

# CODE OF SAFE PRACTICES



**Ghilotti Construction Company**  
246 Ghilotti Avenue  
Santa Rosa, CA 95407  
(707) 585-1221  
CSLB #644515

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## **Ghilotti Construction Company** **CODE OF SAFE PRACTICES – Disclosure**

Cal/OSHA requires that every employer adopt a written Code of Safe Practices that is specific to operations performed. This handbook was designed to address the hazards common to our industry, and communicate safe work practices and company expectations.

Our goal is to provide essential, basic, information to help keep you, your co-workers, and the public, safe while maintaining a secure and healthy workplace. It is not intended to be a detailed accounting of all safety policies and procedures that are applicable to operations performed by Ghilotti Construction Company. If you are assigned a task that presents new or unidentified hazards, advise your supervisor immediately.

Every employee of Ghilotti Construction Company will be provided a copy of this handbook and is required to read and adhere to all policies and procedures implemented. This handbook is intended to provide a foundation for on-going safety training in the work place.

A copy of the company Code of Safe Practices will be accessible at all job site locations. This handbook is not meant to be a substitute for, or legal interpretation of, the Occupational Safety and Health Regulations established by the State of California.

### **Contact Numbers:**

**In the event of an emergency, call 911**

### **Cal/OSHA Enforcement Office – Santa Rosa Office**

1221 Farmers Lane, Ste 300, Santa Rosa, CA 95405  
(707) 576-2388 / Fax (707) 576-2598

### **GCC Emergency Safety Contacts**

Carolyn Murakami (HR Manager): (707) 843-1509  
Damon Calegari (Equipment Manager): (707) 953-9604  
Brian Ongaro (Sr. VP of Operations) (707) 953-9624

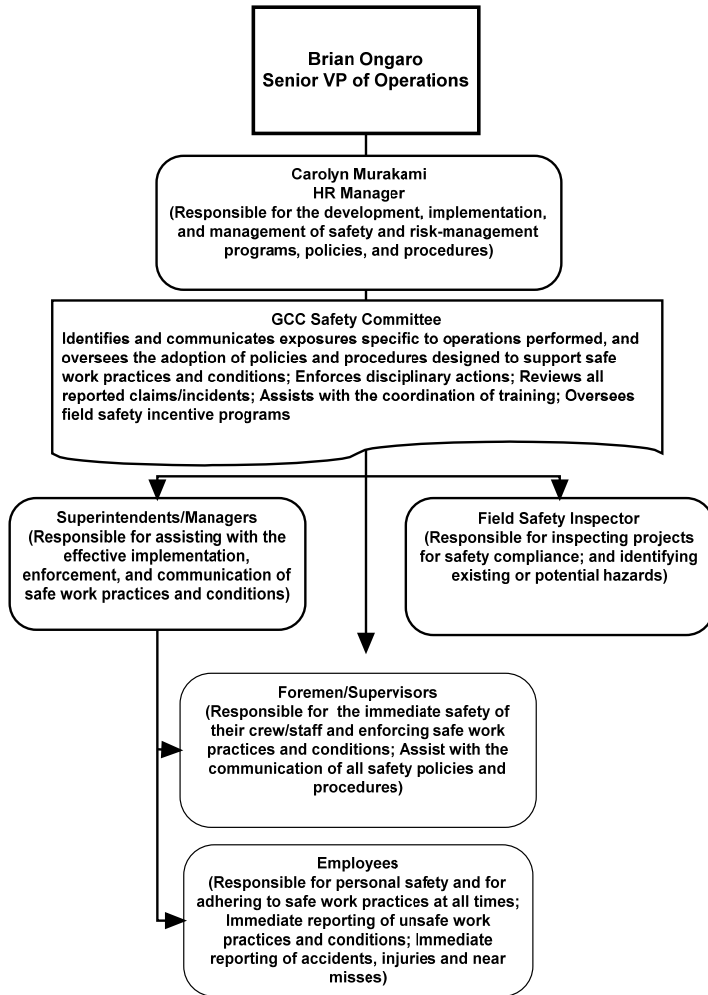
**Poison Control Center:** (800) 876-4766

**ALL WRITTEN SAFETY POLICIES AND PROCEDURES CAN BE  
ACCESSED AT**

**WWW.GHILOTTI.COM or contact the HR Manager at (707) 585-1221**

**<http://www.ghilotti.com/employee-safety.html>**

**Username: gccsafety**  
**Password: first**



Refer to the company IIPP (Section 1 Program Implementation and Responsible Persons) for complete summary of responsibilities outlined.

**COMMITMENT TO SAFETY:**

It is the policy of Ghilotti Construction Company (GCC) that the Safety and Health of our employees is of the highest priority. Accident prevention shall be considered of primary importance in all phases of operations and administration. It is GCC's intent to always maintain effective standards that will guard against injuries and illnesses occurring on the job.

It is our direct responsibility to provide a safety program that will conform to safe work practices in the construction industry, specific to the scope of operations performed by GCC. For the program to be successful, your active and positive attitude toward the prevention of injuries and illnesses is essential. No employee is required to work at a job site that they believe is not safe. **Our goal is zero accidents and injuries.**

It is the duty of each employee to accept and follow established safety standards, policies, and procedures. Only through cooperation and efforts among the company, its supervisors, and all employees, can we maintain an effective safety program.

The primary objective is to avoid accidents through the means of eliminating unsafe working conditions and work practices. Every effort will be made to provide adequate training to all employees. It is the employee's responsibility to seek assistance from a qualified person when unsure how to perform a task safely.

Violation of company safety standards could not only threaten your health, but the health and safety of co-employees. Violation of established safety rules, policies, and procedures is grounds for disciplinary action, up to and including termination of employment. Any willful violation could result in immediate termination of employment.

**SAFETY COMMUNICATION:**

It is the policy of GCC to maintain open communication between management and staff on all matters, to include safety. Your opinions regarding safe work practices and conditions are considered important and we encourage your active participation in the safety program.

We want to encourage all employees to communicate any concerns or suggestions, during safety meetings, individually to your supervisor, or in writing on the Employee Safety Information Form available at all division offices. All safety suggestions are given serious consideration, and a response is provided when warranted. **No employee will suffer negative consequences for actively participating in the safety program.**

Safety communication is ongoing by means of the company website, news letters, safety activities, reading material (payroll stuffers), signs, and posters, which will be easily accessible to all employees.

Field tailgate safety meetings will be held weekly so that all employees have an opportunity to receive scheduled ongoing training and voice opinions regarding safety. Employee attendance is mandatory.



### **HAZARD COMMUNICATION PROGRAM NOTICE:**

GCC has developed a formal Hazard Communication Program. This program is intended to provide information relevant to potentially toxic substances or harmful agents that you may be exposed to during normal working conditions, or during emergencies. For additional information, please refer to the Hazard Communication Program Notice provided in your new hire packet, or contact the HR Manager at the Santa Rosa office.

All employees are entitled to the following information:

- ✓ Notification of your right to review the Hazard Communication Program
- ✓ Identity of the person(s) responsible for the implementation and maintenance of the program
- ✓ Location(s) of inventory lists and corresponding MSDS
- ✓ Notice of availability of MSDS to all employees, collective bargaining representatives, or treating physicians

In addition to your right to review MSDS or other information that exists for chemicals or substances used in the workplace, employees also have the right to see and copy:

- ✓ Your medical records and records of exposure to toxic substances or harmful physical agents
- ✓ Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours

An inventory of hazardous substances will be accessible at all job locations, during normal working hours. If you believe you are working with a potentially hazardous substance that you have not been properly trained on, or are being exposed to substances at a specific jobsite (to include substances used by other contractors), please advise your supervisor immediately.

No employee shall be discharged, or in any manner discriminated against, because they exercise their rights provided under the provisions of Labor Code §6360 through §6399.7 (Hazardous Substances Information and Training Act).



### **CODE OF SAFE PRACTICES – POLICIES & PROCEDURES**

It is the policy of GCC that everything possible will be done to protect employees, and the public, and provide a safe and healthy workplace. Safety is a cooperative undertaking requiring participation by every employee. Failure to adhere to safety practices and conditions relating to your safety or that of fellow employees, or failure to safeguard equipment, tools or materials, will result in appropriate disciplinary action. Foremen and Superintendents are required to ensure that their crews observe all applicable safety standards and take the necessary actions to ensure compliance.

Established safety rules, policies, and procedures are developed by the members of the GCC Safety Committee. Employees are encouraged to discuss questions or concerns with any active member of the Committee. The following safety rules are intended to be in force at all times. These rules are not a substitute for good judgment and safety awareness.

**Individual Responsibility:** If you have a safety problem or have any doubt as to the safety of any work activity – including the use of tools and equipment – STOP and seek instruction from your Foreman immediately. Each person on the job site is expected to work and utilize all tools and equipment in a safe and sane manner.

### **GENERAL SAFETY RULES:**

1. Every employee will adhere to established safety rules, policies and procedures, and will immediately report all unsafe conditions observed.
2. Field employees will wear hard hats, sleeved shirts (no tank-tops), stout leather shoes/boots, long pants, and safety vests.
3. Failure to work in a safe manner and follow established safety rules will result in disciplinary action up to and including termination. If you have any doubt as to the safety of an assigned task or substance you are working with, STOP IMMEDIATELY and obtain instruction before proceeding.
4. All field employees must attend mandatory weekly Tailgate Safety Meetings.
5. The use, or possession, of alcohol or illegal and/or non-prescribed drugs is not permitted. Failure to comply with this rule will result in immediate suspension and/or termination (in accordance with respective collective bargaining agreements and the company Substance Abuse Policy).
6. No one will knowingly be permitted, or required, to work while his or her ability or alertness is impaired by fatigue, illness, prescribed medication, or other cause that might unnecessarily expose them or anyone else to injury.
7. While performing safety-sensitive tasks, the use of cell phones, or other devices that may cause distraction, is prohibited.
8. Scuffling, horseplay, insulting behavior and other acts that may negatively affect the well-being or safety of another employee, or their productivity, is prohibited.
9. All injuries and accidents, no matter how minor, must immediately be reported to your Supervisor, or the HR Manager at the Santa Rosa office.
10. GCC utilizes the services of a designated medical facility for the treatment of work-related injuries and illnesses. For additional information on your rights



under Workers' Compensation laws, refer to the pamphlet provided in your new-hire packet.

