
Keystone Constructors, Inc.

Safety Program

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Statement of Corporate Policy
Concerning Safety, Health, and Environmental Issues

It is the policy of Keystone Constructors, Inc. to perform work in the safest manner possible. Determining the safest manner to perform the work will be based upon sound engineering and technical safety practices within the industry. For this purpose, Keystone Constructors, Inc. has developed this plan to direct the corporation's effort to reduce injuries, protect the health of workers, and maintain the environment.

Each Vice President, Division Head, Project Manager, Superintendent (Supervisor), and Foreman (Supervisor) is charged with the direct responsibility and accountability for the safety, health, and environmental consequences of the people they are supervising and directing. It is the responsibility of all members of management to require safe work from all employees. Each employee has a commitment to work safely. Those employees who are not committed and therefore not working safely are subject to immediate discharge. For the purpose of this document, the term Superintendent (Supervisor) identifies the highest ranking Keystone Constructors, Inc. employee on the project, although the person may not have pay grade of Superintendent (Supervisor), if he/she has the responsibility for the project then this policy applies.

The corporation has assigned the designated safety responsible upper management staff member the responsibility to be an administrator, advisor, and consultant to management on safety, health, and environmental matters. The Designated safety responsible upper management staff member is directed by and accountable to the Vice President Resource Manager. The Designated safety responsible upper management staff member shall monitor every work activity to evaluate compliance with corporate, owner, federal, state, and local standards, laws, rules, and regulations. The designated safety responsible upper management staff member must keep management aware of trends in incidents that could indicate an apparent problem. The designated safety responsible upper management staff member is

charged with the duty of educating all employee levels within the corporation in incident prevention measures and safety awareness. The designated safety responsible upper management staff member will assure the timely investigation of all incidents and injuries within the corporation and report the findings to management.

The designated safety responsible upper management staff member will offer recommendations to management that will prevent the recurrence of these incidents and the conditions that allowed them to happen.

In as much as Keystone Constructors, Inc. may enter into contracts with other contractors, each tier of additional contractors will be required to abide by the provisions of this program. Contractors will obey the rules, regulations, and standards promulgated by the appropriate federal, state, or local agency with the duty of administering safety, health, and environmental protection in the workplace. Keystone Constructors, Inc. and its additional contractors will abide by the Owner's Safety Program as long as the Owner's program is equal to or more stringent than the requirements set forth in the Keystone Constructors, Inc. or any additional contractor's programs. This should not be viewed as relieving, in any way, the Contractor from administering his/her own safety, health, and environmental program. The responsibility for the contractor's employees and their actions continues to rest solely with that contractor. Keystone Constructors, Inc. does not and will not accept this responsibility for the safety of other contractor's employees, for other contractors, or the owner.

Each Keystone Constructors, Inc. employee has a vested interest in preserving a safe working environment and by working safely has the long term interest of Keystone Constructors, Inc. as part of their responsibility, also. Employees who do not show an interest in working safely are a detriment to the long-term survival of Keystone Constructors, Inc. and are subject to severe disciplinary action, including but not limited to termination of employment. Employees that exhibit interest in safety are rewarded with long term employment, promotion, and advancement in the Company.

Since working safely is a basic premise in obtaining the type of client Keystone Constructors, Inc. will pursue, safety is a fundamental requirement of keeping the existing work we have and obtaining future work with these clients. Every person within this company must exhibit the understanding that safety has an economic value to this company.

Corporate Safety and Health Program

The following are general safety and health rules that apply to all operations and establish a minimum level of safety performance. Each project may have equal to or more stringent rules and standards as may be necessary to meet the specific requirements of that project. The Designated safety responsible upper management staff member and the appropriate manager of the project will agree to any deviations from this program.

Chapter I -- General

1. Supervision (Superintendent, Foreman, etc.) cannot delegate their safety responsibilities to their employees or other employees.
2. Performance in the management of incident prevention, occupational health, and environmental protection shall be a significant factor in the evaluation of overall performance and potential for any individual having operational management or supervisory responsibility.
3. Supervisors are expected to assure the safety of their crewmembers. The Supervisor is held directly accountable for the actions of the crewmember.
4. It is the responsibility of the Supervisor to correct any unsafe actions of employees within his/her crew immediately. The Supervisor is expected to take appropriate disciplinary action against any crewmember violating the safety rules.
5. It is the responsibility of each Supervisor to ensure his/her employees receive a pocket card that gives instructions to the employee concerning the action to be taken in case of an on-the-job injury. The Supervisor will contact the first available person on the pocket card to ensure the employee is taken care of for an on-the-job injury.
6. The Supervisor has the direct responsibility of investigating any incident or injury within his/her crew within twenty-four hours and to report his/her findings to the Designated safety responsible upper management staff member. Unless prior approval is given, this report must be in writing. In addition, all incidents must be reported to the Human Resource Department immediately by phone. At a minimum this report shall contain:

- a. The facts leading up to the incident or injury
 - b. The cause of the injury and how it could have been prevented
 - c. Identify any witnesses to the incident or injury
 - d. The actions the Supervisor instituted to prevent the recurrence of this type of incident or injury
7. The Superintendent (Supervisor) will designate a senior person within the project to be assigned the duty of Safety Leader for the project. This may be the Superintendent (Supervisor), Foreman, Timekeeper, Lead Personnel, or Craftsman. A Safety Leader for the project cannot be given operational authority for the project, but is to monitor and advise the Project Manager and Superintendent (Supervisor) on these issues within the project. The responsibility of the Safety Leader is to heighten safety awareness and to keep his/her eyes open to apparent safety hazards and violations in the workplace and report these to his/her Superintendent (Supervisor).
 8. Each Supervisor/Superintendent is directly responsible for conducting a weekly safety meeting with his/her crew. This should not be construed as replacing mass safety meetings but the Supervisor/Superintendent is expected to have a safety meeting even though there may be a mass safety meeting held.
 9. Once a month (GFCIs per week) the Superintendent (Supervisor) will ensure the inspection of all safety items found on the Supervisor's Safety Meeting Form. These safety items include, but are not limited to:

<input type="checkbox"/> safety harnesses	<input type="checkbox"/> chokers
<input type="checkbox"/> slings	<input type="checkbox"/> chain falls
<input type="checkbox"/> ladders	<input type="checkbox"/> scaffolding
<input type="checkbox"/> electrical equipment and tools	<input type="checkbox"/> fire extinguishers
<input type="checkbox"/> first aid kits	<input type="checkbox"/> rescue equipment
<input type="checkbox"/> cranes	<input type="checkbox"/> forklifts and vehicles
<input type="checkbox"/> excavations and trenching	<input type="checkbox"/> location (job site)
 10. The Superintendent (Supervisor) will personally conduct a safety inspection of the entire work site weekly, taking whatever corrective action is necessary.
 11. The Superintendent (Supervisor) will determine if hair, clothing, or jewelry worn by an employee is a hazard and if it is, take the steps necessary to correct the situation by having the employee modify his/her appearance to eliminate the hazard. Hairnets, ponytails, or other means of keeping hair from being a hazard should be utilized. Consult with the designated safety responsible upper management staff member and the Resource Manager for further assistance.
 12. It is the responsibility of each supervisor to foster a safety environment among his/her workers. The supervisor must require safe work from each worker and to encourage the workers to take an active part in the safety program.

