



CERAMI
CONSTRUCTION
COMPANY, LTD.

SAFETY PROGRAM

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Chapter 1

Injury and Illness Prevention Program

Introduction to Our Program

State and federal law, as well as company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of Cerami Construction to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety First Priority

The personal safety and health of each employee is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

Safety Program Goals

The objective of Cerami Construction is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

Safety Rules for All Employees

It is the policy of Cerami Construction that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply: 1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project. 2. The President shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices. 3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area. 4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, and eye protection) will be worn whenever needed. 5. All employees will participate in a safety meeting conducted by their supervisor weekly. 6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job. 7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well being of other employees are prohibited. 8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment. 9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury. 10. There will be no consumption of liquor or beer on the job. 11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall

report deficiencies promptly to the President. 12. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions. 13. All injuries should be reported. 14. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back. 15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste. 16. Do not wear shoes with thin or torn soles.

Responsible Safety Officer

The identity of the person who is responsible for the Cerami Construction safety program is Sal Cerami. This person must be someone of sufficient authority to implement the program. In addition to other titles, this person is called the Responsible Safety Officer.

Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following: a) the success of Cerami Construction 's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the Company. b) each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger. c) each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition. d) each employee will learn what to do in case of emergencies occurring in the workplace. Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of Cerami Construction 's injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

Workplace Inspections

In addition to the examination of records, work place safety inspections will occur periodically every 3 months, when conditions change, or when a new process or procedure is implemented.

Accident Investigation

A primary tool used by Cerami Construction to identify the areas responsible for accidents is a thorough and properly completed accident investigation. All statements should include the time and date given, and the town where the statement was made. Also, make sure that the names and addresses and day and evening phone numbers of all eyewitnesses are noted. If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If you are requested to make a statement, you have the right to have the Company lawyer attend your statement at no cost to you. A satisfactory accident report will answer the following questions: 1. What happened? The investigation report should begin by describing the

accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer. 2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation. 3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the Responsible Safety Officer and the supervisor on the project, as well as top management. Once a solution has been adopted, it is everyone's responsibility to implement it. 4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

Records

Cerami Construction maintains records of employee training, hazard identification and abatement, and accident investigation.

OSHA Records Required

Copies of required accident investigations and certification of employee safety training shall be maintained by the Responsible Safety Officer. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 200 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 101, or Employers Report of Injury or Illness Form 5020. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 200. These records are maintained for five years from the date of preparation.

Safety Equipment

Proper safety equipment is necessary for your protection. The Company provides the best protective equipment it is possible to obtain. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly—all snaps and straps fastened. Your supervisor will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act. Safety goggles, glasses and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Do not alter or replace an approved appliance without permission from your supervisor. Rubber gloves and rubber aprons shall be worn when working with acids, caustics or other corrosive materials. Specified footwear must be worn. No jewelry shall be worn around power equipment. Hearing protection appliances (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels.

Chapter 2

General Code of Safe Work Practices

Welding, Cutting & Brazing (Chapter 7)

Only authorized and trained personnel are permitted to use welding or cutting equipment. Compressed gas cylinders should be regularly examined for obvious signs of defects, deep rusting, or leakage. Use care in handling and storing cylinders, safety valves, relief valves and the like, to prevent damage. Precaution must be taken to prevent mixture of air or oxygen with flammable gases, except at a burner or in a standard torch. Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) may be used. Cylinders must be kept away from sources of heat. It is prohibited to use cylinders as rollers or supports. Empty cylinders must be appropriately marked, their valves closed and valve-protection caps on. Cylinders, cylinder valves, couplings, regulators, hoses and apparatus must be kept free of oily or greasy substances. Care must be taken not to drop or strike cylinders. All regulators must be removed and valve-protection caps put in place before moving cylinders. Liquefied gases must be stored and shipped valve-end up with valve covers in place. Before a regulator is removed, the valve must be closed and gas released from the regulator. All employees are instructed never to crack a fuel-gas cylinder valve near sources of ignition. Red is used to identify the acetylene hose, green for oxygen hose, and black for inert gas and air hose. All pressure-reducing regulators must be used only for the gas and pressures for which they are intended. Employees exposed to the hazards created by welding or cutting operations must be protected with personal protective equipment and clothing. Check for adequate ventilation where welding or cutting is performed.

Hazardous Substances Communication (Chapter 3)

When hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling and employee training will be in operation. MSDS materials will be readily available for each hazardous substance used.

Fueling

Where flammable liquids are used, employees will be trained to deal with spillage during fueling operations, how it is to be cleaned, the types and designs of fueling hoses and the specific types of fuel it can handle, whether fueling is being done with a nozzle that is a gravity flow system or self-closing, how to avoid spills and recognition that if a spill does occur, the safety of restarting an engine. Employees must be aware that an open flame or light near any fuel is prohibited when fueling or the transfer of fuel is occurring. “NO SMOKING”

Personal Protective Equipment Clothing (Chapter 10)

1. Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles provided by Cerami Construction .
2. Employees are required to wear safety glasses at all times in areas where there is a risk of eye injuries such as punctures, contusions or burns.
3. Employees are required to wear protective gloves, aprons, and other means provided in areas where they may be subject to cuts, corrosive liquids and/or harmful chemicals.
4. Hard hats must be worn at all times while at construction sites.
5. Appropriate footwear including steel-toed shoes must be worn .
6. When necessary employees must use the approved respirators, which are provided for regular and emergency use.
7. All safety equipment must be maintained in sanitary condition and ready for use. Report any defective equipment immediately.
8. In cases where the noise level exceeds certain levels, ear protection is required.

