

# SAFETY MANUAL

**BROOKS CONSTRUCTION CO., INC.**

6525 Ardmore Avenue

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Fort Wayne, IN 46899

(260) 478-1990



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## **SECTION 1**

### **SAFETY PROGRAM OBJECTIVES & GOALS**

This manual establishes procedures intended to promote a safe and healthy working environment for all employees of Brooks Construction Co., Inc. (“Brooks”), subcontractors working on Brooks projects and Brooks or subcontractor suppliers and vendors installing or delivering goods and services to Brooks facilities or project sites (referred to general herein as “subcontractors”). This Program applies to all work performed on or goods installed or delivered to any construction project or at any operating facility that is managed, constructed or operated by Brooks. While Brooks applies the Program to its employees, Brooks also expects its subcontractors to apply the same or safer procedures to their employees. This Safety Program is intended to supplement the requirements of applicable OSHA standards and applicable federal, state or local safety requirements and standards. In the event of conflict between this Safety Program and such applicable laws and regulations, the safer practice shall be applied.

#### **Objectives:**

- A. To minimize occupational injury and illness, reduce equipment and property damage, and eliminate reoccurrence.
- B. To establish responsibility and accountability for safety on each Brooks construction project site.
- C. To inform Brooks employees of common safety hazards present at construction projects.
- D. To provide Brooks employees with knowledge and training required by OSHA and other applicable laws and regulations.
- E. To require Brooks subcontractors to adopt for the benefit of their employees an equivalent safety program.

#### **Goals:**

- A. To achieve the common goal of zero accidents / injuries and a secondary goal of zero lost days due to accidents / injuries.
- B. To increase safety education through training.
- C. To maintain an Experience Modification Rating (EMR) below 1.0.

The policies in this Manual do not, in any manner: 1) prohibit employees from discussing among themselves or others wages, benefits, and other terms and conditions of employment or workplace matters of mutual concern; or 2) prohibit activities that are protected by the National Labor Relations Act.

## SECTION 2



Since 1909  
www.brooks1st.com

PO Box 9560, 6525 Ardmore Ave  
Fort Wayne, Indiana 46899  
Phone: 260-478-1990  
Fax: 260-747-7086

18130 US Highway 20  
Goshen, Indiana 46528  
Phone: 574-825-9429  
Fax: 574-825-3608

625 S. Beiger Street  
Mishawaka, Indiana 46544  
Phone: 574-257-0560  
Fax: 574-257-0043

TO: All Company Employees

SUBJECT: Health & Safety Program

Safety for our employees has always been a prime concern of this company. We have had a good safety record over the years.

However, we want to take this opportunity to reaffirm our belief in a strong safety program which will continue to create and thus provide a safe place for all employees to work.

Accidents cost time and money, but most of all, accidents can cost lives.

We hope you will share our concern for providing a safe place in which to work, because to make a safety program effective, all of us must work together. Help yourself and your co-employees to be aware of and practice safe work habits.

Sincerely,

BROOKS CONSTRUCTION COMPANY, INC.

Andrew F. Brooks  
President

John R. Brooks  
Executive Vice President

## SECTION 3



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Fax: 574-257-0043

RE: Safety Commitment

Brooks Construction Company, Inc. has implemented a strong field safety program for our projects. Brooks has worked closely with its loss prevention experts to develop better awareness of measures to prevent accidents and injuries.

Brooks has also developed an employee recognition program to promote safe workplace practices throughout the construction season. Our goal is to keep Brooks 1<sup>st</sup>, by keeping Safety in everyone's mind!

Sincerely,

Director of Safety  
Brooks Construction Company, Inc.

## **SECTION 4**

### **ROLES AND RESPONSIBILITIES**

#### **Director of Safety**

The Director of Safety is responsible for the administration and implementation of the Safety Program. The Director of Safety manages all Brooks safety activities. The Director of Safety has the authority to interpret and enforce the Safety Program and may immediately stop or order correction of any condition or work, which is likely to result in injury or property loss. The Director of Safety has direct authority over Brooks employees and may have indirect authority over a Brooks subcontractor and its employees employed on a Brooks project or facility. The Director of Safety is responsible for compliance with OSHA requirements requiring reporting of work related injuries and periodic reporting and postings of such summaries at projects. The Director of Safety is responsible for oversight of Project Superintendents and Crew Foremen in the discharge of their responsibilities under the Safety Program.

#### **Director of Safety Responsibilities:**

- A. Coordinate safety activities and research and recommend to management new proposed safety procedures.
- B. Collect and analyze accident records to determine trends and high hazard jobs and procedures.
- C. Coordinate and conduct safety education programs for Brooks employees.
- D. Perform reviews, update, interpret, and enforce this Safety Program.
- E. Attend and conduct regular jobsite safety meetings for Brooks employees.
- F. Conduct jobsite inspections on a regular basis and train Brooks jobsite personnel to conduct “self-inspections.”
- G. Monitor Brooks operations to assure compliance with applicable OSHA and other safety requirements.
- H. Ensure adequate supply of necessary safety equipment and supplies for Brooks employees.
- I. Conduct accident investigations involving Brooks employees and subcontractors.
- J. Verify existence and application of safety programs by subcontractors on Brooks projects.
- K. Maintain timely and accurate records, including collection and posting of OSHA 300A forms.
- L. Supervise and coordinate Superintendent and Crew Foremen performance under this Safety Program.

#### **Employee Responsibilities:**

- A. Perform all tasks in a safe manner in compliance with this Safety Program, OSHA standards and other applicable safety requirements.
- B. Be familiar with and follow this Safety Program.
- C. Protect Brooks coworkers and equipment from safety hazards.
- D. Recognize safety hazards and report them to Crew Foreman or Superintendent.

- E. Stop work, on your own, if an immediately dangerous situation exists and immediately notify Crew Foreman or Superintendent.
- F. Contact the Director of Safety with suggestions on safety program improvement, noted deficiencies and to report employee misconduct.
- G. Participate in project site safety inspections.
- H. Participate in Toolbox Talks.
- I. Utilize personal protective equipment (PPE) in accordance with Brooks Safety Program.
- J. Be familiar with jobsite emergency procedures.
- K. Report all near misses, accidents, and/or injuries involving other Brooks or subcontractor employees immediately to Crew Foreman or Superintendent.

### **Subcontractors Responsibilities:**

Brooks has no direct power or authority over the employees of its vendors or subcontractors. However, Brooks expects each of its suppliers or subcontractors to adopt a safety program containing provisions and rules which are at least equivalent to those expressed in the Brooks Safety Program, under OSHA and other applicable safety laws and regulations. Brooks does not expect its vendors or subcontractors to undertake direct obligations with respect to Brooks employee safety. However, Brooks expects subcontractors and subcontractor or Brooks vendors or suppliers whose employees work upon or deliver goods or services to a Brooks facility or project site to regulate the conduct of their employees in a manner calculated to reduce risk of personal injury, accident or property loss or damage to Brooks employees, property, and the interest of the project owner. Unless otherwise specifically provided herein, each Brooks subcontractor is required to familiarize itself and its supervisory employees with this Safety Program; to adopt for the benefit of its own employees and to enforce as to its own employees the provisions of its own safety program which is at least as stringent and protective as the terms of this Safety Program. Each Brooks subcontractor shall undertake for the protection and benefit of its own employees, the obligations undertaken by Brooks in this Safety Program as to Brooks employees. Should any subcontractor have any questions or concerns about the Brooks safety philosophy, we ask that any such questions/concerns be promptly brought to the attention of the Director of Safety.

## **SECTION 5**

### **SAFETY EDUCATION AND TRAINING**

Training is designed to enable Brooks employees to learn how to perform their jobs properly and safely and to reinforce the Safety Program. Safety training also provides an opportunity to communicate safety principles and the commitment of Brooks to a safe and healthy workplace. Brooks will provide safety training to all employees. Safety training occurs at multiple levels and with varying frequency.

#### **Initial Safety Orientation:**

Safety Orientation is a part of the Brooks employee orientation that all new hires receive. It will cover, generally, the following:

Director of Safety Statement,

Goals & Objectives of the Safety Program,  
Personal Protective Equipment, Housekeeping,  
Hand & Power Tools, Excavations,  
Lockout / Tag-out,  
Hazard Communication (GHS),  
First Aid, Accident Reporting.

**Crew Training:**

After completion of the Safety Orientation the new Brooks employee's Crew Foreman will provide additional specific safety training applicable to the employee's assigned job. This training will consist of:

Emergency plans, evacuation routes, and assembly locations;  
Location of the First Aid-Kit & Extinguishers; and  
Use of tools & equipment, lifting & material handling equipment on the job.

Crew Foremen must verify Brooks employee completion of training by securing from each crew employee an acknowledgement that the employee has received training and will abide by this Safety Program. The check list should then be sent to the Director of Safety for retention.

**Toolbox Talks:**

Each Crew Foreman will perform a monthly 15-minute Toolbox Talk on the subject of safety. The Toolbox Talk shall be designed by the Director of Safety and shall discuss and address the hazards associated with the current project, scope of work and company policies. Each attending employee shall acknowledge attendance at the Toolbox Talk.

**Daily Safety Discussions:**

Each Crew Foreman is encouraged to initiate a safety discussion along with the project site goals and assignments each day.

**Subcontractor Responsibilities:**

Each Brooks subcontractor is expected to engage in safety education and training for its employees and to establish within its own operations a hierarchy for continuing education and training of its employees by its own supervisory personnel.

**SECTION 6**

**SAFETY RULES AND USE OF SAFETY EQUIPMENT**

The following specific rules and policies on use of safety equipment will be enforced to provide a work environment which is as free as possible from recognized hazards.

- A. Work areas and job sites shall be kept clean and orderly at all times. Cleanliness helps reduce slips, trips, and falls on the jobsite.