Chapter II -- Orientation of New Employees

1. The Designated safety responsible upper management staff member, Human Resource Department, and the Superintendent (Supervisor) are to assure that every new employee has had the 10-Hour Safety orientation and training on the corporation's safety policies and programs before he/she is allowed to go to work. The Superintendent (Supervisor) is responsible for giving a site-specific orientation that covers the sites safety rules and general job site rules.
2. The job site orientation shall consist of the following:
 - Informing the new employee of these safety policies
 - The hazard communication program
 - Incident prevention measures that may be required
 - The steps necessary to report an incident or injury
 - The safety equipment required on that project
 - Safety instructions specifically required for the job to which the employee is assigned
 - The corporation's drug-free workplace policies
3. The job site orientation is required for employees who are assigned to this project for the first time or an employee whose last assignment to the project has been over six months ago.
4. The project will maintain a written record that this orientation was given. Place this information in the Supervisor's Safety Meeting Report.
5. Human Resource is responsible for the issue of the safety information to each new or temporary employee. Each employee will be asked to sign an acknowledgement, indicating the employee has read the safety information and will abide by the rules set forth in the safety program.
6. Issue each employee newly assigned to the job site an incident notification card detailing the steps necessary to report an on-the-job injury. The Supervisor will assure the card has all the necessary local telephone numbers for someone to contact on the project.

Chapter III-- Personal Protective Equipment

1. The employee will be expected to wear and utilize personal protective equipment as required by the corporation.
2. The personal protective equipment belonging to the employee must meet the requirements of the employer or the employee will not be allowed to use his/her personal equipment.

3. The minimum personal protective equipment for the project will be established by the Project Manager and the designated safety responsible upper management staff member. Keystone Constructors, Inc. employees will wear a pair of safety glasses with side shields and steel toe boots as safety equipment. Shirts with a sleeve and a pair of full-length pants are required as a minimum. Hard hats, where required, will be worn with the bill of the hat facing forward.
4. The employee will be adequately instructed in the proper way to wear and use each piece of required personal protective equipment.
5. All hard hats worn by employees will meet the American National Standards Institute (ANSI) Z89.1-1981 and ANSI Z89.2-1971. Hard hats will be worn with the brim to the front. The only exception will be welders who may turn their hats around as they are welding. Only Keystone Constructors, Inc. issued hardhats will be authorized.
6. All eye protective devices will meet ANSI Z87.1-1979 standards. Employees will wear approved safety glasses with side shields at all times during normal operations. More effective eye protective devices are required when employees are grinding, chipping, handling chemicals, or performing hazardous work.
7. Visitors will be required to wear eye protection and possibly hard hats.
8. Any employee working more than six feet off the floor or the ground is required to wear a safety harness and have the lanyard firmly attached to a stationary object capable of supporting 5400 lbs. of weight.
9. This procedure establishes the methods of wearing, using, and inspecting safety harnesses, lanyards, static lines and lifelines, commonly known as fall protection devices. All fall protection devices will be inspected monthly and the inspection will be documented on the Supervisor's Safety Meeting Report.
10. The following personal protective equipment will be provided to the employee by the company, upon approval by the Superintendent (Supervisor) (Supervisor) – hearing protection in accordance with 10/05/2009 memo "HEARING CONSERVATION", safety glasses, hard hat, welding gloves, welding sleeves, and respirators In accordance with "Respiratory Protection Program" dated 10/05/2009. Additional equipment may be necessary.
11. The employee will be issued a pair of safety glasses upon reporting to work, if lost the employee can expect to be charged for the next pair of glasses. If glasses become damaged and the employee presents the damaged glasses to the Superintendent (Supervisor) then they will be replaced at no charge to the employee. Employees required to wear prescription eyewear are expected to obtain this eyewear as soon as possible, the

corporation will not pay for this eyewear. Until this eyewear is obtained the employee will wear goggles over his non-approved eye wear.

12. **NO** employee will be eligible to receive all of this equipment at one time without the approval of the Superintendent (Supervisor). Before welding equipment or respirators will be issued, the Superintendent (Supervisor) must communicate with the Shop, call or send a note stating what the employee needs.
13. Employees who intentionally damage or habitually lose their PPE will be subject to payment of the replacement cost or other disciplinary action.
14. Employees are expected to provide their own prescription safety glasses, steel toe boots, and any other equipment that is personally fitted to their size, weight, or used exclusively by the worker. The exception to this requirement is a respirator, which will be furnished by the Company if required by a regulatory standard.

Definitions:

Safety Harness - a device worn around portions of a worker's body that, along with a lanyard or lifeline, provide protection for a worker.

Static Line - a cable or rope strung horizontally from one object to another, providing a means of traveling between those two objects and maintaining fall protection at all times.

Fall Protection must be worn and used in the following circumstances:

- ⇒ On all stages, floats, and any type of suspended scaffolding
 - ⇒ On all scaffolding with incomplete decking or handrails
 - ⇒ On sloping roofs
 - ⇒ Within six feet of the edge of floors or roofs where handrails or wire rope railing are not provided
 - ⇒ On ladders more than six feet high
 - ⇒ In areas more than six feet above any adjacent working surface when placing and tying reinforcing steel in walls, piers, or columns
 - ⇒ When removing flooring or guard rails for any reason
 - ⇒ In precarious positions at any height
 - ⇒ In areas exposed to being impaled on an object due to a fall
13. Safety harnesses should be worn so that the D-ring and the lanyard are centered in the back of the wearer. All straps and attachments on the harness will be secured and in use before a fall potential is created.

14. The lanyard may be of any length necessary to reach a substantial object but shall not allow a fall distance of greater than six feet.
15. Personal protective equipment will be maintained in a maximum state of readiness and be properly maintained.
16. Tinted safety glasses are not alternative to burning goggles. Burning goggles are the most effective protection for the hazards associated with oxygen and acetylene burning and must be worn by all employees who are cutting metal with an oxyacetylene torch.
17. Prior to each use, the wearer will personally inspect his/her safety harness, lifeline, and lanyard. Once monthly, the Supervisor will inspect each fall protection device within his/her crew and document this inspection in the Supervisor's Safety Meeting Report.
18. The employee and/or the Supervisor will inspect the following:
 - Stitching for breaks or damage
 - Buckles for cracks or damage
 - Rivets that may have pulled out or been damaged by chemicals
 - Lanyards for damage due to cuts, abrasions, burns, and chemical induced damage
19. Per OSHA requirements – **the use of a safety belt is no longer allowed.**

Chapter IV – Safety Enforcement and Planning the Work

1. The Supervisor will be the primary person to support the safety efforts of the corporation. The Supervisor is the primary source of safety enforcement. Enforcement actions taken by supervision will be documented in the Daily Log and reported to the Project Manager and the designated safety responsible upper management staff member. All members of management have a responsibility to enforce the safety rules.
2. The Project Manager will consult with the designated safety responsible upper management staff member to define the safety, health, and environmental requirements of the project. The Project Manager, along with onsite supervision, will determine the equipment and the steps necessary to accomplish the work in a safe manner.
3. The planning necessary to prepare the project to cope with possible emergencies will be part of the pre-work planning process. At least one person onsite at all times will have a current American Red Cross First Aid card. The first aider must be retrained every three years to maintain current status. The Human Resource Department will advise the Project Manager of the status of first aid cardholders on his/her project.

