THE BARRICADE COMPANY®

Workplace Safety Program



Our Mission...

To provide for infrastructure in the areas of underground utilities, structural repairs, and exploratory drilling.

Revised 8/10/22 AMF

The Barricade Company retains the sole right to change, amend, or modify any terms of the provision set forth in this policy without notice.
This policy will be effective August 2022

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Safety Policy Statement

At The Barricade Company, high quality safe production is our top priority. We believe personal and public safety is everyone's responsibility.

The Barricade Co. is committed to providing a safe working environment. Keys to safe operations include inspection and evaluation of workplace operations; utilization of safe operational procedures and equipment; safety training; making efforts to eliminate or reduce hazards as they are identified; and the use of personal protective equipment to reduce the potential for employee exposure to potentially hazardous conditions.

Our Workplace Safety Program addresses our concerns for safety, the prevention of workplace accidents, and individual responsibilities and has been developed pursuant to applicable federal and state statutes and regulations. The program underscores our dedication to safety and our understanding that safety in the workplace requires a united management- employee team approach.

Our goal for accidents/incidents is zero per year. We are committed to our Workplace Safety Program and encourage all of you to participate, follow the procedures, comply with the rules and to **Think and Work Safely.**

Justin Anderson *7/20/2021*

Justin Anderson, President & CEO Date

The Safety Committee

The Barricade Co. has established a Safety Committee that is composed of management members, employee representatives and one employee alternate. The purpose of the Committee is to oversee the Workplace Safety Program (WSP) and to assist in its implementation, modification, and enforcement.

The CEO chair the Committee and ensure Safety Committee meeting minutes are maintained.

Safety Committee members are selected based on the following criteria:

1. Have obtained a period of continuous company employment which has enabled a better than average understanding of the operations in which they are involved;
2. Have an interest in employee safety, demonstrated commitment to employee safety and are willing to actively participate in safety program oversight;
3. Have the communication skills necessary for adequate participation in Safety Committee activities.

Management members are appointed to serve for the duration of their employment.

Employee representatives and alternate are selected to serve for a period of one year. Employees interested in becoming Safety Committee members should notify their immediate supervisor. New Committee members will be selected, based upon the qualification criteria described above. New members will be appointed and seated during the first scheduled quarterly meeting following their selection.

Safety Committee Members are:

Management Members	Employee & Field Mgmt. Members
Executive(s)	Superintendent or PM
	Foreman
Safety Specialist	Equipment Operator
QC/Safety Manager	Wet Crew member
Construction Manager	Dry Crew member
	Gas Crew member
	Concrete crew member
	Drilling member

Safety Committee functions:

1. Attend and participate in quarterly meetings
2. Be receptive and open to employee safety concerns. Encourage others to do the same. Ensure management has been advised of employee's concerns.
3. Review accident, incident, near miss, property damage reports and discuss any corrective actions taken. Review formal safety inspection/survey reports to ensure hazards have been appropriately addressed
4. Assist, as directed, in the investigation of employee safety complaints and present new safety information forms at the next committee meeting.
5. Discuss and report on unfinished business of the previous meeting, if any.
6. Participate, when requested, in providing job specific safety training and accident investigation assistance.
7. Assist in recommending suitable hazard elimination or reduction measures when hazards are discovered in their work areas or during inspections and investigations.
8. Distribute safety information and safety equipment to employees, as required.
9. Review, evaluate, and audit safety and health programs annually. Assist in program revision, and update.
10. Discuss new ideas for improving the overall effectiveness of the safety program.
11. Maintain minutes of the meeting. Records must be maintained for at least 3 years.

Position Responsibilities

HR/Safety Specialist/Manager responsibilities:

1. Oversight and monitoring of all insurance and health program related activities.
2. Assist in the development and execution of various policies and procedures.
3. Allocation of resources appropriate to support risk management program related activities.
4. Assist in the scheduling and organizing of the quarterly Safety Committee meeting and maintaining committee-meeting minutes.
5. Co-development and facilitation of all safety-related training and/or ensuring that proper training is developed and conducted in a timely and efficient manner.

6. Coordinate vendor-provided training and certification programs that benefit The Barricade Co. and its employees.
7. Review all accident, incident, near miss and property damage reports and presenting these reports to the Safety Committee and senior management for review and discussion.
8. Assist in the management of Safety and Health Program related records and files, to include all source documents.
9. Report prescribed safety practice and procedure violations to senior management for disciplinary determinations.
10. Assist in providing Loss Runs, ARM and OSHA files to senior management and Human Resources for review quarterly or as needed.
11. Oversight and monitoring of all safety and health program related activities, including weekly safety meetings for yard employees.
12. Assist in the development and execution of various safety policies and procedures.
13. Allocation of resources appropriate to support safety management & rewards program related activities.
14. Assist in the scheduling and organizing of the quarterly Safety Committee meeting and maintaining Committee meeting minutes.
15. 18. Review and recommend disciplinary measures to senior management and Human Resources regarding Superintendents, Foremen when prescribed safety practices and procedures have been violated.

Supervisor Responsibilities:

Educate:

1. Encourage employees to follow safe work practices by setting good safety examples and by being receptive to any employee safety concerns. In addition, they will hold foremen and employees accountable to adhering to all safety standards.
2. Coordinate with management to ensure that all new hires have been provided training and provided with an opportunity to read and sign acknowledgement of the Safety and Health Programs.
3. Ensure employees with job specific safety training that training documentation is submitted to management.
4. Ensure weekly safety reviews are completed and acknowledged by crew members to ensure that employees are up to date on relevant workplace safety matters.

Respond:

5. Conduct informal, daily inspection of their assigned areas to ensure compliance with State, Federal and Vendor requirements and Company safety rules, to eliminate or reduce hazards and to ensure Foremen and employees are utilizing safe work practices and protective equipment.
6. Ensure all accidents, incidents and near misses which occur in assigned areas involving either employees, vendors, general public or property are investigated; take appropriate action to eliminate or reduce hazards, ensure appropriate reports are immediately completed and submitted to management, within 24 hours.
7. Employees who violate The Barricade Co.'s rules regarding safety will be subjected to disciplinary action up to and including termination.

Tech responsibilities:

Educate:

1. Follow safe work practices by setting good safety examples and by relaying any employee safety concerns to direct supervisor or management. In addition, they will hold leads and employees accountable to adhering to all safety standards.

2. Read & acknowledge weekly safety reviews, keeping up to date with relevant workplace safety matters.

Respond:

3. Conduct informal daily inspection of their assigned areas to ensure compliance with OSHA Company safety rules, to eliminate hazards and to ensure employees are utilizing safe work practices and protective equipment.
4. Report all accidents, incidents and near misses which occur in their assigned areas involving either employees or property; take appropriate action to eliminate or reduce hazards, complete appropriate reports and submit copies of reports generated to the Company's Risk Manager, upon completion.
5. Employees who violate The Barricade Co.'s rules regarding safety will be subjected to disciplinary action up to and including termination.

All Employees' responsibilities:

1. Inspect their work areas and equipment prior to commencing work on a daily basis and as required throughout the day.
2. Utilize personal protective equipment when required and/or directed by management.
3. Maintain Personal Protective Equipment (PPE) and/or report any/all deficiencies to immediate supervisor
4. Maintain proper certification and licensing commensurate with their position.
5. Communicate immediately any concerns to direct supervisor, safety manager, or by utilizing Anonymous reporting hotline.
6. Immediately report all accidents, incidents, and near misses, including property damage, to supervisor and completing the necessary forms when injured/directed.
7. Report immediately any and all violations of the Company's Drug and Alcohol policies of which they become aware.
8. Attend all safety related training sessions and adhering to policies/procedures as set forth in such training courses.
9. Attend safety meetings, when scheduled.
10. Respond appropriately to Inspectors' requests regarding safety violations.
11. Cooperate during any accident, incident, near miss, or property damage investigations, area safety inspections.
12. Comply with company safety rules, drug and alcohol testing, policies and reporting procedures.
13. Employees who violate The Barricade Co.'s rules regarding safety will be subjected to disciplinary action up to and including termination.

Hazard Identification and Control

TBC assists management in identifying and addressing safety and health hazards through the use of internal and external Safety Inspectors. The goal of these inspections is to identify internal issues and to make recommendations concerning the correction or reduction of any/all hazards. Further, it is the goal of such inspections to allow for the communication of the overall safety status of the site. Safety hazards identified during the survey should be corrected immediately and all repeated violators will be subjected to corrective measures. Senior Management, Human Resources and Risk Management will review the written reports and verify that the hazards identified were addressed. The written reports are submitted to the Safety Committee for review and filing during the next regularly scheduled safety committee meeting.

Safety & Quality Control Department is required to conduct informal safety inspections of work areas daily, to identify and eliminate or reduce hazards, to ensure employees under their direction are properly utilizing personal protective equipment (PPE), and to make best efforts to ensure work progresses in a safe manner.

Employees are expected to conduct safety inspections of their work areas and equipment daily and notify their supervisor of any unsafe conditions. Employees are encouraged to report any unsafe acts/practices and conditions immediately to their supervisor or management.

Each complaint will be investigated and if the complaint has validity, corrective action will be implemented as quickly as possible. The resolution or correction of the safety complaint or suggestion will be verbally communicated to all affected personnel and posted in our main office.

THE BARRICADE CO. WILL NOT RETALIATE AGAINST ANY EMPLOYEE FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING POSITIVE SUGGESTIONS RELATED TO SAFETY. ANY AND ALL CONCERNS REGARDING THIS POLICY SHOULD IMMEDIATELY BE BROUGHT TO THE ATTENTION OF MANAGEMENT

Vehicle Fleet Safety & Loss Prevention

Definition of Terms

For the sake of understanding, the term "vehicle" in regard to drivers of fleet or equipment operating on public-right-of-way. Motor Vehicle Licensing for operational use of equipment is not required.

Driver Qualification

Only pre-qualified and authorized drivers may operate company vehicles. Human Resources will maintain an authorized driver list and limit the operation of company vehicles to these drivers. Drivers will be identified through the Master Driver List and will only be authorized to operate vehicles/equipment listed.

Each driver's license to operate a motor vehicle will be verified as necessary and a copy of the driver's Motor Vehicle Record (MVR) shall be furnished by employee, and bi-annually thereafter, to ensure that operators of company vehicles maintain a good driving record. It is the overall responsibility of any and all drivers to maintain proper and acceptable driving records and all licenses required of their position. All motor vehicle citations, arrests, violations and accidents, in company ***and personal vehicles***, must be reported to Human Resources as soon after the incident as practical. Failure to do so may result in disciplinary action up to and including termination.

Driver Responsibility

It is every driver's responsibility to drive defensively and to avoid accidents. Drivers must safely maintain each vehicle under the driver's control. Defensive Driving is defined as "Driving to avoid accidents ***in spite of the incorrect actions of others, and the adverse conditions of weather, visibility, light, and traffic*** that the driver may encounter on the road." Failure to operate a Company vehicle safely will result in corrective action up to and including termination.

