

cadence

GENERAL CONTRACTORS

SAFETY MANUAL

2022 EDITION



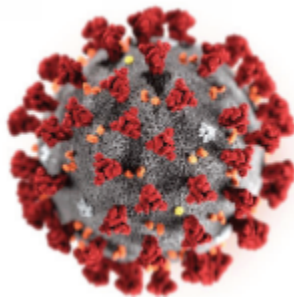
700 E 46th Ave
Anchorage, AK 995503



COVID-19 WORKPLACE SAFETY PREPAREDNESS AND RESPONSE PLAN

Revised on June 16, 2022

The COVID-19 pandemic is a major cause for concern. This policy is to protect people by following The Centers for Disease Control and Prevention (CDC), Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA), Alaska Occupational Safety and Health (AKOSH), and the Alaska Department of Health and Social Services (DHSS) Guidelines.



This illustration, created at the Centers for Disease Control and Prevention (CDC), reveals ultrastructural morphology exhibited by the 2019 Novel Coronavirus (2019-nCoV). Note the spikes that adorn the outer surface of the virus, which impart the look of a corona surrounding the virion, when viewed electron microscopically. This virus was identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China.

Photo: CDC / Alissa Eckert & Dan Higgins

Cadence General employees, subcontractors, vendors, and customers shall practice current local COVID-19 guidance. If employees or subcontractors feel sick, they shall stay home. Employees and subcontractors are to stay home until they are free of a fever without using fever-reducing drugs such as Tylenol and Ibuprofen. Cadence employees who stay home shall contact their supervisors through text or phone call to let supervisors know prior to the beginning of the shift. Employees who miss workdays due to illness do not need to provide a doctor's note to return to work. Subcontractors shall contact the Cadence General Project Superintendent to let them know they will not be able to work.

If during the work day person(s) appear to have respiratory illness symptoms (i.e., cough, sniffles, shortness of breath), they shall be separated from other employees and sent home immediately.

If an employee is confirmed to have COVID-19, Cadence will notify coworkers and subcontractors about their possible exposure. At the same time Cadence General, under the Americans with Disabilities Act, will maintain the employee's confidentiality and any medical information. Risk assessments will be conducted to assess others' exposure levels. Employees who have a confirmed case of the virus may only return to

work after release from a medical provider and have no exposure to someone exhibiting symptoms as defined by the CDC.

When completing tenant improvement construction work in occupied buildings. Cadence General will follow the stricter of either the owner's plan or this plan.

Workers are encouraged to not work within six feet of other workers. COVID-19 mainly travels person to person when a person coughs or sneezes, through airborne particles, it can also travel through touching items, so frequent hand washing and sanitizing is important.

Engineering controls include increasing ventilation rates in the work environment where applicable. Hand sanitizer will be provided on construction sites, in addition to the hand sanitizer in the port-a-johns. Workers will have access to latex, nitrile rubber gloves, and work gloves. Safety glasses are supplied and safety goggles will be made available when requested. N95 respirators will be available, but, at this time Cadence General does not condone wearing N95 respirators for those who do not have COVID-19. Wearing a respirator can actually be detrimental because wearing a dust mask promotes the wearer to touch their face more often than normal.

All workers who have traveled shall report to work as normal unless they are unwell. to work.

When using cleaning solutions Cadence shall follow CDC guidelines using 1/3 cup of liquid bleach per gallon of water. Surfaces should be cleaned prior to disinfecting.

Cadence General's Employees and Subcontractors are allowed to stop any job process to ensure that the work area is safe and clean for them to complete work. Workers are encouraged to ask questions, contact your project manager, Cadence Safety, and follow up with the CDC at www.cdc.gov/coronavirus/2019-ncov as we learn more to halt the spread of the Coronavirus.



Safety Manual Handout

My signature on this page confirms that I have read and understand the attached safety manual.

I will follow all rules and procedures described in the Cadence General, LLC Safety Manual and obey my Project Superintendent and/or Jobsite Foreman regarding any safety-related matter.

I understand that at any time I can stop a job or task to bring a safety-related concern to my supervisor. I also understand that no job is so important that I cannot take the time to perform it safely.

(New Employee Signature)

(Date)

(New Employee Printed Name)

(Date)

(Signature of Supervisor Who Did New Employee Training)

(Date)

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GENERAL CONTRACTORS

TO: ALL EMPLOYEES, SUBCONTRACTORS, SUPPLIERS, AND CUSTOMERS
OF CADENCE GENERAL, LLC


RE: Cadence General, LLC – Letter of Commitment to Safety

DATE: June 15th, 2022

The intent of this letter and the enclosed safety manual is to effectively communicate that safety on our construction sites is a core value of Cadence General. At no time shall an employee or subcontractor work violate AKOSH safety standards. Safe projects are more efficient and yield a higher degree of quality than unsafe projects. At Cadence, everyone has the right and responsibility to stop any task to discuss project safety to ensure a safe outcome.

This written policy governs all safety operations of Cadence General. It is a condition of employment and contract, that all employees, subcontractors, vendors, owner's employees, and others adhere faithfully to the requirements of this policy, as well as the safety rules, instructions, and procedures issued in conjunction with it. Failure to do so will result in disciplinary action, including termination.

Cadence General, LLC Project Superintendents, and Foremen have my full support in enforcing the provisions of this policy as it relates to responsibilities assigned to them.

 _____
Kendall Wilson, Managing Member



MANAGING FOR HEALTH AND SAFETY

Safety on the Jobsite is everybody's business, but it is the individual worker who plays the largest role in his/her individual safety. Cadence General, LLC has the ethical, moral, and legal obligation to provide a safe and healthful workplace for employees and subcontractors. All employees are required as a term of their employment, the responsibility to say something if they see another person working in an unsafe manner.

The core element for managing for health and safety involves the management strategy of "Plan, Do, Check, Act."

Plan – Know what rules and regulations are applicable with regard to the work you are about to be doing. Researching the job hazard analysis prior to work is one way to look for hazards, another is to discuss the work with others to get their input.

Do – Before doing tasks, and during safety meetings employees are encouraged to look for hazards in the upcoming work they are about to perform. Project superintendent's advice and direction should always be heeded.

Check –As you are working look for other hazards, and check to make sure you are working safely according to your pre-task analysis. If there is a near miss, report it verbally to your supervisor. If there is an accident where there is an injury or property damage document what you heard and saw in writing so that it can be investigated by CGL safety with the assistance of the project superintendent.

Act – Measure and review your performance. See if there are things that can be done that can make the task safer.

Duties of the Project Superintendent

Cadence General, LLC (CGL) onsite Project Superintendents and Foremen are the key to the success of our Safety Policy. They are the front-line supervisors who are responsible to ensure that PPE usage and engineering safety controls i.e. guard rails, are compliant. Superintendents are to notify subcontractors of safety concerns with their employees. They are responsible for the administration and implementation of our Safety Program. Superintendents are responsible to conduct weekly safety meetings, and to inspect job sites daily for health, safety, and environmental issues.

Superintendents are to communicate with the safety program manager when they notice, during their daily safety job walks, any safety concerns. All concerns will be noted on daily report, and any issue that cannot be resolved in three days will be tracked. Project Superintendents and foremen are responsible to meet with employees, or subcontractors who knowingly or willingly violate any established company procedure or OSHA regulation, and give them corrective action.

Duties of the Safety Program Manager

The responsibilities of the CGL Safety Program Manager, include acting as a resource for safety. Including managing the safety program, assist project managers and project superintendents. Performs safety inspections, training, incident, and accident investigations. Also, to review and update the safety program and training.

Duties of the Project Manager

Commitment to safety; assist the project superintendents in the discharge of safety duties. Project Manager works with subcontractors regarding their safety programs.

Duties of Employees

1. Read the Safety Manual upon hiring. Employees are to read through the safety manual periodically and ask questions. If employees would like to receive a copy of a revised safety manual after a year or more of employment with CGL, they will have to request a copy from either the Safety Program Manager or Assistant Safety Program Manager.
2. Adhere to all safety instructions and/or orders issued by his/her supervisor
3. Complete work as assigned, stay busy
4. Report all injuries, near misses, and safety hazards to his/her supervisor
5. Be aware of your environment; do not put any other worker in harm's way
6. Inspect your work area before each shift, and during your shift. Alert your foreman to any safety concerns you may have.

Safety Responsibilities of Subcontractors

All subcontractors will be held to CGL's Safety Policy. All subcontractors are responsible for meeting the requirements of CGL's Safety Policy. In addition, all subcontractors are responsible for reporting health, safety, and environmental issues to

the project superintendent. **If Subcontractor's employees, or lower tier subcontractors are a determining factor in Contractor receiving an OSHA safety violation, Subcontractor will be back charged any and all expenses incurred by Subcontractors' actions.**

1. Subcontractors must attend CGL's weekly safety meetings.
2. Subcontractors either through their own management system, or through an employee union, are required under CGL contractually, in this safety manual, and by law to have documented task specific safety training for their employees prior to sending them to our jobsites, this may include, but may not be limited to:

- General Safety and Health training
- Fall Protection
- Scaffold User training
- Personal Protective Equipment
- Hazard Communication
- Equipment training, as outlined in equipment owner's manual
- Confined Space training
- Powder Actuated tools training
- Ladders and stairwells,
- Lifts, etc...

3. Subcontractors working at elevations will provide for their employees fall protection training, equipment usage training, and any other training they may need under law to complete their work safely.
4. Cadence General, LLC middle and upper management have the authority to remove any subcontractor's employee from a job site, and do not have to give a reason for our actions. Subcontractor's upper management will be notified.
4. Cadence General, LLC, if requested in writing by a subcontractor can do safety training to ensure a safe and healthy job site.
5. Cadence General, LLC, Inc. assumes no liability from a subcontractor or organization who sends workers to our job sites who do not have requisite safety training.
4. All subcontractors shall complete their work in an expeditious manner, and supervise their employees so that they follow safe work practices.

5. At the option of the project superintendent, any worker found in violation of CGL's Safety Policy, individual subcontractor contract, or OSHA Safety and Health requirements, may be removed from the job site.
6. Subcontractors will leave their work area in a "room swept" condition on a daily basis.
7. At absolutely no time will any safety devices or guards be removed from any tool, equipment, or guard rail without first communicating to our project superintendent in writing that subcontractors will remove said safety barriers, and why they need to remove safety items. Our project superintendent will review the request with the subcontractors, and may involve CGL safety management to help come up with a solution to safely complete a task.
8. Subcontractors will provide Project Superintendents with SDSs for any material that is brought onto a CGL job site.
9. ***In the event a project, or portion of a project, is shut down by CGL or an outside agency because of any unsafe act or condition, the responsible subcontractor shall bear the total expense for the project or that part of the project which is shut down.***

Safety Responsibilities of Personnel working directly for the Owner

Personnel on job sites who work directly for an owner can cause danger to themselves and others. Subcontractors who work directly for owners sometimes do not follow minimum safety rules, full knowing that there is no contractual obligation with Cadence General, LLC, Inc. for them to work safe. If an owner's subcontractor is not working safely it is the responsibility of the owner to correct their behavior. Cadence General, LLC may assist communicating with the contractor what they can do to work safely on our job sites.

Contractors who are working directly for the owner, are responsible for their health and safety through their contract with the owner. Cadence General, LLC cannot be liable for the health and safety for subcontractors that we do not have a signed agreement with. As a general contractor we will invite them to participate in our safety program, but they are not required. Cadence General, LLC assumes no liability for persons on our job site who are under a contract with the owner, and not Cadence General, LLC.

If the owner has other projects going on and has other general contractors working in the vicinity of a Cadence General, LLC job, Cadence General, LLC is only liable for subcontractors whom we have a signed agreement with and their second tier subcontractors.

If we see people on our job site taking unnecessary risks, they will be asked to leave the job site and the owner notified.

Safety Infringement Policy

It is company policy that employees and subcontractors will work safely at all times. There are times when disciplinary action is appropriate to ensure that business operates in a safe and professional manner.

Working safely is a condition of employment. Employees and subcontractors who fail to observe proper standards of conduct, or who willfully violate Company rules and/or act in an unsafe manner, will be subject to appropriate disciplinary action, which may include dismissal at the discretion of the company.



SAFETY POLICY AND PROCEDURES

It will be the policy of Cadence General, LLC to establish throughout the entire organization the firm and fully-accepted concept that our people are our most important asset, and their safety has Management's highest priority, support and participation.

Cadence General acknowledges and accepts its responsibility to provide a safe and healthful working environment for its employees. The Company endorses the concept that this responsibility cannot be discharged passively but requires the active effort and support of Management.

Specifically, it will be this company's course of action to:

1. Regard the "Safety Program" as the Company's minimum standards which will be an integral part of all our operations
2. Maintain in our employees a continuing awareness of safety habits and techniques through meetings and training
3. Provide employees with necessary and approved personal protective equipment and enforce its use
4. Comply with OSHA and EPA standards as they pertain to safe and healthful working conditions on our projects
5. Promptly respond to any recommendation submitted in respect to safety and/or fire protection
6. Allow any worker to make a safety related suggestion without fear of reprisal or intimidation
7. Not tolerate indifference or hostility toward safety on the part of any employee.

REGULATIONS

State of Alaska safety codes and local safety codes will be incorporated with OSHA (Occupational Safety and Health Administration), NFPA (National Fire Protection Association), ANSI (American National Safety Institute), clients, and our safety standards which will be followed by all employees and subcontractors. Where codes or regulations overlap, we will adhere to the more stringent ruling.

It is the policy of Cadence General, LLC, Inc. to remove from service any tool or equipment from a Cadence General, LLC project that has guards missing, or defects that cut into the integrity of the device. Cadence General, LLC supervisory personnel have the authority to discard any tool that is deemed illegal and, or, unsafe.

SAFETY MEETINGS

It is our policy to hold weekly safety meetings at minimum once a week on Tuesdays at 9:30 a.m. or Tuesdays at 12:30 p.m. These meetings will be documented with printed names on sign-in sheets. Safety meetings are a mandatory component of a Cadence General, LLC work site.

The intent of these meetings is to discuss site-specific issues and near misses from the previous week. There will also be an emphasis on work that is to be done in the future so that workers have an opportunity to see the direction of the job, and to plan for it. Near the end of the meeting, each subcontractor's foreman will be given an opportunity to let the group know about concerns with regard to their specific trade.

On some projects Cadence General, LLC will conduct daily job site safety meetings in order to ensure a safe and productive work environment. We may also require new contractor orientation to a job site to ensure that site specific hazards are made aware to new personnel on a project.



1st Aid and Emergency Services

Emergency Action Plans will be posted at all sites. According to OSHA 1926.35, these plans will include, but are not limited to:

1. Emergency escape routes
2. Procedure to account for employees (head count) - assembly area
3. Name, address and phone number of the nearest hospital and/or clinic
4. Emergency - Dial 911, or the emergency number for that area
5. Jobsite Superintendent's name and phone number.
(The jobsite superintendent is the person responsible for administering first aid and will have a valid certification in first aid from an accredited training program. In case of a minor injury that does not need an ambulance, the superintendent is responsible to drive, or designate a driver for the injured person to the appropriate facility).
6. Safety Program Manager's name and phone number
7. Locations of fire extinguishers
8. Locations of 1st aid stations

In the course of construction, as walls change and buildings take shape, we ask that people do not discard safety information, as this constitutes an "indifference towards safety" and is grounds for disciplinary action and/or dismissal.

Adequate 1st aid supplies will be located at strategic sites throughout the project in close proximity to the working areas of the various crews. All employees will be made aware of the availability and location of these sites and supplies. The CGL jobsite office will contain a 1st aid kit and eyewash.

NEW EMPLOYEE SAFETY TRAINING

New employees will have various training opportunities. However, their initial and most important training will be completed at the office covering new hire safety training. In the field they will be directed to work safely by the Superintendents and Foremen. At the start of work, the new employee is:

1. Told what the work is
2. Shown how to do the work safely
3. Provided with proper tools and equipment, including Personal Protective Equipment (PPE)

4. Warned about the specific safety hazards inherent in the work and in the surrounding areas
5. Shown the SDS and PADS and instructed on how to read them.
Trained that any PPE listed in an SDS will be attained for use.
6. Alerted to the fact that disregard for safety can result in termination

All new employees will be issued a CGL Safety Manual. All rules and regulations in the manual will be the minimum standards on the project.

New employees will get continual feedback on safe work practices and are encouraged to ask Superintendents and Foremen about proper usage when first using a tool. New employees are not expected to demonstrate thorough knowledge of every tool, but they are expected to learn from their supervisors.

Employees who lose or discard issued PPEs will be charged a set rate for replacements. PPEs that wear out through normal use will not be charged to the employee. Take care of your PPEs.

EMERGENCY SERVICES

CGL will post and maintain, throughout the life of each job, these emergency services:

1ST AID KITS

Under OSHA 1926.50, jobsites will have ANSI-approved 1st aid kits that shall be easily accessible. Also, eye wash will be incorporated for emergency use. The intended use of the 1st aid kit is for minor cuts and bruises where a medical professional is not required. The contents of the kits will be placed in a weather-proof container with individually sealed packages for each type of item. The kits will be checked weekly to make sure the expended items are replaced.

FIRE EXTINGUISHERS

Fire on a construction site is a tangible fear. For this reason it is important to maintain fire extinguishers, and to be knowledgeable in their use. Extinguishers rated not less than 2A shall be provided for each 3,000 square feet of building area. Travel distance from any point of the protected area to the extinguisher shall not exceed 100 feet.

Extinguishers will be inspected monthly and will be maintained in accordance with Maintenance and Use of Portable Fire Extinguishers, National Fire Protection Association (NFPA) No. 10A-1970.

The moving of jobsite protection extinguishers by individual subcontractors is not permitted. Subcontractors are required to provide their own NFPA-approved extinguishers when working with anything that emits a spark, including grinders. Persons who move CGL's extinguishers will be treated as being in non-compliance with our Safety Policy.

1ST AID TRAINING

CGL's Safety Policy is to have at least one person onsite with an approved 1st aid card. The training will be conducted from an accredited training organization (ie, Red Cross, Medic First Aid International or equivalent). These people with documented training shall be available to render aid as first responders until professionals arrive.

We encourage our subcontractors to provide their personnel with 1st aid training.

PHYSICIAN OR MEDICAL CLINIC

Posted on the Emergency Action Plan shall be the address and phone number of the nearest physician or medical clinic for treatment of workers with injuries requiring more than simple 1st aid, but which are not emergencies.