- B. Brooks employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law. All Brooks employees are expected to comply with all applicable Occupational Health and Safety Act (OSHA) standards.
- C. HiVis vests are to be worn at all times by all Brooks employees, as well as the employees of subcontractors.
- D. Hard hats and safety glasses will be worn as required by the task being performed.
- E. Protective devices for eye and face protection are to be worn when machines or operations present potential eye or face injury.
- F. Class 3 or greater safety vests/shirts will be worn by all Brooks employees, as well as the employees of vendors and subcontractors.
- G. Hearing protection will be worn as job operations make it necessary.
- H. Disposable dust masks/respirators are provided by Brooks for exposure to nuisance dust.
- I. Sturdy work shoes are required on project sites. Safety shoes (ANSI Z41 approved) are encouraged. Sandals, jogging shoes, street or tennis shoes or other soft recreational shoes, are not allowed.
- J. Dressing appropriately for the employee's specific work is required. Shirts and trousers provide protection to the body from contact with hot asphalt, dermatitis, sunburn, and other skin irritations. At least a short sleeved T-shirt will be worn along with long leg trousers while at work. A long sleeved shirt or welder's sleeves are recommended for use when burning or welding. Inappropriate dress and grooming considered by the Project Superintendent or Crew Foreman to contribute to an unprofessional appearance and/or unsafe working conditions will not be permitted.
- K. First aid equipment is available in all plants and at all work areas. Brooks Superintendents are trained in First Aid and CPR methods.
- L. The unauthorized possession of firearms or explosives or the possession of unlawful weapons is strictly prohibited while on Brooks facilities or project sites, including in Brooks motor vehicles. However, employees may keep firearms and ammunition in their personal vehicles in Brooks parking lots if doing so is permitted under applicable laws and the firearms and ammunition are: (1) locked in the employee vehicle trunk; (2) kept in the locked employee vehicle glove compartment or; (3) stored out of plain sight in the employee locked vehicle. Employees who violate this policy or who keep firearms or ammunition in their personal vehicles and fail to abide by these requirements are subject to discipline, up to and including discharge.
- M. Practical jokes, horseplay, and fighting violate good safety practices and will not be tolerated.

## **SECTION 7**

### **DISCIPLINE AND ENFORCEMENT**

Brooks employees who violate this Safety Program may be disciplined.

Project Superintendents and Crew Foremen are the front line in the enforcement of the Safety Program. Project Superintendents or Crew Foremen have the authority to alert or warn Brooks employees when they violate a safety rule. A Project Superintendent or Crew Foreman may remove or terminate the employment of any Brooks employee who refuses to comply with this Safety Program on a Brooks project site or at a Brooks facility.

### **Employee Reporting:**

Each Brooks employee is expected to report any damage to property or injury to or caused by a Brooks employee to his or her Crew Foreman or Superintendent.

If damage to a Brooks vehicle, property, or equipment occurs, the damage is to be reported immediately by the operating employee to the Crew Foreman and to the Director of Safety. An accident report must be completed by the operating employee and provided to the Director of Safety.

A Brooks employee injured on the job or on company property must report the injury immediately to the Crew Foreman and the Director of Safety. If it is apparent that an injured employee cannot or does not report the injury, any other Brooks employee observing the injury shall report it to the Crew Foreman and the Director of Safety. Post-accident drug and alcohol testing designed to accurately identify impairment will be performed upon reasonable suspicion that drug or alcohol use contributed to the accident unless otherwise required by applicable law. It is the employee's responsibility to complete the Brooks First Report of Injury form and any required Workman's Compensation forms. Failure to complete or submit these forms could delay any compensation to the employee.

### **Formal Review:**

A Review Committee will consist of the employee's supervisor, the Director of Safety, division management, and company management. After review of the accident report by the Director of Safety and the Crew Foreman, the employee may be required to meet with the Review Committee to evaluate the cause and extent of the injury or accident. The Review of an accident, injury, or loss is important to identify and correct the problems so that an accident/injury does not occur again. The Review allows Brooks the opportunity to find safer and more efficient ways to provide employee safety and reduce property damage.

If physical damage or loss occurs to company owned vehicles or equipment due to negligence, the negligent Brooks employee may be subject to discipline, up to and including termination. Possible reimbursement of repairs or payment of deductibles by the employee(s) causing loss or injury will be addressed on a case-by-case basis.

### **Subcontractor Responsibilities:**

Each Brooks subcontractor is expected to require compliance with and enforce applicable general safety rules as to its own employees on any Brooks project site. The power to document warnings, suspend from a project site or terminate employment is mandatory to comply with applicable laws and labor agreements. Documentation must be timely, complete, available to the Brooks Director of Safety, and readily available for review. All discipline will be administered in accordance with applicable labor agreements.

## **SECTION 8**

## **DRUGS AND ALCOHOL**

Brooks is committed to providing a safe working environment and, expects its employees to report to their jobs physically and mentally fit for work. Furthermore, Brooks is committed to maintaining its reputation as an “employer of choice” to its employees and a “company of choice” to its customers. To achieve these goals, Brooks takes a firm stand against drug and alcohol abuse. This policy is intended to ensure a drug-free work environment for the benefit of all Brooks employees and customers.

With respect to existing employees, *the objective of our policy is to eliminate substance abuse, not the substance abuser*. To this end, Brooks is prepared to help and support all employees requesting assistance in dealing with drug or alcohol problems. No one will be disciplined for requesting assistance. In fact, Brooks has established an Employee Assistance Program that provides confidential services to employees who seek help in dealing with drug or alcohol problems. The program may include referral to outside treatment or rehabilitation facilities. In most instances, the majority or treatment costs will be paid for by the employee’s benefit plans, but costs in excess of those covered by benefit plans are the sole responsibility of the employee.

Employees who voluntarily request or seek assistance in dealing with an alcohol or drug abuse problem may do so without jeopardizing their continued employment with Brooks, as long as that employee meets all other established standards of conduct and job performance under this policy, the general policies of Brooks, or under any other company rules. However, voluntary requests for assistance will not prevent disciplinary action for violation of Brooks’ drug and alcohol abuse policy. An employee who seeks assistance with drug or alcohol issues will not be treated as having experienced a positive drug or alcohol test. An employee who “self-identifies” and fails to successfully complete a rehabilitation program may be subject to corrective action up to and including termination of employment. Employees who undergo voluntary counseling or treatment and who continue to work must meet all established standards of conduct and job performance. An employee who has received assistance with alcohol or drug abuse issues are required to undergo periodic and random drug and alcohol testing for up to one year after completion of any treatment or assistance.

Use, possession, distribution, or being under the influence of alcohol or illegal drugs while at work is strictly prohibited and may result in actions up to and including immediate termination, even for a first offense. As a condition of employment, all employees agree to abide by the terms of this policy and further agree to submit to a drug or alcohol test if and when requested. This includes, but is not limited to, post-accident/injury drug and alcohol testing. Post-accident drug and alcohol testing designed to accurately identify impairment caused by substance abuse will be performed upon reasonable suspicion that drug or alcohol use contributed to the accident or injury unless otherwise required by applicable law. Additionally, Brooks reserves the right to conduct random drug and alcohol testing at its discretion.

Illegal drugs or alcohol are not to be brought onto project sites or Brooks property, even if stored in a personal vehicle for later consumption or use off-site.

Any person who has reasonable suspicion that an employee is under the influence of alcohol or illegal drugs in the work place may require the employee to submit to an alcohol or drug test. Reasonable suspicion includes, but is not limited to, (a) specific observations concerning the appearance, behavior, speech, or body odors of the employee, including observation of drug use, drug possession or possession of drug paraphernalia, physical signs or symptoms of being under the influence of a drug or alcohol, and/or

signs and symptoms of chronic and/or withdrawal effects of drugs; (b) a pattern of abnormal or erratic behavior as evidenced by the employee's work actions, appearance or conduct; or (c) arrest or conviction for a drug or alcohol related offense. Employees are required to notify the Director of Safety within three (3) calendar days of any such arrest or conviction, or immediately upon reporting to work following such arrest or conviction, whichever is earlier.

If practical, two supervisory personnel will witness the employee's conduct, appearance, behavior, speech etc. If that is not practical, the observations of one supervisory person are sufficient. Reasonable suspicion can be based on a third party observer's report if the report is independently corroborated or if the employee frequently works in an unsupervised environment.

In addition, a drug and/or alcohol test will be performed prior to employment, after an accident involving property damage and/or a near miss/close call event, after an incident involving personal injury and for employees returning from any leave of absence greater than six (6) months.

An employee who refuses to submit to a required drug and/or alcohol test may be terminated from his/her job for a period of at least one year.

An employee who tests positive on a work-related drug or alcohol screen or who is cited by the police for driving under the influence of alcohol or drugs while operating a Brooks vehicle will be subject to a minimum suspension of five (5) working days. In order to return to work, the employee must provide Brooks with evidence of a clean drug and alcohol screen immediately prior to return to work. This screen, conducted by a Brooks-designated testing facility, is at the employee's expense. Additionally, the employee must agree to submit to random drug and alcohol screens at their own expense for twelve (12) months following return to work. If the employee remains employed by Brooks and successfully passes all random drug and alcohol screens throughout the twelve (12) months, he/she will be reimbursed for one-half (1/2) the total cost of all screening tests, including the initial test required to return to work. Receipts must be submitted to Human Resources within thirty (30) days of completing the twelve (12) months of random testing for reimbursement.

Employees who are unable to provide evidence of a clean drug and alcohol screen conducted by a Brooks-designated facility at the end of their five-day (5) suspension may be terminated. They may re-apply for employment, however, re-employment is not guaranteed, and those who are re-employed must consent to random drug and alcohol screens at their expense for twelve (12) months following return to work.

An employee at work or while driving a Brooks vehicle who fails a drug or alcohol test at any time during the twelve (12) month random testing period shall be terminated immediately with no possibility of future employment. An employee at work or driving a Brooks vehicle who fails a drug or alcohol test more than one (1) time during their employment with Brooks Construction will be terminated immediately with no possibility of future employment.

Positive test results for a substance at any level that falls below legal thresholds for operating motor vehicles may nevertheless result in corrective action up to and including termination of employment.

All test results, assistance requests, and treatment records will be maintained in files separate from the employee's personnel file and will be held in the strictest of confidence, disclosed only to those having a legitimate need to know such information. On request, a Brooks employee will be provided a copy of any

positive result. Any request for an explanation of the results must be directed to the Director of Safety. This provision, however, does not apply to pre-employment testing.

### **Investigations and Searches:**

All personal items such as purses, pocketbooks, packages, bags, briefcases, lunch boxes, tool boxes, or other belongings or items with the capacity to be transported to and from the workplace are subject to inspection at any time. Likewise, company assigned property, including motor vehicles, equipment, lockers, desks, etc., is subject to search at any time with or without prior notice. Brooks employees and their personal vehicles are subject to search at any time while on Brooks premises, at a project site, or when entering or leaving the premises or project site. Locks, lockers, and desks are the property of Brooks and there can be no expectation of privacy with respect to any of the previously referenced personal vehicles, areas, items, locks, lockers, desks or other property assigned to employees by Brooks. Unless impractical to first obtain consent, no search will be conducted without first obtaining the consent of the Director of Safety.