11. Post accident drug testing is mandatory for all employees.
12. Before starting work, check your work area for unsafe conditions, and at the end of the day be sure the area is safe and secure.
13. All employees should be aware of the location of the First-Aid Kit, Fire Extinguisher, MSDS Sheets, Required Safety Equipment, Code of Safe Practices, and posting notices.
14. When moving large or heavy objects – GET HELP or use equipment.
15. Keep work areas clear of debris at all times. Store/stack materials in a safe and appropriate manner.
16. Wash hands, arms, and face after using hazardous products and before eating, drinking, smoking, using the toilet or going home.
17. Smoking is permitted in designated areas only. Under no circumstance is a GCC employee permitted to smoke in prohibited areas, which includes: Indoor Workplaces (Office Buildings); Common Areas; Conference and Break Rooms; Areas were flammable or combustible materials are stored; or any designated area where this is a NO SMOKING sign posted.
18. Ammunition and weapons are strictly prohibited. Failure to adhere to this rule will result in immediate suspension, and or termination pending investigation.

#### **ACCIDENT REPORTING PROCEDURES (Refer to Injury Reporting Section)**

All accidents and near misses must be reported immediately to your Supervisor. Supervisory personnel (Managers, Superintendents, Foremen, and Administrative Supervisors) are responsible for completing the applicable report form and must immediately notify the HR Manager of the incident. Involved employee(s) will be responsible for completing the Employee Incident Report Form, and/or meeting with the company HR Manager to review the facts of the incident. GCC REQUIRES POST-ACCIDENT DRUG TESTING ON ALL EMPLOYEES.

#### **ALCOHOL, WEAPONS, CONTROLLED SUBSTANCES**

Alcoholic beverages, weapons and/or ammunition of any sort, controlled substances other than prescribed medication, are not permitted on GCC property or worksite locations.

#### **ASBESTOS**

The danger from asbestos lies in the inhalation of asbestos fibers, which are released into the air when friable asbestos containing material (ACM) is disturbed by physical contact such as cutting, grinding or sanding. Following are examples of conditions under which you may encounter asbestos at a GCC construction site:

- Excavations where asbestos-bearing rock outcroppings are at or near the surface.
- Existing pipe/insulation.



- Plaster, cement, drywall, and taping compounds.

Any material suspected to contain asbestos must not be disturbed without the review and instruction by qualified individuals. Field Superintendents and Foreman are instructed on the proper procedures for dealing with these exposures. Immediately report any discovery of asbestos containing material to your Supervisor.

#### **ASPHALT**

Although primary exposures associated with asphalt occur during the heating and plant processing of the asphalt mix, there are risks associated with asphalt related products. Depending on the type of asphalt you are working with, hazards associated with overexposure may include:

- Inhalation – May cause moderate irritation to the mucous membranes of the nose, throat, and upper respiratory tract. Prolonged exposure may cause headache, dizziness, nausea, vomiting and muscle weakness.
- Eyes – Heated material may cause burns. Contact with petroleum distillates may cause a burning sensation with temporary irritation.
- Skin Exposure – Heated material may cause burns. Exposure to high concentrations of fume or vapor may irritate the skin. Chronic exposure to petroleum asphalt has caused skin disorders such as dermatitis or oil acne.
- Ingestion – May cause gastrointestinal irritation or blockage.

Asphalt Paving Safety: Asphalt paving is one of the higher risk occupations in the construction industry. In addition to the danger of working in close proximity to heavy equipment, complex machinery, and hot asphalt, (which can be offset by training and experience) there is frequently the hazard of working close to vehicle traffic (refer to “Flagging” and “Traffic Hazards” sections).

All workers exposed to asphalt operations will be provided additional training and instruction by a qualified Supervisor when dispatched to an asphalt crew.

#### **BIOLOGICAL HAZARDS**

Biological hazards common to this region include:

- Ticks, spiders, snakes and flying insects.
- Stinging plants such as nettles and thistles.

Safety precautions include avoiding contact (when possible); appropriate clothing, and use of PPE and hand tools (i.e. shovel). Workers bitten by snakes, animals, or ticks will receive prompt medical attention.

For snake bites – do not apply a tourniquet unless the hospital is over 30 minutes away. If a tourniquet is required, it must be loosened and reapplied every 10 minutes (only properly trained personnel, or individuals under the direction of licensed medical personnel, should administer first aid).

#### **BLOODBORNE PATHOGENS**



“Bloodborne Pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus. Although section 5193 of the Cal/OSHA safety orders does not apply to the construction industry, GCC employees can potentially be exposed to Bloodborne Pathogens. The primary exposure is the potential contact with used drug paraphernalia during grubbing and debris removal tasks. To eliminate this exposure, workers should wear appropriate clothing and PPE, and use hand tools at all times. Do not touch exposed drug paraphernalia. If discovered, notify your supervisor immediately.

GCC recommends to all employees that they discuss the possible benefits of available vaccinations with their treating physician. In the event of an exposure, the employee will be referred for medical attention.

### **CAL/OSHA INSPECTIONS**

When a Cal/OSHA enforcement officer shows up on the jobsite to perform an inspection, the following guidelines should be followed:

1. Be cordial and professional.
2. Ask for identification.
3. Ask why the inspection is taking place.
4. When possible, the Superintendent or Senior Manager should be present during the inspection.
5. Do not offer any information or attempt to hide any information. The compliance officer should be provided only what is asked for. **Important:** Never speculate or respond to a question if you are unsure of the answer.
6. A written report must be completed by the individual accompanying the compliance officer.
7. All documentation/information should be provided to management for review and appropriate response.

Cal/OSHA enforcement officers have the right to interview individual employees, without the presence of an employer representative. The company Injury & Illness Prevention Program (IIPP) and Code of Safe Practices should be readily accessible and made available for review at all times.

### **CELL PHONE USE (ON THE JOB)**

Personal cell phone use is prohibited while working. Due to the nature of the work performed by GCC, use of cell phones can create distraction, which could result in injury or damage to property. Other types of listening devices are also prohibited for your safety, and the safety of your co-workers. If emergency or work-related phone calls need to be answered, stop what you are doing.

### **COMPETENT PERSON**



A competent person must be capable of identifying existing and predictable hazards in the surroundings or working conditions, is designated by the employer, and has the authority to take prompt corrective action on the job as conditions warrant. A competent person must have experience, training, and be knowledgeable about the safety regulations pertaining, but not limited to, specific operations performed by GCC.

**Any employee left in charge of a jobsite must be experienced, knowledgeable of work performed, and be able to respond appropriately in the event of any identified hazardous condition or work practice.**

### **COMPRESSED AIR (Refer to Tools and Equipment Section)**

Never clean clothing or skin with compressed air. Compressed air used for cleaning should be less than 30 psi and should only be used when effective chip guarding is used and personal protective equipment is worn.

### **COMPRESSED GAS**

Safety precautions include:

- Inspect cylinders, regulators, and hoses before each use.
- Never use a tool to operate cylinder valves – hand operation only.
- Check cylinder and gas identification.
- Use a cart or other secure means for moving – never carry or roll gas cylinders.
- Grease or oil in areas where compressed oxygen is used can cause fire or explosion.
- Use regulators for all gas cylinder hookups.
- Use non-sparking tools for flammable gases.
- Secure cylinders at work areas.
- Never refill or attempt to repair a gas cylinder.
- Move leaking cylinders out of buildings and confined areas. Mark “Damaged. Do not Use.”
- For compressed air systems: check all hose fittings and use a control nozzle with self-closing valve at operators end.
- Wear safety glasses and appropriate personal protective equipment at all times.

### **CONCRETE CONSTRUCTION (Refer to Falsework, Rebar, and Silicosis Sections)**

Injuries and illnesses common to the concrete construction industry include:

- Concrete burns from exposure to wet concrete.
- Silicosis from long-term/chronic exposure to concrete dust.
- Broken bones, lacerations, and crushing injuries, caused by falls, impalement by rebar or other objects; and impact from falling objects.

Employees must use appropriate PPE (Personal Protective Equipment) when working



with or around concrete, to include rubber gloves, eye protection, and dust mask when airborne exposure is present. Good hygiene practices should be adhered to at all times (immediately wash skin/exposed areas).

When working around/with culvert boxes (and similar exposures), it is mandatory that the grate/lid be in place and secured. If an exposure exists that would allow the grate/lid to shift, precautions must be taken, to include barricading the area.

Standards applicable to concrete work should be reviewed with the Concrete Foreman or Superintendent. All concrete related operations are managed by the designated Qualified and/or Competent Person. If you are unsure how to properly perform an assigned task, let your Foreman or the Superintendent know immediately.

## CONFINED SPACE EXPOSURES

Hazards common to confined space exposures include:

- Oxygen Deficiency
- Toxic and Explosive Atmospheres

Confined space is defined as space that exhibits both of the following conditions:

- Existing ventilation does not remove dangerous air contaminants or oxygen-deficient air exists or may develop.
- Ready access or egress for the removal of a suddenly disabled employee is difficult because of the location or size of opening(s).

Confined spaces may include:

- Trenches and excavations
- Sewers and drains
- Tanks and vaults.
- Wells and Shafts
- Pipelines
- Crawl Spaces and Ducts

The designated competent person (qualified by training or experience) has complete authority to suspend work activities and remove exposed employees until all hazards have been corrected.

Working conditions must be checked initially, at the start of each day, and throughout the workday to determine if confined space conditions exist. If confined space conditions exist, at the minimum, the following must be done before work begins:

- Written operating procedures must be prepared and employees must be trained.
- Lines containing hazardous substances must be disconnected, blinded, or blocked.
- The space must be emptied, flushed, or purged.
- The air must be tested for dangerous contamination or oxygen deficiency.
- Ventilation must be provided if testing reveals any atmospheric hazard.



NO EMPLOYEE SHOULD ENTER A CONFINED SPACE WITHOUT RECEIVING PROPER TRAINING AND BEING PROVIDED WITH APPROPRIATE PPE FOR CONDITIONS PRESENT.

**Permit-Required Confined Space** is a space that has one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration where an entrant could be trapped or asphyxiated.
- Contains any other recognized serious safety or health hazard.

When a space is determined to meet the classification of a permit-required confined space, the Foreman and/or Superintendent are responsible for coordinating compliance with applicable regulations with the Project Manager and/or HR Manager.

### Confined Space Rescue:

*Caution—There are more fatalities associated with rescues than the initial victim(s):*

1. Don't Panic! Sound an alarm or summon for help by voice command.
2. If properly trained, use a monitor to sample the confined space air to determine if it is clear for entry.
3. If the air is not safe, wait for a fire department rescue team.

**Never attempt a rescue unless trained and authorized, and the required PPE is available for use.**

## DISCIPLINARY POLICY

Mandatory compliance with safe work practices is required from all employees, permanent and intermittent, to include Managers and Supervisory Personnel. Superintendents and Foremen are responsible for safe work practices and conditions at the jobsite. Enforcement of safe work practices will be conducted in a fair and uniform manner.