HOSPITALS

Posted on the Emergency Action Plan will be the address and phone number of the nearest hospital for treatment of serious injuries.

SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS's) are required for every chemical that is on a project. Under the global harmonization hazard communication safety standard, all materials purchased are to be delivered with SDS's. These sheets should be readily available for the planning of tasks to reduce hazards.

PHYSICAL AGENT DATA SHEETS (PADS)

This information is used to discern physical or environmental concerns and how to address them. Such concerns include hypothermia, noise, excess vibrations, etc.

FIRE AND POLICE SERVICES

Local fire and police services are welcome on CGL's jobsites at any time for any reason.

CPR PROGRAM (CARDIO-PULMONARY RESUSCITATION)

Research has shown that a high percentage of victims of otherwise fatal heart attacks may be saved if CPR is used within the first few minutes following a heart attack. It is important to know who onsite is CPR-certified so they may be located quickly.

Names of those with certification will be on the Emergency Action Plan.

TYPES OF EMERGENCIES

MEDICAL

In the event of a medical emergency, time is critical.

1. Have someone call 911
2. Inform the Project Superintendent or Foreman
3. Help first responders as needed
4. Do not move the injured person unless the person is in immediate danger

CGL Project Superintendents will assign someone to remain at the entrance of the project to direct the ambulance to the scene of the accident.

FIRE

If possible, get at the base of the fire as quickly as possible. Do not attempt to put out a fire alone. Read sections on "Fire Protection" and "Fire Watch."

1. Summon help by any means necessary
2. Do not fight a fire without alerting others
3. Isolate fuel sources and/or threatened facilities
4. Do not fight fires beyond the initial stage unless you are trained to do so
5. Empty the entire extinguisher canister at base of fire



EARTHQUAKE

Many sources explain how to survive an earthquake, this is not one of them. In the aftermath of a violent earthquake – 6.0 and above, workers are to gather on site to discuss the quake to ensure that there are no personnel injuries or damage to the building structure. Many workers will be dismissed following an earthquake to check on their personal residence and family members.

Cadence General requests that after our workers confirm their families and domiciles are safe they communicate with the main office or project manager to see where they can go to help. Many businesses and organizations will need construction assistance to ensure they can re-open for business, this includes boarding up broken windows, removing damaged ceiling grid, ensuring lights, ceiling tiles, diffusers, and other items will not fall and injure people, setting up fans to dry water leaks, inspecting premises for structural cracks, moving large heavy items that have fallen over, and other items.

Please make sure you use time management wisely as many customers will need our services. Workers will document their work and assist to get businesses up and running, and safe, but most likely will not spend time cleaning up small earthquake debris that can be cleaned up by untrained labor.

SITE EVACUATION

In the event of a building or site evacuation, the following procedures will be followed.

1. All personnel will evacuate to the assembly area for a head count, each subcontractor is to perform head counts for their crews and lower tier subcontractors, then report to the project superintendent if any people are missing.
2. Personnel will wait for further instructions on when they can return to the project and resume work

All CGL jobsites will be evacuated following earthquakes until the onsite Superintendent allows workers to re-enter.

MEDIA INTEREST

The media, television, newspapers, and radio are not permitted on job sites. All media personnel shall be directed to the main office for all communications.



SAFETY RULES

It is the policy of Cadence General, LLC that we will do everything possible to prevent accidents and injuries on the job. Our goals include being aware of safe work practices and completing tasks efficiently and safely. CGL wants employees to go home healthy at the end of the work day. No one likes to be injured, nor does anyone like to see a fellow employee hurt. Therefore, tasks should be planned in advance, with the intent to minimize the chance of an accident. The following rules apply to all CGL projects:

1. Good housekeeping must be practiced at all times in the work area. A clean job is a safe job.
2. All employees shall follow the safety rules and practices contained in this Safety Program, OSHA 29 CFR 1926, tools and equipment owner's manuals, and any other rules and practices communicated on the job.
3. Appropriate clothing must be worn at all times while onsite. Different sites have different requirements as to your cleanliness and appearance. In the field, shirts and long pants are required at all times, as are work boots. Personal Protective Equipment (gloves, eye protection) will be worn whenever needed or required. All tradespeople and their affiliates are required to PPE, including work boots and hard hats, while on site. Owners, visitors, inspectors, and other guests are requested to wear hard hats and safety vests while on job sites. However, this is not a requirement. The project manager has complete discretion about whether a guest's attire is appropriate.
4. All subcontractors will attend safety meetings, a subcontractor who refuses to sign the safety meeting log will be asked to leave the Jobsite.
5. If a tradesperson spots an unsafe condition, he/she must either remedy it or report it immediately to the Project Superintendent. Every worker has the authority to stop any project at any time to bring to a supervisor's attention a safety concern. There shall be no retaliation what-so-ever for stopping work to remedy unsafe conditions.
6. There will be no consumption of alcohol at the workplace before or during work hours.

7. Anyone under the influence of alcohol or drugs, including prescription drugs which might impair skills and judgment, shall not be allowed on a Jobsite.
8. No one shall be permitted to work if their alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
9. Horseplay and scuffling are prohibited.
10. Employees and subcontractors are responsible for seeing that all guards and other protective devices are in place and shall report deficiencies to his/her Project Superintendent.
 - Pinning or tying a guard back or removing a guard is considered a “willful” act of non-compliance, and an employee engaged in such acts may be released from duties.
11. Employees will use safe means of access to and egress from work areas. If employees have any questions or concerns regarding safe access, they are to ask their Project Superintendent or CGL safety at any time.
12. Compressed air used for cleaning may not exceed 30 psi.
13. Gas cylinders will be stored separately (20 feet apart) unless in a cart. Cylinders must stay capped until point of use. Cylinders in storage will be chained off to prevent tipping over.
14. Jewelry, including wedding rings, should not be worn when working.
15. It is CGL’s policy that any form of sexual harassment or harassment of a person’s race, color, religion, sexual orientation, or national origin is unacceptable. Employees or subcontractors who violate this policy will be disciplined, up to, and including termination.

HANDLING AND STORAGE OF MATERIAL

1. Where lifting-assist devices are unavailable, assistance from other employees must be requested when lifting awkward or heavy objects.
2. When lifting items:
 - Stretch out, be limber, and do not lift heavy objects without doing stretches
 - Do not lift over 50 pounds without assistance from others

- Be sure you have firm and stable footing
 - Bend at your knees and not at your waist; keep your back straight
 - Get a good, firm grip on the object
 - Always lift with a smooth motion exhaling slowly as you lift
 - Do not jerk when you lift
 - Lift with your legs and not your back
 - Keep the load close to your body
 - When lifting with a buddy, lift straight up; do not pull your buddy off balance
 - Do not twist at the waist, but turn and point your feet in the direction of travel
 - Lower the load with the same movement used in lifting it
3. If possible, push an object along the floor rather than lifting it; avoid pulling objects
 4. Never reach or twist to pick up an object
 5. Do not carry objects that obstruct your view
 6. Never attempt a lift that you cannot do safely
 7. Never lean over an object to lift another object
 8. When hoisting or rigging, make sure the equipment is in good working order and that the load capacities are not exceeded
 9. Do not ever stand or work under a suspended load at any time
 10. Do not stack material in an unstable fashion or too high
 - When stacking 2X material, use double stickers every 2 feet

MAINTAINING SAFETY DEVICES

Safety rules and regulations on the project site require specific safety devices to be provided by the subcontractors and/or second-tier subcontractors. Such installations may include, but are not limited to:

- Temporary guard rails
- Temporary fire protection
- Signs and posters
- Caution tape and danger tape as warnings
- Temporary lighting

Subcontractors and their workers shall respect all such installations and fully cooperate in their maintenance. When an employee must remove or relocate safety devices to

facilitate work, they shall provide alternate means of protection for all workers and alert the Project Superintendent before defeating any safety device.

###

Under no situation can any person on a Cadence General, LLC job site disable a safety device and leave without reassembly, even for a short moment. Where safety installations must be removed or relocated for extended periods or permanently, the subcontractor shall make advance arrangements for coordination with the Project Superintendent. All subcontractors shall instruct their workers on this requirement.

###

If someone wants to report a health and safety issue anonymously, please write your concern and mail it to:

Cadence General
Attention: Safety
700 E 46th Ave
Anchorage, AK 99503

Cadence General practices a non-retaliation policy and ensures that concerns regarding the health and safety of our workers will take precedence and will be adequately addressed.

HOUSEKEEPING

All subcontractors shall participate in the housekeeping program established by CGL, which includes the following rules:

1. All subcontractors will notify their employees that, in their contractual obligations with Cadence General, *they will leave their work areas clean and free of debris on a daily basis*
2. Construction debris shall be cleaned up daily
3. Cadence General, LLC shall empty garbage cans every day
4. Employees and subcontractors will not throw lunch garbage and soda cans on the ground
5. In the event that the dumpster is full, we ask subcontractors to keep their refuse stacked in a pile near full garbage cans
6. Subcontractors shall roll up and check power cords at the end of each work day

Damaged cords, regardless of ownership, are considered a safety hazard and shall be disposed of or repaired.

7. Combustible or flammable debris will be removed daily; accumulation of this type of debris is prohibited
8. In no case shall construction debris be permitted to become strewn about or accumulated in occupied areas outside construction areas. The following areas shall be kept clear of garbage:
 - Entrances to the project - cigarette butts shall go in a bucket of sand
 - Stairways
 - Landings
 - Hallways
 - Ramps
9. When employees have removable handrails (or swing gates) for 2nd story loading and removing debris:
 - Workers are required to be fall-protected when the guardrail is down
 - Loading zone needs to be barricaded off
 - Below, the box will be cordoned off to prevent someone from walking under the loading area
 - Until the guardrail is back in place, every worker on the floor is said to be exposed to the hazard, so reinstall the guards promptly
10. Nails may not be left protruding from lumber
11. Oil and grease spills shall be cleaned up at once
12. Workers shall wear appropriate dust masks when sweeping operations on dusty areas.

WORK IN OCCUPIED STRUCTURES

Construction activities in or close to occupied structures create special safety hazards for the occupants. All employees and subcontractors must be aware that occupants are unfamiliar with construction processes and that unique controls are required for safety.

All subcontractors shall review, in advance, with the Project Manager all construction work in occupied structures, which may create safety hazards for the occupants.

If fire or smoke alarms may be set off due to construction activities, no work shall be done until the onsite Foreman coordinates the disabling or covering of alarms. When construction is not being performed, smoke detectors shall be uncovered.

No work shall be done until the onsite Foreman has determined that return air is sealed or secured so that odors from construction will not make it to any other part of the structure.

Employees will use signs and barricades to alert occupants about construction activities.

If hot work is to be completed in occupied structures, a “hot work permit” will be completed and delivered to the appropriate facilities manager.

Other contractors who may be working for the building owner but are not working for Cadence General, LLC, Inc. pose a safety hazard because they may be in a construction zone without knowledge of site-specific hazards. For this reason, if a Project Superintendent or Foreman becomes aware of other contractors in a construction zone, the project manager is to be alerted so that he can communicate with the facilities manager about how to get these contractors to attend our safety meetings.

EQUIPMENT

All on-site equipment will be examined, and controls will be inspected and tested per manufacturers’ recommendations (per operator’s manual) **daily** before each use. Only authorized personnel are to use the equipment. Any safety infraction will be immediately brought to the project superintendent’s attention. Subcontractors whose personnel use Cadence General, LLC or rental equipment, are contractually obligated to have the proper documented training. Operators should never exceed safe workload limits or disable safety cutouts or alarms.

No modifications are made to any equipment unless approved by the manufacturer. All equipment shall have a working backup alarm, and a spotter will be used if the equipment or load needs to be within 20’ of an electrical line. Otherwise, no part of any equipment or load should be within 20’ of an energized power line.

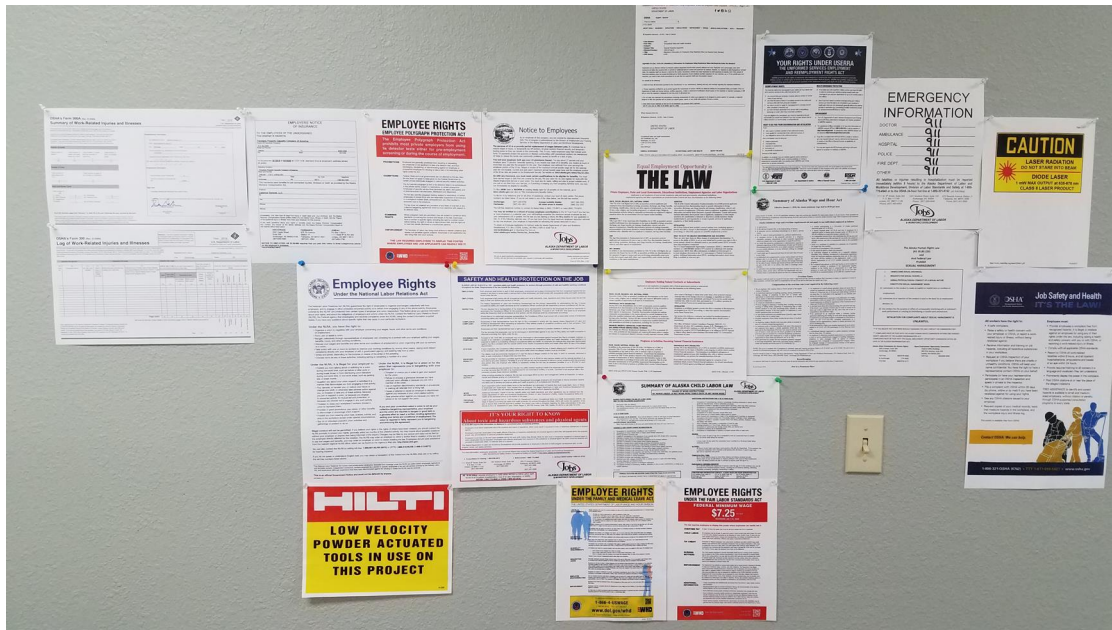
When workers are in aerial lifts, they will have documented fall protection training and wear fall protection harnesses at all times. In addition to wearing fall protection harnesses while in the equipment, personnel must be anchored off to the approved anchor w/ an ANSI-approved lanyard.

Employees working out of lifts and man baskets must keep their feet on the deck. They are not allowed to disassemble any part of an elevated workstation. Employees shall

empty the work surface daily and keep it clean. The operator is responsible for preventing the build-up of ice or grease on any elevated work surface.

POSTERS

Cadence General, LLC posts mandatory posters on our project sites in the superintendent's job trailer. All posters are open for review by any employee or subcontractor at any time.



No job is so important that you cannot take the time to do it safely!



CELL PHONES, MUSIC, AND EAR BUDS

CELL PHONES ON THE JOB SITE

Cell phones contribute to a lack of productivity and inability to pay attention to tasks at hand. For this reason, personal cell phones are not allowed on jobsites. All personal phones will be stowed in your vehicle. You may check your messages and return calls while you are at lunch and after work.

If an employee is seen viewing the screen of their cell phone during work hours they may be, at the discretion of the project superintendent relieved of their duties under the "Safety Infringement Policy."

Cell phone use and distracted driving is a contributing factor to accidents. It is acknowledged that project superintendents may make calls while driving. Only project superintendents are allowed to use their phones while driving. All other employees are to wait until the vehicle is not moving, and in a safe location before they make or receive calls. Local and state laws regarding cell phone use supersede this safety policy.

No hourly employee shall use a cell phone while driving on company time.

TEXTING WHILE DRIVING IS PROHIBITED AT ALL TIMES.

JOBSITE MUSIC

Portable listening devices for music or radio connected to head phones or ear buds are not allowed on jobsites due to the fact that the wearer of these devices cannot hear what is going on in their immediate environment and poses a safety risk to those around them.

Music may be played with the project superintendent's approval. Music played shall not be offensive, or excessively loud.



REPORTING OF INCIDENTS AND ACCIDENTS

Cadence General supervisors are responsible for incident / accident reporting. A copy of all incident / accident reports must be turned into the Project Manager within 24 hours of an accident or incident.

The following reports and records are required:

1. Subcontractor's Accidental Injury and Illness Report

Any accidental, work-related injury or illness occurring to an employee who requires the services of a physician, nurse, medical clinic, or hospital shall be reported by email or phone to the Cadence General. The subcontractor representative will then prepare all required and necessary written reports and provide copies to Cadence General.

2. OSHA Form #300 and 300A - Log of Occupational Injury and Illnesses

Each reportable occupational injury or illness must be recorded on the log within seven (7) calendar days after learning of its occurrence. The log shall be prepared in the main office and the summary shall be displayed in the field offices for the preceding year.

3. OSHA Report for Fatalities and Disasters

Any accident resulting in a fatality or hospitalization of one or more employees must be reported to OSHA within eight (8) hours. Make this report by text, phone, and follow up with email. Notify the Cadence Project Manager and Safety immediately.

4. Public Liability Reports

All accidents resulting in injury to a member of the public, or damage to public or private property or vehicles, shall be reported by phone immediately to the Cadence General. Subcontractors will prepare all required and necessary written reports and provide copies to the Cadence General. Multiple photos of accident scene shall accompany photos along with list of people who where in the general area, and written statements made by those in the area, regardless if they witnessed the accident.

cadence

GENERAL CONTRACTORS

<input type="checkbox"/> Incident Report	<input type="checkbox"/> First Aid Report
<input type="checkbox"/> Safety Observation / Hazard Alert	<input type="checkbox"/> Positive Safety Observation
<input type="checkbox"/> Near Miss Report (Safety) or (Environmental) (circle one)	<input type="checkbox"/> Property Damage Report

Report all accidents to Project Superintendent—Do not clean up an accident area until authorized to do so.

Name: _____ Date of Incident: _____

Subcontractor: ☐yes ☐no Name of Company: _____

Witnesses: _____ Time: _____AM/PM

Job # _____ Exact Location of Occurrence: _____

Did employee go to see a doctor? ☐ N/A ☐ Yes ☐ No

Did you call emergency medical service? ☐ N/A ☐ Yes ☐ No

Please explain what happened before the incident:

Please explain what happened during the incident:

What was the injury or illness:

Describe how this could have been prevented:

Signature of reporting person: _____ Date: _____



COMPANY VEHICLE FLEET POLICY

Overview

As a company vehicle driver, you have been given certain privileges. Each driver has the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and, otherwise, following the policies and procedures outlined in this policy. Cadence General, LLC has a zero-tolerance policy for using drugs or alcohol while operating or occupying its' company vehicles. Any person found to be in possession and/or using drugs or alcohol while occupying a company vehicle will be immediately terminated. In addition, all authorized drivers must first be approved by Cadence General, LLC officers. At no time shall any employee be allowed to drive a company vehicle without first being approved and added to the current driver's list. Any supervisor allowing an employee to utilize company vehicles may also face termination.

