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# Accident Prevention Program

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# **1**

## **Mission Statement**

**Time To Time Construction, Inc. is a company of professional and dedicated employees committed to turning our clients' visions into reality.**

We provide our customers with high quality and efficient service at a competitive price. This statement is not made lightly. The reputation of Time to Time Construction, Inc. has been built on an absolute commitment to service. Time to Time Construction, Inc. serves our customers with respect to their needs and wishes and it is our goal to complete every project correctly the first time, on time and within budget. Our most important resource is knowledgeable and courteous employees. Our company is only as good as our people and the Time to Time TEAM is responsible for the reputation of which we are all so proud.

**“SUCCESS WITH INTEGRITY”**

## 2

# **Safety and Health Policy**

Time to Time Construction, Inc. believes in the importance of the individual employee and his or her right to derive personal satisfaction from the job. The prevention of work related injuries and illnesses are of such importance that it will be given a top priority at all times.

Time to Time Construction, Inc. will establish an accident prevention program that emphasizes that integration of safety and health measures into each job so that safety and job performance become inseparable. This will be accomplished through the cooperation of managers, supervisors and employees.

Safety orientation for new employees, appropriate training, an active inspection program, proper mechanical guards, and personal protective equipment will be the tools used to reduce work hazards.

By accepting the goal to operate safely, we will contribute to the well being of personnel and the company.

---

Billy Ford  
Safety Director

# 3

## **Roles and Responsibilities**

1. Employees:
  - a. Comply with all company policies, safety policies, and supervisor instructions.
  - b. Perform job as expected, on time and using appropriate procedures.
  - c. Report all unsafe or unethical behavior to supervisor and/ or main office.
  - d. Maintain a positive and compliant attitude toward jobs and fellow workers.
  - e. Provide own gloves, leather boots, and appropriate clothing (jeans and short sleeve shirt at a minimum.)
  - f. Maintain all Personal Protective Equipment in good working order.
  
2. Supervisors/ Foremen:
  - a. Comply with all company policies, safety policies, and owner instructions.
  - b. Perform job as expected, on time and using appropriate procedures.
  - c. Report all unsafe or unethical behavior to owner and/ or main office.
  - d. Maintain a positive and compliant attitude toward jobs and fellow workers.
  - e. Provide a communication link between management and employees.
  - f. Oversee or perform all safety training and orientation for your subordinates.
  - g. Implement the Disciplinary Policy and enforce it fairly and consistently.
  
3. Subcontractors:
  - a. Subcontractors are responsible for providing safe working conditions and procedures for their employees. Work within the scope of the subcontract must be performed in accordance with all applicable laws and regulations, the subcontractor's Accident Prevention Program and the contract specifications.
  - b. Subcontractors must inform Time to Time Construction, Inc. of any hazardous conditions created by their operations.
  - c. Subcontractors will be encouraged to participate in safety meetings held by Time to Time when work within the scope of their subcontract is in progress.
  - d. Meet the parameters of the Time to Time Construction, Inc. Accident Prevention Program.
  
4. Management:
  - a. Provide means for compliance with State and Federal regulations.

- b. Provide an adequate Accident Prevention Program and the means for implementing it.
- c. Encourage employees to address safety concerns and provide means for concerns to be handled appropriately.
- d. Provide means for safety training and provide all safety equipment.
- e. Implement the Disciplinary Policy and enforce it fairly and consistently.

5. Safety Coordinator:

- a. Conducts regular audits of work locations to identify unsafe acts or conditions, assist in formulating solutions, and assigns personnel responsible for and time frames of corrective action.
- b. Assists in the interpretation of Company, OSHA, client and other regulated policies and insures documentation of compliance.
- c. Identifies life threatening or unsafe conditions and has the authority to take immediate corrective action, up to and including stopping work.
- d. Assists or conducts appropriate safety training
- e. Reviews MSDS materials and assists in their interpretation.
- f. Conducts PPE assessments and provides recommendations.
- g. Facilitates collaborative efforts in solving problems utilizing proven communication principals.
- h. Assists to establish safety requirements and expectations during job startups.
- i. Requests and reviews Field Supervisor Incident Reports with the appropriate supervisor to include assisting in their completion.
- j. Performs accident investigations as required by policy.
- k. Assists in implementing the Return to Work Program by meeting with site supervision to identify available positions and clearly relay work restrictions and expectations to both worker and supervisor.
- l. Ensures that safety equipment is regularly inspected.
- m. Consults and assist in developing Site Safety Plans to include Job Hazard Analysis and Pre-task Planning.
- n. Administers and coordinates medical and first aid services.
- o. Tracks, reviews and interprets company and job site safety trends.

## 4

# Discipline Policy

1. Employees who violate this program, safety rules, regulations, procedures, or policies will be disciplined. Management and supervisors have the right and the responsibility to implement and enforce this program fairly and consistently.
2. Supervisors who allow or direct their subordinates to violate the provisions of this program have committed a serious violation and will be disciplined.
3. The following procedures are the minimum disciplinary procedures to be followed for all employees. The severity of the violation may, however, warrant more severe disciplinary action, such as longer suspension or immediate termination.
  - a. First instance in 12 months- Documented verbal warning with appropriate refresher training.
  - b. Second instance in 12 months- Written warning with appropriate refresher training and/ or reassignment to a less responsible position.
  - c. Third instance in 12 months- Written warning with 3-day suspension without pay and/ or reassignment to a less responsible position.
  - d. Fourth instance in 12 months- Grounds for termination.
4. All serious violations subject to this discipline policy will be thoroughly investigated by the immediate supervisor and/ or the Safety Manager. Upon completion of the investigation the information collected should be discussed with the personnel involved, noted and used as training material.

## 5

# Drug and Alcohol Testing Policy

Time to Time Construction, Inc. believes that it is their responsibility to its employees, those who use or come into contact with its products or services, and the general public to ensure safe working conditions for their employees. We also believe we have a larger responsibility to the community at large to establish and maintain a drug-free workplace and to participate in the war on drug and substance abuse.

Time to Time Construction, Inc. prohibits the manufacturing, use, possession, distribution or sale on its premises, facilities, or work places of any of the following: alcoholic beverage, intoxicants, drugs, and related drug paraphernalia. Company employees must not report for duty or perform work while under the influence of any drug, alcoholic beverages, or intoxicant. Employees on company premises may be subject to search as provided herein. Applicants and employees will be required to consent to drug/alcohol testing as outlined herein at those projects or work places designated by the company. Diluted specimens will constitute failure to pass. **This is a zero-tolerance policy.**

As a condition of employment, the employee will:

- Abide by the terms of the policy statement.
- Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- In the event that any portions of this policy shall be in conflict with any federal or state law or regulation, such portions shall be severable and void. However, such legislation shall not invalidate the entire program, and all other provisions not in conflict with the legislation shall remain in full force and effect.