A "preventable" accident is one in which the driver failed to exercise every *reasonable precaution* to prevent the accident. Preventable accidents are defined in the National Safety Council's "Guide for Determining Preventability of Motor Vehicle Accidents," which is incorporated in this program by reference.

Suspension of driving privileges may be made for the following offenses:

- Charge of driving under the influence of alcohol or drugs, including implied consent refusal (refusal to take blood alcohol test and or urine analysis).
- Loss due to one's willful neglect
- Hit and run or otherwise leaving the scene of an accident.
- Any felony, homicide or manslaughter arrest, citation or conviction involving the use of motor vehicles.
- Reckless, negligent or careless driving.

- License suspension or revocation.
- Other infractions as deemed appropriate by management.

Rules of Conduct for Drivers

- Do not drive your company vehicle if:
  - you have been drinking alcoholic beverages or are otherwise impaired due to prior alcohol consumption; or
  - you are under the influence of *any* drugs that could affect your driving ability. This includes prescription and over-the-counter medications; or
  - you are too tired and/or ill to safely operate the vehicle.
- Obey all traffic laws and posted restrictions.
- Be courteous to other drivers and pedestrians. Remember, our Company's reputation is at stake. Discourteous driving reflects back not only on The Company but also directly on YOU.
- Maintain at least a 2-second following distance from the vehicle ahead under excellent driving conditions, 3-seconds if over 40 mph. If you encounter adverse conditions of road, traffic, light, visibility or weather, add a second or two for good measure.
- Help other drivers to safely negotiate the highway. If it is safe to do so, allow other drivers to merge into your lane by backing off and letting them in. This applies at freeway on- ramps as well. This courtesy will help you avoid accident involvement and make the highway a more pleasant place to be.
- Do a daily check of the vehicle you drive. Complete the pre-trip inspection, noting any defects, and turn it in to the Equipment Manager/Operations. If the driver thinks the vehicle is unsafe they must contact Supervisor.
- Immediately report all accidents to your supervisor.
- Only hands-free communication may be used. No talking or texting while driving is permitted.
- Keep your vehicle clean and maintained.
- Dashboard and inside cab of vehicle shall be kept clear of all material

Vehicle Use Policy

Company vehicles are intended for company business use. Personal use may be authorized when it is deemed to be in the best interest of the company and specific permission has been granted by executive level management. If permanently assigned a company vehicle, its use is restricted to the assigned driver only. Use by family members, friends or other parties is strictly prohibited.

Seat Belt Use Policy

Use of seatbelts are MANDATORY for all occupants in company vehicles.

Motor Vehicle Reports (MVRs)

1) MVRs shall be obtained for each and every The Barricade Co. employee whose job description requires driving a company-owned vehicle and or heavy equipment operators. This requirement includes those employees whose positions require regular access to "pool" vehicles. The employee shall provide the employer with a current MVR.
2) MVRs are to be evaluated according to the MVR Driver Evaluation.

3) MVRs will be obtained:

   a) Prior to assignment or use of a company vehicle (preferably prior to employment);

   b) Bi-Annually, thereafter;

   c) After involvement in an accident; and/or

   d) Any other time management deems it advisable.

4) HR/QC manager will review MVRs using the driver evaluation form. Any driver who grades into the "borderline" category, in initial hiring or during annual review of driver's records, will require an additional driver training class before being placed onto the authorized driver list.

What To Do At The Accident Scene

In spite of our best efforts to avoid an accident, we realize they can happen and we must be prepared when they do. If you are involved in a vehicle accident, regardless of the fault or depth of damage/injury, you must do the following:

- Stop immediately!
- If you are not injured, take steps to prevent other vehicles from becoming involved. If possible put out emergency reflectors, or cones.
- If you or someone else are injured, seek assistance immediately. If you have a cell phone, dial 9-1-1 immediately. If not, ask for assistance in calling 9-1-1.
- If possible, render first aid.
- As soon as possible, contact the following Company personnel: (1) Your immediate supervisor; (2) Safety; or (3) Senior Management.
- Complete the Driver's Report in the Accident Packet located in the vehicle's glove box.
- If applicable, hand out witness cards and get names, addresses, and telephone numbers of witnesses.
- Do not admit fault or liability at the accident scene, even if you feel you may have been at fault.
- Do not accuse anyone on the scene. Don't engage in argumentative or aggressive behavior. Remain calm.
- Do not pursue anyone fleeing from the scene. Write down as much descriptive information including license plate, make/color car, etc. to be helpful. Let law enforcement handle uncooperative parties.
- Take photographs of the accident scene, not only of damage or vehicles but including surrounding area as well – remember to think BIG PICTURE.
- Complete all necessary forms.
- Keep all forms, statements, photos, etc. together for submission to the Company's Safety Office.

In many cases, determining the person at fault for an accident is done only after an extensive and exhaustive investigation. Remember, as a representative of The Barricade Co., you must remain courteous to others at the scene, but never take the blame. Let the investigators determine responsibility Do not discuss the details of the accident with anyone other than a licensed authority such as a police officer, our insurance company representative or broker, or Safety & Human Resources without getting prior approval from The Barricade Co.'s management.

Upon returning to the office, submit all information to your direct supervisor and Safety/HR within 24 hours.

Reporting On-The-Job Injuries

Employees must immediately report **every** on-the-job injury or near-miss incident they sustain to their supervisor, regardless of how minor it may seem. This includes bumps, scratches, suspected strains, sprains or property damage, etc. The purpose of this policy is to protect you, our employee and the Company.

All injuries require the employee complete a " C-1" Form (Employee Report).

When outside medical treatment and/or examination is required or directed, the employee will utilize a medical facility designated by our managed care organization. The physician or medical facility will require the employee to complete their portion of the C-4 Form. Employee shall deliver copies of all forms and updates to Human Resources.

Accident Investigation Procedures

When accidents involving employee injuries occur, the immediate priorities are to **provide appropriate first aid and/or medical attention and to SECURE** the accident area, taking steps to prevent any further employee exposure or damage from occurring.

Management is responsible for investigating all accidents, incidents and near misses involving either employee or property damage.

The primary purpose of the investigation is to identify hazardous conditions, inappropriate or unsafe practices, and to develop preventative measures that can be taken to eliminate or reduce the potential for future injuries or incidents similar to the one under investigation. The Foreman and/or Superintendent are responsible for making sure the completed forms are promptly submitted to the Safety Manager for review and retention.

When an employee requires/receives **medical attention** as a result of a workplace injury, the injured employee and any employee(s) directly involved in the incident will be required to submit to a drug/alcohol test. In an accident or incident, which causes injury or damage to property, employee will be subjected to a Drug Screening test. Failure to submit to such a test will result in their immediate suspension and disciplinary action up to and including termination. Human Resources will complete the "C-3" Form (Employers Report of Industrial Injury or Occupational Disease) and submit to the Company's carrier. Information obtained during the accident investigation is essential to the preparation and initiation of a worker's compensation claim.

Company will supply copies of investigation reports to Senior Management and during the quarterly Safety Committee meetings as a means to educate and eradicate any/all unsafe working conditions. Safety Committee members will review this information and assist in recommending suitable corrective measures for the elimination or reduction of hazards as applicable.

Disciplinary Procedures

The Workplace Safety Program (WSP) has been developed to ensure the safety of employees in all of our workplaces. It cannot be maintained without the support of management and employees alike.

If a safety rule is violated and the individual exposes himself or herself or another employee to a known hazard, the employee will be suspended pending investigation consistent with Company policy. Discipline may range from a verbal warning to termination, at the sole discretion of Company management. All disciplinary actions will be documented and retained as mandated by law.

Personal Protective Equipment

Personal Protective Equipment (PPE) is provided to protect employees from the hazards of construction. It is the employee's responsibility to wear the PPE that is appropriate for the type of work you are performing. The below is a brief outline of required PPE items, the Company's full PPE Program is located in Addendum F.

A Personal Protective Equipment Assessment has been completed for all job descriptions within the Company. Barricade Co provides Safety Glasses, Hearing Protection, and Reflective Safety Vest as required by OSHA at no charge to the employee(s).

Foot protection requirements are found in Appendix B. The Barricade Co. is not required to provide foot protection for employee(s). Any employee found without proper shoes/foot protection will be sent home and unable to resume work until they can return with adequate foot protection meeting Company standard. Questions regarding proper protective equipment should be brought to safety specialist or senior management. All office staff must wear close toed shoes. Open toed shoes are not permitted on the premises.

Any employee working at a jobsite, or in the yard must wear a shirt that has sleeves a minimum of 3" from the seam.

As Stated above, any employee found not to be wearing the required foot protection as described will be subjected to Suspension and or Termination.

If we receive any notice(s) of a Safety Violation from any of our developers and or clients; and have fines imposed by them, the employee will be responsible for the amount of the imposed fine.

Hazard Communication Program

The Hazard Communication Program (HAZCOM) is a separately managed program and is attached as Addendum A to this Program. It is, however, important for employees to understand that a program exists and to understand the restrictions required of each employee. Failure to follow established safety policies and procedures may result in corrective action up to and including termination.

Bloodborne Pathogens

The Bloodborne Pathogen Program is a separately managed program and is attached as Addendum B to this Program. It is, however, important for employees to understand that a program exists and to understand the restrictions required of each employee. Failure to follow established safety policies and procedures of the program may result in corrective action up to and including termination.

Fire Prevention

The Fire Prevention Program is a separately managed program and is attached as Addendum C to this Program. It is, however, important for employees to understand that a program exists and to understand the restrictions required of each employee. Failure to follow established safety policies and procedures may result in corrective action up to and including termination.

First Aid

The First Aid Program is a separately managed program and is attached as Addendum D to this Program. It is, however, important for employees to understand that a program exists and to understand the restrictions required of each employee. Failure to follow established safety policies and procedures may result in corrective action up to and including termination.

Hand Tools

The Hand Tool Safety Program is a separately managed program and is attached as Addendum E to this Program. It is, however, important for employees to understand that a program exists and to understand the restrictions required of each employee. Failure to follow established safety policies and procedures may result in corrective action up to and including termination.

Infectious Disease/COVID Policy

The Infectious Disease/COVID Program is a separately managed program and is attached as Addendum G to this Program. It is, however, important for employees to understand that a program exists and to understand the restrictions required of each employee. Failure to follow established safety policies and procedures may result in corrective action up to and including termination.

Heat Illness Prevention

The Heat Illness Prevention Program is a separately managed program and is attached as Addendum H to this Program. It is, however, important for employees to understand that a program exists and to understand the restrictions required of each employee. Failure to follow established safety policies and procedures may result in corrective action up to and including termination.

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Workplace Safety Program
Acknowledgement Form

I, _____ acknowledge the following:
[print name]

- I have received and read a copy of The Barricade Co.'s Workplace Safety Program (WSP), and I agree to follow the policies and procedures of the WSP . I understand that the policies, procedures and rules as described are subject to change or may be revised based on the company's particular circumstances of a given situation. I further understand that it is my responsibility to continually educate myself regarding the safety and health related policies of the Company.

