CUSTOM HOMES

3009 112th Ave NE
Bellevue, WA 98004

ACCIDENT PREVENTION PROGRAM

Updated November 2021

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MN CUSTOM HOMES

Emergency Contact Information:

Serious or Life-threating Emergency	911	
All Accidents, Incidents, or Illnesses	Brett Racine, Safety Manager bracine@mncustom.com	425-559-8294
Alternate to Safety Manager	Jenni Coulson, HR Generalist jcoulson@mncustom.com	650-933-6487
General Inquiry	MN Custom Homes, Main Office	425-429-6645

1.0 Introduction and Policy

We at MN Custom Homes LLC (MN) are proud of our dedication to the safety and health of our employees. Our level of commitment begins at the top and goes above and beyond compliance. Providing an injury free work environment requires a team effort and our employees are encouraged to participate in identifying ways to make our company a safer place to work. Working safely is a condition of employment at MN.

This Accident Prevention Program provides MN's policies and procedures to be used on each of our jobsites as well as our office locations. MN requires all employees to enforce and comply with the policies and procedures provided within this document. MN will provide all necessary personal protective equipment and appropriate training.

It is the policy of MN that the prevention of occupational injuries and illnesses will be given priority equal with productivity, quality, and related corporate efforts.

We believe that each employee has the right to work in a safe environment and MN will always prioritize the health and safety of our employees.

The maintenance of a safe working environment is the responsibility of every employee. Performance of field-based operations employees relative to safety shall be included in Performance Reviews and weighted with other standards in evaluating their personal achievement.

Joe Naeseth
Chief Operating Officer

Brett Racine
Safety Manager

2.0 Roles and Responsibility

2.0.1 Executives

Active participation in and support of safety and health programs is essential. Management officials will display their interest in safety and health matters at every opportunity. At least one executive (as designated) will participate in regular periodic safety meetings and participate in serious accident or fatality incident investigations.

2.0.2 Safety Manager

The safety and health of MN employees is the primary responsibility of the Safety Manager. To accomplish this obligation, The Safety Manager will:

1. Ensure that all safety and health rules, regulations, policies, and procedures are understood and being followed.
2. Require the proper care and use of all required personal protective equipment.
3. Identify and eliminate job hazards quickly through job hazard analysis procedures.
4. Inform and train employees on the hazardous chemicals and/or procedures they may encounter under normal working conditions or during an emergency.
5. Receive and take initial action on employee suggestions, awards or disciplinary measures.
6. Conduct crew meetings to discuss safety and health matters, and job hazard analysis.
7. Conduct walk-around safety inspections periodically throughout the duration of each job.
8. Train employees in the safe and efficient methods of accomplishing each job or task as necessary.
9. Participate in incident investigations by completing incident and accident reports.
10. Promote employee participation in the safety and health program.
11. Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work.

2.0.3 Project Managers and Superintendents

1. Conduct weekly walk-around safety inspections on each of their active jobsites.
2. Conduct weekly, site-specific safety meetings.
3. Actively participate in identifying and reporting workplace hazards.
4. Notify the Safety Manager of all workplace injuries.
5. Ensure that all safety and health rules, regulations, policies, and procedures are understood and being followed.
6. Promote employee participation in the safety and health program.

2.0.4 Managers and other Leaders

1. Promote employee participation in the safety and health programs.

2. Enforce safety and health rules, regulations, policies, and procedures are understood and being followed.
3. Actively participate in identifying and reporting workplace hazards.
4. Follow all company safety and health rules including PPE requirements.
5. Notify the Safety Manager of all workplace injuries.
6. Engage and participate in safety meetings and trainings provided by MN

2.0.5 Employees

1. Will actively participate in identifying and reporting workplace hazards.
2. Follow all company safety and health rules including PPE requirements.
3. Notify the Safety Manager of all workplace injuries.
4. Engage and participate in safety meetings and trainings provided by MN.

3.0 General Requirements

Requirements for all operations as a minimum standard to comply with Washington State Department of Labor and Industries, Division of Occupational Health and Safety Regulations for Construction (LnI DOSH).

3.0.1 Requirements for MN Office Locations

1. Provide a list of safety rules for the general office areas. This information should be posted and communicated to all employees and visitors, as appropriate.
2. Establish an orientation program for all personnel. There are two kinds of orientations: new hire orientation and job site safety orientation. MN will inform personnel at job sites about items they need to have knowledge of to be able to perform their jobs safely.
3. All employees shall be informed of emergency procedures in the event of a fire or natural disaster. MN's written emergency plan can be found in a separate document.
4. Post a copy of the building footprint to designate exit routes.
5. Emergency telephone numbers should be posted in common areas.
6. Provide an approved first-aid kit for office use.
7. A copy of the LnI DOSH and OSHA Job Safety and Health Poster shall be displayed, and the OSHA Form 300A shall be posted in accordance with federal regulations.
8. A copy of all other required federal, state, and local posters shall be displayed.

NOTE: The 300A Summary Page must be posted from February 1 to April 30 of the year following the year covered by the form.

3.0.2 Requirements for All MN Custom Home Jobsites

1. Job site Orientation. Documentation must be maintained for all orientation sessions utilizing the Certification of Orientation form (Appendix 3-A). This assures that an employee has been made aware of our safety policies governing each person's work ethics. Each line item must be completed, and the form should be placed in the employee's file. The orientation program shall include, but is not limited to, the following items:

    A. Employee and Safety Handbook

        a. Every employee is to be given access to the company *Employee Handbook* and well as the *Health and Safety Handbook*. In addition, all employees will be informed of and review the Stop Work Authority Policy (Appendix 3-B) during new hire orientation.
        b. The employee must complete the acknowledgement page. The acknowledgement page must be signed by the person conducting the orientation and then filed in the employee's personnel file.

B. Personal Protective Equipment

a. Each employee working on jobsites is to be issued the required personal protective equipment. Prior to assignment to a jobsite or other field task each employee will receive:
   i. Hardhat
   ii. Work boot benefit of up to $200
   iii. Safety glasses
   iv. Gloves
   v. Hearing protection
   vi. High Visibility Shirt or Vest

b. During jobsite orientation, each employees will be trained in the following:
   i. How to properly adjust and don the equipment
   ii. How to inspect it to determine if it is defective and when it should be removed from service

c. The Safety Manager will provide employees with equipment as required by job conditions:
   i. Safety harness, lanyard, and other fall protection equipment
   ii. Respirator
   iii. Other equipment specifically identified on an SDS

C. Hazard Communication/SDS

a. The following Hazard Communication program elements will be reviewed
   i. SDS 16 Section Format
   ii. SDS Labeling SDS pictogram

NOTE: Applicable Safety Data Sheets must be reviewed on a monthly basis during Safety Meetings.

D. Fall Protection Policy

a. On all jobs where required, the Site Fall Protection Policy should be reviewed, to include:

b. Harness and lanyard locations and storage

c. Inspect harness and lanyards before each use.

d. When required, review the written fall protection plan. The Fall Protection Work Plan (FPP) Template (Appendix 10-C) is to be used to satisfy this requirement.

E. Job Site Orientation

Job site orientation will be provided at the start of employment for all personnel working in the field. Documentation must be maintained for all orientation sessions utilizing the Job Site Safety Orientation Checklist (Appendix 3-C). This assures MN that an employee has been made aware of the specific job site procedures unique to our jobs. Each line item must be covered, and the form should be placed in the job

site documentation files.

3.0.3 Additional Requirements for MN Custom Homes Job Site

1. Each job site must have a safety documentation box or equivalent.
   A. A copy of the LnI DOSH/Job Safety and Health Poster shall be displayed at each job site.
      a. The Safety Manager and Project Managers are to perform ongoing inspections of worksites as required and warn workers immediately of hazards. Take action to eliminate the hazard. Documentation must be maintained. (See Section 5 – Hazard Identification/Evaluation/Control.)
      b. Safety meetings shall be conducted on a weekly basis at a designated day and time. Documentation of the meetings must be maintained. (See sample meeting forms and safety topic suggestions in Appendix 3-D)
   B. The job site orientation shall include, but is not limited to, the following items:
      a. Special hazards and/or conditions
      b. Prohibited areas
      c. Assembly point
      d. Fire extinguisher locations
      e. First-aid kits
      f. Sanitation – water, toilets, and eating and drinking areas
      g. Review all job site postings, such as LnI DOSH (federal, or state) etc.
      h. Other items
   C. Specific job site procedures for injury and Illnesses.

Injury and Illness Procedures must be reviewed, and a copy must be posted on each jobsite (See Section 6).

   A. Injury reporting
      a. Employees must report any work-related injury or illness to the Safety Manager immediately. If the Safety Manager is unavailable, employees shall report to their manager.
      b. Prepare a written Accident Notification Report (Appendix 3-E) in addition to filling out the applicable documents located in the Incident Reporting Packet. These forms should be filled out for any accident that results in any injury or illness regardless of whether or not off-site medical treatment is required or necessary. Accidents that cause property damage should also be reported.
      c. This information is to be forwarded immediately to the Safety Manager.
   B. Disciplinary Procedures.
      a. Review the safety disciplinary policy (Section 4).

APPENDIX 3-A
CERTIFICATE OF OREINTATION

MN CUSTOM HOMES

CERTIFICATION OF SAFETY ORIENTATION

Having completed MN's new employee orientation program, I certify that I,

_____
Print Name

Initials

_____Received and read the Employee Handbook.

_____Received and read the *Safety Handbook*

_____Had a review of the Stop Work Authority Policy.

_____Have been briefed and provided with Personal Protective Equipment:

- _____Hard Hat
- _____High Visibility Shirt or Vest
- _____Appropriate eye protection. (If employee wears prescription eye glasses that are not "safety" (Z87 approved) glasses, provide goggles or safety glasses that fit over prescription glasses. If glasses are "safety" glasses, provide side shields.
- _____I Have been provided with the information in Table 2 under WAC 296-842-11005- Voluntary use of Respirators.

_____Received SDS briefing on the specific products that might be used at a job site.

_____GHS review on the following:

- SDS 16 section Format Labeling
- SDS pictogram

_____Understand that I must report any work-related injury to the Safety Manager **immediately.**

_____Have been briefed on Disciplinary Procedures.

_____Reviewed and understand the alcohol and drug policy language from the Employee Handbook

I acknowledge that my employer, MN Custom Homes has the right to enforce the company work rules for my protection and the protection of my fellow workers. I accept that adherence to the company's work rules is a condition of my employment.

_____ _____
Signature Date

_____ _____
Instructor Signature Date

WAC 296-842-11005
Table 2
Advisory Information for Employees Who Voluntarily Use Respirators

- Respirators protect against airborne hazards when properly selected and used. Respirator usage that is required by DOSH or your employer is not voluntary use. With required use, your employer will need to provide further training and meet additional requirements in this chapter. DOSH recommends voluntary use of respirators when exposure to substances is below DOSH permissible exposure limits (PELs) because respirators can provide you an additional level of comfort and protection.
- If you choose to voluntarily use a respirator (whether it is provided by you or your employer) be aware that **respirators can create hazards for you,** the user. You can avoid these hazards if you know how to use your respirator properly AND how to keep it clean. Take these steps:
  - Read and follow all instructions provided by the manufacturer about use, maintenance (cleaning and care), and warnings regarding the respirator's limitations.
  - Choose a respirators that have been certified for use to protect against the substance of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respirators. If a respirator is not certified by NIOSH, you have no guarantee that it meets minimum design and performance standards for workplace use.
  - NIOSH approval label will appear on or in the respirator packaging. It will tell you what protection the respirator provides.
  - Keep track of your respirator so you do not mistakenly use someone else's.
- **DO NOT** wear your respirator into:
  - Required use situations when you are only allowed voluntary use.
  - Atmospheres containing hazards that your respirator is not designed to protect against.
  - For Example, a respirator designed to filter dust particles will not protect you against solvent vapor, smoke or oxygen deficiency.

APPENDIX 3-B
STOP WORK AUTHORITY POLICY

STOP WORK AUTHORITY POLICY

Having completed MN's new employee orientation program, I certify that I,
Print Name_____ have received and reviewed MN Custom Homes' Stop Work Authority Policy

Initials

_____ I have received training on the Stop Work Authority Policy during Orientation

_____ I understand that work cannot resume until all stop work issues and concerns have been adequately addressed and reviewed by the Safety Manager.

_____ I understand that it is my responsibility to initiate a Stop Work when warranted and the Safety Manger is responsible to create a safety culture where Stop Work Authority is exercised freely.

_____ I understand that if an unsafe/at-risk condition is identified the Stop Work will be coordinated and initiated in a positive manner.

_____ I will help to notify all affected personnel of the Stop Work issue, correct the issue, and resume work when safe to do so.

_____ _____
Signature Date

_____ _____
Instructor Signature Date

APPENDIX 3-C
JOB SITE OREINTATION CHECKLIST

MN CUSTOM HOMES

JOB SITE SAFETY ORIENTATION CHECKLIST

Initials

_____Review *Safety Handbook*

_____Job site safety rules and other site-specific rules

_____Job site tour

_____Times – toolbox safety meeting, start, quit, break, and mealtime(s)

_____SDS/GHS binder

_____Review SDS's 16 Format and Pictogram Card and the location of MSDS/SDS for my review

_____Postings – WISHA, OSHA, etc.

_____Emergency procedures (review Job Site Emergency Procedures)

_____Medical treatment – hospital number, address, and directions

_____Fire extinguishers and reporting a fire.

_____First-aid trained personnel.

_____Natural disasters

_____Injury reporting procedures

_____Review Heat Stress/Illness Prevention Policy

_____Review Cold Stress/Illness Prevention Policy

_____Disciplinary procedures

_____Personal protective equipment

_____Fall protection policy (review Site Fall Protection Plan)Harnesses and lanyards location and storage.

_____Inspect your harness and lanyard before you put it on

_____Certifications and training

_____Special hazards/conditions prohibited areas and assembly point.

_____Sanitation – water, toilets, and eating & drinking areas.

_____(other)

APPENDIX 3-D
SAFETY MEETINGS

WORK CREW SAFETY MEETINGS

We believe that hard work and perseverance are required for the prevention of injuries and illnesses, with the crew leader being the key to a successful result.

A. Purpose: To assist in the detection and elimination of unsafe conditions and work procedures.

B. Procedures:
The following guidelines will be followed:

a. These meetings are held at the beginning of each job and at least weekly thereafter, according to the various circumstances involved or when necessary to clear working procedures. No set pattern will suit all cases. It is important that the crew leader talk daily on injury prevention and immediately upon witnessing an unsafe act.
b. The attendance and subjects discussed will be documented and maintained on file for one year.
c. Copies of the minutes will be made available to the employees by posting or other means.

C. Scope of Activities:
(Certain employees, as may be designated by their supervisors, will assist)

1. Conduct in-house safety inspections with supervisor concerned.
2. Investigate incidents to uncover trends.
3. Review incident reports to determine means of elimination.
4. Accept and evaluate employee suggestions.
5. Review job procedures and recommend improvements (Job Safety Analysis Form is available in the Appendix)
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.

D. Documentation:
A template for attendance, topics and a “safety meeting notice” template can be found below

Construction Safety Meeting Topic Suggestions

Suggested good topics for construction safety meetings (as they apply to your jobsite):

1. Fall protection/fall prevention

2. Personal protective equipment
    a. Hard hats
    b. Eye protection
    c. Hearing protection
    d. Footwear
    e. Safety harness/belts
    f. Respiratory protection

3. Housekeeping

4. Tool inspection

5. Emergency procedures

6. Electrical safety

7. Ladder safety

8. Scaffold safety

9. Fire prevention/fire extinguishers

10. Reporting injuries and unsafe conditions

11. Confined spaces

12. Lock-out procedures

13. Heat Stress

14. Excavation and trenching

Training programs, educational materials, films, videos and posters are available from the Department of Labor and Industries – Safety webpage.

CREW SAFETY MEETING

Company/Contractor Name		Address
Date	Time	# of employees attending
Subjects discussed		

Minutes:

Crew Leader Comments:

Minutes taken by_____

SAFETY MEETING NOTICE

DATE: _____

TIME: _____

PLACE:

_____

_____

How to hold a safety meeting

1. Be certain everyone knows the time and place of the next meeting.

2. Insist that everyone attend. Before the next meeting, remind those who were late or failed to attend that **attendance is not optional**.

3. Pick an appropriate topic from the Safety Meeting APP. If you can't think of an appropriate topic we can develop one together.

4. Start the meeting on time.

5. Don't waste time – give the meeting your undivided attention.

6. Discuss the topic you have chosen and prepared. Don't wait until the meeting to choose your topic.

7. Use handouts or posters to illustrate your topic.

8. Discuss current job site safety events, injuries and close calls.

9. Encourage employees to discuss safety problems as they arise. Do not save safety concerns for the meeting. Allow some time for employee questions or input at the end of the meeting.

10. Invite managers or owners to speak. Ask fellow employees to speak on a safety topic.

11. If you prevented *one* injury, it is time well spent. Your topic may be one that some employees have heard many times, but there may be one person who is new or has never been told of the safety requirement for that topic. Repeating topics several times during the course of a project is beneficial as long as it applies to the work being done.

12. Follow up on employee concerns or questions and get back to them with the answer before the next meeting.

13. Be certain to document the attendance and the topics discussed.

APPENDIX 3-E
ACCIDENT NOTIFICATION REPORT

MN CUSTOM HOMES

ACCIDENT NOTIFICATION REPORT

PROJECT INFORMATION

Job number:	
Job address:	
Job site PM:	
Location where injury occurred:	

INJURED EMPLOYEE INFORMATION

Last name:	First name:	M.I.:
Address:		
Home phone number:	Best contact phone number:	
Date of birth (MM/DD/YYYY):	Last 4 Digits of Social Security number:	
Sex: M / F	Position:	
Employee's Manager:	Manager Phone:	
Date of hire:		

ACCIDENT INFORMATION

Type of accident: Injury Illness Sub-Contractor Property damage			
Date of injury:	Time employee began work:		AM / PM
Time of injury: AM / PM	Date notified:	Time notified:	AM / PM
Who was notified:			
Type of injury: (e.g., reaction to foreign substance, puncture, laceration, contusion (bruise), fracture, amputation, strain/sprain, burn, etc.)			
Part of body injured: Left Right N/A (e.g., head, face, eye, ear, mouth, back, trunk, arm, wrist, hand, finger, knee, leg, ankle, etc.)			
Safety equipment employee was using: Hard Hat☐ Safety Glasses☐ Gloves☐ Other(s)☐			
What activity was employee doing at the time of accident?			
What happened to cause injury/illness?			
Witness 1:	Phone:		
Witness 2:	Phone:		

MEDICAL TREATMENT INFORMATION (check all that apply)

☐ No medical treatment, for the file only	
☐ On site 1st aid only	Date of treatment:
☐ On site clinic	
☐ Off-site clinic and clinic name:	Phone: ( )
☐ Hospital and hospital name:	Phone: ( )
☐ Post accident drug test	
☐ Treatment refused	
☐ Other (please explain)	
Work status: Full duty Modified duty Off work	

DOCUMENTED BY:

Name:	Date:

MN CUSTOM HOMES

EMPLOYEE'S REPORT OF INJURY

Instructions: MN Custom Homes uses this form to report all work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*. This helps you to identify and correct hazards before they cause serious injuries. This form should be completed by employees as soon as possible and given to the Safety Manager for further action.