This program is for both management and employees. Everyone is required to abide by the policies and procedures that are part of your personnel policies. **No one is exempt.**

## DEFINITIONS

When used herein, the following terms will have the meanings given below:

**ALCOHOL** - ethyl alcohol (ethanol). References to use or possession of alcohol include the use or possession of any beverage, mixture or preparation containing alcohol. All alcohol testing will be done with a breath test.

**DRUG** - any substance (other than alcohol) including prescription drugs which may impair mental or motor function; including, but not limited to, any psychoactive substance, controlled substances, marijuana, and designer or simulated drugs. This definition does not apply to prescription drugs, which have been disclosed to the Company by the employee and are approved for use within prescription limits.

**EMPLOYEE** - any individual, staff or hourly, which actually performs work for our company.

**COMPANY PREMISES** - all parts of any office, work site, or other location under control of the Company and/or Company vehicle driven by Company personnel.

**“Random Selection Process”** - means every employee of the Company has an equal chance of being tested. On an annual basis, at least 50% of all subject employees will be tested. The method used shall be a random number table or a computer-based random number generator or similar process

**TESTING FACILITY** - a hospital, clinic, physician's office or laboratory where specimens can be collected and tested according to recognized professional standards. The Company shall ensure its controlled substance testing program conforms with 49CFR Part 40, and DOT Part 199.

**CONTRABAND** - includes, but is not limited to, the following: Drug paraphernalia, firearms, unauthorized explosives, drugs or alcohol.

**DRUG PARAPHERNALIA** - any article for the use, storage, or sale of drugs.

**ACCIDENT** - any event resulting in injury to person or property which the company believes an employee either directly caused or they indirectly contributed.

**POST REHABILITATION** - this drug test will be scheduled by the MRO, after consultation with the company, for a 6-month period following the employee's return to work from rehabilitation. This testing will be done in addition to all other drug testing required under this Policy. The employee, upon return to work, will sign a “Last Chance Agreement.”

**Incident** - an event which the Company determines has all the attributes of an accident, except no harm, was caused to persons or property.

**Last Chance Agreement** - rehabilitation regulation form.

**Employee Assistance Program (EAP)** - Administered by North American Resources.

### **RECORDKEEPING**

A Medical Review Officer shall be the sole custodian of individual test results. The Medical Review Officer shall retain the reports of individual test results for a minimum of five(5) years.

Time to Time Construction, Inc. shall produce upon demand and shall permit the Federal Highway Administrator 391.87(g) and/or Research and Special Programs Administration to examine all records related to the administration and results of controlled substance testing performed under this Policy.

### **RIGHT TO SEARCH**

Time to Time has the right to search any personal effects, vehicles, lockers, baggage, lunch boxes, toolboxes, etc., for contraband. An individual who has notice of this rule and enters Company premises is deemed to consent to this search procedure. Searches will be conducted on an "as needed" basis as determined after consultation with Management. (There will be an employee representative and/or other witnesses to all searches conducted by the Time to Time Construction, Inc).

An employee who refuses to submit to a search as described in this policy is subject to disciplinary action including immediate discharge. An employee on Company premises, facility, or workplace in possession of contraband is subject to disciplinary action including immediate termination.

### **PRESCRIPTION DRUGS**

Any employee using a prescription drug, which may impair mental or motor functions, shall, prior to beginning employment or prior to returning to work from an absence, complete a "Prescription Drug Release Form."

### **TYPES OF TESTING**

**Pre-employment-** Pre-employment drug/alcohol testing is a condition for employment. You must successfully pass a test before you are employed. A consent form signed by each applicant shall be a part of the job application

process. Applicants who refuse to submit to the required testing will not be considered for employment.

**"Reasonable Suspicion"** - this drug and/or alcohol test will be scheduled by the employee's supervisor or designee when behavioral observations and/or actions indicate an employee may be involved in illegal use of controlled substances or abuse of legal drugs or alcohol. Alcohol testing will be done by using a breath test; drug testing will be by urine sample.

**"Random"** - the employee's supervisor or designee will be notified by the Employment Department of the need for a random drug/alcohol test. Upon receipt of this notification, the employee's supervisor or designee will arrange for the employee to be tested that same day, or the next day at the latest. Alcohol testing will be done by using a breath test; drug testing will be by urine sample. All employees are subject to random testing

**"Post Accident"** - this drug/alcohol test will be scheduled by the employee's supervisor or designee following an incident and/or reportable accident. The employee will be tested the same day as the accident, if possible, or as soon as possible thereafter. Not to exceed 32 hours after the accident.

**"Testing"** - An employee suspected of being under the influence of a prohibited substance may, for safety, be suspended until test results are available.

A first sample testing "unacceptable" or "dilute" shall be recognized as inconclusive. When this occurs the individual shall be informed of the test results, and that he/she must re-test.

If the second sample tests "unacceptable" or "dilute" it will be considered a failure to pass.

Failure/refusal to take a test will result in the employee being dismissed.

**"Post Rehabilitation"** - this drug/alcohol test will be scheduled by the supervisor, after consultation with the Company, for a 60-month period following the employee's return to work from rehabilitation. This testing will be done in addition to all other drug testing required under this Policy. Alcohol testing will be done by using a breath test; drug testing will be by urine sample. The employee, upon return to work, will sign a "Last Chance Agreement."

## **RATIONALE FOR TESTING**

The rationale of alcohol/drug testing can be justified if:

- A person is in a position of public trust
- Where public safety is concerned

- If it is a business necessity that employees be fit for duty, unimpaired by drugs

### **DISCIPLINE/REHABILITATION**

If the applicant fails the required test, he/she may reapply for employment consideration after a period of sixty (60) calendar days has elapsed. Time to Time Construction, Inc. will waive this sixty (60) day waiting period if the applicant completes an acceptable drug/alcohol rehabilitation program and presents proof of completion to the workplace personnel/safety office. An applicant who fails a second test will not be considered for employment for a period of no less than one (1) year.

All employees who fail to pass a drug/alcohol test will be suspended without pay for a period of five (5) days. During this time the employee has the opportunity to contact our EAP for a rehabilitation program. If the employee fails to contact our EAP within this period, he/she will be terminated from employment. (Exception: For those who may be injured and incapable of entering a program, or for other good cause as determined by the Company, the five (5) day time limit may be extended).