- I understand that consistent with our WSP, that training will be made available to me by The Barricade Co. and/or various service providers (i.e., Southwest Gas Company, SCATS, etc.) to compliment the information contained herein. As such, I will make myself available for such training.

- I understand that it is my responsibility to seek assistance if I do not understand or have questions about any rule, policy or procedure or to remedy any safety or workplace concern.

- I understand that as an employee of The Barricade Co. I may be held liable for my actions in accordance with established Company policies & procedures and any and all applicable laws. I understand that this may include retraining and corrective action, up to and including termination or possibly fines or imprisonment.

- I understand that nothing in The Barricade Co.'s Workplace Safety Program creates a contract of employment or changes the at-will employment relationship.

_____
Employee's Signature

_____
Employee's Printed Name

_____
Date

Copies: Employee; Personnel File

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Agreement to Return and
Care for Company Equipment

I acknowledge that while I am working for The Barricade Co., I am expected to take proper precautions to care for company equipment. I understand that upon termination, I am expected to return all property of The Barricade Co., in proper working order. This agreement includes, but is not limited to, the following computer equipment, GPS, cell phones, pagers/beepers, autos/trucks, etc. I understand that continued failure to return equipment may be considered by the company to be theft and may lead to criminal prosecution.

_____
Employee's Signature

_____
Employee's Printed Name

_____
Date

Copies: Employee; Personnel File

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Addendum A: Hazard Communication (HAZCOM)

A. OBJECTIVES

1. To protect the health of our employees.

2. To provide the employees with the necessary information concerning health and physical hazards of the materials used in their operations.

3. To comply with Title 29 Part 1910.1200, Sub-part Z of the Code of Federal Regulation (CFR): OSHA Hazard Communication.

4. To include flexibility in the compliance program so that changes can be made to comply with possible state and local Right-To-Know Laws.

B. SCOPE: This program will provide information to the employees of **The Barricade Company.** on the chemical products to which they are exposed. It will be accomplished by the following:

1. Listing of all chemical products on the property.

2. Appropriate labeling on containers of all chemical materials used.

3. Making available Safety Data Sheets (SDS) for all chemical products on the property.

4. Employee training to recognize and interpret labels, warnings, color-coding, signs, etc. that are affixed to containers so that they can properly protect themselves against potential hazards.

5. Employee training to understand the elements of the SDS and to recognize possible risks to health and physical harm.

6. If any contractor's work with a hazardous material could affect the safety and health of other contractors' employees, **The Barricade Company.** will coordinate the work with the other contractors to ensure the safety and health of all employees. Contractors will be responsible for the safe storage, use, and disposal of all hazardous material brought onsite.

7. This written Program will be made available, upon request, to employees, their designated representatives(s), and to all local, State and Federal officials who have proper authority.

C. LISTING OF CHEMICAL PRODUCTS

1. Because we are not a chemical manufacturer, importer or distributor, **The Barricade Company.** is not required to assess the hazards or evaluate chemicals. We will maintain a list of all the chemical products used on site. We will always evaluate to the best of our ability the potential health exposure of a particular chemical product before we decide to use it.

2. We will provide a system under which, purchasing will obtain SDS from all suppliers of chemical products. This system would include the following:
   i. Sending form letters to suppliers requesting information/SDS.
   ii. A flagging system to ensure that SDS are received and kept current.
   iii. Maintenance of SDS files that is available to employees, their representatives, local jurisdictional authorities and health or medical officers as required by the regulations. SDS for all hazardous materials will be submitted to **The Barricade Company.** prior to arrival on site.

iv. A purchase requisition noting that the proper labels are either to be attached to all containers received, or to be sent with the order, and that the supplier certifies that all SDS and labels comply with the standard.

3. A master list of hazardous chemicals will be maintained for reference. This list will be expanded as new chemicals are ordered and/or received. All new chemical products will be appropriately labeled, and a SDS obtained before receiving material at **The Barricade Company.**

D. LABELS

4. Material received at **The Barricade Company** will be properly labeled. If labels are not provided, we will contact the supplier to get the specific labels. Information contained on labels must not conflict with federal, state, or local laws and/or regulations in labeling requirements. These labels will provide the following information:
   i. Identity of the chemical products or substance in the container;
   ii. Hazard warnings; and
   iii. Name and address of the manufacturer or other responsible party.

5. The labels must not be removed and shall be replaced if illegible.

6. All containers of chemical products, including all containers, solvent cans and dispensers must be labeled. For smaller containers (less than one gallon or 3.7 liters), labels must be consistent with the standards that are specified above. Only those chemicals that can be classified as "immediate use", which means that the hazardous chemicals under control of and used only by the person who transfers it from the labeled container and only within the work shift in which it is transferred, are exempt from the labeling procedures as described above.

7. In storage areas where similar chemical products are stored, we will post signs or placards to identify the material and transmit the required information in lieu of individual container labels.

8. If any materials are to be transferred from a storage tank or container through a pipeline, labels with the required information will be affixed to the line at the discharge point (valve). Although the law does not require this, it makes sense to provide this.

9. In those cases where a chemical product, other than that specified on the container label, is placed in the container, we must re-label the container to accurately reflect the hazards of the chemical product that has been substituted.

E. TRAINING: All employees in the regulated areas will receive training in the handling of chemical products. There will be an annual review of the training program, and a list of each employee's training schedule will be maintained. The training program will provide instruction in the following areas:

3. The requirements of the Hazard Communications Program;

4. The operations of the work area where chemical products are present, including both routine and non-routine jobs;

5. The location and availability of the SDS;

6. Interpretation of SDS data and of the labeling system;

7. Methods and observation that the employee may use to detect the presence or accidental release or spill of chemical products in the work area;

8. Measures that employees can take to protect themselves from these hazards (i.e., work practices, personal protective equipment, and emergency procedures)

9. When a new employee is assigned or transferred to a work area in which chemical products are used, or when performing non-routine tasks, employee orientation will include all of the above training elements, as well as all specific safety and health training required. Contractors, vendors and service personnel who have employees assigned to work on our premises in areas where potential exposure to chemical products exist must be informed of chemical hazards, availability of SDS and appropriate protective measures.

F. HEALTH, SAFETY AND EMERGENCY PROCEDURES

1. To ensure that sufficient and required information is available and accessible during emergencies, or in the event of a spill in the work area, or beyond the property line of **The Barricade Company**, the following information will be available to local health and jurisdictional authorities if requested or required:
    i. SDS;
    ii. The location of stored chemical products if the amount is equal to 30 gallons or 300 pounds or more;
    iii. Special procedures for spill control and/or clean-up for specific chemical substances;
    iv. The health hazards, including symptoms of exposure and/or any recognizable medical conditions; and
    v. Environmental hazards, to air and/or water, which may result from the release of specific quantities of chemical substance(s).

Addendum B: Bloodborne Pathogens

SELECTED DEFINITIONS

1. BLOOD - means human blood, human blood components, and products made from human blood.

2. 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).

3. CONTAMINATED - means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

4. CONTAMINATED LAUNDRY - is laundry, which has been soiled with blood or other potentially infectious materials or may contain sharps.

5. 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.

6. 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.

7. ENGINEERING CONTROLS - means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

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

9. HAND WASHING FACILITIES - means a facility providing an adequate supply of running potable water, soap and single-use towels or hot air drying machines.

10. LICENSED HEALTHCARE PROFESSIONAL - is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph 1910.1030(f) Hepatitis B vaccination and Post-exposure Evaluation and Follow-up.

11. HBV - means hepatitis B virus.
12. HIV - means human immunodeficiency virus

13. 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.

14. OTHER POTENTIALLY INFECTIOUS MATERIALS
    i. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid (muscle membrane fluid), pleural fluid, pericardial and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
    ii. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
    iii. 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.

15. PARENTERAL - means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

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16. 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.

17. 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.

18. 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.

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

20. 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.

A. COMPLIANCE METHODS

1. *Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.*

2. Employee exposure at this facility is limited to two possible situations:
   i. In the infrequent situation where first aid is administered; and
   ii. General housekeeping within the facility.
   iii. This does not constitute occupational exposure risk.

3. As the employees' possibility of exposure is limited to these situations; personal protective equipment shall be utilized at these times.

4. Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. These facilities are readily accessible after incurring exposure. At this facility, hand-washing facilities are located in the men's and women's restrooms.

5. When provision for hand washing is not feasible, antiseptic towelettes and/or hand cleaners are made available to employees. Employees will be required to wash their hands with soap and water immediately or as soon as feasible following the use of antiseptic towelettes.

6. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

7. Exposure Control Plan shall be made readily available to all employees.

8. Employees with occupational exposure (above and beyond possibility of rendering first aid/general housekeeping within facility) shall be offered the Hepatitis B vaccine at no cost to employee. Hepatitis B

vaccine shall be offered in the event of exposure.

B. CONTAMINATED EQUIPMENT

1. Equipment, which has become contaminated with blood or other potentially infectious materials, shall be examined and decontaminated as necessary unless the decontamination of the equipment is not feasible.

2. When such equipment or portions of such equipment cannot feasibly be decontaminated, a readily observable label shall be attached to the equipment until the equipment can be properly disposed of.

C. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. All personal protective equipment used at this facility is provided without cost to employees. Personal protective equipment is and 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 pass through or reach the employees' 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.

2. Employees of **The Barricade Company** have limited exposure incidents. First-aid designees will have rubber gloves, safety glasses and mouth protectors available to them. These will be located within the first aid kits. The janitor/cleaning team will wear rubber gloves while working in any area that is contaminated. These will be provided and kept in the storeroom. It is our responsibility to ensure that the employee uses PPE. If an employee is found to not be using PPE, he/she will be requested to do so.

3. All personal protective equipment will be cleaned or disposed of by the company at no cost to employees. All repairs and replacements will be made by the company at no cost to employees.

4. Gloves and safety glasses shall be worn during the administering of first aid or where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, or mucous membranes.

5. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

D. HOUSEKEEPING

1. This facility will be cleaned as regularly scheduled. If contamination occurs, decontamination will be accomplished using a commercially prepared disinfectant or a **solution of one part bleach to nine parts water** on all contaminated surfaces. All contaminated surfaces will be decontaminated immediately or as soon as feasible after any spill of blood or other potentially infectious materials. All trash bins, pails, cans and similar receptacles shall be inspected and decontaminated as needed by the janitor. All equipment contaminated in the field shall be decontaminated as soon as possible.

2. The regularly scheduled cleaning of this facility is as follows:

DAILY: All bathroom areas cleaned and trash emptied;
All countertops and first aid area;
All other areas where it can be reasonably assumed that contamination may have occurred.

MONTHLY: The First Aid kit in the facility;
The First Aid kits in the company vehicles.

3. AS REQUIRED**:** All Blood or other potentially infectious bodily fluid spills will be cleaned up, as quickly as feasible, by the employee whose bodily fluid is spilled unless this is infeasible due to specific circumstances. The purpose of this practice is to limit the possibility of an exposure incident. Should the employee whose bodily fluid is spilled be unable to fulfill this obligation, the spill is to be cleaned up and disinfected by **AN EMPLOYEE DESIGNATED BY THE COMPANY AND TRAINED IN PROPER CLEAN-UP PROCEDURES**.