Hardhats (Chapter 10)

In Cerami Construction , hardhats are required at all times. Remember that all it takes is a carelessly dropped tool or piece of material coming down on your head to cause severe injury or even death. There are a number of workers disabled with various types of head injuries and vision problems because they didn't wear a hardhat. When you wear a hardhat, wear it right. Keep it squarely on your head with the inside band properly adjusted

Floor and Wall Openings

Be careful when working near floor and wall openings. All floor openings (holes) should be guarded by a cover, guardrail or equivalent barrier on all sides except at the entrance to stairways and ladders. Toe boards must be installed around the edges of a permanent floor opening. Before beginning work at a new location, inspect it to insure that all floor openings, which must remain open, such as floor drains, are covered with grates or similar covers. In roadways and driveways, covers with capacity to carry a truck rear axle load of at least 20,000 pounds must protect all manholes and trenches. Be sure that there are at least two fire emergency exits accessible from your location at all times.

Cleanliness

All work sites must be clean and orderly. All spill materials or liquids should be cleaned up immediately and combustible scrap, debris and waste stored safely and removed from the work site promptly. All oil and gas fired devices must be equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working.

Tool Maintenance (Chapter 12)

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both company and employee-owned) used by them or other employees at their workplace are in good condition. Broken or fractured handles on hammers and similar equipment must be replaced promptly. Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Check your tools often for wear or defect. Tool handles must be wedged tightly into the heads of tools. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location.

Ladders (Chapter 11)

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height. Face the ladder when ascending or descending. Be careful when you climb a ladder. Do not use the top step of ordinary stepladders as a step. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface. Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced at 12 inches, center to center.

Portable Power Tools (Chapter 12)

Portable power tools pose a special danger to employees because they are deceptively small and light, yet they can do great bodily harm if used improperly or poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills and power screw drivers. Check your equipment before you use it. All grinders, saws and similar equipment should be equipped with appropriate safety guards. Power tools should not be used without the correct shield, guard, or attachment, recommended by the manufacturer. Portable circular saws must be equipped with guards above and below the base shoe. Circular saw guards should be checked periodically and before each use to assure they are not wedged up, thus leaving the lower portion of the blade unguarded. All rotating or moving parts of equipment should be guarded to prevent physical contact. All cord-connected, electrically operated tools and equipment should be effectively grounded or of the approved double insulated type. While not usually a shock hazard, the battery pack contains toxic chemicals and does emit a low voltage electric current. Don't drop or incinerate the battery pack, or a tool with a self-contained power source. Hard-wired equipment can be portable or fixed. Typically used with extension cords, the more powerful hard-wired equipment presents a double safety problem: the actual equipment plus its electrical power source. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits used during periods of construction. Pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

Combustible Materials (Chapter 6)

Only approved containers and tanks are to be used for the storage and handling of flammable and combustible liquids. All connections on drums and combustible liquid piping, vapor and liquid must be kept tight. All flammable liquids should be kept in closed containers when not in use. Vacuuming should be used whenever possible rather than blowing or sweeping combustible dust. Fire separators should be placed between containers of combustibles or flammables when stacked one upon another to assure their support and stability. Fuel gas cylinders and oxygen cylinders must be separated by distance, fire resistant barriers, etc., while in storage. Fire extinguishers are selected for the types of materials and placed in areas where they are to be used. These fire extinguishers are classified as follows: Class A - Ordinary combustible materials fires. Class B - Flammable liquid, gas or grease fires. Class C - Energized-electrical equipment fires. Appropriate fire extinguishers must be mounted within 75 ft. of outside areas containing flammable liquids, and within 10 ft. of any inside storage area for such materials. All extinguishers must be serviced, maintained and tagged at intervals not to exceed one year. Extinguishers should be placed free from obstructions or blockage. All extinguishers must be fully charged and in their designated places unless in use. All spills of flammable or combustible liquids must be cleaned up promptly. Storage tanks should be adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes.

First Aid Kits

First-aid kits and required contents are maintained in a serviceable condition. Unit-type kits have all items in the first-aid kit individually wrapped, sealed, and packaged in comparable sized packages. The commercial or cabinet-type kits do not require all items to be individually wrapped and sealed, but only those which must be kept sterile. Items such as scissors, tweezers, tubes of ointments with caps, or rolls of adhesive tape, need not be individually wrapped, sealed, or disposed of after a single use or application. Individual packaging and sealing shall be required only for those items, which must be kept sterile in a first-aid kit.

Chapter 3

Chemical Safety

Introduction

The objective of this chapter is to provide guidance to all Cerami Construction employees who use hazardous materials so that they may perform their work safely. Many of these materials are specifically explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. Many chemicals are relatively non-hazardous by themselves but become dangerous when they interact with other substances, either in planned experiments or by accidental contact. To avoid injury and/or property damage, persons who handle chemicals in any area of the Company must understand the hazardous properties of the chemicals with which they will be working. Before using a specific chemical, safe handling methods must always be reviewed. Supervisors are responsible for ensuring that the equipment needed to work safely with chemicals is provided. The cost of this equipment is borne by the Company.