The appropriate disciplinary action implemented against the employee may be based on his/her previous history of non-compliance and/or the seriousness of the violation. Warnings may be verbal or in writing and noted in the employee file. GCC retains the right to take any appropriate disciplinary action for violations of company policies up to and including termination.

## DEMOLITION HAZARDS

Exposures resulting from incidental demolition may include: Silica; Asbestos Dust; Confined Spaces; Dermatitis or Skin Irritation; High Noise Levels; and Flying/Falling Debris.

Always use appropriate PPE for exposures present. If you believe that there is an exposure present that has not been identified, notify your supervisor immediately.



## **DRESS CODE (FIELD)**

- GCC Field Dress Code (Refer to “Personal Protective Equipment” section):
- Orange or Lime Green Sleeved T-Shirts (no tank-tops, not torn or faded)
  - Stout Shoes/Boots (no tennis shoes)
  - Long Pants
  - Hard Hats
  - Safety Vests

## **DUST EXPOSURE**

Engineering controls are utilized during site activities to minimize the amount of dust generated. Use of PPE is required, as applicable to potential airborne exposures. Control measures may include:

- Before beginning any dust generating activities, water may be applied to the areas to reduce dust generation.
- If necessary, water will be used to suppress dust during all operations. Water application will be done to prevent ponding and/or generation of runoff.
- GCC personnel conducting dust-generating activities will use careful manipulation of the soil to minimize exposure.
- Soil removal, handling and movement; grading or truck loading will not be conducted when wind speeds exceed 25 mph based on 15-minute average or wind gusts are great enough to create visible dust emissions outside the active work zone despite the implementation of control measures.
- As applicable, trucks will be inspected prior to leaving the active work area to ensure that soil material does not extend above the sides or top of the truck.

## **ELECTRICAL HAZARDS (Grounding Assurance)**

Hazards associated with exposure to electricity can include electrocution, explosion, and fire. Electricity can cause severe burns and death. Equipment contacting a live electrical line can cause explosion, fire, or electrocution. Some general safety precautions include:

- Use extreme caution and keep your distance when working around electrical utilities.
- If contact happens – Do not touch equipment or a person in contact with electricity. The line must first be de-energized by a trained and qualified individual.
- If you are in a vehicle/equipment that contacts electricity, do not contact any metal or try to exit the equipment. If you must exit, jump clear and slowly shuffle away.

The minimum safety requirements for general electrical exposures include:

- All power outlets must be provided with appropriate circuit breakers, fuses, and GFI protection.
- Extension cord connectors must be inspected frequently. Insulation and protective coating must be intact.



- Electrical switch boxes must be located in an easily accessible area and protected from possible hazards.
- Treat all electrical wires as if they are energized.
- No ground level wiring should lie in a traveled path way unless properly covered.
- Only authorized individuals are permitted to perform repairs.
- Temporary wiring, powered tools and electrical equipment with exposed, noncurrent carrying metal parts, must be grounded.
- Immediately report all electrical hazards to your supervisor.
- Never use electrical equipment if you suspect flammable/explosive vapors are in the area.

## **EMERGENCY SERVICES & EMERGENCY ACTION PLAN**

Outside services will be the primary source of Emergency Medical Treatment (i.e., ambulance, medics, and fire department). Only certified employees will be allowed to perform First Aid to the extent deemed necessary to preserve life.

The company field-specific Emergency Action Plan (EAP) is available for review upon request, or accessible on the GCC website. Matters of emergency response for specific projects should be communicated at the start of each project, to new employees assigned to a job site, and periodically throughout the duration of the project.

First Aid Kits will be maintained and accessible at all job sites. Contents will adhere to requirements consistent with the number of employees working at the job site, and will be kept in a weatherproof container. Weekly inventory checks will be performed to make sure used contents are replaced.

There will be a suitable number of employees certified to provide First Aid. This training will be coordinated by the Safety Committee. Employees that are First Aid trained are expected to render emergency treatment only as collateral duty. Training is provided to all certified employees.

GCC recommends to all employees that they discuss the possible benefits of available vaccinations with their treating physician. In the event of an exposure, the employee will be referred for medical attention. Refer to the Bloodborne Pathogens section for additional information.

**Corporate and Division Offices:** EAPs are established for all GCC locations and are made accessible on the GCC website. For additional information, please speak to your division Manager, or refer to the posting notice established for your location. First Aid Kits will be maintained and accessible at all locations. Only certified employees will be allowed to perform First Aid to the extent deemed necessary to preserve life.

## **EQUIPMENT AND TOOL HAZARDS**

- Do not operate any tool, machine, equipment, or vehicle, unless trained and authorized.
- Tampering with safety devices on any piece of equipment (hand or mobile) is



strictly prohibited.

- Restrain loose or frayed clothing, long hair, dangling jewelry, etc.
- Do not service, repair, or adjust equipment unless properly trained and authorized. Appropriate lockout/blockout procedures must be followed.

Refer to relevant sections to include, but not limited, to:

- Forklifts
- Heavy Construction Equipment
- Lockout/Blockout
- Tools and Equipment
- Generators
- Laser Equipment
- Powder Actuated Tools

## ERGONOMICS

The primary type of injuries or traumas that ergonomics deal with are the repetitive motion injuries (RMIs). RMIs are caused by activities that are repeated on a regular basis and primarily affect the neck, back, shoulders, and extremities. Symptoms can include chronic pain, numbness, tingling, and limited range of motion. Factors that contribute to RMIs include:

- Awkward posture.
- Forceful exertion and heavy lifting.
- Repetitive work.
- Vibration from tools and equipment.

RMIs can be avoided, if the employee adheres to safe work practices and procedures. Techniques for reducing exposure to RMI's include:

- Taking responsibility for your physical health (exercising, diet, etc.).
- Frequent stretching
- Regular breaks.
- Rotating tasks.
- Proper lifting and material handling.
- Use of proper PPE.
- Report any symptoms, before they become a problem.

## EXCAVATIONS, TRENCHES, EARTHWORK

Hazards associated with excavations are cave-ins; the striking of underground utilities; falling tools, materials and equipment; and hazardous contaminants or oxygen deficient environments. The minimum safety requirements for these exposures include:

- Making sure utilities lines have been marked.
- Obtaining a permit from DOSH if workers are required to enter an excavation that is 5 feet or deeper.
- While excavating, the exact locations of the underground utilities must be determined by safe and acceptable methods.
- While the excavation is open, the underground utilities must be protected, supported, or removed as necessary.



- Protective measures must be taken to ensure the safety of employees and the public. Appropriate to the exposures of the job site, barriers and warning devices must be maintained at all times.
- As appropriate, warning signs should be placed far enough in advance of the construction operation to alert the public.

Employees must be protected from cave-ins by an appropriate protective system, unless the excavation is made entirely in stable rock, or is less than 5 feet deep, and a competent person has determined that there is no potential for a cave-in. A competent person must be on site and is responsible for the following:

- Conducting inspections of the excavations, adjacent areas, and protective systems before the start of work; as needed throughout the shift; and daily for potential cave-ins, failures, hazardous atmospheres, or other hazards.
- Taking prompt corrective action when hazards are identified, to include removing employees from area.

The COMPETENT PERSON must be able to demonstrate the following:

- The ability to recognize all possible hazards associated with excavation work and to test for hazardous atmospheres.
- Knowledge of the current safety orders pertaining to excavation and trenching.
- The ability to analyze and classify soils.
- Knowledge of the design and use of protective systems.
- The authority and ability to take prompt corrective action when conditions change.

Safe practices and procedures include:

- Never enter an excavation or trench unless it has been deemed safe by the Competent Person.
- No one has the authority to require or knowingly permit any employee or subcontractor to enter any excavation or trench that has not been properly shored, sloped, or shielded.
- Trenches 4 feet or deeper must have a ladder or other means of access/egress within 25' of an employee.
- Ladders must extend a minimum of 3' above the edge of the trench
- Never climb on trench shoring or bracing.
- No one shall cross over a trench that is wider than 30" and deeper than 6' without using a walkway or bridge with standard guardrails.
- Make sure spoils as well as any other objects are far enough from the edge of the excavation or trench – 2 feet is the absolute minimum clearance.
- Position large equipment away from the edge of the excavation to minimize pressure on the sidewalls.
- Visually inspect all excavations and trenches before back filling.
- Do not operate heavy equipment above slopes, cuts, banks, and cliffs when people are working below.
- Do not operate heavy equipment where the slope, wet conditions, or possibility of cave-in increases the probability of turnover.





- When cutting or making an excavation, protective measures must be taken to ensure the safety of employees and the public. Barriers and warning devices must be maintained at all times, and be appropriate to the exposures of the jobsite.
- To ensure the safety of employees and the general public, if an exposure exists that would allow an individual to trip and/or fall, precautions must be taken to include barricading the area when necessary.

#### Excavation/Trench Rescue

1. Do not Panic.
2. Do not enter an unsafe/unstable excavation or trench.
3. Call/send for help (call 911)
4. Account for all employees.
5. The Competent Person will direct the stabilization of the area.
6. Once stable and safe, hand dig around the victim. Do not pull victim out while still partially buried.
7. If properly trained and certified, apply first aid until emergency vehicles arrive.

### **FALL PROTECTION (Refer to Scaffold Safety Section)**

Factors affecting the level of hazard associated with falls include:

- Fall height.
- Level of hazard awareness and skill of the employee.
- Physical work environment (e.g. conditions affecting the stability of the employee on the work surface).
- Duration of exposure to the fall hazard.

Approved personal fall arrest, personal fall restraint or positioning systems must be worn by those employees whose work exposes them to falling in excess of 7 ½ feet from the perimeter of a structure, unprotected sides and edges, or other sloped surfaces steeper than 40 degrees not otherwise adequately protected under the provisions of Cal/OSHA safety orders. Safety procedures established will be project/exposure specific and coordinated by authorized personnel only.

### **FALSEWORK AND VERTICAL SHORING (Refer to Concrete Construction Section)**

All falsework and vertical shoring operations must be conducted under the direction of the designated Competent Person. Formwork and falsework or shoring for the support of concrete or other materials must be designed, erected, supported, braced, and maintained so as to assure its ability to safely withstand all intended loads during erection, construction, usage and removal.