Vehicle Fleet Purpose

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

- Company vehicles may not be used for business activities of companies other than Cadence General, LLC

Driver Licensing

Anyone authorized to drive the company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of Cadence General, LLC.

2. Must be at least 21 years of age, with the exception that an 18 - 20 year old with a clean driving record and who had good school performance may be authorized to expedite materials on a limited basis.
3. Have at least one year of experience in the vehicle-operated class.
4. Must meet licensing requirements.
5. Will not qualify for a company vehicle if, during the last 36 months, the driver has had any of the following:
 - Been convicted of a felony;
 - Been convicted of the sale, handling, or the use of drugs;
 - Has had their automobile insurance canceled, declined, or not renewed by their insured;
 - Been convicted of any drug or alcohol related offense while operating a motorized vehicle;
 - Have had their driver's license suspended or revoked;
 - Has been convicted of three or more speeding violations or one or more other serious violations;
 - Has been involved in one or more accidents where they were at fault or cited.

Review of Motor Vehicle Record

Alaska Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Personal Use

Company vehicles are provided for business purposes, however; occasional personal use is permitted. **Personal use is a privilege extended only to authorized project superintendents who meet the Drivers Qualifications listed above.** This privilege of personal use may be withdrawn or terminated by the company at any time without notice.

The following rules apply to personal use of company vehicles:

- Only authorized employees may drive;
- Vehicle is to be used only during working or business hours;
- The company vehicle may only be used for incidental trips within five miles of work;
- No hauling of personal trailers, boats or recreational vehicles of any type;
- No use of drugs or alcohol while in possession of a company vehicle;
- No possession, transportation, or consumption of alcohol or illegal drugs by any occupant of the vehicle;
- Driver and all passengers must wear seat belts;
- All accidents must be immediately reported to the police and your supervisor or manager.

Any exceptions to these rules require an advance written approval by the company manager or officer. Violation of these rules will result in disciplinary action, removal of driving privileges, or immediate discharge.

Maintenance

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication, and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual. Oil levels will be checked weekly. All maintenance concerns shall be directed to your project manager.

Personal Cars Used on Company Business

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with the operation of his/her own car.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as the owner of the vehicle.

Each driver is required to report all moving violations to the CGL Safety within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action.

Accidents Involving Company Vehicles

In the event of an accident:

- Do not admit negligence or liability;
- Ensure operators, passengers, and other traffic is safe, assist those who may be injured;
- Contact Project Manager and CGL Safety once an initial assessment is complete;
- Do not attempt settlement with other party, regardless of how minor;
- Get name, address, and phone number of injured person and witnesses if possible;
- Exchange vehicle identification, insurance company name and policy numbers with the other driver;
- Take at least 40 photographs of the scene of the accident;
- Call the police if injury to others is involved. You may want to call police even if there are no injuries.
- Complete the accident report in your vehicle;
- Turn all information over to CGL Safety within 24 hours.

Thefts

In the event of the theft of a company vehicle, notify local police immediately.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment;
- Obey all traffic laws;
- The use of seat belts is mandatory for driver and passengers;
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation;
- Attention to and practice of safe driving techniques and adherence to current safety requirements;
- Reporting the occurrence of moving violations;
- Restricting the use of vehicles to authorized driver only. The driver is responsible for the actions of passengers within the vehicle;
- CGL vehicle interiors are to be kept clean with any debris removed daily;
- CGL vehicles are non-smoking;
- Driver is responsible for securing all loads. When loading or unloading in windy conditions items will not be left unattended;
- Drivers of commercial vehicles over 10,000# GVWR, vehicle and trailer, will have an up to date medical card;
- Drivers of commercial vehicles over 10,000# GVWR, vehicle and trailer, will fill out the "Driver's vehicle inspection report" daily;
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to CGL Safety;

Vehicles will be kept neat in appearance inside and out. They will be washed at least once per week. Failure to comply with any of these responsibilities will result loss of privileges.

Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

1. Classification of preventable accidents. Cadence General, LLC Employees shall make it a point to not do ANY of the following:
 - Following too close.
 - Driving too fast for conditions.

- Failure to observe clearances.
- Failure to obey signs.
- Improper turns.
- Failure to observe signals from other drivers.
- Failure to reduce speed when road conditions change.
- Improper parking.
- Improper passing.
- Failure to yield.
- Improper backing.
- Failure to obey traffic signals or directions.
- Exceeding the posted speed limit.
- Driving Under the Influence (DUI) or similar charges.
- Failure to properly fasten material in and to vehicle.
- Being rude to other motorists.
- Texting while driving, or using any small electronic devices.
- Talking on a cell phone while driving.
- Eating or drinking while driving.

Cadence General, LLC employees who have been granted the privilege to drive a company vehicle, will make it a point to continually remember that our logo is on the side of the vehicle, and our driving reflects on this company.

Most accidents are slow reverse accidents; drivers shall park where they can pull out forward only.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for company business.

Name (printed)_____

Signature _____ Today's date_____



Drug and Alcohol Testing Policy

Purpose

Cadence General, LLC has a long-standing commitment to maintaining the highest standard possible for the health and safety of its employees. Cadence General, LLC believes the use and abuse of alcohol and illegal drugs negatively impact the workplace and job performance. Cadence General, LLC also has a legal duty to protect the safety of its employees, associates, clients, and the general public from those who use or are impaired by drugs and/or alcohol on the job. Cadence General, LLC is also concerned about the health and well-being of those employees who use drugs and/or abuse alcohol. Therefore, Cadence General policy strictly prohibits employees from using, selling, or possessing illegal drugs at any time or using alcohol or marijuana while on company time. Cadence General, LLC employees, are subject to drug and/or alcohol testing as this Drug and Alcohol Testing Policy sets forth. Disciplinary action may be taken against an employee for violation of this policy, up to and including immediate termination.

In accordance with the Federal Drug-Free Workplace Act, individuals convicted of any criminal drug statute, including misdemeanors, for violations occurring on company property or company time must notify Cadence General, LLC within **five days** of the date of conviction. This includes any findings of guilt or a plea of 'no contest,' or impositions of fines, jail sentences, or other penalties.

Drivers who possess a commercial driver's license will be tested under a DOT-approved drug testing consortium. Personnel who work for Cadence General, LLC, who are not commercial drivers, will be tested as follows:

Testing Methods

- *Pre-employment Testing:* Every job applicant will be required to take and pass a drug test before Cadence General, LLC may officially hire them. Each applicant will be notified that a drug test is required as part of the interview process and that any job offers are contingent upon successfully passing a drug test.
- *Random Testing:* Every employee has the chance to be selected to provide a specimen for a drug test. Selection for the testing will be made to ensure that the identity of the individual employee is entirely random.
- *Reasonable Suspicion Testing:* If there is a suspicion that an employee is under the influence of drugs and/or alcohol while on company property or on company time, the employee will be required to take a drug and/or alcohol test. Reasonable suspicion will be based on observable instances or actions such as, but not limited, to the following:
 - Dangerous conduct such as not wearing PPE
 - Unexplained decreased job performance

- Hostile interpersonal relations
- Drug-related possessions such as drug paraphernalia
- Reduced short-term memory
- Physical symptoms such as bloodshot eyes, slurred speech, and vomiting
- Anxiety
- Inability to concentrate

Reasonable suspicion determinations will be made by supervisory personnel. The observing individual will record the events and the behavioral signs and symptoms supporting reasonable suspicion. If possible, another supervisory personnel should also observe to verify that there is a reasonable basis to believe that a drug or alcohol violation has occurred.

When a determination is made that reasonable suspicion exists that an employee is under the influence of drugs or alcohol in violation of this policy, the employee will be immediately relieved of his/her duties, pending further action. The project superintendent will either transport or have an expeditor transport the individual to an approved testing center.

Suppose a non-supervisory employee has reason to believe that a supervisor subject to this policy is under the influence of drugs or alcohol at work in violation of this policy. In that case, he/she shall report such potential infringements to either a **Company Executive or the Safety Program Manager**, who will take appropriate action.

- *Post-Accident Testing:* Every employee directly involved or whose actions contributed to an accident on the job; must submit to a drug and/or alcohol test as soon as possible after an accident occurs. Accidents include all Occupational Health and Safety Administration (OSHA) recordable incidents, actions, or omissions that result in near-miss accidents and accidents involving injury requiring first aid or off-site medical attention. Accidents also include property damage caused by human error. By signing this document, Cadence General, LLC employees consent to allow access from a medical provider to release information about any drug(s) or alcohol that may be present in an employee.
- *Follow-up Testing:* Employees who have tested positive on a drug and/or alcohol test and have attended drug and/or alcohol-related counseling may not return to work until they have been evaluated by a medical professional in a substance abuse treatment facility and have successfully passed a drug and/or alcohol test. Employees who return to work will be subject to follow-up tests, all of which will be unannounced.

Refusal to Submit to Testing

The following constitutes a refusal to submit to testing:

- Failing to provide an adequate urine, blood, breath, or saliva specimen for a drug/alcohol test without a valid medical explanation.
- Failing to be escorted to a testing facility.
- Tampering with, adulterating, or diluting a specimen.
- Refusing to sign a Chain-of-Custody form at the testing facility.

Employees can refuse to submit to a drug/alcohol test, but by doing so, they will be considered violating this policy. Refusal to take a test will also be regarded as a positive test result under this

policy which makes the employee subject to disciplinary action(s). Job applicants who refuse to submit to a drug and/or alcohol test will not be considered for employment.

Disciplinary Actions

If an employee is working for a customer of Cadence General, LLC, Inc, and the customer has a zero-tolerance policy, then said employee will be terminated if (s)he tests positive for illegal drugs.

Cadence General, LLC may take disciplinary action against other employees for violating this policy, including suspension, reassignment, demotion, probation, oral or written warning, or immediate termination. Cadence General, LLC may also require that the employee:

- Signs the Rehabilitation Agreement Form
- Successfully complete an assessment and/or treatment for drug and/or alcohol usage
- Will comply with treatment and follow-up recommendations
- Has taken a drug and/or alcohol test before returning to work and has consented to follow-up testing

Collection of Specimens and Testing

Cadence General, LLC, out of respect for its employees, subscribes to the collection procedures outlined by the DHHS (Department of Health and Human Services). This protocol protects the privacy and confidentiality of the employee. Under certain circumstances, the DHHS requires that specimen donors provide a fresh specimen in the presence of a witness, only if the collector has suspicion of the following:

- The specimen is not from the donor.
- The specimen was altered or tampered with.
- The collection is part of a post-treatment monitoring program.
- The donor was found guilty of or is suspected of adulterating a previous specimen.

All specimens collected for drug and/or alcohol testing will be processed using the employees' Social Security number as identification to ensure confidentiality.

Custody-and-Control Form/Chain-of-Custody Form

Specimens will be tracked using a Custody-and-Control form from the point of submission through destruction. Employees submitting a specimen will be required to sign a Chain-of-Custody form. A retest will be required for anyone not signing this form. An employee who refuses to sign after being requested to do so will be considered refusing to test and is subject to disciplinary action or termination.

Laboratory Testing

All drug testing will be conducted in a laboratory certified by the DHHS and will be conducted as such:

- (1) screening for amphetamines, benzoylecgonine (cocaine), opiates, PCP, THC (marijuana)
- (2) confirmation by gas chromatography/mass spectrometry (GC/MS). Cadence General, LLC also reserves the right to test for other substances.

No specimen will be considered positive until it has been confirmed at the level established by the DHHS. If the DHHS has set established levels for a tested drug, Cadence General, LLC will hold the testing facility responsible for establishing an acceptable level.

Test results for alcohol revealing a blood/alcohol content of .04 or greater will be considered a positive test under this Policy.

Results

Positive test results will be reported to the medical review officer (MRO), who will then contact the employee. If the MRO cannot contact the employee, he/she will contact Cadence General, LLC for assistance. If the MRO cannot contact the employee within five days or the results reveal a significant safety concern, the MRO may disclose positive test results to Cadence General, LLC. At that point, Cadence General, LLC reserves the right to take the employee off active duty until the MRO is able to contact him/her. When the MRO does contact the employee, if he/she can provide a viable reason for why the test came back positive, then the positive test will be reported to Cadence General, LLC as negative.

Use of Prescription Medications

This policy does not prohibit the appropriate use of prescription medication legally prescribed by a licensed physician. If an employee is taking prescription medication with potential side effects that may infringe on the safety of the employee or others, he/she must notify Cadence General, LLC Safety. Failure to do so may result in disciplinary action, including termination.

Cadence General, LLC may contact the employee's physician to investigate whether it is necessary to impose restrictions on job duties due to the employee's prescription medication use. If Cadence General, LLC and the physician determine that the employee should be removed from performing his/her job duties, Cadence General, LLC will notify the employee immediately.

Confidentiality

Results of a drug and/or alcohol test will be kept separate from employee personnel files and treated as confidential information. Positive or negative results will not be shared with anyone outside of the employee's direct supervisory chain of command, except when necessary for treatment purposes.

NOTE: Cadence General, LLC may disclose the results of a drug and/or alcohol test to decision makers in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee.

Nothing in this policy is intended to require drug testing before an employee may be disciplined, up to and including termination, for suspected drug or alcohol use supported by other evidence.

I certify that I have received and understand information regarding Cadence General, LLC's Drugs and Alcohol Testing Policy.

Employee Signature _____ Date: _____

HEALTH HAZARDS

EQUIPMENT EXHAUST

Tools, equipment, and machinery powered with engines will not be operated with exhaust going into enclosed workspaces, except in tents with the below precautions taken.

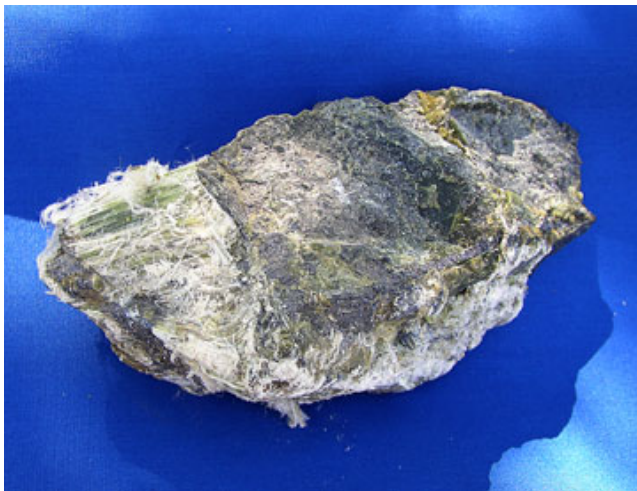
When operating in enclosed places, ensure the air is being monitored for safety. Take frequent breaks, and use fans to disperse exhaust outside the enclosed areas. Subcontractors working in tents with engines are required to have working carbon monoxide detectors. Equipment to have “scrubbers” on the exhaust.

WELDING FLASHES

Where welding operations are not transient but set up on an extended basis, the work shall be screened off to prevent exposure of welding flashes to employees and others.

ASBESTOS

WHAT IS ASBESTOS?



Asbestos is a naturally occurring mineral made up of long thread-like fibers that have high tensile strength, are flexible, and are resistant to heat, chemicals, and electricity.

What is dangerous about asbestos? Asbestos is dangerous when a person inhales or ingests the fibers, which become embedded in the lungs or respiratory system. Over time scar tissue covers. This can lead to an asbestosis-related disease.

DEFINITIONS

ACM –	Asbestos Containing Material
PACM –	Presumed Asbestos Containing Material
Encapsulate(d) –	ACM or PACM is bonded so it will not become friable.
Friable –	ACM is crumbly, and fibers can be released into the air.
Non-Friable –	Material is in such a state that the ACM is encapsulated.
Abatement –	Removal of Asbestos

Four Classes of Abatement:

1. Removal of Asbestos insulation.
2. Removal of GWB, Floor tile, and other ACM.
3. Repair and maintenance operations that could disturb ACM.
4. Working around ACM without disturbing it.

Smokers and asbestos-related diseases:

- Repeated exposure for workers who did not smoke – 5X greater than the national average got lung disease.
- Repeated exposure for workers who smoke -- 50X greater than the national average got lung disease.

Methods of protection: Engineering Controls / Safe Work Practices

- Do not disturb, do not take an asbestos sample, and have a third-party asbestos company do it.
- Keeping the work area moist, water mist keeps asbestos from releasing into the air.
- Don't enter a regulated area.

Working with asbestos or asbestos-bearing material requires extensive safety controls. Employees are not permitted to work with asbestos. Any employee who thinks there might be asbestos at any time during the project should IMMEDIATELY notify their Project Superintendent. Once notified, the Superintendent will contact the Project Manager to have a company certified in asbestos sampling investigate

TOXIC AND CONTAMINATED ATMOSPHERES

To prevent all workers from injury or death by being exposed to inhalation, ingestion, skin absorption, or contact with any toxic material or substance which may cause physical harm, controls shall be implemented to reduce or eliminate the exposure. The Hazard Communication Program should be followed. Such material may be present in the atmosphere as gases, vapors, fumes, dust, or mists. Their presence may be caused by the use of paints, sealers, acids, adhesives, etc.

For materials believed to be toxic, consult the labels on the containers, read the SDS and follow the manufacturers' safeguards.

EXTERIOR DUST

Deposits of dust and dirt from jobsites to nearby streets shall be swept up in accordance with Best Management Practices (BMP) by the responsible subcontractor following the Storm Water Pollution Prevention Plan (SWPPP).

Dust on jobsites will be reduced by water trucks.

NATURAL GAS LEAKS OR LARGE FUEL SPILLS

If there is a natural gas leak or a large fuel spill on or near a Cadence General, LLC jobsite, all personnel are to move to the furthest point away from the spill and call emergency response. The Project Superintendent is to contact the project manager for assistance.

REPORTING REQUIREMENTS

In the event of a spill, telephone CGL's home office; call the State of Alaska Department of Environmental Conservation if the spill is:

- On land - greater than 55 gallons - immediately notify
On land - 10 gallons to 55 gallons - notify within 48 hours
On land - under 10 gallons - document cleanup activities
- In a body of water - one drop - immediately notify

It is imperative for Cadence General, LLC employees and subcontractors to recognize the inherent problems and concerns associated with being reckless around any body of water.