Hazcom Plan

On May 25, 1986 the Occupational Safety and Health Administration (OSHA) placed in effect the requirements of a new standard called Hazard Communication. This standard establishes requirements to ensure that chemical hazards in the workplace are identified and that this information, along with information on protective measures, is transmitted to all affected employees. This section describes how Cerami Construction employees are informed of the potential chemical hazards in their work area so they can avoid harmful exposures and safeguard their health. Components of this program include labeling, preparing a material safety data sheet (MSDS), and training. Responsibilities of Supervisors/Management Identify hazards for respective work areas. Ensure hazards are properly labeled. Obtain/maintain copies of material safety data sheets, as required, of each hazardous material used in the work area and make them accessible to employees during each work shift. Have the written Hazard Communication Program available to all employees. Provide hazard-specific training for employees. Identify hazardous materials in the hazard review section of the Cerami Construction purchase requisition form. Employees must: Perform operations in safe manner. Notify management immediately of any safety hazards or injuries. The Responsible Safety Officer must: Develop a written Hazard Communication Program. Maintain a central file of material safety data sheets. Review and update Cerami Construction stock safety labels. Provide generic training programs. Assist supervisors in developing hazard-specific training programs. Oversee the Hazard Communication Standard written policy and implementation plans. The number of hazardous chemicals and the number of reactions between them are so large that prior knowledge of all potential hazards cannot be assumed. Therefore, when the chemical properties of a material are not fully known, it should be assumed hazardous and used in as small quantities as possible to minimize exposure and thus reduce the magnitude of unexpected events. The following general safety precautions should be observed when working with chemicals: Keep the work area clean and orderly. Use the necessary safety equipment. Carefully label every container with the identity of its contents and appropriate hazard warnings. Store incompatible chemicals in separate areas. Substitute less toxic materials whenever possible. Limit the volume of volatile or flammable material to the minimum needed for short operation periods. Provide means of containing the material if equipment or containers should break or spill their contents. Follow the requirements of this manual, if systems that can generate pressure or are operated under pressure are involved. Provide a back-up method of shutting off power to a heat source if any hazard is involved.

Supervisor Responsibility

Supervisors are responsible for establishing safe procedures and for ensuring that the protective equipment needed to work with the chemicals is available. Supervisors must instruct their workers about possible hazards, safety precautions that must be observed, possible consequences of an accident, and procedures to follow if an accident does occur. The supervisor is required to enforce the proper use of protective equipment and the established safety practices. It is the responsibility of employees and all who use Cerami Construction facilities to understand the properties of the

chemicals with which they will work and to follow all precautions that apply to each specific task. When faced with an unexpected threat of malfunction, injury, or damage, employees are expected to choose a course of action that provides the most protection to themselves and to others in the area. Every employee is expected to report to the supervisor any unsafe condition seen in the area that would not permit him/her to work safely. The Responsible Safety Officer assists employees and supervisors to work safely by providing information on the hazardous properties of materials, recommending methods for controlling the hazards of specific operations, and by monitoring the work environment. Supervisors must instruct their personnel about the potential hazards involved in the work, proper safety precautions to follow, and emergency procedures to use if an accident should occur. To supplement the supervisor's training, the Responsible Safety Officer will conduct training courses and materials on selected topics. In addition, material safety data sheets and safety information, including hazards, health effects, potential routes of exposure, proper handling precautions, and emergency procedures on specific chemicals, are available through the Responsible Safety Officer's office.

Labels

All containers (including glassware, safety cans, plastic squeeze bottles) must have labels that identify their chemical contents. Labels should also contain information on the hazards associated with the use of the chemical. Precautionary labels are available from Cerami Construction

Chemical Storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing.

Emergencies

In case of an emergency, consider any of the following actions if appropriate: Evacuate people from the area. Isolate the area. If the material is flammable, turn off ignition and heat sources. Call the Fire Department or 911 for assistance. Wear appropriate personal protective equipment.

Disposal of Chemicals

All Cerami Construction employees using hazardous chemicals are responsible for disposing of these chemicals safely. Federal and state regulations mandate strict disposal procedures for chemicals. To comply with these regulations all persons using Company facilities must observe these procedures. Routine Disposal of Chemicals In general the disposal of hazardous chemicals to the sanitary sewer is not permitted. The Responsible Safety Officer will advise on the proper disposal of chemical wastes. In using chemical waste storage containers, certain procedures must be observed, as listed below: Incompatible chemicals must not be mixed in the same container (e.g., acids should not be mixed with bases; organic liquids should not be mixed with strong oxidizing agents). Waste oils must be collected in 55-gallon drums. The responsible department must make every effort to identify the material that is to be disposed. If all the user's attempts to identify the waste chemicals have failed,

the Responsible Safety Officer will accept the waste and analyze the material. General Housekeeping Rules: Maintain the smallest possible inventory of chemicals to meet your immediate needs. Periodically review your stock of chemicals on hand. Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills. Rinse emptied bottles that contain acids or inflammable solvents before disposal. DO NOT: Place hazardous chemicals in salvage or garbage receptacles. Pour chemicals onto the ground. Dispose of chemicals through the storm drain system. Dispose of chemicals down sinks or sewer drains.