When an employee enters a company-approved rehabilitation program and the EAP provides the company with proof of enrollment, he/she will be placed on an inactive payroll status unless the EAP agrees the employee can continue to work while completing the program. The employee may secure vacation pay or sick leave benefits if this is Company policy. At the time of successful completion of the program, and proof of completion has been presented to the Company, the employee will be eligible for reinstatement if a position for which he/she is qualified is available. If no position is available, the individual will be issued a Reduction of Force layoff slip. As a condition of reinstatement, the employee must sign a "Last Chance Agreement."

### **FINANCIAL OBLIGATION OF THE COMPANY**

Time to Time Construction, Inc. will bear the cost of time and transportation for employees who are being given drug/alcohol tests, but not for pre-employment tests. Time to Time Construction, Inc. will pay for the testing facility, MRO, lab, and the cost of the test.

### **TESTING FACILITIES**

Time to Time Construction, Inc. will contract with approved testing facilities for the testing and support work required under this Policy and these Procedures.

## **CONFIDENTIALITY**

Time to Time Construction, Inc. will take steps to maintain the confidentiality of the information generated in implementing and enforcing this Policy and these Procedures. Disclosure will be made only in appropriate circumstances.

## **FAILURE TO FOLLOW POLICY**

Any employee who fails to cooperate with this policy, which includes, but is not limited to tampering with a urine specimen, refusing to test, diluting or altering the specimen, will be subject to discharge.

## **TRAINING**

Supervisors and other management personnel will be trained to recognize appropriate symptoms and to administer the Policy in a consistent, confidential and intelligent manner.

## **SUBCONTRACTORS AND SUPPLIERS**

Time to Time Construction, Inc. will include the provisions of the Policy and these Procedures, or another acceptable program, in its contracts with subcontractors, suppliers, consultants, agents, and others involved in providing goods or services on Company Premises, and will require that they do the same with respect to their lower-tier subcontractors, suppliers, et al.

## **POSTING AND DISTRIBUTION**

Significant sections of this Policy and the set Procedures will be posted in a conspicuous location on the work site and will be given to each applicant and employee for signature, signifying applicant has read and understands the Policy and Procedures.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

We strongly encourage all of our employees to seek help on an ongoing and voluntary basis, if needed. Addictions are treatable. North American Resources recognizes that misuse of alcohol and other drugs is a pervasive problem in our society. The most effective way of approaching this problem is through education and concerned intervention. This policy is intended to promote treatment and rehabilitation as well as a safe and secure work environment.

Any employee or family member can obtain assistance from the EAP by calling (503) 682-3502 or 682-2340, 24 hours a day. A response is guaranteed within 24 hours.

Additionally, you may be referred to your EAP by a supervisor concerned with your behavior or job performance. Remember, your boss or supervisor will not diagnose you. All that person is concerned about is you and your co-workers safety, well-being, and job performance.

Your EAP provides help for problems such as:

- Alcoholism and Drug Abuse
- Marital Difficulties
- Financial and Legal Problems
- Family Concerns
- Mental and Emotional Concerns
- Smoking Cessation

All contacts and conversations will be kept confidential. You are protected by the "Federal Confidentiality Act."

# 6

## General Safety Rules

These rules are designed for employee safety. They will not cover every safe practice or recommended safety procedure, or alert you to every hazard. The best safety device is a well-informed, involved employee who keeps safety in mind and uses good judgment in carrying out the various work assignments. The operational philosophy of Time to Time Construction, Inc. is **SAFETY FIRST!**

1. **Think safety.** Be alert to unsafe conditions as you approach each job.
2. If you are unsure how to do a job or are unaware of the hazards, ask your supervisor for instructions.
3. Don't take chances. If you feel an operation is unsafe or are in doubt, consult with your supervisor. If after proper instruction you feel the job is still unsafe, ask to be excused from the job until further review can be made.
4. Report all unsafe conditions **immediately** to your supervisor.
5. Visitors are not allowed on the premises without supervisor authorization. This includes safety inspectors, union representatives and members of the general public. These people must stay out of working areas, especially areas of hazard, until supervisor clearance has been made.
6. Keep your work area clean and orderly as you work. Insure your tools and equipment are in good working condition.
7. Personal protective equipment and clothing must be worn when required for work assignments or in designated areas. You are responsible for maintaining your Personal Protective Equipment at ALL times.
8. Make suggestions to your supervisor on items concerning safety, safer working habits, or the program in general. Become involved.
9. Practical jokes and "horseplay" are dangerous and do not belong in the workplace.
10. Use adjusted or repaired equipment only when authorized by your supervisor. Follow all safety procedures. **NEVER** bypass a lockout tag!
11. Insure that passageways and exits are clear at all times. Be sure clear passage exists for fire extinguishers, eyewashes, fire blankets, etc.
12. Back injury is the most common among accidents. Lift properly through the legs. **Never** lift loads that exceed your limit. **Get help.**
13. Report all personal injuries and near miss accidents to your supervisor within 24 hours. Often minor injuries can lead to serious complications later. Injuries that are not reported within 24 hours may result in disciplinary measures.
14. Air hoses should be properly regulated and used with extreme caution. **Never** point an air hose at anyone.
15. Mobile equipment shall carry no more people than it is designed for. Unauthorized riding or standing on mobile equipment is forbidden. Seat belts are to be used in passenger vehicles for highway travel.

16. No food or drinks are allowed in areas subject to contamination. Storage and consumption is limited to designated areas. Consult with your supervisor if you are unsure.
17. Observe “**NO SMOKING**” signs as posted.
18. Be considerate of your fellow employee. Report or call to the attention anyone not wearing proper protective equipment in restricted areas.
19. Hearing and eye protection devices offer little protection if they are not properly fitted or designed for a specific application. Insure you have the right protection for the job- consult with your supervisor.
20. Possession of drugs, alcohol, explosives, ammunition, or firearms is strictly prohibited on company property.
21. Employees will wear their hair and clothing in such a manner as to prevent a catching hazard. [WAC 296-24-025- (7) and WAC 296-24-084- (3)]
22. Remember that everyone suffers from unsafe behavior and an improperly used safety program. However, those injured needlessly suffer the most.
23. Injuries and lost time occurrence are an expense we **ALL** share as fellow workers and consumers. **SAFETY PAYS!**

## 7

# New Hire Employee Safety Orientation

It is the policy of Time to Time Construction, Inc. to provide safety training to all newly hired or re-hired employees to the hazards and available protection of each expected job task or function. Before the first work shift, the employee will be adequately trained and a form must be completed to indicate that such training has taken place. The employee **is not** to be allowed to perform any job tasks or functions without having completed training and possessing a signed training form. The training form is located in the back of this handbook and is available at the central office location as well.

# 8

## **Hazard Communication Policy**

To ensure that information about the dangers of all hazardous substances used by Time to Time Construction, Inc. are known by all affected employees, the following hazard communication policy has been established. All work units of the company will participate in the hazard communication program. This written program will be available in the Accident Prevention Program as well as in the main office.