I am reporting a work related: ❑ Injury ❑ Illness ❑ Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? ❑ Yes ❑ No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? ❑ Yes ❑ No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? ❑ Yes ❑ No	
If yes, when?	Employer:
Your signature (optional):	Date:

4.0 Safety Disciplinary Policy

While discipline should never be thought of as a substitute for an effective safety program, it is a vital support mechanism in the structure of our safety culture. The purpose of this discipline policy is to improve or correct safety behavior to ensure more safety-oriented conduct.

4.0.1 Purpose

1. Safety on the jobsite is essential. An unsafe employee places not only themselves at risk, but also places the safety of all who are working with or in the same area at risk. Our safety disciplinary policy utilizes a progressive approach, that is intended to remind the employee of the importance of following safety policy and to return them to the workplace as a more productive, cooperative, and safety-conscious employee. If the employee refuses to adapt to our safety policy and expectations, the ultimate disciplinary action is termination.

4.0.2 Authority

1. Keep in mind the principle involved in any of our operations is that all legitimate orders issued must be carried out. Examples of categories of violations are:

    A. Refusal to wear personal protective equipment
    B. Refusal to follow a specific safety procedure(s)
    C. Refusal to obey safety rules or direction

4.0.3 Procedure

1. Discipline will be administered equitably and consistently. A logical progression of discipline would begin with a verbal warning and increase in severity up to possible termination. MN's system of progressive discipline is in place to ensure fairness and opportunities to course correct, as well as serving as a clear record of actions the company took to address safety violations.
2. Four Step Process for all employees within a one-year period.

    A. Employees

        a. First Infraction: Verbal warning and coaching by the employee's manager or the Safety Manager/HR. The conversation is documented on the Safety Violation Notice form (Appendix 4- A) and held on file by the Safety Manager.
        b. Second Infraction: Written warning on the Safety Violation Notice form provided to employee and Safety Manager. The employee will receive retraining and testing from the Safety Manager on the safety violation they were written up for (failure to show up for training, unreasonable delays in making time for the training etc. will escalate the second infraction to the third level)
        c. Third Infraction: Employee is asked to go home, and a two-day

suspension without pay takes effect the next business day. The infraction is written up on the Safety Violation Notice form as a final warning and provided to employee and Safety Manager. Employee shall receive retraining and testing on the safety violation upon return from suspension

d. Additional Infractions: Possible termination (documented on Safety Violation Notice Form)

3. Willful violation of any safety rule, where the violation could result in serious injury to the employee committing the violation or any other employee, will result in possible termination of employee.

4.0.4 Investigation

1. In the investigation of a safety violation, MN will determine whether the violations were the result of negligence, willful disregard of safety rules, or the result of a misunderstanding or lack of knowledge on the employee's part. The first step MN will take will be to review the employee's safety training records to determine what training they received/participated in since being hired by MN, and if they received training in the topic for which they are being disciplined. If the investigation reveals that the employee has never been made aware of the safety rule they are accused of violating, they shall receive training on that rule in lieu of the Safety Violation Notice.

2. Follow Up. The Safety Manager will review disciplinary data at least quarterly to detect trends and determine if current training methods are adequate. Findings will be shared with senior leadership to determine what actions should be taken to address trends.

4.0.5 Motivation and Recognition

1. Maintaining an interest in safety is important to MN and we understand that accident prevention depends upon the desire of people to work safely.

2. One of the techniques we will use to maintain safety interest is a program utilizing safety objectives and awards.

4.0.6 Summary

3. Discipline is no substitute for a good, solid safety program. However, when appropriate, it can be effective and necessary to demonstrate to employees that MN takes safety seriously and that we will not treat violations of our safety rules and program lightly. Our goal is to develop "safe" attitudes. When jobsite safety is apparent and goes above and beyond, we will recognize those involved.

APPENDIX 4-A
SAFETY VIOLATION NOTICE

MN CUSTOM HOMES

SAFETY VIOLATION NOTICE

To:_____
Employee's Name

Upon your employment with MN Custom Homes LLC. you were informed as to the company policy regarding safety rules and regulations. The violation you being cited for and coached on is as follows:

_____

_____

_____

You are being cited on_____ at_____
Date Jobsite

This shall serve as warning for your offense:

☐**First:** Verbal warning and coaching

☐**Second:** Written warning on the Safety Violation Notice form provided to employee and Safety Manager. The employee will receive retraining and testing from the Safety Manager on the safety violation they were written up for (failure to show up for training, unreasonable delays in making time for the training etc. will escalate the second infraction to the third level).

☐**Third:** Employee is asked to go home, and a two-day suspension without pay takes effect the next business day. The infraction is written up on the Safety Violation Notice form as a final warning and provided to employee and Safety Manager. Employee shall receive retraining and testing on the safety violation upon return from suspension.

☐**Fourth:** Additional Infractions: Possible termination (documented on Safety Violation Notice Form)

Reminder this is your_____Safety Violation Notice
1st, 2nd, 3rd, 4th

_____
Safety Manager Signature

_____
Employee Signature

Retraining was conducted on_____regarding the Safety Violation noted above.
Date

If you have any questions regarding this communication, contact the Safety Manager.

5.0 Hazard Identification, Evaluation & Control

Any workplace or job site can be separated into categories which have common hazards associated with them. There are six such categories that can be applied, forming the basis to assure that hazards are identified by the process of self-inspection.

5.0.1 Hazard Categories

1. Workplace Hazards
   A. Workplace hazards includes such things as floors or other working surfaces, housekeeping, floor and wall openings, entrances and exits, sanitation, illumination, fire, etc.
2. Machine and Equipment Hazards
   A. Machine and Equipment hazards includes such things as machine guarding, operational techniques, special safety devises, inspection and maintenance, mounting, anchoring, grounding, and other protection.
3. Material Hazards
   A. Materials that are utilized, processed, or applied on the job that yield dangerous vapors, fumes, mists, dusts, or are ignitable and/or explosive, must have standards established for their safe storage and use.
   B. Included in this category would be the use of compressed gases for burning and the storage and use of toxic solvents, coatings, adhesives, mastics, etc.
4. Employee Hazards
   A. Employee hazards includes such things as the type of personal protective equipment and devices that must be furnished, special training requirements to operate specific equipment, and the medical and first aid required.
5. Power Source Hazards
   A. Power source hazards includes electrical, pneumatic, and other sources of power must have standards applicable to their safe use and application.
6. Operation Hazards
   A. Standards should be established covering all special process, such as sanding, drilling, cutting, use of ladders and scaffolds, etc.

5.0.2 Hazard Evaluation

1. Field Inspection Report
   A. MN has a Construction Inspection Checklist (Appendix 5-A) designed to help identify hazards observed in the field operations. The checklist will be used by the Project Managers on a weekly basis or as jobsite conditions change and sent to the Safety Manger for review.

2. Common Hazards

Common hazards and the potential danger is readily apparent on a jobsite and can easily be resolved.

   A. For example, an opening in a floor that is not boarded over or suitably barricaded will probably cause injury to any worker falling through it; or in the case of elevated work not protected by guardrails, a worker who falls off for whatever reason is likely to be injured.

3. Special Hazards

   A. Some job site hazards are not as apparent and may require expert evaluation by a technician to determine the hazard potential. Examples would be working in enclosed spaces with toxic materials, working in open trenches, excavation, and other construction work.
   B. Hazards identified shall be classified/prioritized and addressed based on the risk associated with the task. The use of the Job Hazard Analysis (JHA) (Appendix 5-B) will be used for this purpose and to analyze hazard severity and probability.
   C. All MN employees will be trained in the hazard identification process including the use and care of proper PPE.

5.0.3 Hazard Control

When a situation that endangers the safety and health of employees occurs, MN will immediately take steps to eliminate it. In addition, MN will prepare a JHA, for tasks that present hazards to employees. One or more of the following three methods of control will be applied for these tasks.

1. Engineering Controls

   A. It is always preferable and more reliable to protect by mechanical means than protection dependent upon human behavior. Examples of this type of protection would be to equip a table or band saw with a dust collector, or if working with materials that give off dangerous vapors, to exhaust the vapors mechanically or substitute a non- hazardous chemical.
   B. These methods are more reliable than dependence being placed on a respirator to protect the worker.
   C. This type of control also includes such things as covering holes in floors and walls, guards on various types of tools and equipment, etc.

2. Administrative Controls

   A. In the case of exposure to air contaminants, temperatures, and noise,work assignments on a rotation basis and/or limiting the amount of time an employee will perform a task can be used so that permissible levels of exposure or action levels will not be exceeded.
   B. If administrative controls are established, consideration should also be given to the use of personal protective equipment.
   C. The ultimate administrative control would be to eliminate work in an area or a situation where conditions are such that the safety of your workers

cannot be assured.

3. Personal Protective Equipment (PPE)
   A. When the hazard cannot be eliminated through engineering or administrative controls, the use of personal protective equipment is mandatory.
   B. PPE includes protection for the eyes, ears, face, head, and extremities.
   C. PPE includes equipment such as hard hats, safety glasses, googles, ear plugs and earmuffs, protective clothing, respiratory devices, harnesses, etc.
   D. OSHA and LnI DOSH regulations require that protective equipment shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards presented by processes or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.
   E. MN has established a clear-cut policy on use of personal protective equipment which has been made part of the job site rules.
   F. All PPE is consistent with prevailing regulations as to availability, proper use, inspection, care, and maintenance of the equipment.
   G. Since the law makes the employer responsible for employee-owned equipment, such equipment must receive the same attention as company owned equipment to assure its adequacy.
      a. The use of employee-owned safety equipment is discouraged.
      b. Employees must be trained in the proper use, care, and limitations of the equipment prior to actually working under a hazardous condition requiring its use. It is the responsibility of all employees to enforce the use of personal protective equipment, and a rigid policy for compliance must be maintained.

4. Stop Work Authority
   A. All MN Employees will receive training on the MN Stop Work Authority Policy during new hire orientation.
   B. The training will be documented to include the employee's name and date of training (Appendix 3-A).
   C. No work will resume until all stop work issues and concerns have been adequately addressed and reviewed by the Safety Manager.
   D. MN Employees are responsible to initiate a Stop Work when warranted and management is responsible for creating a safety culture where Stop Work Authority is exercised freely.
   E. When an unsafe/at-risk condition is identified the Stop Work will be initiated in a organized manner and coordinated throughout the jobsite. The MN Safety Manager will notify all affected personnel of the Stop Work issue, correct the issue, and permit work to resume when it's safe to do so.
   F. The MN Safety Manager will document all Stop Work Interventions for lessons learned and corrective measures to be put into place. All Stop

Work interventions will be reviewed during the next site safety meeting.

G. MN's Safety Manager will review Stop Work reports to measure participation, determine quality of interventions and follow-up.
H. MN will trend common issues, identify opportunities for improvement, and facilitate sharing of the lessons learned during periodic and regular standing safety meetings.
I. The outcome of any Stop Work Intervention is that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site; occasionally additional investigation and corrective actions may be required to identify and address root cause(s).

APPENDIX 5-A
CONSTRUCTION INSPECTION CHECKLIST

MN
CUSTOM
HOMES

CONSTRUCTION INSPECTION CHECKLIST

Date:_____
Name:_____
Project:_____

- ☐ **Power lines**: Minimum 10' clearance / insulate – de-energize, under 50 kw; over 50 kw – refer to Chapter 155
- ☐ **Trench/excavation**: Any trench four feet or must be sloped, shored or braced
- ☐ **Guardrails**: Any opening four feet or more above ground level must be guarded
- ☐ **Standard guardrail**: Top rail = 39" to 45" above working surface. Midrail = halfway between top rail and floor. Toeboard = 4".
- ☐ **Scaffold**: Fully planked
- ☐ **Scaffold**: Fall protection provided if fall hazards over 10 feet exist
- ☐ **Stairs**: Four or more risers must have handrails
- ☐ **Fall protection**: Any exposure to fall hazards of 4' or greater must be eliminated by the use of safety harness/belt, lanyard or lifeline, horizontal lines, or static lines. Positive fall restraint/protection must be utilized at all times. Two lanyards may be necessary at the beam/upright traverse points. No exposure at any time is allowed.
- ☐ **Fall protection work plan**: Job specific, in writing; available on-site for all fall hazards above 10'.
- ☐ **Open belts and pulleys, chains and sprockets, points of operation** must be guarded to prevent accidental contact. Air compressors and electric motor pulleys are the most common hazards.
- ☐ **Radial saws**: Cutting head must return easily to start position when released; blade must not extend past the edge of the worktable; off/on switch should be at front of operator's position.
- ☐ **Table saws**: Upper hood guard; anti-kickback, push stick, belt and pulley guarded
- ☐ **Circular saws**: Blade guard instantly returns to covering position
- ☐ **Chain saw**: Ballistic nylon leg protection; eye, ear, face protection; hard hat
- ☐ **Angle grinders**: 180-degree guard required
- ☐ **Ladders**: Extended 36" above landing and secured to prevent displacement
- ☐ **Floor holes/openings**: Covered and secured; be sure no tripping hazards in the area.
- ☐ **Extension cords/electric power tools**: Marked/covered by Assured Grounding Program
- ☐ **Clothing**: Minimum of short sleeve shirts, long pants, and substantial footwear; no recreational shoes
- ☐ **Hard hats**: readily accessible at all times; worn when overhead hazard exists
- ☐ **Personal protective equipment**: Head, eye, ear, respiratory, and leg protection – high visibility vests when required
- ☐ **Housekeeping**: Workers are responsible for their own area of exposure
- ☐ **First aid/fire extinguishers**: Available and readily accessible
- ☐ **First aid trained personnel**: Minimum of one person on-site at all times with first aid CPR training.
- ☐ **Crew Leader Meetings**: At beginning of each job and at least weekly thereafter. Documented
- ☐ **Chemical hazard communication program**

Signature:_____

APPENDIX 5-B
JOB HAZARD ANALYSIS TEMPLATE

Job Hazard Analysis (JHA) – MN Custom Homes LLC.

Activity/Work Task:	Overall Risk Assessment Code (RAC) (Use highest code)	**M**
Date Prepared:	**Risk Assessment Code (RAC) Matrix**	
QA Reviewed by (Name/Title): Brett Racine, Safety Manager		
Notes:		

Severity	**Probability**				
	Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	**E**	**E**	**H**	**H**	**M**
Critical	**E**	**H**	**H**	**M**	**L**
Negligible	**M**	**L**	**L**	**L**	**L**

Step 1: Review each **"Hazard"** with identified safety **"Controls"** and determine RAC (See above)

"Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely.

"Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible

Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" on AHA. Annotate the overall highest RAC at the top of AHA.

RAC Chart

E = Extremely High Risk

H = High Risk

M = Moderate Risk

L = Low Risk

Job Steps	Specific Anticipated Hazards	Controls	RAC
1. Mobilize	• Vehicle accidents	• Provide periodic vehicle safety briefing with emphasis on defensive driving. • Review base maps and directions and follow traffic laws.	**M**
	• Slips, trips, falls (STF).	• Maintain caution while identifying sampling surfaces within the project area. • Work areas shall be inspected and STF hazards shall be marked, barricaded, or eliminated where feasible. • Ensure that a clear pathway of travel exists. • If a clear pathway is unavailable, find an alternate route.	**L**
	• General Safety for Hand tools	• Wear abrasion resistant gloves • Inspect tool before use. Tag and discard broken tools. • Keep tools in top condition. • Use tools as intended by the manufacturer. • Use the right tool for the right job.	**L**

Job Hazard Analysis (JHA) – MN Custom Homes LLC.

Job Steps	Specific Anticipated Hazards	Controls	RAC
	• Noise	• Utilize hearing protection in posted areas and/or if noise levels are at or above 85 dB (A). • Hearing protection is available to any worker regardless of noise exposure levels	L
	• COVID-19	• Don nitrile gloves and face covering while on site and not wearing other respiratory protection • Maintain 6' distance from other people	L
	• Overhead Hazards	• Wear PPE; ▪ Safety toe boots, ▪ hard hat, gloves, ▪ high visibility vest and ▪ face covering	L
2. Demobilize	• Vehicle Accidents	• Provide periodic vehicle safety briefing with emphasis on defensive driving.	M

Equipment to be Used	Training Requirements	Inspection Requirements
1. Private vehicle for transportation to site. 2. PPE (hard hats, safety glasses, gloves, high visibility vests, ear plugs, and safety toe boots 3. Chisels, hammer's box knifes, and other hand tools. 4.	PPE use training. The competent person and designated field staff are certified AHERA Inspectors and have completed OSHA 30-hour Construction Hazard Recognition training. MN Laborer's are First Aid/CPR certified. COVID-19 Safety guidelines and policy Competent Personnel:	Inspect PPE & safety equipment for damage or malfunction. All personnel wearing respirators perform pre-use inspection and fit check. Observe and confirm safe use of hand tools and ladders. Check vehicle oil, gas, brakes, and lights prior to departure. Verify supplies are assembled prior to commencing work.

- Review the JHA list periodically (at least monthly) at supervisory safety meetings, update when procedures, scheduling or hazards change.
- Each employee performing work must review the JHA and sign a signature log for that JHA prior to starting work. The Safety Manager must maintain a signature log on site for every AHA

Employee Signatures

Name (Printed)	Signature	Date

6.0 Procedure for Injuries or Illnesses

6.0.1 First Aid Training and Kits

To ensure employees on MN's active jobsites have immediate and effective resources on hand to address an injury, the Safety Manager will ensure that all MN Project Managers and Laborers are certified in basic first aid and adult cardiopulmonary resuscitation (CPR). The procedures and policy in this section applies to MN employees as well as any subcontractor or vendor working on MN Custom Homes jobsites.