Chapter 4

Electrical Safety

Policy

It is the policy of Cerami Construction to take every reasonable precaution in the performance of work to protect the health and safety of employees and the public and to minimize the probability of damage to property. The electrical safety requirements contained in this chapter are regulations set forth by Cerami Construction .

Employee Responsibility

All Cerami Construction personnel are responsible for all aspects of safety within their own groups. The Responsible Safety Officer is responsible for providing information, instruction, and assistance, as appropriate, concerning Cerami Construction electrical safety requirements and procedures. Individual employees are responsible for their own and their co-workers' safety. This means: Become acquainted with all potential hazards in the area in which they work. Learn and follow the appropriate standards, procedures, and hazard-control methods. Never undertake a potentially hazardous operation without consulting with appropriate supervision. Stop any operation you believe to be hazardous. Notify a supervisor of any condition or behavior that poses a potential hazard. Wear and use appropriate protective equipment. Immediately report any occupational injury or illness to the Responsible Safety Officer. Each employee acting in a supervisory capacity has specific safety responsibilities. These include: Developing an attitude and awareness of safety in the people supervised and seeing that individual safety responsibilities are fully carried out. Maintaining a safe work environment and taking corrective action on any potentially hazardous operation or condition. Ensuring that the personnel he/she directs are knowledgeable and trained in the tasks they are asked to perform. Ensuring that safe conditions prevail in the area and that everyone is properly informed of the area's safety regulations and procedures. Ensuring that contract personnel are properly protected by means of instructions, signs, barriers, or other appropriate resources. Ensuring that no employee assigned to potentially hazardous work appears to be fatigued, ill, emotionally disturbed, or under the influence of alcohol or drugs (prescription, over the counter medicinal or otherwise). Management at every level has the responsibility for maintaining the work environment at a minimal level of risk throughout all areas of control. Each manager: Is responsible for being aware of all potentially hazardous activities within the area of responsibility. May assign responsibility or delegate authority for performance of any function, but - Remains accountable to higher management for any oversight or error that leads to injury, illness, or damage to property.

Procedures

It is the policy of Cerami Construction to follow the fundamental principles of safety, which are described below. A clear understanding of these principles will improve the safety of working with or around electrical equipment. Practice proper housekeeping and cleanliness. Poor housekeeping is a major factor in many accidents. A cluttered area is likely to be both unsafe and inefficient. Every employee is responsible for keeping a clean area and every supervisor is responsible for ensuring that his or her areas of responsibility remain clean. Identify hazards and anticipate problems. Think through what might go wrong and what the consequences would be. Do not hesitate to discuss any situation or question with your supervisor and coworkers. Resist "hurry-up" pressure. Program pressures should not cause you to bypass thoughtful consideration and planned procedures. Good maintenance is essential to safe operations. Test equipment safety. Tests should be made when the electrical equipment is de-energized, or, at most, energized with reduced hazard. Know emergency procedures. All persons working in areas of high hazard (with high-voltage power supplies, capacitor banks, etc.) must be trained in emergency response procedures.

Chapter 5

Emergencies

Organization

Cerami Construction requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage. All of Cerami Construction's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

Supervisors Responsibilities

During an emergency, the supervisor must: Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency. Render assistance to the person in charge during an emergency, as required. Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision. Know the location and use of all safety equipment on his or her floor. Keep employees from reentering an evacuated area until reentry is safe.

Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows: If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are. Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident. Show the emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.

Chapter 6

Fire Safety

Introduction

Policy and planning for fire safety at Cerami Construction takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees. These ends are met by: Availability of suitable hand extinguishers and local hose lines for use before firefighters arrive. * Access to professional fire department, always staffed and trained in the control of emergencies that could occur at the Company. (The Fire Department makes the initial response to all requests for emergency aid received on the emergency telephone number, 911.) This chapter covers the fire safety responsibilities of employees and supervisors and sets forth the fire safety rules and procedures.

Supervisor Responsibilities

Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of fire.

Class A Combustibles

Class A combustibles are common materials such as wood, paper, cloth, rubber, plastics, etc. Fires in any of these fuels can be extinguished with water as well as other agents specified for Class A fires. They are the most common fuels to be found in non-specialized operating areas of the work place such as offices. Safe handling of Class A combustibles means: Disposing of waste daily. Keeping work area clean and free of fuel paths, which can spread a fire, once started. Keeping all rubbish, trash, or other waste in metal or metal-lined receptacles with tight-fitting covers when in or adjacent to buildings.

