manually Lever Operated Hoists and B30.26-2004, Rigging Hardware, as applicable.
  - b. Know and understand the type of sling and hitch used. For example, if synthetic web slings are used, the rigger must know and understand the removal criteria for this type of sling and how to properly use the sling.
  - c. Be competent in the application of the type of hitches used.

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- d. Have a basic understanding of slings, rigging hardware and below-the-hook lifting devices (as applicable); their limitations, rigging practices, associated hazards and inspection requirements.
  - e. Know and understand load weight estimation, center of gravity, effect of angles on rigging components, load turning, knots/tag lines, chain hoist/come-a-long usage, winch and block usage, and basic hand signals, as applicable.
  - f. Know and understand the relevant requirements of WAC 296-155-556 through 296-155-56220 and this section.
  - g. Demonstrate that they meet the requirements in (a) through (e) of this subsection through a written test and through a practical test. All tests must be documented.
5. **Qualification Period.** A rigger qualification cannot exceed a 5-year period; this qualification must be renewed every 5 years to ensure riggers maintain qualified status. At a minimum, this renewal must include a documented written exam and submitted to the Safety Department.
6. **Inspections.** A rigger must inspect all rigging equipment prior, during, and after each use for serviceability. As part of the inspection, ensure that the manufactured rigging rating capacity is not exceeded during any part of the rigging/lifting operation. All equipment not deemed suitable must immediately be red tagged and removed from service.
7. **Tag Line.** According to OSHA §1926.1401 a tag line “means a rope (usually fiber) attached to a lifted load for purposes of controlling load spinning and pendular motions or used to stabilize a bucket or magnet during material handling operations.”
- a. Tag lines should be used to help stabilize a load while enabling personnel to maintain a safe distance and clear of suspended load.
  - b. They are recommended in most situations to prevent damage to either the load, surrounding equipment and/or personnel.
  - c. Use a tag line when any of the following occur:
    - i. The load suspended by the crane is likely to swing back and forth (due to wind or other external factors) creating a control hazard.
    - ii. The movement or rotation of the load causes a hazardous condition.
    - iii. To help orient a load for proper placement or connection upon landing.
  - d. Tag lines should NOT be used if they create a safety hazard. Instances such as:
    - i. Not having enough clearance for the tag line handler to keep out of the fall zone.
    - ii. They would cause the handler to be placed near a pinch point.
    - iii. There is not a clear travel path for the handler to be able to walk through without trip hazards or without causing snagging hazards.
    - iv. When load rotation is excessive and cannot be controlled via taglines
8. **Working under loads.**
- a. Routes for suspended loads shall be pre-planned to ensure that no employee is required to work directly below a suspended load except for:
    - i. Employees engaged in the initial connection of the steel; or
    - ii. Employees necessary for the hooking or unhooking of the load.
  - b. When working under suspended loads, the following criteria shall be met:
    - i. Materials being hoisted shall be rigged to prevent unintentional displacement.
    - ii. Hooks with self-closing safety latches or their equivalent shall be used to prevent components from slipping out of the hook; and
    - iii. All loads shall be rigged by a qualified rigger.

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9. **Multiple Lift Rigging Procedures (Christmas Treeing)** shall only be performed if the following criteria are met:
- a. A multiple lift rigging assembly is used:
    - i. A maximum of five members are hoisted per lift.
    - ii. Only beams and similar structural members are lifted.
    - iii. All employees engaged in the multiple lift have been trained in these procedures.
  - b. No crane is permitted to be used for a multiple lift where such use is contrary to the manufacturer's specifications and limitations.
  - c. Components of the multiple lift rigging assembly shall be specifically designed and assembled with a maximum capacity for total assembly and for each individual attachment point. This capacity, certified by the manufacturer or a qualified rigger, shall be based on the manufacturer's specifications with a 5 to 1 safety factor for all components.
  - d. The total load shall not exceed:
    - i. The rated capacity of the hoisting equipment specified in the hoisting equipment load charts.
    - ii. The rigging capacity specified in the rigging rating chart.
  - e. The multiple lift rigging assembly shall be rigged with members:
    - i. Attached at their center of gravity and maintained reasonably level.
    - ii. Rigged from top down.
    - iii. Rigged at least 7 feet (2.1 m) apart.
  - f. The members on the multiple lift rigging assembly shall be set from the bottom up.
  - g. Controlled load lowering shall be used whenever the load is over the connectors.





















## **SIGNALING AND RIGGING TRAINING**

1. **Training.** Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the signal person and/or rigger's performance in the workplace. Someone who is authorized, qualified and determined to be competent shall conduct all training.
2. **Refresher Training Requirements.**
  - a. Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the signal person/rigger has the knowledge and skills needed to perform their duties safely.
  - b. Refresher training will be conducted when:
    - i. The signal person/rigger has been observed to operate in an unsafe manner;
    - ii. The signal person/rigger has been involved in an accident or near-miss incident;
    - iii. The signal person/rigger has received an evaluation that reveals that the signal person/rigger is not operating safely;
    - iv. A condition in the workplace changes in a manner that could affect safe operations.

**Note:** As a Union contractor, Garco receives labor from local Union halls, many of which have received prior training/certification through the Unions or other third-party instructors. Garco supervisors must collect copies of any such certifications and visually observe/evaluate the performance of an signal person/rigger. If the supervisor's evaluation does not meet Garco standards, then the signal person/rigger must be re-trained under the Garco program or other approved third-party training.

# STANDARD HAND SIGNALS FOR CRANES

## Crawler, Locomotive, and Truck Cranes

				
<b>HOIST</b> With forearm vertical, forefinger pointing up, move hand in small horizontal circles.	<b>LOWER</b> With arm extended downward, forefinger pointing down, move hand in small horizontal circles.	<b>USE MAIN HOIST</b> Tap fist on head; then use regular signals.	<b>USE WHIPLINE</b> (Auxiliary Hoist). Tap elbow with one hand; then use regular signals.	<b>RAISE BOOM</b> Arm extended, fingers closed, thumb pointing upward.
				
<b>LOWER BOOM</b> Arm extended, fingers closed, thumb pointing downward.	<b>MOVE SLOWLY</b> Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal. (Hoist slowly as shown in the example.)	<b>RAISE THE BOOM AND LOWER THE LOAD</b> With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.	<b>LOWER THE BOOM AND RAISE THE LOAD</b> With arm extended, thumb pointing down, flex fingers in and out as long as load movement is desired.	<b>SWING</b> Arm extended, point with finger in direction of swing of boom.
				
<b>STOP</b> Arm extended, palm down, move arm back and forth horizontally.	<b>EMERGENCY STOP</b> Both arms extended, palms down, move arms back and forth horizontally.	<b>TRAVEL</b> Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.	<b>DOG EVERYTHING</b> Clasp hands in front of body.	<b>TRAVEL</b> (Both Tracks). Use both fists in front of body, making a circular motion about each other, indicating direction of travel, forward or backward (for land cranes only).
				
<b>TRAVEL</b> (One Track). Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body (for land cranes only).	<b>EXTEND BOOM</b> (Telescoping Booms). Both fists in front of body with thumbs pointing outward.	<b>RETRACT BOOM</b> (Telescoping Booms). Both fists in front of body with thumbs pointing in toward each other.	<b>EXTEND BOOM</b> (Telescoping Boom). One hand signal. One fist in front of chest with thumb tapping chest.	<b>RETRACT BOOM</b> (Telescoping Boom). One hand signal. One fist in front of chest, thumb pointing outward and heel of fist tapping chest.





WEEKLY SAFETY MEETING



DATE:  
PROJECT:

- GENERAL SITE CONDITIONS
- FALL PROTECTION
- ELECTRICAL SAFETY
- SLIPS, TRIPS, FALLS
- HAZCOM/MSDS
- EXCAVATIONS
- FIRE PROTECTION
- WELDING & CUTTING
- LADDERS

- SCAFFOLDING
- CONFINED SPACE
- IMPALEMENT PROTECTION
- HEAVY EQUIPMENT
- PPE
- RIGGING
- WASTE
- INJURIES/INCIDENTS
- HEAT/COLD

OTHER TOPICS OR CONCERNS:

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SDS REVIEWED:

SAFETY INSPECTION COMPLETED BY: \_\_\_\_\_

Corrections Made: \_\_\_\_\_

EMPLOYEE SAFETY CONCERNS:

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ACTIONS TAKEN ON EMPLOYEE SAFETY CONCERNS:

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Planned   
  Random   
  Complaint   
  Post Citation   
  Post Accident   
  Consultation   
  Self Assessment

Date: \_\_\_\_\_  
 Job Name: \_\_\_\_\_  
 Job Number: \_\_\_\_\_  
 Job Location: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Project Superintendent: \_\_\_\_\_  
 Project QC: \_\_\_\_\_  
 Project Safety: \_\_\_\_\_

**Instructions for use:**  
 Only areas applicable and or inspected will be scored. Each individual exposure and/or occurrence will be counted. Subtract or Add as noted by section and letter, with a brief explanation; example, "Section 1,A, 2 employees without required eye/face protection, -20pts", or "Section 6,B, employee noted and promptly removed damaged electrical cord, +10pts". Points will be added in areas demonstrating effort above appropriate guidelines, (WISHA/OSHA/EM385 as applicable). Any Subtractions in 2 or more **OSHA focus** items are considered a failed inspection regardless of score. 0-69% FAIL, 70-80% PASS, 81-90% ABOVE AVERAGE PASS, 91-100% EXCEPTIONAL

Inspected By: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Section 1	Personal Protective Equipment (PPE)	10 pts ea	+	-	NA (x)
A.	Hard Hats as required				
B.	Eye and/or face Protection as Required				
C.	High Visibility outerwear as required				
D.	Hearing protection as required				
E.	All other requirements met				

Section 2	General Site Conditions	10 pts ea	+	-	NA (x)
A.	Housekeeping, organization and waste disposal				
B.	Bulletin Boards current and complete				
C.	Sanitation and Drinking Water				
D.	First aid kits and emergency planning				
E.	All other requirements met				

Section 3	Required Safety Documentation	10 pts ea	+	-	NA (x)
A.	Pre-Task Safety Analysis complete and current				
B.	Weekly Site Safety Inspection				
C.	Project Orientation & Weekly Safety Meetings				
D.	Hazard Awareness Cards				
E.	All other requirements met				

Section 4	Hazard Communication	10 pts ea	+	-	NA (x)
A.	Chemical Storage				
B.	Chemical Container Labeling				
C.	Safety Data Sheets current and available				
D.	Global Harmonization & Safety Data Sheet Training				
E.	All other requirements met				

Section 5	Fall Protection (OSHA Focus item)	25 pts ea	+	-	NA (x)
A.	Current and Complete Fall Protection Plan				
B.	Fall Protection devices in serviceable condition				
C.	Fall protection devices in use as required				
D.	Training and competent person documentation				
E.	All other requirements met				

<b>Section 6</b>	<b>Electrical power distribution &amp; use (OSHA Focus item)</b>	<b>25 pts ea</b>	<b>+</b>	<b>-</b>	<b>NA (x)</b>
A.	Proper use of grounding and GFCI outlets				
B.	Extension cords serviceable				
C.	Correct Electrical rating (hard or extra hard weather resistant)				
D.	Proper routing of electrical cords				
E.	All other requirements met				

<b>Section 7</b>	<b>Mobile Cranes &amp; motorized equipment (OSHA Focus item)</b>	<b>25 pts ea</b>	<b>+</b>	<b>-</b>	<b>NA (x)</b>
A.	All swing radius warnings as required				
B.	All Crush hazards and warnings as required				
C.	Proper inspection and/or training documentation				
D.	All equipment in proper working order				
E.	All other requirements met.				