E. REGULATED WASTE DISPOSAL: Any regulated waste, which may arise, shall be placed in closeable, leak proof containers that are properly labeled or color-coded in accordance with the standard. Such containers are located in the supply room.

F. LAUNDRY PROCEDURES

1. This section applies to the contamination of clothing by an incident in which the blood or other potentially infectious bodily fluids of a source individual contaminates the clothing of another. This section does not apply to the contamination of the source individual's clothing (the source individual will be responsible to launder their own clothing).
2. Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

3. All employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or potentially infectious materials.

4. **ALL CONTAMINATED CLOTHING SHALL BE DISPOSED OF AND NOT LAUNDERED.**

G. POST-EXPOSURE EVALUATION AND FOLLOW-UP

1. When the employee incurs an exposure incident, it is required to be reported to the manager. This shall be noted in incident report

2. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. The company doctor shall administer this evaluation.

3. The post exposure follow-up will include the following:
   i. Documentation of the route of exposure and the circumstances related to the incident;
   ii. If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infection;
   iii. Results of testing of the source individual will be made available to the exposed employee, if possible;
   iv. The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, then the appropriate action can be taken and the blood sample discarded;
   v. The employee will be offered post exposure prophylaxis at no cost to employee in accordance with the current recommendation of the U.S. Public Health Service;

vi. Employee shall be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences.

4. **HR/Safety Manager** has been designated to assure that this policy is effectively carried out and to maintain related records.

H. INTERACTION WITH HEALTH CARE PROFESSIONALS

1. A written opinion shall be obtained from the health care professional Written opinions will be obtained in the following instances:
   i. Whenever the employee is sent to a health care professional following an exposure incident.

2. Health care professionals shall be instructed to limit their opinions to:
   i. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
   ii. That the employee has been informed of the results of the evaluation; and
   iii. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. The written opinion to the employer is not to reference any personal medical information.

I. LABELS AND SIGNS: Communication of Hazards - To communicate hazards to employees, the following labeling system shall be used:

1. Warning labels shall appear as shown below, and will be orange-red or fluorescent orange with the lettering and symbols in a contrasting color.

2. These labels shall be placed on any containers of potentially infectious waste as necessary.

3. Red bags may be substituted for labels.

J. TRAINING: Training will include an explanation of the following:

1. The OSHA standard for Bloodborne Pathogens;
2. Epidemiology and symptomatology of bloodborne diseases;
3. Modes of transmission of bloodborne pathogens;
4. This Exposure control Plan, e.g. points of the plan, lines of responsibility, how the plan will be implemented, etc.;
5. Procedures, which might cause exposure to blood or other potentially infectious materials at this facility;
6. Control methods, which will be used at the facility to control exposure to blood or other potentially infectious materials;
7. Information on the type, use, location, removal, handling, decontamination, and disposal of PPE;
8. An explanation of the basis for selection of PPE;
9. Who to contact and the appropriate action to take if an emergency involving exposure to blood or other potentially infectious materials occurs;
10. The procedure to follow if an exposure incident occurs;
11. Company employees who have the potential to be exposed to bodily fluids must be trained on the subject of bloodborne pathogens upon initial hire and annually thereafter.
12. All employees will receive bloodborne pathogen training as part of safety training “tool box talk” with topics rotating on weekly basis.

K. RECORDKEEPING: MEDICAL RECORDS AND TRAINING RECORDS

1. The company establishes and maintains accurate records for each employee with occupational exposure, in accordance with 29 CFR 1910.20 and paragraphs (h)(1) of the Bloodborne Standard.
2. Training records are maintained in accordance with paragraph N be retained for 3 years from the date on which the training occurred.
3. Both training and medical records required by the standard are made available upon request to employees or their representatives.
4. All medical and training records required by the OSHA standard are maintained by HR/Safety Department.

MEDICAL RECORDS

1. The company establishes and maintains an accurate record for each employee with occupational exposure, in accordance with 29 CFR 1910.20.

2. This record includes:
   i. The name and social security number of the employee;
   ii. A copy of all results of examinations, medical testing, and follow-up procedures.
   iii. The company's copy of the healthcare professional's written opinion.
   iv. A copy of the information provided to the health-care professional.

3. CONFIDENTIALITY - The company will ensure that employee medical records are:
   i. Kept confidential; and
   ii. Are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.

4. The company must maintain the records required by paragraph (h) of the standard for at least the duration of employment **plus 30 years** in accordance with 29 CFR 1910.20.

TRAINING RECORDS

5. Training records include the following information:
   i. The dates of the training sessions;
   ii. The contents or a summary of the training sessions;
   iii. The names and qualifications of persons conducting the training; and
   iv. The names and job titles of all persons attending the training sessions.

6. Training records are maintained for three years from the date on which the training occurred.

AVAILABILITY

7. The company ensures that all records required to be maintained by the standard will be made available upon request to OSHA for examination and copying.

8. Employee training records required by the standard must be provided upon request for examination and copies given to employees, to employee representatives, and to OSHA.

9. Employee medical records required by the standard must be provided upon request for examination and copies given to the subject employee, to anyone having the written consent of the employee, and to OSHA.

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TRANSFER OF RECORDS

10. The company will comply with the requirements involving transfer of records set forth in 29 CFR 1910.20(h).

11. If the company ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the company will notify OSHA, at least three months prior to their disposal and transmit them to OSHA, if required by OSHA to do so within that three month period.

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Addendum C: Fire Prevention

Purpose and Scope

The purpose of The Barricade Co. Fire Protection Program is to protect employees from injury or death and prevent property damage caused by uncontrolled fire hazards in the workplace. This is accomplished by training employees to identify fire hazards and taking the appropriate actions to correct hazardous conditions before a fire results.

This Fire Prevention Program applies to all The Barricade Co. employees and contractors. Any deviations from this program must be immediately brought to the attention of the Safety Specialist. The Barricade Co.'s Emergency Action Plan covers the procedures for responding to fire emergencies.

Program Responsibilities

Management. The Barricade Co. is responsible for providing the tools and resources necessary to implement this program and for ensuring that the requirements in this program are being followed by all employees.
Safety Department/Program Administrator. The Safety Department/Program Administrator is responsible for:

- Ensuring each department has a copy of the program
- Ensuring all employees are trained on the program
- Scheduling training
- Stopping any unsafe work practices
- Developing proper storage and handling procedures for hazardous materials
- Maintaining records pertaining to the program
- Periodically reviewing the program and updating it as needed

Supervisors. Supervisors are responsible for:

- Ensuring assigned employees are trained on the program
- Identifying all major fire hazards
- Identifying and controlling potential ignition sources
- Notifying the Program Administrator when changes in operation increase the risk of fire, introduce a new ignition source or introduce a new hazardous material
- Identifying and correcting any unsafe acts or conditions immediately
- Identifying approved storage areas for combustible materials to employees

Employees. All employees are responsible for:

- Attending assigned training
- Understanding and following all procedures in this program
- Conducting operations safely to limit the risk of fire
- Controlling the accumulation of combustible materials in their work area
- Reporting potential fire hazards to their supervisor

Housekeeping

Combustible Solid Materials

At a minimum, all waste, scrap or trash shall be disposed of at the end of each shift. Waste will be placed in the provided trash receptacles or exterior dumpsters. At no time should waste, scrap or trash be left on the floor, machines or work areas overnight. Excessive amounts of combustible materials should be removed throughout the work shift to reduce the chance of fire or if it creates another hazard such as a slip or fall.

Storage of large quantities of combustible materials is allowed only in approved areas. Limited storage will be allowed at workstations with supervisor approval. All exterior trash dumpsters shall be kept a minimum of 75 feet away from any building.

Combustible and Flammable Liquids Storage

All combustible and flammable liquids and aerosol cans will be stored in the yellow flammable liquid storage cabinets or in the marked flammable liquid storage room when not in use. Flammable liquid storage cabinets are strategically located

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throughout our facilities and the flammable liquid storage room is located in the maintenance area. The doors of the flammable liquid storage cabinets must be kept closed at all times unless being accessed.

All combustible liquids will be kept in sealed containers when stored. All flammable liquids will be stored and distributed in approved safety cans. Non-liquid combustible materials (e.g. paper, wood, plastics, etc.) shall not be stored inside the flammable liquid storage cabinets or flammable liquid storage room. At no time shall gasoline-fueled equipment be refueled within any The Barricade Co. building.

Combustible and Flammable Liquid Spill Clean-up

All spills of flammable or combustible liquids shall be cleaned up immediately. Rags, paper towels or other spill clean-up materials shall be disposed of immediately in the approved containers located in the Operations Department. All oily rags or paper towels shall be disposed of at the end of each shift in the approved/containers located in the Operations Department. These containers will be emptied into the trash dumpsters only on the morning of trash pick-up.

Smoking

Smoking is prohibited in all The Barricade Co. buildings. Outdoor designated smoking areas are identified with signage and Fire-safe metal receptacles are available for disposal of all ash and buds. Non-smoking areas will be checked periodically for evidence of discarded smoking materials.

Ignition Sources

The Barricade Co.'s buildings contain a wide variety of ignition sources and heat producing equipment that could start a fire if not properly maintained and guarded. These ignition sources will be reviewed annually to determine if all safeguards are in place and regular maintenance has been performed to reduce the potential for a fire.

Electrical Sources

All employees will follow The Barricade Co.'s Electrical Safety Program to reduce the possibility of an electrical fire. No storage is allowed in electrical distribution closets at any time. All electrical distribution closets will remain locked at all times. A three-foot clearance must be maintained around all electrical panels. All electrical panel covers and access doors must remain closed and secured from unauthorized access.

All electrical equipment must be kept clean. Grease and dust is to be removed annually unless the equipment is located in a high dust production area (see frequency chart above).

Heating and Water Heating Units

All water heaters will be inspected annually by a trained and knowledgeable individual to ensure proper operation and that all safety devices are functioning. Heating units will be inspected in the third quarter of each year. No storage is allowed within four feet of any heating unit.

Portable Heaters

All portable heaters shall be approved by the Program Administrator. Portable electric heaters shall have tip-over protection that automatically shuts the unit off when it is tipped over. There shall be adequate clearance between the heater and any combustible materials at all times. Employees must turn off portable heaters when leaving their work areas.

Open Flames

All employees will follow The Barricade Co.'s Hot Work Program to reduce the possibility of sparks, slag or open flames starting a fire. Torches shall be placed so that the flames are at least 18 inches away from combustible surfaces. They will not be used in the presence of dusts, vapors, flammable or combustible liquids, paper or other combustible materials. Torches shall never be left unattended while they are burning.

Static Electricity

The Barricade Co. recognizes that it is impossible to completely prevent the generation of static electricity, but realizes it can be reduced by preventing the buildup of static charges. One or more of the following preventive methods will be used to reduce static buildup for static-accumulating equipment:

- Grounding

- Bonding
- Maintaining a specific humidity level (usually 60-70 percent)
- Ionizing the atmosphere

When a static-accumulating piece of equipment is unnecessarily located in a hazardous area, the equipment will be relocated to a safe location.