### **Labeling**

Supervisors will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer. Supervisors at each site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning.

### **Material Safety Data Sheets**

The MSDS master copies will be maintained at the main office. Each satellite office will be equipped with all applicable MSDS. If at any time an employee needs information from an MSDS that is not provided at the satellite office, they should call the main office. The main office will provide the employee with a copy of the requested MSDS within that working day. MSDS may be faxed to satellite offices.

### **Training**

Supervisors are responsible for training their subordinates. The supervisor will ensure that all new employees are trained and given a safety orientation prior to starting work. The supervisor will ensure that all of the following program elements are completed.

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at their workplaces.
- Physical and health risks of the hazardous chemicals.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in their workplace.
- How to reduce or prevent exposure to hazardous chemicals.
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDS to obtain hazard information.
- Location of the MSDS file and written hazard communication program

## **Hazardous Non-Routine Tasks**

Periodically, employees are required to perform hazardous non-routine tasks. Some examples are confined space entry and tank cleaning. Prior to starting work on such projects, each affected employee will be given information by their supervisor about the hazards they may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee can use, and the steps the company is taking to reduce the hazards, including ventilation, air sampling, presence of other employees, and emergency procedures.

## **Multi-Employer Worksites**

Time to Time Construction, Inc. will inform other employers on their sites of the Hazard Communication Policy and location of MSDS. Time to Time Construction, Inc. will also make other employers aware of any precautionary measures that need to be taken to protect employees during normal working conditions or in foreseeable emergencies, and provide other employers with an explanation of the labeling system that is used at the worksite.

# 9

## LEAD PROGRAM

In order to comply with WISHA regulations and to ensure that information is available regarding the hazards of Lead in the work place to all employees, the following written Lead Program has been established.

### GENERAL INFORMATION

Management is responsible for the establishment, implementation and maintenance of all aspects of this program for Working with Lead in Construction. Superintendent/supervisor is responsible for considering the safe handling of surfaces coated with a Lead-Based paint or the safe application of a Lead-Based paint, where required, in the preparation of estimates or bids. Superintendent/supervisor is responsible for ensuring that the requirements outlined in this Lead Program are followed in conducting any project involving Lead. Each employee is responsible for compliance with all requirements of this program.

### EXPOSURE DETERMINATION

1. Any employees subject to Lead exposure at or above the action level on any day or who are subject to Lead compounds that may cause skin or eye irritations (e.g., lead arsenate, lead azide) are the affected employees subject to the requirements of this program.
2. In addition, affected employees are those employees who are determined physically able to perform the work and use the equipment. This determination will be based, where required. On guidelines established by a physician and satisfactory results from any medical exam and/or any other medical or bioassay surveillance exams paid for by the company.
3. No employee deemed by a physician to be physically or psychologically unable to wear a respirator will be assigned duties requiring respiratory protection.

### METHODS OF COMPLIANCE

1. **Working with Lead in Construction:** The WISHA Permissible Exposure Limit (PEL) to lead exposures in the construction work place limits, are no more than fifty micrograms per cubic meter of air (50mg/m<sup>3</sup>) averaged over an 8-hour period (8-hour Time Weight Average or TWA). Thirty micrograms per cubic meter of air (30mg/m<sup>3</sup>) calculated as an 8-hour Time Weight Average (TWA) is the Action Level at which it is required to determine if any employee has any exposure above the PEL. Employee exposure will be maintained below the PEL using engineering controls, personal protection or a combination of both methods.

2. **Exposure Assessment:** Prior to starting work, all lead exposures to be encountered during construction activity will be identified (e.g., iron work, demolition work, painting, lead based paint removal, plumbing, heating or air conditioning work, electrical work, carpentry/renovation/remodeling, welding or burning on painted or coated surfaces, unbolting or rivet busting involving painted or coated surfaces hazardous waste operations or excavation work). Superintendent/supervisor will formulate a site –specific Lead Plan using the plan format or other equivalent company form. This plan will contain all documentation related to the identification, management procedures and project engineering/work practice controls required at the site before starting work.
3. **Exposure Management Procedures:** Once it has been determined, that lead exposure will be part of the construction activity the site-specific Lead Plan will specify how the exposure will be managed. More than one of the management procedures listed below may be needed depending on site and task conditions.
  - a. Remove, Discard & Replace is the process of taking the lead out of the work place by the removal of equipment, structures or other fixtures that contain lead to eliminate possible exposure at the site.
  - b. Encapsulation is a method that can be used to prevent the disturbance of any lead in the work place (e.g., placing a non-hazardous coating over a lead painted surface).
  - c. Enclosure would isolate the area or space, confining the lead to a specific and identifiable area for control.
  - d. Stripping means to remove the lead from the material surface by means of:
    - Manual or mechanical chipping
    - Dry or wet blasting
    - Dry or wet scraping or sanding
    - Heating to cause the lead to release from the surface
    - Using chemicals to remove the lead from the surface.
4. **Project Engineering/Work Practice controls:** Below are the various project engineering/work practice controls that may be utilized to perform work safely. The selection of any or all will depend on the site and task conditions. The site-specific Lead Plan will specify the methods chosen for all phases of that project.
  - a. Containment of lead will need to be planned and provided to limit the contamination to a controlled and defined area. The containment may need to be provided in the form of a physical barrier. Containment's may be large and cover large areas or rooms, or they may be small covering only a piece of equipment or small area on equipment.
  - b. Isolation is somewhat like containment except that you have chosen to isolate an area, object, or equipment until such time as it is convenient to address the lead problem. Isolation requires a certain amount of control or security to insure exposure or further contamination is impossible.

- c. Ventilation will need to be provided to all work areas. If not properly planned, the ventilation system can lead to the spread of contamination. Ventilation is a primary concern for the welfare of employees working in adverse conditions, such as wearing respirators, protective clothing, etc.
- d. Decontamination will need to be part of the daily work routine that will eliminate any lead from workers skin, workers clothing, tools personal protective equipment, or any other materials leaving the containment area. As the containment areas are reduced to elimination, decontamination will need to be planned carefully.
- e. Clean rooms or areas need to be provided and maintained free of contamination. Clean rooms are needed for employees to change clothes eat meals, or take breaks. This area is also a safe storage for uncontaminated personal protective equipment, tools, or supplies.
- f. Air monitoring may be needed before, during, and after any work that could release lead into the atmosphere. Air monitoring involves the collection and analysis of air samples to determine the level or amount of airborne concentration of lead present in a given area over a period of time.
- g. Posted warning signs are required to alert all persons that could inadvertently enter an area contaminated with lead and a potential exposure above the PEL. Signs should read:

**WARNING  
LEAD WORK AREA  
POISON  
NO SMOKING OR EATING**

- h. Physical barriers may be needed to prevent people from entering a contaminated area or for preventing contamination from spreading. Containments are usually provided by sheet plastic that surrounds the contaminated area. The plastic provides an economical method of containing any dust, vapor or mist created during the management procedure. Seams and tears can be quickly and easily be patched with tape. If security type barriers are needed then sheet plastic may need to be used with fencing or plywood walls.
- i. Worker protection equipment will be determined by the exposure management method chosen: hardhats; head or hair covers; eye protection; respiratory protection; gloves; shoe covers; coveralls. Each of these items requires the training of employees on the proper method for wearing, use, limitations, cleaning and storing. Respiratory protection is of particular concern and will require compliance with this program and WAC 296-155-17613.