Chapter V – Inspections and Surveys

1. The Superintendent (Supervisor) will make weekly inspection of the project for no other purpose than inspecting for safety, health, and environmental conditions, He/she will report in writing to the Designated safety responsible upper management staff member his/her findings. The Superintendent (Supervisor) may appoint another senior member of the project staff to conduct any other inspections.
2. The Superintendent (Supervisor) should assign the other Supervisors on the project the responsibility of correcting any infractions or conditions discovered during the weekly walk through.
3. *The Superintendent (Supervisor) will report any infractions found during the weekly inspection of the project and the corrective action taken concerning the infraction. This report will be reported in the weekly supervisor's safety meeting report.*
4. The Superintendent (Supervisor) shall report immediately to the Designated safety responsible upper management staff member any inspection by a government agency for the purpose of evaluating safety, health, or environmental conditions. Do not allow the inspection until you have notified the home office and determined from the compliance officer the purpose and scope of the inspection.
5. The Superintendent (Supervisor) or Supervisor will accompany the OSHA inspectors at all times while they are on the job site and will take notes of all they hear or are told by the inspectors. **Do not** volunteer information to the OSHA inspector.
6. The Superintendent (Supervisor) will report to the designated safety responsible upper management staff member the instructions and comments made by the OSHA inspector or representative of the governmental agency. If a citation is received on the job site, a copy of the citation should be sent to the office immediately.
7. The Designated safety responsible upper management staff member will complete a safety inspection report for the project when he makes an inspection. Corrective action to those items noted is expected.

Chapter VI – Fire Prevention and Protection

1. The responsible Supervisor will evaluate all ongoing work to assure fires will be prevented. This may require special measures, such as rearranging the work so fire potentials can be reduced or adding additional fire protection equipment to assure a quick and adequate fire control, should a fire be started by the work.
2. *Those employees assigned to work as "fire watch" will be trained to operate a fire extinguisher, how to report a fire, and direct co-workers to the appropriate exit from the building.*
3. The job site must have adequate means to immediately control housekeeping problems. This means people, containers, and other equipment necessary to clean up the work areas. Trash and rubbish will be promptly removed to a safe location.
4. Fire prevention measures should include the control of hot slag and of welding sparks. Also, through the use of fire blankets and persons assigned as fire watches to maintain diligent watch for fires and knowing how to sound a warning should a fire be started, the magnitude of a fire may be reduced.
5. Fire suppression systems such as sprinkler systems and inert gas suppression systems will not be dismantled or prevented from operation due to our work without the written, expressed approval of the owner.
6. The project will follow the owner's hot work, fire, or other permit instruction that may be required. If the owner does not have a permit system, then the Superintendent (Supervisor) must assure that to the best of his/her knowledge that what we are being asked to do is safe and does not pose a threat to personnel or property.
7. Fire Suppression Systems, such as Halon or other inert gas systems that operate automatically, will be designed to insure our employees can safely evacuate the work area before the gas is released and that adequate warning of the impending release is given.
8. Combustibles must be removed from the work area or protected from hot materials and good housekeeping should be maintained. If not removed, materials stored in the work area that are combustible must be protected from the hot work.
9. Adequate fire extinguishing equipment will be maintained on the job site at all times.
10. Fire extinguishers will be inspected each month and a record of this inspection will be maintained in the Weekly Supervisor's Safety Meeting Report.
11. The client should be advised (in writing) to assure that they understand any fire hazards we recognize as being serious.
12. The project must plan for and assure the prompt removal of rubbish and other trash from the work site. Burning of the trash is not allowed without the expressed approval of the Project Manager and the designated safety responsible upper management staff member.

13. Good housekeeping measures are the responsibility of all persons on the job site. Work areas will be kept clean and neat.
14. Fire Extinguishers will be inspected on a monthly basis and will be operational at all times. A discharged fire extinguisher will be filled, cleaned, and returned to service, *immediately*.
15. Every floor in a multiple story building in which Keystone Constructors, Inc. is working will have a fire extinguisher.
16. Every welding operation will have a fire extinguisher within 10 feet of the fire watch and all persons assigned to the welding operations will be familiar with the fire extinguisher and how it operates.
17. Welding operations will be shielded from other operations by screens and other barriers to prevent eye flash burns and the spread of hot slag.

Chapter VII – Manual Lifting and Back Injury Prevention

1. Lifting properly is an employee responsibility and one of those steps necessary to prevent incidents and injuries on the job. Lifting properly is a learned action which includes:
 - Do not be afraid, ashamed, or frightened to ask someone to help you lift an object.
 - Always lift with the leg muscles, not the muscles of the back.
 - Always keep the object being lifted as close to the body as possible. The heaviest end/side of the object should be closest to the body.
 - If at all possible, heavy objects should be lifted from about waist level. This can be accomplished by placing the object on a pallet or table, thus avoiding the major task of lifting from the floor.
 - If at all possible, use a mechanical lifting device versus manual lifting.
 - The employee lifting must avoid having to twist and turn while making the lift.
2. Any employee, who refuses to aid another employee lifting a heavy object, unless he/she has a medical reason for not lifting, will be considered as having committed a major infraction of the corporation's safety policies.
3. Alternatives such as cranes, forklifts, chainfalls, etc. will be used, if at all possible, to avoid manual lifting.
4. Objects that must be lifted should not block the view of the person doing the lifting. If the person doing the lifting has his/her view blocked, then a coworker must act as a guide and help the person get to where they are going.

5. Walking up or down stairs carrying objects that block the lifter's view should be avoided.
6. When long objects are to be carried, the person making the lift will plan and examine the path they will take to assure a safe passage is available. One of the lifters will act as the leader and direct the movements of the others.