Written documentation, in the form of the official "Oil and Hazardous Materials Incident Final Report," must be submitted to the Alaska Department of Environmental Conservation. The form is required within 15 days after the cleanup is completed, or if no cleanup occurs within 15 days from the discharge date.



PHYSICAL AGENTS

Physical Agents, also known as Environmental Demands, place stress on employees due to environmental circumstances. To view, Physical Agent Data Sheets (PADS) are available in the job's office. Physical demands include:

- Cold stress - can lead to frostbite and hypothermia. Hypothermia is when the body's core temperature is less than 95 degrees Fahrenheit and is at the clinical state of sub-normal temperature when the body cannot generate sufficient heat to maintain functions. Frostbite is the freezing of some part of the body. Workers are to take care of exposed skin; a good test for frostbite is when the skin becomes less elastic. This is best noted in the finger pads; if touched or squeezed, the pads remain pitted. Then any further cooling will result in frostbite.
- Noise - excessive noise can cause hearing loss. See, hearing protection is PPE.
- Vibrations from tool usage and/or driving equipment can damage blood vessels
- Lasers - produce a concentrated beam of electromagnetic energy. When lasers are used on a job site, a sign is posted. Lasers should never be installed at eye level, and employees working around lasers shall wear eye protection
- Heat stress is caused by working in hot environments, not just in the sun, but around boilers, engines, etc.
- Ionizing radiation – X-rays and radioactive substances.
- Ultraviolet radiation – a band of energy on the electromagnetic spectrum that lies between visible light and x-rays. Common sources of UV include the sun. The difference between ionizing radiation and ultraviolet radiation is that ionizing radiation can pierce solids, whereas ultraviolet radiation cannot.
- Illumination - too much or too little light adversely affects our eyes
- Humidity - the amount of moisture in the air has a direct effect on our taking in oxygen
- Microwave radiation – when body tissues absorb microwaves or radio waves, localized or spot heating can occur. The increased temperature can damage tissues, especially those with poor temperature control, such as the eye's lens.

Employees are encouraged to read through the PADS. PADS intends to inform employees of conditions, prevention, and protection.



Blood Borne Pathogen Exposure Control Plan

Cadence General, LLC has instituted a plan to inform our employees, subcontractors, and guests of the dangers of contacting bodily fluids to protect our workers. While the blood-borne pathogens, the law is not part of the 29 CFR 1926, we feel the information our workers receive will be beneficial. Training records will be maintained in personnel files. Cadence General, LLC Employees are instructed to follow the policies listed below.

The person who created the spill is the best person to clean up a spill containing blood and bodily fluids. All bodily fluids from other people shall be considered dangerous. If there is a catastrophic accident or a large spill, a company will be subcontracted to clean up the spill. No worker shall clean up any spill without proper PPE (provided by Cadence General, LLC. at no cost to the employee), including rubber gloves, safety goggles, and protective masks for the mouth and nose. Also, ensure that no open sores or wounds could come in contact with bodily fluids being cleaned up. All tools, equipment, and areas will be cleaned and decontaminated after contact with blood or other infectious material.

While hand washing facilities are unavailable on most construction sites, workers are encouraged to wash their hands when possible. There is an antiseptic solution available with all port-a-potties for your use. Any employee who thinks they may have come into contact with a blood-borne pathogen should immediately contact Cadence General, LLC Safety. A hepatitis B vaccine will be made available at no cost to the employee. If in the unfortunate event there is an exposure, medical records will be maintained for the duration of employment, plus an additional 30 years. Employees will access the exposure control plan and their relevant exposure and medical records as needed.

BLOODBORNE PATHOGENS...



- Bloodborne pathogens are microorganisms present in human blood which can infect and cause disease in people who are exposed to blood containing the pathogen.
- These microorganisms can be transmitted through contact with contaminated blood and body fluids.





Confined Space Program

The confined space program for Cadence General is based on 29 CFR Subpart AA 1926.1200 and the safety and health regulations for construction, standard number 1926.1207 training requirements. On all projects, a competent person shall survey the project and look for existing confined spaces and confined spaces that we will construct. A confined space is defined as:

1. A space large enough to enter
2. A space that is not designed for continuous employee occupancy
3. A space that has limited means of entrance and exit.

There shall be communication between the host employer, Cadence General, and subcontractors regarding locations and potential hazards of any known confined spaces on a project. Cadence General will communicate affected employees and subcontractors hazardous confined spaces. If a confined space is hazardous, Cadence General employees and subcontractors shall not enter the location without training and completing required confined space entry permits. A permit-required confined space is a space where:

1. The space contains or has the potential to contain a hazardous atmosphere.
2. The space contains material(s) that has the potential to engulf an entering employee.
3. The space has an internal configuration such that an employee could be trapped or asphyxiated by inwardly converging walls or by a
- 4.
- 5.
- 6.
7. downward-sloping floor.
8. The space contains any recognized serious safety or health hazard.

Cadence General shall utilize Alaska Safety Handbook (ASH) confined space entry sheets if a permit-required confined space shall be entered. All persons who enter permit-required confined spaces shall be trained, and the atmosphere shall be monitored when working in a permit-required confined space. Permits used shall be north slope ASH, as used by oil companies.

Cadence General's policy is that fans will move air when persons are in confined spaces. All subcontractors are required to abide by this confined space program.

If the workplace contains one or more permit spaces, danger signs shall be posted, and employees shall be notified about dangers during safety meetings. Cadence General shall implement measures to prevent unauthorized entry as the controlling employer.



Hazard Communication Program

The purpose of setting up a Hazard Communication Program for Cadence General, LLC is for the protection of employees and subcontractors. Under no condition shall any worker be around potential unlabeled hazards. Under OSHA Regulation 29, CFR 1910.1200, Hazard Communications is to include "container labeling and other warning forms, a list of hazardous chemicals on each job site, Safety Data Sheets (SDS), and employee training." This Hazard Communication Program incorporates global harmonization. Subcontractors are required under the Cadence General, LLC safety program and the Global Harmonization System to provide SDSs for all chemicals they may have on a project site. If a subcontractor has more than twenty-five gallons of flammable chemicals, they must provide an approved storage cabinet at their own expense. Cadence General, LLC reserves the right to remove any chemical from a job site if an SDS is not on file.

POLICY

Cadence General, LLC. is committed to providing a safe and healthy work environment for our teams. In pursuit of this endeavor, we have adopted the Program to inform our employees and subcontractors of hazards associated with chemicals used in construction.

This Program is a key to assisting Cadence General, LLC in implementing and ensuring compliance with the Standard, thereby protecting its employees and subcontractors. This program addresses our efforts to help employees and subcontractors to:

1. Become familiar with the Safety Manual for Cadence General, LLC.
2. Know the location of the SDS book.
3. Read all labels on containers and adhere to warnings of exposure.
4. Do not leave chemicals in secondary containers. For example, when you are done using a Hudson sprayer to spray Kure-n-Seal™, it is essential to clean the sprayer for future use, mainly so that someone else does not assume the sprayer contains another chemical or water.
5. Unused substances will be returned to their original containers immediately after use.
6. Replace and seal covers or lids to substances when not in use.
7. Be aware of new substances you might come in contact with, despite who controls them.
8. Never remove or deface labels on containers.

CONTAINER LABELING

It is Cadence General, LLC's policy that no container of hazardous chemicals will be allowed to be used on site unless it is labeled clearly as to its contents with the appropriate hazard warnings and the name of the manufacturer. This is to include secondary containers. When working with chemicals, always return them to their original container and replace the cover and seal when not in use.

HAZARDOUS CHEMICAL INVENTORY LIST

The project superintendent or a designee will compile, maintain, and update, whenever necessary, a list of known hazardous chemicals used by employees, subcontractors, and owner's independent contractors. The chemical inventory (SDS book) will be stored in the project superintendent's office. This list will contain the name of the chemical, the date it was purchased, the vendor it was purchased from, and corresponding tabs to locate the SDS.

All employees, subcontractors, and independent contractors are permitted to review the list and to obtain further information on each chemical by reading the SDSs at any time during their work shifts, other times.

TRAINING

According to 29 CFR 1910.1200(h)(1), employers shall provide employees with effective training on hazardous chemicals when employees start work and when working with new chemicals. Employees will be expected to:

1. Locations on project sites where chemicals are present
2. Be made aware of the SDSs and how to read them
3. Learn different methods of monitoring for hazards, i.e., odors from chemicals, and report them immediately to the Project Superintendent
4. Employees will learn different measures they can use to protect themselves following the SDS. Additional personal protective equipment (PPE) will be listed in the SDS.
5. It is critical that all of our employees and subcontractors understand this training. If you have any further questions, your Project Superintendent will review items as they relate to new material.

CHEMICALS IN UNLABELED PIPES

To ensure that our employees who work on unlabeled pipes have been informed as to the hazardous materials contained within, the following policy has been established: Before starting work on unlabeled pipes, all employees are to contact the

Project Superintendent for the following information:

1. Chemical in the pipe
2. Potential hazards
3. Safety precautions required

HAZARDOUS NON-ROUTINE TASKS

Cadence General will provide to all employees who perform non-routine tasks that are hazardous (e.g., reconstructing a leach field) a special training session before starting work on such tasks.

This training will cover, at a minimum, the following elements:

- The hazardous chemicals that will be encountered during the task
- An explanation of appropriate precautions to take
- Proper PPE to use and PPE training
- An explanation of emergency procedures

INDEPENDENT CONTRACTORS WORKING FOR THE OWNER

The safety program manager or project superintendent will determine if other subcontractors on a project who are working directly for the owner will be exposed to hazardous chemicals. Cadence General, LLC, however, is not responsible for the safety and supervision of contractors working directly for the project owner. Cadence General, LLC will, in good faith, alert independent contractors of safety precautions we recommend they take when working on projects.

ENVIRONMENTAL PROTECTION PLAN FOR THE CONTROL OF HAZARDOUS MATERIAL

This is the written Hazardous Material Control Plan for the management, control, prevention, containment, and disposal of petroleum products or other hazardous substances that may be generated.

IDENTIFICATION OF HAZARDOUS MATERIALS

The following materials are considered to be hazardous or to contain hazardous substances (toxic, ignitable, explosive, or chemically reactive) and are subject to control:

- Petroleum products (including fuel and lube oils, grease, hydraulic oil)
- Solvents
- Certain paints
- Epoxies and cement
- Explosives
- Anti-freeze
- Lead-acid batteries

The control measures include safe storage and handling, containment, spill recovery kits, and proper reporting requirements.

STORAGE, CONTAINMENT, AND DISPOSAL

A. Diesel, Fuel Oil, and Gasoline

The Project Superintendent will ensure control and prevent accidental discharge during storage and transfer. Any onsite storage will be in approved containers.

Fuel spill catch mats, absorbent pads, and other recovery equipment will be used when fueling equipment is onsite. Any spill and related contaminated soils will be cleaned up and disposed of in accordance with the applicable regulations of the Alaska Department of Environmental Conservation and the U. S. Environmental Protection Agency. Used oil will be transported to the Wasilla Shop, if applicable. If not, waste oil will be taken to the nearest collection site and disposed of according to collection site regulations.

B. Solvents and Paints

Solvents and paints will be stored in a protected area where containers will not be damaged. Spent solvents and paints will be retained and appropriately disposed of in accordance with regulations. *Subcontractors are required to remove any solvents and/or extra chemicals from the jobsite when their scope of work is complete.*

C. Epoxies and Cement

Epoxies and other adhesives will be stored in dry, protected areas. The Project Superintendent will supervise their use. Leftover epoxy will be retained and disposed of in accordance with regulations. Portland Cement™ and bonding additives will be stored in a dry, protected area. All workers who work with placing concrete will be required to wear safety glasses and rubber gloves in addition to prescribed proper work gear. Cleanup will be conducted in the designated concrete cleanout area on the SWPPP site map.

D. Explosives

Explosives will be securely stored and accounted for in accordance with regulations governing their storage and handling. Lay persons are not permitted near explosives. Handling and transport will only be done by qualified professionals in approved containers.

E. Anti-Freeze

Anti-freeze shall be stored in the same manner as liquid petroleum. Spent antifreeze shall be recovered and retained until adequately disposed of. Antifreeze that is accidentally spilled shall be recovered with absorbent materials.

F. Lead-Acid Batteries

Lead-acid batteries that have no more charge and are not valuable to the construction process shall be brought to the local landfill. They will be disposed of according to the landfill's standard for hazardous material.

EMERGENCY RESPONSE PROCEDURES

In case of a spill, notify the Project Superintendent immediately, and clean up. The Project Superintendent will notify his project manager, who will notify the Alaska Department of Environmental Conservation.

EMERGENCY RESPONSE EQUIPMENT

1. Spill kits shall be available onsite for hazardous substance containment and cleanup. Spill kit locations will be close to the fueling stations - both of which will be listed on the SWPPP site plan.
2. Absorbent pads shall be available in all spill kits, readily available to clean up petroleum, solvents, or other materials.
3. Absorbent material (kitty litter) will be available in all spill kits for minor drips and engine oil blotching on fresh asphalt. Cars with oil leaks need plywood under them on new asphalt.
4. Plastic bags stored in spill kits shall be available for disposing of absorbent pads and contaminated soils.
5. All materials used to clean up spills shall be stored onsite in a covered area until they can be removed from the site and properly disposed of.

HOUSEKEEPING - NO SPILLS!

On all Cadence General, LLC jobsites, housekeeping is a priority. In addition to general housekeeping, refueling areas will be kept clean and debris-free. Fueling areas will also:

1. Maintain a fuel spill kit
2. Use spill catch mats under vehicles to catch drops of fuel
3. Waste oil will be labeled appropriately
4. Containers of hazardous products will be used entirely before discarding containers
5. Excess amounts of hazardous materials will not be purchased or brought to the site
6. Original product label and SDS will be kept onsite for each product in use

REPORTING REQUIREMENTS

In the event of a spill, telephone Cadence General, LLC home office; call the State of Alaska Department

of Environmental Conservation if the spill is:

- On land - greater than 55 gallons - immediately notify
- On land - 10 gallons to 55 gallons - notify within 48 hours
- On land - under 10 gallons - document cleanup activities
- In a body of water - one drop - immediately notify

It is imperative for all Cadence General employees and subcontractors to recognize, the inherent problems and concerns associated with being reckless around anybody of water.

Written documentation, in the form of the official "Oil and Hazardous Materials Incident Final Report" is required to be submitted to the Alaska Department of Environmental Conservation. The form is required within 15 days after the cleanup is completed or if no cleanup occurs within 15 days from the discharge date.

DISPOSING OF HAZARDOUS MATERIALS

All hazardous materials shall be disposed of in accordance with the product labeling. Project Superintendents will notify the Safety Program Manager or Equipment Manager to have hazardous materials disposed of.

Cadence General is listed as a small quantity generator of hazardous materials since our waste is under 220 pounds per month. It is in our best interest to keep it that way.

IT'S THE LAW!

AS 46.03.755 and 18 AAC 75.300

REPORT OIL AND HAZARDOUS SUBSTANCE SPILLS

During Normal Business Hours

call the nearest response team office:

Central Alaska: (907) 269-3063
Anchorage Fax: (907) 269-7648

Northern Alaska: (907) 451-2121
Fairbanks Fax: (907) 451-2362

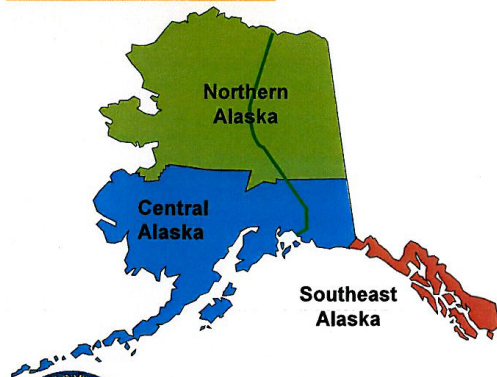
Southeast Alaska: (907) 465-5340
Juneau Fax: (907) 465-5245

Alaska Pipeline: (907) 451-2121
Fairbanks Fax: (907) 451-2362

Outside Normal Business Hours

Toll Free 1-800-478-9300

International 1-907-269-0667



Alaska Department of
Environmental Conservation
Division of Spill Prevention and Response
www.dec.alaska.gov/spar/spillreport.htm

Hazardous Substance

Any hazardous substance spill, other than oil, must be reported immediately.

Oil – Petroleum Products

To Water

- ◆ Any amount spilled to water must be reported immediately.

To Land

- ◆ Spills in **excess of 55 gallons** must be reported immediately.
- ◆ Spills in **excess of 10 gallons, but 55 gallons or less**, must be reported within 48 hours after the person has knowledge of the spill.
- ◆ Spills of **1 to 10 gallons** must be recorded in a spill reporting log submitted to ADEC each month.

To Impermeable Secondary Containment Areas

- ◆ Any spills in **excess of 55 gallons** must be reported within 48 hours.

Additional Requirements for Regulated Underground Storage Tank Facilities

Regulated Underground Storage Tank (UST) facilities are defined at 18 AAC 78.005 and do not include heating oil tanks.

If your release detection system indicates a possible discharge, or if you notice unusual operating conditions that might indicate a release, you must notify the ADEC UST Program within 7 days.

UST Program: (907) 269-3055 or 269-7679

rev. Oct/2015



PERSONAL PROTECTIVE EQUIPMENT (PPE)

On all Cadence General, LLC projects, each employee who needs to wear personal protective equipment (PPE) shall be adequately trained to inspect, don, remove, care for, and dispose of PPE. PPE will be fitted for each affected employee. Training will be documented with the employee's name, the training date, and the certification subject. Each subcontractor is responsible for procuring, issuing, using, and maintaining personal protective equipment as required in this section. Each subcontractor will survey the needs for such equipment in advance and see that it is available for their employees' use. Each subcontractor will be required to issue equipment to their employees and instruct supervision to enforce its use. PPE requirements are based on CFR 29, 1926 subpart E.

All subcontractors and second-tier subcontractors shall maintain PPEs in serviceable condition. Such equipment and its use shall include, but may not be limited to, the following:

HARD HATS

All employees and subcontractors shall wear hard hats while at the Jobsite. If an employee or subcontractor does not have a hard hat, they are not allowed to work on the construction project.