1. In the event that an MN Project Manager or Laborer is not on an active job site, it is expected that all sub-contractors of MN will be trained first aider(s) to augment or surpass the standard requirements of WAC 296-155.
2. Valid first aid cards are recognized as ones that include both first aid and) and have not reached the expiration date.
3. First aid kits and procedures will be in accordance with the requirements of the general safety and health standards WAC 296-800.
   A. First aid kit locations at MN jobsites will be located in the documentation box or equivalent.
   B. The Safety Manager, Project Manager's and Laborer's will conduct periodic inspections to ensure that the first aid kits are properly maintained and stocked with the following required items:

      a. Record keeping form;
      b. Small scissors;
      c. Tweezers or splinter forceps
      d. Towelettes;
      e. Gauze squares (2" x 2"; 4" x 4")
      f. Large gauze pads for compression roll gauze of Kling
      g. Adhesive tape
      h. Triangular bandage
      i. First-aid cream
      j. Eye wash solution (Dacriose)
      k. Assorted band-aids
      l. Burn Treatment
      m. Mouthpiece (for administering CPR)
      n. Surgical rubber gloves
      o. Closable container for contaminated items (bloodborne pathogens)

   C. Safety bulletins (Appendix 6-A) listing emergency numbers, procedures, etc., will be strategically located on the jobsite to be visible and easily accessible.

6.0.2 Serious Injury or Accident on Jobsites

1. Qualified and Competent Person immediately take charge.
2. Secure the accident scene, confirm that the scene is safe, and protect the injured person from further injury.
3. Call for help and call 911.
4. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
5. Do not move an injured person if they are unconscious or have sustained a head, neck, or back injury unless there is imminent danger or risk of additional injury.
6. Administer first aid and CPR as you feel safe and comfortable doing so (Good Samaritan Law applies).
7. Remain with the injured person until relieved by other authorized persons (Fire, EMT, etc.).
8. Do not move anything unless necessary, pending investigation of the incident.
9. Notify the Safety Manager, if not already present.
10. When the injured person's immediately family is known, notify family members as soon as possible or have an appropriate person do so.

6.0.3 Minor Injury on The Jobsites

1. Qualified and Competent Person immediately take charge.
2. Secure the accident scene, confirm that the scene is safe, and protect the injured person from further injury.
3. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
4. Administer first aid as you feel safe and comfortable doing so (Good Samaritan Law applies).
5. Do not move anything unless necessary, pending investigation of the incident.
6. Notify the Safety Manager of the injured employee.
7. If possible, accompany injured person(s) to doctor/hospital for further examination.

6.0.4 Near-Miss (Close Calls)

1. All near-miss incidents (close calls) must be reported to the Safety Manager.
2. The Safety Manger will investigate and document the finding on the company incident investigation report form.
3. Near miss incidents will be incorporated into safety meetings

6.0.5 Additional First Aid Procedures

If first aid trained personnel are involved in a situation involving blood, they should:

1. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.

2. Remove their own clothing or equipment contaminated with blood on it after rendering help.
3. For minor cleanup of equipment or other impervious surfaces (such as hand tools or countertops) wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood.
4. For a major cleanup effort resulting from a serious accident or fatality involving a large amount of blood or other bodily fluids, MN will contact a qualified 3rd party to accomplish the cleanup.
5. Report such first aid incidents within the shift to The Safety Manager (time, date, blood presence, exposure, names of others helping).
6. Hepatitis B vaccinations will be provided as soon as possible but not later than 24 hours after the first aid incident.
7. If an exposure incident occurs, we will immediately make available appropriate:
   A. Post exposure evaluation
   B. Follow-up treatment
   C. Follow-up as listed in WAC 296-823, Occupational Exposure to Bloodborne Pathogens.

6.0.6 Procedures for Transporting Injured Employees

1. If an employee is ill or injured, the person best qualified must make the decision whether to call for an ambulance or to transport the person by private vehicle to a source of medical care. The most conservative way of transportation should be used, and an ambulance should only be called if there is any doubt about the advisability of transporting the injured employee.
2. Employees who are ill or injured but are conscious and have only minor illnesses or injuries and are able to move about under their own power, can be transported to the local emergency room or clinic by whatever mode of transportation is available, including a private vehicle.
3. No injured employee shall be permitted to transport themselves to a medical treatment facility.
4. For the use of private car, one or more personnel should be designated for this responsibility. Vehicles to be used must be in safe operating condition. Drivers must be legally licensed and known to be safe drivers. They should be cautioned to observe all road signs and traffic regulations while transporting the injured and be previously knowledgeable of the location of the hospital, or clinic.

APPENDIX 6-A
SAFETY BULLETINS

Site Safety Information

Hard hats must be worn when working below hazards.

Cascos de seguridad deben de ser usados cuando se trabaja por debajo de los peligros.

Fall protection required when applicable.

Protección contra caidas requeridos en su caso.

Eye protection must be worn while using tools on this jobsite.

Protección de los ojos debe ser usado cuando sea aplicable.

Approved foot protection is required on this jobsite.

Se requiere protección aprobada para los pies en este sitio de trabajo

Emergency Contact Information

For Emergencies call: 911

Nearest Emergency Medical Facility

Overlake Hospital

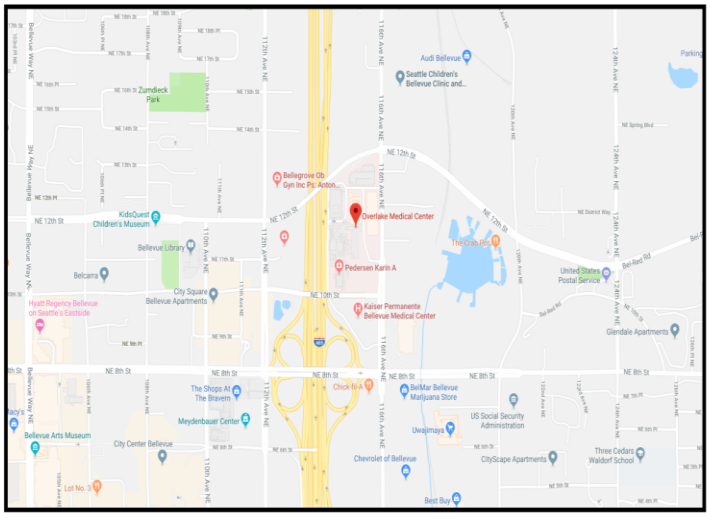
Contact # (425)-688-5000

1035 116th Ave NE

Bellevue, WA 98004

Site Address

Project Manager



MN Custom Homes Office

425.429.6645

MN

CUSTOM HOMES

Site Safety Information

Hard hats must be worn when working below hazards.

Cascos de seguridad deben de ser usados cuando se trabaja por debajo de los peligros.

Fall protection required when applicable.

Protección contra caidas requeridos en su caso.

Eye protection must be worn while using tools on this jobsite.

Protección de los ojos debe ser usado cuando sea aplicable.

Approved foot protection is required on this jobsite.

Se requiere protección aprobada para los pies en este sitio de trabajo

Emergency Contact Information

For Emergencies call: 911

Nearest Emergency Medical Facility

Virginia Mason Kirkland Medical Center

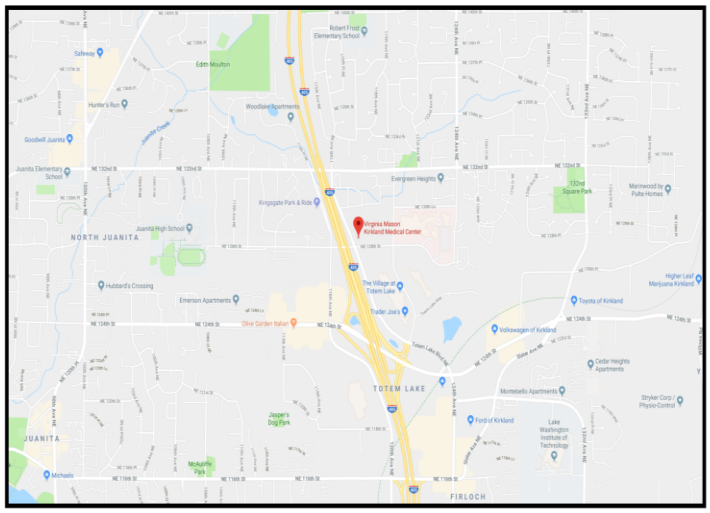
Contact # (425)-814-5100

11800 NE 128th St #300

Kirkland, WA 98034

Site Address

Project Manager



MN Custom Homes Office

425.429.6645

MN

CUSTOM HOMES

7.0 Accident Reporting, Record Keeping, and Posting

7.0.1 Accident Reporting

1. Cases That Require Reporting

   A. All accidents involving work-related injuries or illnesses to an employee or an MN subcontractor, regardless of whether off-site medical treatment is required or necessary, shall be reported to the Safety Manager utilizing the Accident Notification Report (Appendix 7-A)

   B. The Accident Notification Form shall be completed by the end of the work shift or no later than 24 hours after the accident.

   C. All injury accidents must be reported to the Safety Manager as soon as possible, but no later than the end of the shift from the time of receiving notification, discovery, or medical treatment.

      a. The Accident Notification form assists in gathering the necessary information the Safety Manager will use in the accident reporting process

      b. If possible, email the Accident Notification Report and Employees Report of Injury Form and any Witness Statement(s).

      c. It is helpful to have as much information as possible when reporting an accident to the Safety Manager, but <u>do not</u> delay in reporting an accident if the information is incomplete.

2. Notification for Major Accidents or Fatality

   A. Fatality, in-patient hospitalization, loss of eye or amputation: MN will call Washington State Department of Labor and Industries within 8 hours of the incident **(1-800-4BE-SAFE).**

   B. The Bellevue LnI Office as well as the Seattle OSHA office must also be notified for any work-related fatality, in-patient hospitalization, amputation, loss of an eye, or possible fatal injury

   C. The notification must include the following:

      a. Name of the establishment: MN Custom Homes
      b. Address and time of the incident
      c. Number of fatalities
      d. Number of hospitalized employees
      e. A company contact person: Brett Racine, Safety Manager
      f. A company telephone number: 425-559-8294
      g. A brief description of the incident

3. Cases That Are Not Recordable

   A. At the time of the injury or illnesses, the employee was present in the work environment as a member of the general public rather than as an employee.

   B. The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment.

   C. The injury or illness results solely from voluntary participation in a wellness program or in a medical fitness or recreational activity such as blood donation, physical examination, flu shot, exercise class, or other recreational hobbies.

   D. The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether brought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related whether the sandwich was provided by the employer or brought in by the employee.

   E. The injury or illness is solely the result of an employee doing personal tasks at the establishment outside the employee's assigned working hours.

   F. The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.

   G. The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition, or is intentionally self-inflicted.

   H. The illness is the common cold or flu.

   I. The illness is a mental illness - Mental illness will not be work related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience stating the employee has a mental illness that is work-related

NOTE: If the employee is made ill by ingesting food contaminated by workplace contaminants or gets food poisoning from food supplied by the employer, the case would be considered work-related.

NOTE: Contagious diseases such as tuberculosis, brucellosis, hepatitis A, or COVID-19 are considered work-related if the employee is infected at work.

7.0.2 Record Keeping and Forms

MN is required to track and record work related injuries and illnesses per OSHA and L&I DOSH regulations; The following forms are used to track work related incidents:

1. Form 300, Log of Work-Related Injuries and Illnesses. This form must be used to classify work-related injuries and illnesses and to note the extent and severity of each case.
2. Form 300A, Summary of Work-Related Injuries and Illnesses. This is a separate form that must be used to show the totals for each year in each category.
3. The 300A shall be posted during the following time frame. February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.
4. Form 301, Injury and Illness Incident Report. Each recordable listed on the OSHA 300 log must be supported by a completed OSHA Form 301 or an equivalent.

APPENDIX 7-A
ACCIDENT NOTIFICATION REPORT

MN CUSTOM HOMES

ACCIDENT NOTIFICATION REPORT

PROJECT INFORMATION

Job number:	
Job address:	
Job site PM:	
Location where injury occurred:	

INJURED EMPLOYEE INFORMATION

Last name:	First name:	M.I.:
Address:		
Home phone number:	Best contact phone number:	
Date of birth (MM/DD/YYYY):	Last 4 Digits of Social Security number:	
Sex: M / F	Position:	
Employee's Manager:	Manager Phone:	
Date of hire:		

ACCIDENT INFORMATION

Type of accident: Injury Illness Sub-Contractor Property damage			
Date of injury:	Time employee began work:		AM / PM
Time of injury: AM / PM	Date notified:	Time notified:	AM / PM
Who was notified:			
Type of injury: (e.g., reaction to foreign substance, puncture, laceration, contusion (bruise), fracture, amputation, strain/sprain, burn, etc.)			
Part of body injured: Left Right N/A (e.g., head, face, eye, ear, mouth, back, trunk, arm, wrist, hand, finger, knee, leg, ankle, etc.)			
Safety equipment employee was using: Hard Hat☐ Safety Glasses☐ Gloves☐ Other(s)☐			
What activity was employee doing at the time of accident?			
What happened to cause injury/illness?			
Witness 1:	Phone:		
Witness 2:	Phone:		

MEDICAL TREATMENT INFORMATION (check all that apply)

☐ No medical treatment, for the file only	
☐ On site 1st aid only	Date of treatment:
☐ On site clinic	
☐ Off-site clinic and clinic name:	Phone: ( )
☐ Hospital and hospital name:	Phone: ( )
☐ Post accident drug test	
☐ Treatment refused	
☐ Other (please explain)	
Work status: Full duty Modified duty Off work	

DOCUMENTED BY:

Name:	Date:

MN CUSTOM HOMES

EMPLOYEE'S REPORT OF INJURY

Instructions: MN Custom Homes uses this form to report all work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*. This helps you to identify and correct hazards before they cause serious injuries. This form should be completed by employees as soon as possible and given to the Safety Manager for further action.

I am reporting a work related: ❑ Injury ❑ Illness ❑ Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? ❑ Yes ❑ No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? ❑ Yes ❑ No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? ❑ Yes ❑ No	
If yes, when?	Employer:
Your signature (optional):	Date:

8.0 Accident Investigations

8.0.1 Purpose of Accident Investigations

1. Purpose

   A. Accidents often result in injuries, loss of productivity, and reduced profitability, and waste valuable assets.
   B. Our safety program requires the participation of all employees to reduce the number of accidents and the likelihood of their occurrence.
   C. These reductions will be accomplished by ensuring the prompt identification, elimination, control, and correction of hazards.
   D. When identification and elimination efforts fail, accidents will be investigated and causes reported to prevent recurrence.
   E. An investigation requires answers to questions of who, what, where, when, why, and how.
   F. People unintentionally cause the majority of accidents.
   G. The purpose of the entire investigation effort is to find out why the accident occurred by employing root cause analysis and driving to root cause
   H. Proper corrective action can then be developed once root cause is identified.
   I. Investigative efforts will be directed at the underlying human factors.
   J. Causes ranging from the physical and psychological condition of the person involved to the adequacy of his/her training and experience must be pursued.
   K. The man-machine interface will be considered along with environmental factors.
   L. The purpose of conducting an investigation will be used to determine the basic causes and to formulate corrective action to prevent similar type injuries occurring time and time again. This will result in:
      a. Reduced costs resulting from workers' compensation and loss of manpower
      b. Reduced legal ramifications
      c. The moral thing to do and just good business
      d. An investigation report is essentially the investigator's analysis and account of an accident based on factual information gathered by a thorough and conscientious examination of all factors involved.
      e. For purposes of accident prevention, investigations will be fact finding, not fault finding.

8.0.2 Types of Accident Investigations

1. Investigation Types

   A. All reported work-related injuries and illnesses will be investigated and documented on the Accident Investigation Form (Appendix 8-A) regardless of off-site medical treatment.
   B. Any incident in which an Accident Notification Report was completed needs an accident investigation completed.
   C. Accident investigations will also include accidents that cause damage to property or equipment and near-miss incidents that might have caused a fatality or serious injury. Near-miss incidents will be documented on the Near-Miss Report (Appendix 8-B)
   D. Any epidemic of minor injuries will be studied. In cases where any minor injury or accident occurs frequently, a study will be made to determine the underlying causes and corrective measures to be taken.

8.0.3 Conducting an Accident Investigation

1. Immediate Actions Following an Accident

   A. MN will assist the injured employee
   B. When an employee is injured, MN will take every action to get immediate attention.

8.0.4 Who Investigates?

1. The Safety Manager will investigate all accidents.
2. The Safety Manager will contact the people with knowledge of events.
3. The Safety Manager will work to correct and report hazardous conditions and reduce safety deficiencies.

8.0.5 When to Investigate

1. Part of the success of an accident investigation depends on the immediate response to the accident.
2. If possible, the injured employee and all witnesses should be interviewed as soon as possible following the accident while details are fresh in their minds.
3. All accidents shall be investigated no later than the end of the workshift.

APPENDIX 8-A
ACCIDENT INVESTIGATION FORM

MN CUSTOM HOMES

ACCIDENT INVESTIGATION REPORT

This is a report of a: ❑ Death ❑ Lost Time ❑ Dr. Visit Only ❑ First Aid Only ❑ Near Miss ❑ Final Report

Date of incident:

This report is made by: ❑ Employee ❑ Safety Manager ❑ Team ❑ Other

STEP 1: INJURED EMPLOYEE

Name:

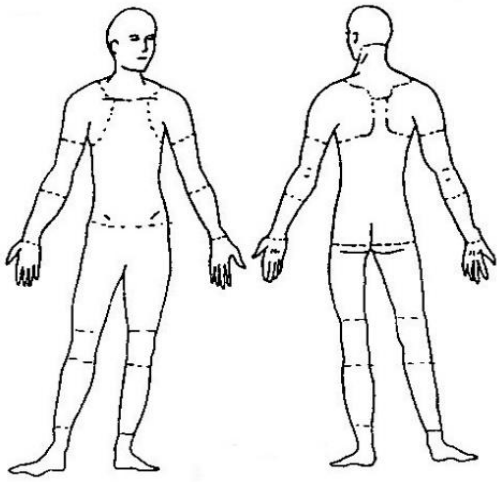
Sex: ❑ Male ❑ Female

Age:

Department:

Job title at time of incident:

Part of body affected: (shade all that apply)



Nature of injury:
- ❑ Abrasion, scrapes
- ❑ Amputation
- ❑ Broken bone
- ❑ Bruise
- ❑ Burn (heat)
- ❑ Burn (chemical)
- ❑ Concussion (to the head)
- ❑ Crushing Injury
- ❑ Cut, laceration, puncture
- ❑ Hernia
- ❑ Illness
- ❑ Sprain, strain
- ❑ Damage to a body system: (e.g.: nervous, respiratory, or circulatory systems)
- ❑ Other _____

This employee works:
- ❑ Regular full time
- ❑ Regular part time
- ❑ Seasonal
- ❑ Temporary

Months with this employer

Months doing this job:

STEP 2: DESCRIBE THE ACCIDENT

Exact location of the incident:

Exact time:

What part of employee's workday? ❑ Entering or leaving work ❑ Doing normal work activities ❑ During meal period ❑ During break ❑ Working overtime ❑ Other

Names of witnesses (if any):

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:

Personal protective equipment being used (if any)?

Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

STEP 3: CAUSE OF ACCIDENT

Unsafe workplace conditions: (Check all that apply)
- ❑ Inadequate guard
- ❑ Unguarded hazard
- ❑ Safety device is defective
- ❑ Tool or equipment defective
- ❑ Workstation layout is hazardous
- ❑ Unsafe lighting
- ❑ Unsafe ventilation
- ❑ Lack of needed personal protective equipment
- ❑ Lack of appropriate equipment / tools
- ❑ Unsafe clothing
- ❑ No training or insufficient training
- ❑ Other:

Unsafe acts by people: (Check all that apply)
- ❑ Operating without permission
- ❑ Operating at unsafe speed
- ❑ Servicing equipment that has power to it
- ❑ Making a safety device inoperative
- ❑ Using defective equipment
- ❑ Using equipment in an unapproved way
- ❑ Unsafe lifting by hand
- ❑ Taking an unsafe position or posture
- ❑ Distraction, teasing, horseplay
- ❑ Failure to wear personal protective equipment
- ❑ Failure to use the available equipment / tools
- ❑ Other:

MN CUSTOM HOMES

ACCIDENT INVESTIGATION REPORT

STEP 3: CAUSE OF ACCIDENT (CONT.)
Why did the unsafe conditions exist?
Why did the unsafe acts occur?
Were the unsafe acts or conditions reported prior to the incident? ❑ Yes ❑ No
Have there been similar incidents or near misses prior to this one? ❑ Yes ❑ No
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? ❑ Yes ❑ No If yes, describe:
STEP 4: HOW CAN FUTURE INCIDENTS BE PREVENTED?
What changes do you suggest to prevent this injury/near miss from happening again? ❑ Stop this activity ❑ Guard the hazard ❑ Train the employee(s) ❑ Train the supervisor(s) ❑ Redesign task steps ❑ Write a new policy/rule ❑ Enforce existing policy ❑ Routinely inspect for the hazard ❑ Personal Protective Equipment ❑ Other:
What should be (or has been) done to carry out the suggestion(s) checked above?
Description continued on attached sheets:

STEP 5: REVIEW COMPLETED BY	
Written by: Department:	Title: Date:
Names of investigation team members:	
Reviewed by:	Title: Date:

APPENDIX 8-B
NEAR-MISS REPORT

MN CUSTOM HOMES

NEAR MISS REPORT

Job Number: _____	
1. Name of Person involved	2. Title/Position of Person Involved
3. Name of Person Completing Form	4. Title of Person Completing Form
5. Project Manager	6. Contact Phone Number
7. Witness Name	8. Witness Phone Number
9. Date & Time of Incident Date:_____ Time:_____AM/PM	10: Location where incident occurred (e.g. 2nd Floor, SE Corner of Building, etc…)
11.Near-Miss Description: Unsafe Act____Unsafe Condition____Unsafe Equipment____Unsafe Use of Equipment____Other_____	
12. Personal Protective Equipment (PPE) Used	
13. Corrective Actions (what should be done or has been done to prevent recurrence of this incident? (E.g.,employee training, change of procedures, purchasing of equipment, etc.) _____	
14. Responsible Party for Corrective Actions	
15. Date of Completion for Corrective Action	
Signature of Person that Completed Form:_____ Safety Manager Review:_____Date:_____	

9.0 Safety Regulations and Procedures

9.0.1 General Safety Rules

1. On every MN Jobsite, the Jobsite Rules (Appendix 9-A) must be posted in an area visible to every person entering the work area.

9.0.2 Housekeeping

1. During construction, form and scrap lumber with protruding nails and all other debris shall be kept cleared from work areas, passageways, stairs, and in and around the jobsite.
2. Combustible scrap and debris shall be removed at regular intervals during the course of construction. Safe means shall be provided to facilitate such removal.
3. Containers shall be provided for the collection and separation of waste,trash, oily and used rags, and other refuse. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc., shall be equipped with covers. Garbage and other waste shall be disposed of at frequent and regular intervals.
4. Hazardous waste shall not be disposed of with common trash.

9.0.3 Hazard Communication Program/GHS System

1. MN's Hazard Communication/Global Harmonization System (GHS) program shall be implemented and maintained at office locations and at each job site. Our program ensures the safe use of chemicals and identifies intrinsic hazard(s) (i.e., classification) which we then use to communicate to our employees.

2. Our program:

   A. Explains the procedures MN will use to ensure that our employees are provided with necessary information regarding hazardous products to which they may be exposed in the workplace.
   B. Provides adequate training for their safe handling and use, including emergency procedures in the case of explosion, fire, leak, or spill, and training for hazards associated with non-routine tasks.
   C. Provides a list of the hazardous products known to be present.
   D. Maintains the appropriate Safety Data Sheet (SDS), making copies available to employees.
   E. Makes available this written Hazard Communication program to employees and LnI DOSH personnel upon request.

3. Labels and Other Forms of Warning

   A. Each container or hazardous product received from a manufacturer, importer, or distributor shall be delivered with a hazardous warning label that has the harmonized core information under the GHS (signal words, hazard statements and symbols, etc.) The standardized label elements included in the GHS are:

a. Symbols (hazard pictograms): Convey health, physical and environmental hazard information, assigned to a GHS hazard class and category.
b. Signal Words: "Danger" or "Warning" are used to emphasize hazards and indicate the relative level of severity of the hazard assigned to a GHS hazard class and category.
c. Hazard Statements: Standard phrases assigned to a hazard class and category that describe the nature of the hazard class and category that describe the nature of the hazard.
d. The warning label must:
    i. Identify the hazardous product(s) contained
    ii. Contain appropriate hazard warnings
    iii. Contain the name and address of the manufacturer, importer, or other responsible party.
e. These labels must always remain intact. If the label is destroyed or defaced in any manner that renders it unreadable, MN must immediately provide a new label for the container or package. The new label shall contain the same information as the manufacturer's label.
f. If contents of an original container or package are put into another container or package, the container must be also labeled
    i. An example would be a 5-gallon container that is poured into 1-gallon containers for distribution. All 5, 1-gallon containers must have the same typeof label as the original 5-gallon container.
    ii. Exception: It is not required to label portable containers into which hazardous products are transferred from labeled containers and which are intended only for the immediate use of the employee who performs the transfer.
g. All labels or other forms of warning must be legible and prominently displayed on the container(s). All labels/pictograms and warnings shall be in the English language. For employees who speak other languages, the label or warning information may be presented in their language in addition to the required English language information.
h. Manufacturers' warning labels shall not be damaged or defaced. If labels are illegible, we must immediately affix a new label which has all the information contained on the original label. Care shall be taken to label in the same manner as the manufacturer so as not to conflict with the requirements of the Hazardous Materials Transportation Act or a substance-specific health standard regulated by LnI DOSH.

4. Safety Data Sheet (SDS)

A. Each SDS shall be in English and include the following data as a minimum:
    a. Manufacturer's name, address, and emergency telephone number
    b. Trade name used on the label
    c. The product and common name(s) of the product
    d. The product and common name(s) of all hazardous ingredients
    e. Physical and chemical characteristics (such as appearance, vapor pressure, solubility, etc.)

f. Fire and explosion hazard data (such as flash point, extinguishing media, special firefighting procedures, and unusual hazards)
g. Health hazard data (such as symptoms and effects of over exposure, primary route(s) of entry, exposure limit, whether the hazardous product has been identified as a potential carcinogen)
h. Emergency and first-aid procedures
i. Reactivity (such as incompatibility with other materials, conditions to avoid, and hazardous decomposition products)
j. Procedures for spills or leaks, including waste disposal method
k. Special protection information (such as appropriate engineering controls, work practices, personal protective equipment, and appropriate hygiene practices)
l. Precautions for safe handling and storage
m. Date of preparation of the SDS

B. Each SDS will be maintained on file and be readily accessible at the job site during the work shift.
C. When employees are required to work at more than one job site during their shift, SDS information shall be immediately available to them onsite.

5. Employee Information and Training

A. MN will provide its employees with information and training on hazardous products in their work area and whenever a new product is introduced into their work area.
B. Training shall be included as part of the orientation program for all MN employees of any operations where hazardous products are present. They will also be provided with a list of the hazardous products and be provided a copy of SDS(s) when requested.
C. Training shall include:
   a. An explanation of the labeling system
   b. An explanation of the SDS
   c. How to obtain and use the appropriate hazard information
   d. Methods of observation that can be used to detect the presence or release of a hazardous product
   e. The physical and health hazard of the product(s)
   f. The measures an employee can take to protect themselves from these hazards
   g. Required personal protective equipment and instruction in its use and care
   h. Each training session shall be documented. The documentation shall list the products/chemicals discussed, name(s) of employee(s) present, date, and trainer signature.

6. Responsibility

A. It is the responsibility of the Safety Manager to ensure that this program is implemented.

9.0.4 Personal Protective and Equipment

1. Hand and Foot Protection
   A. Workers exposed to the following categories of work are required to wear protective gloves unless specific hazard analysis issues exempt employees from this level of protection.
      a. All material handling
      b. Any task with the potential for lacerations
      c. Working around sharp edges
   B. Use of gloves is discouraged during the following operations:
      a. All work around rotating machinery/tools
   C. No jewelry permitted that creates a hazard while performing job duties a on job site.
   D. Employees shall wear substantial footwear, made of leather or other equally firm material. The soles and heels of such footwear must be of a material that will not create a slipping hazard. Tennis shoes, shoes with canvas tops, or thin or soft soled athletic shoes, open toed sandals, slippers, dress shoes or other similar type shoes must not be worn. Soft or athletic-type soles with uppers of leather or other substantial material may be used where firm footing is desired and where minimal danger of injury to feet from falling or moving objects. See WAC 296-155-212 for additional detail as it pertains to the required footwear on MN jobsites.
2. Head Protection
   A. Employees working in areas where there is a possible danger of head injury from impact or from falling or flying objects or from electrical shock and burns shall be protected by protective helmets, Type I or Type II, Class G.
   B. Helmets for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute Z 89.1-1997 as indicated on a sticker adhered to the inside of the helmet.)
3. Eye and Face Protection
   A. Eye protection is required at all times for all employees working on job sites.
   B. Eye and face protection shall meet the requirements specified in American National Standards Institute Z87.1.
   C. The company shall provide “non-prescription” eye and face protection:
      a. Safety glasses
      b. Goggles (if required for a specific tasks)
      c. Face shields (if required for a specific task)
   d. Other eye and face protection that may be required by specific job assignment
   D. Employees whose vision requires the use of corrective lenses in spectacles shall be protected by prescription safety glasses (employee provided) with side shields (employer provided) or goggles/glasses that

can be worn over corrective spectacles

9.0.5 Motorized Vehicles

1. General
   A. Certain MN employees use personal vehicles as part of an essential function of their job. In such instances where personal vehicles are used for company business, employees are expected to follow the guidelines of this section in addition to following all state and local traffic laws. The objective of this policy is to ensure the safety of employees who drive regularly for company business, ensure proper use of vehicles, and establish consistent company guidelines around driver conduct. See MN's Vehicle Policy for additional
2. Definitions
   A. **Company Business** is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.
   B. **Company Vehicle** is defined as a vehicle owned or leased by MN Custom Homes.
3. Guidelines
   A. Employees must have a valid and current Driver's license to operate a vehicle for business use. Any employee who has a driver's license revoked or suspended shall immediately notify their Manager and the Safety Manager immediately and discontinue operation of the vehicle. Failure to do so may result in disciplinary action, including termination of employment.
   B. Employees driving their personal vehicle must have unexpired insurance and must also add MN Custom Homes as an "additional insured" or "additional interest" under their existing policy
   C. Company vehicles (vehicles that are owned or leased by MN) are to be driven by authorized employees only. Under no circumstances is anyone, other than the authorized employee, allowed to operate a company vehicle.
   D. The use of a vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
   E. No driver shall operate a vehicle for company business when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
   F. Cell phone use while driving is not acceptable unless a hands-free device is used. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or

speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.

G. Employees are to maintain the vehicles in clean and working order. Vehicles reflect the company and should always be in good appearance. If eating or drinking in vehicle, pick up and make sure vehicle remains looking and smelling clean. Failure to abide by this guideline will result in disciplinary action, up to and including termination.

H. All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available. For safety reasons, passengers under the age of 18 are not permitted to ride in company vehicles. Transporting passengers other than for business purposes is not allowed in company vehicles.

I. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

J. In the event of inclement weather, please do not attempt to drive if you feel it is unsafe to do so. If you are already driving and feel it is unsafe to continue, pull over and call for assistance.

K. All State and Local laws must be obeyed.

4. Reporting Requirements

   A. All vehicle accidents, regardless of severity, must be reported to the police, and the Safety Manager. Accidents are to be reported immediately (from the scene, the same day, or as soon as practicable if immediate or same day reporting is not possible).

   B. Accidents involving the employee's personal injury must be reported to the Safety Manager for Worker's Compensation purposes.

   C. Drivers must report all ticket violations received during the operation of a company vehicle within 72 hours to their immediate Manager.

   D. Failing to stop after an accident and/or failure to report an accident or other serious violations (does not include parking or speeding tickets) will result in disciplinary action, up to and including termination of employment.

5. Vehicle Maintenance

   A. Proper vehicle maintenance ensures a safety, provides a road worthy vehicle, and avoids costly repair expenses and unexpected breakdowns.

   B. Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., must be done every 15,000 miles or sooner if a problem arises

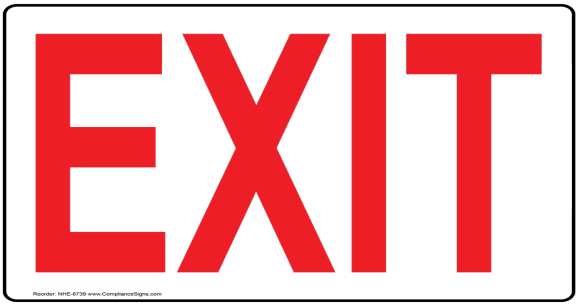
9.0.6 Signs and Barricades

1. Accident Prevention Signs and Tags. Signs warn of a hazard or hazards and are temporarily or permanently affixed or placed at locations where hazards exist.
   A. General. Signs and symbols shall be visible at all times when work is being performed and shall be removed or covered promptly when the hazards no longer exist.

   B. Danger Signs. Danger signs shall be used only where an immediate hazard exists. Danger signs shall have red as the predominate color for the upper panel, black outline on the borders, and a white lower panel for additional sign wording.

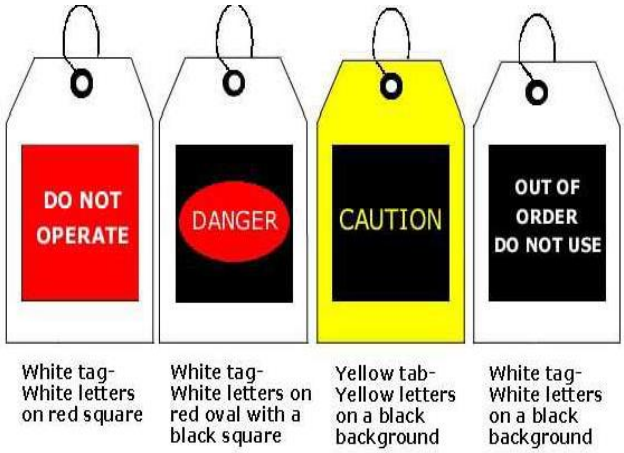
   C. Caution Signs. Caution signs shall be used to warn against potential hazards or to caution against unsafe practices. Caution signs shall have yellow as the predominate color, black upper panel and borders,yellow lettering of “caution” on the black panel, and the lower yellow panel for additional sign wording. Black lettering shall be used for additional wording.

D. Exit Signs. Exit signs, when required, shall be lettered in legible red letters, not less than 6 inches high, on a white field, and the principal stroke of the letters shall be a least 3/4 inch in width.



E. Safety Instruction Signs. Safety instruction signs, when used, shall be white with green upper panel with white letters to convey the principal message. Any additional wording on the sign shall be black letters on the white background.

F. Accident Prevention Tags. Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc. They shall not be used in place of, or as a substitute for, accident prevention signs.



2. Barricades. The purpose of using barricades is to prevent unauthorized personnel or equipment from entering an area where a hazard may exist because of maintenance, construction, equipment failure, weather, andor any other emergency condition.

   A. Type of Barricades

      a. Red Barricade. Shall indicate that imminent danger exits. All unauthorized personnel and equipment should stay clear of the barricaded area. Only the barricade owner can authorize personnel or equipment to enter the barricaded area.

      b. Yellow Barricade. Shall warn personnel or equipment of potentially hazardous conditions that exist in the barricaded area. Employees shall review the barricade tag and take the necessary precautions prior to entry.

      c. Barricade Tag. Shall identify the company and erectors name, date, contact number where the supervisor can be located, and a brief description of the hazard.

   B. Use of Barricades. Barricades should be used to isolate those areas where a hazard may exist to personnel and/or equipment. Barricades should be erected only when needed and taken down immediately after the work has been completed. Examples of work commonly required to have barricades, but not inclusive are:

      a. Open excavations
      b. Floor openings
      c. Walkways made hazardous by unusual conditions, such as materials in walkway, tools and/or electrical cords in the walkway.

9.0.7 Basic Material Handling Safety

1. General material storage safety:
   A. Make sure that all materials stored in tiers are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
   B. Do not store materials on scaffolds or runways in excess of supplies needed for immediate operations.
   C. Do not place materials stored inside buildings under construction within 6 feet of any hoist way or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.
   D. Segregate non-compatible materials in storage.
   E. If not racked, stack and block structural steel, poles, pipe, bar stock, and other cylindrical materials as to prevent spreading or tilting.
2. General Rigging Equipment Safety:
   A. 3rd Party Crane contractor to perform the following inspection and checks prior to hoisting loads:
   B. Inspect rigging equipment daily. Remove defective rigging equipment from service.