Office Hazards
Drop cords or multi-plug strips must be authorized and provided by the Program Administrator. Extension cords must never be placed under carpets, through doorways or across walkways. Personal appliances (e.g. fans, microwaves, coffee makers) may not be used without prior approval of the Program Administrator. All non-essential electrical equipment must be turned off at the end of the workday.

Fire Detection & Protection

Fire Extinguishers
The Barricade Co. buildings are all equipped with portable fire extinguishers. The type and size of extinguishers will be determined by the Program Administrator in cooperation with the local fire department. These extinguishers are wall mounted and marked with signage above their location. All The Barricade Co. vehicles are also equipped with fire extinguishers. All employees should be aware of the fire extinguisher locations, especially those nearest to their normal workstation. The Barricade Co. does not require employees to extinguish fires.

Employees will be trained in the PASS method of extinguishing fires.

P *—Pull the pin on the extinguisher*
A *—Aim the nozzle at the base of the fire*
S *—Squeeze the handle*
S *—Sweep the nozzle side to side*

All fire extinguisher will be inspected monthly to ensure it is in its designated location, has not been tampered with and is clearly visible with nothing obstructing access. All fire extinguishers will be inspected annually by and recharged or repaired to ensure they are operational. A tag will be attached to show the inspection date and the signature of the person who performed the inspection.

Exit Doors and Routes
All exit routes and doors shall be kept clear at all times. Exit doors must be able to open from the inside at all times without the use of keys, tools or special knowledge. Exit routes will be maintained during periods of construction, repairs or building alterations.

Employee Training

Every employee will be trained on recognizing general fire hazards, the specific fire hazards associated with their job and the procedures to follow in the event of a fire emergency (fire response information can be found in the Emergency Action Plan). This training will include a yearly refresher.

Training will consist of the following:

- Proper housekeeping practices
- Ignition source identification
- Information on fire detection and suppression systems
- Proper response in the event of a fire

Supervisors must review the Fire Prevention Program with their employees whenever:

- The employee's responsibilities under the program change
- Approved changes are made to the program

- There is a change in the type of fire protection equipment or notification system
- A known fire hazard is added to the work environment
- A fire protection procedure fails

Periodic Program Review

The Program Administrator will conduct an annual review to assess the program's effectiveness. The review will consider the following:

- General safety observations
- Lessons learned from fire incidents
- Changes in operations or equipment
- New technology
- Regulatory changes

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Addendum D: First Aid

1. ON-SITE FIRST AID**:**
    i. **The Barricade Company.** will provide and maintain first aid kits, commensurate with the number of employees and readily available on the job site.
        i. First aid supplies and kits are to be inspected before work begins on a weekly basis and shall have adequate supplies for construction activities.
    ii. Medical and non-medical emergency telephone numbers will be posted in office.
    iii. No employee, as a condition of work, is required to provide CPR or First Aid Services to an injured person. Such action will be considered Good Samaritan Acts only.
    iv. The Barricade Co. requires that first aid providers must be trained and certified through a reputable agency such as the American Red Cross or equivalent and that the training be documented.
    v. In an instance where a hospital, clinic, or similar is not in proximity, first aid providers will be made available and trained to render first aid.

    vi. When eyes or body of any person may be exposed to corrosive materials, emergency eyewash equipment is to be available.

2. EMERGENCY ACTION**:**
    i. **The Barricade Company.** will be responsible for transportation of all non life-threatening injuries that require medical attention.
    ii. For all life-threatening injuries or illnesses, **The Barricade Company.** will immediately call for medical assistance by dialing 911.
    iii. **The Barricade Company.** uses the following facility for medical attention other than emergency: Concentra Occupational Health.

Addendum E: Hand & Power Tool Safety

This **The Barricade Company.** policy will establish safety requirements for all employees in the safe use, storage and maintenance of hand tools.

A. REQUIREMENTS

1. GENERAL HAND TOOL REQUIREMENTS
    i. All hand tools, whether furnished by the employer or employee shall be maintained in a proper safe working condition. Any tool found not in proper safe working condition, or develops a defect during use, shall be immediately removed from service until properly repaired or replaced.
    ii. Wooden handles of all tools shall be kept free of splinters or cracks and shall be kept tight in the tool.
    iii. Removal of guards is forbidden; all guarding shall meet the requirements of ANSI B15.1.
    iv. Insulated tools used for hot electrical work shall meet ANSI Standards for electrical safety tools (tools which meet this standard shall be marked by the manufacturer with a small double triangle and the number 1000 followed by a “v” or the word “volt”.)

2. SAFE WORK PRACTICES
    i. Select the right tool for the job.
    ii. Use tools correctly.
    iii. Keep tools in good condition.
    iv. Keep tools properly stored when not in use.
    v. Use the proper personal protective equipment (PPE).
        1. Especially in instances in which employees are exposed to hazards of falling, flying, abrasive and splashing objects or:
        2. Exposed to harmful dusts, fumes, mists, vapors, or gases.

B. METAL CUTTING TOOLS

1. CHISELS
    i. Safety glasses with side shields or goggles shall always be worn when using a chisel.
    ii. Chisels shall be heavy enough so that they do not buckle or spring when struck.
    iii. Dress heads at the first sign of mushrooming. Failure to follow this rule may lead to flying chips that may cause serious injury.
    iv. Always use a hammer that is heavy enough to do the job.
    v. A side screen or shield shall be set up to protect nearby workers from flying debris or they shall wear safety glasses with side shields or goggles to protect their eyes.

2. TAP AND DIE
    i. Work should be mounted firmly in a vice. Never attempt to hold work in your hands.
    ii. If you use a punch or chisel to remove a broken tap, wear safety glasses with side shields or goggles.

3. HACK SAWS
    i. Install blades so teeth point forward.
    ii. During work overhead, wear goggles.

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4. FILES
    i. Never use a file as a hammer or to pry.
    ii. Always make sure the handle is tight.
    iii. Safety glasses with side shields or goggles shall be worn.

5. TIN SNIPS
    i. Always use a pair of snips that are heavy enough so only one hand is required.
    ii. Wear gloves when handling sheet metal to prevent hand injuries. Safety glasses with side shields or goggles shall be worn.
    iii. Keep the jaws of the snips tight and well lubricated.

6. PUNCHES
    i. Punches shall be held at right angle to the work.
    ii. Safety glasses with side shields or goggles shall be worn.

C. WOOD CUTTING TOOLS

1. WOOD CHISELS
    i. Handles shall be kept free of splinters and cracks.
    ii. All work to be cut shall be free of nails to avoid damage to the blade and to prevent a chip from flying into the user's face or eye.
    iii. Safety glasses with side shields or goggles shall be worn.
    iv. Always keep wood chisels sharp. Protect sharp edges in storage either by covering or by placement of tools in a holder or rack so they do not present a hazard.

2. SAWS
    i. Use the proper saw for the work to be performed (crosscut saw for crosscutting, rip saw for ripping).
    ii. Keep saws sharp and well set to prevent binding.
    iii. Guide the saw with the thumb of your free hand held high on the saw when starting a cut, (don't place a thumb on the material being cut).
    iv. Safety glasses with side shields or goggles shall be worn.

3. AXES AND HATCHETS
    i. Always make sure ax and hatchet handles are firmly mounted in the ax or hatchet head.
    ii. Keep ax and hatchets sharp.
    iii. Use the proper size tool for the job.
    iv. Never strike hard metal surfaces.
    v. Safety glasses with side shields or goggles shall be worn.

D. MISCELLANEOUS CUTTING TOOLS

1. Planes, scrapers, bits, and draw-knives shall only be used by experienced personnel. These tools shall be kept sharp and in good condition. When they are not being used, they shall be placed in a rack on the bench or in a toolbox in such a way that they shall be protected from damage and shall not present danger to workers.

2. Safety glasses with side shields or goggles shall be worn.

3. Aside from using a draw-knife, always cut away from the body when using a knife.

4. Horseplay with knives is particularly dangerous. Throwing, fencing, or trying to cut objects into smaller and smaller pieces, and similar practices is absolutely prohibited.

E. TORSION TOOLS/WRENCHES

1. Wrenches shall be pulled, not pushed, during operation.
2. Use the correct size wrench.
3. Never use wrenches with jaws that are sprung or cracked.

F. PIPE WRENCHES

1. Inspect pipe wrenches frequently, especially the adjusting nut of the wrench.
2. Never use a pipe wrench on nuts or bolts
3. Pipe wrenches are not designed to be used on valves, or to be struck with a hammer.

G. PLIERS/WIRE CUTTERS

1. Safety glasses with side shields or goggles shall be worn.
2. Do not use pliers as a substitute for a wrench. Pliers do not hold work securely.

H. SCREWDRIVERS

1. Do not use screwdrivers for punches, wedges, pinch bars, or for prying.
2. Keep blades properly dressed in the shape they were designed or replace them.
3. The tip of the screwdriver shall fit snugly in the screw.
4. Never use a screwdriver for electrical work unless it is an ANSI approved electrical insulating screwdriver (marked with double triangle and 1000v).
5. Never hold work in your hand. Use a proper vise.

A. OTHER TORSION TOOLS

1. Use special care when handling torque wrenches.
2. Always return torque wrenches to bottom 20% of useable range before storage.

J. SHOCK TOOLS/HAMMERS

1. Make sure hammer heads are firmly on handle before each use.
2. Never use hammers with damaged heads or damaged handles. Make sure handles are free of splinters or splits.
3. Wear safety glasses with side shields or goggles when using a hammer.
4. Never use a steel hammer on hardened steel surfaces.

5. Select proper hammer for the job.

6. Never hammer with the side of the hammer. Always use the face of the head.

K. SLEDGEHAMMERS

1. Always inspect sledgehammers carefully before each use and replace any defective tools.

2. Safety glasses with side shields or goggles shall be worn when using a sledgehammer.

3. When the face of the heads start to mushroom, properly dress head and face back to original shape or replace the head with a new head.

L. PORTABLE ELECTRIC TOOLS

1. The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:

2. The tool is an approved double-insulated type.

3. The tool is connected to a power supply by means of an isolating transformer or other isolated power supply, such as a 24-Volt dc system.

4. All powered tools shall be examined prior to use to ensure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.

5. Powered tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.

6. All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

7. Electrical tools shall not be used where there is a hazard of flammable vapors, gases or dusts.

8. Ground fault circuit interrupters shall protect all power tools and cord sets.

M. PNEUMATIC TOOLS

1. Compressed air and compressed air tools shall be used with caution.

2. Pneumatic tools shall never be pointed at another person.

3. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

4. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

5. Compressed air shall not be used to blow dust or dirt from clothing.

6. The manufacturer's safe operating pressure for hoses, pipes, valves, filter, and other fittings shall not be exceeded.

7. The use of hoses for hoisting or lowering shall not be permitted.

8. All hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure or disengagement of a connection.

9. Before making adjustments or changing air tools turn off the pressure to the hose, unless equipped with quick-release pressure device.