### **FIRE PREVENTION PROGRAM**

The company Fire Prevention Program (FPP) is available for review upon request. The following procedures have been implemented:



- Fire extinguishers and applicable fire suppression equipment will be easily accessible.
- Building exits will be clearly identified and kept free of unnecessary clutter.
- Designated "NO SMOKING" areas will be observed.
- Smoking or any open flame will not be permitted around flammable substances (liquids, etc.)
- Gasoline, paint thinners, and other low flash point solvents will not be used for cleaning purposes.
- Sufficient number of appropriate-type trash receptacles will be accessible in all work areas.
- Equipment will be kept clean (avoid build up of fluids, grease, etc.).
- Spilled flammable and combustible materials will be cleaned up immediately.
- Oil or chemical soaked rags will be discarded/placed in metal or other suitable containers.
- Employees will be instructed to notify the Supervisor of leaking or defective containers.
- Supervisors will be responsible for ensuring that materials used are properly contained and labeled.
- Flammable liquids will only be used where there are no open flames or other sources of ignition within the possible path of vapor travel.

#### Fire Response:

1. Any employee discovering a fire should quickly and carefully remove any person who is injured or in immediate danger, unless doing so will create the possibility of personal injury.
2. Employees in the immediate vicinity of the fire, as well as those surrounding areas, who may be threatened by the fire, must be notified immediately.
3. If the area or material involved in the fire is small, only properly trained employees may attempt to extinguish the fire using approved fire suppression equipment (other materials are not to be used to fight the fire). The supervisor or designated employee must be notified of the occurrence immediately.
4. If the fire appears to be too large, involves toxic substances, or is electrical based, employees are to leave the area immediately and notify the Supervisor or designated employee.

#### If the fire can not be extinguished using a portable fire extinguisher:

1. The fire will be reported to the appropriate agency(s).
2. The supervisor or designated employee will initiate the evacuation procedures.
3. Without creating exposure to personal injury, attempts should be made to contain the fire only by properly trained and designated employees.

### **FIRST AID (Refer to Emergency Services Section)**

Outside services will be the primary source of Emergency Medical Treatment (i.e., ambulance, medics, and fire department). Only certified employees will be allowed



to perform First Aid / Emergency Medical Services. Action taken will only be to the extent deemed necessary to preserve life.

### **FLAGGING (Refer to Roadway Safety and Traffic Hazards Sections)**

Flaggers must be used at locations on a construction site when barricades and warning signs cannot effectively control moving traffic.

Safety requirements include:

- Flaggers must be placed in locations to allow for effective warning.
- Flaggers must be trained (site specific).
- Traffic control warning signs must be placed according to the California Manual of Uniform Traffic Control Devices (FHWA's MUTCD 2003 Revision 1)
- Flaggers must wear orange or strong yellow-green warning/reflecting garments.
- Flaggers' stations must be illuminated, and flaggers must wear reflectorized garments that are visible at a minimum of 1,000 feet during hours of darkness.

### **FLAMMABLE LIQUIDS (Refer to Fire Prevention Program Section)**

Flammable and combustible liquids include gasoline, paint thinners, solvents, etc. Safety guidelines include:

- Liquids must be kept in closed containers when not in use.
- Leakage or spillage must be dealt with promptly and safely.
- Liquids can only be used where no open flames or sources of ignition exist.
- Containers must be plainly marked with a warning legend/label.
- Liquids must only be used for its intended use.
- Liquids must be stored and transported in closed containers.

### **FORKLIFTS**

Only trained and certified personnel may operate forklifts. Authorized individuals will be provided with relevant safety documentation. Authorized individuals must have a current certification, with refresher training provided in accordance with Cal/OSHA regulations.

### **GENERATORS**

Safety requirements for generators include:

- Generators rated greater than 5,000 V or multi-phase must be grounded. (Exception: A portable or vehicle-mounted generator does not need to be grounded if it is rated less than 5,000 V and single phase, provided that the grounding terminals of its receptacle are bonded to the vehicle frame, the generator frame, and to the plugged-in equipment.
- Treat the electrical output from the generator with the same caution as from a main supply. Electrical shocks can be fatal.
- Do not operate generators in enclosed areas. Make sure there is proper



ventilation.

- Do not replenish fuel or oil while the generator is running.
- Maintenance or servicing should only be performed by authorized personnel. Lockout/Blockout procedures must be used.
- Do not remove any protective devices or covers.
- In the event of a fire, use only an extinguisher suitable for electrical fires.
- Ear protection must be worn at all times.

### **HAZARDOUS SUBSTANCES/HAZCOM PROGRAM (Refer to MSDS Section)**

Refer to the Hazard Communication Notice provided at hire, and the summary outlined in this booklet.

### **HEAT ILLNESS PREVENTION (Refer to Temperature Hazards Section)**

Heat stress can be a serious health hazard for field employees. GCC has a written Heat Illness Prevention Program in compliance with Cal/OSHA General Industry Safety Orders (§3395). Training is provided to Supervisors to ensure compliance with required guidelines, which include the following:

- Monitoring Temperatures.
- Providing Fresh Water Daily.
- Establishing Means of Providing Shade.
- Allowance for Acclimatization.
- Enforcement of Rest Breaks.
- Medical Attention.
- Employee Training.

Serious conditions caused by heat exposure include (not all-inclusive):

**Heat Exhaustion** symptoms include: Weakness, Fatigue, Blurred Vision, Dizziness, and Headache. Signs to look for include: High pulse rate, Extreme Sweating, Pale Face, Lack of Balance.

**Heatstroke** symptoms include: Chills, Restlessness, and Irritability. Signs to look for include: Red Face, Hot Dry Skin, Disorientation, Erratic Behavior, Shivering, Collapse, Convulsions.

### **HEAVY EQUIPMENT-OPERATING (Refer to Overhead Power Lines Section)**

Safety requirements for heavy equipment include:

- No employee is permitted to operate equipment unless properly trained and authorized.
- Appropriate lockout/blockout procedures must be used when making adjustments or repairs on equipment (by authorized personnel only)
- Wherever mobile equipment operation encroaches on a public thoroughfare, a system of traffic controls must be used.



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- Job site vehicles/equipment must be equipped with the following:
  - Operable service, emergency, and parking brakes
  - Two operable headlights and taillights
  - Windshield wipers and defogging equipment
  - Seatbelts if the vehicle has rollover protection structures
  - Fenders or mud flaps
- Vehicles/Equipment must be checked for proper operation at the start of each shift. Employees will use the Vehicle/Equipment Checklist.
- Any damage, defects, or safety concerns identified must be immediately reported to your supervisor and/or the Equipment Manager. The equipment must be tagged “DO NOT USE” until appropriate repairs and/or adjustments are made.
- Rollover protection structures and seat belts must be installed and used for the following equipment with brake horsepower rating above 20:
  - Crawler Tractor
  - Bulldozer
  - Front-end loader
  - Rollers and Compactors (> 5,950 lbs).
  - Scraper
  - Tractor (except side boom pipe laying)
  - Water Wagon Prime Mover
  - Sheepfoot-type Rollers, Compactors
  - Motor Grader

Haulage and earthmoving equipment safety standards include:

- Every vehicle having a body capacity of 2.5 cubic yards or more must be equipped with an automatic back-up alarm that sounds immediately on backing.
- All other vehicles operating when rear vision is blocked must be equipped with an automatic back-up alarm or its equivalent.
- All vehicles must be equipped with a manually operated warning device.
- Haulage vehicles in operation must be under operator control and must be kept in gear when descending grades.
- The brakes on a haulage vehicle must meet the criteria specified by the CSOs.
- The control devices on a haulage vehicle must be inspected at the beginning of each shift.
- Exposed scissor points on front-end loaders must be guarded.
- Lights are required for night operations.
- Vehicles loaded by cranes, shovels, loaders, and similar devices must have an adequate cab or canopy for operator protection.
- Dust control is required when dust limits visibility.
- Respirators are required for drivers when air contamination becomes hazardous.
- Industrial tractor operator’s instructions must be posted in a conspicuous place, and operators must be able to understand them.

Safety tips include:

- Wear your hardhat and seatbelt at all times
- Always use the 3-point contact rule when getting on and off equipment
- Make sure co-workers are clear before starting the equipment.
- Equipment should never be backed up/out unless there is someone to check the



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- blind spots and give the appropriate signals.
- Never allow anyone to ride on the running board, load, etc.
- Maintain eye contact with your spotter.
- Stay aware of your co-workers and surroundings.
- Only one individual should be giving signals.

### HEAVY EQUIPMENT (WORKING AROUND)

When construction equipment is operating, stay alert and aware of your surroundings at all times. The only way to avoid a serious accident is if both construction/ground workers and equipment operators stay aware of the activity around them. Safety tips include:

- Never take for granted that the equipment operator sees you.
- Don’t depend solely on hearing a horn or other audible warning signal that equipment is backing up.
- Stay out of the equipment operator’s blind spot. If you can’t see the operator, the operator can’t see you.
- Stay out the swing radius of the equipment.
- Do not walk under loads – it might drop!

### HOUSEKEEPING/SITE CLEANING

Listed below are the general requirements for housekeeping to which all work sites are subject:

- Work surfaces, passageways, and stairs must be kept clear of equipment, materials, and debris.
- Ground areas within 6 ft. of buildings under construction must be kept reasonably free of irregularities.
- Storage areas and walkways on construction sites must be kept reasonably free of dangerous depressions, obstructions, and debris.
- Piled or stacked material must be placed in stable stacks to prevent it from falling, slipping, or collapsing.

### HYDRAULIC SHORING

Do not put your fingers inside the channel of the rail while folding or moving the shore. They can be cut or pinched on the pivot points. If you are not trained and familiar with working with shoring, let your supervisor know immediately. Improper installation and/or removal can result in injury.

### INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

All California employers are required to implement and maintain an Injury and Illness Prevention Program (IIPP). The company program is available for review on the GCC website. All Superintendents and Foremen have copies available for review upon request, or you may contact the HR Manager at the Santa Rosa Office for



additional information.

GCC's IIPP includes information on the following: Program Implementation and Responsible Persons; Compliance Procedures; Communication Policy; Training and Safety Instruction; Workplace Assessment and Corrections; Accident Investigation Procedures; Documentation and Recordkeeping Policy; Multi-Employer Job Site Exposures.

## **INJURY & ILLNESS REPORTING REQUIREMENTS**

All employee work-related injuries or illnesses must be reported immediately, no matter how minor the injury or illness appears. Employees are required to meet in person with the company HR Manager at the Santa Rosa office.

GCC utilizes the services of a designated medical facility for the treatment of work-related injuries and illnesses. For additional information on your rights under Workers' Compensation laws, refer to the pamphlet provided in your new-hire package.

## **INSPECTIONS**

Each and every employee has the responsibility to immediately report workplace conditions or practices that create a hazardous exposure.

**Field:** Prior to the presence of employees, the Foreman and/or Leadman will make a thorough survey of the conditions of the job site to determine, so far as possible, the predictable hazards to employees and the kind and extent of safeguards necessary to proceed with work in a safe manner.

**General and Field:** Identified unsafe or unhealthy work practices and conditions will be corrected in a timely manner to be consistent with the severity of the identified hazard. Under no circumstances will an employee be permitted to work under conditions that pose a clear or imminent danger.

When an imminent hazard is identified and immediate correction is not possible, all exposed workers will be removed from the area. Employees responsible for correcting the hazardous condition will be provided with the necessary training and protection.

*(Refer to the "Excavations, Trenches, and Earthwork" section for specific requirements relating to daily inspections of excavations)*

## **JOBSITE VISITORS/GCC STAFF VISITS**

Individuals visiting jobsites must check-in with the acting supervisor. Visitors are required to wear PPE, to include, at the minimum: Hard Hat, Safety Vest, and Stout Shoes. Visitor safety tips include:

- Stay visible and remain alert and aware of surroundings.
- Never approach equipment, unless the operator has acknowledged your presence.
- Do not park your vehicle where it may be exposed to potential damage.



## **LADDERS (Refer to Excavations, Trenches, and Earthwork Section)**

Falls are the most common cause of worker injury associated with ladder use and are primarily caused by (1) use of faulty ladders; (2) improper set-up of a ladder; or (3) the incorrect use of ladders. To safely use ladders, employees must follow the instructions noted:

- Face the ladder while climbing and descending.
- Do not stand on the top three rungs of ladders.
- Always use the 3-point contact rule when climbing or descending.
- Remove damaged or defective ladders from use and tag "DO NOT USE."
- Do not place ladders where they can be accidentally struck or displaced.
- Tie, block, or otherwise secure portable ladders in use.
- Extend ladder side rails to at least 3 ft. above the landing
- Do not splice ladders together.
- Portable metal ladders must be marked with the words "CAUTION - DO NOT USE AROUND ELECTRICAL EQUIPMENT" - do not use a ladder that is not correctly marked.

## **LASER EQUIPMENT**

- Only Qualified employees may operate laser equipment.
- Employees who may be exposed to laser light greater than 5 milliwatts must wear eye protection devices.
- Warning signs must be posted in areas where lasers are used.
- Equipment must be turned off or shielded when unattended and not in use.
- Laser beams must never be pointed or directed at persons.
- Lasers must have a label indicating their maximum output.

## **LEAD**

Soil contamination is GCC's primary exposure to lead. When specifications of a project indicate potential exposure to contaminated soil, third-party Environmental Safety & Health services will be retained to develop a project-specific Health & Safety Plan (HASP). All exposed employees will be trained on the specific safety policies and procedures implemented. Safety controls implemented will be in accordance with the project-specific HASP.

The **Permissible Exposure Limits (PELs)** for airborne lead are 0.05 milligrams per cubic meter of air (mg/m<sup>3</sup>) and an action level of 0.03 mg/m<sup>3</sup>, both as an 8-hour Time-Weighted Average (TWA).

Trigger tasks are certain hazardous tasks that carry the presumption of airborne exposure above the PEL. They require special protective measures until it is determined that airborne exposures to lead are below the PEL.

**Trigger tasks include:**

**Level 1:** Manual Demolition; Spray Painting; Manual Scraping or Sanding; Using a



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heat gun; and power-tool cleaning with dust collection system.

**Level 2:** Using lead-containing mortar; burning lead; rivet busting, cleaning power tools without a dust collection system; using dry, expendable abrasives for clean-up procedures; moving or removing an abrasive blasting enclosure.

**Level 3:** Abrasive blasting, welding, cutting, or torch burning on structures

**Protective requirements** for all trigger tasks and any other task that may cause a lead exposure above the PEL include the following:

- Respirators, protective equipment and protective clothing.
- Clothing change areas and a shower.
- Initial blood tests for lead and zinc protoporphyrin.
- Basic lead hazard, respirator, and safety training.
- The establishment of a regulated area and warning signs.

### LIME TREATMENT SAFETY

Hazards associated with Calcium Oxide/Hydroxide (Lime Treatment operations) include: Inhalation, Eyes, Skin Exposure, and Ingestion.

Medical conditions aggravated by exposure include: Asthmas and respiratory and cardiovascular disease. Calcium Hypochlorite is not considered a carcinogen, but repeated inhalation may damage lung function and cause permanent damage to lungs.

**Use of PPE is mandatory:**

- Respiratory Protection – when dusty conditions are present, use NIOSH/MSHA approved dust respirator/dust mask meeting the NIOSH 95 rating is sufficient for casual exposure
- Protective gloves – Prevent skin contact
- Eye Protection – Safety Glasses/Goggles

**All workers exposed to lime treatment operations will be provided additional training and instruction by a qualified Supervisor when dispatched. Silica is on the Governor's Proposition 65 list. Components used in Calcium Oxide/Quicklime may contain trace amounts of inherent naturally occurring elements.**

### LOCKOUT/BLOCKOUT

Lockout/Blockout procedures must be used when cleaning, servicing, or adjusting equipment (to include tools, machinery, etc.) capable of movement. No employee is permitted to work on equipment unless authorized and properly trained.

**Following is a review of basic steps for safely de-energizing equipment:**

1. Clear all personnel to safe area.
2. Clear away tools and materials from the equipment.
3. Isolate all the equipment's energy sources.
4. Lockout devices and de-energize systems, following appropriate procedures.



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5. Release or restrain any stored energy by grounding, blocking, bleeding down, etc.
6. Make sure that the area is clear of all personnel, and then make sure that it will not operate.

**Restoring Equipment to Service:**

1. Clear all personnel to safe area.
2. Make sure all equipment components are intact (i.e. safety guards and devices).
3. Remove each lockout device using the correct removal sequence.
4. Make a visual check before restoring energy to make sure area is clear.
5. Verify that equipment controls are in neutral.

### MATERIAL DELIVERY/HANDLING

When trucks arrive to deliver material, only authorized employees are to perform unloading tasks.

- Wire rope cables and slings shall not be used unless in compliance with current Cal/OSHA provisions and standards.
- Before tie-downs are loosened, the load is to be inspected for shifted material or any situation that could cause injury. If a dangerous situation is observed, the load must be stabilized before unloading begins.
- Employees should never place their hands between the slings or chokers and/or the load or other pinch-points when rigging or handling loads without proper protection from injury.
- Crating materials, banding straps, etc. shall be properly disposed of to prevent needless tripping hazards.
- Any wire rope, which has been crushed, frayed, or otherwise weakened, shall be removed from service until repaired or replaced.
- All materials shall be stacked and secured by blocking, stacking, banding, interlocking tiers or other means to prevent rolling, tipping, sliding, falling or collapsing.
- The storage of materials shall not obstruct a safe means of travel throughout storage areas, aisles, stairs, ladders, passageways, around buildings, or other structures.
- Special consideration shall be taken to insure proper control of foot and vehicular travel by use of barricades, special banding, flashing lights, etc. especially if they are going to be left unattended adjacent to any public walkway or roadway.
- Flammable and combustible liquids (gasoline, diesel, etc.) shall not be left in a location where they can be struck by a vehicle traveling on any designated roadway or public street.
- Proper lifting techniques shall be used whenever you are required to manually lift or handle materials of any size, shape, or weight. Everyone should observe at least the following basic lifting techniques:
  - Get down close to the load.
  - Lift gradually, using your legs.
  - Get help with heavy loads.
  - Keep a straight back.
  - Don't twist or jerk while lifting.
- Motorized equipment shall be used to move extremely heavy or bulky objects to



prevent back injuries/muscle strains.

- No materials shall be moved over any excavation/trench where a worker may pass beneath the load.
- Loads shall not be swung out over any person, vehicle, or equipment. Loads subject to twisting or striking persons or objects shall be controlled by tag lines or other means.

### **MATERIAL HANDLING HAZARDS**

The handling of equipment and materials pose a risk to workers in the form of muscle strains, falling objects, lacerations/crush injuries from pinch points, and other related injuries. These injuries can be avoided by using safe handling procedures, proper lifting techniques, and proper PPE. Where practical, mechanical devices should be utilized to assist with the movement of heavy objects (i.e. over 50lbs), or assistance should be obtained from co-worker(s).

When loading and unloading equipment, stay visible to operator – use tag lines – always have an escape route and never get blocked into a pinch point.

### **MEDICAL SURVEILLANCE**

The need for medical surveillance is project specific and based on known or potential exposures to lead and other hazardous substances with may exceed the PEL. Development of project specific requirements is coordinated with a third-party environmental consultant.

### **MSDS “MATERIAL SAFETY DATA SHEETS” (Refer to Hazardous Substance Section)**

MSDS for all substances used by the company are retained at the main office and division offices. A list of all substances used at a specific job site will be maintained by the Foreman and made available to all employees upon request. Substances will not be used unless the accompanying MSDS has been obtained.

### **MULTI-EMPLOYER JOB SITES**

Multi-employer work sites are locations where more than one employer and his or her employees work, usually but not necessarily at the same time. Each employer is required to notify the other employers of hazards and to guard against exposing their own employees, as well as all other employees on the site.

### **NIGHT WORK**

Hazards associated with night work include:

- Poor visibility for motorists.
- Poor visibility for workers.
- Impaired or drowsy drivers.



- Sleep deprivations and disruption.
- Risk of injury from drowsiness.

Safety precautions include:

- Wearing retro-reflective clothing.
- Wearing flashing lights on your clothing.
- Placing retro-reflective tape on equipment.
- Using good work area lighting.
- Knowing your surroundings – know the vehicle and equipment paths, and assigned work areas.

### **NON-HARASSMENT POLICY**

Information on the GCC Non-Harassment Policy is provided at hire. For a copy of the policy, contact the GCC Human Resource department. Harassment of any form is not tolerated.

### **OVERHEAD POWER LINES**

Contact with overhead power lines can cause serious injuries and property damage due to arcing between the lines and heavy equipment. Overhead power lines in the travel path of such equipment, and in the immediate work area of equipment, will be identified before on-site work begins. The utility company, or property owner responsible for overhead lines, will be contacted before work begins to determine whether such lines can be de-energized and locked out during nearby work activities.

If the overhead power lines cannot be de-energized; equipment must maintain the following minimal clearance distance when crossing under overhead power lines.

<b>Normal Line Voltage</b>	<b>Minimum Clearance Required</b>
50,000 volts or less	10 Feet / 3 Meters
Over 50,000 to 75,5000 volts	11 Feet / 3.4 Meters
Over 75,000 to 125,000 volts	13 Feet / 4 Meters
Over 125,000 to 175,000 volts	15 Feet / 4.6 Meters
Over 175,000 to 250,000 volts	17 Feet / 5.2 Meters
Over 250,000 to 370,000 volts	21 Feet / 6.5 Meters
Over 370,000 to 550,000 volts	27 Feet / 8.3 Meters
Over 550,000 to 1,000,000 volts	42 Feet / 13 Meters

### **PERMIT (OR APPROVAL) REQUIRED TASKS**

A permit, or approval, must be obtained before:

- Doing any hot work, such as cutting, welding, grinding, soldering.
- Using a powder actuated tool.



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- Using an air driven nail driver.
- Using a laser.
- Using an internal combustion engine indoors.
- Moving emergency equipment.
- Excavating.
- Entry into a confined space.
- Removal or application of lead-containing material.
- Performing live electrical servicing work.
- Shutdowns of chemical, utility or electrical systems.
- Using a portable ladder in excess of 20 feet in length.
- Disposing of hazardous waste.

### PERSONAL PROTECTIVE EQUIPMENT “PPE” (Refer to Dress Code Section)

**Ghilotti Construction is a mandatory Hard Hat and Safety Vest company.** Required PPE must be worn at all times while on the job site. Field employees must adhere to the Field Dress Code at all times and must be protected by PPE as follows:

**Eye and face protection** is required when there is an inherent risk of eye injury from flying particles, injurious chemicals, or harmful light rays. All GCC employees are required to use the correct eye protection (safety glasses or goggles) when exposure exists to include:

- When using hand or power tools (including, but not limited to cutting/sawing, jack hammering, grinding, etc.).
- When working with substances which create dust (i.e. concrete)
- Using chemicals and all “splash” hazards
- For welding, or brazing.
- When working above your head.
- In windy conditions when exposed to flying particles (dust and debris).
- When working near operating equipment and there is exposure of flying particles.

**Foot protection** is required for workers who are exposed to foot injury from hot, corrosive, or injurious substances; from falling objects; or from crushing or penetrating actions.

**Hand protection** is required for workers who are exposed to cuts, burns, electrical current, or harmful physical or chemical agents.

**Body protection** is required for workers who are exposed to injurious materials. These workers must wear appropriate body protection and clothing appropriate for their work.

**Hearing protection** is required. Noise levels of most construction operations exceed the allowable limit of 90 dBA.

**Respirator protection** is required when engineering or operational controls are not feasible for limiting harmful exposure to airborne contaminants.

At the minimum, the following items are made available to all GCC personnel: Hard Hat; Safety Vest; Safety Glasses; Ear Protection; Gloves (Rubber); Vibratory Gloves;



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Rain Suits; Disposable/Non-Disposable Coveralls; Waterproof Boots; Respiratory Equipment, as needed.

### POSTING NOTICES

- Every Superintendent and/or Foreman will have the required State, Federal, and Cal/OSHA posting notices (in binder or poster format) available for review at every jobsite location.
- Specific Cal/OSHA Permits and Notices will be posted or readily available, as required by Cal/OSHA.
- Location of posting notices must be communicated verbally at the start-up of new projects and periodically throughout the duration of the job.

### POWDER-ACTUATED TOOLS “PAT”

- Only trained workers holding a valid operator’s card may use a PAT.
- PATs must meet the ANSI A10.3 standard or have a California approval number.
- Containers must be lockable and bear a label that says POWDER-ACTUATED TOOL on the outside.
- The PAT must be provided with: An operating and service manual; A power load and fastener chart; An inspection and service record; Repair and servicing tools.

### PRE-CAST BOXES

To ensure the safety of employees and the general public, it is mandatory that the grate/lids be replaced on pre-cast culvert boxes (and similar exposures). If an exposure exists that would allow an individual to trip and/or fall, precautions must be taken, to include barricading the area.

### PROP 65

**Warning:** Construction areas contain one or more chemicals known to the State of California to cause cancer, birth defects or reproductive harm. Always familiarize yourself with the hazards of the materials and equipment you are using and follow the precautions indicated on product labels and Material Safety Data Sheets. Refer to the Hazardous Communication and MSDS sections for additional information.

Exposures at GCC include, but are not limited to asphalt, silica/concrete dust, diesel engine exhaust, and lime.

### PUBLIC SAFETY

As applicable to the project and scope of work performed, public safety will be addressed and appropriate precautions taken to secure the site. Safety measures may include:



- Lights, guardrails, temporary covers and barricades.
- Excavations will be properly barricaded.
- Any other means considered necessary to ensure the safety of the public, and protection of the work applicable to the potential hazards identified.

**QUALIFIED PERSON**

A qualified person is a person designated by the employer; and who by reason of training, experience, or instruction has demonstrated the ability to safely perform all assigned duties; and, when required, is properly licensed in accordance with federal, state, or local laws and regulations.

**REBAR (IMPALEMENT PROTECTION)**

Cal/OSHA requires that employees working at grade or above the level of exposed protruding rebar or similar projection must be protected against impalement by guarding exposed ends with approved protective caps, covers, or troughs. GCC requires that all rebar and stakes (form and line stakes) be capped with flat caps.

**RESPIRATORY PROTECTION**

GCC has a formal written Respiratory Protection Program to be in compliance with Cal/OSHA safety orders. Respirators are required in an atmosphere that could contain less than 19.5% or more than 23.5% oxygen, and in atmospheres that could contain dusts, fibers, mists, fumes, gases, or vapors at harmful concentrations. Exposures are intended to be identified before work begins. Please communicate any concerns or identified exposures to your supervisor immediately to ensure that you are provided with and are using the appropriate PPE for the task being performed.

Following is a general outline of common exposures and safety measures established:

PROCESS/TASK	POTENTIAL EXPOSURE	SAFETY MEASURES
Cleaning Equipment	Silica/Concrete Dust; Dust Particles	Remove dust from equipment with a water hose, not compressed air, and/or use vacuums with high-efficiency particulate air (HEPA) filters.
Concrete Breaking/Drilling	Silica/Concrete Dust; Dust Particles	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations, or wetting method



Concrete Mixing	Silica/Concrete Dust; Dust Particles	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Concrete Sawing	Silica/Concrete Dust; Dust Particles	Use Wet Saw or Wet Kit for dry saw
Dry Sweeping	Silica/Concrete Dust; Dust Particles	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
General Clearing/Debris Clean-up	Silica/Concrete Dust; Dust Particles	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Granite - Grinding	Dust	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Lead	Lead	Adequate Ventilation; HEPA Vacuuming, Wet Clean-up
Lime Treatment	Dust, Burns	Adequate Ventilation; Eye and Skin Protection; Reduction of Dust Concentrations; If there is airborne dust, use a NIOSH approved respirator with dust cartridge
Pressure Treated Wood	Dust	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Metal - Cutting	Dust	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Sandblasting - Abrasive	Silica	Only Type CE supplied air abrasive blasting respirators are suitable for abrasive-blasting. The following types are approved: 1) Continuous-flow respirator with loose-fitting hood and an assigned protection factor of 25. 2) Continuous-flow respirator with a tight fitting face piece and an APF of 50. 3) Positive-pressure respirator with a tight fitting, half-mask face piece and an APF of 1,000. 4) Pressure-demand or positive-pressure respirator with a tight fitting full face piece and an APF of 2,000.
Sandblasting - Non-Abrasive	Silica	Use at a minimum a N99 or HEPA disposable respirator (Only supplied air hooded respirator)



## REST AND MEAL PERIODS

It is every employee's responsibility to take his or her authorized breaks and meal period within the allotted time. An employee who voluntarily elects not to take an authorized break or a full ten-minute break will not be entitled to additional compensation for the missed break. The Foreman or Superintendent may stagger the breaks to avoid interrupting the flow of work or may schedule breaks to coincide with breaks in the flow of work. (The Rest and Meal Periods Acknowledgement Form provided at hire is available for review upon request)

## RETURN TO WORK POLICY

GCC has a written Return to Work policy that is designed to provide guidelines for managing the return to work of employees injured on the job. It is the intent of GCC to provide a work place that is free from identified hazards that cause, or are likely to cause, death, illness, or physical harm. However when an employee is injured, GCC is committed to providing quality medical care and managing costs associated with the recovery of the injured employee.

**Temporary Modified/Alternate Duty:** When an injury occurs, every employee will be evaluated for the ability to return to work, whether at full duty or temporary modified/alternate duty. Written return to work authorization, outlining any work restrictions, must be obtained from the designated treater, before the employee can return to work. After evaluating the treating physician's report, it will be determined if the employee can be assigned light and/or limited duty. Determination of availability will be based on, but not limited to, the employee's job description, skills/usual tasks performed, job assignment, and ability to accommodate limitations without affecting the production of work. Temporary modified positions are not intended to exceed a total of sixty (60) days.

**Permanent Job Modifications:** Due to the scope of operations performed by GCC, the ability to provide permanent job modifications is restricted. Refer to the written program for additional information.

**Return to Full Duty Limitations (Union Employees):** When a Union employee is injured on the job and is unable to work for an extended period of time, the ability to dispatch the employee for work is not guaranteed.

## RIGGING

- The use and maintenance of rigging equipment must be in accordance with recommendations of the equipment manufacturer. Rigging equipment must not be loaded in excess of its recommended safe working load.
- Rigging equipment must be inspected, by the Competent Person, before use on each shift and as necessary during its use to ensure that it is safe. Visually examine chains for stretched, gouged, bent or damaged links and components, including, hooks with open throats, cracks or distortion.

- Defective rigging must be removed from service.
- When hoisting loads, a positive latching devise must be used to secure the load and rigging.
- Hoist ropes must not be wrapped around the load.
- Material or equipment that is being moved must not endanger another worker or pass over another worker.
- All chains, ropes, and fiber ropes used for hoisting purposes shall be of sufficient strength to safely lift or otherwise handle the loads.
- Every hoist chain, rope, and fiber rope on hoisting drums must be of sufficient length for the entire range of movement for the application, with no less than two full wraps of rope on the drum at all times. Where this is not applicable, lower-limit switches must be used to restrict the downward limit of travel.
- The rope end must be anchored by a clamp securely attached to the drum, or by a socket arrangement approved by the rope manufacturer.

**If you have not been trained to assist with rigging operations, speak to your Foreman before proceeding.**

## ROADWAY SAFETY (Refer to *Flagging and Traffic Hazards Sections*)

Building roads and highways can be dangerous. It does not have to be dangerous if you are aware of the hazards and trained on how to avoid the hazards. Potential hazards associated with roadway work include (at the minimum):

- Electrical Hazards (above and below ground)
- Fall Hazards (Tripping on materials or debris; Falling on hills or embankments; Stepping in holes or waling on irregular ground; Stumbling while carrying loads that block vision; slips or trips in muddy, wet or icy conditions)
- Flagging Hazards (Lack of visibility; High speed traffic; angry or aggressive drivers; Working at night)
- Trenching Hazards (Cave-ins, flammable and toxic gases)
- Health Hazards (Toxic substances - breathing, swallowing, and absorption through the skin)
- Noise Hazards (Heavy equipment; pavement breakers; traffic; pile driving)
- Equipment Hazards (Runovers, Backovers, and being struck due to blind spots; distractions; lack of communication; lack of visibility)
- Sprains and Strains (Poor body mechanics; poor physical condition; unsafe work practices)
- Environmental Hazards (Working outdoors; temperature extremes; plants; insects; snakes; animals)

**If you are not trained and knowledgeable of the proper safety precautions and safe work practices necessary to avoid injury, see your Foreman immediately.**



### **ROCK CRUSHING/SCREENING PLANT SAFETY**

Employees will be given instruction before being allowed to operate, service, transport or work around the Rock Crushing Plant. It is the employee's responsibility to read, understand and follow all operation, service and safety information presented – do not begin work until the training is completed!

**Remember: If you are not trained, and qualified, to work with a piece of equipment, do not attempt it!**

### **SAFETY INCENTIVE PROGRAMS (FIELD)**

To support our commitment to company wide safety, GCC utilizes safety incentive programs to help motivate field employees and acknowledge safe work practices and behaviors at the jobsite. See your Foreman, or contact the GCC HR Manager, for additional information.

### **SCAFFOLD SAFETY (Refer to Fall Protection Section)**

Erection, alteration, working operations and dismantling must be conducted under the direction of the designated Competent Person, and must be according to design standards, engineered specifications, or manufacturer's instructions.

Work on or from scaffolds during storms or high winds is prohibited. At the minimum, the Competent Person is responsible for training all exposed workers on the following:

- Hazards associated with working on scaffolding.
- Electrical hazards, falling hazards and falling object hazards.
- Safe procedures for erecting, maintaining and dismantling required fall arrest systems and falling object systems.
- Safe use of the scaffold and handling material on the scaffold.
- Maximum intended loads and load carrying capacities.

### **SEWAGE & WASTEWATER EXPOSURES**

Sewage and wastewater contains viruses, disease-bacteria, fungi, and parasites. Most exposures are transmitted to humans by swallowing, but some can enter through intact skin or damaged skin (cuts, etc.). Viruses can be absorbed into the body by breathing in contaminated water droplets or aerosols, swallowing contaminated water, eating or smoking with contaminated hands, or through skin contact.

For work around sewage or wastewater, engineering controls and safe work practices are the best ways to protect workers from exposures to disease. When engineering controls are not possible, use appropriate personal protective equipment. Depending on the project, respiratory protection may be required. The best safety precautions include:

- Frequent, routine hand washing is the most important safeguard in preventing infection by agents present in sewage.



- Protective clothing (i.e., work clothes, coveralls, boots, and when appropriate, gloves and plastic face shields) is recommended. Work clothes should not be worn home and should be washed separately from other clothing.

GCC recommends to all employees that they discuss the possible benefits of Hepatitis A and B vaccinations with their treating physician.

### **SILICA DUST**

Construction work that involves exposure to airborne sand and rock dust can expose employees to crystalline silica. Exposure has been shown to cause silicosis (lung disease). Hazardous activities include abrasive blasting with sand and loading, dumping, chipping, hammering, cutting, and drilling of rock, sand, or concrete. Before beginning work that could expose employees to crystalline silica, the following must be performed:

- Establish method to control exposure to airborne contaminants.
- Provide workers with training materials and information on exposures.
- Operations in which employees may be repeatedly exposed to rock dust or sand should be evaluated by a qualified industrial hygienist.
- When sandblasting, employees will be required to use Supplied Air Helmets.
- In accordance with NIOSH recommendations, the following measures to reduce exposures will be followed:
  - Recognize when silica dust may be generated and plan ahead to eliminate or control the dust at the source.
  - Wet sawing will be used as an engineering control to protect the employee, and adjacent workers, from exposure.
  - Practice good personal hygiene to avoid unnecessary exposure to other worksite contaminants such as lead.
  - Wear disposable or washable protective clothes at the worksite.
  - Shower (if possible) and change into clean clothes before leaving the worksite to prevent contamination of cars, homes, and other work areas.
  - Post warning signs to mark the boundaries of work areas contaminated with respirable crystalline silica.

### **SITE RESOURCES (STANDARD)**

Required Posting Notices:	Job Site Container and/or Mobile Poster Pack
Telephone:	Cellular Phone
Toilet Facilities:	On-Site
Drinking Water Supply:	Foreman Truck
First Aid Kit:	Job Site Container and Foreman Truck
Fire Extinguisher:	Job Site Container, Vehicles, and Equipment

### **SMOKING AND OPEN FLAMES**



Smoking and the use of open flames is strictly prohibited in areas where flammable liquids, gases, or highly combustible materials are stored, handled, or processed. Smoking is prohibited in any confined space. "No Smoking" signs must be obeyed.

**STANDARD SAFETY PROVISIONS (Foremen/Superintendents)**

Foreman & Superintendents should have the following items accessible at all times:

**Written Documentation:**

- Injury and Illness Prevention Program (IIPP)
- Code of Safe Practices
- Hazardous Substance Inventory List and corresponding MSDS
- Copy of Annual Trenching Permit
- Foreman Procedure Manual w/Incident Report Forms
- Job Site Posters

**Personal Protective Equipment (provided to all employees at hire):**

- Hard Hat
- Safety Vest
- Safety Glasses
- Ear Protection

**Standard Supplies:**

- First Aid Kit (restocked regularly and maintained in a waterproof container)
- Fire Extinguisher (needs to be checked monthly and serviced annually)
- Accident Report Kit/Camera
- Reflective Triangles
- Water Cooler

**STEEL TRENCH PLATE SAFETY**

**Steel Trench Plates**

Steel trench plates have limits like any other equipment or tool used in the work place. Trench plates should be accompanied by tabulated data, signed, and approved by a registered engineer. Calculations on steel plates and tabulated data may vary from agencies or companies.

**Handling Steel Plates**

Hands or fingers should not be placed on or around the steel plate and should not be pushed or guided by employee's hands while loading, unloading, or placing the steel plates. The steel plates should be straight and true with very little deformity and should be shimmed so the plate will not rock or injure anyone.

Placing a cold patch around the edges can eliminate tripping hazards, protect tires from bursting, and aid in keeping the plate in position.

When setting plates, be sure it is level and stable by use of wedges or similar when necessary.

**SUBCONTRACTOR SAFETY COMPLIANCE**



Subcontractors are contractually required to maintain safety program(s) in compliance with Cal/OSHA Standards (applicable to the scope of operations performed). Subcontractors are responsible for providing a safe work place for its employees and to comply with all laws, regulations, and safety orders issued by governing bodies, public officers, and Ghilotti Construction Company.

Subcontractors must perform its work and maintain its safety program to ensure full compliance with all aspects of the OSHA and Cal/OSHA rules and regulations, Senate Bill 198 (California), and any subsequent safety orders applicable.

**SUBSTANCE ABUSE POLICY**

GCC is committed to providing a safe work environment and promoting the well-being and health of its employees. Information on the Substance Abuse Policy is provided at hire. The program includes provisions for mandatory pre-placement, post-accident, random, and reasonable suspicion/for cause and is designed to be compliant with governing laws and respective collective bargaining agreements. For a copy of the policy, contact the GCC Human Resource department.

**TAILGATE SAFETY MEETINGS**

- Employee attendance is mandatory!
- Tailgate Safety meetings will be held every Monday, at every jobsite location.
- Signed Tailgate Safety forms must be turned in to the Equipment Department.
- Additional safety/tailgate meetings will be held as warranted by jobsite activity.

**TEMPERATURE HAZARDS (Refer to Heat Illness Prevention Section)**

**Heat (High Temperature) Exposures:** General safety guidelines include, but are not limited, to the following:

- Employees are encouraged to take time to acclimate to the heat.
- Employees should avoid eating heavy meals before working in the heat.
- Employees should not drink caffeinated beverages.
- Fresh water is supplied daily. Employees are encouraged to drink a minimum of one quart per hour when heat stress exposure is present.
- Methods for providing shade are established at all job site locations, when warranted by temperature.
- Rest breaks are enforced.
- Employees displaying serious symptoms of heat illness are provided immediate medical attention and escorted to the nearest designated treatment facility.
- Any employee suffering symptoms relating to heat exposure should notify their supervisor immediately. Symptoms can include cramps; exhaustion (headache, nausea, extreme weakness); fainting; lack of coordination and alertness; convulsions or shivering.
- Supervisors are provided with appropriate training in accordance with Cal/OSHA safety orders.



**Cold Weather Exposure:** General safety guidelines include, but are not limited, to the following:

- Perform stretches to warm up and avoid damaging muscles.
- Drink fluids to avoid becoming dehydrated.
- Pay attention to footing to avoid serious injuries resulting from trip and fall incidents.
- Dress appropriately. Keep hands, feet, and head covered to avoid effects of cold weather that can include Numbness, Shivering, Frostbite, and Trench foot. Change wet clothing immediately.
- Signs of cold weather stress can include a change in behavior patterns, a change in skin or lip color, or shaking. When symptoms are present, the affected employee should be taken indoors immediately.

**TOOLS AND EQUIPMENT**

Following are some general safety guidelines. Each piece of tool, equipment, or machinery has its own specific safety features. If you are unfamiliar with its specific features, speak to your Foreman before proceeding:

- Tools must be kept clean and in good repair.
- Tools must be inspected daily. If a defect is identified, the tool must be tagged “DO NOT USE” and returned to the Santa Rosa Yard for repair or replacement.
- Blades, bits, and other cutting parts must be inspected before each use – must be kept sharp – and must be replaced if worn or cracked (by an authorized person).
- Use the proper tool for the job. NO SUBSTITUTES.
- Use the appropriate PPE at all times
- Only trained and authorized employees may repair defective equipment.
- Power-operated tools must be grounded or double insulated.
- Safety guards must not be removed or deactivated.
- The following tools must be equipped with a constant-contact (dead-man) on-off switch:
  - Drills, Rock Drills, Tappers
  - Grinders
  - Reciprocating, Circular, Chain Saws
  - Powered Tampers, Jack Hammers
  - Fastener Drivers
  - Disc and Belt Sanders
  - Vibrators, Breakers, Trowels
  - Any tool similar to those listed
- Hoisting or lowering electric tools by their cords is prohibited.
- Take measures to protect cords from pinching, cutting, chopping, abrasions, etc.
- Compressor connections are to be secured with a clip, wire, or whip at all times. Be sure to bleed pressurized hoses before disconnecting them. Protect pressure hoses as you would electrical cords.
- Never use compressed air or oxygen to blow dust or dirt from clothing. Compressed air used for cleaning should be less than 30 psi and should only be used when effective chip guarding is used and personal protective equipment is worn.