9.0.8 Heat Stress Prevention

1. Definitions.
   A. **Acclimatization** means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
   B. **Heat Illness** means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.
   C. **Environmental risk factors** for heat illness means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by others.
   D. **Personal risk factors** for heat illness means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention of other physiological responses to heat.
   E. **Preventative recovery period** means a period of time to recover from the heat in order to prevent heat illness.
   F. **Shade** means blockage of direct sunlight. Canopies, umbrellas and other temporary structures of devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area if shade defeats the purpose of shade, which is to allow the body to

cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

2. Purpose
   The purpose of this section applies to employees performing work in an outdoor environment between May 1st through September 30th, annually, only when employees are exposed to outdoor heat at or above the applicable action levels shown in the table below. To determine which temperature applies, select the temperature associated with the general type of clothing or personal protective equipment (PPE) MN employee's are required to wear.

OUTDOOR TEMPERATURE ACTION LEVELS	
CLOTHING TYPE	**TEMPERATURE**
All other clothing	≥100°
All other clothing	≥89°
Double-layer woven clothes including coveralls, jackets, and sweatshirts	77°
Non-breathing clothes including vapor barrier clothing or PPE such as chemical resistant suits	52°

3. Policy.
   A. MN will provide employees access to drinking water in a sufficient amount to cover the entire shift.
   B. If contacted by an employee complaining of heat related symptoms or believing a preventative recovery period is needed to prevent a heat stress condition, MN will provide access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.
   C. MN employees will be trained in this policy and procedures to prevent Heat Illness
   D. All employees will be trained to follow the procedures when an employee exhibits symptoms to possible heat illness, including emergency response procedures.
   E. The Safety Manager will evaluate the personal factors of employees prior to assigning them a task that could contribute to heat related illnesses. These personal factors could include, but not be limited to the following:
      a. Employee's age
      b. Employee's Physical condition (weight/fitness)
      c. Employee's prior heat related illnesses

F. The Safety Manager will instruct employees of the physical work factors that can contribute to heat related illnesses and what actionthey should take before performing their task. These factors will include at a minimum the following:
   a. Type of work they will be performing
   b. Duration of the work activity
   c. Level of physical activity
   d. Use of clothing color and clothing weight

G. The Safety Manager will evaluate what measures will be put into place to control environmental factors that can contribute to heat related illnesses. These measures will include, but not be limited to the following:
   a. Evaluate air temperature
   b. Evaluate air humidity
   c. Control radiant heat sources
   d. Provide adequate air circulation in work area

4. Procedure
   A. The Safety Manager will determine the sufficient amount of drinking water needed, a logistical plan to supply the water, drinking utensil, and trash container needed.
   B. MN will designate an area on the job site to be used for recovery from Heat Stress symptoms.
   C. An employee who shows signs of Heat Stress or reports this condition shall be escorted to the designated recovery area and a designated employee will stay with the employee until they are ready to return to work. (no less than 5 minutes)
   D. The employee shall remain in the designated area during the recovery period. He will not leave the site during this time. If symptoms persist longer than 15 minutes the employee may require medical attention.
   E. MN's Safety Manager will complete a Heat Stress Symptom Report (Appendix 9-B) for record keeping purposes
   F. The Safety Manager will provide training on the Heat Stress Prevention Policy to all employees who go through Job Site Orientation. This will be documented on the Job Site Orientation Checklist.
   G. The Heat Stress Prevention Program will be followed by all employees.

5. Excessive Heat Procedures
   A. Temperatures at or above 100 degrees
      a. MN will provide shade or another sufficient means for employees to cool down; and
      b. MN will ensure workers have a paid cool-down rest period of at least 10 minutes every two hours.
   B. Temperatures above 89 degrees
      a. MN will provide water that is cool enough to drink safely.
      b. MN will allow and encourage workers to take additional paid preventative cool-down rest to protect from overheating.
      c. MN will be prepared by having a written outdoor heat exposure safety program and the company will respond appropriately to any employee with symptoms of heat-related illness.
6. Additional Excessive Heat Procedures
   A. Frequent communication will be maintained with employeesworking by themselves or in small groups to observe for possible signs of heat illness.
   B. MN employees will be observed for alertness, and signs of heat illness.
   C. MN employees will be reminded throughout the work day to drink plenty of water.
7. Training
   A. Employees will be trained in what measures must be in place to control heat related illnesses. This will include knowing the air temperature, humidity, radiant heat sourcesand air circulation.
   B. Employees will be trained in work factors that can contributeto heat related illnesses and what action should be taken into consideration before performing their task.
   C. The importance of frequent consumption of small quantities of water, up to one quart per hour under extreme conditions of work and heat.
   D. The importance of acclimatization. Employees will not work extended time in the heat until they become accustomed to the heat.
   E. The different types of heat stress and common signs and symptoms.
   F. The environmental and personal risk factors for heat stress.

   G. The importance of immediately reporting symptoms or signs of heat stress in themselves or in a co- worker.
   H. The site procedures for providing first-aid to respond to a heat stress, and the emergency procedures in place for contacting medical service providers.
   I. Procedures for complying with the requirements of the Heat Stress Prevention Policy.
   J. MN will extend to employees the exclusive right to determine if a “Preventive Recovery Period” is necessary and for how long. The recovery period shall not be less than five minutes.

9.0.9 Noise Exposure

A. Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in the Permissible Noise Exposure Table.
B. If employees are subjected to sound levels exceeding those listed in the table, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels in the table, personal protective equipment shall be provided and used to reduce sound levels within the levels listed in the Permissible Noise Exposures table.

PERMISSIBLE NOISE EXPOSURES	
DURATION PER DAY, HOURS	**SOUND LEVEL dBA SLOW RESPONSE**
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ OR LESS	115

NOTE: 90 decibels (dBA) is approximately the noise level when you must raise your voice to be heard from a distance of two (2) feet.

9.0.10 Electrical Safety

1. The safety of equipment shall be determined on the basis of the following considerations:
   A. Examination and Use of Equipment
      a. MN will ensure that electrical equipment is free from recognized hazards.
      b. Safety of equipment shall be determined on the basis of thefollowing considerations:
         i. Suitability for use - suitability of equipment and an identified purpose may be evidenced by listing, labeling, or certification for that identified purpose
         ii. Mechanical strength and durability
         iii. Electrical insulation
         iv. Heating effects under conditions of use
         v. Arching effects
         vi. Classification by type, size, voltage, current capacity, and specific use
      c. Use. Equipment shall be used as;
         i. Listed
         ii. Labeled

d. Use. Equipment shall **not** be used in;
   i. Wet or damp locations unless designed for such use

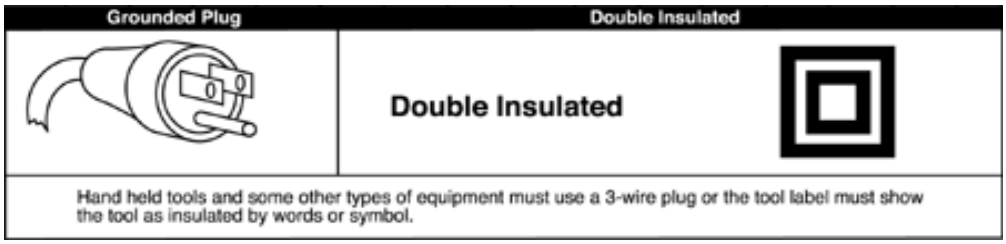
B. Markings
   a. Electrical equipment shall have the following markings:
      i. Manufacturer's name
      ii. Trademark
      iii. Voltage
      iv. Current
      v. Wattage
      vi. Other ratings as necessary
      vii. The marking shall be durable enough to withstand the environment involved.

C. Interrupting Rating and Disconnecting Means.
   a. Equipment intended to break current shall have an interrupting rating at system voltage sufficient for the current that must be interrupted.
   b. Disconnecting means on/off switches must be clearly marked and durable for use

D. Cooling of Equipment
   a. Electrical equipment, which depends upon the natural circulation of air and convection principles for cooling of exposed surfaces, shall be installed so that room air flow over such surfaces is not prevented by walls or by adjacent installedequipment.
   b. Electrical equipment provided with ventilating openings shall be installed so that walls or other obstructions do not prevent the free circulation of air through the equipment.
   c. Arching Parts. Parts of electric equipment which in ordinary operation produce arcs, sparks shall be enclosed or separated and isolated from all combustible material.

2. Flexible cords and Cables
   A. All flexible cords and cables must be visually inspected for:
      a. External defects and damage
      b. Damage to the outer covering or insulation
      c. Loose parts
      d. Pinched or crushed covering or insulation that might indicate internal damage
      e. Flexible cords and cables should be removed from service if defective or damaged.
   B. Flexible cords and cables are not:
      a. To run through walls, ceilings, floors, doorways, windows or similar openings
      b. Be attached to building surfaces
      c. To be used to lower or raise equipment or materials

3. Electrical Grounding
    a. All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
    b. All electrical power equipment and tools must be grounded or double insulated.



4. Lockout/Tagout
    A. Training
        a. Training shall be provided to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:
        b. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control
        c. Each affected employee shall be instructed in the purpose and use of the energy control procedure
        d. All other employees whose work operations are or may be in an area where energy control procedures may be utilized shall be instructed about the procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out
        e. When tagout systems are used, employees shall also be trained in the following limitations of tags:
            i. Tags are essentially warning devices affixed to energy isolating devises and do not provide the physical restraint on those devises that is provided by a lock
            ii. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated
            iii. In order to be effective, tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area
            iv. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace
            v. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program
            vi. Tags must be securely attached to energy isolating devises so that

they cannot be inadvertently or accidentally detached during use.

B. Employee Retraining
   a. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments,a change in machines, equipment, or processes that present a new hazard, or when there is a change in the energy control procedures.
   b. Additional retraining shall also be conducted whenever a periodic inspection reveals or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy controlprocedures.

C. Lockout/Tagout Procedure
   a. The following lockout/tagout procedures should be observed for all pneumatic, and electrical controlled equipment.
   b. The Safety Manager is to oversee lockout/tagout procedures to assure compliance.
   c. "Locked Out for Safety" and danger tags are to be used for all lockout/tagout operations. The danger tags should indicate:
      a. The Safety Manager's signature
      b. Employees doing the job
      c. Equipment locked out
      d. Date: initiated removal
   d. These tags should only be removed by the authorized employee.The authorized employee shall be responsible for installing and removing all tamper-proof locks and danger tags. The Safety Manager will control all master keys.
   e. Turn off the point-of-operation controls. Disconnected switches should never be pulled while under load, because of the possibility of arching or even explosion.
   f. Turn the main power controls (switch, breaker, or valve) "OFF." Where high voltages are involved, this responsibility should be assumed by a qualified electrician.
   g. After the switch has been opened or the valve closed, the Safety Manager in charge of the employees who are to work on the equipment should place the lock on the control lever or on the multiple lock adapter. At this point, the danger tag should be completed and hung on the lock.
      i. Try the control to make sure it cannot be moved to "ON."
      ii. Try the machine controls themselves, as a test that the main controls are really "OFF."
      iii. As the employees complete the work assignment, the Safety Manager and affected employee shall remove the lock and the supplemental "Danger Tag."
      iv. The proper persons should be notified by the Safety Manager that the work is finished, and the equipment is operational.

D. Precautions
   a. Pulling fuses is not a substitute for locking out. Anyone could replace it.
   b. Locking out one source of power may not be enough. Many machines use a combination of power supplies.
   c. Don't guess at what controls apply to what equipment. Your life may depend on it.
   d. Do not ever assume that the job is too small to merit locking out. Each employee is empowered to protect themselves and others by utilizing proper lockout/tagout procedures. No one other than the person whose signature is on the tag shall remove the safety lock or tag. Violators of this Lockout/Tagout Program will be subject to disciplinary action which may include immediate termination.

E. Program Review
   a. A periodic inspection of the energy control procedure shall be conducted at least annually to ensure that the procedure and the requirements of this standard are being followed.The periodic inspection is to correct any deviations or inadequacies identified.

9.0.11 Fire Protection/Fire Extinguishers

1. MN will provide portable fire extinguishers and shall locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.
2. MN will ensure that the portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places.
3. The Company shall distribute fire extinguishers so that the travel distance to any fire extinguisher is 75 feet or fewer.
4. All portable fire extinguishers shall be visually inspected monthly. (Note the inspection date on the card that is affixed to the extinguisher.)
5. MN will ensure that portable fire extinguishers are subjected to an annual maintenance service check and will record the annual maintenance date and retain the record for one year after the last entry of the life of the fire extinguisher, whichever is less.
6. MN will ensure that stored dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every six (6) years.
7. MN will provide an educational program to familiarize employees with the general principles of fire-fighting equipment (including Fire Extinguishers) and the hazards involved with incipient space fire- fighting.

9.0.12 Confined Space Entry

1. Definitions
   A. Confined Space
      a. Is large enough and so configured that an employee can bodily enter and perform assigned work.
      b. Has limited or restricted means for entry or exit (for example, crawl spaces, excavations, and pits are spaces that may have limited means of entry).
      c. Is not designed for continuous employee occupancy.
      d. Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:
         i. Contains or has a potential to contain a hazardous atmosphere
         ii. Contains a material that has the potential for engulfing an entrant
         iii. Has an internal configuration such that an entrant could be trapped by a floor which slopes downward and tapers to a smaller cross-section
         iv. Contains any other recognized serious safety or health hazard
2. Types of Confined Spaces
   A. Open top spaces or containers more than 4feet in depth,such as:
      a. Crawl Spaces
      b. Pits
      c. Trenches
      d. Excavations
3. Confined Space Hazards
   A. Hazardous Atmosphere
      a. The air may not have enough oxygen. The minimum oxygen level must be 19.5 percent. At levels below this, no entry is permitted.
      b. Danger from unexpected movement of machinery
      c. Electrocution
      d. Heat stress
      e. Physical dangers such as falls, debris, slipping ladders, and suffocation due to wedging
4. Preparation of Confined Spaces.
   A. Assess confined space to determine if hazards exist capable of causing death or serious harm.
   B. If the answer to “(a)” is yes, complete the following:
      a. Signs and barriers shall be posted at the confined space.
      b. Barriers erected to prevent inadvertent entry.
      c. Confined Space Entry Permit (Appendix 9-C) properly completed and posted near the entry. The permit is valid only until completion of the job or end of the shift, whichever comes first. All permits shall be retained and filed with the permanent job records.
      d. Posted warnings of permit-required confined space operations must be displayed.

e. Posted emergency response phone numbers or contact procedures must be displayed.
f. Complete lockout/tagout procedures.
(See 10.0.7, C – Lockout/Tagout procedures.)
g. Empty the space of any materials that may be hazardous. If necessary, clean and purge hazardous residue in the space.
h. When ventilation is needed, begin long enough in advance so that the air will be safe before anyone enters. Verify by air testing.
i. Verify that the training of entry supervisor, attendant, and entrant is documented and current.

5. Entry Requirements
   A. Atmospheric Testing. Test the air in all areas and elevations before entry. Monitor continuously or retest periodically for as long as the space is occupied and as is appropriate for the hazard involved.
      a. Oxygen. Allowable limits are between 19.5 and 23.5 percent.
      b. Flammables. For gases, the lower flammable limit (LFL) must be lower than 10 percent. For dust, do not exceed the LFL.
      c. Toxicity. List and test for any toxic materials that could be present and their permissible exposure limits (PEL).
      d. If the air is unsafe according to any of these tests, the hazard must be controlled before entry is allowed. The priority of controls is first engineering, second administrative, and last, personal protective equipment.
      e. Evaluate for heat stress potential. Mitigate as necessary.
      f. Appropriate personal protective equipment such as respirators, goggles, gloves, shoes, and coveralls shall be used as required.
      g. If continuous visual communications between the attendant and entrant will be difficult or impossible, choose and list on the entry permit the devices to be used. Test this equipment before entry. List any special procedures necessary.
      h. List any special light sources, and other electrical equipment that must be on hand before entry begins. Flammable gas presence above 1 percent of LFL requires continuous monitoring of gas levels and elimination of any source of ignition.
   B. Duties of Authorized Entrants
      a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
      b. Use equipment properly.
      c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space.
      d. Alert the attendant whenever:
         i. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation
         ii. The entrant detects a prohibited condition

e. Exit from the permit space as quickly as possible whenever:
   i. An order to evacuate is given by the attendant or the entry supervisor
   ii. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation
   iii. The entrant detects a prohibited condition
   iv. An evacuation alarm is activated

C. Duties of Attendants
   a. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences ofthe exposure.
   b. Is aware of possible behavioral effects of hazard exposure in authorized entrants.
   c. Continuously maintains an accurate count of the authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as willenable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space. This requirement may be met by inserting a reference on the entry permit as to the means used, such as a roster or tracking system, to keep track of the authorized entrants within the permit space.
   d. Remains outside the permit space during entry operations until relieved by another attendant.
   e. Communicates with authorized entrants as necessary and monitors entrant status and activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
      i. If the attendant detects a prohibited condition
      ii. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant
      iii. If the attendant detects a situation outside the space that could endanger the authorized entrants
      iv. If the attendant cannot effectively and safely perform all the duties required
   f. Summons rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
   g. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
      i. Warn the unauthorized persons that they must stay away from the permit space
      ii. Advise the unauthorized persons that they must exit immediately if they have entered the permit space
      iii. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space

iv. Performs non-entry rescues as specified by the employer's rescue procedure.
v. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

D. Duties of Entry Supervisors
   a. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
   b. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
   c. Terminates the entry and cancels the permit when the entry operations covered by the entry permit have been completed or a condition that is not allowed under the entry permit arises in or near the permit space.
   d. Verifies that rescue services are available and that the means for summoning them are operable.
   e. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
   f. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

6. Emergency and Rescue Procedures
   A. The safest way of leaving a space when conditions deteriorate is self-rescue (when an entrant evacuates the space with no help at the first sign of trouble).
   B. Only workers trained in rescue can enter the space for the purpose of rescue.
   C. Attendant personnel shall not leave their post unless the confined space entry operation is complete, all personnel have exited, and the space is secure. For rescue operations, they shall:
      a. Notify rescue personnel via their radio/phone voice/visual signal communications - No communication links are permitted which require leaving their attendant post.
      b. Attempt rescue via established "non-entry" rescue procedures
      c. Maintain count of all personnel entering the confined space
      d. List on the entry permit all of the necessary emergency equipment or devices such as rescue and communication equipment and verify its working order prior to space entry.
      e. Review the emergency response plan prior to any entry.