Hard hats need not be worn while inside Jobsite offices or trailers.

EYE AND FACE PROTECTION



Precautions to use to protect your eyes:

- (1) Care should be taken to recognize the possibility of multiple and simultaneous exposures to various hazards. Adequate protection against the highest level of each hazard should be provided. Protective devices do not provide unlimited protection.
- (2) Operations involving heat may also involve light radiation. As required by the standard, protection from both hazards must be provided.
- (3) Face shields should only be worn over primary eye protection (spectacles or goggles). Face shields and safety glasses are required when work surfaces may chip.
- (4) As required by the standard, filter lenses must meet the requirements for shade designations in 1910.133(a)(5). Tinted and shaded lenses do not filter lenses unless they are marked or identified as such.
- (5) As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.
- (6) Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and chemical environments may represent an additional hazard to contact lens wearers.
- (7) Caution should be exercised when using metal frame protective devices in electrical hazard areas.
- (8) Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.
- (9) Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
- (10) Non-side shield spectacles are available for frontal protection only but are not acceptable eye protection for the sources and operations listed for "impact."
- (11) Ventilation should be adequate but well protected from splash entry. Eye and face protection should be designed to provide adequate ventilation and protect the wearer from splash entry.
- (12) Protection from light radiation is directly related to filter lens density. See note (4). Select the darkest shade that allows task performance.

Eye and facial protection shall be issued to all workers creating hazards to the eyes and face areas. Such protection will comply with OSHA and ANSI standards. Failure to comply with requirements is grounds for removal from the Jobsite.

INHALATION PROTECTION

Inhalation protection will be available for workers through the availability of N95 respirators. If employees work in an area where respiratory protection is mandated through the job hazard analysis, the affected employees will get fit tested by a medical professional. For employees who use the N95 respirator:

1. N95 respirators do not supply oxygen. Do not use in atmospheres containing less than 19.5% oxygen.
2. Do not use when the concentrations of contaminants are immediately dangerous to life and health, are unknown, or when concentrations exceed 10 times the permissible exposure limit (PEL) or according to specific OSHA standards or applicable government regulations, whichever is lower.
3. Do not alter, abuse or misuse this respirator.
4. Do not use masks with beards, other facial hair, or other conditions that prevent a good seal between the face and the sealing surface of the respirator.
5. Respirators can help protect your lungs against specific airborne contaminants; however, they will not prevent entry through other routes such as the skin, which would require additional personal protective equipment (PPE).
6. This respirator is designed for occupational/professional use by adults who are properly trained in their use and limitations.
7. Individuals with a compromised respiratory system, such as asthma or emphysema, should consult a physician and complete a medical evaluation before use.

If the respirator becomes damaged, soiled, or breathing becomes difficult, leave the contaminated area immediately and replace the respirator.



This is a respirator. 2 straps = respirator.

HEARING PROTECTION



This earplug is not inserted far enough.



The proper way to don earplugs.

All employees will be trained in how to protect their hearing through the use of earplugs. Training shall be updated with PPE, and work processes change. Employees exposed to sound levels over those shown in Table D-2 of the OSHA regulations shall wear hearing protection that meets the requirements of OSHA 1926.101, (a) through (c).

TABLE D-2
Permissible Noise Exposures

Duration per Day, Hours	Sound dBA Response	Level Slow
8	90	
6	92	
4	95	
3	97	
2	100	
1 1/2	102	
1	105	
1/2	110	
1/4 or less	115	

NOTE: Normal conversation is 60-70dB
 Large truck is around 90 dB
 Air-powered jackhammer is about 95 dB

Hearing protection is required when noise is louder than 85dBA. On Cadence General, LLC jobsites, employees are required to wear ear plugs when working conditions are loud enough that a normal conversation between two people cannot be carried on at average speaking volume at arm's length. When working around jackhammers and other knowingly loud tools, double hearing protection is required. In other words, if you have to yell to be heard, you and other affected workers most likely need to wear double hearing protection. Hearing protection will be supplied by Cadence General, LLC at no cost to the employee.

FALL PROTECTION

Employees and subcontractors' workers exposed to a fall hazard greater than 6 feet shall wear safety harnesses meeting the requirements of OSHA 1926.104, (a) through (f). If workers' feet are 6 feet or more off the ground or the D-ring on the back of their safety harness is 10 feet off the ground, they need fall protection. Please see the Cadence General, LLC Fall Protection Plan in this Manual.

Safety harnesses shall be issued to and used by employees when they are at work in any area where they are subject to a fall, and using guard rails, scaffolds, or ladders is impractical.

Lanyards shall be shock absorbing, with a maximum length of 6 feet. All lanyards shall meet or exceed ANSI standards.

Lanyards shall be secured to an anchorage capable of holding 5,000 pounds.

WORK BOOTS

Proper work boots shall meet ANSI requirements (Z41.1-1967) for safety-toe footwear. Rubber boots may be worn during concrete pours. Extreme cold weather boots not meeting ANSI Z41 standards are permitted in cold weather conditions for those individuals who must work outdoors for extended periods.



WORKING NEAR WATER

Employees working over or near water or where a chance of drowning exists shall be provided with U. S. Coast Guard-approved life jackets.

WORKING NEAR VEHICLES OR EQUIPMENT

Cadence General, LLC and subcontractor employees must wear Class II reflective vests with horizontal and vertical reflective stripes while working on or near the roadways and close to any heavy equipment or parking lots.

HAZARD ASSESSMENTS

Cadence General, LLC will require workers to wear PPE without a written hazard assessment for each activity. The overall requirements as listed above and SDS, Site-

Specific Job Hazard Analysis, tool owner's manual, and the State of Alaska Physical Agent Data Sheets will determine what PPE is to be worn.

COMPANY PROVIDED PPE

This equipment shall be inspected, maintained, and cleaned as indicated by the manufacturer. PPE is initially provided to the employee at no cost. It shall be used and maintained in a sanitary and reliable condition. Defected and damaged PPE shall be taken out of service and destroyed. Employee-owned PPE is not accepted at Cadence General, LLC jobsites.

If there is any question about what is appropriate, then onsite job hazard analysis, the SDSs, or the tool owner's manual will be consulted. If there are still questions regarding PPEs, call the Cadence General - Safety Program Manager.

RE-TRAINING

Retraining the employee is required when the workplace changes, the type of PPE changes or when the employee demonstrates a lack of use, improper use, or insufficient skill or understanding. All earlier training will become obsolete. Retraining will be documented.

PREVENTING FALL INJURIES

Cadence General, LLC aims to reduce the number of fall injuries to zero for any given calendar year. With that in mind, we pride ourselves on educating employees on the dangers of falls during construction work.



(Correct way to protect others at a floor penetration)

The primary causes of fall-related fatalities are:

- Unprotected sides, edges, and holes
- Improperly constructed walking and working surfaces
- Improper use of access equipment
- Failure to properly use a Personal Fall Arrest System (PFAS)
- Slips and trips (housekeeping)

On a Jobsite, the three most essential functions of safety about fall protection are:

1. Access

- Make sure access to areas on the Jobsite are safe for everyone
- Ladders to second floors must have guardrails with offset or "L"-path recommended
- Ladders through holes need barricades on three sides with access in an "L"-path. also recommended
- Watch for tripping hazards at the tops of ladders and stairs

2. Egress

- Workers need to have a safe escape route
- Material handling platforms must have guardrails
- When guardrails are open, the workers must be tied off

3. Housekeeping

Watch for trip and fall hazards. Cords shall be rolled up at the end of each shift, and subcontractors are required to leave their work areas in a "broom swept" condition. A clean job site is generally a safe job site.

If a guardrail has been damaged or taken apart, it must be repaired before any work happens on that level. At no time shall a Cadence General, LLC employee put themselves at risk of falling for any reason.



FALL PROTECTION PLAN

Cadence General, LLC is dedicated to protecting its employees from on-the-job injuries. All employees and subcontractors of Cadence General, LLC are responsible for working safely on the job. Fall protection training shall enable each employee to recognize fall hazards within their workspace and how to minimize these hazards. Injuries from falls account for the most significant portion of work-related injuries. This is why fall hazards call for a work stoppage until the hazard is corrected or minimized. The purpose of this plan is:

1. To ensure that employees working at elevation are adequately trained for the task at hand.
2. Ensure that each employee is trained and aware of the safety provisions to be implemented by this plan before construction.
3. If the workplace changes, fall protection systems change, or there are other deficiencies in the training that render previous training obsolete, employees will be retrained.
4. Employee fall protection training shall be documented and filed in personnel files at Cadence General, LLC headquarters.

This Fall Protection Plan addresses the use of other than conventional fall protection in several areas, including:

1. Connecting activity
2. Leading-edge work
3. Unprotected sides or edges

This plan is designed to enable employees and subcontractors to recognize the fall hazards at jobsites and establish procedures to prevent falls to lower levels or through holes and openings in walking/working surfaces. Each employee will be trained in these procedures and adhere to them, except when doing so would expose the employee to a more significant hazard. If, in the employee's opinion, this is the case; the employee is to notify the Project Superintendent of their concern, and the matter will be addressed before proceeding.

Cadence General, LLC uses the “6-foot rule” as the basis for its fall protection plan. This means at any Cadence General, LLC Jobsite where workers are staged 6 or more feet above any given surface; then they will have some means of fall protection.

SITE SPECIFIC PLANS

Some jobs have a portion of the work under a “controlled access zone.” A job specific fall protection plan allows trained workers not to wear fall protection for a short period while doing a particular task. These plans will be written by a qualified person, Cadence General, LLC Safety, reviewed by the project manager, and implemented by the competent person, the project superintendent. These plans are only in effect for a short time period and in no way are tacit consent for workers not to wear fall protection at other times!

Cadence General, LLC employees are not permitted to use a safety monitoring system for fall protection.

ENFORCEMENT

Constant awareness of and respect for fall hazards, and compliance with all safety rules, are considered conditions of employment. The project superintendent has the authority to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

ACCIDENT INVESTIGATIONS

Regardless, all accidents resulting in worker injury shall be investigated and reported. It is an integral part of any safety program that documentation takes place as soon as possible so that the cause and means of prevention can be identified to prevent a recurrence.

Suppose an employee falls or another related, serious incident occurs. In that case, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar falls or incidents.

TYPES OF FALL PROTECTION AND REQUIREMENTS

FALL ARREST SYSTEMS

Personal fall arrest systems and their use shall comply with all of the following:

1. A full-body harness with a shock-absorbing lanyard will be utilized for personal fall protection
2. There shall be a competent person on site who can survey the Jobsite for hazards and who has the authority to make changes
3. The lanyard will be anchored to something capable of supporting 5,000 pounds per employee attached
4. Safety harnesses and lanyards will be ANSI-compliant
5. All personal fall arrest system components shall be inspected before use. Only trained persons shall use fall arrest systems. Any piece of equipment found not suitable for use will be discarded immediately.
6. Horizontal lifelines (roof cables) will be designed, installed, and used under the supervision of a qualified person:
 - a. Extreme care should be taken in considering a horizontal lifeline for multiple tie-offs. The reason is that if one employee falls, the movement of the horizontal lifeline during the arrest may cause others to fall.
 - b. Horizontal lifelines should be taut with minimal sag to lessen the amplification during fall arrests
7. Vertical lifelines can provide 100% fall protection when combined with positioning devices. Only one person per vertical lifeline is allowed, and the lifeline minimum breaking strength is 5,000 pounds.
8. Fall inspection equipment shall be thoroughly inspected, and document by marking on the tag every six months.
9. Fall protection harnesses that show three or more stitches frayed in one strand shall be removed from service.

10. After any piece of a personal fall arrest system has been subjected to impact loading, it shall be removed from service. Shock-absorbing lanyards will not be used for employee protection after they have been impact loaded.
11. Employees may not take fall protection equipment home!

GUARDRAILS

Using guardrails during construction is preferable to wearing fall safety harnesses.

1. Standard guardrails shall consist of a top rail that is 42 inches off the deck, a mid-rail that is 22 inches off the deck, and a toe kick on the deck to prevent tools and debris from falling off and hurting those below
2. For wood railings, the posts shall be spread no further than 8 feet, of two each 2X4's on California corner, to have less than 2 inches of deflection. The rails and toe boards shall be of 2X4 material with staggered ends.
3. Railings shall withstand 200 pounds outward and downward.
4. For cable railings, top and intermediate railings, posts are not required provided that both rails do not have more than 2 inches of deflection and have toe kicks
5. Stairs must have a handrail if more than four steps are involved
6. Stair handrails must be 36 inches high off the riser, not higher than 37 inches or lower than 34 inches
7. Stair handrails must also be able to withstand 200 pounds of force
8. Guardrails must surround three-sided stair penetrations or any floor penetration over 12"x12".
9. Covers on floor holes and openings shall be capable of supporting the maximum intended load and installed with fasteners (do not just throw a piece of plywood over a hole and walk away!). Covers on floor openings must be adequately marked with spray paint - "HOLE" and fastened.

WARNING LINES

If personnel use warning lines, they must follow strict protocol, and it is recommended that guardrails be used for construction purposes rather than warning lines.

Personnel are not allowed outside of warning lines without wearing appropriate PFAS. Warning lines must be installed between 34" and 39" above the working deck and be flagged every 6'. Warning lines need a minimum tensile strength of 500# and must be installed on stanchions that can withstand 16# of outward pressure without tipping over. Warning lines have to be secured to each stanchion.

Warning lines can only be used on roofs and must be 15' from the edge when doing construction work. There also must be access delineated by warning lines from the access point to the area where work is to be completed. If mechanical work is needed, warning lines may be closer to the edge. Please get in touch with Cadence General, LLC Safety to assist with laying out a warning line system.

SCAFFOLDS

Scaffolds are inherently dangerous. We get complacent because we are not harnessed up, but there is still the potential for a fall accident.

The requirements for scaffold construction are:

- Be on a firm foundation with base plates
- Be plumb, square, and adequately braced
- Have a fully-planked work deck
- Have guardrails when over 10 feet
- Be tied into the building when over a 4:1 height to base ratio
- Have adequate means of access and egress (escape).
- No steps shall be over 24" above a lower step.

A qualified person shall train persons working on scaffolds in:

- Electrical dangers. Workers must not be within 10 feet of an electrical wire, including tools.
- Falling object protection. The area under a scaffold should be barricaded off to protect workers on the ground.
- Load capacity. Most scaffolds in the construction industry only support 75 pounds per square foot. That is the maximum weight. Block layers shall not set entire pallets of the block on the scaffold.
- Fall protection requirements.

Scaffold construction safety includes:

- Scaffold planks cannot be used for mud sills
Wood used as a mud sill will not meet OSHA safety standards for planks.
Ensure that all wood planks meet ANSI / OSHA standards before installation.

- Scaffolds must be constructed by a competent person and inspected before and during each shift. If there is anything that changes the structure of the scaffold.
- If scaffolds are tagged “Do Not Use,” then no trades will be allowed to use the scaffolds until they are repaired
- If tenting around a scaffold, be sure the scaffold is secured to the structure so as not to become a sail in the middle of the night when it gets windy
- Never put an unsecured step ladder on top of a scaffold
- Do not climb up the cross braces on the sides of scaffolds
- The scaffold outriggers need to be closer than 18 inches from the building; otherwise, workers need fall protection
- 2X planks need to be OSHA approved and shall extend at least 6 inches over the end of their support, overlapped by at least 12 inches, and secured
- Employees shall take care to store scaffold planks separately from other 2X material
- Scaffold planks shall not be cut unless ordered by the Project Superintendent
- The area below the scaffold must be barricaded for falling object protection
- Mobile scaffolds need to have a bottom cross brace and locking wheels
- Scaffolds need a safety egress. Stairs are the most efficient. Ladders are acceptable. Climbing the exterior of open frames is not permitted.

Unsafe equipment is to be marked on the tag and listed as “Do Not Use”; the scaffold is to be deemed off-limits until it is fixed.

- Workers will be retrained if changes in the workplace present hazards that the employee is unaware of; If there are differences in the type of scaffold or fall protection to be used. Workers will be retrained if there are

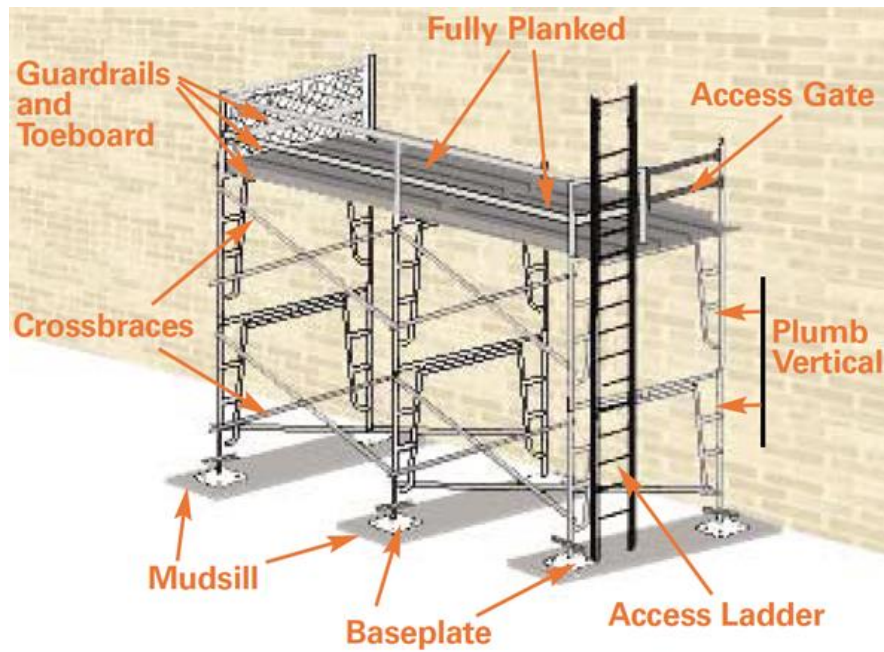
Inadequacies in the employee’s work indicate the employee has not retained the requisite proficiency.

All Fall Protection Systems Need a Rescue Plan for Emergency Egress!!

This can be communicated verbally at the job site, but it must be done.

When OSHA drives by our jobsites, this is what they are looking for when thinking about access, egress, and proper construction.