<b>Section 8</b>	<b>Scaffolding</b>	<b>50 pts</b>	<b>+</b>	<b>-</b>	<b>NA (x)</b>
A.	All design, training, and erection requirements met (competent person)				
B.	All required inspections current and documented (competent person)				
C.	Proper use and access				
D.	Associated hazards identified and corrected				
E.	All other requirements met				

<b>Section 9</b>	<b>Welding, cutting, and Hot work</b>	<b>10 pts ea</b>	<b>+</b>	<b>-</b>	<b>NA (x)</b>
A.	All permits and notifications completed/current (Hot Work Permit)				
B.	Fire protection (including removal of flammables & fire watch)				
C.	Storage of flammable gasses and tools				
D.	All associated equipment serviceable and within 25' (fire extinguishers)				
E.	All other requirements met				

<b>Section 10</b>	<b>Excavations and Trenching</b>	<b>10 pts ea</b>	<b>+</b>	<b>-</b>	<b>NA (x)</b>
A.	Documentation and Competent Person (excavation permit & daily inspection)				
B.	Cave-in protections and Shoring				
C.	Egress, ladders and rescue as required				
D.	Housekeeping and water removal				
E.	All other requirements met				

<b>Section 11</b>	<b>Power tools</b>	<b>10 pts ea</b>	<b>+</b>	<b>-</b>	<b>NA (x)</b>
A.	Grounding and insulation (cords in good shape)				
B.	Correct discs and components				
C.	Required Guards installed				
D.	Correct use				
E.	All other requirements met				

<b>Section 12</b>	<b>Ladders</b>	<b>10 pts ea</b>	<b>+</b>	<b>-</b>	<b>NA (x)</b>
A.	Serviceable condition including labels				
B.	Proper use & set up				
C.	Clear of associated hazards				
D.	Required Ladder training				
E.	All other requirements met				

<b>Section 13</b>	<b>Confined Workspace</b>	<b>10 pts ea</b>	<b>+</b>	<b>-</b>	<b>NA (x)</b>
A.	Competent person requirements met				
B.	Permits as required				
C.	Environmental testing and controls				
D.	Rescue plans and attendant requirements met				



### Weighted Safety Inspection



E.	All other requirements met				
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Section 14	Fire Prevention and Protection	10 pts ea	+	-	NA (x)
A.	Fire Extinguishers in serviceable condition (annually and monthly)				
B.	Proper storage & placement of fire extinguishers				
C.	Flammable liquids & Gasses stored and marked				
D.	Fire extinguishers adequate in size and quantity				
E.	All other requirements met				

Section 15	Powder-Actuated Tools	10 pts ea	+	-	NA (x)
A.	Operator possess a current operators card				
B.	Tool unloaded until ready for immediate use				
C.	All required warning signs in place				
D.	Proper security & storage when not in use-Used loads disposed of properly				
E.	All other requirements met				

Section 16	Generalized Safety (items not otherwise noted)	25 pts ea	+	-	NA (x)
A.	Any other unsafe act				
B.	Any other unsafe Condition				
C.	Any other documentation error				
D.	Any other training requirement				
E.	Uncorrected Hazard Exposures from Sub contractor				

Total pts possible	Additions	Subtractions	Total Score	Percentage
				#DIV/0!

Notes and documentation:



Tuesday, January 01, 2019

<b>GENERAL SITE CONDITIONS</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	<b>FALL PROTECTION</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
Required posters up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment inspected daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site specific safety plan/APP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fall protection work plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anchor points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksite clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wall openings @ 36" guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor openings 12" protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment installed/worn properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guard rails @open sides above 4'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid kits/Certified personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leading edge control zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly safety meeting/document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizontal lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site inspections documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warning lines @ low pitch roofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily PTSA forms completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scissor/boom lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				PFAS lifeline adjusted to keep falls less than 6'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXCAVATION</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	<b>ELECTRICAL</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
Sloping/benching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GFCI's in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoils 2' minimum back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extension cords in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access/egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extension cords protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical protection used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearances maintained (high volt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barricades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power tools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water accumulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spider boxes & cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockout/tagout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee exposure (loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Generators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Strain relief on cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRE PROTECTION</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	Multi outlet boxes waterproof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SCAFFOLDING</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
Qualified fire watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set up by competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level & plumb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits/escape routes clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set up on firm foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammables properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspected daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guard rails meet requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Access ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOT WORK / WELDING &amp; CUTTING</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	Approved planking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(scaffold graded & stamped)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screens & shields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planks lapped correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas tanks stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work deck fully planked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable materials removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fall protection provided if over 6'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Hot work permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CONFINED SPACE</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
Hoses/leads protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air monitoring performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Entry procedures followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LADDERS/STAIRWAYS/RAMPS</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	<b>EQUIPMENT</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
Stairs installed bldgs. 2 stories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rails on stairs w/4 or more risers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backup alarm/Spotters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stair/ramp at 19" elevation break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps at least 18" wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PIT operator trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders extend 3' above landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevated platform operator trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper ladder use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevated platform, fall protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defective ladders out of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PIT cleared to use work platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder training provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Ladders secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

<b>CRANE/BOOM TRUCK</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	<b>HAZARDOUS MATERIAL</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
Daily inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDS current with site materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard communication plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not swinging loads over workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee HAZCOM training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical lift plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subcontractors in control of own chemicals and MSDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barricade of swing radius	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Qualified operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>WASTE/HOUSEKEEPING</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
Qualified signal person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dumpsters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RIGGING</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	Recycling containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily rigging inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Materials properly separated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct rigging for the lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regularly scheduled cleanup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tag line in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall housekeeping condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loads not flown over workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subs adhering to waste policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate communication with operator and landing personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
<b>GUARDING TOOLS</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	Hardhats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circular saw properly guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eye protection/face shields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table saw properly guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radial-arm saw properly guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miter saw properly guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grinders properly guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High visibility vest/shirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>POWDER ACTUATED TOOLS</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	Adequate clothing/footwear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualified operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secured when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>IMPALEMENT HAZARDS</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>
Load strips disposed of properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reinforcing steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INCIDENTS/INJURIES</b>	<b>OK</b>	<b>NEEDS ATT.</b>	<b>N/A</b>	Form Stakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports completed and transmitted to all parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical conduit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Anchor bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N/A Denotes not applicable or not inspected at this time

**NOTES**

1.

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Inspector's Signature



# PRE TASK SAFETY ANALYSIS

PTSA has been reviewed by the “competent” person.

Changes to the PTSA are reflected as indicated and communicated to the crew prior to work beginning. This document may be updated and communicated as necessary throughout the work day and at the arrival of additional crew members. This document also serves as a task specific PPE hazards assessment.

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Completed By: \_\_\_\_\_ Craft(s): \_\_\_\_\_

PRODUCTION GOALS							
PHASE CODE	DESCRIPTION OF WORK	UNIT OF MEASURE	ESTIMATED PRODUCTION RATE QTY/MH	ANTICIPATED MAN HOURS	EXPECTED DAILY PRODUCTION (UNITS)	ACTUAL MAN HOURS	ACTUAL PRODUCTION
EXAMPLE 300301	EXAMPLE FORM FOOTINGS	SF	10 SF/MH	40 MH	400 SF	END OF SHIFT 40MH	END OF SHIFT 320 SF

Have all employees attended the Garco Project Orientation  YES  NO (if NO, Complete Prior to Starting Work)

### Potential Hazards:

1	Electrical/Shock/Extension Cords	9	Pinch Points	17	Silica Exposure	25	Compressed Air
2	Fall From Heights	10	Flying Particles	18	Asbestos Exposure	26	Other Trades
3	Overhead Work / Loads	11	Vehicle Traffic	19	Poor Work Position	27	Energized Equipment
4	Poor Lighting	12	Railway Traffic	20	High Noise Area	28	Scaffolding
5	Rough / Sharp Materials	13	Toxic Atmosphere	21	Flammable Materials	29	Ladders
6	Slippery Surfaces	14	Welding Arc	22	Chemicals (MSDS Review)	30	Hand/Power Tools
7	Rotating Equipment	15	Excavations/Shoring	23	Lifting (Manual/Mech)	31	House Keeping
8	Hot Surfaces/Permits	16	Lead Exposure	24	Environmental (Heat/Cold)	32	Other
<b>Number</b>	<b>Prevention Action for Each Potential Hazard and Location</b>						

**General Items That Apply To All Tasks:**

- |  |  |
|--|--|
| 1. 100% Hard Hat, Eye Protection, High Visibility:<br>Hearing Protection & Hand Protection as recommended. | 3. No Food or Drinks other than water allowed to be stored or consumed outside of the designated area. |
| 2. No Smoking/Vaping Allowed outside of designated areas.  | 4. Continuous trash/debris removal   |

SEPARATE SAFETY MEETING HELD TODAY---YES -----NO  (attach safety meeting document)

Has the Fall Protection Plan been completed, training conducted, & signed by all employees? YES NO

**CREW SIGN IN/OUT**

By signing below, I acknowledge that the competent person has reviewed with me the PTSA and any changes contained within this document. I fully understand and am committed to abide by the PTSA and subsequent changes contained herein.