N. MISCELLANEOUS TOOLS

1. Never use makeshift crowbars.

2. Never strike crowbars with case hardened tools.

3. Wear proper eye protection when using a crowbar.

4. Always rest soldering irons on metal racks or other suitable fire proof rests to prevent potential fires. Unplug irons when not in use. Keep cords and plug connections in good condition.

5. Never attempt to hold small objects. Use a proper vise. Make sure vise is secured to a solid object.

O. ROLES AND RESPONSIBILITIES

1. MANAGEMENT
    i. Ensure compliance in their functional areas with the policies and requirements directed by this procedure.
    ii. Ensure their personnel are trained and qualified to perform the task being assigned to them.
    iii. Ensure any defective tools are immediately removed from service.

2. Affected manager must perform checklist for hand tools at least quarterly.

3. EMPLOYEES
    i. Comply with the policies and requirements directed by this procedure.
    ii. Make sure they do not perform any task requiring formal training until the required training is completed and documented.
    iii. Refuse to operate any piece of equipment for which they are not familiar and/or not properly trained.
    iv. Ensure any defective tools are immediately removed from service.

P. SAFETY DEPARTMENT

1. Ensure implementation of this procedure and revisions to this procedure based on changes to referenced documents or a determination of deficiencies in work processes of procedures.

2. Develop programs and procedures that promote safety.

Q. DEFINITIONS

1. HAND TOOL - Any tool that is non-powered and designed to be used by hand.

2. TETHER - An approved lanyard of sufficient strength to restrain a tool if it is dropped and of sufficient length to allow operation of the tool but short enough to prevent the tool if dropped, from causing damage or injury.

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Addendum F: Personal Protective Equipment

This is **The Barricade Company.** Personal Protective Equipment Program. It meets all OSHA requirements and applies to all our work operations. **The Barricade Company.** will be responsible for overall direction of the Safety Program.

A. INTRODUCTION

1. This program implements 29 CFR 1926.95, the OSHA standard on personal protective equipment. It has been adopted to protect employees from workplace hazards through use of personal protective equipment.

2. In general, the safety of workers depends upon a thorough knowledge of their operations and the hazards posed. A written personal protection program is designed with these objectives:
    i. To provide a reference document for any employee with questions concerning the proper application of PPE, and how our company is complying with the relevant OSHA regulation.
    ii. To provide managers and employees with clear guidance on their responsibilities in the overall PPE Program.
    iii. Personal protective equipment includes all clothing and other work accessories designed to create a barrier against workplace hazards. The basic element of any program for personal protective equipment should be an in-depth evaluation of the equipment needed to protect against the hazards of the workplace. Management dedicated to the safety and health of employees should use that evaluation to set a standard operating procedure for personnel and then train employees on the protective limitations of personal protective equipment, and on its proper use and maintenance.
    iv. Using personal protective equipment requires hazard awareness and training on the part of the user. Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition.
    v. Selection of the proper personal protective equipment for a job is important. Employers and employees must understand the equipment's purpose and its limitations. The equipment must not be altered or removed even though an employee may find it uncomfortable. (Sometimes equipment may be uncomfortable simply because it does not fit properly.)
3. This program covers many types of equipment most commonly used for protection of the head, including eyes and face, arms, hands, and feet. The use of equipment to protect against life threatening hazards also is discussed. Information on respiratory protective equipment may be found in 29 CFR 1910.134, the standard should be consulted for more information on specialized equipment.

B. GENERAL REQUIREMENTS

1. Protective equipment, including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers must be provided, used, and maintained in a sanitary and reliable condition. PPE must be provided whenever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants (i.e., flying chips or sparks, abrasive moving parts) encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

2. PPE shall be inspected before each use for any damages or defects. Any damaged PPE is to be removed from service immediately. All Protective equipment shall be of the right size and fit for the wearer, if applicable.

C. EQUIPMENT SELECTION

1. Survey for hazards, organize, and analyze the data then make proper selection of PPE based on the types of hazards. It will be the safety manager's responsibility to use common sense and fundamental techniques to accomplish these tasks. This process is somewhat subjective due to the variety of situations where PPE may be required.

D. TRAINING

1. The employer must train each employee who is required to use PPE. Each employee must know at least the following:
    i. When PPE is necessary.
    ii. What PPE is necessary.
    iii. How to properly wear and adjust PPE.
    iv. The limitations of PPE.
    v. The proper care, maintenance, useful life, and disposal of the PPE.
    vi. Damaged or defective PPE shall be taken out of service immediately and replaced.

2. Retraining is required when the employer has reason to believe that any employee who has been previously trained does not have the understanding or skill to use PPE properly, such as:
    i. Changes in the workplace render previous training obsolete.
    ii. Changes in the types of PPE to be used render previous training obsolete.
    iii. The employee has not retained the understanding or skill to use PPE properly.

E. EYE PROTECTION

1. The employer must verify in writing through a certification record that employee received and understood the training. The Record must contain:
    i. Name of each employee trained.
    ii. Date(s) of training.
    iii. Subject of the certification.

2. Employers must ensure that the proper eye and/or face protection is used when the employee is exposed to hazards from flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be taken.

3. Each employee will wear eye protection that provides side protection when there is a hazard from flying objects. Detachable (clip-on or slide-on) side shields are acceptable.

4. Employees who must wear prescription lenses while engaged in activities requiring use of protection must be provided with eye protection which has the prescription incorporated into it or protection that can be worn effectively over the prescription lenses. Wearers of contact lenses must wear appropriate eye and face protection devices in hazardous environments. Dusty or chemical environments may represent an additional hazard to contact lens wearers.

5. Each eye and face PPE must be marked to identify the manufacturer.

6. For protection against potentially injurious light radiation, employees must use equipment with filter lenses with the appropriate shade number for the work being done. Tinted and shaded lenses are not filter lenses unless marked or identified as such.

7. Some occupations (not a complete list) for which eye protection should be routinely considered are: carpenters, electricians, machinists, mechanics and repairers, millwrights, plumbers and pipe fitters, sheet metal workers and tinsmiths, assemblers, sanders, grinding machine operators, lathe and milling machine operators, sawyers, welders, laborers, chemical process operators and handlers, and timber cutting and logging workers.

8. Each eye, face, or face-and eye protector is designed for particular hazard. In selecting the protector, consideration should be given to the kind and degree of hazard, and the protector should be selected on that basis. Where a choice of protectors is given, and the degree of protection required is not an important issue, worker comfort may be a deciding factor.

9. Persons using corrective spectacles and those who are required by OSHA to wear eye protection must wear face shields, goggles, or spectacles of one of the following types:
    i. Spectacles with protective lenses providing optical correction;
    ii. Goggles worn over corrective spectacles without disturbing the adjustment of the spectacles; or
    iii. Goggles that incorporate corrective lenses mounted behind the protective lenses.

10. When limitations or precautions are indicated by the manufacturer, they should be transmitted to the user and strictly observed. Over the years, many types and styles of eye and face-and-eye protective equipment have been developed to meet the demands for protection against a variety of hazards.

11. Fitting of goggles and safety spectacles should be done by someone skilled in the procedure. Prescription safety spectacles should be fitted only by qualified optical personnel.

F. INSPECTION AND MAINTENANCE FOR EYE PROTECTION

1. It is essential that the lenses of eye protectors be kept clean. Continuous vision through dirty lenses can cause eye strain which is often an excuse for not wearing the eye protectors. Daily inspection and cleaning of the eye protector with soap and hot water, or with a cleaning solution and tissue, is recommended.

2. Pitted lenses, like dirty lenses, can be a source of reduced vision. They should be replaced. Deep scratches or excessively pitted lenses are apt to break more readily.

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3. Goggles should be kept in a case when not in use. Spectacles, in particular, should be given the same care as one's own glasses, since the frame, nose pads, and temples can be damaged by rough usage.

4. Personal protective equipment that has been previously used should be disinfected before being issued to another employee.

5. When each employee is assigned protective equipment for extended periods, it is recommended that such equipment be cleaned and disinfected regularly.

6. The dry parts or items should be placed in a clean, dust-proof container, such as a box, bag, or plastic envelope, to protect them until reissue.

G. HEAD PROTECTION

1. Each affected employee must wear a protective helmet (hard hat) when working in areas where there is a potential injury to the head from falling objects or over head hazards.

2. Where falling object hazards are present, helmets must be worn. Some examples include: working below other workers who are using tools and materials which could fall; working around or under conveyor belts which are carrying parts or materials; working below machinery or processes which might cause material or objects to fall; and working on exposed energized conductors. Some examples of occupations for which head protection should be routinely considered are: carpenters, electricians, linemen, mechanics and repairers, plumbers and pipe fitters, assemblers, packers, wrappers, sawyers, welders, laborers, freight handlers, timber cutting and logging, stock handlers, and warehouse laborers.

3. Head protection is required where there is a risk of injury from moving, falling or flying objects, or for work near high voltage equipment.

4. Hard hats are designed to protect from impact and penetration caused by objects hitting workers' heads, and from limited electrical shock or burns. The shell of the hat is designed to absorb some of the impact. The suspension, which consists of the headband and strapping, is even more critical for absorbing impact. It must be adjusted to fit the wearer and to keep the shell a minimum distance of one-and-one-fourth inches above the wearer's head.

5. Hard hats are tested to withstand the impact of an 8-pound weight dropped 5 feet which is about the same as a 2-pound hammer dropped 20 feet and landing on your head. They also must meet other requirements including weight, flammability and electrical insulation.

6. Materials used in helmets should be water-resistant and slow burning. Each helmet consists essentially of a shell and suspension. Ventilation is provided by a space between the headband and the shell. Each helmet should be accompanied by instructions explaining the proper method of adjusting and replacing the suspension and headband.

7. The wearer should be able to identify the type of helmet by looking inside the shell for the manufacturer, ANSI designation and class.

8. All head protection (helmets) is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection is also available which provides

protection from electric shock and burn. When selecting head protection, knowledge or potential electrical hazards are important.

9. Each type and class of head protectors is intended to provide protection against specific hazardous conditions. An understanding of these conditions will help in selecting the right hat for the particular situation.

10. Protective hats are made in the following types and classes:
    i. Type 1-helmets with full brim, not less than 1 and 1/4 inches wide; and Type I hard hats are intended to reduce the force of impact resulting for a blow only to the top of the head. All hard hats, except bump caps, listed on the Cooper Safety website are Type I (top impact) hard hats.
    ii. Type II hard hats are intended to reduce the force of impact resulting from a blow which may be received off center or to the top of the head. A Type II hard hat typically is lined on the inside with thick high density foam.