Chapter VIII -- Meetings

1. Each project will hold weekly safety meetings for all employees.
2. As long as it does not create a problem, the Superintendent (Supervisor) may select the day and time for the meeting.
3. The meeting shall include the following agenda:
 - A. Take 2 to 5 minutes to cover general information important to the project; e.g. getting to work on time and payroll announcements, etc.
 - B. Take 8 to 14 minutes to cover a specific safety topic selected from the ones on file or as ordered by the Designated safety responsible upper management staff member. In this manner:
 - Announce the topic.
 - Cover the provided materials.
 - Ask someone in the audience to participate.
 - Review.
 - C. Take 2 to 5 minutes to cover the incidents that have occurred the previous week.
 - D. Take 1 to 2 minutes to recap one major general information item and one major safety item.
4. Remember these important points in conducting a safety meeting:
 - Safety meetings are not a one man show, get people to assist and take part in the meeting.
 - If you don't believe in the topic, neither will the audience.
 - If you do not prepare for your presentation, they will know it.
 - Plan your meeting and stick with it.
5. The Safety Leader should assist the Superintendent (Supervisor) in conducting the safety meeting but the Safety Leader cannot conduct the meeting alone.
6. The Designated safety responsible upper management staff member has videotapes and other safety meeting material for Supervisors to use in their safety meetings.

Chapter IX – First Aid & Incident Investigations

To insure that prompt and effective medical assistance is provided to the employees of **Keystone Constructors, Inc.** in case of workplace injury or illness, the following first aid and medical services procedure EHSM “First Aid” policy section #9.0 dated 10/09/2009 is provided as well as appendix for “DESIGNATED MEDICAL TREATMENT FACILITY” and “FIRST AID KIT INVENTORY CHECKLIST & SUPPLY ORDER SHEET”.

It is the responsibility of each manager / supervisor to assure that compliance to the First Aid & Medical Services Procedure is provided.

1. The Supervisor and the Superintendent (Supervisor) will investigate every incident occurring on the project.
2. Every incident will be reported to the designated safety responsible upper management staff member and the Human Resource Department immediately.
3. An Incident Review Committee will investigate and report to the appropriate Division Manager any lost workday incident or medical case when the investigation would be of value to the company.
4. Definitions of incident cases:
 - Job site First Aid Case:** Any employee that is injured and is treated by first aiders, plant employees, or other providers onsite, which does not result in the injured being transported off the site for medical attention, is considered to be a Job site First Aid Case.
 - OSHA First Aid Case:** Any employee that is injured on the job and is treated, seen, or administered to by a physician in a clinic, hospital, infirmary, or medical facility because of the on-the-job injury, but is not restricted or given professional care past the first visit is considered to be an OSHA First Aid Case.
 - OSHA Medical/Recordable Case:** Any employee that is treated by a physician for an on-the-job injury that by the nature of the injury or the treatment rendered would be entered on the OSHA 200 Log Sheet. Examples: Lacerations requiring sutures, strains and sprains requiring prescription medications for pain, or given physical therapy; foreign bodies in the eye that are embedded, cases where splints, casts, or an immobilization device is used, all fractures, and welder’s flash burns.
 - OSHA Restricted Work Activity Case:** Any employee that is injured to the point that the employee by the treatment, or by the nature of the injury is unable to return to his/her normal duties, and is not back to perform the normal function of his/her job description

because of immobilization of a limb or restriction of work activities, is said to be an OSHA Restricted Work Activity Case.

OSHA Lost Workday Case: Any employee injured to the point that a physician instructs the employee not to return to work within twenty-four (24) hours of the injury that the employee would have normally worked is considered to be an OSHA Lost Workday Case. If the employee was scheduled to work overtime, then that day is the next workday the employee would have normally worked.

Chapter X – Excavations and Trenches

1. The Superintendent (Supervisor) is responsible to assure the protection of the general public and Keystone Constructors, Inc. employees from falling into any open trench or excavation. Specifically, the Superintendent (Supervisor) will barricade the trench, assuring that the work area is inaccessible to those that do not have business in the area.
2. Any trench or excavation more than four (4) feet deep will be sloped or benched to minimize cave-ins. If sloping or benching is not possible, then it must be completely shored and braced to protect the employees. The Designated safety responsible upper management staff member will be notified of any trench or open excavation more than four (4) feet deep that cannot be sloped.
3. Spoils (dirt for the trench or excavation) will be maintained at least 2 feet away from the edge of the trench or excavation.
4. A ladder will be provided at 25-foot intervals or less along the trench for safe exit and access from the bottom of the trench.
5. The Superintendent (Supervisor) will assure, prior to anyone entering a trench or excavation, that the trench or excavation is inspected on a daily basis by a person competent to do so. Entry will not be allowed until this competent person authorizes the entry. Access will not be allowed in any trench or excavation until a competent person inspects it after or during adverse weather.
6. Employees will not be allowed to work under or near the bucket of a backhoe or other mechanical digging device.
7. Provisions will be made to drain (pump out) any trench or excavation of standing water.
8. Mechanical equipment will be maintained a safe distance back from the edge of a trench or excavation.

9. Shoring will always be removed from the bottom up.
10. Prior to any trenching or excavating, all underground utilities will be identified. Consult with the client and the local utility companies to see if there are buried pipe, conduit, lines, and utilities. The toll number to call in South Carolina is 1-800-922-0983. (there may be other utilities to contact that cannot be reached at this number.)
11. The trench or excavation will be viewed, as a confined space until it becomes clear it does not contain a dangerous atmosphere.
12. *A competent person designated by training to perform the duties of the competent person will examine the trench or excavation on a regular basis to determine if the trench or excavation is safe to work in. The competent person may be the supervisor or any other person trained to perform the duties.*

Chapter XI – Equipment Operations

1. A person, to be able to operate a company owned vehicle, must possess a valid operators license for that class of vehicle and be approved by the Human Resource Department. This must be verified by the Superintendent (Supervisor), Supervisor, Timekeeper, or the Equipment Manager.
2. Only an approved equipment mechanic will operate a vehicle found to be defective and unsafe.
3. The laws of the particular state in which the vehicle is being operated apply and must be obeyed. Specifically, the use of seat belts in all company vehicles and the established speed limits.
4. Speeding, Driving under the Influence, and Reckless Driving are considered major infractions of the safety policy and will result in disciplinary action up to and including termination if the employee is found guilty of these infractions while operating a company vehicle *or personal vehicle on while on company business and when the employee is receiving compensation for their vehicle use.*
5. Any person found to be operating a company vehicle without a valid license will be terminated from employment. Disciplinary action will also be taken against the Superintendent (Supervisor) who allowed the person without a valid license to operate the company vehicle.
6. Only those persons specifically trained and approved will be authorized to operate forklifts, cranes, boom trucks, backhoes, and lifts.

7. Before suspending any person in a man basket attached to a crane, contact your Project Manager and the Designated safety responsible upper management staff member. There are specific OSHA requirements that must be met before you can do this. Including:
 - The determination that a safer alternative is not available.
 - A pre-lift test at 200% the weight to determine if the lift is safe.
 - The crane must be equipped with an anti-two blocking device.
 - All persons involved must take part in a pre-lift meeting to discuss what is about to take place.
 - There must be two-way communication maintained between the personnel in the basket and the crane operator.
 - Have approval of the Operations Manager prior to starting the lift.
8. All hand tools, drop cords, and similar equipment will be inspected on a daily basis for visible defects and damage. Any tool, cord, or piece of equipment that is found to be defective shall be removed from service and identified as being defective by tagging with a defective equipment tag. The Superintendent (Supervisor) will not allow damaged or defective tools to be returned to use before they are repaired.
9. On a monthly basis, there will be a written record that all tools and equipment were inspected and found to be in good repair and suitable for use. This record will be maintained in the project files for the duration of the project. This information will be entered on the Weekly Supervisor's Safety Meeting Report.
10. Bench grinders and hand held grinders will be operated with the correct guards and attachments. On bench grinders, they will have the work rest in place no more than an 1/8th of an inch off the stone, the stone will be dressed and a groove will not be allowed to set up in the stone from grinding tungsten. Also, the plexiglass guard that is a part of the grinder will not be removed.
11. Drop cords and leads will be protected from vehicular traffic and not allowed *to lie in water or be damaged by the work in progress.*
12. Rigging equipment will be protected from the weather and inspected on a monthly basis to assure its safe operation. A record that all rigging was inspected will be included in the Supervisor's Safety Meeting Report. All shackles, beam clamps, and chokers will be inspected for defects before use.
13. Safety in rigging requires knowledge and experience, the Superintendent (Supervisor) shall approve the rigging applications on the project.
14. Only those persons with training and a license shall operate a powder-activated tool (stud gun).

15. Only those persons demonstrating to the satisfaction of the Supervisor their ability to safely operate a scissors or JLG lift shall be allowed to operate these machines. The operator's manual shall be on the machine at all times.
16. The use of a freestanding continuous belt sander by any Keystone Constructors, Inc. employee is not allowed.

Chapter XII – Welding and Cutting

1. Welding hoses and leads will be kept 7' off the floor and/or protected from vehicular and pedestrian traffic.
2. The welder is responsible for inspecting his/her equipment on a daily basis and replacing, immediately, any equipment that may be defective.
3. Electric welding machines will be attached to electrical supply circuits by licensed electricians only.
4. The welder will attempt to control welding slag and hot sparks from reaching large areas or combustible materials.
5. The welding operations will be screened from other work in order to protect accidental eye burns from ionizing radiation.
6. Welding leads will not be allowed to lie in water.
7. Welders and persons working with welders will not enter any confined space without first complying with EHSM policy section #21.0 dated 10/05/2009.
8. Gas bottles will be maintained in the work area in an upright position and properly labeled.
9. The gas bottles will remain capped when not in use.
10. The gas bottles will be secured from accidentally being knocked over.
11. Gas bottles will not be operated without the regulator being attached. Those bottles with valves requiring wrenches to operate them will have the wrench in place while the bottles are being used. Defective gauges on the cutting outfit will be replaced immediately.
12. Gas bottles will be secured, while in use, in a bottle cart or tied to a substantial object.

13. The welder must assure that a fire extinguisher is available in the work area. The Project Supervisor is responsible for compliance with the KCI "Hot Work Safety Program" dated 10/05/2009
14. If at all possible, GASOLINE or DIESEL FUEL welding machines should not be operated inside a building. If they must be operated inside a building, provisions to remove exhaust fumes from the work area must be made before they are used.
15. While Keystone Constructors, Inc. does not expect any exposure to cadmium or hexavalent chromium, if the job or project that we are working is determined to contain or potentially expose our employees, then we will work with the client to first determine if the hazard can be engineered out or if we will need to establish a protocol using KCI safety guidelines to perform the work.
16. Gas bottles will be protected from heat or flame.
17. Only a striking tool will be used to fire off a welding or cutting torch.
18. Combustible gasses will be separated from oxygen by 25' when not in a bottle cart, or by a 5 foot wall with a fire rating of 30 minutes. Storage platforms shall be equipped with chains to secure the bottles.
19. Fitters and helpers will have adequate eye protection during the welding operations. Face shields and/or goggles are required to perform grinding operations.

Chapter XIII – Scaffolding and Ladders

It is this company's purpose to further ensure a safe workplace based on the following written procedures for scaffold work. These procedures will be reviewed and updated as needed to comply with new OSHA regulations, new best practices in scaffolding, and as business practices demand. Keystone Constructors, Inc., Safety Manager is the plan coordinator/manager and is responsible for its implementation. Copies of the written program "Scaffolding Safety Procedures for Construction" may be obtained at the Safety Manager's office.

1. Scaffolding will only be erected by persons directly under the supervision of the Supervisor who will approve all scaffolding before its use.
2. Scaffolding braces will not be used to gain access to the scaffolding platform - an access and egress ladder must be provided. A ladder will be securely attached to the scaffold.
3. Scaffolding should have complete, tight decking.

4. A guardrail system will be provided on the scaffolding if it is more than 6' high. The system has a 42" high top rail, a 21" high mid rail, and a 4" high toe board.
5. If the scaffolding does not have a complete railing system or full, tight decking, then all persons on the scaffolding must be tied off to a substantial object with a safety harness and lanyard.
6. Any scaffold more than three bucks high must be secured to the building or a substantial object to prevent accidentally upsetting the scaffold. Rolling scaffolding will not be moved with personnel on board.
7. Scaffolding parts will not be mix matched and all scaffolding components will be in good condition.
8. Scaffolding will be inspected by the Supervisor daily before allowing any employee access to the scaffolding.
9. Equipment and materials will be raised and lowered from the scaffolding by a rope rather than throwing them over the side.
10. Scaffolding equipped with wheels (castors) will remain stationary while employees are aboard and will only be moved after the scaffolding is cleared of loose items.
11. Mobile scaffolding more than two bucks high will be equipped with outriggers.
12. Ladders will be secured by being tied off or held while employees are on the ladder.
13. Straight and extension ladders will be equipped with safety feet.
14. Ladders that are electrically conductive will not be used with electrical appliances.
15. Ladders will not remain upright after they have been used unless they are secured.
16. Extension ladders can not be used as straight ladders.
17. On a monthly basis, all ladders and scaffolding will be inspected. The inspection documented, and the record maintained on the job site. This information will be entered on the Supervisor's Meeting Report.
18. Any ladder found to be defective will be destroyed either on the job site or returned to the shop to be destroyed.
19. The top rung of all ladders and the top two rungs of a step ladder will not be used by Keystone Constructors, Inc. employees.

20. The employee will always work facing the ladder.
A competent person designated by training will inspect any scaffolding in use and determine if it is safe to work upon.

Chapter XIV - Lock-out, Tag-out and Try Procedures

Purpose:

To assure that the machine or apparatus Keystone Constructors, Inc. employees are working on is mechanically and physically safe before we begin the work. Any nearby machines or apparatus that could cause a hazard will also be neutralized with a lock and tag. All energy sources to the machine or apparatus must be secured or neutralized before the work can commence. It is the responsibility of each person to lock, tag and try every piece of equipment they are working on, or working near. One lock for the whole crew is not acceptable, unless they key for that lock is locked in a lock box and all crew members have their own lock on the lock box.

The primary means of securing the power sources is a lock, chains, tags, blanks, breaking the line, and combinations of these as may be necessary to achieve a zero mechanical power state within the machine or piece of equipment.

The only acceptable tag is: Danger Do Not Operate

Electrical:

1. The electrical power to any machine being serviced, repaired, or worked on will be disconnected and secured with a lock and tag prior to commencing the work. Each employee will attach his/her personal lock on the electrical controls to assure that the machine or apparatus will not be started until they approve the start-up. Helpers that are working on the machine with a mechanic or journeyman will, also, place a lock and tag on the machine. Multiple locking devices will be used to accommodate all locks and tags.
2. A tag will be attached to any lock identifying who is attaching the lock and for what purpose the lock was attached. The tags must contain the date the tag and lock was put in place and who placed the tag and lock on the apparatus.
3. The Supervisor will assure that all possible electrical feeds to the apparatus being worked on are secured and that the machine cannot be started from any electrical source while the machine is being serviced, repaired, or while employees are working on the machine. The Supervisor will try to start the piece of machinery after the locks and tags are in place to assure the machine is not energized.

4. If locking out the control panel or disconnecting the machine is not possible, then we will place a lock and tag on the breaker.
5. The major danger is: someone does not know why something is tagged and locked out and circumvents this precaution. Our client must assure us that all the client's personnel are aware we are working on this equipment and we have the equipment locked out.
6. Tags and locks will be checked daily and at the beginning of each shift to assure they remain in place and are functioning properly.
7. When the work is completed, the individual tags and locks will be removed.
8. The electrical lock, tag, and try procedures will be in effect on all projects.
9. Any employee who, without proper authorization, removes another employee's tag or lock is subject to immediate termination of employment.

Piping and Valves:

1. All lines and piping systems will be locked and tagged to assure that everyone understands Keystone Constructors, Inc. employees will be working on that section of the piping. We will use chains, valve covers, or whatever means available to assure no one can operate the valve and open the line we are working on.
2. The piping to a machine, vessel, or an apparatus will be closed and any pressure relieved prior to the commencement of the work. Process lines will be broken and double blanked. Purge lines will be broken, blanked, and tagged to assure the safety of all workers.
3. Steam lines that are broken and blanked will be drained as needed to assure pressure does not build up in the line. Steam line valves will be chained closed by the Supervisor. Steam lines shall be allowed to cool to assure all hot water is out of the line.
4. All employees involved with the work on the machine will, at the beginning of each shift, inspect the piping to assure it remains locked and secured closed prior to commencing the work.

Pneumatic Power:

1. All employees involved with a machine will be made aware that the machine operates with pneumatic power and this power must be drained prior to the commencement of any work. Although the air may be shut off, there still remains the stored energy power that must be relieved. Once the pressure is relieved, there may be some movement within the machine. Make sure everyone is clear of the machine prior to relieving the stored pressure.

2. All pneumatic lines, if possible, will be broken, blanked, and tagged before the work is begun. This will be checked at the beginning of each shift to assure the power source will not operate.
3. The source on pneumatic power will be located by the Supervisor and the Supervisor will place a tag at the source to assure the client's employees and others know that we have broken, blanked, and tagged the pneumatic line going to the machine.
4. Pneumatic controls that will cause the machine to not operate cannot be used to control stored energy, or effect the operation of the machine allowed to remain in place and under pressure. Everyone must be aware that the line is under pressure and to protect it from damage.

Any other power source to the machine:

1. Prior to the commencement of the work, the Supervisor will identify through the client any additional power source to a machine. Other possible power sources may be gravity feed, wind powered, heat convection, extreme cold, or chemical reaction. These power sources must be identified and a course of action taken to assure these power sources are controlled before the work is allowed to begin.
2. As may be appropriate, the power source will be secured or eliminated to assure that the power source can not affect the work.

Chapter XV—Hazard Communication Program (Right to Know)

1. Every person in this company is required to be trained in the Right to Know Law and its provisions.
2. The MSDS book has the requirements of the Hazard Communication program in it and should be the guideline for implementing the hazard communication program. Every project should have a set of the MSDS book(s) on the project site at all times.
3. Should the project find a chemical, substance, or material not in the MSDS book, report this to the Designated safety responsible upper management staff member immediately.
4. The employee has the right to be informed about any chemical or substance that he/she is exposed to. Should a Supervisor have a problem answering the questions of an employee, then he/she should contact the designated safety responsible upper management staff member immediately for guidance in answering the employee's questions.

5. In some cases, the owner must be consulted to determine exactly what the employee is exposed to. The owner's representative responsible for hazardous communication will be identified and the Superintendent (Supervisor) and Project Manager will discuss our hazard communication program with the owner's representative
6. Employees have certain rights to know about any exposures they may have suffered in the workplace and they have the right to have a copy of those records. Contact the Designated safety responsible upper management staff member immediately if you have an employee that requests this information.
7. *A notice will posted on the project bulletin board notifying Keystone employees and other workers on this site that the MSDS book and information concerning the Hazard Communication program is available at the Keystone Constructors, Inc. office onsite or from the corporate office.*

Chapter XVI – Respiratory Protection Program

1. Only those persons specifically trained and instructed will be allowed to wear a respirator. This training and instruction is found in the Keystone Constructors, Inc. Respiratory Protection Program.
2. The employee will complete a medical questionnaire and see a medical practitioner to determine whether the employee is medically qualified to wear a respirator.
3. The employee must be fit-tested to assure the respirator adequately protects him/her and trained so he/she can demonstrate how to properly wear the respirator.
4. Every employee required to wear a respirator must be clean shaven to successfully wear a respirator and have an adequate fit.
5. The respirators, whether maintained by the employee or in the tool room must be kept sealed in a plastic back when not in use and in a sanitary condition at all times.
6. Defective respirators will be removed from service immediately and shall be destroyed.
7. The respirator wearer will be knowledgeable and be able to determine what the respirator will or will not effectively protect them from.
8. Disposable respirators that have not been used will be maintained in a plastic bag and those that have been used will be destroyed.
9. No one will use a supplied air or airline respirator without the source of the compressed air being tested for carbon monoxide levels prior and during each use.

10. The use of a respirator without the approval of the designated safety responsible upper management staff member is a violation of corporate policies and will not be tolerated. Persons allowing employees to wear respirators that have not been fit-tested are in violation of corporate policy and are subject to disciplinary action.

Chapter XVII – Aerial Lifts, Vehicle Mounted Elevating and Rotating Work Platforms

1. Only the authorized operators will operate these machines and all on board these lifts will be secured to the lift by a harness and lanyard.
2. The manufacture's recommendations for safely operating the machine will be followed.
3. The machine will be maintained in accordance with the manufacture's requirements or acceptable practices within the industry.
4. Operate these pieces of equipment with extreme caution when using them to lift materials. Do not exceed the load capacity of the machine.
5. The Superintendent (Supervisor) shall assure that a safe means to exit the workers from the lift will be maintained when workers exit and enter the lift with the boom extended.
6. Only those machines which are specifically classified as rough terrain machines will be operated off of flat, hard surface areas.
7. Extreme care will be used in loading or unloading these machines. Positive control and securing will be maintained while these machines are being loaded or driven onto trailers.

Chapter XVIII – Environmental Affairs

1. The protection of the environment is the responsibility of everyone in supervision. No one will intentionally dump, pour, drain, release, or otherwise allow to come into contact with the environment, a substance that will pollute the environment.
2. Prior to a possible release, the owner must be advised that the work they are requesting could result in a release of the material and they will agree that the release would not be considered a hazardous situation. We would prefer to have this acknowledgment of the notice in writing from the owner.

3. The Superintendent (Supervisor) will immediately report to the designated safety responsible upper management staff member any discharge or suspected discharge of a substance.
4. The Supervisor will not dispose of any substance without determining that the substance is not a hazardous waste or that the substance can be legally disposed of in the manner he/she is planning to use.
5. The Supervisor will report to the Superintendent (Supervisor) and the Designated safety responsible upper management staff member any disposal of a substance, how it was disposed of, where it was taken and who did the actual disposal of the substance.
6. The employees will be informed of ways they can protect themselves from a hazardous substance and what their exposure will be before the hazardous chemical is handled.

Chapter XIX – Flammable and Combustible Liquids

1. Flammable and combustible liquids will be dispensed only into approved, labeled containers (approved safety can, with a flash arrestor and self-closing lid).
2. There will be a fire extinguisher with 75 feet of all dispensing stations.
3. The liquid will be dispensed into safety cans that are equipped with flash protectors.
4. There will be no more than 25 gallons of flammable or combustible liquid stored inside a structure without the approval of the designated safety responsible upper management staff member.
5. Signs will be placed on any storage area that state FLAMMABLE – KEEP FIRE AWAY. No Smoking signs will be placed in any area within the work area where flammables are being dispensed and used.
6. No more than 60 gallons of flammable or 120 gallons of combustible liquids will be stored in any one fire storage cabinet or container.
7. Materials that will react with water to create a fire hazard will not be stored with flammable or combustible liquids.
8. Transfer of flammable and combustible liquids from one container to another will be done only when the containers are electrically interconnected (bonded).
9. Storage areas will be kept free of weeds, debris, and other combustible substances.

10. Above ground storage tanks will be no closer than twenty feet of any structure, the tank(s) will be protected from vehicular traffic and will be grounded.
11. Above ground tanks will be diked to prevent the contents of all tanks from escaping. A fire extinguisher of 20 pounds rating, or larger, will be located within 25' of the dispensing location.
12. Underground storage of any substance must be approved by the designated safety responsible upper management staff member.
13. Refueling of machinery will be accomplished after the engine has been shut down and allowed to cool.
14. A fire extinguisher of at least 5 pounds with a BC rating will be available on all company vehicles and cranes.

Chapter XX – Drug Awareness Program

1. The commitment to provide a drug free workplace is the responsibility of all employees within the corporation.
2. Because substance abuse, either while at work or away from work, can seriously endanger the safety of employees, Keystone Constructors, Inc. has established a program to detect the use or abuse of alcohol, illegal or prescribed drugs, or other controlled substances.
3. In some cases, an employee is allowed to start work before being drug and/or alcohol tested. Failing the drug test will result in the withdrawal of any offer of employment.
4. Once employed, Keystone Constructors, Inc. has the discretion to subject the employee to a drug and/or alcohol test at any time.
5. The employee is subject to further drug testing if he/she is involved in an on-the-job incident or a near miss incident, or the employee is involved in a vehicle or equipment incident or near miss.

6. The Supervisor must diligently attempt to become aware of any drug-related activities that may be present on the project and these activities will be reported to the Human Resource Department immediately.
7. If a Superintendent (Supervisor) (Supervisor) observes and/or documents deteriorating job performance or suspects behavior that is consistent with potential impairment from alcohol and/or drugs, the employee will be, as discreetly as possible, removed from the work area and will not be confronted until the Designated safety responsible upper management staff member and/or the Human Resource Department have been advised. Each situation will be investigated. A hard fast rule for handling these situations is not possible.
8. Where the employee is found taking drugs in the workplace, selling drugs, or having drugs in his/her possession, the employee is subject to immediate termination of employment.
9. The use or possession of illegal drugs or alcohol on company premises or at company job sites is prohibited and is grounds for immediate termination. This also includes the use or abuse of prescription drugs that are not prescribed to you or those that are being used in non-prescribed ways.

Chapter XXI – Confined Space Entry

1. The Supervisor will assure that all employees are protected from known hazards while inside a confined space. The Supervisor must also assure that, should an emergency or unexpected event occur that our employees can be safely evacuated from inside the confined space.
2. Employees that have not been trained for confined space entry will not be placed inside a confined space or be assigned as attendants.
3. Employees that do enter confined spaces are required to have a re-entry meeting with the Supervisor to discuss the anticipated hazards and assure that the stand-by personnel understand their duties in case of emergency. The duties of the entrants and attendants will be explained at this meeting.
4. The atmosphere of the confined space will be monitored on a continuous basis if oxygen, acetylene, or other gases are used in the work. In all cases, the confined space will be

monitored prior to entry, after breaks and lunch. Continual monitoring is the preferred monitoring method.

5. The Supervisor will attempt to minimize the amount of time spent in the confined space and will assure that all unnecessary time is eliminated before our employees are placed within the confined space. All equipment and tools necessary to perform the work should be at the workplace prior to entering.
6. A confined space is a place our employees may be that has limited ventilation, access, and egress; and there is likelihood that a hazardous atmosphere may be present.
7. The Supervisor will discuss the proposed confined space entry with the Superintendent (Supervisor) and the designated safety responsible upper management staff member prior to entry.
8. The employees will reexamine the situation and the status of all conditions within the confined space prior to reentry when returning from break, lunch or after being out of the confined space for more than an hour, the confined space will be checked for combustibles and oxygen deficiency.
9. A standby person with adequate equipment and help will be available in case of emergency. A plan in how to summon additional help will be established before a confine space entry is made. The plan will include at a minimum:
 - ❖ procedures for summoning rescue and emergency services
 - ❖ procedures for rescuing entrants
 - ❖ procedures for providing first aid
 - ❖ procedures for preventing unauthorized personnel from attempting a rescue in a confined space

All in accordance with EHSM policy section #21.0 dated 10/05/2009.

10. Monitoring devices (sniffers) will be calibrated on a monthly basis.
11. Keystone Constructors, Inc. has developed its own Confined Space Pre-Job Assessment Form (appendix 10-1) and Confined Space Attendant Log (Appendix 10-4) for use where the client does not have one. The Keystone Constructors, Inc. form can be used with or in addition to the client's form.

Chapter XXII – Rigging

The Superintendent (Supervisor) will assure safe rigging is maintained on the project. **Keystone Constructors, Inc. employees providing lead or supervision skills in rigging applications will be trained in rigging procedures with biennial continuing rigging education course updates as outlined in “Rigger Qualification / Training” dated 10/05/2009.**

1. Chainfalls and come-a-longs will be inspected thoroughly before they are placed in service. The inspection will cover chains, hooks, and external parts for visible cracks and deformities. All brakes and gears will be checked to insure they work properly.
2. Chokers, chains, slings, belts, etc. will be protected from chemicals and the weather. Chokers will also be protected in use from sharp objects and corners by the use of softeners.
3. The chain of chainfalls and come-a-longs will not be used as chokers.
4. Chainfalls should not be used in lace of lashing or as temporary hangers.
5. Always use a piece of pipe, 2” x 4” etc. to beat down a choker tight, rather than a hand or foot.
6. Always maintain a safety factor of 1.5 in all rigging applications. **Example, if a one ton choker is called for, use a one and one-half ton choker.**
7. Rigging equipment such as chainfalls, come-a-longs, and chokers will be inspected on at least a monthly basis and this information will be entered on the Supervisor’s Safety Meeting Report.
8. Safety Latches shall be used on all hooks.
9. Chainfalls and come-a-longs which remain in active service for longer than six months will be inspected and approved by the Supervisor. This is in addition to the regular monthly inspection.

Chapter XXIII – Bloodborne Pathogens, Exposure Control Plan

1. Persons that may be exposed to bloodborne pathogens within their occupations at Keystone Constructors, Inc. are the employees who are First Aiders and the designated safety responsible upper management staff member. The designated safety responsible upper management staff member is designated as the person responsible to manage the

Bloodborne Pathogens Program and is designated as the contact person for reporting of any exposure to Keystone Constructors, Inc. employee.

Those employees have certain tasks they perform that may lead to exposure, which are the medical emergency treatment of injured employees or coworker that may arise during the course of the workday.

- A. Those employees exposed to blood borne pathogens, including all first aiders, will wear disposable rubber gloves, safety glasses, and a gown or apron as may be relevant, where there is a potential to come in contact with another person's blood or bodily fluids. The first aider will use a mask or ambu bag to perform cardiopulmonary resuscitation and will not make skin to skin contact with the victim. This personal protective equipment will be stored in the first aid kit. If non-trained personnel assist the first aider in rendering care, the first aider must assure the person assisting them is properly wearing the personal protective equipment. Any of the first aider's personal clothing that may come into contact with another person's blood or bodily fluids will be removed and bagged. The employee can launder his/her contaminated clothing as long as the contaminated clothing is washed separately from other laundry. Those contaminated materials will be placed inside a plastic bag and brought to the shop for disposal. The bags to place contaminated materials, equipment, or materials will be provided in the first aid kit and used for that purpose. Bring the bags of contaminated materials to the designated safety responsible upper management staff member for disposal.
 - B. Should a person become CONTAMINATED with blood or bodily fluid must, as soon as possible, wash the affected areas with soap and water or other accepted methods of decontamination such as antibacterial agent, alcohol, and other disinfecting methods. The contaminated employee will be placed in a medical surveillance program.
2. Anytime a person becomes CONTAMINATED it will be reported to the designated safety responsible upper management staff member as soon as possible. The designated safety responsible upper management staff member will review the incident to determine if specific guidelines, rules, and regulations must be instituted to prevent the recurrence of the CONTAMINATION.
 3. The employee will return to the designated safety responsible upper management staff member the plastic bags (containers) containing contaminated items, i.e. Disposable gloves, blood soaked cloths or sponges and any other contaminated items that may be generated in the treatment of wounds suffered on the job. This waste will be placed in specific plastic bags provided by the designated safety responsible upper management staff member. This waste material is not to be sent out in the normal trash. Persons cleaning or janitorial services will be informed they are to not handle these containers or the waste inside without specific training in how to safely perform that task. Trashcan, receptacles, etc. that may become contaminated will be cleaned by the first aider prior to returning them to service.

4. This plan will be reviewed by April 1 of each year. Changes to the plan will be communicated to all involved by May 1 of the year. Distribution of the changes will be recorded and acknowledged by those employees affected.
5. All current first aiders will be taught the necessary measures to meet the requirements of this standard during their annual refresher training. Specifically the course will cover the following:
 - Identify the employees that have occupational exposure.
 - Provide a copy and explain the standard.
 - Instruct the exposed employee in the protective measure.
 - Insure the exposed employee can wear the personal protective equipment.
 - Insure the exposed employee understands how to decontaminate him/herself if contaminated.
 - Insure the employee understands how to report contamination should it occur.

Chapter XXIV – Safety Glasses Policy

1. All personal protective safety glasses must conform to ANSI standard Z87.1.
2. All Keystone Constructors, Inc. employees working where client safety glasses rules and policies are more restrictive will be required to meet client rules in order to work on that site.
3. All Keystone Constructors, Inc. employees are required to have safety glasses that are plastic frames with fixed side shields. *It is the responsibility of the employee to provide his or her own prescription safety glasses.*
4. Colored safety glasses may NOT be worn while working inside a building or any enclosed space.

Chapter XXV Safety Recognition Program

1. Working safely will receive recognition in a form as determined by management to distinguish this accomplishment.
2. Projects that exhibit safe work may also be recognized as management may see fit for accomplishing a safety milestone.

3. Keystone Constructors, Inc. reserves the right to limit or expand the safety recognition program as economic conditions dictate.
4. Management will recognize those workers that are working safely through letters of commendation and other forms of recognition as management may see fit.

Chapter XXVI Forklifts

Forklifts (powered industrial trucks) shall be operated, maintained, and controlled in a safe manner.

Minimum performance standards applicable to all Keystone Constructors, Inc. employees and locations are identified in EHSM policy section #6.0 "Forklifts" dated 10/05/2009 along with appendix 19-1 operator training guide and appendix 19.2 forklift inspection form. Local practices requiring more detailed or stringent rules or local, state or other federal requirements regarding this subject can and should be added as an addendum to this procedure as applicable.

Chapter XXVII Work Activities Involving Electrical Hazards

Work activities involving electrical hazards shall be conducted safely in accordance with EHSM policy #14.0 dated 10/05/2009. The purpose is to establish the procedures that shall be followed in the safe performance of work activities involving general electrical hazards including guidelines to eliminate all injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools.

This policy covers minimum performance standards applicable to all Keystone Constructors, Inc. employees and locations. Local practices requiring more detailed or stringent rules, or local, state or other federal requirements regarding this subject can and should be added as an addendum to this procedure as applicable.