**5. Worker Qualifications:**

Respiratory Protection: (Note: *Respirator means a specific brand, model, size. If it is an air purifying type then it also means a specific filter system.*)

- i. Workers must be physically qualified to wear the respirator required for the job. Determination provided by a physician based on the requirements of the written Respiratory Protection Plan of this manual.
  - ii. Fit testing is to be provided for each respirator the employee will wear, following the requirements of the manufacturer for fit testing and administered by a competent person.
  - iii. Training is to be provided to each employee for each respirator to be worn, following the requirements of the manufacturer and administered by a competent person.
6. **Recordkeeping:** All aspects of employee lead exposure must be adequately documented, including but not limited to: exposure assessment; exposure management; project engineering; worker qualification. Sufficient data must be maintained on each of these topics to document that employees were protected and that the physical and administrative controls implemented on the project met the minimum requirements of WAC 296-155-176. Provisions will be made to maintain these records for a period of not less than thirty years. All records will be maintained at the project and the main office simultaneously, with all project documents forwarded to the Main Office upon completion of the project.

**Training:** Training will be provided to each employee covered by this program in addition to the HAZCOM program. Training is mandatory.

# 10

## **Asbestos Program**

In order to comply with State and Federal regulations and to insure that all employees are protected by those regulations, the following policy and plan has been established. All Time to Time Construction, Inc. employees and those of our subcontractors shall follow the Asbestos policy.

### ***Asbestos Policy:***

Time to Time Management shall be contacted before any work begins on any project known to involve asbestos. The owner is required to conduct an analysis of the facility, using a competent, experienced, professional environmental engineering or consulting firm to determine:

- a. The location of asbestos-containing materials.
- b. The exposure potential created by those materials.
- c. The Quantity of those materials.
- d. The estimated cost for removal and replacement with non-asbestos containing materials.
- e. Specific recommendations as to the logical process for abating and controlling the materials.

The owner shall provide Time to Time Construction, Inc. with a “Good Faith Survey” identifying the location of any and all asbestos on the project, Time to Time shall post a copy of the survey on site for review and/or inspection. All workers shall be informed as to the potential locations of asbestos. All work activities shall be coordinated to avoid possible exposure. All employees shall be trained in the proper procedures to isolate and report any asbestos found.

All Time to Time Construction, Inc. employees involved in any work, which may involve exposures to asbestos, must be trained in the recognition, risk, and safeguards associated with that work that may disturb and/or expose the worker to these health hazards.

### **Asbestos Discovery or Suspected Asbestos:**

Stop work, secure the scene, contain the asbestos, and notify the superintendent immediately. Time to Time Construction, Inc. will have the area evaluated by a competent person before the effective area is declared safe to enter. An abatement contractor shall be contacted to abate the area.

### **General Information:**

Time to Time Management is responsible for establishment, implementation, and maintenance of all aspects of this program. Asbestos is a naturally occurring material

used in almost 3000 products with over 2000 commonly found in building construction, serving both exterior and interior functions. Most uses fall into these five major areas:

- A. Spray-applied acoustical and decorative ceiling finishes.
- B. Spray and trowel-applied fireproofing for structural steel.
- C. Insulation on various mechanical and HVAC equipment.
- D. Cement base asbestos products.
- E. Miscellaneous building products.

These materials are usually composite materials of mineral wool, gypsum, and other plasters, such as vermiculite and perlite, mixed with varying degrees of asbestos fiber. The asbestos is added for one of two reasons:

- A. As reinforcement fiber to hold together mixtures of plasters and in forming pipe insulation's.
- B. As heat retardation in mechanical insulation, especially on high and medium pressure steam lines and boiler heads.

Its ability to withstand high temperature and resist many chemicals made it useful for hundreds of applications. However, widespread use of asbestos has left a dangerous legacy. The improper handling of asbestos-containing material may release harmful amounts of fiber. When inhaled, asbestos has been known to cause the following diseases:

- A. Asbestosis
- B. Lung cancer
- C. Mesothelioma

# 11

## **Personal Protective Equipment**

Time to Time Construction, Inc. has adopted this program to ensure that employees have access to protective equipment and are well informed on how to properly use and take care of it. This program is written in accordance with applicable state codes.

### **Eye/ Face Protection**

Employees are required to wear durable safety glasses or face protection when machines or operations present potential for eye or face injury from chemical or physical agents. Protectors must be durable, capable of being cleaned and disinfected, snugly fitted and shall not interfere with the movements of the wearer, reasonably comfortable, and adequate for the level of protection needed. Time to Time Construction, Inc. will provide all necessary Eye/ Face protection.

### **Hard Hats**

Employees are required to wear hard hats:

- When an impact or penetration hazard exists from falling or flying objects
- Whenever working on an active jobsite with equipment
- Whenever working on an active site that has open access to the public
- Any other time when the site supervisor deems the site to necessitate hard hats

Employees MUST have their individual hard hats on site and readily available at all times.

### **Hearing Protection**

Hearing protectors are available for all employees and are mandatory for all employees operating equipment and hand tools or exposed to noise from nearby equipment or operations.

### **High Visibility Clothing**

In accordance with WAC 296-155-200, employees whose duties are performed in areas and under circumstances where they are exposed to the danger of moving vehicles, shall wear work vests of high visibility materials or equivalent distinguishing apparel.

### **Gloves, Boots, Appropriate Clothing**

Employees are responsible for providing their own boots, gloves, and appropriate clothing. Boots must be made of leather and their soles must not create a slipping hazard. Boots that have deteriorated shall not be used. Gloves must be made of a sturdy material,

and must not be deteriorated. Appropriate clothing consists of jeans or pants of sturdy material and at minimum a short-sleeved shirt.

**\*\*\*Any time you have a concern about the proper Protective equipment, ask your supervisor. If in doubt, wear the PPE. You can never be too safe. All PPE must be maintained in good, clean working conditions.**

# 12

## **Assured Grounding Program**

Ground Fault Circuit Interrupters (GFCIs) or assured equipment grounding conductor program shall be implemented at projects to protect employees from ground fault hazards. See Section 5.0 or 6.0 of this program.