7. Post Entry Considerations
   A. The supervisor who authorized the entry shall be responsible for:
      a. Verifying all personnel are no longer in the confined space
      b. Determining that all equipment used during the entry has been

removed from the confined space
c. Removal of entry permit and forwarding it to the office for filing

8. Training
   A. All employees involved in confined space entry shall be instructed on the proper procedures to be followed. Documentation of the training is to be maintained.
   B. Standby personnel must be trained in first aid and CPR.
   C. Training in the use of testing equipment must be conducted. If an employee is to be trained for testing, the testing shall include the use, calibration, and limitations of all testing equipment.
   D. Physical Examination. Each employee involved in the confined space entry shall be required to take a physical examination to determine if he/she is capable of performing the assigned work wearing respiratory equipment.

9.0.13 Excavation and Trenching Safety

1. Policy

MN does not conduct excavation work but does work in and around excavations and trenches. It is MN's company policy that employees should not enter a trench or excavation unless it is necessary, such as locating utilities, dewatering an excavation, or backfilling basement foundations. If entry is to be made into a trench or excavation greater than 4 feet deep, but less than 20 feet, the basic precautions detailed in this Section must be taken. If an excavation exceeds 20 feet or requires the use protective systems not contained in this section, it should be amended to include the requirements for those systems and the use of a Registered Professional Engineer.

2. Purpose

To ensure that every MN employee involved in excavation work is protected against foreseeable hazards.

3. Definitions

   A. **Competent Person** is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.
   B. **Construction Work** - work for construction, alteration, and/or repair to new underground utilities.
   C. **Employee** is every laborer regardless of title or contractual relationship.
   D. **Work Area** is the portion of a walking/working surface where work activities are being performed.

4. Excavation Definitions

   A. **Benching (Benching system)** is method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series

of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

B. **Cave-in** is the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.
C. **Excavation** is any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.
D. **Faces or sides** are the vertical or inclined earth surfaces formed as a result of excavation work.
E. **Failure** is the breakage, displacement, or permanent deformation of a structural member or connection so as to reduce its structural integrity and its supportive capabilities.
F. **Hazardous atmosphere** is an atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, may cause death, illness, or injury.
G. **Maximum allowable slope** is the steepest incline of an excavation face that is acceptable for the most favorable site conditions as protection against cave-ins, and is expressed as the ratio of horizontal distance to vertical rise.
H. **Protective system** is a method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benchingsystems, shield systems, and other systems that provide the necessary protection.
I. **Ramp** is an inclined walking or working surface that is used to gain access to one point from another, and is constructed from earth orfrom structural materials such as steel or wood.
J. **Registered Professional Engineer** is a person who is registered as a professional engineer in Washington State.
K. in trenches areusually referred to as "trench boxes" or "trench shields."
L. **Short term exposure** is a period of time less than or equal to 24 hours that an excavation is open.
M. **Sloping (Sloping system)** is a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.
N. **Stable rock** is a natural solid mineral material (not soil) that can be excavated with vertical sides and will remain intact while exposed.
O. **Trench (trench excavation)** is a narrow excavation (in relation to its length) made below the surface of the ground.
P. **Underground Installations** is a utility installation such as sewer, telephone, fuel, electric, water lines, fiber optic, etc.

5. Soil Definitions

   A. **Cohesive soil** is clay (fine grained soil) or soil with a high clay content which has cohesive strength. Cohesive soil does not crumble, can be excavated with vertical side slopes, and is plasticwhen moist. Cohesive soil is hard to break up when dry and exhibits significant cohesion when submerged. Cohesive soils include clayey silt, sandy clay, silty clay, clay and organic clay.
   B. **Dry soil** is soil that does not exhibit visible signs of moisturecontent.
   C. **Fissured** is a soil material that has a tendency to break along definite planes of fracture with little resistance, or a material that exhibits open cracks, such as tension cracks, in an exposed surface.
   D. **Granular soil** is gravel, sand or silt (coarse grained soil) with little or no clay content. Granular soil has no cohesive strength. Some moist granular soils exhibit apparent cohesion. Granular soil cannot be molded when moist and crumbles easily when dry.
   E. **Layered system** are two or more distinctly different soil or rock types arranged in layers.
   F. **Moist soil** is a condition in which a soil looks and feels damp. Moist cohesive soil can easily be shaped into a ball and rolled into small diameter threads before crumbling. Moist granular soil that contains some cohesive material will exhibit signs of cohesion between particles.
   G. **Plastic** is a property of a soil which allows the soil to be deformed or molded without cracking, or appreciable volume change.
   H. **Saturated soil** is a soil in which the voids are filled with water. Saturation does not require flow. Saturation, or near saturation, is necessary for the proper use of instruments such as a pocket penetrometer or sheer vane.
   I. **Soil classification system** - for the purpose of this section, a method of categorizing soil and rock deposits in a hierarchy of Stable Rock, Type A, Type B, and Type C, in decreasing order of stability. The categories are determined based on an analysis of the properties and performance characteristics of the deposits and the characteristics of the deposits and the environmental conditions of exposure.
   J. **Stable rock** is a natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.
   K. **Submerged soil** is soil which is underwater or is free seeping.

6. Soil Classification and Definitions

   A. **Type A -** cohesive soils with an unconfined, compressive strength of 1.5 ton per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are: clay, silty clay, sandy clay, clay loam and, in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However,no soil is Type A if any of the following are noted: the soil is fissured; or the soil is subject to vibration from heavy traffic, pile driving, or similar effects; or the soil has been previously disturbed; or the soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one

vertical (4H:1V) or greater; or the material is subject to other factors that would require it to be classified as a less stable material.

B. **Type B** - cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or granular cohesionless soils including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam and, in some cases, silty clay loam and sandy clay loam. Previously disturbed soils except those which would otherwise be classed as Type C soil. Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or dry rock that is not stable; or material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.

C. **Type C** - cohesive soil with an unconfined compressive strength of 0.5 tsf (48kPa) or less; or granular soils including gravel, sand, and loamy sand; or submerged soil or soil from which water is freely seeping; or submerged rock that is not stable, or material in a sloped, layered system where the layers dip into the excavation or a slope of four horizontal to one vertical (4H:1V) or steeper.

D. **Unconfined compressive strength** - the load per unit area atwhich a soil will fail in compression. It can be determined by laboratory testing, or estimated in the field using a pocket penetrometer, by thumb penetration tests, and other methods.

E. **Wet soil** - soil that contains significantly more moisture than moist soil, but in such a range of values that cohesive material will slumpor begin to flow when vibrated. Granular material that would exhibit cohesive properties when moist will lose those cohesive properties when wet.

7. Requirements

A. Risk Assessment

A Competent Person shall prepare a Site Safety Plan and follow Subsurface Investigation procedure prior to and during excavation work activities. MN requires that a Competent Person be on site during trenching/excavation activity in exceedance over 4 feet or employee entry into the trench or excavation.

a. A Competent Person must have the following qualifications:
   i. Be able to identify and predict trenching/excavation hazards.
   ii. Have authority to eliminate hazards and stop work if necessary.
   iii. Understand, implement, and meet the requirements of the standard.
   iv. Be able to evaluate shoring systems.
   v. Be able to perform soil classification tests.

8. Written Work Plan (>4 Ft ,< 20 Ft in depth)

A. A Competent Person shall develop a written work plan for every excavation exceeding 4 feet in depth based on the Site Safety Plan,

Subsurface Investigation and the other requirements of this section. The written Excavation Work Safety Plan shall include:

a. Identification of hazard in the work area related to excavation equipment
b. Describe the excavation protection system(s) to be provided describe the soil type and the correct procedures for the selection, fit, use and maintenance of the excavation protection systems
c. Describe procedures for excavation
d. Describe the method of prompt, safe removal of injured workers
e. Be available on the job site Signature of the Competent Person.

9. Training

A. Initial training of employees shall occur during orientation for employees who will be engaged in excavation work. Hazard recognition and excavation protection systems shall be included in the training site specific training shall occur before the start of excavation work activities, including hazards and controls noted in the Site Safety Plan and the other provisions of the writtenplan.

10. Inspections

A. When employee exposure in an excavation is reasonably anticipated, an inspection shall be conducted by a CompetentPerson:
   a. Prior to the start of work each dayAs needed throughout the shift
   b. After every rainstorm or water accumulation
   c. When an unusual occurrence affects the integrity of the excavation

Note: Where the Competent Person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees will be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

11. Personal Protective Equipment

A. Minimum Personal Protective Equipment shall consist of:
   a. Approved Hardhats
   b. Approved Safety Glasses Approved Safety-toe Boots
   c. If exposed to vehicular or equipment traffic, employees shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of high-visibility material (and be reflective if working in dim light or at night).

12. Specific Engineering Control Options for Excavations >4 Ft, <20 Ft

Sloping and Benching Systems

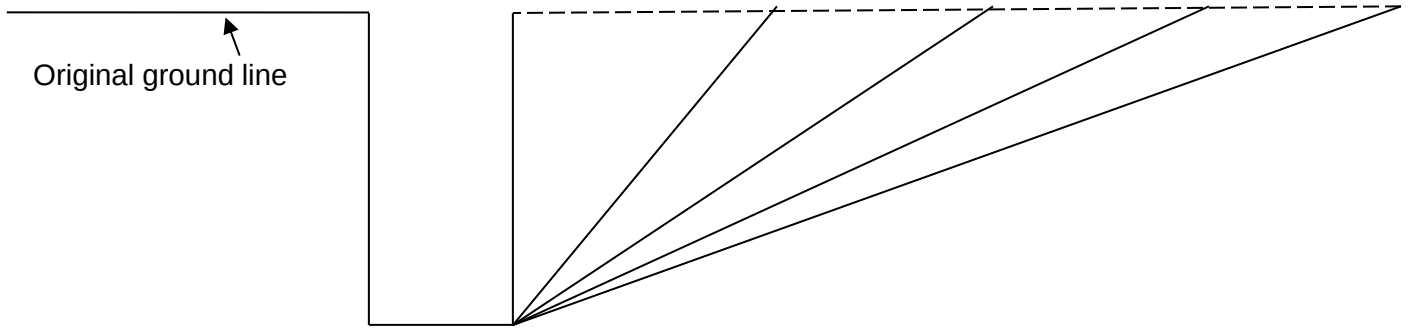
A. Classifying Soil
   a. Soil and rock deposits shall be classified in accordance with WAC 296-155-66405, Appendix B and the Classified Soil portion of this section (6.) See below for the Approximate Angle of Slop for Sloping Sides of Excavations.

B. Maximum Allowable Slope
   a. The maximum allowable slope for a soil or rock deposit shall be determined.
   b. When additional weight loads to the system are present from stored material or equipment, operating equipment, or traffic, a Competent Person shall determine the degree to which theslope must be reduced below the maximum allowable slope and will assure that such reduction is achieved.
   c. Employees must not be positioned under loads handled by lifting or digging equipment and must stand clear of loads being loaded or unloaded so they will be safe in the event ofthe load spilling or slipping.
   d. When mobile equipment (trucks, etc.) is being operated adjacent to the excavation, or when similar equipment mustapproach the edge of the excavation and the operator doesnot have clear view of the edge, a warning system (barricades, stop logs, hand signals) must be in place.

C. Prohibition
   a. Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels areadequately protected from the hazard of falling, rolling, or sliding material or equipment.

Approximate Angle of Slope for Sloping of Sides of Excavations

		Type A	**Type B**	**Type C**	
		Cohesive and cemented soils. Unconfined compressive strength of 1.5 tsf* or greater.	Non-cohesive Granular soils. Unconfined compressive strength >0.5 tsf but <1.5 tsf*.	Compacted sharp sand. Unconfined compressive strength of 0.5 tsf* or less.	Well rounded loose sand
The presence of ground water requires special treatment	Solid rock and compact shale (90°)	¾:1 (63°26’)	1:1 (45°)	1 ½:1 (33°41’)	2:1 (26°34’)



*tsf = ton per square foot

13. Excavation Hazard Controls

A. Access and Egress
   a. A means of egress from trench or excavation shall always be maintained. A stairway, ladder, ramp or other safe means ofegress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.
   b. Employees shall not utilize mechanical equipment to accessor egress from trench excavations.

B. Exposure to Falling Loads
   a. Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling orrolling into excavations.
   b. Protection shall be provided by placing and keeping such materials or equipment at least 4 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.
   c. Whether inside or outside of an excavation no employee shall be a permitted underneath load handled by lifting or digging equipment. Employees shall stand away from anyvehicle being loaded or unloaded to avoid being struck byany spillage or falling materials.
   d. Operators of such vehicles being loaded or unloaded are required to remain out of the cabs of vehicles during loading or unloading.

C. Hazardous Atmospheres
   a. Where oxygen deficiency (atmospheres containing less than19.5% oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are or had previously been stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet in depth.
   b. No company employee shall enter a trench or excavation containing an explosive atmosphere (greater than 10% of the lower explosive limit) or an oxygen enriched atmosphere(greater than 23.5% O2). Likewise, personnel shall not enter if the atmosphere is oxygen deficient (less than 19.5%) unless equipped with a self-contained breathing apparatus or air-line respirators equipped with emergency escape air packs.
   c. The use of such respiratory equipment must comply with provisions of the company Respiratory Protection Program. Employees entering excavations containing levels of toxic gases or vapors may require the use of respiratory protection and other means of protection and must be addressed on a case by case nature depending upon the contaminant.

d. Ventilation of the excavation or other similar measures should be implemented to eliminate oxygen deficient/enriched, flammable, or toxic atmospheres prior toentry. When these measures are in place, testing of the atmosphere shall be conducted as often as necessary to ensure that the atmosphere remains safe.
e. In addition to air monitoring, emergency rescue equipment must be readily available where hazardous atmospheric conditions exist or can reasonably be expected to exist. Thisequipment, such as a breathing apparatus, a safety harnessor line, etc. shall be attended by an employee trained in its use.

D. Mobile Equipment
   a. When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approachthe edge of an excavation, and the operator does not have aclear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand ormechanical signals, or stop logs.

E. Underground Installations
   a. Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of theutility underground installations prior to the start of actual excavation.
   b. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the work may proceed, provided the employees do so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.
   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. While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

F. Water Accumulation

   a. Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been takento protect employees against the hazards posed by water accumulation.
   b. The precautions necessary to protect employees include special support or shield systems to protect from cave-insand/or water removal to control the level of accumulating water.
   c. If water is controlled or prevented from accumulating using water removal equipment, the water removal equipment and operations shall be monitored by a Competent Person to ensure proper operation.

d. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage ofthe area adjacent to the excavation.

G. Protection of Employees from Loose Rock, Soil,Equipment and Materials

a. Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling orrolling from an excavation face. Such protection can consist of:

b. Scaling to remove loose material

c. Installation of protective shields / barricades at intervals as necessary on the face to stop and containing material or other means that provides equivalent protection

d. No company employee shall enter an excavation that approaches 4 feet or more in depth without proper protection from cave-in.

e. Under no circumstances should bracing or shoring be omitted, regardless of the length of time the trench will be open.

f. Such rock, soil and materials and equipment shall additionally be kept at least 4 feet from the edge of excavations.

H. Fall Protection

a. If employees or equipment are required to cross over excavations, walkways with standard guardrails shall be provided.

b. Employees entering bell-bottom pier holes, or other similar deep and confined footing excavations, shall wear a full- body harness with a lifeline securely attached to it. The lifeline shall be separate from any line used to handle materials and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

c. Excavations shall be barricaded to prevent employees and others from falling into them. When an excavation must be left open for the duration of the construction work, barricades and warning signs shall be used. Upon completion of the work, excavations, pits, etc. should be backfilled.

14. Classifying Soils

A. Classification of Soil and Rock Deposits

a. Each soil and rock deposit shall be classified by a Competent Person as Stable Rock, Type A, Type B, or Type C in accordance with the definitions within this section.

b. The classification of the deposits shall be made based on the results of at least one visual and at least one manual analysis. Such analyses shall be conducted by a Competent Person using tests described within this section.

c. In a layered system, the system shall be classified in accordance with its weakest layer. However, each layer may be classified individually where a more stable layer lies under a less stable layer.
d. If, after classifying a deposit, the properties, factors, or conditions affecting its classification change in any way, the changes shall be evaluated by a Competent Person. The deposit shall be reclassified as necessary to reflect the changed circumstances.

B. Acceptable Visual Tests
a. Observe samples of soil that are excavated and soil inthe sides of the excavation. Estimate the range of particle sizes and the relative amounts of the particle sizes. Soil that is primarily composed of fine-grained material is cohesive material. Soil composed primarilyof coarse-grained sand or gravel is granular material.
b. Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaksup easily and does not stay in clumps is granular.
c. Observe the side of the opened excavation and thesurface area adjacent to the excavation. Crack-likeopenings such as tension cracks could indicate fissured material. If chunks of soil fall off a vertical side, the soil could be fissured. Small falls are evidence of moving ground and are indications of potentially hazardous situations.
d. Observe the area adjacent to the excavation and theexcavation itself for evidence of existing utility and other underground structures, and to identify previously disturbed soil.
e. Observe the opened side of the excavation to identifylayered systems.
f. Observe the area adjacent to the excavation and the sides of the opened excavation for evidence of surface water, water seeping from the sides of the excavation, or the location of the level of the water table.
g. Observe the area adjacent to the excavation and the area within the excavation for sources of vibration thatmay affect the stability of the excavation face.

C. Acceptable Manual Tests
a. Plasticity
i. Mold a moist or wet sample of soil into a ball andattempt to roll it into threads as thin as 1/8-inch indiameter for a length of at least 2 inches. Cohesive material can be successfully rolled into threads without crumbling.
b. Dry Strength
i. If the soil is dry and crumbles on its own or with moderate pressure into individual grains or fine powder, it is granular (any combination of gravel,sand, or silt).
ii. If the soil is dry and falls into clumps that break up into smaller clumps, but the smaller clumps can only be broken up with difficulty, it may be clay in any combination with gravel, sand or silt. If the dry soil breaks into clumps which do not break up into small clumps and

which can only be broken with difficulty, and there is no visual indication the soil is fissured, the soil may be considered un-fissured.

c. Thumb Penetration
   i. The thumb penetration test can be used to estimate the unconfined compressive strength of cohesive soils. Type A soils with an unconfined compressive strength of 1.5 tsf can be readily indented by the thumb with very great effort. TypeC soils with an unconfined compressive strength of 0.5 tsf can be easily penetrated several inches by the thumb, and can be molded by light finger pressure.
   ii. This test should be conducted on an undisturbedsoil sample, such as a large clump of spoil, as soon as practicable after excavation to keep to aminimum the effects of exposure to drying influences.
   iii. If the excavation is later exposed to wetting influences (rain, flooding), the classification of thesoil must be changed accordingly.
d. Other Strength Tests
   i. Estimates of unconfined compressive strength ofsoils can also be obtained by use of a pocket penetrometer or by using a hand-operated shearvane.
e. Drying Test
   i. The basic purpose of the drying test is to differentiate between cohesive material with fissures, un-fissured cohesive material, and granular material. The procedure for the drying test involves drying a sample of soil that is approximately one inch thick (2.54 cm) and six inches (15.24 cm) in diameter until it is thoroughlydry, then:
   ii. If the sample develops cracks as it dries,significant fissures are indicated
   iii. Samples that dry without cracking are to be broken by hand. If considerable force is necessary to break a sample, the soil has significant cohesive material content. The soil can be classified as an un-fissured cohesive material and the unconfined compressive strength should be determined if a sample breaks easily by hand, it is either a fissured cohesive material or a granular material.
   iv. To distinguish between the two, pulverize the dried clumps of the sample by hand or by stepping on them. If the clumps do not pulverize easily, the material is cohesive with fissures. If they pulverize easily into very small fragments, the material is granular.