11. Be sure to issue and wear the correct hard hat for the job. Hard hats come in three classes:
    i. Class G hard hats or helmets in addition to impact and penetration resistance are made from insulating material to protect from falling objects and electric shock by voltages of up to 2,200 volts. Class G hats are used in general service work and for limited voltage protection. They are used in mining, construction, shipbuilding, tunneling, lumbering, and manufacturing.
    ii. Class E hard hats or helmets in addition to impact and penetration resistance are made from insulating material to protect from falling objects and electric shock by voltages up to 20,000 volts. Class E hats are used in utility service work and provide protection against high voltage. They are used extensively by electrical workers.
    iii. Class C hard hats or helmets provide impact and penetration resistance. They are designed to protect workers from falling objects, but are not designed for use around live electrical wires or where corrosive substances are present. The safety hat or cap in Class C is designed specifically for lightweight comfort and impact protection. This class is usually manufactured from aluminum and offers no dielectric protection. Class C helmets are used in certain construction and manufacturing occupations, oil fields, refineries, and chemical plants where there is no danger from electrical hazards or corrosion. They also are used on occasions where there is a possibility of bumping the head against a fixed object.

12. Headbands are adjustable in 1/8 size increments. When the headband is adjusted to the right size, it provides sufficient clearance between the shell and the headband. The removable or replaceable type sweatband should cover at least the forehead portion of the headband. The shell should be of one-piece seamless construction and designed to resist the impact of a blow from falling material. The internal cradle of the headband and sweatband forms the suspension. Any part that comes into contact with the wearer's head must not be irritating to normal skin.

H. INSPECTION AND MAINTENANCE FOR HEAD PROTECTION

1. Manufacturer recommendations shall be consulted with regard to paint or cleaning materials for their helmets because some paints and thinners may damage the shell and reduce protection by physically weakening it or negating electrical resistance.

2. A common method of cleaning shells is dipping them in hot water containing a good detergent for at least a minute. Shells should then be scrubbed and rinsed in a clear hot water. After rinsing, the shell should be carefully inspected for any signs of damage.

3. All components, shells, suspensions, headbands, sweatbands, and any accessories should be visually inspected daily for signs of dents, cracks, penetration, or any other damage that might reduce the degree of safety originally provided.

4. Helmets should not be stored or carried on the rear window shelf of an automobile, since sunlight and extreme heat may adversely affect the degree of protection.

I. FOOT PROTECTION

1. Safety shoes or boots will provide employees both impact and compression protection. Where necessary, safety shoes can be obtained which provide puncture protection.

2. Safety footwear is required for employees who regularly handle solid objects weighing 15 pounds or more which can fall on their toes. For protection of feet and legs from falling or rolling objects, sharp objects, molten metal, hot surfaces, and wet slippery surfaces, workers should use appropriate foot guards, safety shoes or boots and leggings.

3. Aluminum alloy, fiberglass, or galvanized steel foot guards can be worn over usual work shoes, although they may present the possibility of catching on something and causing workers to trip. Heat-resistant soled shoes protect against hot surfaces like those found in the roofing, paving, and hot metal industries.

4. Safety shoes should be sturdy and have an impact-resistant toe. In some shoes, metal insoles protect against puncture wounds. Additional protection, such as metatarsal guards, may be found in some types of footwear. Safety shoes come in a variety of styles and materials, such as leather and rubber boots and oxfords.

5. Employees working around exposed electrical wires or connections, you'll need to wear metal-free non-conductive shoes or boots. Rubber or synthetic footwear is recommended when working around chemicals. Avoid wearing leather shoes or boots when working because these substances can eat through the leather right to your foot.

6. Safety shoes or boots with impact protection will be required for carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and, for other activities where objects might fall onto the feet.

7. Safety shoes or boots with compression protection will be required for work activities involving skid trucks (manual material handling carts) around bulk rolls (such as paper rolls) and around heavy pipes, all of which could potentially roll over an employee's feet.

8. Safety shoes or boots with puncture protection will be required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury.

9. Some occupations (not a complete list) for which foot protection should be routinely considered are: shipping and receiving clerks, stock clerks, carpenters, electricians, machinists, mechanics and repairers, plumbers and pipe fitters, structural metal workers, assemblers, drywall installers and lathers, packers, wrappers, craters, punch and stamping press operators, sawyers, welders, laborers, freight handlers, gardeners and groundskeepers, timber cutting and logging workers, stock handlers and warehouse laborers.

J. HAND PROTECTION

1. Hand protection is required for employees who are exposed to hazards such as those from cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure. OSHA is unaware of any gloves that provide protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused.

2. It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, etc. These performance characteristics should be assessed by using standard test procedures. Before purchasing gloves, be certain the gloves meet the appropriate test standard(s) for the hazard(s) anticipated.

3. Employers need to determine what hand protection their employees need. The work activities of the employees should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure to hazards and the physical stresses that will be applied.

4. Fingers, hands and arms are injured more often than any other parts of the body. Be especially careful to protect them by wearing the proper hand protection.

5. Gloves are the most common protectors for the hands. When working with chemicals, gloves should be taped at the top, or folded with a cuff to keep liquids from running inside your glove or on your arm.

6. Vinyl, rubber or neoprene gloves are sufficient when working with most chemicals. However, if you work with petroleum-based products, a synthetic glove will be needed.

7. Leather or cotton knitted gloves are appropriate for handling most abrasive materials. Gloves reinforced with metal staples offer greater protection from sharp objects.

8. It is dangerous to wear gloves while working on moving machinery. Moving parts can easily pull your glove, hand and arm into the machine. Do not wear metal-reinforced gloves when working with electrical equipment.

9. As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types.

10. The work activities of the employee should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied. With respect to selection of gloves for protection against chemical hazards, the toxic properties of the chemical(s) must be determined. Generally, any “chemical resistant” glove can be used for dry powders.

K. RESPIRATORY PROTECTION

1. The Barricade Company. has separate Respiratory Protection Program, and shall be referenced as necessary

L. EDUCATION AND TRAINING

1. Supervisors and employees are properly instructed by competent persons in the selection, use, and maintenance of PPE.

M. LIMITATIONS OF PPE

1. The Barricade Co., Inc acknowledges the limitations of PPE. It won't protect workers from everything. Employees must follow all the safety rules in the workplace and know how personal protective equipment fits into the company's safety program.

2. It is the employer's responsibility to teach workers what personal protective equipment is needed. However, it is the employee's responsibility to wear it. PPE must be used correctly to protect employees. Personal protective equipment can be effective only if the equipment is selected based on its intended use, employees are trained in its use, and the equipment is properly tested, maintained, and worn.

Addendum G: Infectious Disease & Covid Protocol

Purpose:

1.1 This policy is designed to set forth standards and protocols for THE BARRICADE CO. essential construction projects in regards to pandemic conditions such as COVID-19.

1.2 This policy will be utilized for the protection of employees, sub-contractors, vendors and customers to any of our current essential construction projects.

Scope:

2.1 THE BARRICADE CO. Management and the Safety Department are monitoring all current information from local, State and Federal agencies such as the CDC, OSHA and local Health Departments.

2.2 Project protocols will follow all current recommendations and be continually updated as conditions and/or recommendations change.

Responsibilities:

3.1 THE BARRICADE CO. Safety Manger has overall responsibility for the implementation, communication, documentation, maintenance and review of this policy.

3.2 All field Superintendents/Project Managers/Foremen are responsible to implement and enforce all aspects of this policy, including workplace hazard assessment specific to pandemic purposes as necessary.

3.3 All field employees are required to strictly follow all aspects of this policy to include participating in ongoing field training.

3.4 THE BARRICADE CO. President shall (if necessary) have responsibility to develop business continuity plan to continue operations if significant numbers of employees are sick or in the case of governmental shelter-in-place order.

3.5 Management shall review the program yearly for effectiveness and continuously improve program and process including involving lessons learned following pandemic event.

Protection Measures:

4.1 The following are minimum standards that will be in place for each THE BARRICADE CO. project until further notice.

- All THE BARRICADE CO. employees and vendors are required to be checked in daily with The BARRICADE CO. representative (superintendent or designee).
- Any individual that appears to be unwell will NOT be granted access to the project site.
- Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for THE BARRICADE CO., our subcontractors, designers, consultants, etc.)
- Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms (see section 6).
- THE BARRICADE CO. employees are notified and updated to opportunities for immunization.

4.2 Onsite methods to maintain a healthy project include, but are not limited to the following:

- Minimize the number of employees working within a project or certain area of a project (6 ft of social distance to be maintained at all times).
- If provided, place one hand wash station at each construction entrance.
- If provided, restrooms shall be placed at least 6 ft. from each other.
- Ensure routine cleaning of frequently touched surfaces, including door handles, equipment, and tool handles.
- Increased cleaning of jobsite entrances (gates and doors), eating area, restrooms, common areas, equipment such as scissor lifts, ladders, forklift, etc.

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- Handwashing facilities, antiseptic hand cleaning products or similar will be made available to all employees.
- No onsite meetings of more than 15 people.
- Meetings are encouraged to be call-in/video conference when feasible. Maintain social distancing of 6 ft.
- Request no carpools; it is preferred individuals commute alone.
- Encourage workers to take their break and lunch within their own vehicle, maintaining social distancing
- Discontinue onsite food trucks during this period.
- No physical greeting.

Monitor/Observe/Enforce

5.1 The Safety Specialist shall conduct site reviews to include taking photos to ensure all protocols are in place and being enforced.

5.2 Designate a THE BARRICADE CO. employee as the project Pandemic Coordinator (Safety Specialist, in conjunction with HR & Safety Manager) with the following duties:

- Conduct routine reviews of the project focusing on the pandemic protocols only.
- Assist with cleaning of items/site as necessary.
- Educate onsite workers on steps necessary for their protection.
- Take corrective action as necessary to include enforcement of THE BARRICADE CO. jobsite protocols.

5.2 If any employee, subcontractor, vendor, customer or any of their employees are observed not following these project safety measures they will be asked to leave the site immediately and proper notifications will be made.

5.3 Due to the inherent nature of work, employees may not be permitted to work from home depending on job description.

Wellness Check-In:

6.1 Each day the site foreman will conduct a wellness survey as part of the job hazard analysis.

6.2 Employees will be required to check their own temperature each and every day prior to coming to work.

- **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever**

Disinfection and Recovery:

7.1 If we have a confirmed case of COVID 19, disinfect the areas used following CDC recommendations.

7.2 We will take a list of persons who have been in contact with the infected person within the last 2 days before illness onset, then notify those on the list of possible exposure and to follow CDC recommended self-monitoring.

Training:

8.1 Ongoing discussion regarding COVID-19 shall be part of our daily task analysis with weekly update memos and discussion including, but not limited to:

- What is COVID-19.
- How does COVID-19 spread.
- Signs/symptoms of COVID-19.
- Maintaining 6 feet minimum of social distancing.
- Stay self-aware of your area; do not move into another person's safe zone.
- Washing of hands regularly and thoroughly; use of hand sanitizer as needed.
- Wear proper PPE as needed.
- Use of proper hygiene etiquette such as covering our mouth with your arm or tissue; avoid touching your face/eyes/nose/mouth with unwashed hands.
- Do not share tools or other workspaces.

- Cleaning of surfaces as the day progresses.
- Proper use and the hazards of the cleaning/disinfection products to be used.
- Use of proper PPE when using cleaning/disinfection products.
- Have employees refer to the www.cdc.gov website for up to date information.
- Have employees refer to this website for OSHA information: www.osha.gov/covid-19/

8.3 Training to include updates from the CDC, local health department, OSHA and any other State or Federal agencies.

Addendum H: Heat Illness Prevention Program

The purpose of the Heat Illness Prevention Program is to meet the requirements set forth under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970, employers are required to provide their employees with a place of employment that "is free from recognized hazards that are causing or likely to cause death or serious harm to employees." This program establishes procedures and provides information to make employers and employees aware of the measures they can take to recognize and prevent heat-related illness.