I further acknowledge that should I be required to use Fall Protection Equipment, I have inspected such equipment prior to use as indicated by checking the appropriate box.

*I have worked safely today and have not been involved in any UNREPORTED incident, injury, near miss, or property damage*

**FALL PROTECTION SYSTEM  
DAILY INSPECTION BY**

**CREW SIGN IN (PRINT NAME&END USER)**

**CREW SIGN OUT (PRINT NAME)**

	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

**END OF DAY FOLLOW UP → Check Either YES – NO – NA for Each Item**

	YES	NO	NA		YES	NO	NA		YES	NO	NA
Site Secured				Equipment Secured / Locked				Fire Watch Completed / Closed			
Flagging Installed				Materials Secured				Injuries Reported*			
Barricades Installed				Gas Bottles Secured				Accidents Reported*			
Open Holes Secured				Work Area Clean				Near Misses Reported*			
Roadway Clear				Ladders Secured or Taken Down				Property Damage Reported*			

\*All injuries/accidents/near misses/property damage should be reported to the Garco Superintendent-Safety Manager as soon as they occur.

**Daily Production Goals Met?**  YES  NO Provide comments and/or suggestions for improving safety and production:

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Signature of Supervisor/Competent Person: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Superintendent/General Foreperson: \_\_\_\_\_ Date: \_\_\_\_\_



# BACKHOE (rubber tire)

## DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Attachments														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_





# BACKHOE (rubber tire)

## DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Attachments														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# BOOM TRUCK DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_

EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_

EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Tires														
Backup Alarm														
Fluid Leakage														
Air Leaks (low air warning)														
Telescoping Boom														
Jib														
Brakes														
General Condition (cleanliness)														
Boom Angle Indicator														
Operation Manual														
Out Riggers														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Load Chart														
Boom Controls														
Cab, Glass & Mirrors														
Wire Rope & Shievs														
Anti -Two- Block														
Wire Rope Drum														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



**BOOM LIFT**       **SCISSOR LIFT**  
**DAILY INSPECTION**

INSPECTED/OPERATED BY: \_\_\_\_\_  GARCO    RENTAL \* RENTAL COMPANY: \_\_\_\_\_

PROJECT: \_\_\_\_\_ WEEK ENDING DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT ID #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Emergency Lights														
Tires														
Carriage Rotation														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Steering Components														
Fall Protection Anchor Points														
Railings & Gates														
General Condition (cleanliness)														
Hazards In Work Area														
Operation Manual														
Electrical (outlets if equipped)														
Control Box or Console														
Fire Extinguisher														
Operator:														
Operator:														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_

# CRANE-HYDROLIC/LATTICE BOOM/BOOM TRUCK DAILY INSPECTION



Garco Construction Inc.

**PROJECT:** \_\_\_\_\_  
**INSPECTED BY:** \_\_\_\_\_  
**CONTRACTOR / SUB:** \_\_\_\_\_  
**EQUIPMENT SERIAL #:** \_\_\_\_\_

**WEEK ENDING DATE:** \_\_\_\_\_  
**EQUIP. MANUFACTURER:** \_\_\_\_\_  
**EQUIPMENT MODEL #:** \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	MON		TUE		WED		THUR		FRI		SAT		SUN	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R

Lights														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Out Riggers														
Dammage														
Cab & Glass														
Wire Rope Drum(s)														
Wire Rope & Sheaves														
Anti -Two- Block														
Boom Angle Indicator														
General Condition														
Hydraulic Oil														
Fire Extinguisher <input type="checkbox"/> ANNUAL <input type="checkbox"/> MONTHLY														
Horn														
Seatbelt														
Load Chart														
Controls														
Hand Signal Chart														
Operators Manual														
Lubrication														
Crane Set Up (plumb, level, adequate base)														
Lattice Boom Inspection														
Jib (MUST BE INSPECTED DAILY WHEN IN USE)														
Swing Radius Barricades														
Rigging														
Critical Lift Plan														
LMI														
Overhead Power														
Wind Indicator														
Annual Inspections (crane, rope, jib, etc..) Must be in the crane or boom truck														

<b>JIB</b>	MON		TUE		WED		THUR		FRI		SAT		SUN	
EACH TIME THE JIB IS SWUNG OR INSTALLED IT MUST BE INSPECTED FOR DEFICIENCIES BY THE ERECTION DIRECTOR PRIOR TO BEING PLACED IN SERVICE. THE ERECTION DIRECTOR MUST INITIAL THE BOX EACH DAY THE JIB IS SWUNG	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R

DEFICIENCIES FOUND: \_\_\_\_\_  
 ERECTION DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEAVING A BLOCK EMPTY INDICATES IT DOES NOT APPLY OR WAS NOT INSPECTED**



# DUMP TRUCK/SEMI TRACTOR/TRAILER DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires														
Backup Alarm														
Fluid Leakage														
Damage														
Gates														
Gauges														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab, Glass & Mirrors														
Air Leaks (lines, low air warning)														
Fifth Wheel and King Pin														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# EXCAVATOR DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_

EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_

EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Attachments														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# FORKLIFT

## DAILY INSPECTION

INSPECTED/OPERATED BY: \_\_\_\_\_  GARCO  RENTAL \* RENTAL COMPANY: \_\_\_\_\_

PROJECT: \_\_\_\_\_ WEEK ENDING DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Tires														
Carriage Leveling														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Fork Angle (up & down)														
Telescoping Boom														
Brakes														
General Condition (cleanliness)														
Boom Angle Indicator														
Operation Manual														
Out Riggers														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Load Chart														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# LOADER DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Attachments														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_





# Roller/Compactor

## DAILY INSPECTION

**PROJECT:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONTRACTOR / SUB:** \_\_\_\_\_ **EQUIP. MANUFACTURER:** \_\_\_\_\_

**EQUIPMENT SERIAL #:** \_\_\_\_\_ **EQUIPMENT MODEL #:** \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks/Drums														
Backup Alarm														
Fluid Leakage														
Damage														
ROPS (roll over protection)														
Attachments														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

**EQUIPMENT HOURS AT END OF WEEK:** \_\_\_\_\_



# SKIDSTEER

## DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Attachments														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# BOOM TRUCK DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_

EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_

EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Tires														
Backup Alarm														
Fluid Leakage														
Air Leaks (low air warning)														
Telescoping Boom														
Jib														
Brakes														
General Condition (cleanliness)														
Boom Angle Indicator														
Operation Manual														
Out Riggers														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Load Chart														
Boom Controls														
Cab, Glass & Mirrors														
Wire Rope & Shievs														
Anti -Two- Block														
Wire Rope Drum														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



**BOOM LIFT**       **SCISSOR LIFT**  
**DAILY INSPECTION**

INSPECTED/OPERATED BY: \_\_\_\_\_  GARCO    RENTAL \* RENTAL COMPANY: \_\_\_\_\_

PROJECT: \_\_\_\_\_ WEEK ENDING DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT ID #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Emergency Lights														
Tires														
Carriage Rotation														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Steering Components														
Fall Protection Anchor Points														
Railings & Gates														
General Condition (cleanliness)														
Hazards In Work Area														
Operation Manual														
Electrical (outlets if equipped)														
Control Box or Console														
Fire Extinguisher														
Operator:														
Operator:														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_

# CRANE-HYDROLIC/LATTICE BOOM/BOOM TRUCK DAILY INSPECTION



**Garco Construction Inc.**

**PROJECT:** \_\_\_\_\_  
**INSPECTED BY:** \_\_\_\_\_  
**CONTRACTOR / SUB:** \_\_\_\_\_  
**EQUIPMENT SERIAL #:** \_\_\_\_\_

**WEEK ENDING DATE:** \_\_\_\_\_  
**EQUIP. MANUFACTURER:** \_\_\_\_\_  
**EQUIPMENT MODEL #:** \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	MON		TUE		WED		THUR		FRI		SAT		SUN	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R

Lights														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Out Riggers														
Dammage														
Cab & Glass														
Wire Rope Drum(s)														
Wire Rope & Sheaves														
Anti -Two- Block														
Boom Angle Indicator														
General Condition														
Hydraulic Oil														
Fire Extinguisher <input type="checkbox"/> ANNUAL <input type="checkbox"/> MONTHLY														
Horn														
Seatbelt														
Load Chart														
Controls														
Hand Signal Chart														
Operators Manual														
Lubrication														
Crane Set Up (plumb, level, adequate base)														
Lattice Boom Inspection														
Jib (MUST BE INSPECTED DAILY WHEN IN USE)														
Swing Radius Barricades														
Rigging														
Critical Lift Plan														
LMI														
Overhead Power														
Wind Indicator														
Annual Inspections (crane, rope, jib, etc..) Must be in the crane or boom truck														

<b>JIB</b>	MON		TUE		WED		THUR		FRI		SAT		SUN	
EACH TIME THE JIB IS SWUNG OR INSTALLED IT MUST BE INSPECTED FOR DEFICIENCIES BY THE ERECTION DIRECTOR PRIOR TO BEING PLACED IN SERVICE. THE ERECTION DIRECTOR MUST INITIAL THE BOX EACH DAY THE JIB IS SWUNG	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R

DEFICIENCIES FOUND: \_\_\_\_\_  
 ERECTION DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEAVING A BLOCK EMPTY INDICATES IT DOES NOT APPLY OR WAS NOT INSPECTED**



# DUMP TRUCK/SEMI TRACTOR/TRAILER DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires														
Backup Alarm														
Fluid Leakage														
Damage														
Gates														
Gauges														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab, Glass & Mirrors														
Air Leaks (lines, low air warning)														
Fifth Wheel and King Pin														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# EXCAVATOR DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Attachments														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# FORKLIFT

## DAILY INSPECTION

INSPECTED/OPERATED BY: \_\_\_\_\_  GARCO  RENTAL \* RENTAL COMPANY: \_\_\_\_\_

PROJECT: \_\_\_\_\_ WEEK ENDING DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Tires														
Carriage Leveling														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Fork Angle (up & down)														
Telescoping Boom														
Brakes														
General Condition (cleanliness)														
Boom Angle Indicator														
Operation Manual														
Out Riggers														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Load Chart														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_