**Only trained or experienced employees may operate tools, machines, or equipment. If you are unsure how to use a tool/equipment, notify your Supervisor/Foreman**



**Immediately.**

**TRAFFIC HAZARDS (Refer to Flagging and Roadway Safety Sections)**

Traffic will be controlled when work is performed in public streets. The work area will be coned-off, appropriate signage will be posted, and flagging operations established as applicable to the project.

Workers being struck by vehicles or mobile equipment lead to many work zone fatalities or injuries. Drivers, equipment operators, workers on foot, and pedestrians must be able to see and understand the proper routes of travel.

**TRAINING REQUIREMENTS**

All training is conducted in accordance with the company IIPP. As applicable to job specific exposures, following is a general guideline of training provided in compliance with Cal/OSHA safety orders, by classification of employee:

**EXPOSED EMPLOYEES**

Training Topic	Cal/OSHA Regulation	Frequency
Asbestos/Asbestos Awareness	1529(k)(9)(B) etal	Initial; Project specific
Asphalt/Asphalt Awareness	1528, 5194, Prop 65	Initial; Project specific
Bloodborne Pathogens	5193(g)(2)	Initial; Project specific;
Confined Spaces	5157(g) etal	Initial; Project specific; Program changes
Emergency Action Plan	1512; 3220	Initial; Changes
Emergency Procedures (and First Aid)	1510; 1512(d)	Initial; Changes
Ergonomics	5110(b)(3) etal	Initial; When standard is triggered
Equipment (Machinery, Power Tools, etal)	1510(b)	Initial; New assignments
Equipment (working around)		Initial
Excavation/Trenching/Shoring	1539 etal	Initial; Ongoing; Project Specific
Fall Protection	1671.1	Initial; Project Specific
Fire Prevention Plan	1920; 3221(d)(1) etal	Initial; Changes
Hauling & Earth Moving	1590 etal	Initial; Project specific
Hazard Communication Program	1528; 5194 etal	Initial



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Hazardous Substances (Chemicals)	1528; 5194 etal	Initial; New Exposures
Hearing Protection	5098(s)(4); 5099(a)	Initial; Ongoing
Heat Illness Prevention	3395	Initial; Annual
Injury & Illness Prevention Program (IIPP)	1509; 3203	Initial; Changes
Job Hazard(s)	3203(a)(7); 1510(a)	Initial; New hazards; New assignments; Ongoing
Lead/Lead Awareness	1532.1	Initial; Project specific
Medical & Exposure Records – Access	3204(g)(1)	Initial; Posting notice
Personal Protective Equipment	1514	Initial; Ongoing

**ASSIGNED, AUTHORIZED and/or QUALIFIED EMPLOYEES**

Training Topic	Cal/OSHA Regulation	Frequency
Battery Handling/Changing/Charging	5185(s)	Initial
Demolition	1734 etal	Project Specific
Equipment (operating heavy equipment)		Initial
Fall Protection	1670, etal	Project Specific
Fire Extinguishers & Fire Fighting Equipment	6151(g)(1) etal	Initial; Annual
First Aid & CPR	3439(b) etal 1512(b),(d)	Initial; Changes; Every 2 yrs
Flagging/Traffic Control	1599(f),(g); 1598	Initial; Project Specific
Forklift Operators	3657(i) etal	Initial; Ongoing; Every 3 yrs
Hazwoper 40-hour		Annual 8-hour Refresher
Laser Equipment	1801(a)	Initial
Lockout/Blockout (Hazardous Energy Control)	3314(j)	Initial; Updates
Powder-Actuated Tools	1685(a)(1) etal	Initial



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Welding & Cutting Safety – Hot Work	1537(a) etal	Initial
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**SUPERVISOR PERSONNEL**

Training Topic	Cal/OSHA Regulation	Frequency
First Aid & CPR (Emergency Medical Services) Certification	1512(b),(d); 3400 etal	Initial; Changes; Every 2 years
IIPP Responsibilities (Compliance)	1509; 3203	Initial; Changes
Supervisor Safety Training	3203(a) etal	Initial; Changes
Tailgate Safety Training (Conducting)	1509 (e)	Initial; Changes

**UNDERGROUND UTILITIES (SERVICE MARKINGS)**

All requests for USA markings will be provided by the Superintendent to Dispatch a minimum of 72 hours before work is to begin in the proposed area. A minimum of two days prior to any excavation performed on a project, there will be a request faxed or called in, by Dispatch, to USA for proper identification of all known utilities within the proposed area of work.

**Marking Requirements:** The excavation area must be marked with **white paint** or other suitable markings (flags, whiskers, etc). Also write the company name in white paint (do not write “USA”)

An excavation cannot begin until the area has been marked and a “positive response” has been received. “Positive Response” requires that facility owners must either mark their facilities, put paint on the ground indicating they have responded to the USA ticket (such as “NO PG&E”), or indicate that there are no facilities in the excavation area.

The service will be valid for 14 days from the date requested and requires renewal every 14 days from the prior request. This renewal is required until all excavation is completed within the area marked by USA. The renewals will take place automatically by Dispatch until such time that the Superintendent indicates that the project is complete and/or that USA markings are no longer needed. Note: If the markings have been obliterated due to construction activities, a request for remarks must be made before work continues.

**Underground Utility Safety**

- Never assume that the plans or the utility company markings are correct as to depth or exact location of underground utilities. When possible, use probes, testing equipment, and hand tools to locate the utilities.
- After the utility has been exposed, properly support it for the duration of the project and until properly backfilled.



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- Take special efforts to backfill under the existing utility to insure that it will not break during compaction and paving operations.
- If a gas line is hit by equipment, the gas company must be notified so they can check it for damage before it is backfilled.
- If a gas line is broken, immediately extinguish all flames in the area, shut off all motors, divert or stop traffic in the area, call the Fire and Police Departments and the local utility office.

When discovering or causing damage to any utility (no matter how insignificant – such as damaging protective coating) we are required to report the damage to the owner of the damaged facility, immediately.

For excavations proposed within 10 feet of a “high priority” facility (defined as a petroleum, high pressure natural gas, and pressurized sewage pipelines), additional procedures are applicable.

### VEHICLE SAFETY

- Each driver/operator is responsible for completing the safety inspection prior to use.
- Before operating any truck or automobile, you should check to see that all of the necessary equipment, such as tail lights, head lamps, signal lights, seat belts, mirrors, windshield wipers, back-up alarms and lights, etc. are in good working order and adjusted properly.
- Any motor vehicle that is known to be in defective condition must not be operated. All defective items, such as broken or missing parts, excessive wear, or faulty conditions must be promptly reported to the Equipment Manager.
- Vehicles not safe for operation must be tagged “DO NOT USE.”
- The driver shall not move any vehicle until all riders comply with appropriate safety precautions and all loads are well secured.
- Every employee will wear a seat belt in company vehicles.
- Do not back up any vehicle or heavy equipment when the view to the rear is obstructed.
- The driver should be sure that any towed trailer, air compressor, or other construction equipment is securely attached to the towing device. The safety chain must be secured to both the truck and equipment being towed. Also, it must be determined that the brake and signal lights are properly connected, when required.
- Never operate a truck or heavy equipment in dangerous areas such as near edges of deep fills, banks or steep slopes.

#### Securing Vehicle Loads

Employees responsible for traveling with a loaded vehicle are responsible for making sure the load is secure. During the pre-trip inspection, always:

- Overloading is prohibited. Know the vehicle weight rating and height capacity, and make sure the vehicle and axle weights are within legal limits.
- Check the condition of tie downs and ropes (are they damaged or work?) and the anchorage points



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- Make sure the utility doors are locked and secure
- Make sure the load is packed tightly (loose loads can shift and cause problems with steering and braking)
- Make sure the load is centered and the weight is distributed (the heaviest items should be toward the center of the total load)
- Check to make sure there are no loose items that can fly out (do you need a tarp?)
- Take into consideration the planned route of travel (is the load appropriate?)

#### Hauling Equipment

Every effort must be made to ensure the equipment is clean of rocks and debris, before transportation. Before traveling, check to make sure your load will not create a hazard to the vehicles traveling behind you.

### VEHICLE USE POLICY (FIELD PERSONNEL)

- All company vehicles are to be driven by employees only.
- Personal use of company vehicles is limited to travel to and from work, only by individual employees assigned a company vehicle.
- Assignment of company vehicles can only be made by Management. Any exception of this policy, even on a temporary basis, must be with the knowledge and permission of the Equipment Manager, per episode.
- Any employee who drives a company vehicle must have a valid California Driver's License in their possession at all times and must maintain an acceptable driving record.
- An acceptable driving record is having no more than two (2) points as issued by the California Department of Motor Vehicles (DMV) against an individual's Driver's License at any time. Citations for Driving under the Influence, Reckless Driving, or other major violations are not acceptable.

Violations of the company Vehicle Use Policy may result in disciplinary action ranging from a written reprimand to a temporary or permanent loss of company vehicle driving privileges, suspension, or dismissal. GCC utilizes the DMV Employer Pull Notice Program, which is company wide and affects all employees. Information on this program is provided at hire.

### WARNING SIGNS

Warning, safety, and security signs and barriers are posted for employee protection. They must be observed and obeyed at all times.

### WELDING

Welding operations should only be performed by trained, experienced, and authorized employees. Following are general safe work practices:



- Avoid breathing fumes. Do not weld/burn without adequate ventilation.
- Make sure your welding/burning operation does not create “Confined Space” conditions.
- Wear appropriate PPE at all times, to include: Goggles, helmets or shields that provide maximum eye protection for the applicable process.
- Wear appropriate clothing that is reasonably free of oil or grease. For heavy and overhead work, wear welding caps, jackets or aprons of flame resistant material.

**Electrical Welding:**

- Make sure you have an adequate ground.
- Maintain welding leads in good condition. No splices, repairs, or connectors are allowed within 10 feet of the electrode hold.
- Use welding screens to protect the eyes of others working around you.
- When performing gas-shielded arc welding, keep all parts of the body covered to protect from ultraviolet and infrared radiation.
- Electric shock from welding equipment can and does kill. Do not allow your body to close the circuit between the ground and the electrode. Keep your body insulated from the work and the electrode holder.

**WORKPLACE VIOLENCE POLICY**

The GCC Workplace Violence Policy is provided in the New Hire Packet. Workplace violence is considered any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the jobsite. Workplace violence can effect or involve employees, clients, and other individuals including but not limited to the public. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated. Violation by an employee or agent of GCC of this policy will lead to appropriate disciplinary action (up to and including termination).



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