Class B Combustibles

Class B combustibles are flammable and combustible liquids (including oils, greases, tars, oil-base paints, lacquers) and flammable gases. Flammable aerosols (spray cans) are treated here. The use of water to extinguish Class B fires (by other than trained firefighters) can cause the burning liquid to spread carrying the fire with it. Flammable-liquid fires are usually best extinguished by excluding the air around the burning liquid. Generally, this is accomplished by using one of several approved types of fire-extinguishing agents, such as the following: Halon 1211 (used in portable extinguishers) Fires involving flammable gases are usually controlled by eliminating the source of fuel, i.e., closing a valve. Technically, flammable and combustible liquids do not burn. However, under appropriate conditions, they generate sufficient quantities of vapors to form ignitable vapor-air mixtures. As a general rule, the lower the flash point of a liquid, the greater the fire and explosion hazard. It should be noted that many flammable and combustible liquids also pose health hazards. NOTE: The flash point of a liquid is the minimum temperature at which it gives off sufficient vapor to form an ignitable mixture with the air near the surface of the liquid or within the vessel used. It is the responsibility of the user to ensure that all Class B combustibles are properly identified, labeled, handled, and stored. If assistance is required, contact the Responsible Safety Office. Safe handling of Class B combustibles means: Using only approved containers, tanks, equipment, and apparatus for the storage, handling, and use of Class B combustibles. Making sure that all containers are conspicuously and accurately labeled as to their contents. Dispensing liquids from tanks, drums, barrels, or similar containers only through approved pumps taking suction from the top or through approved self-closing valves or faucets. Storing, handling, and using Class B combustibles only in approved locations, where vapors cannot reach any source of ignition, including heating equipment, electrical equipment, oven flame, mechanical or electrical sparks, etc. Never cleaning with flammable liquids within a building except in a closed machine approved for the purpose. Never storing, handling, or using Class B combustibles in or near exists, stairways, or other areas normally used for

egress. In rooms or buildings, storing flammable liquids in excess of 10 gallons in approved storage cabinets or special rooms approved for the purpose. Knowing the locations of the nearest portable fire extinguishers rated for Class B fires and how to use them. Never smoking, welding, cutting, grinding, using an open flame or unsafe electrical appliances or equipment, or otherwise creating heat that could ignite vapors near any Class B combustibles.

Portable Heaters

The use of these devices, whether privately or company owned, is allowed only where there is no chance of causing injury to personnel or of creating a fire hazard. This provision obviously requires common sense in safely locating such devices and ensuring that they do not operate when they are unattended. These devices may not be used in locations where: Flammable or explosive vapors or dusts may be present. The following practices should be carried out when operating portable heating appliances: Do not place the appliance on unstable or readily combustible materials. Maintain a clearance of at least 12 inches between the appliance and combustible materials. Ensure that the appliance is approved by either Underwriters Laboratories, Inc., or Factory Mutual Research Corporation. Connect the appliance directly to a proper electrical outlet using only the cord with which it was originally equipped. Do not use extension cords in lieu of permanent wiring. Do not operate appliances during off hours. If 24-hour operation is desirable, the proposed operation and arrangement must be reviewed by the Safety Officer.

Chapter 7

Gases

Introduction

This chapter contains guidelines and requirements for the safe use of flammable and/or compressed gases. It covers the use of flammable-gas piping systems, high-pressure gas cylinders, manifolded cylinders, and compressed air.

Hazards

All gases must be used in a manner that will not endanger personnel or property in routine shop use or experimental operations. Hazards associated with handling and use of flammable and/or high-pressure gases include the following: Injuries caused by flying objects accelerated by an explosion or pressure release; Almost certain death if a flammable mixture is inhaled and then ignited; Asphyxiation; Secondary accidents such as falls or electrical shocks; Fire caused by ignition of flammable gases;

Fire Risk

Fire requires three elements: fuel, oxygen, and ignition. Any experiment or routine operation that places a flammable gas in the presence of an oxidant (air, oxygen) and an ignition source (spark, flame, and high temperature) is extremely dangerous. To reduce the risk of fire, eliminate two of these three elements. Thus, when using flammable gases, (1) eliminate ignition sources and (2) prevent mixing of fuel with air or oxygen. Contain or vent fuel. Minimize the use of oxygen in high concentration. Materials not normally considered combustible burn violently in high-oxygen atmospheres. Therefore, special precautions must be taken when working with high-oxygen concentrations.

Oxygen

Oxygen supports combustion but is itself nonflammable. Oxygen lowers the ignition point (in air) of flammable substances and causes them to burn more vigorously. Materials such as oil and grease burn with nearly explosive violence in oxygen, even in minute quantities. Therefore, oxygen cylinders must not be handled with greasy or oily hands or gloves and must not be stored near highly combustible materials such as oil, grease, or reserve acetylene. Oxygen must never be used to purge lines, to operate pneumatic tools, or to dust clothing - cloth, plastics, etc., saturated with oxygen burn explosively. Accordingly, oxygen cylinders must never be used as hat racks, clothes hangers, etc., since leaky fittings can result in accumulations of gas in the covering material. Insects in oxygen "pigtailed" can ignite spontaneously and may cause sufficient heat and over-pressure to burst the pigtail, valve, or manifold: don't leave pigtailed disconnected for more than a few minutes. Do not use white lead, oil, grease, or any other non-approved joint compound for sealing oxygen-system fittings. Threaded connections in oxygen piping must be sealed with joint compounds or Teflon tape approved for oxygen service. When high-pressure oxygen cylinders are stored inside a building, they must be separated from flammable gas cylinders by at least 20 feet or by a fire-resistive partition.