Acceptable Scaffold & Construction





POLLUTION PREVENTION

The Storm Water Pollution Prevention Plan (SWPPP) is the pollution prevention guideline for construction purposes. SWPPPs must be filed when over one acre of ground is disturbed. The Alaska Department of Conservation and the Federal Environmental Protection Administration administrate and oversee the SWPPPs we use on our jobs. We apply for an Alaska Pollutant Discharge Elimination System (APDES) permit on all large projects.

As a construction company, we are responsible for keeping silt out of nearby waterways. To do this, we establish "Best Management Practices" (BMPs) to protect the environment. These include but are not limited to; silt fencing, covering dirt piles, building berms, installing retaining walls, setting up TYPAR to keep silt out of drains, having rough rocks or a rumble mat to keep dirt from tracking on roadways, etc. Polluted stormwater runoff from construction sites can adversely affect fish, animals, plants, and humans. Control measures are used to minimize silt leaving construction sites to ensure water quality and human health. The responsibility for maintaining the integrity of SWPPPs will sometimes fall on Cadence General, LLC or the subcontractor; regardless, there are a few things that employees can do to help.

1. Maintain BMPs – This means that if we have a silt-containing fabric in storm drains down the road from a job site, we are responsible for cleaning it weekly and sweeping the edge of the road where the water will flow in case it rains. Also, when installing a silt fence, ensure that it is buried to the 6" line and is semi-taught. Road exits from our Jobsite must be free of dirt, so they may have to be swept daily.
2. Keep hazardous items together. Fuel containers should be labeled with their contents and set in containment that will hold the fuel if there is a leak. A fire extinguisher should also be nearby for emergency use. On the following page is an example of a refueling area on a Jobsite:



3. Ensure that fuel catch pads (duck ponds) are used when refueling equipment. Do not fill equipment to the very top to avoid accidental spills. Fill equipment to about 1" from the top of the tank.
4. In the job trailer, there will be a site plan showing where everything on the Jobsite is, which will indicate where the rainwater will run. The site plan will have a concrete clean-out location, port-a-potties, fuel containers, job trailers, laydown areas, etc. The job must reflect the site plan, which is updated as the site changes.
5. The Hazardous materials and spill safety control plan, as directed by the SWPPP, is Cadence General, LLC Hazard Communication Policy. In the event of a fuel spill, notify the project superintendent immediately. If the spill is:
 - 1 to 10 gallons – Document clean-up activities and provide a report to ADEC at the end of the Month.
 - 10 to 55 gallons – Clean up, and report to ADEC within 48 hours after knowledge of a spill.
 - Over 55 gallons – ADEC shall be notified immediately.
 - In water – Enough fuel to make a sheen – Report immediately.

Any release of hazardous substances besides fuel, the ADEC must be notified as soon as the project manager knows about the spill.



LADDER SAFETY

Cadence General, LLC aims to reduce the number of injuries associated with falls from ladders. Ladders are the most misused tool on the job. Every ladder shall meet OSHA safety standards and will be inspected before use. Each person who uses a ladder is competent and has the authority to remove it from service if it is cracked or damaged. When you find a ladder defect, please immediately remove it from service and alert the project superintendent. Damaged ladders are to be disposed of. All falls from ladders are preventable when workers use these simple safety measures.

SELECT THE RIGHT LADDER FOR THE JOB:

- Ladders shall only be used for the purpose they were designed.
- The use of wooden ladders is prohibited.
- Make sure the ladder is strong enough for its intended use by reviewing the load rating on the ladder.
- Choose a ladder tall enough to ensure work can be done safely.
- When traveling to a higher floor or roof, the side rails of an extension or stepladder need to be at least 36 inches higher than the landing platform, and the ladder needs to be tied off.
- Ensure that workers, tools, and materials do not exceed overload ladder weight capacity.



INSPECT THE LADDER BEFORE YOU USE IT:

- Look for loose or damaged rungs, steps, rails, and braces that are missing screws, hinges, bolts, nuts, or other hardware. Report deficiencies to your Supervisor and remove the ladder from service.
- Ladders removed from service shall be cut into small pieces and thrown away.
- Ensure that extension ladders have safety feet.
- Do not break apart extension ladders.
- Never use a defective ladder.

USING LADDERS

- Never use ladders in a horizontal position or as scaffolding.
- Never set ladders on boxes, crates, barrels, etc.
- When working in hallways or by doors, use a barricade or guard to prevent unexpected collisions. Post warning signs at adjacent entrances.
- When working near the path of egress (exit), ensure the ladder is continually attended
- Keep the area around the ladder base uncluttered
- When working above a lid, check to make sure items are properly secured, i.e., lights, duct work, plumbing pipes, etc., so they do not become dislodged and fall on personnel
- Avoid tilting a step ladder against a wall
- Ensure stepladders are fully open, and spreaders are locked before use
- Do not leave items unattended on the top of stepladders or hanging from extension ladders

- Position extension ladders at a 4:1 ratio. That means the base of your ladder is 1 foot away from the wall for every 4 feet of the ladder's height to the upper support point.
- Extension ladders must be tied off at the top as close to the support point as possible
- Never lean a ladder against an unstable surface
- Rough framing - do not lean a stepladder against a wall to use as a short extension ladder. The pads will slip out, causing the entire ladder to fall and possibly break the user's arms.
- When working from a ladder:
 - fall protection is required when working at heights over 10 feet
 - do not overreach - your belt buckle should remain in between the ladder rails
 - do not hop ladders
 - do not walk stepladders
- Ladders used for electrical work shall have non-conductive side rails

CLIMB AND DESCEND LADDERS CAUTIOUSLY:

- Face the ladder and use both hands
- When work is completed on the top of a ladder, it is wise to lower your tools to the ground and then climb down with both hands
- Make sure that ladder rungs or your work boots do not have grease on them
- On a stepladder, **DO NOT STAND ON THE 2nd TO THE TOP OR THE TOP TREADS**

LADDER STORAGE:

- Do not leave ladders unsecured in an upright position where the wind can knock them over
- Store all ladders together and lock them up daily
- Store ladders where they will not get damaged by material handlers



FIRE PREVENTION AND PROTECTION INCLUDING HOT WORK AND FIRE WATCH

Damages caused by fire to personnel and structures are of great concern to Cadence General, LLC. Protecting our employees and jobsites takes great care, time, and resources. Employees must be constantly vigilant with the issue of fire prevention. Some of the hazards to look for include:

1. Open Fuel Containers
2. Buildings that are not locked up at night
3. Painters Rags—should always be spread outside at night, never thrown in a trash can, or balled up in any way.
4. Brewery cord lights without cages.
5. Halogen lights shall always be turned off when not in use
6. Open Flames such as sweating pipes
7. Cigarettes
8. Extension wires with cracks or broken insulation
9. Improperly connected wire ends—110 and 220 volts.
10. Exhaust from heating units pointing toward combustibles
11. Poor Housekeeping
12. Improper storage of materials on site.

Please take time to identify areas of concern and take corrective steps to mitigate fire concerns. In the event of a jobsite fire, proper control measures must be taken to limit the damage caused by the fire. The following standards must be maintained on our jobsites.

1. All employees will be trained on the Emergency Action Plan and Fire Prevention and Protection, emphasizing getting help at the first sign of a fire.
2. Fire extinguishers are to be made readily available.
3. If welding or cutting cannot be done safely, the work shall not be performed until a safe option is available.
4. The number of fire extinguishers shall be such that no more than 100 feet between extinguishers and extinguishers shall be inspected monthly.
5. Extinguishers will be taken in for annual inspections
6. Fire Safety will be discussed during weekly safety meetings.

7. Employees will be instructed to call 911 in any case of emergency and have a worker waiting by the gate to direct Emergency Personnel



PREVENTING FIRES

CADENCE GENERAL FIRE WATCH

As conditions warrant, such as welding, cutting, brazing, or soldering near combustibles, or when directed by a Project Superintendent or Foreman, employees may be put on "fire watch." Employees who are on fire watch will:

1. Observe an area of at least 35 feet around the hot work site, including the other side of any wall or barrier and lower floor levels, and maintain the area free of combustibles and tripping hazards. Either the welder should move to an area free of flammables or move all flammable items 35 feet away from the hot work.
2. If fire hazards around hot work cannot be removed, use guards, shields, moisture, etc., to confine the heat and minimize the threat of sparks to immovable fire hazards.

3. Have no other duties while on fire watch
3. Have fire extinguishing equipment on hand
4. Be trained in the use of fire extinguishing equipment
5. Notify the person doing the work if any sparks are not contained in the work area
6. Do not look at the welder's arc
7. In case of fire, notify the person doing the work by any means necessary to aid you in extinguishing the blaze
8. Do not leave the scene until ½ hour after the welding or hot work has ceased.

When completing your "fire watch" duties, ensure you return all fire extinguishers to their proper locations as listed on the emergency action plan. Welders and supervisors shall also have the requisite safety training in using Fire Extinguishers.

If hazardous fumes, gases, or dust are released, the workers are to alert the project superintendent and others with any means possible and escape the area. Workers must assemble in the emergency area until further orders are given. When welding on hazardous metals, proper ventilation and PPE should be used.

If we are working for an owner who requires a hot work permit before doing hot work, then the project superintendent will fill that permit out.

Operators of welding equipment should report any equipment defect or safety hazards and discontinue the use of equipment until its safety has been assured. Repairs shall be made only by qualified personnel.



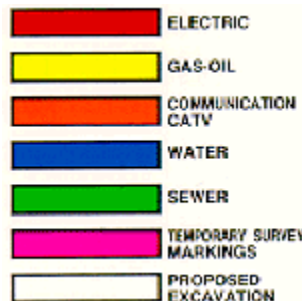
EXCAVATIONS

Before doing any excavating, **call** the **Alaska Dig** line at:

811
(907) 278-3121,
Or online at 811ak.com

Call two working days before excavating. Do not let subcontractors dig until you are sure the area is marked correctly.

Q: What colors do the utilities use to mark underground utility lines?



It is imperative to locate and support underground utilities when excavating. Hand dig to within 2 feet of utilities, and the Alaska Dig line is not responsible for telling us the depth.

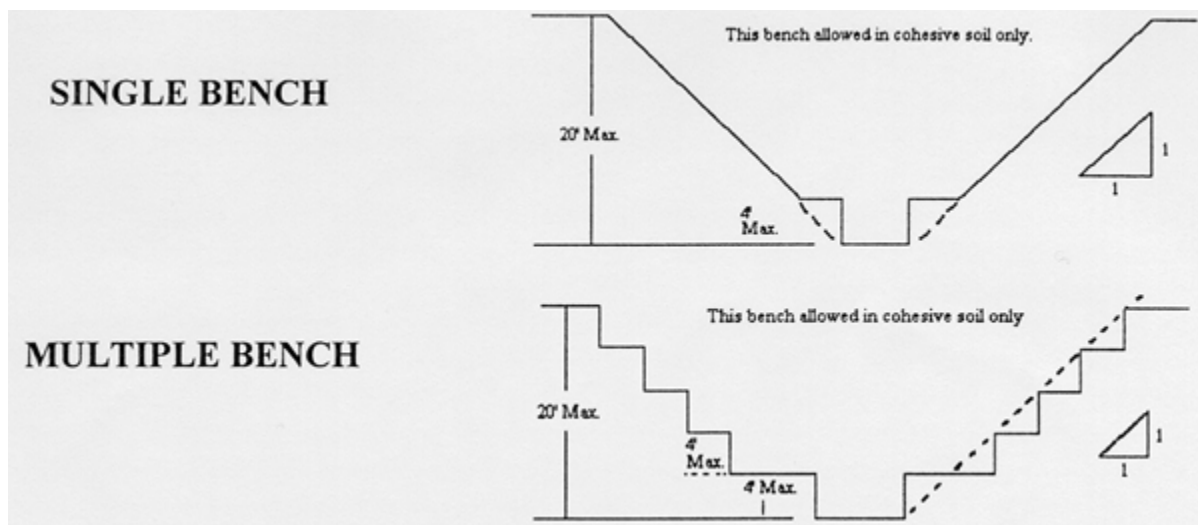
Employees and subcontractors are not to work in any area where excavation equipment and (or) material may injure a person. While the excavator is digging, workers are to stand clear. If the excavator operator cannot see the entirety of the dig, there shall be a spotter to ensure that personnel is not under the load or in the danger zone. The excavation contractor is responsible for ensuring that excavations and trenches are constructed per CFR 1926, OSHA Construction Safety Standards.

The excavation contractor shall always have a competent person on site. The qualified person's duties will include but are not limited to: daily inspections before work begins and frequently throughout the workday as needed, atmospheric testing for hazards,

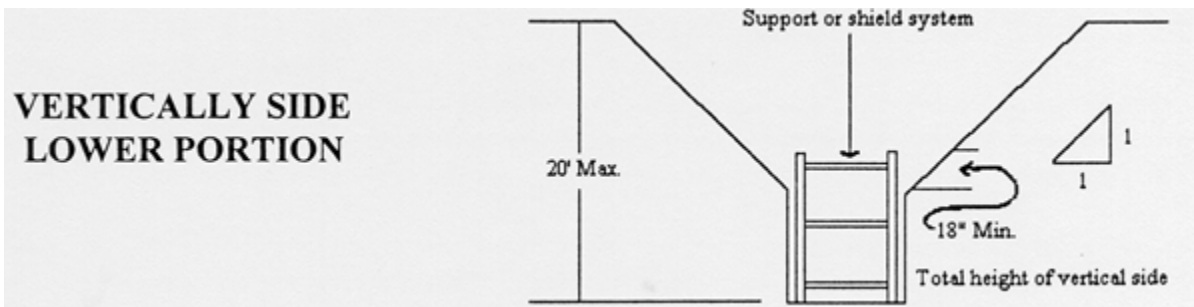
removal of workers if conditions dictate, and all applicable regulations are followed.

Walls and faces of trenches 5 feet or more in-depth, and all excavations in which employees are exposed to danger from a cave-in must be guarded by shoring or sloping to the proper angle. See OSHA Table B-1.2:

- Slopes will change if the soils report states that onsite soil is classified as either "A" or "C." The OSHA table below is for soil type "B" – gravel and silt. Note: If the soils report determines that soils on the project site are type "C," **then type C soils standards will come into play, including standard sloping of 1-1/2 to 1.**
1. All simple slope excavations 20 feet or less in-depth shall have a maximum allowable slope of 1:1
 2. All benched excavations 20 feet or less in-depth shall have a maximum allowable slope of 1:1 and maximum bench dimensions as follows:



3. All excavations 20 feet or less in-depth, with vertically-sided lower portions, shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1:1.



4. All other sloped excavations shall be in accordance with the other options permitted in 1926.652(b)
 - A rescue plan must be in place for dirt work; rescue is a slow and tedious process. Often, a vacuum truck is the most efficient rescue tool.
 - A cubic yard of soil (3 feet X 3 feet X 3 feet) weighs 2,700 pounds, depending on water content
 - Trenches and excavations are the #1 cause of fatalities for "caught-ins" hazards.
 - Do not go in a trench without a trench box. Note: Box top should be 18 inches above adjoining soil.
 - The overburden, or spoil pile, shall be 2 feet from the edge of the trench.
 - Access and egress: Trench excavations will have safe access following OSHA standards 1926.651(c) thru 1926.651(c)(1)(v).
 - A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are 4 ft. or more in-depth to require no more than 25 ft. of lateral travel for employees.
 - If water accumulates in the bottom of an excavation, it needs to be controlled by a competent person. Workers will not work in an excavation where water has accumulated and is not being pumped out.
 - Where walkways are provided for employees to cross over excavations, guardrails will be provided where walkways are 6 feet above lower levels.
 - A professional engineer shall design excavations over 20 feet deep, and a copy of the protective system shall be onsite during the digging process

- Open excavations in the public way shall be securely covered with 2-inch planking, or 3/4-inch plywood, or its equivalent, or guarded on all open sides with a standard guardrail during non-working hours
- All pits, shafts, or steep-sided excavations shall be covered as listed above or guarded with a standard guardrail on all open sides during non-working hours.
- All workers working near roadways must wear a class II reflective vest.
- If there is a walkway or crossing over 6 feet in elevation, guardrails must be provided to protect workers from falling.



STRUCK-BY'S

Struck-by accidents account for many fatalities on construction sites. At Cadence General, LLC, we incorporate safety standards to protect our workers from these accidents, especially when a worker is new to a jobsite.

NOTE: Most accidents happen to workers during their first 30 days onsite, regardless of skill level.

When issued a Cadence General, LLC hard hat - the shiny new hard hat is important so that others will know and watch out for your safety.

Primary Causes of Struck-bys:

- **Rigging Failure:**
 - Only trained and authorized riggers are to rig materials to be hoisted
 - When red tracer shows in the strap, then the strap needs to be discarded
 - Cable straps are to have weight rating on them and be in good condition
 - Straps that have burns on them are considered defective and shall be taken out of service
- **Objects Falling from the Building or Scaffolding:**
 - Wherever there is a potential for something to fall on a person, that area must be secured
 - There are many ways to protect workers from falling objects, including:

Orange Barricade Fencing--Best

Danger tape--Only authorized people are allowed to pass

Caution Tape--Alerts people to a caution

(as in the above description, many people do not see *caution tape*)

- **Loose Materials that Fall from Rigging**
 - Make sure that items in pick are bundled
- **Equipment Tip-over**
 - Do not stand or work under a load, all the way back to the base of the crane
 - Only trained operators of telehandlers and cranes
- **Constructing Masonry Walls**
 - Use wall braces to help support walls
 - There is tremendous weight associated with masonry wall construction. No other work is to take place when doing masonry walls
- **Equipment Backing Incidents**
 - Use spotters
 - Make sure back-up alarms are working
 - Only authorized operators on equipment including mini-hoes, skid-steers, and material handlers
- **Operators Not Seeing Workers**
 - Use spotters
 - Workers on the ground are in the most dangerous position
 - Wear class II reflective vests with lines going horizontal and vertical when near equipment or roadways
 - Do not stand in the shade by equipment
 - Look out for interior tradesmen who are not familiar with equipment to be in the “swing radius” or “blind spot.”



ELECTRICAL SAFETY PROGRAM

Cadence General, LLC employees are prohibited from performing electrical work. All electrical work on Cadence General, LLC projects shall be conducted by qualified and licensed electricians. At no time shall any person except an authorized electrician work near-live or potentially live power! All electrical work subcontractors do for Cadence General, LLC shall, at a minimum, follow OSHA and NFPE 70E safety standards under the National Electric Code. All electrical construction work, repair, and maintenance shall be performed by qualified electricians in the following lockout/tag-out procedures as outlined in 29 CFR 1926.