### GFCIS

All 120-volt, single phase, 15- and 20-ampere receptacles that are not part of the permanent wiring must be protected by GFCIs.

GFCIs shall trip at 5 mA.

A competent person shall implement the Assured Equipment Grounding Program at each affected jobsite.

Daily visual inspections shall be conducted of extension cords, attachment caps, plug and receptacle of cord sets, and any equipment connected by the cord and plug for external defects. Defective or damaged equipment shall not be used and shall be taken out of service.

Test frequencies shall be performed on all cord sets, receptacles not part of the building or structure, and cord- and plug-connected equipment required to be grounded as follows:

1. All equipment grounds will be tested for continuity.
2. Each receptacle and attachment cap or plug will be tested for the correct attachment of the equipment ground.
3. The equipment ground will be connected to its proper terminal.

### Test Frequency

1. Before first use.
2. Before placed in service after repairs.
3. Before equipment is used after any incident that can be reasonably suspected to have caused damage.
4. Before sent out in the field from shops.
5. At intervals not to exceed three months.
6. At intervals of six months for cord sets and receptacles that are fixed and not exposed to damage.

# 13

## **Lockout/ Tagout Policy**

Time to Time Construction, Inc. mandates that before repairs or adjustments are made to machines, equipment, and electrical circuits; appropriate measures be taken to eliminate unexpected start-up. This will be achieved through a Lockout/ Tagout Program. The following procedure is to be used in all Lockout/ Tagout situations.

1. Identify the source of energy. (Electrical, Stored, etc.)
2. Turn off the machine or equipment energy source or shut down following applicable established procedures.
3. If the machine is plugged-in to an outlet, unplug. Remove all other possible energy sources. For example: lowering hydraulic pressure to bring equipment to resting position to reduce the risk of hydraulic failure.
4. After de-energization, the project manager will place their lock on the multi-lock system. Then, all affected employees will attach their zip tie and tag in the proper position to ensure eliminated risk of start-up.
5. Always include tags to warn employees. For example, "Danger Do Not Operate" tag or sticker. Tags must be attached to prevent accidental removal and maintain energy isolation.
6. Once work is done, only the employee who placed them may remove locks, zip ties and tags.

Locks, zip ties, and tags may only be removed by persons other than the employee who placed them when the said employee is unavailable (absent). The supervisor is the only person authorized to remove these devices in the absence of the employee. The supervisor must inform that employee that their lock or tag was removed.

Training on use and applications of the Lockout/ Tagout Program will be provided:

1. To all employees likely to be involved in these procedures.
2. To identify all potential energy sources and how to properly isolate each.
3. To verify that compliance with Danger, Warning, and Lockout tags is mandatory.

Retraining will occur:

1. When job function or assignment changes, presenting new or different hazards.
2. When deviation from procedure or policy is noted or suspected.

# 14

## **Fall Protection**

Whenever a Time to Time Construction, Inc. employee is exposed to a 10-foot or greater fall hazard, Time to Time will provide appropriate fall restraint protection.

### **Guardrails**

Guardrails will be constructed and installed according to the parameters of WAC 296-155 Part K. These requirements include:

- Guardrail systems must be installed
- The top edge of the guardrail must measure between 39 and 45 inches in height.
- Midrails, mesh, solid panels, or screens must be installed to limit the ability of an employee to fall through the guardrail system.
- When rails are used, they must not be more than 19 inches apart.
- The top rail must be able to withstand 200 pounds of downward or horizontal force without failure.
- Midrails, mesh, solid panels, and screens must be able to withstand 100 pounds of downward or horizontal force without failure.
- Guardrails shall be surfaced to prevent employees from laceration and puncture wounds, and to prevent snagging of clothing.
- The ends of rails shall not pose a projection hazard for employees.

### **Safety Harnesses**

When guard railing is not appropriate, proper methods of harnessing in fall restraint systems will be done in accordance with all specifications of WAC 296-155-25410.

- All safety harness and lanyard hardware must be capable of withstanding a tensile loading of 4,000 pounds without cracking, breaking, or taking a permanent deformation.
- Components of the fall restraint systems must be inspected prior to use for mildew, wear, damage, and other deterioration. Defective components shall be removed from service if their function or strength has been adversely affected.
- Anchorage points for fall restraint systems shall be capable of supporting 4 times the intended load.
- Restraint protection shall be rigged to allow the movement of employees only as far as the sides and edges of the walking/ working surface.

When fall hazards are encountered as part of the environment of Time to Time Construction, Inc. workplaces, the issue will be addressed in this program and appropriate measures will be taken to protect our employees.

# 15

## **Vehicle/ Fleet Safety**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using company property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment of vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

**Company vehicles must be returned to the shop/ office area when they are not on a job site or in use for company business.**

Supervisory personnel who are on call during the evening and employees assigned a company vehicle, on projects: 1 with no secure yard to store the vehicle at night. Or 2, when the project supervisor considers it to be in the best interest of the company, will be permitted to use the company vehicle for commuting. These company vehicles are not to be used for personal use except for nominal use as authorized by senior management.

**Under no circumstances shall an employee stop at a local pub, and/ or consume any form of alcoholic beverages or illegal drugs, or be under the influence of alcohol or drugs when driving a company vehicle.**

Record of vehicle maintenance will be located in the main office shop and will be under the control of Steve.

Vehicle drivers must:

- Maintain less than 10 hours of driving time per shift.
- Maintain less than 15 hours of duty time per shift.
- Maintain a minimum of 8 hours of non-work time between shifts.
- Have all necessary licenses that are not expired.
- Stay within Washington state borders.
- Perform a pre-use inspection or have the inspection done by a company mechanic.
- Wear safety belts if they are available.
- Follow all traffic laws including trailer markings, weight limits, and road restrictions.

In the event of any incident or accident:

- Provide first aid and call for emergency assistance, if injuries occur.
- Call the main office to report the incident and get assistance.
- DO NOT admit responsibility or liability to the incident.
- DO NOT talk to anyone about the incident except the main office, police or other parties involved.
- Call for a police officer- make sure to get his/ her name, badge number and department.
- Ask that a copy of the police report be sent to the main office.
- Show a copy of your driver's license, registration and proof of insurance to the police and the other party(s) involved.
- Obtain the following information: driver's license numbers, vehicle descriptions, license plate numbers, registration information, insurance Time to Time Construction, Inc. and contact, names, addresses, and phone numbers of all passengers and witnesses.
- Complete an Employee Report of an Accident Form and forward to the main office.