9.0.14 Tools – Hand and Power

1. General Requirements and Equipment Tagging Procedures

   A. Only qualified personnel are allowed to perform repair work on job site tools and equipment (not to include “heavy equipment”).
   B. Employees shall inspect tools and/or equipment prior to each use to ensure safe and proper working conditions.
   C. If tools or equipment are found to be damaged or fail during operation, return them to the designated to be red tagged for repair or disposal.

D. Absolutely no red-tagged equipment or tools shall be returned toservice until they have been properly repaired.
E. Equipment and tools shall be properly maintained at all times to ensure safe working condition. Properly maintained equipment will benefit everyone.

2. Hand Tools

A. Conditions of Tools. All hand tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
B. Personal Protective Equipment. Employees who use hand tools and are exposed to the hazard of falling, flying, abrasive, and splashing objects, or are exposed to harmful dusts, fumes, mists, vapors, or gases shall be provided with the particular personal protective equipment necessary to protect them from the hazard.
C. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

3. Power Operated Hand Tools

A. Condition of Tools. All power operated hand tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
B. Guarding. When power operated tools are designed to accommodate guards, they shall be equipped with such guards when in use. Belts, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such parts are exposed to contact by employees or otherwise create a hazard.
C. Types of Guarding. One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, nip points, rotating parts, flying chips, and sparks.
D. Personal Protective Equipment. Employees who use power tools and are exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases shall be provided with the personal protective equipment necessary to protect them from the hazard.
E. Switches
    a. All hand-held powered platen sanders, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks1/4th of an inch wide or less may be equipped with only a positive “on-off” control.
    b. All hand-held powered drills, tappers, fastener drivers, horizontal, vertical, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools shall be equipped with a momentary contact “on-off” control and may have a lock-on control provided that turnoff can be accomplished by a single motion of the

same finger or fingers that turn it on.

c. All other hand-held powered tools, such as circular saws, chain saws, and percussion tools without positive accessory holding means, shall be equipped with a constant pressure switch that will shut off the power when the pressure is released.

4. Electric Power Operated Tools

   A. Electric power operated tools shall either be of the approved double-insulated type or grounded.
   B. The use of electric cords for hoisting or lowering tools shall not be permitted.

5. Pneumatic Power Tools

   A. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
   B. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
   C. All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 p.s.i. pressure at the tool shall have a safety device on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.
   D. The use of hoses for hoisting or lowering tools shall not be permitted.
   E. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

9.0.15 Ladder Safety

1. General. All employees who work on ladders should be trained on theladder standards listed below, in addition to the nature of fall hazards. (See Fall Protection,10.0.13)
2. Ladder Types. There are 2 main types of ladders MN primarily uses.
   A. Step Ladders. A-frame construction, self-supporting, for generalpurpose work.
   B. Straight Ladders. Not self-supporting, typically used to access another working level or access a tight work area.
   C. Job-Made Ladders. Typically used to access another level and not intended to be moved.
3. Ladder Standards.
   A. The following requirements apply to all ladders as indicated, including job-made ladders:
      a. Ladders shall be capable of supporting the following loads without failure:
         i. Each self-supporting portable ladder - at least 4 times the maximum intended load, except that each extra heavy-duty type 1Ametal or

plastic ladder shall sustain at least 3.3 times the maximumintended load.

ii. Each portable ladder that is not self-supporting - at least 4 times the maximum intended load, except that each extra heavy-duty type 1A metal or plastic ladder shall sustain at least 3.3 timesthe maximum intended load

B. Inspect all ladders before use - Do not use a ladder that appears unsafe, that has broken or missing rungs, steps, side rails, or damagedhardware.
C. Metal ladders are not to be used near electrical circuits, fixtures, or power lines
D. Use ladders safely - Place them with care. Do not lean them against a movable object. Make sure they are not placed on a loose object or uneven footing.
E. Do not place ladders too close to a wall. The horizontal distance from a wall to the foot of the ladder should never beless than ¼ the length, and the top of the ladder should at least be 36 inches above the landing.
F. All movable ladders in use should be equipped with safety shoes and should be tied, blocked, or otherwise secured to prevent their being displaced
G. There should only be one person at a time on a ladder
H. Employees should always face the ladder and grasp the side rails or rungs with both hands when ascending and descending
I. Employees are no not carry tools or materials when going up and down ladders. Buckets, bags, etc.,on a rope are to be used to haul or lower them.
J. If a ladder is to be placed near a door or aisle through which there is traffic, warning signs and barricades should be posted, and someone should be assigned to hold the ladder
K. Ladders are not to be painted, as paint can hide cracks, breaks, and other defects
L. Stepladders should not exceed 20 feet
M. Stepladders are not to be used as a straight ladder
N. Employees are not allowed to stand on the top step of a stepladder
O. When not in use, all types of ladders should be stored under suitable cover for protection from the weather

9.0.16 Fall Protection

1. Definitions

A. **Anchorage**. A secure point of attachment for lifelines, lanyards, or deceleration devices which is capable of withstanding the forces specified in the applicable sections of chapter 296-880-095 WAC.
B. **Full Body Harness**. A configuration of connected straps to distribute a fall arresting force over at least the thighs, shoulders, and pelvis, with provisions for attaching a lanyard, lifeline, or deceleration device.
C. **Competent Person**. An individual knowledgeable of fall protection equipment, including the manufacturer's recommendations and

instructions for the proper use, inspection, and maintenance; and who is capable of identifying existing and potential fall hazards; and who has the authority to take prompt corrective action to eliminate those hazards; and who is knowledgeable of the requirements contained in this chapter regarding the installation, use, inspection, and maintenance of fall protection equipment and systems.

D. **Full Body Harness System**. A full body harness and lanyard which is either attached to an anchorage meeting the requirements of this chapter; or it is attached to a horizontal or vertical lifeline which is properly secured to an anchorage(s) capable of withstanding the forces specified in WAC 296-880-095
E. **Control Zone**. Areas between warning line and the unprotected sides and edges of the walking/working surface.
F. **Deceleration Device**. Any mechanism, such as a rope grab, ripstitch lanyard, specifically woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.
G. **Drop Line**. A vertical lifeline secured to an upper anchorage for the purpose ofattaching a lanyard or device.
H. **Fall Arrest System**. A fall protection system that will arrest a fall from elevation. Fall arrest systems include personal fall arrest systems that are worn by the user, catch platforms, and safety nets.
I. **Fall Protection Work Plan**. A written planning document in which the employer identifies all areas on the job site where a fall hazard of ten feet or more exists. The plan describes the method or methods of fall protection to be used to protect employees, and includes the procedures governing the installation, use, inspection, and removal of the fall protection method or methods which are selected by the employer. See WAC 296-880-10020
J. **Fall-Restraint System**. A system in which all necessary components function together to restrain/prevent an employee from falling to a lower level. Types of fall restraint systems include standard guardrail systems, personal fall restraint systems, warning line systems, or a warning line system and safety monitor.
K. **Fall Distance**. The actual distance from the worker’s support to the level where a fall would stop.
L. **Hardware**. Snap hooks, D-rings, bucklers, carabiners, adjusters, or O-rings, that are used to attach the components of a fall protection system together.
M. **Horizontal Lifeline**. A rail, rope, wire, or synthetic cable that is installed in a horizontal plane between two anchorages and used for attachment of a worker's lanyard or lifeline device while moving horizontally; used to control dangerous pendulum like swing falls.

N. **Lanyard**. A flexible line of webbing, rope, or cable used to secure a positioning harness or full body harness to a lifeline, or an anchorage point usually two, four, or six feet long.
O. **Leading Edge.** The advancing edge of a floor, roof, or formwork which changes location as additional floor, roof, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side or edge" during periods when it is not actively and continuously under construction
P. **Lifeline**. A vertical line from a fixed anchorage or between two horizontal anchorages, independent of walking or working surfaces, to which a lanyard or device is secured. Lifeline as referred to in this text is one which is part of a fall protection system used as back-up safety for an elevated worker or as a restraint for workers on a flat or sloped surface.
Q. **Locking Snap Hook**. A connecting snap hook that requires two separate forces to open the gate; one to deactivate the gatekeeper and a second to depress and open the gate which automatically closes when released; used to minimize roll out or accidental disengagement.
R. **Low-Pitched Roof**. A roof having a slope equal to or less than 4 in 12.
S. **Positioning Device System**. A full body harness or positioning harness that is worn by an employee and is rigged to allow an employee to be supported on an elevated vertical or inclined surface, such as a wall, pole or column and work with both hands free from the body support.
T. **Restraint Line**. A line from a fixed anchorage or between two anchorages to which an employee is secured in such a way as to prevent the worker from falling to a lower level.
U. **Rope Grab**. A fall arrester that is designed to move up or down a lifeline suspended from a fixed overhead or horizontal anchorage point, or lifeline, to which the full body harness is attached. In the event of a fall, the rope grab locks onto the lifeline rope through compression to arrest the fall. The use of a rope grab device is restricted for all restraint applications.
V. **Safety Watch System**. A type of fall restraint system in which a competent person whose only job responsibility is to recognize and warn employees of their proximity to fall hazards when working between the warning line and the unprotected sides and edges, including the leading edge of a low pitch roof or other walking/working surface.
W. **Self-Retracting Lifeline**. A deceleration device which contains a wound line which may be slowly extracted from, or retracted onto, the device under slight tension during normal employee movement, and which after onset of a fall, automatically locks the drum and arrests the fall.
X. **Shock Absorbing Lanyard**. A flexible line of webbing, cable, or rope used to secure a full body harness to a lifeline or anchorage point that has an integral shock absorber.
Y. **Snap Hook**. A connecting snap hook that requires two separate forces to open the gate; one to deactivate the gatekeeper and a second to depress and open the gate which automatically closes when released; used to minimize roll out or accidental disengagement.

Z. **Steep Roof**. A roof having a slope greater than 4 in 12.

AA. **Unprotected Sides and Edges**. Any open side or edge of a floor, roof, balcony/deck, platform, ramp, runway, or walking/working surface where there is no standard guardrail system, or parapet wall of solid strength and construction that is at least thirty-nine inches in vertical height

BB. **Walking/Working Surface**. Any surface, whether horizontal or vertical on which an employee walks, works, or gains access to a work area or workplace location. Walking/working surfaces include, but are not limited to, floors, the ground, roofs, ramps, bridges, runways, stairs, dockboards, formwork, and reinforcing steel but not including ladders.

CC. **Warning Line System**. A barrier erected on a walking and working surface or a low pitch roof (four in twelve or less), to warn employees that they are approaching an unprotected fall hazard(s).

DD. **Work Area**. That portion of a walking/working surface where job duties are being performed.

2. Policy

A. MN's Fall Protection Program (FPP) shall be implemented and maintained at all job sites where employees are exposed to the hazard of falling from a location four (4) feet or more in height or regardless of height when;
   a. working adjacent to dangerous equipment
   b. working near holes into which an employee can trip, step into, or step through
   c. falling into or onto impalement hazards

B. MN will ensure that fall restraint or fall arrest systems are provided, installed, and employed to protect personnel from serious injury for all exposures 4 feet and over or in any of the above-mentioned scenarios.

3. Training

MN will provide documented fall protection training for all employees exposed to fall hazards.

A. Each affected employee will be trained by the competent person to understand the following:
   a. The nature of fall hazards in the work area;
   b. When fall protection is required;
   c. What fall protection is required;
   d. The correct procedures for erecting, maintaining, assembling, disassembling, and inspecting the fall protection systems to be used;
   e. The use and operation of fall protection systems used;
   f. Limitations of fall protection systems used;
   g. Proper care, maintenance, useful life, removal from service

B. Trained employees must be able to;
   a. Demonstrate an understanding of the training specified above
   b. Demonstrate the ability to use fall protection properly.

C. Employees will be retrained, if necessary, when:
   a. There is reason to believe the understanding, motivation, and skills required to use fall protection has not been retained. Circumstances where retraining is required include:
   b. There are changes in the workplace that make previous training out of date
   c. There are changes in the types of fall protection to be used make previous training out of date; and
   d. Work habits or demonstrated knowledge indicate that the employee has not retained the necessary understanding, skill, or motivation to use fall protection.

4. Responsibility

   A. Management Responsibility
      a. A competent person will be assigned who can identify existing and potential fall hazards; is knowledgeable of fall protection equipment, its use, inspection, and maintenance; and has authority to take action to eliminate hazards
      b. The competent person will be responsible for securing the necessary equipment; ensuring that it is installed by competent journeymen-level employees according to manufacturers' instructions; providing for training of employees; keeping required documentation of training at the job site; and administering MN's Fall Protection Program.

   B. Employee Responsibility
      a. Each employee shall be responsible to cooperate with MN's designated competent person and other employees in following prescribed means and methods of use, inspection, and maintenance, and complying with all directives to minimize injuries caused by falls.
      b. Failure to comply with directions given by the competent person or to wear the required personal protective equipment can be considered grounds for disciplinary action.

5. Fall Protection Work Plan (where a fall hazard of 10 feet or more exists)

   A. MN's designated competent person shall implement the FPP (Appendix 9-D) on each job site where a fall hazard of 10 feet or more exists.

   B. The Fall Protection work plan must include:
      a. Identification of all fall hazards in the work area
      b. The method of fall arrest or fall restraint to be provided
      c. A description of the proper procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used
      d. A description of the proper procedures for the handling, storage, and securing of tools and materials
      e. A description of the method of providing overhead protection for workers who may be in, or pass through the area below the work area
      f. Describe the method for prompt, safe removal of injured workers

6. Fall Restraint Systems
   A. Standard Guardrails
      a. MN prefers the use of standard guardrails whenever possible.
      b. Standard guardrails shall consist of top rail, intermediate rail,toe board and posts, conforming to WAC 296-880-4005.
   B. Body Harnesses and Restraint Lines
      a. Body harnesses shall conform to ANSI standards for Class I, II, III,or IV.
      b. Restraint lines shall be rigged to allow the movement of employees as far as the sides and edges of the walking/working surface.
      c. Anchorage points used for restraint lines shall be capable of supporting four times the intended load.
      d. MN's competent person shall ensure that all components are compatible and used per the manufacturer's instruction.
      e. All components of the fall restraint system shall be inspected prior to each use for wear, damage, or other deterioration, and defective components shall be removed from service.
7. Fall Arrest Systems
   A. Full Body Harness
      a. Body harness system shall be rigged to minimize free-fall distance with a maximum free-fall distance of six (6) feet, and such that theemployee will not contact any lower level.
      b. Full body harness systems shall be secured to anchorages capable of supporting 5,000 pounds per employee.
      c. Horizontal lifelines (catenary or static line) shall be designed, installed, and used under the supervision of a qualified person.These lines must maintain a safety factor of at least two.
      d. Vertical lifelines (droplines) shall have a minimum tensile strength of 5,000 pounds, and no more than one employee shall be attached to any one lifeline
      e. The body harness shall be connected to the vertical lifeline by approved means. All lifelines shall be protected against being cutor abraded.
      f. MN's competent person shall ensure that all components of the fall arrest system are compatible and used per the manufacturer's instructions.
      g. All components of the fall arrest system shall be inspected prior toeach use for wear, damage, or other deterioration, and defective components shall be removed from service.
      h. Body harness system or components, subject to impact loading, shall be immediately removed from service and not reused unlessinspected and determined by a competent person (manufacturer'srepresentative) to be undamaged and suitable for reuse.
8. Guarding Low-Pitched Roof Perimeters
   A. During the performance of work on low-pitched roofs with a ground-to-

eaves height greater than 4 feet or more, employees shall be protected from falling from the unprotected sides and edges by one or more of the following means:
   a. By installation of guardrails
   b. By use of safety net systems
   c. By use of a fall restraint or fall arrest system
   d. By use of a warning line system in compliance with WAC 296-880-2005.

9. Covers
   A. Covers for holes in floors, roofs, and other walking/workingsurfaces shall meet the following requirements.
      a. All other covers shall be capable of supporting, without failure, at least twice the weight of employers, equipment, and materials that may be imposed on the cover at any one time.
      b. All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
      c. All covers (except cast iron manhole covers or steel grates used on streets) shall be color-coded or they shall be marked with the word “HOLE” or “COVER” to provide warning of the hazard.

10. Protection from Falling Objects
   A. Materials shall not be stored within 10 feet of a roof edge or 6 feet of a hoist area or floor opening unless guardrails are installed. Stored materials shall be secured by adequate means to prevent them from falling on employees working below due to wind,vibration, or other causes.
   B. Tools and equipment shall be secured by appropriate means to prevent them from falling from the roof edge and injuring employees working below.
   C. Hoist Area. Each employee in a hoist area shall be protected from falling 4 feet or more by guardrail systems, full restrain, or full arrest systems. If guardrail systems are removed to facilitate the hoisting operation, that employee shall be protected from fall hazards by a personal fall arrest system.

11. Leading Edge Control Zone
   A. Leading Edge. The advancing edge of a floor, roof, or formwork which changes location as additional floor, roof, or form work sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side or edge" during periods when it is not actively and continuously under construction.
      a. The leading edge control zone shall begin a minimum of 6 feet from the leading edge.
      b. The control zone shall be separated from other areas by erection of a warning line system as required by WAC 296-880-2005.
      c. All employees required to work in the control zone shall be protected from fall hazards by a positive fall restraint or fall arrest system

12. Safety Watch System
    A. The safety watch system can only be used when one employee is conducting any repair work or servicing equipment on a low pitch roof, not within six feet of the edge, and where exposure to falls is infrequent.
    B. The safety watch system must meet the following requirements;
        a. There can only be two people on the roof while the safety watch system is being used: One employee acting as the safety watch and one employee engaged in the repair work or servicing equipment;
        b. The employee performing the repair work or service must comply promptly with fall hazard warnings from the safety watch;
        c. Mechanical equipment is not used; and
        d. The safety watch system is not used when weather conditions create additional hazards.
    C. MN will ensure that the safety watch meets the following;
        a. Is a competent person as defined in WAC 296-880-095
        b. Is trained in the requirements of this section;
        c. Has full control over the work as it relates to fall protection;
        d. Has a clear, unobstructed view of the worker;
        e. Is able to maintain normal voice communication; and
        f. Performs no other duties while acting as the safety watch.

13. Assembly, Maintenance, Inspection, Disassembly, and Storage of Fall Protection Systems

    A. Assembly, maintenance, inspection, disassembly, and storage of fall protection equipment shall be done under the direction of MN's competent person.
        a. Assembly of Equipment
            i. Equipment will be assembled, per the manufacturer's written instructions, by competent journeymen-level employees working under the direction of MN's competent person.
            ii. If there is any question that an anchorage point may not support the specified load, it shall not be used unless MN's competent person first secures the services of a registered professional engineer. The engineer must be qualified to calculate the loads involved and certify that the anchorage point is capable of sustaining the required load.

        b. Maintenance and Inspection
            i. Equipment shall be maintained per the manufacturer's instruction.
            ii. Equipment shall be inspected prior to each use per the manufacturer's instructions. Any components that exhibit signs of wear, damage, or other deterioration shall be removed from service if their function or strength has been adversely affected.
            iii. Equipment shall be maintained and inspected by competent journeymen-level employees, under the direction of MN's competent person.

        c. Disassembly and Storage
            i. System components shall be disassembled and inspected prior to

storage by competent journeymen-level employees, under the direction of MN's competent person.

ii. System components shall be stored where they will not be subject to damage or deterioration.

g. Be available on-site for inspection by the department.

14. Rescue of Injured Workers.

A. Refer to the Rescue of Injured Worker Form (Appendix 9-E) which should accompany the FPP (Appendix 9-C). The following procedures should be adjusted depending on the nature of the injury and the conditions at the accident scene.

B. Procedures:

a. Qualified and Competent Person immediately take charge. Call 911 and try to determine nature of the injuries and decide if the injured worker is in a position to wait for trained rescue personnel.

b. Secure the accident scene, confirm that the scene is safe, and protect the injured person from further injury.

c. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.

d. Administer first aid and CPR as you feel safe and comfortable doing so (Good Samaritan Law applies).

e. Do not move an injured person if they are unconscious or have sustained a head, neck, or back injury unless there is imminent danger or risk of additional injury.

f. If available, a lift or man basket will be raised to the injured employee along with first-aid trained personnel

g. If a lift or manbasket is not immediately available and it is determined the employee's injuries will permit, and they can be safely moved, the employee will be lowered.

h. If injuries prevent lowering the injured employee, another employee will be lowered to assist the injured until trained rescue personnel arrive.

i. Remain with the injured person until relieved by other authorized persons (EMT, etc.).

j. Do not move anything unless necessary, pending investigation of the incident.

k. Notify the Safety Manager, if not already present.

l. When the injured person's immediately family is known, notify family members, preferable in person, or have an appropriate person do so.

9.0.17 Scaffold Safety

1. General

MN employees are **not** permitted to use scaffold erected by our subcontractors. However, if the use of ladders presents a larger risk or hazard to our employees there may be an exception made to use such scaffold. If scaffold use is permitted, it will be based on an inspection and approval to use provided by MN's Safety Manager. The following procedures and

requirements provided by LnI DOSH will be used to assess and use the scaffold.

2. Inspection Prior to Use
   A. Are guardrails, toe boards, and planking in place and secure?
   B. Are locking pins at each joint in place?
   C. Are all wheels on moveable scaffolds locked?
   D. Are mudsills used for all pumpjack scaffold?
   E. Is the pumpjack scaffold secured to the building?
3. Scaffold Requirements
   A. Scaffolds and their components must be capable of supporting four times the maximum intended load.
   B. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
   C. Scaffold planks must extend over their end supports not less than 6 inches nor more than 12 inches, unless otherwise specifically required.
   D. Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
   E. All scaffolds must be erected level and plumb, and on a solid footing.
   F. Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.
   G. Do not change or remove scaffold members unless authorized.
4. Additional Scaffold Requirements
   A. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing) – always use a ladder.
   B. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toeboard and guardrail, extending along the entire opening.
   C. Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.

For other rules and regulations regarding scaffolding, refer Scaffolds, WAC296-874.

9.0.18 Crane Safety

1. Policy
   Due to the hazards associated with crane operations and the extensive knowledge required to provide safe operations, MN employees are **not** permitted to operate, rig or otherwise be involved in lifting cranes or other hoisting equipment. Crane, rigging and hoisting activities must be accomplished by qualified and certified personnel in accordance with *WAC 296-155 Part L - Cranes, Rigging and Personnel Lifting.* MN employees working near crane operations must be trained and comply with the following work area safety measures.

2. Work Area Control - Swing Radius
   A. Assess and identify struck-by and pinch/crush hazard areas posed by the cranes rotating superstructure.
   B. Erect and maintain control lines, warning lines, railings, or similar barriers to mark the boundaries of the hazard areas.
   C. Before entering a hazard area that is out of view of the crane operator, the MN employee must ensure that the operator is informed he/she is going to that location.

3. Working Area Control – Keeping Clear of the Load
   A. Hoisting routes must be used that minimize the exposure of employees and the public to hoisted loads.
   B. While the operator is not moving a suspended load, no MN employee is allowed in the fall zone.

APPENDIX 9-A
JOB SITE RULES

Job Site Rules

- No trespassing onsite, construction hazards present
- All new visitors must verify access with Project Manager prior to entry
- Personal protective equipment to be used at all times and in accordance with WISHA standards
- Hard hats required when in proximity to overhead hazards and mandatory from frame start to siding complete
- Safety glasses required at all times
- Fall protection work plans to be posted onsite and followed at all times
- Parking on paved areas ONLY
- Dispose of construction debris in the provided receptacle, haul-off personal debris
- No loud music or pets allowed onsite
- Respect the work of others and neighbors

WORK HOURS

M-F – 7am-6pm

Sat – 9am-5pm

Sun – No Work

CUSTOM HOMES

APPENDIX 9-B
HEAT STRESS SYMPTOM REPORT

CUSTOM HOMES

HEAT STRESS SYMPTOM REPORT

Jobsite:_____

Date:_____

Time:_____

Employee Name:_____

Employee Condition:

Signs of profuse sweating or high temperature without sweating observed?	Yes☐	No☐
Has the employee been advised by a doctor to stay out of the sun due toprescription medication?	Yes☐	No☐
If the employee is new on the job or returning from an extended vacation have they had sufficient time (7 – 14 days) to become acclimated?	Yes☐	No☐
Does the employee have allergies?	Yes☐	No☐
Is this the first time during this shift that the employee has requested a breakfor heat stress related symptoms?	Yes☐	No☐
Are you experiencing of the following symptoms? Please indicated below	Yes☐	No☐

☐Nausea ☐Vomiting ☐Lightheaded ☐Dizziness:

Work Area Observations

Is the workspace enclosed and without air circulation?	Yes☐	No☐
Is the workspace hot or humid?	Yes☐	No☐
Is the workplace in direct sunlight?	Yes☐	No☐
Is there an area with shade or area for a cooldown period?	Yes☐	No☐

Actions Taken?

_____

_____

_____

Information on Person Completing this Form

Print Name:_____ Title:_____

Signature:_____ Phone No.:_____

APPENDIX 9-C
CONFINED SPACE ENTRY PERMIT

CONFINED SPACE PERMIT

Space to be Entered:	Authorized Duration of Permit:
Purpose of Entry:	Date:
Location	Time:
Authorized Duration of Permit	

PERMIT SPACE HAZARDS (indicate specific hazards with initials)

_____ Oxygen deficiency (less than 19.5%)
_____ Flammable gases or vapors (greater than 10% of LFL)
_____ Toxic gases or vapors (greater than PEL)
_____ Electrical shock
_____ Engulfment
_____ Oxygen enrichment (greater than 23.5%)
_____ Airborne combustible dust (meets or exceeds LFL)
_____ Mechanical hazards
_____ Materials harmful to skin
Other:

PREPARATION FOR ENTRY (check after steps have been taken)

Notification of affected departments of service interruption
Isolation Methods:
Lockout/tagout☐ Blank/blind☐ Purge/clean☐ Inert☐ Ventilate☐ Atmospheric test☐ Barriers☐ Other:☐

Personnel Awareness:

Pre-entry briefing on specific hazards and control methods

Other:

EMERGENCY SERVICE

NAME OF SERVICE	PHONE #	METHOD CONTACT

EQUIPMENT REQUIRED FOR ENTRY AND WORK (specify as required)

Personal Protective Equipment:
Respiratory Protection:
Atmospheric Testing/Monitoring:
Communication:
Rescue Equipment:
Other:

COMMUNICATION PROCEDURES (to be used by attendants and entrants):

AUTHORIZED ENTRANTS (list by name or attach roster)

AUTHORIZED ATTENDANTS (list by name)

TESTING RECORD

TIME	ACCEPTABLE CONDITIONS	RESULT AM/PM	RESULT AM/PM	RESULT AM/PM	RESULT AM/PM	RESULT AM/PM	RESULT AM/PM
Oxygen-min.	> 19.5%						
Oxygen-max.	< 23.5%						
Flammability	< 10% LEL/LFL						
H_2S	< 10 ppm						
Toxic (specify)							
Cl_2	< 0.5 ppm						
CO	< 35 ppm						
SO_2	< 2 ppm						
Heat	F/ C						
Other							
Tester Initials							

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

PRINTED NAME SIGNATURE DATE TIME

THIS PERMIT MUST BE POSTED ON JOB SITE - GOOD ONLY ON INDICATED DATE

APPENDIX 9-D
FALL PROTECTION PLAN

CUSTOM HOMES

FALL PROTECTION WORK PLAN

Job No.:	Date
Jobsite Address:	
Competent Person:	

Identify all fall hazards 10 feet or more above the ground level or lower level. Check all that apply.

- ☐ Open-sided floors
- ☐ Decks/Balconies
- ☐ Floor openings
- ☐ Skylight openings
- ☐ Wall openings
- ☐ Window openings
- ☐ Door openings
- ☐ Roof openings
- ☐ Leading edge work
- ☐ Mobile lift work

Methods of fall protection to be used: (LSO = Low Slopes Only. Low Slopes = 4 x 12 or less)

- ☐ Guardrail system (LSO)
- ☐ Warning line System (LSO)
- ☐ Catch platform
- ☐ Safety net
- ☐ Covers
- ☐ Personal fall arrest system
- ☐ Personal fall restraint system
- ☐ Positioning device system
- ☐ Horizontal life lines
- ☐ Vertical life lines & rope grab
- ☐ Safety watch system (LSO)
- ☐ Warning line w/ safety monitor (LSO)

Name of safety watch or monitor (if used): _____

Overhead Hazard Protection Methods

- ☐ Hard Hats
- ☐ Overhead Hazard Signs
- ☐ Debris Nets
- ☐ Other: _____
- ☐ Toe boards on Guardrails
- ☐ Screens on Guardrails
- ☐ Barricade to control Access to Area
- ☐ Other: _____

Describe procedures for assembly, maintenance, inspection, disassembly of fall protection system to be used.

Describe procedures for handling, storage, and securing tools, equipment, and materials.

Describe methods of overhead protection for workers who may be in or pass-through work area.

Describe methods to be implemented for prompt, safe removal of injured worker(s).

Employees who received fall protection training on the above site-specific fall protection work plan.

Name(s):	Date:

The competent person's signature verifies that the fall protection work plan has been done, the employees informed of the plan and that employees have received training in the fall protection systems in use:

Name	Title	Date

DEFINITIONS APPLICABLE TO THE FALL PROTECTION WORK PLAN

ANCHORAGE. A secure point of attachment for lifelines, lanyards, or deceleration devices which is capable of withstanding the forces specified in the applicable sections of chapter 296-880-095 WAC.

FULL BODY HARNESS. A configuration of connected straps to distribute a fall arresting force over at least the thighs, shoulders and pelvis, with provisions for attaching a lanyard, lifeline, or deceleration device.

COMPETENT PERSON. An individual knowledgeable of fall protection equipment, including the manufacturer's recommendations and instructions for the proper use, inspection, and maintenance; and who is capable of identifying existing and potential fall hazards; and who has the authority to take prompt corrective action to eliminate those hazards; and who is knowledgeable of the requirements contained in this chapter regarding the installation, use, inspection, and maintenance of fall protection equipment and systems.

FULL BODY HARNESS SYSTEM. A full body harness and lanyard which is either attached to an anchorage meeting the requirements of this chapter; or it is attached to a horizontal or vertical lifeline which is properly secured to an anchorage(s) capable of withstanding the forces specified in WAC 296-880-095

CONTROL ZONE. Areas between warning line and the unprotected sides and edges of the walking/working surface.

DECELERATION DEVICE. Any mechanism, such as a rope grab, ripstitch lanyard, specifically woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

DROP LINE. A vertical lifeline secured to an upper anchorage for the purpose ofattaching a lanyard or device.

FALL ARREST SYSTEM. A fall protection system that will arrest a fall from elevation. Fall arrest systems include personal fall arrest systems that are worn by the user, catch platforms, and safety nets.

FALL PROTECTION WORK PLAN. A written planning document in which the employer identifies all areas on the job site where a fall hazard of ten feet or more exists. The plan describes the method or methods of fall protection to be used to protect employees, and includes the procedures governing the installation, use, inspection, and removal of the fall protection method or methods which are selected by the employer. See WAC 296-880-10020

FALL-RESTRAINT SYSTEM. A system in which all necessary components function together to restrain/prevent an employee from falling to a lower level. Types of fall restraint systems include standard guardrail systems, personal fall restraint systems, warning line systems, or a warning line system and safety monitor.

FALL DISTANCE. The actual distance from the worker’s support to the level where afall would stop.

HARDWARE. Snap hooks, D-rings, bucklers, carabiners, adjusters, or O-rings, that are used to attach the components of a fall protection system together.

HORIZONTAL LIFELINE. A rail, rope, wire, or synthetic cable that is installed in a horizontal plane between two anchorages and used for attachment of a worker's lanyard or lifeline device while moving horizontally; used to control dangerous pendulum like swing falls.

LANYARD. A flexible line of webbing, rope, or cable used to secure a positioning harness or full body harness to a lifeline or an anchorage point usually two, four, or six feet long.

LEADING EDGE. The advancing edge of a floor, roof, or formwork which changes location as additional floor, roof, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side or edge" during periods when it is not actively and continuously under construction

LIFELINE. A vertical line from a fixed anchorage or between two horizontal anchorages, independent of walking or working surfaces, to which a lanyard or device is secured. Lifeline as referred to in this text is one which is part of a fall protection system used as back-up safety for an elevated worker or as a restraint for workers on a flat or sloped surface.

LOCKING SNAP HOOK. A connecting snap hook that requires two separate forces to open the gate; one to deactivate the gatekeeper and a second to depress and open the gate which automatically closes when released; used to minimize roll out or accidental disengagement.

LOW-PITCHED ROOF. A roof having a slope equal to or less than 4 in 12.

POSITIONING DEVICE SYSTEM. A full body harness or positioning harness that is worn by an employee and is rigged to allow an employee to be supported on an elevated vertical or inclined surface, such as a wall, pole or column and work with both hands free from the body support.

RESTRAINT LINE. A line from a fixed anchorage or between two anchorages to which an employee is secured in such a way as to prevent the worker from falling to a lower level.

ROPE GRAB. A fall arrester that is designed to move up or down a lifeline suspended from a fixed overhead or horizontal anchorage point, or lifeline, to which the full body harness is attached. In the event of a fall, the rope grab locks onto the lifeline rope through compression to arrest the fall. The use of a rope grab device is restricted for all restraint applications.

SAFETY MONITOR SYSTEM. A type of fall restraint system in which a competent person whose only job responsibility is to recognize and warn employees of their proximity to fall hazards when working between the warning line and the unprotected sides and edges, including the leading edge of a low pitch roof or other walking/working surface.

SELF-RETRACTING LIFELINE. A deceleration device which contains a wound line which may be slowly extracted from, or retracted onto, the device under slight tension during normal employee movement, and which after onset of a fall, automatically locks the drum and arrests the fall.

SHOCK ABSORBING LANYARD. A flexible line of webbing, cable, or rope used to secure a full body harness to a lifeline or anchorage point that has an integral shock absorber.

SNAP HOOK. A connecting snap hook that requires two separate forces to open the gate; one to deactivate the gatekeeper and a second to depress and open the gate which automatically closes when released; used to minimize roll out or accidental disengagement.

STEEP ROOF. A roof having a slope greater than 4 in 12.

UNPROTECTED SIDES AND EDGES. Any open side or edge of a floor, roof, balcony/deck, platform, ramp, runway, or walking/working surface where there is no standard guardrail system, or parapet wall of solid strength and construction that is at least thirty-nine inches in vertical height

WALKING/WORKING SURFACE. Any surface, whether horizontal or vertical on which an employee walks, works, or gains access to a work area or workplace location. Walking/working surfaces include, but are not limited to, floors, the ground, roofs, ramps, bridges, runways, stairs, dockboards, formwork, and reinforcing steel but not including ladders.

WARNING LINE SYSTEM. A barrier erected on a walking and working surface or a low pitch roof (four in twelve or less), to warn employees that they are approaching an unprotected fall hazard(s).

WORK AREA. That portion of a walking/working surface where job duties are being performed.

APPENDIX 9-E
RESCUE OF INJURED WORKER FORM

CUSTOM HOMES

RESCUE OF INJURED WORKER

NAMES OF PERSONNEL TRAINED IN FIRST AID:

NAME	COMPANY	ROLE

PROCEDURES:

1. Qualified and Competent Person immediately take charge.
2. Secure the accident scene, confirm that the scene is safe, and protect the injured person from further injury.
3. Call for help and call 911.
4. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
5. Administer first aid and CPR as you wish (Good Samaritan Law applies).
6. Remain with the injured person until relieved by other authorized persons (Fire Dept./EMT, etc.).
7. Do not move anything unless necessary, pending investigation of the incident.
8. Notify owner or top management
9. When the injured person's immediately family is known, notify family members, preferable in person, or have an appropriate person do so.

OTHER FALL HAZARDS

TASK	HAZARD	PROTECTION

PREPARED BY:

_____

DATE:

_____