Cadence General, LLC, in accordance w/ OSHA 29 CFR 1926.404(b)(1)(ii) guidelines, uses Ground Fault Circuit Interrupters (GFCI) on all projects. All temporary construction power is to comply with GFCI. Only qualified electricians are to be around any live power. All temporary power is to be completed under NEC. Under no conditions are electricians ever to put themselves or others in danger. When working with live power is unavoidable, electricians must complete a work plan with PPE and provide it to Cadence General, LLC Safety for approval before completing work.

On-the-job electrocutions are one of the top hazards in construction today. It is imperative for workers to know that they can ask electricians for help in obtaining power. Electricity is a form of energy that cannot be seen. The primary causes of electrocution fatalities are:

1. Contact with overhead power lines
2. Contact with circuits, not performing lock out tag out
3. Poorly maintained cords and tools
4. Lightning

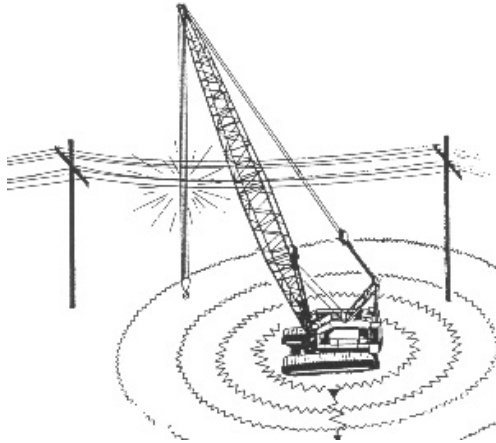
OVERHEAD POWER LINES

Construction activities and material storage should not be conducted around overhead power lines. If overhead power lines are on a construction project, then:

- Contact the local electrical utility about either de-energizing the power lines or flagging the power lines.
- There shall be no work within 20' of overhead power lines.

- If it is necessary to complete work within 20' of an overhead power line, then a representative from the local utility will be on-site to monitor safety during the work.

If mechanical equipment touches an overhead power line, the operator should stay on the equipment and warn others to stay away. Then try to move the equipment away slowly so it does not weld to the line. The local electrical utility should be notified immediately. On foot, personnel must escape because the electricity travels away from the equipment.



IF YOU STEP ACROSS A LINE OF UNEQUAL POTENTIAL,
YOU COULD BE ELECTROCUTED!

If you must bail out of equipment due to imminent danger, then:

1. It is recommended that you STAY ON THE EQUIPMENT.
2. If you must jump, jump with your feet together.
3. Do not touch the machine; jump far away.
4. After landing, do not pick your feet up; shuffle with feet close together (12-inch shuffle).

UNDERGROUND ELECTRICAL POWER LINES

Underground electrical safety concerns are covered in the excavating portion of the safety manual. At no time shall underground electrical lines be left unattended without orange mesh warning others of the hazard. All excavation and hand digging near underground electrical lines shall be completed by subcontractors who are trained and knowledgeable about underground electrical hazards.

HAZARDS OF ELECTRICITY

Eight of the most common hazards when dealing with electricity are:

1. Shock.

Most injuries that occur with electricity are from the subsequent fall since a person's automatic response to shock is to jerk away.

2. Fire due to ignition of combustible or explosive material.

Poor housekeeping, chemicals, and improper lighting can lead to these circumstances.

3. Overheating and damage to equipment and burns.

All personnel shall look for safety hazards associated with high voltage equipment such as welders and damaged welding lead insulation. This can cause electrical arcs and potential fires, shock, and electrocution.

4. Arc Blasts

Are caused by high-amperage currents arcing through the air with temperatures like 35,000 degrees. Cadence General, LLC employees, should not work near high amperage disconnects and transformers. Qualified electricians shall follow all safety precautions to protect themselves from arc blasts, including FR clothing and face and head protection.

5. Inadvertent activation of equipment

When workers leave a switch "on," but unplug the equipment. Always check to ensure equipment is turned "off" before energizing it. This is also a concern with reverse polarity, where the hot and neutral wires are reversed. Even though a switch is off, the circuit could be hot. The electrical equipment could appear to be de-energized but not safe – it should still be considered live. A qualified person shall lock out all equipment to be worked on.

6. Back feeding a neutral

When electricians work on an existing building circuit, turn a switch off but do not perform a "lock out" tag on the circuit. If a neutral line of the circuit is powered up somewhere else in the building by another circuit, then it may have enough amps to injure or kill the electrician. Even if the electrician uses a voltage tester, the amps will not show.

7. Inductance

When the voltage in the form of magnetic energy gets self-induced in the surrounding equipment, without direct contact.

8. Capacitance

Stored energy can shock even after the circuits have been opened.

9. Transformers

Multiple-wiring inductors. **Do not open for any reason; see above on Arc Blasts.**

ACCIDENT MITIGATION AND PREVENTION

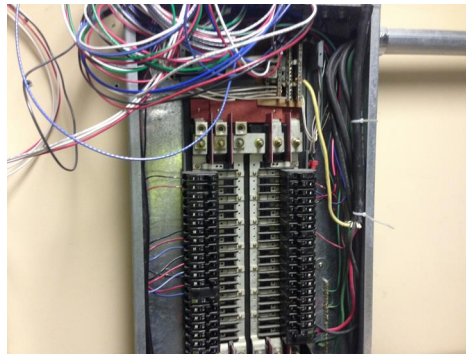
1. Power cords are not ropes; they should not be used for hoisting.
2. Hand tools should either be double-insulated or grounded with 3-wire.
3. Tools should be stored in cases or wrap cords around tools.
4. Extension cords should be rolled up or “daisy chained” when not in use.
5. Temporary construction power on a single phase must be protected by ground-fault circuit interrupters.
6. All extension cords must be free of defects, including:
 - Damaged insulation
 - Missing ground pins
 - Separated strain relief



“This cord needs to be taken out of service.”

7. Extension cords that have broken or split sheathing can be repaired by a competent person. Cutting the old cord and making two shorter cords is acceptable if done correctly.
8. Any cord that has been pulled apart at the plug is said to have weakened “strain relief” and needs to be repaired before being put into service.
9. Ensure sufficient lighting on the project to work safely.

10. Remove from service any tool with a frayed or damaged cord.
11. Temporary lights will have guards to prevent accidental contact with the bulb. Temporary lights will not be hung with wire; use zip ties and put the tie wire to the zip ties.
12. All electrical work shall be done in accordance with the National Electrical Code.
13. **“Live” panels need to have covers! Below is a photo of a hazardous condition.**



14. In excavations, do not touch buried electrical lines until the electrician deems them safe.
15. In excavations, protective shields, protective barriers, or insulating materials as necessary shall be used when working in confined or enclosed spaces where electrical hazards may exist.
16. If an electrical device is locked out, only the authorized person may remove the lock.
17. Practice fire safety by not overloading outlets or circuits.
18. If a power cord feels warm, then it is overloaded and should be allowed to cool; power should be re-routed to avoid overloading a cord.
19. Employees should not wear jewelry or clothing that is electrically conductive, unless the jewelry is wrapped or insulated to protect the worker.
20. Portable ladders are to have non-conductive side rails, i.e., fiberglass

Remember that electricity is dangerous, and it does not take much to harm.

ESTIMATED EFFECTS OF AC CURRENT

1 milliamp (mA)	Barely perceptible
16 milliamps	Maximum current that an average person can grasp and still let go of
20-30 milliamps	Paralysis of respiratory muscles
100 milliamps	Ventricular fibrillation threshold (heart starts to flutter)
2 amps	Cardiac standstill and internal organ damage
13 amps	Porter Cable Sawzall
15-20 amps	Normal Jobsite breakers



Proper PPE for electricians where there is Arc Flash Potential



LOCK-OUT/TAG-OUT PROCEDURE

The purpose of the lock-out / tag-out procedure is to prevent injury to workers who are maintaining equipment. Under OSHA 1910.147, employers need to establish energy control procedures so that the equipment being worked on may not be operated until the tag-out is removed. Stored energy from electrical, hydraulic, mechanical, gravity, or compressed air can cause injury or death.

1. When tags are used on tools, they must not be removed until the tool is fixed by a competent employee. Hazards include but are not limited to electrocution and other injuries caused by stored energy or malfunctioning tools and equipment.
2. Employees and subcontractors who remove tags without the authority of the Project Superintendent or authorized employee will be in violation of the Cadence General, LLC Safety Policy. The project superintendent is responsible to see that the possibility of accumulation of energy in the equipment, or the surrounding environment during the lockout/tag-out period is controlled and does not pose a hazard to workers, vendors, or guests.
3. Lock-out/tag-out materials are to be used for no other purpose. It is acceptable for employees to write, "Broken" on tools that are not performing correctly and place tools on the superintendent's desk.
4. The lock-out device is under the exclusive control of the authorized person performing the maintenance. The authorized person is responsible for all employees, vendors, subcontractors, and guests from stored energy injury when performing a group lockout for maintenance or repair. The lockout and tag-out device shall include the name of the individual placing the device.
5. The lock-out/tag-out program will be inspected annually by the Safety Program Manager to ensure that procedures and requirements are being followed.

PROCEDURES

Each employee needs to be made aware that the lock-out/tag-out procedure includes:

1. The inherent hazards associated with not performing lock-out/tag-out, including, but not limited to: death, crushing injuries, caught ins, electrocution, etc. Persons not trained in operating equipment or tools shall not be doing maintenance on this equipment. The employee who turns off the equipment shall have knowledge of the type and magnitude of the energy that has to be controlled.

2. The machine or equipment shall be turned off with all safety blocking, or safety locks in place to prevent any surges, drops, or lurches. When working on any electrical component in equipment, disconnect the battery first.
3. Ensure that the equipment that you are working on is isolated from other tools or equipment. Also, during the work, there may be stored energy that can be released and cause injuries and or death. These include hydraulics on large equipment, that may cause a forklift carriage or a dump truck bed to fall if there is a sudden release in the hydraulic pressure. Ensure that equipment is lowered, or locks or blocks are in place.
4. Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee will verify the de-energization of the machine or equipment has been accomplished.
5. Tags may be inadvertently or accidentally detached
6. If there is an unlikely situation in which there are more than one lock-outs on a piece of equipment, each employee or subcontractor will apply their lock-out device to the group's lock-out device. If the work takes more than one shift, then the new worker will apply his lock to the group device only after he has been briefed on the task at hand by his predecessor and as a group in the safety meeting.

TRAINING

The training will include ways to recognize hazardous energy sources, and general items to look out for on construction sites including, electricity, struck by, and caught in hazards. Types of energy, and concerns associated with each. How affected employees should use energy control procedure. Employees who are working in affected areas shall have training. The training is also to include procedures for lock-out/tag-out. Employees will be retrained when there is a change in job assignments, a change in maintenance procedures, a new hazard is introduced, or if the workers do not follow the basic tenants of lock-out/tag-out. All training shall be documented and signed and certified.



CONCRETE

In the process of setting forms, bars, and pouring concrete, whether foundations or slabs, the Project Superintendent's orders will be adhered to immediately. These safety precautions must be upheld:

1. Reinforcing bar on the vertical must be protected with steel-lined caps to eliminate impalement
2. Pilasters or footers that have more than 6 feet of slope need to be fenced on the outside of the building, and they also need ladders or ramps for egress
3. Tying bar 6 feet above the deck requires a harness, D-Ring, and tie off
4. Gloves are mandatory when tying bar
5. Long pants and shirts are required
6. Prevent rolled wire mesh from unrolling and hitting a fellow worker
7. Stakes used to hold turnbuckles need protection from impalement and stabbing injuries
8. Stripping forms - every nail is removed when concrete has set and gained at least 2X the strength; eye protection is mandatory
9. Safety glasses, gloves, and rubber boots are mandatory on pour days
10. Do not run across the mesh
11. Bull float handles must be made of a non-conductive material or insulated with a non-conductive sheath when being used around electrical conductors
12. Must wear class II vests when working near roadways
13. When working in heavily congested areas, put up barricades and caution tape to alert other drivers of the construction. Discuss traffic safety with workers during pre-job safety meetings. Workers are not to cross streets except at designated crosswalks. Check for traffic, both ways, before crossing streets
14. Saw-cutting and other concrete demolition can lead to airborne silica dust that can lead to silicosis. Cadence General, LLC's "Silica Exposure Control Plan" is posted in the following pages.



SILICA EXPOSURE CONTROL PLAN

Cadence General, LLC is responsible for protecting our workers, and other workers on our jobsites from overexposure to crystalline silica in the course of performing their jobs. A combination of engineering controls and PPE will be used to effectively protect our workers when working around respirable dust.

Silica is an important industrial material found abundantly in the earth's crust. Quartz, the most common form of silica, is a component of sand, stone, rock, concrete, brick, block, and mortar. Materials containing quartz are found in a wide variety of workplaces. Silica dust is hazardous when very small (respirable) particles are inhaled. These respirable dust particles can penetrate deep into the lungs and cause disabling and sometimes fatal lung diseases, including silicosis and lung cancer, as well as kidney disease.

Workers engaged in construction activities where concrete silica dust can become airborne shall be protected by engineering controls or PPE. Activities that are covered under this plan include:

- CMU Construction and demolition
- Concrete demolition including
 - Jackhammer
 - Grinding
 - Drilling, including overhead drilling for hangars.
- Concrete siding installation

Engineering controls include water, vacuums, and fans.

Whenever possible water or vacuums will be used to mitigate dust from cutting and demolition. Fans for dilution ventilation will also protect workers when vacuums or water is not a suitable control for dust mitigation. Workers who dispose of silica dust will wear appropriate PPE for the task.

If engineering controls cannot reduce the permissible exposure limit (PEL) for respirable crystalline silica to 50 micrograms per cubic meter of air, averaged over an 8-hour shift, workers will either be provided training, respirators, or medical exams to highly exposed workers, or work will cease until airborne contaminants are below the PEL.



Use engineering controls to protect workers.



TOOL SAFETY

At no time shall any worker remove a guard from a grinder or any tool, for any reason.

Most accidents happen with small power tools that can be avoided if the following rules are observed:

1. Read the owner's manual – do not discard the owner's manuals keep them in the job safety files
2. Keep all tools in good condition, discard or repair tools that are damaged or unsafe
3. Inspect couplings, hoses, and hose connections of pneumatic tools each time you use them
4. Drain water daily from air compressors
5. Add oil daily to nail guns (if required)
6. Disconnect electric and air tools from their power source when changing bits
7. Use the right tools for the job; do not use pliers for a wrench
8. Do not remove or disable guards from tools. Do not "pin" guards open. This will be considered a willful violation and the employee will be subject to disciplinary action.
9. Use push sticks when working with a table saw
10. Powered hand tools that incorporate a locking mechanism on the control switch or trigger shall allow for a spring-loaded release of the lock by depressing the control switch or trigger. A separate positive on/off switch is prohibited
11. Do not leave tools on the tops of step ladders or other places where they may fall and injure others
12. Flip-style razor knives are dangerous and prohibited.



13. When using a knife always cut away from yourself
14. Discard cracked wood or fiberglass handles
15. Use personal protective equipment (PPE) for tools as listed in the owner's manual
16. Operators will be certified to use powder-actuated tools
 - Spent casings will be disposed of by throwing away
 - Casings are not to be littered on the ground or left in stud bays (fire hazard).
 - Loaded powder actuated tools are not to be left unattended.

Any tool which is not in compliance with any applicable requirement is prohibited and shall be identified as unsafe by tagging or locking the controls to render them inoperable.

Periodically, employees will be trained on proper tool usage with respect to hazard assessments. The goal of this training, as with all safety training, is to reduce injuries.

BORROWING TOOLS

If you borrow someone's tools, then promptly return them when you are through using them. Do not rummage through other people's personal tools without their permission.



MAN BASKET INFORMATION

There is no argument about man baskets and their importance on a Jobsite. Man baskets help us to work in a safer and more efficient manner. Some items that need to be addressed when working with man baskets are:

1. Have no man basket over 9'-8" long
2. Have a placard inside the basket labeling:
 - A. Weight of the basket
 - B. Maximum weight allowed
 - C. Maximum number of people allowed
3. Have a harness attachment capable of holding 5,000 pounds per worker
4. Need notice in forklift cab for the driver on a maximum lift, and confirmation that lift maker approves the forklift to elevate people.
5. All forklift operators are to have a current forklift certificate
6. Operator is to conduct an inspection of the man basket before each use

Below is the list of standards as they are written. Standards are from OSHA 29 CFR, and the American Society of Mechanical Engineers (ASME) B56.6-2002, Safety Standards for Rough Terrain Forklift Trucks, found in the ANSI catalog. ASME is incorporated by reference and ASME standards are followed by OSHA. Our criteria for use is:

1. OSHA 29 CFR 1910.178l (1) i. Trained operator
2. ASME B56.18.24.1.b. Man baskets cannot extend more than 10 inches wider than the tires of the forklift. **"Maximum width for man baskets is 9'-8"**.
3. ASME B56.18.24.1.f. Information prominently indicated on the platform:
 - A. Maximum workload including personnel and equipment
 - B. Weight of the empty platform.
4. ASME B56.18.24.1.b. Maximum space for each person on the man basket is 18 inches in either direction. (On the placard, Cadence General, LLC should have a

notice including the maximum number of workers allowed in this basket. For instance, our small man basket can legally hold only one worker.)

5. ASME B56.5.15.b. Personnel platform (man basket) is securely attached to the lifting carriage and forks.
6. ASME B56.5.15.t. The combined weight of the platform, load, and personnel shall not exceed one-third of the capacity at the related load center position as indicated on the information plate(s) of the rough terrain forklift. Cadence General, LLC Gradall lift can hold 2,300 pounds fully extended according to the load chart. There shall be a notice in the forklift cab telling the operator how far they can extend safely.
7. OSHA 29 CFR 1910.178a(5). The user (of powered industrial) truck shall request that the truck be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation.
8. OSHA 29 CFR 1926.502e(2). Positioning devices shall be secured to an anchorage capable of an impact load of 3,000 pounds.
9. OSHA 29 CFR 1926.451c(2) v. Forklifts shall not be used to support scaffold platforms unless the entire platform is attached to the fork and the forklift is not moved horizontally while the platform is occupied. (*No riders when traveling.*)
10. Check tire pressure and apply chart capacity to lifts that are to remain at under 50% of the crane's rated capacity.