Because Brooks performs public works contracts, it is required by law to maintain a written plan/program calling for drug testing of its employees. Many of the requirements of Indiana law are described in this Safety Program. As a condition of continuing employment by Brooks, each Brooks employee must abide by the terms of this Program.

### **Department of Transportation Drivers:**

Brooks employees whose jobs or work subjects them to regulation by the Department of Transportation are also subject to the following testing:

All DOT-regulated employees will be tested for alcohol and drugs at the first medical examination (of the DOT regulated employee) after implementation of a drug testing program.

Brooks will conduct random testing of all DOT-regulated employees according to applicable DOT regulations. At an unspecified time or times determined at the sole discretion of Brooks, names of DOT-regulated employees will be randomly drawn. Each employee drawn will be immediately required to submit to a urine and/or blood sample for alcohol or drug testing. The tests performed will test for amphetamines, cocaine, opiates (2000ng/ml), PCP and THC, according to DOT regulation. An employee who tests positive for alcohol or drugs as a result of any such test or an employee who refuses to provide a sample shall be disqualified and terminated from employment by Brooks for a period of at least one (1) year.

Whenever a DOT-regulated employee is involved in or contributes to an accident, Brooks requires the employee to submit a urine and/or blood sample for alcohol or drug testing as soon as it is reasonably possible, but in no case later than thirty two (32) hours after the accident. Whenever a DOT regulated employee is involved in an accident involving a fatality, the driver shall submit immediately to a urine and/or blood sample for alcohol or drug testing. An employee who tests positive for alcohol or drugs as a result of such test or an employee, who refuses to provide a sample, shall be disqualified and terminated from employment by Brooks for a period of at least one (1) year.

All DOT-regulated employees will also be subject to the Controlled Substances and Alcohol Use and Testing rules and requirements appearing in the Code of Federal Regulations, available free of charge at: <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.382>

### **Subcontractors:**

While the employees of subcontractors are not covered directly by the foregoing drug and alcohol testing program, each vendor visiting, and each subcontractor performing work at, a Brooks project site, is expected to adopt a similar program calling for testing at least as frequently and as vigorously as this drug and alcohol policy. Brooks reserves the right to preserve a safe and healthy project site by identifying to subcontractor management subcontractor employees who violate the foregoing rules, who appear to be impaired or under the influence, or who have brought drugs or alcohol and/or used such substances on the project site. Subcontractors are required to promptly and effectively administer their own drug and alcohol policies and applicable law on each Brooks project site.

## **SECTION 9**

### **FIRST AID AND MEDICAL SERVICES**

This section describes the First Aid, medical services, and emergency transportation provided for employees who become injured at Brooks facilities or on Brooks project sites.

When practical, First Aid treatment will be administered by a person trained and certified in such care. First Aid kits are located in Project Superintendent and Crew Foreman vehicles. Any injury at work that requires more than use the First Aid kit must be reported to the Director of Safety. A Brooks employee who is injured or involved in an incident resulting in injury to another must immediately prepare and file with the Director of Safety a First Report of Injury. Serious injuries should be reported to “911” first for EMS assistance, and then immediately to the Director of Safety.

### **Emergency Transportation:**

The Director of Safety or Crew Foreman will decide what type of transportation will be used to transport an injured Brooks employee to another facility for care. If medical attention is necessary during a transport, an ambulance will be used. If there is any doubt about the need for “in transit” care, an ambulance should be used.

### **Routine Transportation:**

The Crew Foreman’s vehicle will be used for non-critical First Aid transportation where in-transit care is not required from the jobsite to a clinic or hospital, unless the Crew Foreman determines that the injured employee is able to transport himself.

When the EMPLOYEE AND FOREMAN FEEL THAT THE INJURY CAN WAIT until the end of the workday, make the Director of Safety aware. The Director of Safety will provide instructions for the employee. All employees should keep an eye on an injured employee throughout the day.

When the either the EMPLOYEE OR THE CREW FOREMAN BELIEVES THAT AN INJURY REQUIRES IMMEDIATE TREATMENT, the employee should be taken to the nearest health or emergency facility. (Area facilities are listed in the Crew Foreman’s SDS binder, located in the Crew

Foreman's vehicle. The Crew Foremen or a trusted crew member should transport the employee to the nearest treatment facility if the employee is unable to drive.

If an injured employee refuses First Aid treatment, contact the Director of Safety immediately. If warranted and possible, the Director of Safety will make a visit to the job-site. If you have any doubts, call the Director of Safety!

Employees who obtain medical treatment for claimed work related injuries without reporting them to the Director of Safety or his designee may experience denial of a claim for Worker's Compensation benefits and may be exposed to the risk of termination of employment.

If you cannot reach the Director of Safety by cell at (260) 410-4653, contact the Brooks office at (260) 478-1990 or your Project Superintendent.

### **Subcontractor Responsibilities:**

Each Brooks subcontractor is expected to adopt, and train its employees and supervisory personnel in, proper First Aid and emergency care procedures. Just as Brooks contemplates administration of First Aid for everyone on its project site, including the employees of a subcontractor, a subcontractor is likewise expected to administer First Aid and emergency care to Brooks employees on a Brooks project site.

## **SECTION 10**

### **LIGHT DUTY**

On the job injuries are costly to both Brooks and to the injured employee. Brooks will make reasonable efforts to bring injured workers back to suitable, temporary, light duty employment until they have recovered from the effects of their injuries and can resume their regular job duties. This process is limited to creating temporary light duty positions. It does not require Brooks to provide permanent alternative or modified employment.

The purpose of the light duty policy is to bring the employee back to work as quickly as possible. A Brooks Superintendent and Director of Safety should review the suitability of the program for any individual employee every two weeks.

### **Subcontractors:**

No subcontractor or supplier to Brooks is required to provide its own light duty policy.

## **SECTION 11**

### **FIRST REPORT OF INJURY FORM**

The Brooks First Report of Injury form must be completed by any Brooks employee injured at a Brooks facility or on a Brooks project site. Crew Foremen are responsible to make certain that the injured Brooks employee fills out the report and that the Director of Safety is informed of the occurrence.

### **Subcontractor Responsibilities:**

While no subcontractor is required to fill out the Brooks First Report of Injury form, each subcontractor shall promptly report any injury to its employee at a Brooks facility or project site to the Brooks Director of Safety and shall cooperate in the efforts of the Brooks Director of Safety to determine the cause or other details of such injury.

## **SECTION 12**

### **SEVERE WEATHER AND DISASTERS**

It may become necessary to evacuate a project site as the result of weather or other emergency conditions.

#### **Employee Responsibilities:**

Each Brooks employee is responsible for certain actions in the case of a weather or other emergency condition.

- A. Upon evacuation alarms, Brooks employees shall proceed to evacuate the project site and move quickly to their assigned assembly areas.
- B. Employees shall remain at assembly areas pending further instructions from the Project Superintendent.

#### **Thunderstorm Safety Procedures:**

- A. Upon alarm, Brooks employees shall seek indoor shelter during a thunderstorm when possible. While indoors, it is important employees avoid contact with electrical appliances and electrically conductive surfaces and structures.
- B. If Brooks employees have no indoor shelter and must remain outdoors, they shall remain lower than the nearest highly conductive object. Lightning is a thunderstorm's worst killer. If you hear thunder, you can be struck by lightning. Lightning will strike the easiest source to ground, not necessarily the highest. Conductive objects such as trees, telephone poles, equipment booms, and flagpoles must be avoided. Objects that may carry electric current from a remote thunderstorm shall also be avoided. These objects would include telephone lines, pipelines, and fences. An employee shall not use electric tools outdoors if a thunderstorm is in the immediate area.
- C. When lightning is possible, employees must seek shelter indoors or remain in a vehicle away from interior metal parts. When high winds or flooding accompany a thunderstorm, the employee shall seek an appropriate protected area.
- D. Employees shall not work on or around excavators during a thunderstorm. The excavator's boom shall be lowered when winds exceed 30 miles per hour.

#### **Tornado Safety Procedures:**

- A. Upon alarm, Brooks employees shall move to designate emergency shelters. The predetermined shelter should be located in a reinforced building, the basement of a building, an inner hallway on a lower floor, or a similar location away from windows. A large room with a wide, free-span roof should not be used.



- B. Battery-powered radios or telephones should be available in the event of a power failure. During tornado alert, weather information should be monitored for further advisories.

### **Subcontractor Responsibilities:**

Each Brooks subcontractor is expected to familiarize itself and its employees with the foregoing severe weather policies and to adopt its own equally protective policies or to require its employees to comply with essentially the same requirements as are imposed upon Brooks employees on the Brooks project site.

## **SECTION 13**

### **EMERGENCY PLAN**

- A. An emergency plan shall take effect in the event of:
  - 1. Serious injury to a Brooks' employee.
  - 2. Serious injury to a subcontractor employee.
  - 3. Serious injury to a bystander.
  - 4. Serious damage to Brooks equipment.
  - 5. Serious damage to subcontractor equipment.
  - 6. Chemical spills.
- B. The first priority is administration of First Aid or medical treatment.
- C. Employees shall keep the media from entering the project site.
- D. Employees shall make no statement to the media.
- E. Employees should be familiar with their jobsite location. Landmarks and intersections can help emergency response crews.
- F. Employees shall preserve the scene.
- G. Employees shall obtain the identity of all witnesses.
- H. Employees shall secure, control and possession of all materials involved – tools, etc.
- I. Employees shall take photographs.
- J. Employees shall record the detail of injuries and damage.
- K. Employees shall record relative positions of large numbers of items or damage fragments.
- L. Employees shall preserve evidence of deterioration, abuse, or lack of proper maintenance.

## **SECTION 14**

### **FIRE PREVENTION AND PROTECTION**

All employees must familiarize themselves with the need for, operation of and location of firefighting equipment. Fire extinguishers are plainly marked at all Brooks facilities and are also located in Superintendent and Crew Foremen vehicles. Employees should familiarize themselves with the suitability of various types of extinguishers and their uses. Questions relating to various types of firefighting equipment should be directed to your Crew Foreman or other safety personnel. Emergency telephone numbers, including the fire department, are posted in all Brooks facilities and in Crew Foreman vehicles.

Each welder, burner or operator of open-flame equipment must have an individual fire extinguisher in the immediate vicinity of his or her work. In the event of fire, and if the fire is relatively small and in a confined area, it may be appropriate for a Brooks employee to attempt to extinguish the fire. Before attempting to fight a small fire, the employee should make sure that everyone departs the immediate area of the fire. The employee should call or make arrangements to have someone else call the fire department and a Superintendent. In that call, the caller should state his/her name, give the specific location of the fire and send someone to the main entrance of the project site to direct the fire department to the precise location of the fire.

If a small fire begins to spread or threatens an escape path, get out of the area immediately.

To use a fire extinguisher, **P**ull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed. **A**im the nozzle toward the base of the fire. **S**queeze the handle to discharge the extinguisher while standing approximately 8 feet away from the fire. **S**weep the nozzle back and forth on the base of the fire. Fires can reignite after being apparently extinguished. Be attentive to the fire and prevailing conditions to make sure the fire does not reignite. You will notice that the principle activities involved in fighting a fire with an extinguisher spell out the acronym “PASS.” Do not fight a fire when the fire can block your exit, if the fire is spreading quickly, if the type or size of extinguisher is incorrect, the fire is large or you do not know how to properly use a fire extinguisher. Under any of those conditions, you should leave the scene of the fire immediately and report it to the fire department and the Project Superintendent.

### **Flammable Liquids:**

Gasoline and other flammable liquids in amounts of five (5) gallons or less must be stored and transported in approved safety cans only. Flammable liquid materials which are thick and hard to pour may be used and handled in their original shipping containers. Chemical manufacturers are generally required to label containers of hazardous and flammable materials. Brooks utilizes these labels as its primary means of warning employees about such products. The Project Superintendent is responsible to verify that all containers of flammable or hazardous substances are properly labeled. Labels will not be removed, may not be removed from any container or defaced. Vehicle and equipment engines must be turned off while refueling and no smoking will be permitted near flammable liquids or other combustibles.

## **SECTION 15**

### **PERSONAL PROTECTION EQUIPMENT**

Personal Protection Equipment (“PPE”) and proper clothing must be worn when a hazard cannot be controlled or eliminated by engineering, design, or administrative controls. All protective equipment,

respiratory devices, eye protection, gloves, etc., must be used and maintained in a reliable sanitary condition. Employees may be obligated for the cost to replace or repair abused or neglected PPE assigned to them.

Crew Foremen shall provide each new employee with a safety vest, safety glasses and ear plugs at orientation.

Defective and damaged PPE shall not be used. If you have defective or damaged PPE, you must report it to your Crew Foreman before making further use of it. Items that are deemed defective or damaged shall be destroyed and discarded immediately and new PPE will be issued to the employee..

### **Foot Protection:**

Brooks provides PPE (except Foot Protection) at no cost to the employee. Employees are expected to provide their own proper foot protection (i.e. hard sole work boots).

### **Eye & Face Protection:**

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety glasses, goggles or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal eye injury.

## **SECTION 16**

### **ELECTRICAL SAFETY**

On occasion, Brooks' scope of work involves working around and with electricity. Each application has its own combination of hazards for electric shock, burns, fire, or explosions.

### **Employee Responsibilities:**

- A. Turn off and unplug electrical equipment before attempting to repair, replace a part, clear a jam, adjust, or troubleshoot.
- B. Do not use an electrical outlet or switch if the protective cover is ajar, cracked, or missing.
- C. Only use dry hands and tools and stand on a dry surface when using electrical equipment.
- D. Always pick up and carry portable equipment by the handle and/or base. Carrying equipment by the cord damages the cord's insulation
- E. Unplug cords from electrical outlets by pulling on the plug instead of pulling on the cord.
- F. Only extension cords with three-prong plugs shall be used to ensure that equipment is grounded.
- G. Never remove the grounding post from a 3-prong plug so you can plug it into a 2-prong outlet or extension cord.
- H. Route electrical extension cords so they are not stepped on, rolled over, cut, or pinched.
- I. Do not use cords that have cuts or breaks in the outer layer of the cord. Mark them out of service and remove them from use.

- J. Electrical company locates will be done before excavations on job sites. Hand digging and insulated probes will be used in the immediate area.
- K. Look overhead for wires and cables. A minimum of ten (10) feet of clearance should be maintained from electrical lines. Local utilities can insulate, visibly mark, or deaden overhead lines. Contact the Project Superintendent or Director of Safety to arrange for local utility assistance.
- L. Brooks has highly visible “Overhead Wires” warning signs for use on our projects. Contact the Project Superintendent or Director of Safety to arrange for installation warning signs prior to starting work.

## **SECTION 17**

### **EXCAVATION AND TRENCHING**

- A. Trenching operations shall be conducted under the supervision of an appropriately trained Brooks employee knowledgeable about soil analysis and the use of protective trenching systems and OSHA 1926, Subpart P standards.
- B. The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
- C. When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
- D. Access to and from trench excavations will be established and enforced by the Project Superintendent.
- E. Guardrails shall be installed for crossings and walkways to protect against falls into open trenches or excavation holes.

#### **Employees Responsibilities:**

- A. Employees working below grade shall protect their eyes with safety glasses/shields and their heads with hard hats.
- B. The slopes and configurations of sloping and benching systems shall be selected and constructed in accordance with OSHA standards.
- C. Support systems, shield systems and other protective systems shall be selected and constructed in accordance with OSHA standards.
- D. Excavation of material to a level no greater than 2 feet below the bottom of the members of a support system shall be permitted, and only if the system is designed to resist the forces calculated for the full depth of the trench and there are no indications while the trench is open to a possible loss of soil from behind or below the bottom of the support system.

## **SECTION 18**

### **COMPRESSED GAS CYLINDERS**

Employees are required to exercise caution in dealing with Compressed Gas Cylinders by following these rules and requirements:

- A. The contents of any compressed gas cylinder must be clearly identified on the cylinder or a label. No compressed gas cylinder should be used that does not legibly identify its content by name.
- B. Cylinders shall be kept away from any sources of heat and combustion.
- C. Cylinders shall be stored in the upright position and secured in a location and a manner such that they are not likely to be knocked over or damaged.
- D. Cylinders containing oxygen shall be placed at least 20 feet from cylinders containing combustible gases. OSHA regulations require that “oxygen” cylinders in storage shall be separated from fuel gas cylinders or combustible materials (especially oil or grease) by a minimum distance of 20 feet or by a non-combustible barrier at least five feet high having a fire-resistance rating of at least one-half hour.
- E. Unless cylinders are secured on a service truck, regulators should be removed and valve protection caps in place.
- F. Gas cylinders with leaks should immediately be taken out of use and handled as follows:
  - 1. The valve should be closed, the cylinder tagged and moved outdoors away from sources of flame or sparks and the supplier notified. A regulator attached to the valve may be used temporarily to stop a leak through the valve seat.
  - 2. If the leak occurs at the fuse plug or other safety device, tag the cylinder, move it outdoors away from sources of flame or sparks and leave the valve slightly open to permit the gas to escape.
  - 3. Notify the Project Superintendent of the leaking cylinder so it can be marked with a warning against approaching the leaking cylinder with lighted cigarettes or other sources of ignition must be posted. The Superintendent will notify the supplier of the cylinder and dispose of the cylinder appropriately.
- G. Acetylene gas cylinder valves should be opened slowly not more than one and one-half (1-1/2) turns of the spindle. The valve should be opened only with the special wrench provided by the supplier. This wrench should be left in position on the stem while the cylinder is in use so that it may be quickly turned off in case of emergency.
- H. Use of hammers and wrenches for opening oxygen cylinder valves is prohibited. When valves cannot be opened by hand, the supplier should be notified.
- I. When an oxygen cylinder is in use, the valve should be opened fully in order to prevent leakage around the valve stem.

## **SECTION 19**

### **HAND AND POWER TOOLS**

All hand and power tools and similar equipment, whether furnished by Brooks or the employee, must be maintained and used in a safe condition. Employees must inspect tools before each use and remove defective and damaged tools from service, tagging them and advising the Crew Foreman of their tagged and unsuitable condition. Employees must review operator's manuals before using any new tool in order to familiarize themselves with safe operating procedures, guarding, and necessary PPE. If power operated tools or equipment are designed to accommodate safety guards, they must be equipped with such guards at all times when in use. Employees shall not defeat or disable safety guards or mechanisms. Employees using hand and power tools which create falling, flying, abrasive, and splashing objects, or create harmful dust, fumes, mists, vapors, or gases shall use PPE. Cords and hoses must be protected from damage and routed through the project site so as not to present a tripping hazard. Pneumatic tools such as drift pins, wedges, and chisels must be maintained so as not to have mushroomed heads. Wooden tool handles must be kept free of splinters and cracks and must be tight in the tool head. Fuel powered tools must be stopped and disabled while being refueled, serviced, or maintained. When fuel powered tools are used in an enclosed spaces, air monitoring for accumulation of toxic gas shall be maintained.

## **SECTION 20**

### **HAZARD COMMUNICATION**

The Brooks Hazard Communication Program is intended to protect Brooks employees, subcontractor employees and others at Brooks project sites against the health and safety hazards associated with exposure to chemicals in the workplace. Brooks attempts to achieve this goal through employee education, labeling, and collection and maintenance of Safety Data Sheets for all chemicals stored and/or used at each worksite location.

#### **Employee Responsibilities:**

Since protection from chemical exposure starts with knowledge, employee training is the cornerstone of the Hazard Communication Program. Each employee of Brooks shall participate in the following training:

1. New employee orientation includes an explanation of the Hazard Communication portion of this Safety Program.
2. New employees will be given a copy of the Safety Program to help them better understand their rights, to increase their chemical awareness and knowledge, and to train them in particular hazards associated with work activities they will be required to perform.
3. Additional training will be conducted, including periodic Safety Data Sheet review.
4. Hazard specific training will be given to every employee before potential exposure to known or anticipated hazardous substances or chemicals.
5. Employees will be provided with and trained to use all PPE required for protection against the hazards of chemical and substances found in the workplace.

#### **Safety Data Sheets (SDS)**

Safety Data Sheets will be maintained in an indexed file in Crew Foreman vehicles to provide instant accessibility in the event of a chemical accident or incident. If an employee wishes to secure information on chemicals, they should make a request to their Crew Foreman who in turn will obtain the requested information and issue it to the employee within a reasonable period of time. The SDS file will be kept up

to date when an existing SDS is updated due to improvements or changes. SDS files are kept in the office, shop, plants, and all Crew Foreman vehicles. An SDS gives detailed information regarding the dangers, safe handlings, safe storage, use, and emergency response for specific chemicals. Refer to an SDS for the following information:

1. The identity of the manufacturer or importer of the chemical, and its address as well as emergency telephone number and the date the SDS was prepared.
2. Hazardous ingredients contained in the chemical, the chemical identification name, and common name and acceptable exposure limits.
3. Physical and chemical characteristics including appearance, odor, evaporation rate, water solubility, vapor pressure, density, boiling and melting points.
4. Fire and explosion hazard data including the chemical's flashpoint, its flammable, combustible, or combustible explosion limits, and methods to handle these hazards, such as appropriate firefighting equipment and procedures.
5. Reactivity data explaining potential hazards that could result from mixing a chemical with air, water, and other chemicals, and explaining what chemicals and additions should be avoided.
6. Health hazard data providing critical information to keep the employee safe and healthy. Chemicals may enter your body through inhaling, swallowing or absorption through skin. This section explains potential hazards that could result from adverse exposure and whether the hazard is acute, meaning it will show up immediately, or chronic, meaning will take a long time to develop. Exposure symptoms are also listed such as headache, skin rash, nausea, etc. and also whether the chemical may aggravate existing health conditions such as breathing, heart and lung problems, and whether the chemical is carcinogenic (cancer causing). In addition, the health hazard section includes emergency and first aid treatments and information required by a doctor treating a chemically injured victim.
7. Precautions for safe handling and use including the correct procedure for storing, handling, disposing of, and using the chemical, and additional information on what to do in the event of a spill, leaking container, or chemical release into the atmosphere, first aid measures, firefighting measures, toxicology, ecology, disposal, transport, and regulatory information.
8. Control measures including the type of protective clothing and PPE required when using the chemical. In addition, advice on whether ventilation is required and the necessary personal hygiene practices to follow after using the chemical or following accidental exposure.

### **Labels and Other Forms of Warning:**

Since chemical manufacturers are required to label their containers of hazardous substances Brooks uses these labels as its primary means of warning employees about the products. Labels are not to be removed from any container or defaced in any manner. If a label is missing or defaced beyond recognition, a Brooks employee becoming aware of the missing or damaged label must notify the Project Superintendent or Director of Safety immediately.

Portable containers into which hazardous substances are transferred from labeled containers and which are intended only for the **immediate use** by the employee who performs the transfer are exempt from labeling requirements.

### **Subcontractor Responsibilities:**

Subcontractors must provide the Brooks' Project Superintendent with an SDS before any introducing hazardous substances to a project site. A subcontractor is responsible for compliance with this Section of the Safety Manual as it applies to any chemical or hazardous substance under its control or used in its performance under its subcontract. Each subcontractor is required to adopt a hazardous substances policy at least as stringent as this Brooks Hazard Communication program.

## **SECTION 21**

### **HEARING CONSERVATION**

Employees exposed to excessive noise must wearing hearing protection in accordance with OSHA regulations. Basic protection consists of disposable, spongy inserts.

A Hearing Conservation Program shall be administered by Brooks for employees frequently or continuously exposed to high sound levels. This Conservation Program will involve a baseline audiogram for each exposed employee within six (6) months after first exposure at the level described above. Thereafter, Brooks will conduct audiometric testing for all employees above the threshold defined above. In the event an annual audiogram reveals significant deterioration or negative results, the employee will be notified in writing of such results. If an audiogram is scheduled, a Brooks employee should refrain from working in affected noisy areas for 14 hours before the scheduled date and time of the audiogram. In the event an employee is to require special hearing protection, a medically fitted hearing protection device will be produced and furnished to the employee at no cost. The device remains the property of Brooks at all times, and the employee must leave the hearing protection device with Brooks in the event of termination of employment for any reason.

Hearing protection must be used when noise exposure at a project site exceeds the limits prescribed by OSHA. Generally, if you cannot carry on a normal conversation with a person without raising your voice in a particular area, an employee probably needs to use hearing protection in that area. Hearing protection is required in all plants whenever within posted noise protection areas. All persons working around pavers must wear hearing protection at all times. Before installing any type of internal hearing protection, verify that both earplugs and fingers are clean and sanitary.

## **SECTION 22**

### **HOUSEKEEPING**

#### **Project Superintendent Responsibilities:**

Attention to general cleanliness, storage and housekeeping can prevent numerous accidents. All employees share the responsibility for maintaining good housekeeping practices. Housekeeping shall take place as often as necessary to keep a clean and safe jobsite. The Project Superintendent is responsible for determining the projected wastes, trash, and/or scrap materials that will be created and what kind of waste



receptacles will be needed and how many will be needed. Any employee who encounters excessive trash, waste or scrap materials should notify the Project Superintendent.

The employees will be made aware of the proper method to dispose of wastes. This may include general instructions on disposal of non-hazardous wastes, trash, or scrap materials. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.

Brooks employees will be instructed in the segregation of wastes and opportunities for recycling.

### **Employee Responsibilities:**

Brooks employees are responsible for housekeeping as follows:

- A. All aisles, stairways, emergency exits, fire extinguishers, eye wash stations, etc., will be kept clear (a minimum of three feet of either side) of material storage and debris (temporary and permanent) at all times.
- B. Storage areas will be maintained orderly at all times. When supplies are received, the supplies will be stored properly.
- C. Spills will be cleaned-up immediately and hazardous waste shall be disposed of in accordance with state, local and federal regulations.
- D. All refuse and waste materials will be placed in the appropriate waste containers for disposal.

## **SECTION 23**

### **PORTABLE LADDER SAFETY**

Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, must be immediately marked in a manner that readily identifies them as defective and removed from service.

### **Employee Responsibilities:**

All employees who use ladders must be trained in proper selection, inspection, use and storage.

There are generally two types of portable ladders, Stepladders (A Frame Ladders) and Straight (Extension Ladders). Each type of ladder presents specific hazards and requires specific precautions

#### **Step Ladders**

- A. The spreaders shall be fully extended and locked into place before use.
- B. The top two steps are not to be used for sitting or standing.
- C. The back of the ladder should not be used for climbing, unless designed for such use.
- D. Stepladders should never be leaned against a wall and used as a straight ladder.

#### **Straight Ladders**

- A. Always select a straight ladder long enough to extend at least three feet beyond the landing.
- B. Straight ladders should be positioned so that the horizontal distance between the foot of the ladder and the support against which it is placed is equal to one-fourth the height of the ladder at the top of support.

### **General Safety Guidelines for All Ladders**

- A. Ladders shall be secured in position to prevent slipping.
- B. Ladders must be placed on solid ground or footing.
- C. Ladders may not be used in horizontal positions for use as platforms.
- D. Wooden ladders shall be maintained free of sharp edges, splinters and other defects.
- E. Wooden ladders shall not be painted, as paint may hide defects that could lead to failure.
- F. Ladders shall be visually inspected prior to each use.
- G. Ladders shall be kept free of oil, grease, dirt, etc.
- H. Move the ladder with your work and do not overextend beyond the rails of the ladder.
- I. When climbing or descending a ladder, always face the ladder and hold onto each rail.
- J. Carry tools and materials in proper carrying devices in order to keep your hands free.
- K. Ladders have an indicated and marked load capacity. Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacture's rated capacity.

## **SECTION 24**

### **LOCKOUT & TAGOUT**

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

- A. Before a machine or piece of equipment is turned off, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy in the equipment.
- B. The machine or equipment will be shut down using the specific procedures for that machine. An orderly shutdown will be utilized to avoid any additional or increased hazards to employees as a result of equipment de-energization.
- C. All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.
- D. Lockout or tagout devices will be affixed to energy isolating devices by authorized employees. Lockout devices will be affixed in a manner that will hold the energy isolating devices in the "safe" or "off" position and prevent the machine or equipment from being restarted.

- E. Where tagout devices are used they will be affixed in such a manner that will clearly state that the operation or the movement of energy isolating devices from the “safe” or “off” positions is prohibited.
- F. The tagout devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.
- G. Following the application of the lockout or tag-out devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.
- H. After assuring that no person will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc.). Caution: After Test, place controls in neutral position.
- I. Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.
- J. Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.
- K. Prior to starting work on machines or equipment that have been locked or tagged out, the employee will verify that isolation or de-energization of the machine or equipment have been accomplished.
- L. Should the shift change before the machinery or equipment can be restored to service, the lock and tag must remain. If the task is reassigned to the next shift, those Employees must lock out and tag out the equipment before the previous shift may remove their lock and tag.

### **Removal of Lockout-Tagout**

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

- A. The work area will be thoroughly inspected to ensure that nonessential items have been removed and that machine or equipment components are operational.
- B. The work area will be checked to ensure that all employees have been safely positioned or removed.
- C. Each lockout or tagout device will be removed from each energy-isolating device by the employee who applied the device.
- D. Should an employee leave the facility before removing his/her lock and tag, the Project Superintendent may remove the lock and tag.

## **SECTION 25**

### **SAWS AND CUTTING SAFETY**

Employees operating saws or cutting devices shall wear appropriate PPE and safety glasses. A face shield shall be used when cutting hard materials. Noise levels may require ear plugs. Nuisance dust may require a disposable mask. High dust levels shall be controlled by “wet” sawing the material.

## **SECTION 26**

## **WELDING and CUTTING**

Only trained and authorized personnel may operate welding and cutting equipment.

### **Employee Responsibilities:**

- A. Objects to be welded, cut or heated must be moved to a safe location. If the object cannot be easily moved, all moveable fire hazards will be moved at least 35 feet from the worksite or protected with flame proof covers, metal guards or curtains.
- B. A fire extinguisher must be immediately available in the work area, free of obstruction, inspected and maintained and ready for immediate use. The fire extinguisher shall be of suitable size and rating for the work being performed.
- C. The work area shall be kept clear of welding rod studs and other debris.

Employees engaged in electric welding shall:

- A. Ensure electrical cord, electrode holder and cables are free from defects (no cable splices are allowed within 10 feet of the electrode holder).
- B. Ensure the welding unit is properly grounded.
- C. To avoid overheating, ensure proper contact of work leads and connections and remove any metal fragments from magnetic work clamps.
- D. Avoid wrapping welding cables around a body part and avoid welding in wet conditions.

Employees engaged in gas welding shall:

- A. Inspect pressure gauges, hoses and torches daily for defects. Ensure all fittings are tight. If cylinders, valves, regulators, plugs, or other safety devices are damaged, they must be tagged out of service and removed from the work area.
- B. Open valves slightly and close immediately before a regulator is connected to the cylinder. This is called "cracking" which clears the valve of dust and dirt. The employee must stand to the side of the outlet, not in front. Valves must be cracked away from welding work, sparks, flames or other sources of ignition.
- C. Valves must be opened slowly to prevent damage to the regulator. Valves must not be opened more than 1½ turns. If a wrench is required, it must stay in position in case of emergency for a quick shut off.
- D. When work is complete, cylinders must be closed and the gas released from the regulator before removing the regulator.
- E. Oxygen cylinders and fittings must be kept free from oil or greasy substances and may not be handled with oily hands or gloves.
- F. Clogged torch tip openings must be cleaned. Torches may be lit only with friction lighters.
- G. For proper use, handling and storage of compressed gas cylinders, refer to the compressed gas cylinder policy of this safety manual.

## **Personal Protective Equipment**

All personnel engaged in welding or burning operations shall wear the appropriate personal protective equipment. This includes but is not limited to eye and face protection against harmful radiation and flying particles, flame retardant clothing, and leather gauntlet type gloves.

## **SECTION 27**

### **CONFINED SPACES**

For Brooks operations, the most common confined spaces are entry into tanks, bins, or silos. However, there are a number of other situations which present confined space hazards. For example, an open trench more than four feet deep, a poorly ventilated construction trailer, tunnels under stockpiles or aggregate bins and even manholes may be confined spaces.

#### **Legal Requirements:**

The OSHA standards require employers to implement practices and procedures to protect employees from hazards associated with entry and work within Confined Spaces.

A Confined Space is a space that is large enough and configured such that an employee (a) can enter and perform assigned work; (b) has limited or restricted means of entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, and pits are spaces that may have limited means of entry); and (c) is not designed for continuous employee occupancy.

#### **Employee Responsibilities:**

Employees engaged in work in a Confined Space must:

1. Be able to identify any new Confined Spaces, and contact the appropriate Superintendent before entry.
2. Be entitled to request additional monitoring at any time during the confined space work.
3. Follow all instructions and directions of the Attendant.

#### **Attendant:**

An Attendant shall be employed for each Confined Space in which Brooks employees engage in work. The Attendant is responsible to:

1. Remain outside the Confined Space during entry operations until relieved by another authorized attendant.
2. Keep track of the identity and number of entrants into the space.
3. Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
4. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and order the authorized entrants to evacuate the space immediately under any of the following conditions:

1. If the attendant detects a prohibited condition.
2. If the attendant detects the behavioral effects of hazards exposure in an authorized entrant.
3. If the attendant detects a situation outside the space that could endanger the authorized entrants.
4. If the attendant cannot effectively and safely perform all the duties required under this section.
5. Summon emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from space hazards.
6. Take the following actions when unauthorized persons approach or enter a space while entry is underway:
  1. Warn unauthorized persons that they must stay away from the space.
  2. Advise the unauthorized persons that they must exit immediately if they have entered the space.
  3. Inform the authorized entrants and entry supervisor if unauthorized persons have entered the space.
7. Perform non-entry rescue as specified by the rescue procedure.
8. Perform no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.
9. May not monitor more than one Confined Space at a time. The current Confined Space must be completed and closed before being allowed to move to another confined work space to monitor.

## **SECTION 28**

### **BLOODBORNE PATHOGENS**

OSHA regulations are intended to reduce the transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. However, certain protective measures must be employed when performing any task or procedure that presents risk of occupational exposure to any blood borne pathogen.

#### **Employee Responsibilities:**

Employees must take the following precautions:

- A. All blood or other potentially infectious materials shall be handled as if contaminated by a blood borne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
- B. Hand washing is a primary infection prevention measure. Appropriate hand washing must be diligently practiced.

- C. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment.
- D. In work areas where provision of hand washing facilities is not feasible, an appropriate antiseptic hand cleanser or antiseptic towelettes may be used.
- E. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- F. Employees shall wash hands and any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- G. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- H. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
- I. Contaminated needles and other contaminated sharps shall not be bent, recapped or removed.
- J. Immediately or as soon as possible after use, contaminated sharps shall be placed in appropriate containers until properly reprocessed.
- K. Sharps containers shall be puncture resistant, color-coded (red), leak proof on the sides and bottom and in accordance with OSHA requirements for reusable sharps.
- L. Employees shall not suction blood or other potentially infectious materials with their mouth.
- M. Gloves shall be worn when it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, or non-intact skin, touch contaminated items or surfaces and/or when handling or touching food or other items to be ingested.
- N. Masks and eye protection shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

### **HEPATITIS B VACCINATION**

All employees who have been identified as having exposure to blood borne pathogens will be offered the hepatitis B vaccination series at no cost to them. In addition, these employees will be offered post-exposure evaluation and follow-up at no cost to them should they experience an exposure incident on the job.

All medical evaluations and procedures including the hepatitis B vaccination series, whether prophylactic or post-exposure, will be made available to the employee at a reasonable time and place. This medical

care will be performed by or under the supervision of a licensed physician, physician's assistant, or nurse practitioner. Medical care and vaccination series will be according to the most current recommendations of the U.S. Public Health Service. A copy of the blood borne pathogens standards will be provided to the healthcare professional responsible for the employee's hepatitis B vaccination.

All laboratory tests will be conducted by an accredited laboratory at no cost to the employee.

The vaccination series will not be made available to employees who have previously received the complete hepatitis B vaccination series; to any employee who has immunity as demonstrated through antibody testing; or to any employee for whom the vaccine is medically contra-indicated.

Any exposed employee who chooses not to take the Hepatitis B vaccination will be required to sign a release.

Employees who experience an exposure to bodily fluids, infectious materials, mucus membranes or non-intact skin must immediately report exposure to a Superintendent. When an employee reports an exposure incident, he/she should immediately be offered a confidential medical evaluation and follow-up including the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
2. Identification and documentation of the source individual unless identification is infeasible.
3. Blood from the source individual will be tested as soon as feasible after consent is obtained for HBV, HCV, and HIV testing. If the source individual's blood is available, and the individual's consent is not required by law, the blood shall be tested and the results documented. The exposed employee will be informed of the results of the source individual's testing.
4. The exposed employee's blood shall be collected as soon as feasible after consent is obtained, and tested for HBV, HCV and HIV serological status. If the employee consents to baseline blood collection, but does not give consent at the time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
5. The exposed employee will be offered post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service. The exposed employee will be offered counseling and medical evaluation of any reported illnesses.

### **Employee Training**

Employees will be trained regarding blood borne pathogens at the time of initial assignment to tasks where exposure may occur *and* annually, during work hours. Additional training will be provided whenever there are changes in tasks or procedures which affect an employee's occupational exposure; this training will be limited to the new exposure situation.



The training approach will be tailored to the educational level, literacy, and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer. The Director of Safety or his/her designate is responsible for arranging and/or conducting training.

### **Record-Keeping Procedures**

If Brooks should cease business, and there is no successor employer to receive and retain the records for the prescribed period, then the Director of the National Institute for Occupational Safety and Health (NIOSH) will be notified at least three (3) months prior to the disposal of records. The records will be transmitted to NIOSH, if required by the Director, within the three (3) month period.

1. A medical record will be established and maintained for each employee with exposure. The record shall be maintained for the duration of employment plus thirty (30) years in accordance with 29 CFR 1910.1020. The record shall include the following:
  1. Name and social security number of the employee;
  2. Copy of the employee's hepatitis B vaccination status with dates of hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
  3. Copy of examination results, medical testing, and any follow-up procedures;
  4. Copy of the healthcare professional's written opinion; and
  5. Copy of the information provided to the healthcare professional who evaluates the employee for suitability to receive hepatitis B vaccination as a prophylactic and/or after an exposure incident.
2. Confidentiality of medical records: The records will be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's expressed written consent, except as required by law or regulation. Employee medical records required under 29 CFR 1910.1030 shall be provided upon request for examination and copying to the subject employee in accordance with 29 CFR 1910.1020.
3. Training records: Training records shall be maintained for three (3) years from the date on which the training occurred. The following information shall be included:
  1. Dates of training sessions;
  2. Contents or summary of training sessions;
  3. Names and qualifications of trainer(s); and
  4. Names and job titles of all people attending.
4. Training records shall be provided upon request for examination and copying to employees, to employee representatives, and to the Commissioner of the Department of Labor and Industry in accordance with 29 CFR 1910.20.

## **SECTION 29**

### **SUBCONTRACTOR SAFETY MANAGEMENT**

Each Brooks subcontractor shall adopt and enforce its own comprehensive written safety and health program. The subcontractor's safety plan, depending on scope of its work, should address the following elements:

- A. Safety Policy
- B. Control Measures
- C. Safety Inspections/Audits
- D. Disciplinary Program
- E. Training Policy
- F. Project Site Employee Orientation Program
- G. Recordkeeping Policy
- H. Accident/Exposure and investigations policy
- I. Emergency Action Plan
- J. Site-Specific medical Emergency plan
- K. Hazard Communication Program
- L. Written Trenching and Shoring Plan (if applicable)
- M. Written 100% Fall Protection Plan
- N. Personal Protective Equipment

**Site Specific Safety Plan:**

Subcontractors are required to submit their site-specific safety plan (SSSP) prior to the pre-construction meeting. In addition, each subcontractor safety and health plan and SSSP shall be reviewed by the Brooks Director of Safety. A subcontractor safety meeting will be held before initiating project work. This meeting is to review project requirements for safety and risk control, the subcontractor's general safety and health plan and the SSSP. The subcontractor's safety officer, its designated and authorized representative for safety issues and any other necessary subcontractor representatives shall attend the meeting. In addition, each Brooks subcontractor will be included in any tool box talk safety meetings, job safety analysis (JSA), jobsite safety inspections, and any pre-job meetings or safety orientations with the site owner.

The subcontractor shall present project-specific safety requirements, including a review of various roles and responsibilities of personnel, an initial overview of project risks, and elements of hazard control/countermeasures appropriate to potential exposures.

**Subcontractor Training Requirements:**

Subcontractor training records may be maintained electronically and/or on site. These records shall be available to Brooks, the site owner, and government agencies upon request.

The subcontractor shall conduct a project specific safety orientation for all subcontractor personnel who work on the project before the personnel are allowed to perform any work.

**Subcontractor Reporting:**

The subcontractor's foreman or superintendent must ensure that all incidents are reported to the Brooks as soon as possible, but in no case more than four hours of the occurrence. The subcontractor's foreman or superintendent will follow-up any verbal report with a copy of the subcontractor's incident report. Included with this report shall be any monitoring or corrective action plans. Copies of all incidents reported, including near misses, must be maintained on site.

Upon completion of a job, the subcontractor shall conduct a post-job safety performance review. This review shall be made available to the Brooks Director of Safety and the site owner's representative.

**Subcontractor Prequalification:**

Project procurement procedures require that all subcontractors submit prequalification documentation for evaluation. Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents, and safety statistics. Acceptable safety metrics are an affirmative answer to those questions which are applicable to the subcontractor (see Subcontractor Qualification Scorecard) and average or better scores under OSHA Information (see OSHA Information Sheet) and will be used as criteria for selecting subcontractors. The Brooks Project Manager conducts the safety prequalification evaluation in accordance with the subcontractor prequalification process and scorecard form included.

**SUBCONTRACTOR SAFETY QUALIFICATION SCORECARD  
SUBCONTRACTOR SAFETY MANAGEMENT PLAN**

**Subcontractor Name:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please answer the following questions.**

1. **Y or N** Do you have a written safety program? If yes, provide a copy of the table of contents and a copy of your firm's policy statement.

2. **Y or N** Do you require and use site-specific safety plans?

3. **Y or N** Do you have clearly defined safety responsibilities for managers, supervisors and workers?

4. **Y or N** Do managers/executives visit the worksite? How often? Provide details.

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

5. **Y or N** Does your company have a written drug/substance abuse policy?

6. **Y or N** Do you have an orientation program for new hires?

7. **Y or N** Do you conduct daily site safety inspections?

8. **Y or N** Do you have a disciplinary policy and procedure?

9. **Y or N** Do you hold site safety meetings for field workers & supervisors?

How often? Weekly \_\_\_ Biweekly \_\_\_ Monthly \_\_\_ Daily

10. **Y or N** Do you have special work procedures in place for critical or potentially high hazard jobs?

11. **Y or N** Do you have Personal Protective Equipment standards in place?

12. **Y or N** Do you have Emergency Action Plans in place for your worksites?

13. **Y or N** Do you have Joint Health and Safety Committee meetings?

14. **Y or N** Do you have a pre-job planning process (JSA, JHA, on-job hazard assessment)?

15. **Y or N** Do you have an accident and incident reporting system in place?

16. **Y or N** Do you have a procedure in place to investigate and follow-up on accidents and incidents?

17. **Y or N** Have you received any OSHA citations in the past 3 years? If yes, provide an attachment describing the outcome of the inspection along with copies of citations received. Provide a description of the actions taken for any open citations.

18. **Y or N** Do you have a designated Competent Person on the project site?

## SUBCONTRACTOR QUALIFICATION OSHA INFO

### SUBCONTRACTOR SAFETY MANAGEMENT PLAN

#### OSHA INFORMATION:

<p>*Please use your OSHA 300 Log to fill-in the number of injuries and illnesses for the last 3 years</p> <p>Year _____</p> <p>Number of lost/restricted _____</p> <p>Work day cases (Totals OSHA 300 Log, columns H and I). _____</p> <p>Number of recordable cases + _____</p> <p>without restricted activity or lost workdays (Totals OSHA 300 Log, column J). _____</p> <p>Number of fatalities + _____</p> <p>(Totals OSHA 300 Log column G). _____</p> <p>Total OSHA Log (A) _____</p>	<p>Total employee hours worked in the last 3 years</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Year</td> <td style="width: 50%; text-align: center;">Hours (B)</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Year	Hours (B)	_____	_____	_____	_____	_____	_____								
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<p>Are the following accident records and accident summaries kept? How often are they recorded?</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%; text-align: center;">No</th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">Monthly</th> <th style="width: 10%; text-align: center;">Annually</th> </tr> </thead> <tbody> <tr> <td>Accidents totaled for the entire company</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Accidents totaled by project</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			No	Yes	Monthly	Annually	Accidents totaled for the entire company	_____	_____	_____	_____	Accidents totaled by project	_____	_____	_____	_____	
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<p>The Applicant shall maintain records of such evaluations and make them available for review and approval of Contractor's and site owner's representatives' at all reasonable times should Applicant be awarded a contract based on this application.</p> <p><b>By submitting this application, the Applicant agrees to use the above criteria and this form when selecting lower tier subcontractors.</b></p>																	

## **SECTION 30**

### **RESPIRATORY PROTECTION**

This program applies to all employees who are required to wear respirators during normal operations, non-routine tasks or emergency operations such as a spill of a hazardous substance.

#### **Employee Responsibilities:**

Each employee has the responsibility to wear his/her respirator when and where required by working conditions and in the manner in which they were trained. Employees must also:

1. Care for and maintain their respirators as instructed and store them in a clean sanitary location
2. Inform their Superintendent if the respirator no longer fits well, and request a new one that fits properly
3. Inform their Superintendent or the Director of Safety of any respiratory hazards that they feel may not be adequately addressed in the workplace and of any other concerns that they have regarding the program

#### **NIOSH Certification**

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

Employees who are required to wear respirators must be medically evaluated before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so.

A licensed health care professional at Parkview Occupational Health Clinic will provide the medical evaluation to employees. Medical evaluation procedures are as follows:

- A. The medical evaluation will be conducted using medical questionnaire provided in Appendix C of OSHA's Respiratory Protection Standard, available on OSHA's website (the "Respiratory Protection Standard"). Parkview Occupational Health will provide a copy of this questionnaire to all employees requiring medical evaluation.
2. To the extent feasible, the clinic will assist employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the health care professional for assistance and medical evaluation.
3. All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the health care professional. Employees will be permitted to fill out the questionnaire on company time.

4. Follow-up medical exams will be provided to employees as required by the OSHA standard, and/or as deemed necessary by the health care professional.
5. All employees will be allowed the opportunity to speak with the health care professional about their medical evaluation if they so request.
6. The program administrator will provide the health care professional with a copy of this program and a copy of OSHA's Respiratory Protection Standard. For each employee requiring evaluation, the health care professional will be provided with information regarding the employee's work area or job title, proposed respirator type and weight, length of time required to wear the respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes and any additional protective clothing required.
7. After an employee has received clearance to wear a respirator, additional medical evaluations will be provided under any of the following circumstances:
  1. The employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
  2. The health care professional or supervisor informs the Program Administrator that the employees needs to be reevaluated;
  3. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation; and
  4. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

NOTE: All examinations and questionnaires are to remain confidential between the employee and the physician.

### **Fit Testing Procedures:**

Parkview Occupational Health Clinic will ensure that fit-test will be administered using an OSHA-accepted qualitative fit test (QLFT) or quantitative fit test (QNFT) protocol. The OSHA-accepted QLFT and QNFT protocols are contained in Appendix A of the Respiratory Standard.

Brooks requires employees to be fit tested at the following times and with the same make, model, style and size of respirator that they will be using.

- A. Before being allowed to wear any respirator with a tight-fitting face piece and at least annually thereafter;
- B. Whenever a different respirator face piece (size, style, model, or make) is used;
- C. Whenever visual observations of changes in the employee are physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight; and
- D. Upon employee notification that the fit of the respirator is unacceptable.



### **General Use of Respirators:**

Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.

All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the Respiratory Protection Standard.

All employees shall be permitted to leave the work area to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.

Employees may not wear tight fitting respirators if they have any condition, such as facial hair, facial scars, or missing dentures that prevents a good seal. Employees may not wear headphones, jewelry or other articles that may interfere with a good seal.

### **Respirator Malfunction:**

For any malfunction of a respirator (e.g., such a breakthrough, face piece leakage, or improperly working valve), the respirator wearer should inform his Crew Foreman that the respirator no longer functions as intended and go to a safe area to maintain the respirator. The Crew Foreman will assist the employee in securing needed parts to repair the respirator or provided a new respirator.

### **Cleaning & Disinfecting:**

Each respirator user is provided a respirator that is clean, sanitary and in good working order. Respirators must be cleaned and disinfected weekly or as often as necessary to be maintained in a sanitary condition by the employee to whom they are assigned. Respirators are cleaned and disinfected using the procedures specified in Appendix B-2 of the Respiratory Protection Standard or manufacturer's recommendations, each of which are maintained at the Brooks Quality Control Laboratory.

Assigned respirators must be cleaned and disinfected by the employee to whom they are assigned:

- As often as necessary when issued for the exclusive use of one employee;
- Before being worn by different individuals;
- After each use for emergency use respirators; and
- After each use for respirators used for fit testing and training.

### **Storage:**

The employee to whom a respirator is assigned must ensure that his or her respirator is stored to protect it from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals. Respirators are packed and stored in Quality Control Lab on Ardmore Ave in Fort Wayne, IN, in accordance with any applicable manufacturer's instructions.

### **Respirator Inspection:**

All respirators will be inspected after each use and at least monthly the employee to whom they are assigned. Damaged respirators will be either repaired or replaced.

Respirators shall be inspected by the employee to whom the respirator is assigned as follows:

All respirators used in routine situations shall be inspected before each use and during cleaning;

All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with manufacturer's recommendations, and shall be checked for proper function before and after each use; and

Emergency escape-only respirators shall be inspected before being carried into the workplace for use.

### **Respirator Training:**

The Director of Safety will be responsible to provide training to respirator users. Brooks employees will be trained prior to using a respirator in the workplace. Crew Foremen will also be trained prior to using a respirator in the workplace or prior to supervision of employees using respirators.

## **SECTION 31**

### **SAFETY POINTS**

#### **Purpose**

Employees are expected to work in a safe and productive manner. Employees should not take short cuts when it comes to safety.

The point system is intended to provide employees with an opportunity to correct unsafe practices or habits, while also protecting Brooks and co-workers from those employees who practice unsafe work habits.

#### **General Rules**

- A. PPE – HiVis Vest will be will be worn on all Brooks Construction job sites, Plant property; Brooks dump sites and the yard while performing work tasks. Hard Hats and Safety Glasses will be worn based on the assigned job or task per Brooks' policies. Tennis Shoes are NOT allowed to be worn at any time. These PPE items will be required in the Shop, QC Lab and/or the office based on the requirements of the job being performed.
- B. Point System
  - i. 1 point will require a verbal warning
  - ii. 5 points will require a written warning (Meeting with Vice President)
  - iii. 8 points will require a 2-day suspension without pay (Meeting with Owners)
  - iv. 12 points will require termination
- C. Points will be multiplied per each instance if an employee is reprimanded for the same safety violation. (Example an employee is told 3 different times in a rolling twelve month period to put

on their safety vest this employee will have a total of 6 points. First time =1 point, Second time = 2 point and Third time = 3 points.)

- D. Points will drop off on a rolling 12 month period from the date of the incident for the employee and the foreman.
- E. ONLY Crew Foremen and those in management position will be allowed to assess points.
- F. Crew Foreman will be assessed half the points assessed to their employee for any second or subsequent safety violation. (Example as per the employee stated above, they totaled 6 points so the Crew Foreman would have 2.5 points total – First time = 0 points, Second time = 1 point, and Third time = 1.5 points.) Superintendent/Crew Foreman has to be directly available to enforce the safety policy for them to receive these points.
- G. Employee safety points will be tracked via an online database in a shared drive that is accessible by the safety committee members.
- H. Based on an investigation done by the Safety Committee points can be reduced or cleared based on who is deemed to be at fault.

### **Subcontractor Responsibilities:**

No subcontractor is required or expected to adopt or enforce a separate negative or affirmative safety points program, but each subcontractor is encouraged to identify initiatives which will create affirmative incentives for the adoption of safe project site practices or disincentives to deter or reduce unsafe project site practices.

## **SECTION 32**

### **PROTECTIVE EYEWEAR**

The Bureau of Labor Statistics reports that 1,000 eye injuries occur at work daily. The leading causes of the injuries are flying particles and contact with a hazardous chemical. Protective safety eyewear can prevent many injuries and attention to the correct type of eyewear can even further reduce workplace injuries. An estimated 90% of all eye injuries are preventable by wearing the correct type of protection.

### **General Rules:**

Protective safety eyewear conforming to ANSI Z87.1 standards must be worn any time there is a potential of eye hazard, projectiles, flying particulates or chemical splash potential as warranted by the work activities. Suitable protective eyewear will be provided by Brooks at no cost to Brooks employees. If prescription eyewear is required, the employee must pay for the basic level of eyewear protection according OSHA standards. All eyewear meeting the foregoing standards will be imprinted on the lens and/or frame. Adding side shields to non-approved “every day” eyewear does not provide adequate protection.

Listed below are jobs and tasks while working for Brooks that will require appropriate safety eyewear use:

Working with fuel  
Working with chemicals  
Grinding  
Welding  
Sand blasting  
Chipping away at material  
Picking  
Using blowers  
Cleaning and prepping lots  
Use of quickie saw  
Using a jack hammer  
Shoveling above your shoulder  
Use of air chisels  
Burning weeds  
Using walk behind saw and/or earth saw  
Using hand breaker or machine breaker  
Any cutting or torch cutting  
Using a blowing wand  
Use of Easy Drill  
Use of hand tools hammers, sledge hammers, drills and hand saws  
Handling concrete pump hose  
Use of air compressor

**Maintenance:**

Lenses that have become scratched, pitted or fogged should be replaced as soon as possible. Frames should be replaced when they are no longer in suitable condition and affect the protective function of the eyewear.

## **SECTION 33**

### **HARD HATS**

#### **Employee Responsibilities:**

Hard hats are required when working in areas where there is a potential for injury to the head from falling or flying objects. In addition, hard hats designed to reduce electrical shock are required when working near exposed electrical conductors that may contact the head. The following critical definitions apply to use of hard hats:

**HARD HAT:** Means Head Wear ANSI/ISEA Z89.1 Type 1, Class E, G & C approved.

**OVER HEAD:** Means above eye level.

**PROJECT:** Means road construction or any work that is to be undertaken that includes the digging of a trench deeper than 4 feet or if the job is expected to take more than one working day to complete.

**EXCAVATION:** Means the hole that is left in the ground, as a result of removing material.

**TRENCH:** Means an excavation where the excavation depth exceeds the excavation width.

**WORKER:** Means Employee

**EMPLOYEE:** Means any person that shall receive financial compensation, from Brooks, for their time or service.

The wearing of a hard hat is to protect a worker from injury to the head caused by falling or flying small objects (overhead dangers). All employees must have a hard hat within easy reach and with them on the project site at all times. Hard hats must be worn by all employees present when specified in the following circumstances:

- A. To comply with the Occupational Health and Safety Act (OSHA).
- B. If there is an obvious overhead danger.
- C. When:
  - Trenching
  - Working inside a building
  - Working under lifts
  - Within 20 feet of building construction
  - Within a designated fall zone
  - Working within 30 feet of excavator

- Working within 30 feet of backhoe
- Laying pipe
- Working on a job site with crane operation onsite
- Any job site that requires hard hats for all personal
- Mechanics using cranes on their trucks

D. While at a project site out of a vehicle or out of a machine with an ROP cab.

E. While working in an excavation of any description.

All employees are responsible for the condition (fit, harness, appearance) of their hard hat and to make their supervisor or appropriate person aware, if a replacement is required or their original hard hat has been subjected to an impact or damage.

## **SECTION 34**

### **MOTOR VEHICLE OPERATION**

In order to protect both Brooks employees and the public certain specific safety rules must be observed in the operation of vehicle owned or leased by Brooks. Each employee operating such a Brooks vehicle is responsible for adherence to these rules.

1. Vehicles owned or leased by Brooks Construction Company are to be used only for company business. Only Brooks management personnel may authorize use of a Brooks vehicle.
2. Any employee who drives a company vehicle must have a valid and appropriate Driver's License in their possession at all times and must maintain an acceptable driving record.
3. ONLY Brooks employees who have been pre-authorized to operate vehicles for Brooks are permitted to drive (referred to as "Drivers"). The ONLY exception to this is when injury and/or death are imminent and the vehicle must be operated by others in an emergency.
4. Personal use of company vehicles by hourly Brooks employees is limited to travel to and from work on a direct path of travel. For salaried employees, this rule is only slightly relaxed such that any other use must be reasonably related to authorized use. Any other personal use of company vehicles and equipment is prohibited without expressed permission of an officer of Brooks. If in doubt about what constitutes reasonable personal use, contact an officer of the company.
5. Terminated or laid off employees must return their assigned Brooks vehicle to the yard on or before the date of their termination. Keys for the returned vehicle must be delivered to the Shop Manager.
6. Drivers are responsible for timely and routine maintenance of their assigned vehicles.
7. All drivers are required to abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.
8. All tickets, fines, defense costs and other legal penalties arising out of use of the vehicle are the responsibility of the Driver.

Pre-Trip:

1. Prior to starting a vehicle, the Driver is required to inspect the vehicle exterior and the area around the vehicle, checking tires, leaks, body condition, and clearances to other vehicles and objects. Any defects or concerns must be reported immediately to the Shop Manger.
2. Drivers are responsible to ensure that all required documents are in the vehicle (Registration, Insurance Card, etc.)
3. A Driver may not operate a vehicle at any time when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, prescribed drugs, medication, illnesses, fatigue, or injury.
4. No Driver may have, or permit possession of alcohol or illegal drugs in a vehicle being used for business purposes.
5. The Driver and all occupants are required to wear safety belts when operating or riding in a vehicle. The driver is responsible to ensure all passengers are wearing their safety belts at all times.
6. Passengers must be properly seated at all times and wearing their seatbelt. Riders are not permitted in the rear or on running boards of trucks.
7. Drivers shall not use any radar detector, laser detector, or similar devices.

#### Post-Trip:

1. All accidents must be reported immediately to your Supervisor and the Director of Safety. Drug test may be required for an accident based on the severity of the accident.
2. All vehicle problems or defects must be reported immediately to the Shop Manager and your Supervisor.
3. Drivers are required to notify their supervisor of any tickets, accidents, or other violations received while driving. Notification must be as soon as reasonably possible but in no event later than the next scheduled driving duty to be performed. Note: Speeding includes driving too fast for the conditions, e.g. rain, fog and heavy traffic.
4. Traffic Violations are not considered reimbursable cost. All violations, including parking tickets and speeding tickets, will be the responsibility of the Driver. Violations will be subject to disciplinary action, up to and including termination, in accordance with the severity of the violation.

Violations of any of the above provisions may result in disciplinary action ranging from a written corrective action to a temporary or permanent loss of company driving privileges, suspension or dismissal.

In order to comply with OSHA regulations on servicing multi-piece and single piece rim wheels, in which OSHA considers adding air to an underinflated tire as servicing, the following shall be followed when a tire needs air or when an employee feels that a tire needs air:

- All tire inflation is to be done either by an outside vendor or shop personnel in Fort Wayne to the proper pressure using the equipment described in 29 CFR 1910.177(d).
- All tire pressure and inflation dates shall be documented naming the specific tire and vehicle involved.
- Anyone who is to add air to a tire must be trained and versed on 29 CFR 1910.177 and must use all proper procedures and equipment.
- No outside vendors, companies, or contract persons are to inflate tires using any Brooks equipment.

- Tire vendors/companies are allowed to inflate tires on Brooks property and project sites, but they will be required to use their own equipment.

All motor vehicles and rubber tire equipment assigned to projects where exposure to or disruption of motor vehicle traffic exists, shall be equipped with warning lights of appropriate intensity. No Passengers are allowed to ride in Brooks owned or leased motor vehicles weighing 10,000 pounds or more. Exemptions: (a) an employee or other persons assigned to that vehicle by a Brooks representative, and (b) any person transported when aid is being rendered in case of an accident or other emergency.

## **SECTION 35**

### **MOBILE DEVICES**

The use of hand held mobile devices and/or the wearing of earphones while driving or working can be distracting and dangerous. Employees are urged to take all necessary precautions so as not to compromise their attention while driving or working by the use of hand held mobile devices and/or the wearing of earphones. Earphones are not to be confused with hearing protection. The use of personal mobile devices on Brooks project sites is prohibited. Employees are to limit mobile device use, and are not allowed to “text” or email per Indiana Code 9-21-8, while operating any Brooks or personal vehicles not regulated by federal and state laws while on Brooks business. Additionally, when vehicles have hands free device capability it is encouraged that such technology be used. No employees are to use Brooks issued or personal hand held mobile devices for talking, texting, emailing, surfing, posting, checking messages, or any other purpose while driving or operating Brooks equipment. Mobile devices may only be used in Brooks vehicles plated at 10,000+ pounds when a hands free device is used as per federal docket FMCSA-2010-0096.

## **SECTION 36**

See attached Silica Dust Plan