# LOADER DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Attachments														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# Roller/Compactor

## DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_

EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_

EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks/Drums														
Backup Alarm														
Fluid Leakage														
Damage														
ROPS (roll over protection)														
Attachments														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_



# SKIDSTEER

## DAILY INSPECTION

PROJECT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR / SUB: \_\_\_\_\_ EQUIP. MANUFACTURER: \_\_\_\_\_

EQUIPMENT SERIAL #: \_\_\_\_\_ EQUIPMENT MODEL #: \_\_\_\_\_

\* N/R denotes "Needs Repair" \*

ITEMS INSPECTED	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R	OK	N/R
Lights														
Controls														
Tires/Tracks														
Backup Alarm														
Fluid Leakage														
Damage														
Vertical Lift														
Attachments														
Brakes														
General Condition (cleanliness)														
Operation Manual														
Fire Extinguisher														
Hydraulic Oil														
Seatbelt														
Cab & Glass														

EQUIPMENT HOURS AT END OF WEEK: \_\_\_\_\_

Garco Construction  
4114 East Broadway  
Spokane, WA 99202  
(509) 535-4688 • FAX (509) 535-1384



Safety Policy Violation

Project Name: \_\_\_\_\_ Date: 4/14/2017 Time \_\_\_\_\_

Job No.: \_\_\_\_\_ Name of Employee: \_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_

Warning

Time Off  1 Day  3 Days  5 days  Other

Termination

Type of Violation:

- 1. Lack of Proper Fall Protection
- 2. Improper Scaffold Set-up/Use
- 3. No Hard Hat
- 4. Improper Clothing or Shoes
- 5. Lack of Proper Eye Protection
- 6. Improper Electrical Cords, Grounding, etc.
- 7. Improper Ladder Use/Set-Up
- 8. Misuse of Equipment
- 9. Improper Lifting
- 10. Faulty or No Guard on Equipment
- 11. Negligent – Unsafe Behavior
- 12. No Back-Up Alarm on Equipment
- 13. Other \_\_\_\_\_

Comments:

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Supervisor: Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_



**Garco Construction Inc.**

Report Completed By: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

**Safety Department Incident Investigation Report**

Date: \_\_\_\_\_ Citation Issued:  YES  NO

CLASSIFICATION  Incident  Property Damage  Theft  Auto Accident  Environmental  Near Miss  Hazard

<b>INDIVIDUALS INVOLVED</b> <i>(e.g., CONTRACTORS, DRIVERS, ETC.)</i>	Employee Name:	Phone Number:	Title:	Company:	Date Signed on Jobsite:
	Name:	Phone Number:	Title:	Company:	Date Signed on Jobsite:
	Name:	Phone Number:	Title:	Company:	Date Signed on Jobsite:
	Name:	Phone Number:	Title:	Company:	Date Signed on Jobsite:

**PTSA** Was a Pre Task Safety Analysis, (PTSA) completed for this work?  Yes  No (If Yes, please attach the PTSA)

<b>EQUIPMENT OR VEHICLES INVOLVED</b>	<b>Vehicle #1:</b> Registered Owner: Operator: Vehicle/Equipment Description: License/Unit #: Operator's Driver's License #: State of Issuance:	<b>Vehicle #2:</b> Registered Owner: Operator: Vehicle/Equipment Description: License/Unit #: Operator's Driver's License #: State of Issuance:

<b>INCIDENT DETAILS</b>	Incident Date:	Incident Time:	Location of Incident (Be Specific):	Weather Conditions:
	Was a Police Report Filed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach a Copy of the Report and Report Number:	Were there any Injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete injury accident report	Did equipment or vehicle need to be towed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, location of repair shop or towing yard: Phone number:	
	Description of Incident (Be Specific):			

<b>WITNESS INFORMATION AND STATEMENTS</b>	Witness No. 1 Name: _____ Contact Information: Statement:
	Witness No. 2 Name: _____ Contact Information: Statement:

**ATTACH ALL PHOTOS TO THIS REPORT**

<b>COUNTER MEASURES OR CORRECTIVE ACTION</b>	Be Specific:

<b>SIGNATURES</b>	Project Superintendent or SSHO: _____ Date: _____
	Project Manager: _____ Date: _____
	Safety Director: _____ Date: _____



# Reasonable Suspicion Checklist

## **SAFETY FIRST!**

Act immediately when safety is an issue or is involved. If the behavior of an employee creates a serious hazard to themselves or to others, immediate action must be taken to correct the situation.

### **Step 1. OBSERVE**

Find out the facts and information: who, what, where, and why. Ask questions and try to obtain facts

### **Step 2. DOCUMENT**

Keep a record of what you observe. Be very detailed. List job performance deterioration and/or performance behaviors. Be specific and objective. Never diagnose the situation or assume substance abuse. Use the "Reasonable Suspicion Checklist" as a guide and for documentation.

### **Step 3. PREPARE**

Develop a plan of action. Consult with another supervisor before taking action. They may also have concerns or comments to add to the documentation. They may also have some insight on a baseline for the employee in question.

### **Step 4. CONFRONT**

Conduct a supervisory meeting with the employee addressing job performance problems and/or behavior. Always maintain confidentiality. Conduct the meeting in a private setting. Include another supervisor in this meeting, as a witness and for their support.

### **Step 5. ASK FOR EXPLANATION**

While the employee is talking, document their physical behavior and their explanation. Be understanding and listen to their explanation and concerns, but do not accept any excuses. Always avoid arguments. Never accuse or try to diagnose the situation. Listen without reacting or interrupting. You may hear anger, denial, blaming, hysterics or no reaction at all. Manage yourself. Stick to your objectives. Keep listening. Above all don't be drawn into attacks and defenses.

### **Step 6. AVOID ENABLING**

Don't allow the situation to continue unchanged. Express your concern for the job performance deficiencies, but don't try to rescue the employee. Don't simply give the employee another chance. Don't be drawn into a debate about whether or not the job performance issues exist. Offer the employee choices. Clarify that the employee needs to improve job performance.

### **Step 7. REQUEST DRUG AND/OR ALCOHOL TEST**

Thank the employee for their explanation, and that you will document what they have just told you. However, let them know that you will still need to have a drug or alcohol test conducted as part of your fact-finding procedures. Be prepared for excuses of trying to avoid taking the test. Keep in mind, substance abusers will do anything to avoid detection. Testing must be completed immediately, or as soon as possible.

Contact Safety or HR for a "Letter of Introduction" to the nearest collection facility. An "LOI" and valid identification, (driver's license etc) must accompany the employee and be presented to the collection facility technician.



# Reasonable Suspicion Checklist

## **Step 8. ADMINISTER THE DISCUSSED TESTING**

Escort the employee to the collection facility, or call A Drug Free Alliance to have a collection technician provide an on-site test. Always inform the technician that this is a “reasonable suspicion” test. Remember: If an employee is unsafe to work, he or she is surely unsafe to drive.

## **Step 9. TRANSPORTATION ARRANGEMENTS**

Once the test is complete, offer transportation for the employee to get home. Do not force a ride on the employee, however, if the employee refuses offers of transportation, advise him or her that refusal may result in notification to local police.

## **REHABILITATION**

The focus of Garco’s policy will be on rehabilitation and encouraging employees to get well, while holding them responsible for their own recovery. All alcohol or drug inpatient and outpatient treatment programs may be paid through the employee’s health care plan. All employees are individually responsible for payment of all inpatient and outpatient treatment programs not covered by the health care plan.

A voluntary request will not affect the company’s right to administer appropriate disciplinary action for incidents occurring after the request, if information substantiating a violation of this policy is obtained from other sources.

Employees who are successfully in compliance with an inpatient rehabilitation program and are eligible to return to work, as determined by Garco Construction, as well as those who are part of an outpatient rehabilitation program, are subject to the following conditions:

1. Successfully completing the rehabilitation program and any required follow-up;
2. Submit to follow-up testing for a period of two (2) years (if the periodic test is positive, the employee will be terminated, and rehabilitation will not be offered again);
3. Acknowledging the abuse and agreeing to the above steps in writing.

**Failure to agree to any of these steps will result in termination of employment**



# Reasonable Suspicion Checklist

When there is a reasonable suspicion that an employee at work is unfit for duty, the supervisor or manager observing the behavior as well as another supervisor/manager as witness, if possible, must complete the checklist below. Where "Other" is checked, please provide details.

Name of observed employee: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

## OBSERVATION CHECKLIST

### Walking

- Holding On  Stumbling  Unsteady  Staggering  Swaying  Falling  Unable to Walk
- Other \_\_\_\_\_

### Standing

- Swaying  Staggering  Rigid  Unable to Stand  Feet Wide Apart  Sagging at Knees
- Other \_\_\_\_\_

### Speech

- Whispering  Slobbering  Slurred  Silent  Shouting  Rambling  Incoherent  Slow
- Other \_\_\_\_\_

### Demeanor

- Calm  Polite  Sleepy  Crying  Excited  Sarcastic  Agrivated  Talkative
- Cooperative  Argumentative  Sleeping on the Job
- Other \_\_\_\_\_

### Actions

- Hostile  Fighting  Profanity  Drowsy  Erratic  Calm  Threatening
- Hyperactive  Avoiding/Resisting Communication
- Other \_\_\_\_\_

### Eyes

- Bloodshot  Watery  Droopy  Dilated  Glassy  Closed  Constricted
- Other \_\_\_\_\_





# Reasonable Suspicion Checklist

## Face

Flushed     Pale     Sweaty

Other

---

## General Appearance

Neat     Unruly     Messy     Dirty

Other

---

## Clothing

Odor     Stains on Clothing     Partially or Inappropriately Dressed

Other

---

## Breath

No Alcoholic Odor     Faint Alcoholic Odor     Clear Alcoholic Odor     Sweet/Pungent Tobacco Odor

Heavy Usage of Breath Spray or Mints

Other

---

## Movements

Fumbling     Jerky     Nervous     Slow     Normal     Hyperactive

Other

---

## Eating/Chewing

Gum     Candy     Mints     Tobacco

Other

---

## Miscellaneous

Presence of Alcohol and/or Drugs in employee's possession or vicinity     Employee Misconduct

Employee admission of alcohol and/or drug use or possession     Insubordination

Other

---

## Witnesses to Employee's Conduct or Behavior

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Contact: \_\_\_\_\_



# Reasonable Suspicion Checklist

Other Observations (if incident occurred attach incident reports)

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Employee's Explanations of Reasons for Conduct or Behavior

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## Conclusions

- After Observation, Testing Is Indicated
- After Observation, Testing Is Not Indicated

## Employee Consent to Testing

- Employee Has Agreed to Testing
- Employee Has Refused Testing

Attach the employee consent document and transport the employee to the nearest provided collection facility.  
A copy of the LOI, (letter of introduction) and valid ID must be provided to the collection facility technician  
Employee has been informed of the consequences of this choice

## Supervisor's Signatures

Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____



# Reasonable Suspicion Checklist

## EMPLOYEE CONSENT FORM FOR DRUG AND ALCOHOL TESTING

Garco Construction, Inc. prohibits the use, consumption, dispensation, or manufacture of drugs or alcohol, or having or exhibiting the effects of having drugs or alcohol in one's body, except for prescription or non-prescription medications when taken in accordance with a lawful prescription or consistent with standard dosage recommendations, and subject to safety concerns as determined by the Company. Testing for drugs and alcohol will be conducted by whatever method Garco Construction deems appropriate, and may include oral samples (saliva), urine samples, hair follicle samples, blood samples, and/or any other sample recommended by the independent testing laboratory as the best available method. Garco conducts testing on the following grounds: pre-employment, post-accident, reasonable suspicion, random testing, and return to duty.

All applicants being extended a conditional job offer will be screened for drugs. Any applicant who refuses to sign this consent form will not be employed. Applicants who test positively for legal drugs and who test positively for drugs for which they do not have a valid prescription will be subject to further inquiries and possible additional testing. Employees who test positively for drugs for which they do have a prescription may be directed to schedule an appointment with their prescribing physician so that the physician can review the employee's job description and determine whether the employee can safely perform the duties of the job while taking the prescription drug(s). The prescribing physician will also be required to put his or her opinion in writing, and affix his or her signature to the bottom of the document. Before returning to work the employee must receive written approval from his or her prescribing physician that the prescription drug(s) does not interfere with job performance.

Garco randomly tests for drugs and alcohol of all or any employees to ensure workplace safety and compliance with the law, and in accordance with the outside testing facility's standards.

I, \_\_\_\_\_, hereby acknowledge as a condition of my further consideration for employment and in consideration of my continued employment with Garco Construction, I may be required to undergo testing and/or examination for alcohol, drugs, or controlled substances. I consent to submitting to saliva, urine, breathe, and/or blood tests as required by Garco Construction's Substance Abuse Policy. I authorize release of my test results to Garco Construction, and release Garco Construction, any doctor, medical personnel and/or testing facility from any and all liability arising from the release or use of this information. I recognize that failure to cooperate and/or undergo testing and/or examination upon request will result in disciplinary action, up to and including termination of employment. I understand that Garco Construction or the Company's designated collection site will collect saliva, urine, breathe, or blood specimens from me for the purpose of testing for alcohol, drugs, or controlled substances. The laboratory will release the results to the Company's designated Medical Review Officer. If results are verified positive I will have the opportunity to explain the reason for the verified positive test prior to the test being released to Garco Construction.

(VOLUNTARY) I am currently taking or recently have taken (within 30 days) the following prescription or non-prescription drugs (please provide any relevant medical information significant to testing):

\_\_\_\_\_

Employee Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B**

**GARCO SPCC Plan**

# Spill Prevention, Control, and Countermeasure (SPCC) Plan

**For Construction Activities At:**

District On the River / Riverbend Apartments  
Spokane, WA  
WAR3090537

**Prepared For:**

Department of Ecology  
Aspect Consulting



**Contact(s):**

[Kevin Schafer / PM](#)  
[John Harris / Superintendent](#)

**Preparation Date:**

February 28, 2022

**Estimated Project Dates:**

Project Start Date: March 1, 2022  
Project Completion Date: 12/1/2023

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## SPCC Plan Elements

### 1. Responsible Personnel

Table 1.1 identifies the name(s), title(s), and contact information for the personnel responsible for implementing and updating the SPCC Plan, and for responding to spills. If spill response Subcontractor(s) will be used for spill response (as described in Section 8, Spill Response, below), the Subcontractor(s) company name(s) and contact information are also included in Table 1.1.

**Table 1 Responsible Personnel**

<b>Responsibility</b>	<b>Name and Title</b>	<b>Contact Information</b>
Implementing and Updating SPCC Plan (primary contact person)	John Harris, Superintendent	Company: Garco Construction Cell Phone: (509) 475-9630
Implementing and Updating SPCC Plan (secondary contact person)	Mark Hegbloom, Quality Control Manager	Company: Garco Construction Cell Phone: (509) 220-7737
On-Site Spill Responder	Clean Harbors	Company: Clean Harbors Office Phone: (800) 645-8265

## 2. Spill Reporting

In the event of a spill or release of pollutants, immediate notification to all applicable federal, state, local agencies as well as the Contracting Officer will occur. Removal of the material and restoration of the area to the condition that existed prior to spilling must be completed within 24 hours of the spill occurrence. Appropriate corrective measures as directed by the Responsible Person at the project will be followed at all times. If an immediate emergency occurs, the **Emergency Response Plan** and **Site Emergency Action Plan** will be implemented from the Accident Prevention Plan. In addition to these plans designated personal are instructed to take the following actions:

- Call 911
- Notify the Contracting Officer Representative and Garco's Project Manager. In incidents of large spills, Garco's Project Manager will also contact the main Contracting Officer directly.
- Contact all regulatory agencies listed in table below
- Warn personnel: broadcast issue on site radios, enforce safety and security measures
- Stop the product flow if safe: Stop transfers, secure pumps & close valves
- Shut off ignition sources
- Control access to the affected area
- Begin cleanup

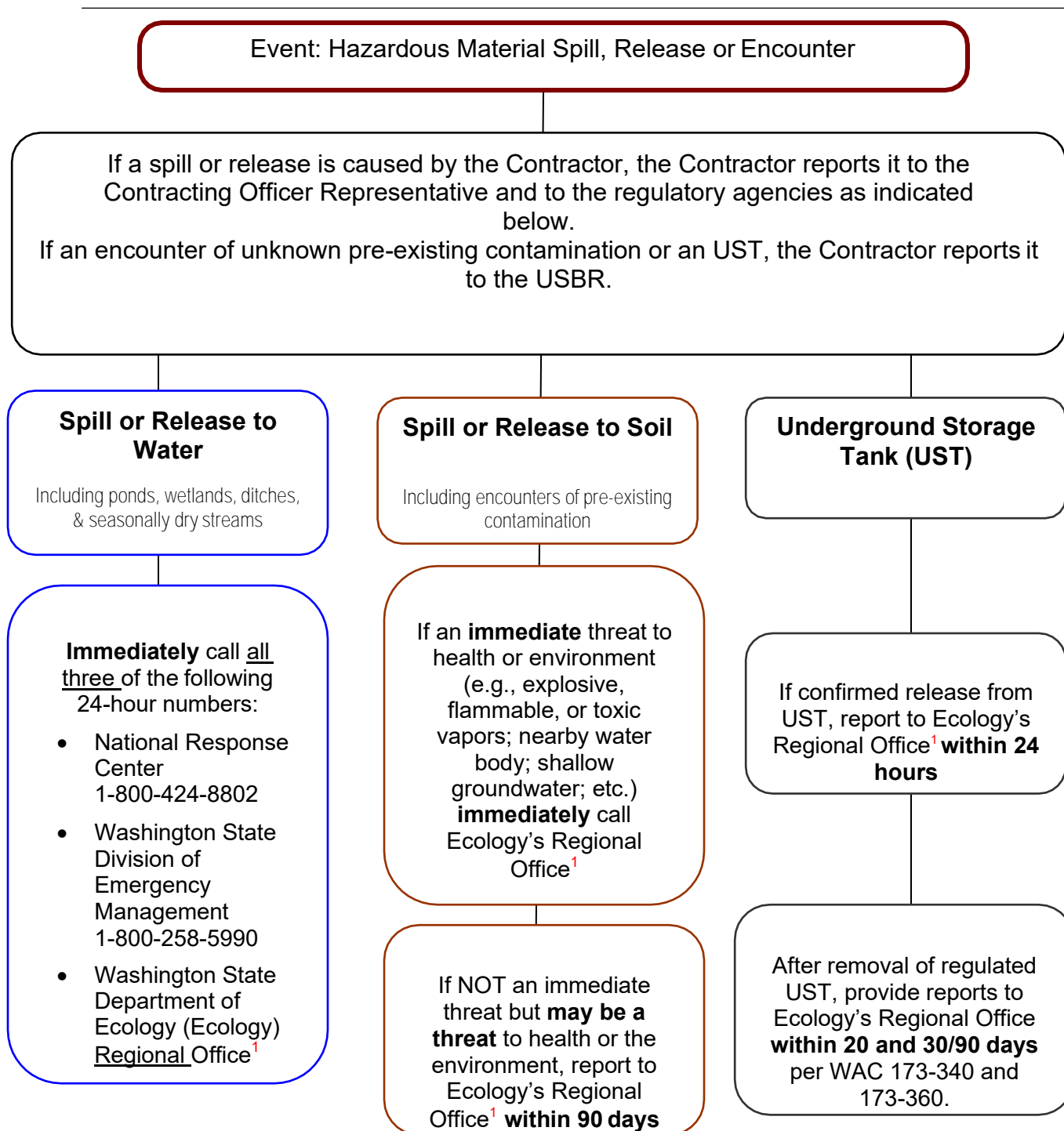
Listed below are the required reporting channels to be contacted in the event of a spill or hazardous release. These numbers will be posted in a central location for employee access.

Channel	Number
Emergency Services	<b>911</b>
Phil Johnson – OAC Owners Representative	cell: 425-422-7795
Breeyn Greer, PE , Aspect Consulting	Cell: 612-232-7343
Kevin Schafer, Garco Construction PM	Cell: 509-939-8389
National Response Center (NRC) (navigable water spill)	509-777-3830
Washington Emergency Management Division (navigable water spill)	800-424-8802
Department of Ecology, Central Regional Office (navigable water spill)	509-575-2490

The site superintendent and onsite CESCL will supervise the actual clean-up activities.



**Figure 2 Hazardous Materials Event  
Contractor Minimum Reporting Requirements**



**<sup>1</sup> Ecology Regional Office Numbers**  
 Eastern (Spokane): 509-329-3400                      Northwest (Bellevue): 425-649-7000  
 Central (Yakima): 509-575-2490                      Southwest (Lacey): 360-407-6300  
 Ecology regional lines and the type of information needed is provided on Ecology's spill reporting website at  
<http://www.ecy.wa.gov/programs/spills/other/reportaspill.htm>

### 3. Project and Site Information

- A. Historically, parcels that comprise the Site were owned and/or operated for MGP production, railroad operations, and construction materials storage and recycling. Historical operations led to the investigation and cleanup of hazardous substances in soil and groundwater under the Washington State Model Toxics Control Act cleanup regulation (MTCA), Chapter 173-340 of the Washington Administrative Code (WAC 173-340). A final cleanup action was implemented at the Site under Consent Decree No. 0205445-0 between Ecology and PLPs: Avista Corporation, Burlington Northern Santa Fe Railway Company (BNSF), and Spokane River Properties (SRP). Soil and groundwater at the Site are contaminated with chemicals from the MGP operations. The ASPECT CONSULTING 2 FINAL PROJECT NO. 190210 □ APRIL 29, 2021 Indicator Hazardous Substances (IHSs) include: Total Petroleum Hydrocarbons (TPH), noncarcinogenic Polycyclic Aromatic Hydrocarbons (PAHs), carcinogenic PAHs, semivolatile Organic Compounds (sVOCs), metals, and cyanide. The cleanup action completed by the PLPs consisted of a limited soil cap, stormwater management, streambank bioengineering, and monitoring well modifications, as reported in the 2006 Cleanup Action Completion Report (Landau, 2006). Subsequent to the cleanup action implementation, the Site has undergone two 5-year period reviews by Ecology in 2010 and 2015.
- B. Shallow excavation of fill materials will occur in limited portions the footprints of Buildings 1A and 1B for geotechnical stability. Buildings 2A and 2B will have deep foundations constructed with grouted helical piles. The following sections outline soil management for each proposed building.
- 5.1
- C. Building 1A Mat Foundation Limited Excavation Building 1A will be grade-supported at elevations above existing grades. Grading at these locations would expose variable soil units that may include basalt fill, cinder fill, undifferentiated fill, and flood-channel deposits. The unsuitable fill (excluding dense basalt fill) and compressible silt overbank deposits will be excavated and replaced with structural fill for slab subgrade. Based on the subsurface explorations and current topography, an excavation to approximately 3 feet bgs is anticipated at the western end of Building 1A to remove geotechnically unsuitable fill (Figure 2). Excavated soils will be field segregated and temporarily stockpiled, pending profiling for disposition.
- 5.2 Building 1B Mat Foundation Limited Excavation Building 1B will also be grade-supported at elevations above existing grades. Cinder and basalt fill are anticipated beneath this building footprint. Excavation will not be necessary below the majority of Building 1B due to the presence of shallow basalt fill, except at the eastern end of the building footprint where thicker deposits of unsuitable fill exist. In this area, excavation to an approximate depth of 5.5 feet is required and will be backfilled with structural fill (Figure 2). Excavated soils will be field segregated and temporarily stockpiled, pending profiling for disposition.
- 5.2.1 Building 2A Deep Foundation Spoils Building 2A is located within the extents of PAH-affected soils as shown on Figure 2 and any spoils produced during pile installation will be categorized as Contaminated Fill, as defined in Section 6.1 below.
- 5.2.2 Building 2B Deep Foundation Spoils The majority of the
- D. Building 2B footprint is outside the extents of PAH-affected soils but will have deep foundation piles, which may produce spoils. Spoils without field indicators of contamination will be segregated as Potentially Noncontaminated Fill, and confirmed with analytical sampling prior to disposition. Fill with field indicators of contamination will be managed as Contaminated Fill, as defined in Section 6.1 below.
- E. Nearby waterways and sensitive areas and their distances from the site: Spokane River Immediately to the north of the excavation. The project is adjacent to the waterline.

**Table 3 Nearby Waterways<sup>1</sup> and Sensitive Areas<sup>2</sup>**

<b>Waterway<sup>1</sup> or Sensitive Area<sup>2</sup></b>	<b>Distance from Project Site</b>	<b>Direction of Flow from Project Site</b>	<b>Runoff Drainage Pathway from Site</b>
Spokane River	Within Project Limits	Slopes at about a 9% grade to the north	No stormwater drainage system exists onsite.

Notes:

<sup>1</sup> Waterways include streams, creeks, sloughs, rivers, etc.

<sup>2</sup> Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species, nursing homes, hospitals, child care centers, etc. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas.

#### **4. Potential Spill Sources**

A description of each potential fuel, petroleum product and other hazardous material brought or generated on-site is set forth in Table 4.1. The potential fuel, petroleum product and other hazardous materials listed on Table 4.1 include materials used for operating, refueling, maintaining, and cleaning equipment - including equipment used below the ordinary high water line.

**Table 4 Fuel, Petroleum Product and other Hazardous Materials Brought or Generated On-Site**

Hazardous Material Name	Intended Use of Material	Est. Max. Amount of Material On-Site at Any One Time	Material Staging, Use, and Storage Location(s) & Material Storage and Secondary Containment Practices and Structures <sup>1</sup>	Distance of Material Staging, Use, and Storage Locations from Nearby Waterways <sup>2</sup> and Sensitive Areas <sup>3</sup>
Diesel Fuel	Fuel construction equipment	500 gallons	In vehicle fuel tanks while onsite, staged offsite. Fuel transfer equipment will be inspected before each use.	700 ft
Motor Oil	Lubricate construction equipment	50 gallons	In vehicles while on site, staged offsite.	25 ft
Hydraulic Oil	Use in hydraulic systems	20 gallons	Stored in equipment hydraulic reservoirs while on site. Additional quantity stored on site, secured from weather and stored over diked impervious barrier. All hydraulic lines, fittings, hoses, and valves will be regularly inspected and monitored for drips, leaks, etc.	10 ft
Solvents (organic and inorganic)	Cleaning tools, forms, etc.	2 gallons	Stored in doors, in accordance with SDS guidance and used in limited quantities above impervious barriers.	150 ft
Paint	Applying colored markings to objects	20 gallons	Stored in doors in accordance with SDS guidance. Used as instructed to limit waste and potential spillage. Will be used with drop cloths and templates to minimize or eliminate exposure to ground. Will not be used in quantities to allow run-off to reach protected waters or combined sewer.	150 ft
Petroleum Distillates	Cleaning tools, preventing concrete adhesion to tools and forms	10 gallons	Stored on site, secured from weather and stored over diked impervious barriers. Used in limited quantities and applied so as to prevent run-off.	150 ft
Concrete Wash Water	Cleaning concrete tools and concrete residue from trucks	50	All wash waste water will be contained on site using an approved concrete wash out pit	400 ft

Hazardous Material Name	Intended Use of Material	Est. Max. Amount of Material On-Site at Any One Time	Material Staging, Use, and Storage Location(s) & Material Storage and Secondary Containment Practices and Structures <sup>1</sup>	Distance of Material Staging, Use, and Storage Locations from Nearby Waterways <sup>2</sup> and Sensitive Areas <sup>3</sup>
Water Based Concrete Curing Compound	Aid in curing concrete by reducing thermal evaporation	20 gallons	Stored in doors on site, and in accordance with SDS guidance. During use, material will be transferred to application equipment over an impervious barrier.	50 ft

Notes:

- <sup>1</sup> See also Section 7.D (Spill Prevention, secondary containment and structures may be described in Table 4 or under Section 7D.
- <sup>2</sup> Waterways include streams, creeks, sloughs, rivers, etc.
- <sup>3</sup> Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species, nursing homes, hospitals, child care centers, etc. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas.

## **5. Pre-Existing Contamination**

Existing contaminants do exist. See Executive Order **WAR3090537** for specific information regarding contaminate levels and locations.

## **6. Spill Prevention and Response Training**

All fuel personnel have been trained in bulk and hazardous material handling. They will all be familiar with this document and fully trained in the use of the fuel vehicle spill kit.

All personnel on site will be acquainted with this document. All personnel will be briefed by the foreman or superintendent on the locations of all spill kits, signal procedures, reporting requirements, and immediate action procedures.

Certified Cleaning Services team will be available to augment any training and provide special assistance in familiarizing crew with spill kits, spill prevention procedures, and immediate action/response.

Spill prevention will be briefed daily to ensure vigilance among any on-site personnel throughout this project due to the close proximity of the reservoir and river to the contract work and overall equipment access.



## 7. Spill Prevention

- A. Spill response kit contents and location(s) (see Table 7). Appropriately stocked spill response kits shall be maintained in close proximity to hazardous materials and equipment and shall be immediately accessible to all Project personnel.

**Table 7 Spill Response Kit Contents and Locations**

Type of Spill Kit	Spill Kit Contents	Spill Kit Location(s)
Vehicle Kit	PPE to include gloves and safety glasses, drip pan, absorbent appropriate to petroleum products, garbage bags	In all construction equipment
Fuel Vehicle Kit	PPE to include safety glasses and gloves, petroleum absorbent capable of holding 15 gallons of Diesel Fuel, storm drain cover kit, absorbent containment boom, anti-static shovel, 2x five gallon buckets with lids.	Stored on site in temporary storage such as Conex or shed.
Conex Kit	PPE, to include safety glasses, gloves, coveralls, boot covers, inert spill pads, absorbent appropriate to onsite sources, activated charcoal, anti-static shovels, garbage bags, plastic sheeting, absorbent booms, disposal drum, complete copy of SPCC Plan	Stored on site in temporary storage such as Conex or shed.