*This list is not inclusive of every safety design
such as 42-inch rails, 4-inch toe kicks, etc.*



FORKLIFT PROGRAM

Workers who have been selected to drive a forklift for Cadence General, LLC will be given instruction and training under the Association of Equipment Manufacturers (AEM) Rough Terrain Forklift Council. Training will be company specific, with a broad overview of general forklift safety standards as are contained in OSHA 1910.178(l).

ONLY TRAINED CERTIFIED OPERATORS ARE ALLOWED TO OPERATE THE EQUIPMENT.

Training includes formal instruction, practical training and an operator evaluation. The initial training is to be provided by the safety program manager, or an assistant whom are qualified to train personnel. Training consists of all aspects of OSHA 1910.178 (l) including, but not limited to the regulations, daily safety inspections prior to using, operating instructions, the difference between a forklift and an automobile, the combined center of gravity and its effect on the forklift, signals, maintenance, etc. All project superintendents are considered to be competent persons, and will assist the operator during their probationary period which lasts one month. Mandatory refresher training will be conducted in the event unsafe operations are observed, after an accident or if a new vehicle type becomes available. Operators are required to be re-evaluated every three years.

By no means is a newly certified operator considered to be experienced. Operators on job sites are not to exceed 2nd gear, nor are they to do any material handling when sub-contractors are busy and the material handling creates a greater hazard.

Forklifts are more prone to tipping over when they are empty than when they are loaded. It is for this reason that when an operator deposits material at elevation, they are to boom the carriage in before moving the machine.

Forklift operators are to not operate the forklift within 10' of a new structure without a spotter. Fork lift operators are to never use anyone but a fellow Cadence General, LLC employee for a spotter! Fork lift operators are to **never** set anything down or pick anything up from new sidewalks or entries! Forklifts are to never turn sharp on fresh asphalt. Persons who operate a forklift in an uncaring manner for the project, most likely will operate it dangerously around other people.

The operator will inspect the equipment before each shift. If there is a defect found in any equipment, it will be placed "out of service" until repaired. Have the project superintendent call the Cadence General, LLC equipment manager to arrange for repair or replacement.



RIGGING AND MATERIAL HANDLING SAFETY POLICY

Cadence General, LLC's policy is to protect workers, subcontractors, guests, and others when making lifts, either with a boom truck or forklift. The rigger shall work under the direct supervision of the crane operator. Accidents associated with rigging and material handling errors are usually called "struck by's," where the person injured is struck by items that fall and hit them. Riggers and signal persons shall have training by OSHA Crane's and Derrick's final rule, 2014. Under no circumstance shall an unqualified person be allowed to rig material for a lift.

All rigging shall be inspected before use to ensure safety and will be re-inspected during the shift as necessary to ensure it is safe. Cable rigging will have documented certificates of proof tags adorned on each cable. If the cables are rusty, have broken wires, or any anyway appear to be unsafe, then dispose of them. In many cases, when rigging, lifting straps are used. To maintain safety & inspect lifting straps, look for any sign of the red tracer in the yellow strap. If you see the red tracer, the strap is to be taken out of service. If a welding burn goes through the strap, then the strap is to be taken out of service. If the ends of the lifting strap are frayed, the strap is to be taken out of service. The way to remove a strap from service is to cut a loop off and throw the strap away.

All lifting straps and cables shall be weight rated. Under no conditions shall the load lifted be more than the rigging's safe working load. It should be noted that the weight ratios change for the way the straps are used, whether straight, as a choker, or as a "U". Whenever we make a lift, there shall be a tag line on the item. Items lifted shall stay as low as practical to the ground, and under no circumstance shall any person be under a lift, nor under the arm of the crane or forklift making the lift.

When hooking up a lift to the hook, a latch shall prevent the straps from slipping out of the hook. Workers on the ground are to wear PPE, including hardhats, to protect themselves from the cable counterweight, aptly named the "headache ball." When rigging equipment is not in use, it shall be removed from the work area and stored where it is not in contact with the elements.

Material yards, or "lay down areas," are to be kept clean and orderly. Material is to be stacked neatly. Material is to be metal strapped when not in use. Material is not to be

stacked over 24" in elevation without using stickers. Material bundles shall not be taller than 48" in elevation. Material bundles shall not be stacked higher than three bundles. There shall be no material stored under power lines. Material shall not be stacked where it gets in the way of employees' walk paths.



GENERAL CONTRACTORS

FIRST DAY SAFE JOB INTRODUCTION

For _____
(Please print employee's name)

Job # _____

Check all items as they are covered.

1. Basic Safety

- ☐ Personal Information
- ☐ Company's Safety Manual
- ☐ Safety Representative

2. Protective Equipment

- ☐ Eye Protection - equipment issued _____ Yes _____ No
- ☐ Work Shoes - employee's responsibility _____ Yes _____ No
- ☐ Head Protection - hard hat issued _____ Yes _____ No
- ☐ Other Personal Protective Equipment (PPE) _____ Yes _____ No

List: _____ (will be provided when needed, required or requested) _____

3. Accidents

- ☐ Does employee understand WHY we want him/her to report an injury or near miss?
- ☐ Explain that he/she must record the accident by informing the Project Superintendent or Foreman IMMEDIATELY (immediately meaning at or near

the time of injury and on the same day of the injury). Not reporting accidents is a violation of our work policy & may be subject to termination.

- () Employees who sustain non-emergency injuries shall go to Beacon OHSS for evaluation.

4. Employee Responsibilities to Co-workers

- () Explain how employee's own personal safety, and that of fellow workers, depends on him/her.

5. Explanation of General Safety Manual

- () Requested employee to study Cadence General, LLC safety policy.
- () Encouraged employee to ask questions.

6. Proper Job Instruction

- () Initial Task: demonstrated to employee safety concerns with initial task.
- () Briefed employee on stretching in the a.m. prior to lifting, and proper lifting techniques.
- () Emergency Action Plan explained to employee.
- () Employee shown where fire extinguishers are on the jobsite and explained his/her role if there is a fire.

7. Training

- () Employee told to watch out for the four main causes of worksite fatalities:
 - () Falls
 - () Caught-ins
 - () Struck-bys
 - () Electrocutions
- () Fall Protection Plan explained to employee. (Employee initial ____)
- () Lock-out/Tag-out Procedure explained to employee and employee shown the location in the Safety Manual. (Employee initial ____)
- () Hazard Communication Plan presented to employee and employee shown the location in the Safety Manual. (Employee initial ____)

- () Employee shown SDS and PADS locations. (Employee initial ____)
- () Employee looks up an item to see what Personal Protection Equipment (PPE) is needed. (Employee initial ____)
- () Employee understands clearly that any safety item listed in an SDS will be attained for use. (Employee initial ____)
- () Employee is aware of the concept of housekeeping and that PPEs are to be cleaned and stored for future use. (Employee initial ____)
- () Employee has read and understands CGI's drug-free workplace policy. (Employee initial ____)
- () Employee will not lift any item over 50 pounds without assistance. (Employee initial ____)

COMMENTS

I state that I have attended the safety orientation and have received and read a copy of the safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance to safety rules and regulations is a condition of employment.

Employee Signature

Date

Trainer Signature

Date

Project Name and or Number: _____

Date: _____

Weather: _____

Safety Metrics

1	Hard Hat usage: Percentage		%	
2	Safety glasses usage: Percentage		%	
3	Has there been an previous injury on this project?	Yes	No	N/A

Project Site

		(Circle one)		
1	Is the project fenced in?	Acceptable	Needs work	N/A
2	Is there "off tracking" of sediment on the road ways?	Acceptable	Needs work	N/A
3	Is the SWPPP sign up with the "NOI" posted?	Acceptable	Needs work	N/A
4	Are there piles of excavation material that are not covered?	Acceptable	Needs work	N/A
5	When locked, can a person walk through the fencing? Is it secure?	Acceptable	Needs work	N/A
6	Is there CGL signage on the fence directing visitors to job trailer?	Acceptable	Needs work	N/A
7	Does the CGL job trailer have signage on it?	Acceptable	Needs work	N/A
8	Is there safety signage on any of the posters, i.e. eye protection	Acceptable	Needs work	N/A
	Describe the signs you see:			
	1 _____			
	2 _____			
	3 _____			
9	From a distance, can you see any people not wearing PPE that our posters say they should be wearing!	Acceptable	Needs work	N/A
10	Can you see personnel operating equipment with out hard hats or vests on?	Acceptable	Needs work	N/A
11	Can you see personnel operating power tools with out eye protection?	Acceptable	Needs work	N/A

Job Trailer

1	Is there a fire extinguisher located in clear view?	Acceptable	Needs work	N/A
2	Is the fire extinguisher secured to the trailer, or to a pedestal at 36" to 48" off the ground? (Not free standing)	Acceptable	Needs work	N/A
3	Is there an up to date annual inspection tag on the extinguisher?	Acceptable	Needs work	N/A
4	Is there a handrail on the stairs?	Acceptable	Needs work	N/A

5	Are there guard rails on the deck	Acceptable	Needs work	N/A
6	Is the exterior outlet GFCI?	Acceptable	Needs work	N/A
7	Are there any openings where objects may penetrate the exterior outlet?	Acceptable	Needs work	N/A
8	box?	Acceptable	Needs work	N/A
9	Is the incoming power cord in a safe location?	Acceptable	Needs work	N/A
10	Is the Emergency Action Plan posted?	Acceptable	Needs work	N/A
11	Are all the OSHA required posters posted?	Acceptable	Needs Posted	N/A
	1. Employee polygraph protection poster	Acceptable	Needs Posted	
	2. Federal minimum wage poster	Acceptable	Needs Posted	
	3. Employee rights under family medical leave	Acceptable	Needs Posted	
	4. Employers notice of workers compensation insurance	Acceptable	Needs Posted	
	5. Job safety and health: It's the Law!	Acceptable	Needs Posted	
	6. Equal employment opportunity is the law	Acceptable	Needs Posted	
	7. Your rights under USERRA	Acceptable	Needs Posted	
	8. Employee rights under the national labor relations act	Acceptable	Needs Posted	
	9. Summary of Alaska wage and hour act	Acceptable	Needs Posted	
	10. Emergency Information	Acceptable	Needs Posted	
	11. Safety and Health protection on the job	Acceptable	Needs Posted	
	12. Notice to Employees - unemployment insurance	Acceptable	Needs Posted	
	13. Summary of Alaska child labor law	Acceptable	Needs Posted	
	14. Respirators - appendix D	Acceptable	Needs Posted	
	15. Sexual harrassment - non mandatory	Acceptable	Needs Posted	
12	Is the Safety Data Sheet (SDS) book in site?	Acceptable	Needs work	N/A
13	Are there SDS's in the book?	Acceptable	Needs work	N/A
14	Is there a SWPPP book in the office?	Acceptable	Needs work	N/A
15	Date of last inspection?	/	/	N/A
16	Has the BMP log filled out?	Acceptable	Needs work	N/A
17	Has the site plan been changed from its original drawing?	Yes	no	N/A
18	Is the site plan accurate?	Acceptable	Needs work	N/A
19	Missing any BMP's?	Acceptable	Needs work	N/A
20	Is the Fire Extinguisher monthly log up to date in the Site Specific Job Safety Analysis?	Acceptable	Needs work	N/A
21	Is the "Emergency Egress and Assembly" poster in view?	Acceptable	Needs work	N/A
22	Is the OSHA respirator's schedule "D" posted?	Acceptable	Needs work	N/A
23	Would OSHA consider the superintendent's office as neat?	Acceptable	Needs work	N/A
24	Tool side, any damaged cord ends?	Acceptable	Needs work	N/A
25	Would OSHA consider the tool side as neat?	Acceptable	Needs work	N/A
26	Is there a first aid card on site?	Acceptable	Needs work	N/A
27	Is the first aid station inspected weekly?	Acceptable	Needs work	N/A
28	Are Safety Meetings documented weekly?	Acceptable	Needs work	N/A

Project

1	Would OSHA consider the project as clean and neat?	Acceptable	Needs work	N/A
2	Are there combustibles in hall ways?	Acceptable	Needs work	N/A
3	Is there debris in any of the exits?	Acceptable	Needs work	N/A
4	Are the exits posted from the interior, so people may escape?	Acceptable	Needs work	N/A
5	Are there un-marked trip hazards in the walk ways?	Acceptable	Needs work	N/A
6	Are people wearing hard hats?	Acceptable	Needs work	N/A
7	Are workers wearing hearing protection when needed?	Acceptable	Needs work	N/A
8	Are workers wearing work boots?	Acceptable	Needs work	N/A
9	Are workers wearing reflective vests when needed?	Acceptable	Needs work	N/A
10	Do equipment and tools appear in good working order?	Acceptable	Needs work	N/A
11	Are power tools properly guarded?	Acceptable	Needs work	N/A

Fall Protection

1	Are there any fall hazards?	Acceptable	Needs work	N/A
2	Are guard rails in place and functioning?	Acceptable	Needs work	N/A
3	Do employees who are working at heights have fall protection training? CGL and subcontractors?	Acceptable	Needs work	N/A
4	Do you notice any person working at elevation with out fall protection on?	Acceptable	Needs work	N/A
5	Are all the ladders you noticed in safe working condition?	Acceptable	Needs work	N/A
6	If extension ladders are used, do they extend 3 rungs above the deck, and are they tied off?	Acceptable	Needs work	N/A
7	Are step ladders being used properly?	Acceptable	Needs work	N/A
8	Is scaffolding installed correctly, and tagged w/ daily marks?	Acceptable	Needs work	N/A
9	Is there a competent person in charge of the scaffold inspection?	Acceptable	Needs work	N/A
10	Are workers in scissor lifts, locking the rear chain?	Acceptable	Needs work	N/A
11	Are workers in man baskets wearing fall protection?	Acceptable	Needs work	N/A
12	Are areas under overhead work barricaded off for falling object protection?	Acceptable	Needs work	N/A
13	Do you notice slip and fall hazards or trip hazards?	Acceptable	Needs work	N/A

Electrical Safety

1	Are S.O. cords protected from equipment running over?	Acceptable	Needs work	N/A
2	Are extension and tool power cords in good condition?	Acceptable	Needs work	N/A
3	Is there any damaged strain relief on extension cords?	Acceptable	Needs work	N/A
4	Are GFCI receptacles being used?	Acceptable	Needs work	N/A
5	Are there overhead power lines near the project?	safe distance	on the project	N/A
6	Is material, and or equipment being stored or used near overhead power lines?	Acceptable	Needs work	N/A
7	Is lighting sufficient on the project?	Acceptable	Needs work	N/A

Caught Ins

1	Trenches that are over 5' deep have ladders to escape every 25'	Acceptable	Needs work	N/A
2	Excavators spoil pile is over 2' away from the edge of trench?	Acceptable	Needs work	N/A
3	Personnel are not working deep in trenches w/ more than a 45 degree slope?	Acceptable	Needs work	N/A
4	If there is water in the trench is it being pumped out? If workers are in the trench.	Acceptable	Needs work	N/A
5	Are the walkways that are 6 or more feet over a trench, do they have guard rails?	Acceptable	Needs work	N/A
6	Any excavations where people could fall in accidentally, needing orange barrier?	Acceptable	Needs work	N/A

Struck By

1	Are material handlers trained?	Acceptable	Needs work	N/A
2	Are material handlers operating in 1st or 2nd (low) gear?	Acceptable	Needs work	N/A
3	Are there drop offs and elevation changes that are not marked?	Acceptable	Needs work	N/A
4	Do back up alarms on equipment work?	Acceptable	Needs work	N/A
5	Do operators look behind them when backing up?	Acceptable	Needs work	N/A
6	When loads are being lifted are they secured?	Acceptable	Needs work	N/A
7	Do operators use a spotter when backing up?	Acceptable	Needs work	N/A

Fire Safety

1	Are fire extinguishers secured?	Acceptable	Needs work	N/A
2	Are annual tags on fire extinguishers updated monthly?	Acceptable	Needs work	N/A
3	Are fire extinguishers visible?	Acceptable	Needs work	N/A
4	Is there lighting near combustibles that may cause fire?	Acceptable	Needs work	N/A
5	Do temporary lights have plastic cages on them?	Acceptable	Needs work	N/A
6	Are temporary bulbs in good condition?	Acceptable	Needs work	N/A
7	Are halogen lights near combustibles	Acceptable	Needs work	N/A
8	Are plumbers doing hot work without an extinguisher with in 5'?	Acceptable	Needs work	N/A
9	Is there a fire extinguisher located near fuel?	Acceptable	Needs work	N/A
10	Is the fuel labeled as to its contents? Diesel? Gasoline?	Acceptable	Needs work	N/A
11	Are people smoking cigarettes on a wooden structure?	Acceptable	Needs work	N/A

Safety Items Corrected

1	
2	
3	
4	
5	



OSHA INSPECTION REPORT

Job # _____ Project Superintendent: _____

Location: _____

Date: ____ / ____ / ____ Weather: _____

Cadence General, LLC requires all Project Superintendents or onsite Foremen to complete this report. Use additional paper, if necessary.

1. Opening conference Date and time: _____
2. Closing conference Date and time: _____
3. Length of time on jobsite: _____
4. Were Cadence General, LLC Project Managers and Safety Program Manager advised prior to the opening conference? ___yes ___no
5. Who was advised? _____
6. Cadence General, LLC employees on site: _____

7. Names of subcontractors onsite: _____

8. Names of subcontractor's employees onsite: _____

9. Name of OSHA Compliance Officer: _____
10. Reason for inspection: _____

11. Did OSHA take photographs? ☐yes ☐no
12. Did Cadence General, LLC take photographs? ☐yes ☐no
13. Did OSHA use a tape measure? ☐yes ☐no
14. Did Cadence General, LLC use a tape measure? ☐yes ☐no
15. Were any tests made? ☐yes ☐no
- Explain: _____
- _____
16. List personnel with whom the OSHA officer spoke: _____
- _____
- _____
17. What was said? _____
- _____
- _____
- _____
18. What areas of the jobsite were inspected? _____
- _____
19. Did the officer ask to see any Cadence General, LLC records? ☐yes ☐no
- If yes, explain: _____
- _____
20. Did OSHA remove any material from the jobsite? ☐yes ☐no
- If yes, explain: _____
21. Summary of closing conference: _____
- _____
- _____
22. What violations were alleged? _____
- _____
23. What could Cadence General, LLC have done to have prevent this? _____
- _____
24. Any violations for Cadence General, LLC subcontractors? _____

NOTES: