

Advance Employment

CONSTRUCTION

SAFETY PROGRAM



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ADVANCE EMPLOYMENT CONSTRUCTION SAFETY PROGRAM

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ADVANCE EMPLOYMENT SAFETY PROGRAM

SAFETY AND HEALTH POLICY

Advance Employment believes that **NO JOB OR NO TASK IS MORE IMPORTANT THAN OUR WORKERS' HEALTH AND SAFETY.**

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

Every procedure must be a safe procedure. Shortcuts in safe procedures by either foremen or workers will not be tolerated.

If a worker observes any unprotected job, which may pose a potential threat to their health or safety, he or she must inform management and management must take adequate precautions.

IF A JOB CANNOT BE DONE SAFELY IT WILL NOT BE DONE.

OUR FUTURES ARE ONLY BUILT THROUGH OUR PEOPLE. WE AIM TO PROTECT THEM.

(Client Signed)

ADVANCE EMPLOYMENT SAFETY AND HEALTH OBJECTIVES

Advance Employment plans to achieve worker safety and health through the following:

- A. Using a qualified safety person, who communicates regularly with Construction Safety site-specific personnel.
- B. Making regular job site safety inspections.
- C. Enforcing the use of safety equipment.
- D. Following safety procedures and rules.
- E. Providing on-going safety training.
- F. Enforcing safety rules and using appropriate discipline.

ADVANCE EMPLOYMENT JOB SITE INSPECTIONS

The safety person or other designated person will tour each job site once a month and observe potential safety/health hazards, including the potential hazards of confined spaces and develop a plan for safeguarding Advance Employment associates which may include the following:

1. Removing the hazard.
2. Guarding against the hazard as required by MIOSHA.
3. Providing personal protective equipment and enforcing its use.
4. Training workers in safe work practices.
5. Coordinating protection of workers through other contractors.
6. Advance Employment Associates are not allowed to be in confined spaces, aloft, on roofs, on scaffolds, or on ladders above 6 feet.

A record of all safety inspections and correctional steps will be kept in the client file.

ADVANCE EMPLOYMENT SAFETY PERSON

Bonita Bowers

Name

Is the designated person to administer the safety and health program for Advance Employment. The responsibilities for this position are as follows:

1. Being knowledgeable of potential job hazards.
2. Assuring compliance with MIOSHA construction safety and health standard requirements.
3. Making regular safety inspections.
4. Establishing safety procedures.
5. Correlating regular safety training with lead persons.
6. Maintaining safety records.

ADVANCE EMPLOYMENT PERSONAL PROTECTIVE EQUIPMENT POLICY

1. Head protection will be worn on **ALL** job sites when the potential for falling objects, hair entanglement, burning, or electrical hazards may be present.
2. Eye protection will be worn at all times when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.
3. Protective footwear shall be worn to protect from falling objects, chemicals, or stepping on sharp objects. A leather or faux leather work boot that covers the ankle and has a substantial sole must be worn at all times while on an assignment with Advance Employment. **Athletic or canvas-type shoes shall not be worn.**
4. Protective gloves or clothing shall be worn when required to protect against a hazard.

ADVANCE EMPLOYMENT SAFETY RULES

ALL OF ADVANCE EMPLOYMENT'S SAFETY RULES **MUST** BE OBEYED. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION.

1. Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both may be the result.
2. Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, and safety shoes are required for protection against foot injuries.
3. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
4. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately. Contact your Advance Employment Representative at 888-JOB-TEAM immediately.
5. Watch where you are walking. Do not run.
6. The use of illegal drugs or alcohol or being under the influence of the same on any Advance Employment project shall be cause for termination. Inform your Advance Employment supervisor if you are taking prescription drugs that warn against driving or using heavy equipment or machinery.
7. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
8. Sanitation facilities will be provided for your use. Defacing or damaging these facilities is forbidden.
9. A good job is a clean job, and a clean job is the start of a safe job. So keep your working area free from rubbish and debris.
10. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
11. Never work aloft. You are NEVER to be off of the ground more than 6 foot unless written permission is obtained from the Advance Employment Safety person. A copy of written permission will be kept in the client file.
12. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
13. Know where firefighting equipment is located and be trained on how to use it.

14. Lift correctly – with your legs, not your back. If the load is too heavy: **GET HELP**. Stay fit. Control your weight. Do stretching exercises. Advance Employment has provided you with a daily stretching routine to prevent injury. Your body is your machine and you must maintain it properly.
15. Nobody but operator shall be allowed to ride on equipment unless proper seating is provided. Advance Employment associates will not be allowed to operate heavy equipment or machinery unless specific written approval has been obtained. A copy of this document will be kept in the client file.
16. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
17. Be sure that all guards are in the correct place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
18. Do not enter an area which has been barricaded.
19. If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes.
20. Never oil, lubricate, or fuel equipment while it is running or in motion.
21. Before servicing, repairing, or adjusting any powered tool or piece of equipment, you must be trained on how to disconnect it, lock out the source of power, and tag it out.
22. Barricade danger areas. Guard rails or perimeter cables may be required.
23. Advance Employment associates are not allowed in trenches at any times. Any Advance associate that is responsible for moving stored material shall not be closer than 2 feet from the edge of any trench. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation.
24. Use the "four and one" rule when using a ladder. One foot of base for every four feet of height. **Advance Employment associates are not allowed to be more than 6 foot off of the ground at any time.**
25. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
26. Defective ladders must be properly tagged and removed from service.
27. Keep ladder bases free of debris, hoses, wires, materials, etc.
28. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.

29. Never throw anything "overboard." Someone passing below may be seriously injured.
30. Open fires are prohibited.
31. Know what emergency procedures have been established for your job site. (location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, and job site supervisor, etc.)
32. Advance Employment associates are **Never** to enter a manhole.

ADVANCE EMPLOYMENT JOB SAFETY TRAINING

- A. After inspecting a job site, the safety person or other designated person will identify and evaluate all potential hazards for:
 - 1. Injury Severity potential.
 - 2. Probability of an accident.

- B. This person will also appraise the skill and knowledge level of exposed workers.

- C. Appropriate Training will be given.
 - 1. Hazards will be immediately pointed out.
 - 2. Necessary precautions will be explained and implemented.
 - 3. The higher the hazard the more detailed will be the training.

- D. Records will be maintained for all training sessions with descriptions of topics covered and names of workers trained.

ADVANCE EMPLOYMENT SAFETY DISCIPLINE

A. Three-Step System

- | | |
|-------------------|------------------------------------------------------------------|
| First violation: | Written warning; copies to employee and employee's file. |
| Second violation: | Written warning; suspension for full day without pay. |
| Third violation: | Written report for file and may result in immediate termination. |

B. A record will be maintained of all discipline.

POWER LOCKOUT PROCEDURE

Lockout procedure for Advance Employment.

I. PURPOSE

The purpose of this procedure is to assure that employees are protected from unintended machine motion or unintended release of energy which could cause injury.

II. MANAGEMENT RESPONSIBILITIES

- A. Each supervisor shall train new associates and periodically instruct all of their associates regarding provisions and requirements of this lockout procedure.
- B. Each supervisor shall effectively enforce compliance of this lockout procedure including the use of corrective disciplinary action where necessary.
- C. Each supervisor shall assure that the locks and devices required for compliance with the lockout procedure are provided to their employees.
- D. Prior to setting up, adjusting, repairing, servicing, installing, or performing maintenance work on equipment, machinery, tools, or processes, the client's job site-supervisor shall determine and instruct the associate of the steps to be taken to assure they are not exposed to injury due to unintended machine motion or release of energy.

III. ASSOCIATES RESPONSIBILITY

- A. Advance Employment associates shall comply with the lockout procedure.
- B. Associates shall consult with their client job site-supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.
- C. Associates shall obtain and care for the locks and other devices required to comply with the lockout procedure.

IV. GENERAL

- A. The power source of any equipment, machine, tool, or process to be set-up, adjusted, repaired, serviced, installed, or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury, such a power source shall be locked out by every Advance Employment associate who has been properly trained to do the work. Sources of energy, such as springs, air, hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.
- B. Safety locks are for the personal protection of Advance Employment's associates and are only to be used for locking out equipment.
- C. Safety locks, adapters, and "Danger Tags" can be obtained from a client job site-supervisor.
- D. Equipment locks and adapters can be obtained from the client job site-supervisor. The sole purpose of the "Equipment" lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted. The locks are not to be used as a substitute for the associate's personal safety lock.
- E. Personal locks shall contain a tag with associate's name on it.
- F. One key of every lock issued shall be retained by the associates to whom it was issued and the only other key to the lock shall be retained by the client job site-supervisor.
- G. Associates shall request assistance from their client job site-supervisor if they are unsure of where or how to lockout equipment.
- H. Any questions concerning the lockout procedure should be directed to the associate's client job site-supervisor.

V. LOCKING OUT AND ISOLATING THE POWER SOURCE

- A. Equipment, machines, or processing main disconnect switches shall be turned off and locked in the off position only after the electrical power is shut off at the point of operator control. Failure to follow this procedure may cause arcing and possibly an explosion.
- B. Equipment/tools connected to over a 110 volt source of power by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out.
- C. Equipment/tools connected to a 110 volt source of power by a plug-in cord shall be considered locked out if the plug is disconnected and tagged with a "do not start tag."
- D. After locking out power source, the associate shall try the equipment, machine, or process controls to ensure no unintended motion will occur; or test the equipment, machine or

process by use of appropriate test equipment to determine that the energy isolation has been effective.

- E. When two or more associates work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves, etc. in the nonoperative (off) position.
- F. An associate who is assigned to a job and upon arrival finds an "Equipment Lock," "Adaptor," and "Danger Tag" affixed to the equipment shall take the following action:
 - 1. Affix his/her personal lock to the "Equipment Adaptor."
 - 2. Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.
 - 3. Try the controls to ensure no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine, or process by use of appropriate test equipment to determine that the energy isolation has been effective. **(Such testing equipment is only to be employed by trained qualified personnel.)**

VI. PERFORMING TEST AND ADJUSTMENTS DURING LOCKOUT

- A. Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if it is necessary to continue work after completing the test or adjustments.
- B. If the associate leaves the job before its completion, such as job reassignment, the employee shall remove his/her personal lock and adaptor and replace it with an "Equipment" lock and adaptor. In addition, the associate will prepare and attach a "Danger Tag" indicating the reason the equipment is locked out (should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the "Equipment" lock, adaptor and the "Danger Tag").
- C. Upon completion of the work, each employee will remove his/her lock, rendering the machine operable when the last lock is removed.
- D. The associate responsible for removing the last lock, before doing so, shall assure that all guards have been replaced, the equipment, machine, or process is cleared for operation, and appropriate personnel notified that power is being restored. This associate is also responsible for removing the "Equipment" lock and returning it to the supervisor.

VII. EMERGENCY SAFETY LOCK REMOVAL

- A. The client's job site-supervisor, or other designated management person, will be authorized to remove an associate's lock under the following conditions:
 - 1. Receipt of a written request signed by the appropriate supervisor which shall state the reason the employee is not able to remove the lock.
 - 2. The supervisor is responsible for making certain all the requirements for restoring power are followed.

GENERAL CONFINED SPACE ENTRY PROCEDURE

1. There is never a time that any Advance Employment associate will be allowed in confined or general confined spaces. NO **EXCEPTIONS!**

EMERGENCY PROCEDURES

In case of an emergency on site the following procedures should be instituted at each job site that an Advance Employment associate is present:

1. Method of communication should be determined at each site, telephone, radio, etc.
2. Emergency telephone numbers should be posted and are as follows:
 - a. Police-911
 - b. Fire-911
 - c. Medical service-911
 - d. Advance Employment-1-888-JOB-TEAM
3. Post near communication station the address of your site.
4. Post names of first aid responders on site.
5. Designate person to direct emergency crews to site of emergency.
6. Instruction to each associate if known harmful plants, reptiles, animals, or insects, are present regarding all of the following:
 - a. The potential hazards.
 - b. How to avoid injury.
 - c. Applicable first aid procedures to be used in the event of injury.

CARING FOR BITES AND STINGS

| | Insect Bites | Spider Bite / Scorpion Sting | Marine Life Stings | Snake Bites | Animal Bites |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signals | <p>Stinger may be present</p> <p>Pain</p> <p>Swelling</p> <p>Possible allergic reaction</p> | <p>Bite Mark</p> <p>Swelling</p> <p>Pain</p> <p>Nausea and vomiting</p> <p>Difficulty breathing or swallowing</p> | <p>Possible marks</p> <p>Pain</p> <p>Swelling</p> <p>Possible allergic reaction</p> | <p>Bite Mark</p> <p>Pain</p> | <p>Bite Mark</p> <p>Bleeding</p> |
| Care | <p>Remove stinger – scrape it away or use tweezers</p> <p>Wash wound</p> <p>Cover</p> <p>Apply a cold pack</p> <p>Watch for signals of allergic reaction</p> | <p>Wash wound</p> <p>Apply a cold pack</p> <p>Get medical care to receive antivenin</p> <p>Call local emergency number, if necessary</p> | <p>Initially, soak area in salt water</p> <p>Apply cold pack or paste of baking soda or meat tenderizer</p> <p>Call local emergency number, if necessary</p> | <p>Wash wound</p> <p>Keep bitten part still, and lower than the heart</p> <p>Call local emergency number</p> | <p>If bleeding is minor – wash wound</p> <p>Control bleeding</p> <p>Apply antibiotic ointment</p> <p>Cover</p> <p>Get medical attention if wound bleeds severely or if you suspect animal has rabies</p> <p>Call local emergency number or contact animal control personnel</p> |

WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL

The following hazard communication program has been established for Advance Employment. This program will be available for review by all associates.

I. HAZARD DETERMINATION

Advance Employment will be relying on client job site contractor for Material Safety Data Sheets from suppliers to meet determination requirements.

II. LABELING

- A. Advance Employment will rely on their client to be responsible for ensuring that all containers coming in are properly labeled.
- B. All labels shall be checked by Advance Employment's Client for:
 - 1. Identity
 - 2. Hazard
 - 3. Name and address of responsible party
- C. Advance Employment's client shall be responsible for seeing that all portable containers used in their work areas are labeled with identity and hazard warning.
- D. Advance Employment associates are never to move portable containers to their work area without verifying that they have been labeled with the proper MSDS label.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. Advance Employment's client will be responsible for compiling the master MSDS file. It will be kept at each job site.
- B. Copies of MSDSs for all hazardous chemicals to which employees may be exposed will be kept in a file at the clients facility.
- C. MSDSs will be available for review to all associates during each work shift. Copies will be available upon request to client's job site supervisor.
- D. Advance Employment will require their client to provide the required MIOSHA Right-To-Know posters and postings notifying Advance Employment associates of new or revised MSDSs within five (5) days of receipt of new or revised MSDSs.

IV. EMPLOYEE INFORMATION TRAINING

- A. Advance Employment shall coordinate and maintain records of training conducted for all Advance Employment associates..
- B. Before starting work each new Advance Employment associate will be given a complete orientation. In this orientation each associate will be given information on:
 - 1. Chemicals and their hazards in the workplace.
 - 2. How to lessen or prevent exposure to chemicals.
 - 3. Procedures to follow if they are exposed.
 - 4. How to read and interpret labels and MSDSs.
 - 5. Where to locate MSDSs and from whom they may obtain copies.
- C. The associate will be informed that:
 - 1. The employer is prohibited from discharging, or discriminating against, an associate who exercises the rights regarding information about hazardous chemicals in the workplace.
 - 2. As an alternative to requesting an MSDS from the employer the associate may obtain a copy from the Department of Public Health.
- D. Documentation will be kept of all orientations. These records will be kept by Advance Employment in the associate file.
- E. Advance Employment's client will agree to provide each associate with information on any new hazardous chemical that is introduced into the workplace..

VII. PIPE AND PIPING SYSTEMS

- A. Information on the hazardous contents of pipe and piping shall be made readily available by client's job site-supervisor.
-