# 16

## **Emergency Action Plan**

In the event of an emergency, contact the appropriate authorities. Each site shall maintain a listing of emergency phone numbers. It is important to always identify potential witnesses. Remember a panicked person cannot aid in remediation of the situation, stay calm.

### **Chemical Spills**

If there has been a chemical spill, contact your supervisor immediately. Do not attempt to clean up a chemical spill with any other chemicals until the chemical is identified and proper clean-up procedures are found. If you are unsure of the chemical's properties, or it is spilled in massive quantities, evacuate and isolate the area and call 1-800-424-8802. Try to have as much information ready as possible.

- |                     |                   |
|---------------------|-------------------|
| 1. Size of spill    | 2. Date and time  |
| 3. Type of chemical | 4. Exact location |

### **Injured People**

If the person is unconscious, not breathing, or has fallen from a height greater than their own height, IMMEDIATELY call 911.

Get first aid/ CPR certified individual to the scene as soon as possible. If the possibility of spinal cord damage is apparent, DO NOT move the victim. Stabilize them until authorities arrive. Try to stop all bleeding. (Take personal precautions, i.e. gloves and CPR mask.)

### **Fire**

In the event of fire, call authorities immediately and evacuate the area. Fire fighting efforts may begin with the first responders. All Time to Time Construction, Inc. employees are instructed to maintain a safe distance from fire. A fire extinguisher will be located at each site.

### **Violence**

In the event of violence in the workplace, the police should be called immediately. It is imperative that our employees try to avoid confrontational situations and avoid acting as a mediator in a situation where violence could result. When presented with a violent or potentially violent situation, you are instructed to contact your supervisor for help and contact authorities.

## **Fatalities**

In the event of an occupational fatality, we must immediately contact authorities. The Department of Labor and Industries will conduct an investigation. Call 911, then call the main office. The main office will take responsibility for calling the Department of Labor and Industries and other necessary authorities.

# 17

## **Fire Prevention**

### **Four Classes of Fires**

Class A Fire: Ordinary combustibles such as wood, cloth, paper, and plastics.

Class B Fire: Flammable liquids such as gasoline, oil, grease, and oil-based paint.

Class C Fire: Energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery, and appliances.

Class D Fire: Combustible metals such as magnesium, sodium, and potassium.

NOTE: Each class of fire requires its own type of fire extinguisher. Fire extinguishers are rated for the type of fire they can extinguish. This information should be visually labeled on the fire extinguisher itself. Always use the correct fire extinguisher for the type of fire you are fighting. Using the wrong fire extinguisher can be dangerous. Read and know the different types of fire extinguishers at your jobsite.

### **Basic Rules**

When using a fire extinguisher, you should do the following:

- a. Approach the fire from upwind.
- b. Quickly test the fire extinguisher before getting close to the fire.
- c. Back away from the fire before the extinguisher is exhausted. Never turn your back on a fire.
- d. NEVER use water as an extinguishing agent on a type B or C fire.

### **P.A.S.S.**

When operating a fire extinguisher, remember the acronym P.A.S.S., and follow the four steps below.

1. Pull the pin out of the extinguisher. This unlocks the extinguisher and allows you to discharge the contents.
2. Aim the hose at the base of the fire. When fighting a fire, stand 6 to 8 feet away.
3. Squeeze the handle. This discharges the extinguishing agent.

4. Make a Sweeping motion from side-to-side, keeping the hose aimed at the base of the fire.

Because there are different types of fire extinguishers and different types of fire, you should always read the manufacturer's instructions before operation. Do not wait for an emergency. Read your fire extinguisher instructions now!

## **Fire Extinguisher Requirements**

- a. A fire extinguisher shall be provided for every 3,000 square feet of the building. Every extinguisher must have a minimum rating of 2A.
- b. A fire extinguisher must be within 30 feet of each open flame operation being performed.
- c. Travel distance to the nearest fire extinguisher shall not exceed 100 feet.
- d. At minimum, one 2A-rated fire extinguisher must be provided on each floor.
- e. Fire extinguishers are to be inspected monthly to ensure that they are operable and fully charged. This inspection is to be documented, with records available upon request.
- f. Fire extinguishers shall be subject to an annual maintenance check by an authorized fire equipment company.
- g. Fire extinguishers are to be in plain view and readily accessible at all times.
- h. Fire extinguishers should always be kept in the same known place.
- i. Portable fire extinguishers are designed to contain small fires until the proper authorities respond. These extinguishers are not intended to fight large or spreading fires.
- j. In the event of any fire, the following steps are to be followed.
  1. Activate the fire alarm.
  2. Notify the proper authorities.
  3. Ensure that the building has been evacuated by following evacuation procedures.
- a. Never fight a fire in which you feel you or others are in immediate danger. Life safety is paramount.
- b. Time to Time Construction, Inc. employees shall be instructed by field supervision about the different types of fire extinguishers, their proper uses, and how to accurately inspect them.

- c. Always be aware of the nearest fire extinguisher in your work area.
- d. Once a fire extinguisher has been used, it must be reported to the field superintendent immediately. The fire extinguisher must then be immediately replaced.
- e. Carbon dioxide and pressurized water extinguishers are to be hydrostatically tested every five years. All other extinguishers must be hydrostatically tested at a minimal of every twelve years. However, all should be tested sooner if evidence of corrosion, welding, or physical or mechanical damage exists.
- f. Any person caught tampering with fire extinguishing equipment will be discharged immediately.

# 18

## **Accident Checklist**

What to do in the event of an accident.

1. Provide needed first aid to all injured employees. Call an ambulance if appropriate.
2. Notify the supervisor. Supervisors, please notify the main office within 24 hours.
3. Transport for medical attention. Any employee who is not in need of an ambulance escort to the hospital but does need to see a healthcare provider, their supervisor or fellow worker will transport them.
4. Upon return of the injured employee(s), the claim form must be brought in to the main office so that the employer information section may be completed and copied for the office files.
5. The supervisor then follows the doctor's recommendations and does continual checks on the injured employee's status and return to work options.
6. The employee returns to full work duties and the supervisor assists the main office in providing information to begin the process of closing the claim. This reduces our costs spent on each claim.

# 19

## **First Aid Information**

### **First Aid Certification**

Time to Time Construction, Inc. will have at least one first aid certified employee at each site during all operating hours. These employees will include but are not limited to supervisors, crew bosses, and site supervisors. It is the duty of the supervisor to inform all employees who the authorized and certified first aid provider is at each site.

### **First Aid Kits**

First aid kits will be provided at all sites and in all vehicles. Time to Time Construction, Inc. is responsible for all supply replacement costs. Supervisors will have the responsibility of checking and restocking kits. Kit requirements are based on the number of employees normally assigned to a site.