Acetylene

Acetylene is used principally with welding and cutting torches. Commercial acetylene gas is colorless and highly flammable with a distinctive garlic-like odor. Acetylene, in its free state under pressure, may decompose violently - the higher the pressure, the smaller the initial force required to cause an explosion. Therefore, acetylene is stored in acetone, which dissolves 300 times its volume of acetylene. Acetylene cylinders are filled with a porous filler material that holds the acetone. The combination of filler and acetone allows acetylene to be contained in cylinders at moderate pressures without danger of explosive decomposition. Full cylinder pressure is 250 psi at 70 degrees F. CAUTION: when acetylene is withdrawn from its cylinder too rapidly, the gas cannot come out of solution fast enough, the downstream pressure drops, and liquid acetone is thrown out of the cylinder and may limit the flow of the pressure-reducing regulator. The following precautions are recommended when working with acetylene: To prevent flashbacks check valves are required in welding gas lines and at the welding/cutting torch. If the acetylene pressure drops, the oxygen pressure at the torch can push oxygen back up the acetylene line, where it can mix with acetylene and cause a flashback. Copper must not be used in acetylene piping - copper forms an impact-sensitive copper acetylide. Acetylene cylinders should be used or stored only in an upright position to avoid the possibility of acetone leaking from the cylinder. If an acetylene cylinder has been stored horizontally, the cylinder should be put upright and left in that position for about 30 minutes before being used. When cylinders are empty of acetylene, valves must be closed to prevent evaporation of the acetone.

Cylinder Handling

Compressed gases should be handled only by experienced and properly instructed personnel. Compressed gas cylinders are dangerous when handled incorrectly. Always assume that a cylinder is pressurized. Handle it carefully. Never throw, bang, tilt, drag, slide, roll, or drop a cylinder from a truck bed or other raised surface. If a cylinder must be lifted manually, at least two people must do the lifting. Cylinders must be fastened in metal cradles or skid boxes before they are raised with cranes, forklifts, or hoists. Rope or chain lifting slings alone must not be used. Cylinders, even empty ones, must never be used as rollers for moving materials, as work supports, etc. If damaged, a cylinder can cause severe injuries, including lung damage from inhalation of toxic contents and physical trauma from explosion. A pressurized gas cylinder can become a dangerous projectile if its valve is broken off. When a cylinder is not connected to a pressure regulator or a manifold, or is otherwise not in use, it is extremely important that the cylinder valve be kept closed and the safety cap be kept in place—the cap protects the cylinder valve (do not lift cylinders by their caps). Cylinders containing compressed gases should not be subjected to a temperature above 125 degrees F. Flames, sparks, molten metal, or slag must never come in contact with any part of a compressed gas cylinder, pressure apparatus, hoses, etc. Do not place cylinders where they might become part of an electric circuit. Cylinders must not be subjected to artificially low temperatures. Many ferrous metals become extremely brittle at low temperatures. The loss of ductility and thermal stress at low temperature may cause a steel cylinder to rupture. Never attempt to repair, alter, or tamper with cylinders, valves, or safety relief devices.

Supervisor Responsibilities

Supervisors must make periodic surveys of regulators in their areas. Damaged, unreliable, or otherwise defective regulators must be replaced immediately. All surplus regulators must be inspected, cleaned, adjusted, and repaired, as required. Immediately after its removal from a flammable, toxic, and/or radioactive system, the entire regulator must be safely vented and purged. If in doubt about the hazard call the Responsible Safety Officer. Use only regulators of the approved type and design for the specific gas-and-cylinder combination to be employed. Ensure that threads and nipples (e.g. round, flat, conical) on regulators correspond to those on the cylinder-valve outlet (never force connections). Regulators with green-face gauges must be used only with oxygen.

Chapter 8

Materials Handling

Introduction

Cerami Construction requires that safety planning and practices for commonplace tasks be as thorough as for operations with unusual hazards. Commonplace tasks make up the greater part of the daily activities of most employees and, not unexpectedly, offer more potential sources of accidents with injuries and property damage. Every operation or work assignment begins and ends with handling of materials. Whether the material is a sheet of paper (paper cuts are painful) or a cylinder of toxic gas, accident risks can be reduced with thorough planning. Identifying obvious and hidden hazards should be the first step in planning work methods and job practices. Thorough planning should include all the steps associated with good management from job conception through crew and equipment decommissioning. Most of the material presented in this chapter is related to the commonplace and obvious. Nevertheless, a majority of the incidents leading to injury, occupational illness, and property damage stem from failure to observe the principles associated with safe materials handling and storage. A less obvious hazard is potential failure of used or excessive motorized handling or lifting equipment.

Lifting and Moving

Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees must not be required to lift heavy or bulky objects that overtax their physical condition or capability.

Manual Lifting Rules

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is Cerami Construction policy that employees whose work assignments require heavy lifting be properly trained and physically qualified. The following are rules for manual lifting: Inspect the load to be lifted for sharp edges, splinters, and wet or greasy spots. Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip. Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping. Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances. Size up the load and make a preliminary “heft” to be sure the load is easily within your lifting capacity. If it is not, get help. If team lifting is required, personnel should be similar in size and physique. One person should act as leader and give the commands to lift, lower, etc. Two persons carrying a long piece of pipe or lumber should carry it on the same shoulder and walk in step. Shoulder pads should be used to prevent cutting shoulders and help reduce fatigue. To lift an object off the ground, the following are manual lifting steps: Make sure of good footing and set your feet about 10 to 15 inches apart. It may help to set one foot forward of the other. Assume a knee-bend or squatting position, keeping your back straight and upright. Get a firm grip and lift the object by straightening your knees - not your back. Carry the load close to your body (not on extended arms). To turn or change your position, shift your feet - don't twist your back. The steps for setting an object on the ground are the same as above, but in reverse.

Mechanical Lifting

Mechanical devices must be used for lifting and moving objects that are too heavy or bulky for safe manual handling by employees. Employees who have not been trained must not operate power-driven mechanical devices to lift or move objects of any weight. Heavy objects that require special handling or rigging must be moved only by riggers or under the guidance of employees specifically trained to move heavy objects.

Inspections

Each mechanical lifting or moving device must be inspected periodically. Each lifting device must also be inspected before lifting a load near its rated capacity. Defective equipment must be repaired before it is used. The rated load capacity of lifting equipment must not be exceeded. Material moving equipment must be driven forward going up a ramp and driven backward going down a ramp. Traffic must not be allowed to pass under a raised load. The floor-loading limit must be checked before mobile lifting equipment enters an area. Passengers must not be carried on lifting equipment unless it is specifically equipped to carry passengers.

Truck Loading

All objects loaded on trucks must be secured to the truck to prevent any shifting of the load in transit. The wheels of trucks being loaded or unloaded at a loading dock must be chocked to prevent movement.

Clean Work Areas

All areas controlled by Cerami Construction must be kept in orderly and clean condition and used only for activities or operations for which they have been approved. The following specific rules must also be followed: Keep stairs, corridors, and aisles clear. Traffic lanes and loading areas must be kept clear and marked appropriately. Do not allow exits, passageways, or access to equipment to become obstructed by either stored materials or materials and equipment that is being used. Arrange stored materials safely to prevent tipping, falling, collapsing, rolling, or spreading - that is, any undesired and unsafe motion. A minimum clearance of 36 inches must be maintained around electrical power panels. Wiring and cables must be installed in a safe and orderly manner. Machinery and possible contact points with electrical power must have appropriate guarding. The controls for temporary equipment must be located to prevent inadvertent actuation or awkward manipulation. Every work location must be provided with illumination that meets OSHA requirements. Evaluation of illumination quality and requirements is made by the Responsible Safety Officer, but the supervisor of an area is responsible for obtaining and maintaining suitable illumination.

Chapter 9

Noise

Introduction

This chapter contains information on the effects, evaluation, and control of noise. For assistance in evaluating a noise problem, contact the Responsible Safety Officer.

Danger of Noise

Exposing the ear to high levels of noise may cause hearing loss. This loss can be temporary or permanent. Temporary hearing loss or auditory fatigue occurs after a few minutes exposure to an intense noise but is recoverable following a period of time away from the noise. If the noise exposure is repeated, there may be only a partial hearing recovery and the loss becomes permanent. Typically, significant hearing losses occur first in the frequency range of 3,000 to 6,000 hertz (Hz). Losses in this frequency range are not critical to speech perception, and the individual usually is completely unaware of this initial symptom. With longer exposures, the hearing loss spreads to lower frequencies, which will affect speech perception. Workers' Compensation laws regard hearing losses in the speech frequency range of 500 to 3,000 Hz as being compensable. The evaluation of hearing loss due to noise is complicated by the fact that hearing acuity normally decreases with increasing age. Further, the losses associated with age are quite similar to those caused by excessive noise since the hearing for high frequency sounds is most affected in both instances. Hearing impairment may also result from infections, tumors, and degenerative diseases.

Chapter 10

Protective Equipment

Introduction

Cerami Construction will provide suitable equipment to protect employees from hazards in the workplace. The Responsible Safety Officer will advise on what protective equipment is required for the task, but the supervisor of the operation must obtain this equipment and see that it is used. Protective clothing is not a substitute for adequate engineering controls.

Head Protection

Cerami Construction provides appropriate head protection devices for employees to protect them from head or other injuries that could result from their working environment. The supervisor must also maintain sufficient supply of head protection devices for visitors in the area.

Eye Protection

Cerami Construction provides appropriate eye protection devices for employees assigned to tasks in which an eye-injury hazard exists. The supervisor of the operation is responsible for determining the need for suitable eye-protection devices and for ensuring that the employees use them. The Responsible Safety Officer will assist the supervisor in defining eye-hazard operations and in selecting appropriate eye protection.

Responsibilities

To ensure that the respiratory protection program is conducted in accordance with ANSI 288.2-1980, certain responsibilities are required of each employee, supervisor, Responsible Safety Officer, and the Medical Services Department. Employees are responsible for: Wearing the respirator in accordance with the instructions and training received. Maintaining and storing the respirator in good condition. Returning the respirator at the end of the required use for overhaul, cleaning, and disinfection. Supervisors are responsible for: Identifying those employees who may need to use respiratory protection (Responsible Safety Officer will provide assistance upon request in this determination). Ensuring that their employees have been properly trained and fitted. Ensuring that their employees use the respirators as required. The Responsible Safety Officer is responsible for: Providing respiratory equipment. Maintaining the equipment in good condition. Fitting employees with proper respirators and providing training for their use. Evaluating employee exposures and work conditions, including inspection of respirator use.

Chapter 11

Ladders and Scaffolds

Ladders

Ladders must be in good condition, made of suitable material, of proper length, and of the correct type for the use intended. Damaged ladders must never be used; they should be repaired or destroyed. Ladders used near electrical equipment must be made of a nonconducting material. A portable ladder must not be used in a horizontal position as a platform or runway or by more than one person at a time. Ladders must not be used as guys, braces, or skids. The height of a stepladder should be sufficient to reach the workstation without using the top or next to the top steps. The proper angle (75-1/2 degrees) for a portable straight ladder can be obtained by placing the base of the ladder a distance from the vertical wall equal to one quarter of the vertical distance from base to top of ladder's resting point. Ladders must be ascended or descended facing the ladder with both hands free to grasp the ladder. Tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder. Extension ladders should be tied in place to prevent side slip.

Scaffolds

All scaffolds, whether fabricated on site, purchased, or rented must conform to the specifications found in ANSI A10.8, Safety Requirements for Scaffolding. Rolling scaffolds must maintain a 3:1 height to base ratio (use smaller dimension of base). The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks. Scaffolds and their components must be capable of supporting at least four times the maximum intended load without failure. Guard rails and toe boards must be installed on all open sides and ends of scaffolds and platforms more than 10 ft above the ground or floor. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches must have standard installed on all open sides and ends of the platform.

Floors

Workroom floors must be in a clean and, as much as possible, dry condition. Drainage mats, platforms, or false floors should be used where wet processes are performed. Floors must be free from protruding nails, splinters, holes, and loose boards or tiles. Permanent aisles or passageways must be marked. Floor holes must be protected by covers that leave no openings more than one inch wide. Floor openings into which persons can accidentally walk must be guarded by standard railings and toe boards. Open-sided floors, platforms, and runways higher than four feet must be guarded by standard railings. Toe boards must be used wherever people can pass below or hazardous equipment or materials are below.

Fall Arrester Systems Required

When workers are required to work from surfaces that are in excess of 7-1/2 ft above an adjacent safe work place and are unprotected by railings, the following procedures and guidelines must be applied: Before selecting personnel for work at elevated work stations, supervisors must consider the workers' physical condition, such as medical problems, fear of heights, and coordination. Approved fall-arrester systems are required for all work at heights of 10 or more feet. A recommended fall-arrester system consists of a full body-harness, a lanyard consisting of 1/2inch nylon rope or equivalent with a breaking strength of 5400 lb. and a maximum length to provide for a fall no greater than 6 feet, Fall-arrester systems are recommended for light work at heights between 7-1/2 and 10 feet. Fall-arrester systems are not required when work is being done while standing on a ladder. Ladders should be tied off. The Responsible Safety Officer will advise, on request, regarding usage and procedures. It is the responsibility of the supervisor to plan the intended work sufficiently to ensure that job planning and proper precautions have been taken. The Responsible Safety Officer is available for consultation.

Chapter 12

Tools

Company Provided Tools

Cerami Construction provides hand and powered portable tools that meet accepted safety standards. A damaged or malfunctioning tool must not be used; it must be turned in for servicing and a tool in good condition obtained to complete the job. Employees must use the correct tool for the work to be performed; if they are unfamiliar with the operation of the tool, they must request instruction from their supervisor before starting the job. Supervisors are responsible for ensuring that their subordinates are properly trained in the operation of any tool that they are expected to operate.

Grounding

Tools that are not double-insulated must be effectively grounded and tested. Testing must be accomplished before initial issue, after repairs, and after any incident that could cause damage, such as dropping or exposure to a wet environment. Grounded tools must always be used with an effectively grounded circuit. Any extension cord used with a grounded tool must be a three-wire, grounded type. Electric-powered hand tools used on construction sites, on temporary wired circuits, or in wet environments will be used in conjunction with an approved ground fault circuit interrupter (GFCI). The responsibility for implementing and maintaining this program rests with the individual supervisors involved. Tool testing equipment will be maintained by the Responsible Safety Officer. Documentation of tool testing will be maintained by the group owning powered hand tools. Repairs of defective tools will only be made by qualified electrical personnel.

Chapter 13

Traffic and Transportation

Official Vehicle Use

The Cerami Construction requires that an operator hold a valid driver's license for the class of vehicle that he/she is authorized to operate.

Safety Belts

Employees operating or riding in company-furnished vehicles, or personal vehicles on official company business, are required to wear safety belts at all times. The driver should instruct the passengers to fasten their safety belts before operating the vehicle.

Accidents

Any accident involving Company vehicles (included private, rented, or leased vehicles used on official Company business) must be reported. If the driver is unable to make a report, another employee who knows the details of the accident must make the report. It is Cerami Construction's policy that employees should not admit to responsibility for vehicle accidents occurring while on official business. It is important that such admissions, when appropriate, be reserved for the company and its insurance carrier. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party. Be sure to obtain adequate information on the drivers involved as well as on the owner of the vehicles. Names, addresses, driver's license numbers, vehicle descriptions, and registration information are essential. In addition, a description of damages is needed for completion of accident reports. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to Cerami Construction, or obtain the name and department of the investigating officer. A printed card titled "In Case of Accident" is kept in each official vehicle to assist in collecting required information. In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number. The driver of any Cerami Construction vehicle involved in an accident must also complete a Company Motor Vehicle Accident Report. The supervisor should interview the driver and complete the supervisor's portion of the report. Forms for obtaining appropriate information about an accident are carried in the vehicle or may be obtained from Administration. The Responsible Safety Officer will receive copies of all accident reports and will prepare any required OSHA reports.