- B. Security measures for potential spill sources:  
All staging areas will be surrounded by a secured fence, equipment will be equipped with locked fuel caps, when safe to do so, all hazardous materials will be stored in locked sheds or Conex boxes.
- C. Methods used to prevent storm water from contacting fuel, petroleum products and hazardous materials:  
All excavated contaminated soils will be stockpiled on bermed impervious plastic liners. When not actively being worked, such stockpiles will be fully covered with plastic sheeting sufficient to prevent infiltration from precipitation.
- D. Secondary containment for each potential spill source listed in Section 4, above:  
See Table 4.1.
- E. Best Management Practices (BMP) Methods used to prevent discharges to ground or water during mixing and transfers of hazardous materials, petroleum product and fuel:
- Storage of hazardous materials, chemicals fuels and oils and fueling of construction equipment will not take place within 200 feet of any drainage, wetland, spring or other water feature.
  - An effort will be made to store only enough fuel and lubricants as necessary to complete the job.
  - Materials stored on-site will be stored in their appropriate containers on a level site and covered.

- Products will be stored in tightly sealed containers with the original manufacturers' label.
- Substances will not be mixed together unless recommended by the manufacturer.
- Whenever possible, the entire product will be used before its container is discarded.
- Manufacturers' recommendation for proper use and disposal of a product will be followed.
- If surplus product must be disposed of, the manufacturers or local and state recommended methods for proper disposal will be followed.
- Drip pans shall be utilized when large equipment is parked within 50' of any standing or flowing water. All drip pans must be labeled "USED OIL".
- Confine equipment maintenance to one location.
- Major Equipment repairs shall be performed off the project site when applicable.

Because of the chemical composition of certain products, specific handling and storage procedures are required to promote the safety of handlers and prevent releases of the product to soil and receiving waters. Care will be taken to follow all directions and warnings for products used on the site. All pertinent information can be found on the Material Safety Data Sheets (SDS) for each product. The SDS will be kept for each product container. Several product-specific practices are listed in the following sections.

On-site vehicles and equipment will be monitored for fluid leaks and will receive regular maintenance to reduce the chance of leakage. Petroleum products will be stored in tightly sealed containers that are clearly labeled. If possible, the containers will be stored in a covered area that provides secondary containment.

Bulk storage containers having a capacity of more than 55 gallons will have secondary containment. Containment will consist of a prefabricated pan or containment mat. After each rainfall event, the contents of the secondary containment will be inspected. If no sheen is visible on the collected water, the water can be pumped or drained on the ground in a manner that does not cause runoff or scouring. If sheen is present, it will be cleaned up before discharge or the water.

Bulk fuel or lubricating oil dispensers will have a valve that must be held open to allow flow. During fueling operations, adequate personnel and equipment will be available to detect and contain spills.

In addition to the material management practices discussed above, the following spill control and cleanup practices will be implemented:

- Spills will be contained and cleaned up within 24 hours of the occurrence.
- Manufacturer's methods for spill cleanup of a material will be followed as described on the SDS.

- Materials and equipment needed for cleanup will be kept readily available on-site, either at an equipment storage area or on a Garco service vehicle. Equipment to be available on-site will include but not be limited to – brooms, dustpans, shovels, absorbent pads, gloves, goggles, and plastic disposal bags. Emergency spill absorbent mats (appropriately sized for greatest possible spill) shall be in the immediate vicinity of all equipment performing work. Mats shall be of a quilted cotton pillow design, and absorbent (not adsorbent) filled, to encapsulate hydrocarbons (oils, coolants, and solvents).
- Construction personnel will be made aware of cleanup procedures, the location of spill equipment, and proper disposal procedures.
- All spills will be documented immediately following any spill, and a copy of this documentation shall be provided to the Construction Officer Representative.
- All wastes material will be collected and stored in a secure container with lid/ covers and removed from the project site. Proper labeling will also be required at all times. All wastes generated from work such as concrete curing and painting activities will be collected and disposed of according to federal, state, county, and project regulations.
- All hydraulically operated equipment used to perform work over surface water (river) shall use biodegradable oil in the hydraulic system. The definition of biodegradable is an oil or lubricant that achieves a rating of Readily Biodegradable or Pw1 by EPA's OPPTS 835.3110 or OECD 301B or ASTM D5864 testing and criteria, or receives a 70% or greater rating by CEC L-33-T-82 Testing.

- F. Refueling procedures for equipment that cannot be moved from below the ordinary high water line.:

N/A

- G. Daily inspection and cleanup procedures that ensure all equipment used below the ordinary high water line is free of all external petroleum-based products.

N/A

- H. Routine equipment, storage area, and structure inspection and maintenance practices to prevent drips, leaks or failures of hoses, valves, fittings, containers, pumps, or other systems that contain or transfer hazardous materials.

All equipment is subject to a rigorous process which includes inspection of hoses, valves, fittings, and seals. Fuel transfer equipment will be inspected for drips and leaks before and after fueling.

Storage vessels will be inspected before use and monitored during use for any signs of drips, leaks, cracks, or other violation of integrity.

- I. Site inspection procedures and frequency:

The General Contractor will designate a representative responsible for compliance and maintenance of the construction site. All workers on the site are compliance officers. They are responsible for daily inspections of their equipment, including all equipment which contains or transfers hazardous materials.

The General contractor will conduct, at regular intervals, an audit of the site for compliance with this document. Such inspections will be the responsibility of the project manager and will involve first hand, visual inspection of the site. All observations will be checked for compliance against this document. Any discrepancies found will be fixed forthwith before the continuation of construction.

## 8. Spill Response

Tables 8A and 8B, below, outline the response procedures that Garco Construction, Inc. shall follow for the scenarios described in the tables below, indicating that if hazardous materials are encountered or spilled to soil or water (including stormwater, as described in Section 7C) during construction, Garco Construction, Inc. shall do everything possible to control and contain the material until appropriate measures can be taken. The response procedures include a description of the actions that Garco Construction, Inc. shall take to address each task shown in the tables as well as the specific on-site, spill response equipment that shall be used to perform each task.

**Table 8A Spill Response Procedures,  
Including Actions to be Taken and Equipment to be Used**

Hazardous Material and Location	Spill Response Task			
	Assess the Spill	Secure the Area	Contain and Eliminate the Spill Source	Clean Up Spilled Material Decontaminate Equipment Dispose of Spilled & Contaminated Material <sup>1</sup>
Diesel Fuel, Onsite in vehicle tanks.	See table 2.1	Surrounding workers will be notified immediately and the area will be fenced off with high visibility fencing after immediate spill response procedures are initiated.	<p>Fuel transfer mechanisms will be shut off immediately. Absorbent materials will be applied to spill. If storm water is present, waddles and storm drain covers will be applied to direct run off away from the spill and away from storm drains.</p> <p>Fuel will be evacuated from a leaking vessel into a storage vessel and a drip pan sufficient to contain the leak will be placed under the vessel during and after the evacuation process.</p>	Once the spill is contained saturated absorbent compound and contaminated soil will be placed in buckets or a disposal drum and located with any stockpile of similarly contaminated soil for disposal. If no such stockpile exists on site, materials will be stored over an impervious barrier and covered with plastic. Waddles and dikes will be applied such that storm water cannot infiltrate the contaminated materials until they can be properly disposed of.
Motor Oil	See table 2.1	Surrounding workers will be notified immediately and the area will be fenced off with high visibility fencing after immediate spill response procedures are initiated.	<p>Oil leaking from equipment will be contained in a drip pan and proper repairs will be made to the equipment to stop the leak.</p> <p>Any other accidental discharge of motor oil will be eliminated through immediate capping and securing of the oil container.</p> <p>Absorbent material will be applied to spills and storm water will be directed away from the spill through use of waddles and storm drain covers.</p>	Once the spill is contained saturated absorbent compound and contaminated soil will be placed in buckets or a disposal drum and located with any stockpile of similarly contaminated soil for disposal. If no such stockpile exists on site, materials will be stored over an impervious barrier and covered with plastic. Waddles and dikes will be applied such that storm water cannot infiltrate the contaminated materials until they can be properly disposed of.

Hazardous Material and Location	Spill Response Task			
	Assess the Spill	Secure the Area	Contain and Eliminate the Spill Source	Clean Up Spilled Material Decontaminate Equipment Dispose of Spilled & Contaminated Material <sup>1</sup>
Hydraulic Oil	See table 2.1	Surrounding workers will be notified immediately and the area will be fenced off with high visibility fencing after immediate spill response procedures are initiated.	Hydraulic oil leaking from equipment will be contained in drip pans and the equipment will be repaired to fix leak(s).  Hydraulic oil discharged from a burst line will be absorbed to the extent possible with absorbent compound. The burst hydraulic system will be shut off and drained into a storage vessel. The equipment will be deadlined until full repairs are made.	Once the spill is contained saturated absorbent compound and contaminated soil will be placed in buckets or a disposal drum and located with any stockpile of similarly contaminated soil for disposal. If no such stockpile exists on site, materials will be stored over an impervious barrier and covered with plastic. Waddles and dikes will be applied such that storm water cannot infiltrate the contaminated materials until they can be properly disposed of.
Solvents (Organic and Inorganic)	See table 2.1	Surrounding workers will be notified immediately and the area will be fenced off with high visibility fencing after immediate spill response procedures are initiated	The spilled vessel will be righted and capped.	Spilled solvents will be cleaned up with absorbent rags or absorbent compound. The contaminated material will be stored in plastic disposal pails until it can be safely disposed of.
Paint	See table 2.1	Surrounding workers will be notified immediately and the area will be fenced off with high visibility fencing after immediate spill response procedures are initiated	The spilled vessel will be righted and capped. Objects will be wiped clean of paint with absorbent rags.  Improvised dikes will be used to prevent paint from entering storm drains. Should storm water be present, improvised dikes will divert water away from spill.	Paint will be cleaned up with absorbent rags. Once paint is dry, rags will either be reused or disposed of.  Any soil which has been contaminated with paint will be considered contaminated and stored in a sealed container until it can be properly disposed of.
Petroleum Distillates	See table 2.1	Surrounding workers will be notified immediately and the area will be fenced off with high visibility fencing after immediate	The spilled vessel will be righted and capped.  Spill will be wiped up with absorbent rags.	Distillates will be allowed to evaporate from rags, at which point they may be reused or disposed of.  Any soil which has been contaminated with distillates will be considered contaminated

Hazardous Material and Location	Spill Response Task			
	Assess the Spill	Secure the Area	Contain and Eliminate the Spill Source	Clean Up Spilled Material Decontaminate Equipment Dispose of Spilled & Contaminated Material <sup>1</sup>
		spill response procedures are initiated	Improvised dikes will be used to prevent distillates from entering storm drains. Should storm water be present, improvised dikes will divert water away from spill.	and stored in a sealed container until it can be properly disposed of.
Concrete Wash Water	See Table 2.1	Segregate washout site to keep unnecessary personal away.	Minimum amounts of water will be used. And all waste water will be maintained on site through the use of dikes, levies, waddles, etc. until such time as the water evaporates.	Cement residue from wash outs will be treated in accordance with handling guidelines for Type II Hydraulic Cement.
Water Based Concrete Curing Compound	See Table 2.1	Surrounding workers will be notified, and the immediate area cleared until clean-up is completed.	The spilled vessel will be righted and capped.  Spill will be cleaned up with absorbent rags.	Curing compound will be allowed to evaporate from rags, which can then be reused or disposed of.  Any soil which has been contaminated with distillates will be considered contaminated and stored in a sealed container until it can be properly disposed of.