Definitions

Acclimatization: The temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within 4 to 14 days of regular work for at least 2 hours per day in the heat.

Heat Illness: Refers to a serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion and heat stroke.

Environmental Risk Factors for Heat Illness: Working conditions that create the possibility that heat illness could occur include air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by workers.

Personal Risk Factors for Heat Illness: Risk factors, such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption and use of prescription medications, which affect the body's water retention or other physiological responses to heat.

Potentially Impacted Employees: Employees whose job tasks expose them to environmental risk factors for heat illness.

Responsibilities

Health & Safety Coordinator

- Establish and update the written Heat Illness Prevention Program;
- Provide consultation/training to departments who fall within the program; and
- Assist departments in determining when, where, and how water is provided.

Supervisors

- Identify and maintain records of all tasks/employees that are required to work outdoors where potential heat illness could occur;
- Require all potentially impacted employees to receive proper training on heat illness prevention and comply with all appropriate procedures;
- Maintain training records;
- Ensure that adequate water is available at the beginning of each shift and throughout the workday;
- Ensure access to shade for purposes of a preventative recovery period is available during the workday; and
- Follow proper procedures to contact emergency medical services in the event medical assistance is required.

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Employees

- Awareness and compliance with all appropriate heat illness prevention procedures while performing assigned duties;
- Employees are ultimately responsible for drinking adequate amounts of hydrating fluids when the environmental risk factors for heat illness are present;
- Ensure access to a recovery area is available to recover from heat-related symptoms;
- Inform their supervisor if water is inadequate;
- Report symptoms of heat-related illness promptly to their supervisor; and
- Follow proper procedures in the event medical assistance is required.

Basic Requirements

Provision of Water

Ensure that a clean and adequate supply of water and water receptacles (e.g., cups) is available throughout the workday. Adequate or enough supply is defined as enough to provide one quart per employee per hour for drinking for the entire shift. Water will be fresh, pure, suitably cool and provided to employees free of charge. The water will be located as close as practicable to the areas where employees are working. Where water is not plumbed, or otherwise continuously supplied, it will be provided in enough quantity. The frequent drinking of water, as described in the training section, will be encouraged.

High-Heat Procedures

The following high-heat procedures will be implemented when the temperature exceeds 115 F°:

Ensure that effective communication by voice, observation or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable;

Observe employees for alertness and signs or symptoms of heat illness. The employer will ensure effective employee observation or monitoring by implementing one or more of the following:

- Supervisor or designee observation of 20 or fewer employees;
- Mandatory buddy system;
- Regular communication with sole employee (such as by radio or cellular phone); or
- Other effective means of observation;
  - Designate one or more employees on each worksite to call for emergency medical services, and allow other employees to call for emergency services when no designated employee is available;
  - Remind employees throughout the work shift to drink plenty of water; and
  - Pre-shift meetings before the commencement of work must review high heat procedures, encourage employees to drink plenty of water and remind employees of their ability to take a cool-down rest when necessary.

Emergency Response Procedures

The company will implement effective emergency response procedures, including:

Ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor or emergency medical services when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable. If an electronic device will not furnish reliable communication in the work area, the employer will ensure a means of summoning emergency medical services;

Respond to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided. **If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in any employee, the supervisor will take immediate action commensurate with the severity of the illness.** If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), the employer will implement emergency response procedures. An employee exhibiting signs or symptoms of heat illness will be monitored and will not be left alone or sent home without being offered onsite first aid or being provided with emergency medical services in accordance with these procedures;

- Contact emergency medical services and, if necessary, transporting employees to a place where they can be reached by an emergency medical provider; and
- Ensure that, in the event of an emergency, clear and precise directions to the work site are provided as needed to emergency responders.

Acclimatization

All employees will be closely observed by a supervisor or designee during a heat wave. For purposes of this program, “heat wave” means any day in which the predicted high temperature for the day will be at least 115 F° and at least 15 F° higher than the average high daily temperature in the preceding five days.

An employee who has been newly assigned to a high heat area will be closely observed by a supervisor or designee for the first 14 days of the employee's employment.

Training

Effective training will be provided for all potentially impacted employees working where environmental risk factors for heat illness are present. The training will take place before affected employees begin work that is reasonably anticipated to result in exposure to the risk of heat illness. All potentially impacted employees, and their supervisors, will be trained on the risks and prevention of heat illness, including how to recognize heat illness symptoms and how to respond when they appear. Training information will include, but is not limited to, the topics listed in the training section of this program.

Recordkeeping

A record of training given to employees and supervisors will be retained by the company for a minimum of 3 years.

Access to Records

All records will be provided upon request to employees, former employees and representatives of employees.

Procedures

Identification of Hazard

All employees who are required to work where environmental risk factors for heat illness are present will be identified. Identification of potentially impacted employees will take place at the department level, and notifications will be provided to the Health & Safety Coordinator.

Potentially Impacted Employees

Training will be provided for all potentially impacted employees and their supervisors. All potentially impacted employees and their supervisors will be trained on the risk and prevention of heat illness, including how to recognize symptoms and how to respond should symptoms be present.

Employee Protection

One quart per hour of drinking water will be available at all times, for each employee, for the duration of his or her shift, while working outdoors in the heat. Supervisors will remind employees to drink frequently;

Training

All employees and supervisors working on job tasks where environmental risk factors for heat illness are present will receive training.

Supervisors

Supervisors that oversee employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness will receive effective training on the following topics prior to being assigned to supervise outdoor employees:

The training information required of the employees, as detailed below;

- Procedures the supervisor is to follow to implement the provisions of this program;
- Procedures the supervisor must follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures; and
- How to monitor weather reports and how to respond to hot weather advisories.

Employees

Effective training will be provided for affected employees prior to being assigned to work tasks that should reasonably be anticipated to result in exposure to the risk of heat illness to include the following:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing and personal protective equipment (PPE);
- The different types of heat illness and the common signs and symptoms of heat illness. This training should be accompanied by appropriate instructions on first aid and emergency responses to the different types of heat illness and a discussion of how heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness (see Appendix A);
- Procedures for identifying, evaluating and controlling exposure to environmental risk factors for heat illness;
- The importance of frequent consumption of small quantities of water, up to four cups of water per hour, when environmental risk factors for heat illness are present;
- The importance of acclimatization;
- The importance of immediately reporting symptoms or signs of heat illness, in themselves or in co-workers, to their supervisor;
- Understanding the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service; and

- Procedures to ensure that, in the event of an emergency, clear and precise direction to the work site is provided to emergency responders. These procedures will include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

Program Audits

An audit of the Heat Illness Prevention Program will be performed annually to ensure that heat illness prevention procedures are in place and are being properly followed. The audit will ensure that a written plan is maintained in English and the language understood by most of the workforce.

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Appendix A: Overview of Heat Illness Types, Symptoms and Prevention

This describes the three major forms of heat illness, how to recognize them and what actions to take to provide first-aid before medical care is provided.

Heat Cramps

Heat cramps are the most common type of heat-related injury. Heat cramps are muscle spasms which usually affect the arms, legs or stomach. Heat cramps are caused by heavy sweating, especially when water is not replaced quickly enough. Frequently they do not occur until after work, at night or when relaxing. Although heat cramps can be quite painful, they usually do not result in permanent damage.

Prevention/First Aid: Drink an electrolyte solution, such as sports drink, or plenty of water during the day, and try eating more fruits to help keep your body hydrated during hot weather.

Heat Exhaustion

Heat exhaustion is more serious than heat cramps. It occurs when the body's internal temperature regulating system is overworked, but has not completely shut down. In heat exhaustion, the surface blood vessels and capillaries, which originally enlarged to cool the blood, collapse from loss of body fluids and necessary minerals. This happens when you do not drink enough fluids to replace what you are sweating away.

Symptoms Include: Headache, heavy sweating, intense thirst, dizziness, fatigue, loss of coordination, nausea, impaired judgment, loss of appetite, hyperventilation, tingling in hands or feet, anxiety, cool moist skin, weak and rapid pulse (120-200), and low to normal blood pressure.

Prevention/First Aid: The employee suffering these symptoms should be moved to a cool location such as a shaded area or air-conditioned truck or building. Have him or her lie down with the feet slightly elevated. Loosen their clothing, apply cool, wet cloths or fan them. Have them drink water or electrolyte drinks. Try to cool them down and have them checked by medical personnel. Victims of heat exhaustion should avoid strenuous activity for at least a day, and they should continue to drink water to replace lost body fluids. Call 911 if the person becomes non-responsive, refuses water, vomits or loses consciousness.

Heat Stroke

Heat stroke is a life-threatening illness with a high death rate. It occurs when the body has depleted its supply of water and salt, and the victim's core body temperature rises to deadly levels. A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into the heat stroke stage; however, this is not always the case. It is important to note that heat stroke symptoms are similar to those of a heart attack. Therefore, it is very important to know how to recognize the signs and symptoms of heat stroke and to check for them any time an employee collapses while working in a hot environment.

Symptoms include: A high body temperature (103 degrees F); a distinct absence of sweating; hot red or flushed dry skin; rapid pulse; difficulty breathing; constricted pupils; any/all of the signs or symptoms of heat exhaustion such as dizziness, headache, nausea, vomiting or confusion; and possibly more severe systems including bizarre behavior and high blood pressure. Advanced symptoms may be seizure or convulsions, collapse, loss of consciousness and a body temperature of over 108 degrees F.

Prevention/First Aid: It is vital to lower a heat stroke victim's body temperature. Quick actions can mean the difference between life and death. Pour water on them, fan them or apply cold packs.

Call 911 to get the person medical aid as soon as possible.

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PRECAUTIONS TO PREVENT HEAT ILLNESSES

- Condition yourself for working in hot environments. Start slowly and build up to more physical work. Allow your body to adjust over a few days (acclimatization).

- Drink plenty of liquids – hydration is a continuous process. Do not wait until you are thirsty! By then, there is a good chance that you are already on your way to being dehydrated. Electrolyte drinks, such as a sports drink, are good for replacing both water and minerals lost through sweating. Never drink alcohol, and avoid caffeinated beverages like coffee and soda, as these liquids can have the opposite effect and can actually increase the level of dehydration.

- Take frequent breaks, especially if you notice you are getting a headache or you start feeling over-heated.

- Wear lightweight, light-colored clothing when working out in the sun.

- Immediately report all unsafe conditions and/or concerns to your supervisor or area manager.

- For additional information on heat illness prevention, contact your supervisor.

Appendix B: Footwear Requirements

OPEN MESH SHOES EXAMPLE NO TOE PROTECTION (NOT ALLOWED)









CLOSED MESH SHOES W/ RUBBER / REINFORCED TOE BOX (ALLOWED)









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