Notes:

<sup>1</sup> Spilled fuel, petroleum product and hazardous materials, contaminated stormwater, contaminated soil and water, and all cleanup supplies shall be transported off site for disposal at a facility approved by the Department of Ecology. No potentially hazardous materials, contaminated soil or water, or cleanup supplies may be discharged to any sanitary sewer at anytime.



**Table 8B Spill Response Procedures for Spills Occurring During Work with Equipment Used Below the Ordinary High Water Line  
(Including Actions to be Taken and Equipment to be Used)**

Hazardous Material and Location	Spill Response Task			
	Assess the Spill	Secure the Area	Contain and Eliminate the Spill Source	Clean Up Spilled Material Decontaminate Equipment Dispose of Spilled & Contaminated Material <sup>1</sup>
N/A				

## 9. Project Site Map

A Project site map, clearly showing each of the following required or recommended items, is attached.

- A. Site location and boundaries;
- B. Site access roads;
- C. Drainage pathways from the site;
- D. Nearby waterways and sensitive areas (Waterways include streams, creeks, sloughs, rivers, ~~Puget Sound~~, etc. Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species, nursing homes, hospitals, child care centers, etc. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas.);
- E. Hazardous materials, equipment, and decontamination areas identified in Section 4 (Potential Spill Sources), above;
- F. Pre-existing contamination or contaminant sources described in Section 5 (Pre-Existing Contamination), above;
- G. Spill prevention and response equipment described in Section 7 (Spill Prevention) and Section 8 (Spill Response), above.

## **10. Spill Report Form(s)**

See appendix A.

## 11. Plan Approval

This SPCC Plan is supported by the executives, project manager and the superintendents of Garco Construction, Inc. having the authority to commit the necessary resources, including labor, equipment, and materials, to expeditiously control and remove any harmful quantity of fuel, petroleum product or hazardous materials spilled or released to the waters or land of the State of Washington.

Date

Kevin Schafer  
Project Manager  
Garco Construction, Inc.

Date

John Harris  
Superintendent  
Garco Construction, Inc.

Date

Mark Hegbloom  
QC Manager / PE  
Garco Construction, Inc.



**APPENDIX A**  
**SPILL OR INCIDENT REPORT FORM**

**Instructions:** Complete for any type of petroleum product or hazardous materials/waste spill or incident. Provide a copy of this report to management.

1. Personnel Involved in Spill Reporting:

Project Office: Name, Title, and Phone Number: \_\_\_\_\_

\_\_\_\_\_

Regional Environmental Office: Name, Title, and Phone Number: \_\_\_\_\_

\_\_\_\_\_

2. Contractor:

Name and Title of Person Responsible for Spill Response: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. General Spill Information:

Common Name of Spilled Substance: \_\_\_\_\_

Quantity Spilled (Estimate): \_\_\_\_\_

Describe Concentration of Material (Estimate): \_\_\_\_\_

Date of Spill:        /        / \_\_\_\_\_

Time Spill Started:        AM        PM                      Time Spill Ended:        AM        PM

4. Spill Location and Conditions:

Project Title: \_\_\_\_\_

Street Address and/or Milepost, City: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

If Spill to Water,

Name of Water Body (if ditch or culvert, identify the water body that the structure discharges to):

\_\_\_\_\_

Identify the Discharge Point: \_\_\_\_\_

Estimate the Depth and Width of the Water Body: \_\_\_\_\_

Estimate Flow Rate (i.e., slow, moderate, or fast): \_\_\_\_\_

Describe Environmental Damage (i.e., fish kill?): \_\_\_\_\_

5. Actions Taken:

To Contain Spill or Impact of Incident: \_\_\_\_\_

To Cleanup Spill or Recover from Incident: \_\_\_\_\_

To Remove Cleanup Material: \_\_\_\_\_

To Document Disposal: \_\_\_\_\_

To Prevent Reoccurrence: \_\_\_\_\_

6. Reporting the Spill:

**Spills to water:** Immediately call the National Response Center (1-800-424-8802), Emergency Management (1-800-258-5990), and the appropriate Ecology Regional Office.

**Spills to soil that may be an immediate threat to health or the environment** (i.e., explosive, flammable, toxic vapors, shallow groundwater, nearby creek, etc.): Call the appropriate Ecology Regional Office immediately. If not immediately threatening, but may be a threat to human health

List all agencies contacted; include names, dates, and phone numbers for people you spoke with:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Record ERTS #, if issued by Ecology: \_\_\_\_\_

7. Person Responsible for Managing Termination/Closure of Incident or Spill:

Name and Phone: \_\_\_\_\_

Address and Fax: \_\_\_\_\_

8. Additional Notes/Information (if necessary):

# **ATTACHMENT C**

## **GARCO Phase One Preliminary Construction Schedule, 2/22/22**



# District On The River - Phase One

Activity ID	Activity Name	Original Duration	Actual Duration	Start	Finish	March 2022				April 2022					May 2022				June 2022					July 2022					August 2022				
						28	07	14	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	04	11	18	25	01	08	15	22	29	
<b>District On The River - Phase One</b>						28-Jul-22, District On The River - Ph																											
<b>Project Milestones</b>						16-Jun-22, Project Milestones																											
A1160	Contract Executed	0d	0d	28-Feb-22		Contract Executed																											
A1180	Environmental Insurance - Bound	0d	0d	07-Mar-22		◆ Environmental Insurance - Bound																											
A1190	Mobilization - Temp Fencing	0d	0d	28-Feb-22		Mobilization - Temp Fencing																											
A1170	Notice To Proceed	0d	0d	28-Feb-22		Notice To Proceed																											
A1210	Phase Two GMP Negotiation	0d	0d		13-Jun-22	◆ Phase Two GMP Negotiation																											
A1200	Phase Two Pricing Confirmation	0d	0d		27-May-22	◆ Phase Two Pricing Confirmation																											
A1220	Phase Two Start Up	0d	0d		16-Jun-22	◆ Phase Two Start Up																											
<b>Procurement</b>						27-May-22, Procurement																											
A1230	Micropile Materials	0d	0d	28-Mar-22		◆ Micropile Materials																											
A1240	Rebar and PT Cables	0d	0d		27-May-22	◆ Rebar and PT Cables																											
<b>Area One (WEST)</b>						14-Jul-22, Area One (WEST)																											
<b>Building 1B</b>						01-Apr-22, Building 1B																											
A1000	Clear and Grub	5d	0d	07-Mar-22	11-Mar-22	Clear and Grub																											
A1010	Provide Subgrade - Bldg Pad	10d	0d	21-Mar-22	01-Apr-22	Provide Subgrade - Bldg Pad																											
<b>Building 2B</b>						15-Apr-22, Building 2B																											
A1020	Clear and Grub	5d	0d	14-Mar-22	18-Mar-22	Clear and Grub																											
A1030	Provide Subgrade - Bldg Pad	15d	0d	28-Mar-22	15-Apr-22	Provide Subgrade - Bldg Pad																											
<b>Utilities</b>						14-Jul-22, Utilities																											
A1100	Sewer Piping and Structures	20d	0d	11-May-22	08-Jun-22	Sewer Piping and Structures																											
A1120	Stormwater / Drains	10d	0d	30-Jun-22	14-Jul-22	Stormwater / Drains																											
A1110	Water Mains / Services	15d	0d	09-Jun-22	29-Jun-22	Water Mains / Services																											
<b>Area Two (EAST)</b>						28-Jul-22, Area Two (EAST)																											
<b>Building 1A</b>						22-Apr-22, Building 1A																											
A1060	Clear and Grub	5d	0d	21-Mar-22	25-Mar-22	Clear and Grub																											
A1070	Provide Subgrade - Bldg Pad	5d	0d	18-Apr-22	22-Apr-22	Provide Subgrade - Bldg Pad																											
<b>Building 2A</b>						10-May-22, Building 2A																											
A1080	Clear and Grub	5d	0d	28-Mar-22	01-Apr-22	Clear and Grub																											



Date	Revision	Checked	Approved
22-Feb-22	Phase One Baseline Draft	KCS	
22-Feb-22	Distribution Date		

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						28	07	14	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	04	11	18	25	01	08	15	22	29		
A1090	Provide Subgrade - Bldg Pad	12d	0d	25-Apr-22	10-May-22	Provide Subgrade - Bldg Pad																												
<b>Utilities</b>						<div style="border: 1px dashed black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>28-Jul-22, Utilities</span> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Sewer Piping and Structures</span> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Stormwater / Drains</span> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Water Mains / Services</span> </div> </div> </div> </div> </div>																												
A1130	Sewer Piping and Structures	20d	0d	09-Jun-22	07-Jul-22																													
A1150	Stormwater / Drains	10d	0d	15-Jul-22	28-Jul-22																													
A1140	Water Mains / Services	15d	0d	23-Jun-22	14-Jul-22																													
<b>Piles / Drilling</b>						<div style="display: flex; justify-content: space-between; align-items: center;"> <span>27-Jun-22, Piles / Drilling</span> </div>																												
<b>Micropiles Bldg 2B</b>						<div style="display: flex; justify-content: space-between; align-items: center;"> <span>22-Apr-22, Micropiles Bldg 2B</span> </div>																												
A1040	Micropile Drilling	20d	0d	28-Mar-22	22-Apr-22	Micropile Drilling																												
<b>Micropiles Bldg 2A</b>						<div style="display: flex; justify-content: space-between; align-items: center;"> <span>27-Jun-22, Micropiles Bldg 2A</span> </div>																												
A1050	Micropile Drilling	45d	0d	25-Apr-22	27-Jun-22	Micropile Drilling																												



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