### **Blood Borne Pathogens Safety**

In the case of occupational injuries where first aid is required, employees called on to perform first aid shall take appropriate measures to protect themselves from blood borne pathogens and potentially infectious materials. They can and shall

- Use rubber gloves from the first aid kit.
- Use a mouth barrier device when performing mouth-to-mouth artificial resuscitation. (Provided in first aid kit)
- Dispose of all protective clothing and equipment in a proper biohazard container before leaving the treatment area. A garbage bag with proper biohazard labeling will suffice.

Response to first aid situations is not mandatory however one supervisor or employee who is certified in first aid must be at all sites during all operating hours. Any employee who feels unsure about responding to a first aid situation should call 911 and then seek help from a supervisor or fellow worker. The first aid certified person should be identified to all persons at each site. If this person is not available, it is important to have a secondary first aid certified person and identify that person to all employees who are at the site.

## 20

# **Heat Related Stress/Illness Safety Program**

### **Purpose:**

To provide a safe and healthful working environment and protect Time to Time Construction, Inc., employees who are exposed to temperature extremes, radiant heat, humidity, or limited air movement while working from heat related illnesses.

### **Policy:**

The workspace will be evaluated to determine if Time to Time Construction, Inc. employees are at risk from heat related illnesses during temperature extremes and hot weather while working. If it is determined that employees are at risk, they will be trained to be aware of heat related illnesses and procedures to take if symptoms are present.

### **Implementation of Time to Time Construction, Inc. Heat Stress program:**

Time to Time Construction, Inc. will implement this Heat Stress Program when employees are at risk of heat related illnesses while they are working and are exposed to a combination of environmental risk factors such as temperature extremes, radiant heat, humidity, limited air movement, protective clothing, workload severity, and duration. This program will be in place year round with an emphasis on the summer months (June, July, August, and September) when temperatures are at their highest levels.

### **Training:**

Training will be provided prior to job assignment.

Employee training: Training in the following topics will be provided to all supervisory and non-supervisory employees:

- Environmental and personal risk factors for heat illness
- Procedures for identifying, evaluating, and controlling exposures to the environment and personal risk factors for heat illness
- Importance of frequent consumption of water
- Importance of acclimatization
- Different types of heat illness and the common signs and symptoms of heat illness
- Importance of immediately reporting to the employer or designee symptoms or signs of heat illness
- Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by medical service personnel

- How to provide clear and precise directions to the worksite

Supervisor training: Prior to assignment to supervision of employees working in the heat, training on the following topics will occur:

- Information provided for employee training
- Procedures the supervisor will follow to implement controls as determined by the employer
- Procedures the supervisor will follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

### **Controls for reducing heat exposure:**

Time to Time Construction, Inc. shall, whenever feasible, make attempts to modify the process in which tasks are completed. The process may include, but is not limited to, starting earlier in the day when temperatures are lower, completing the job process for the day during times of extreme temperature highs, and shifting the job process to nights if safe and feasible to limit employee exposure to extreme temperature highs. Time to Time Construction, Inc. will research new and existing equipment to develop and institute engineering measures to reduce heat vapors from equipment. All employees are issued a vented hardhat with a cool pack insert to help reduce temperatures inside the hardhat. Time to Time Construction, Inc. employees who show signs of heat illness are instructed to take a break away from the temperature exposure area and cool down; this shall include, but is not limited to, a shaded area or the foremen's vehicle with the A/C (air conditioning) set at the lowest setting. The exposed employee shall be provided cool fluids to hydrate the body slowly after being removed from the temperature extreme. Time to Time Construction, Inc. employees shall dress appropriately for their task and are advised to dress in layers to allow them to remove excess clothing throughout the day to better acclimatize themselves with the changing temperatures.

### **Provisions for water:**

Time to Time Construction, Inc. supervisors shall supply an adequate supply of potable drinking water available to all employees and sub-contractors on a Time to Time Construction, Inc. project. All Time to Time Construction, Inc. employees and sub-contractors shall be notified of the location of potable drinking water and encouraged to drink.

### **First Aid awareness and actions in the event of a heat related illness:**

The following chart helps employees recognize the main types of heat related illnesses, symptoms, and the appropriate treatment to reduce the effects of the heat related illness.

<b>Heat cramps</b>	<ul style="list-style-type: none"> <li>• muscle spasms in legs or abdomen</li> </ul>	<ul style="list-style-type: none"> <li>• move person to a cooler location</li> <li>• stretch muscles for cramps</li> <li>• give cool water or electrolyte-containing fluid to drink</li> </ul>
<b>Heat exhaustion</b>	<ul style="list-style-type: none"> <li>• headaches</li> <li>• clumsiness</li> <li>• dizziness/ lightheadedness/ fainting</li> <li>• weakness/ exhaustion</li> <li>• heavy sweating/ clammy/ moist skin</li> <li>• irritability/ confusion</li> <li>• nausea/ vomiting</li> <li>• paleness</li> </ul>	<ul style="list-style-type: none"> <li>• move person to a cooler place (do not leave alone)</li> <li>• loosen and remove heavy clothing that restricts evaporative cooling</li> <li>• if conscious, provide small amounts of cool water to drink</li> <li>• fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling</li> <li>• call 911 if not feeling better within a few minutes</li> </ul>
<b>Heat stroke</b>	<ul style="list-style-type: none"> <li>• sweating may or may not be present</li> <li>• red or flushed, hot dry skin</li> <li>• bizarre behavior</li> <li>• mental confusion or losing consciousness</li> <li>• panting/ rapid breathing</li> <li>• rapid, weak pulse</li> <li>• seizures or fits</li> </ul>	<ul style="list-style-type: none"> <li>• call 911</li> <li>• move person to a cooler place (do not leave alone)</li> <li>• cool worker rapidly</li> <li>• loosen and remove heavy clothing that restricts evaporative cooling</li> <li>• fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling</li> </ul>

## Definitions

**“Heat Related Illness” (HRI)** – means a serious medical condition resulting from the body’s inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

**“Environmental risk factors for heat illness”** – means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity, and duration, and protective clothing and personal protective equipment worn by employees. These conditions will be considered when determining that (the employer) is implementing controls and methods to reduce the potential for heat related illness.

**“Personal risk factors for heat illness”**- means factors such as an individual’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine

consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

**“Shade”**- means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Some shade producing areas are not adequate to cool the body; for instance, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

# 21

## **Accident Investigation**

It is the policy of Time to Time Construction, Inc. to report all accidents and injuries to the main office immediately after ensuring safety. The safety and health director will then determine the need for an investigation. All supervisors are required to complete the Supervisors report of an accident form and return it to the main office within 24 hours of notification of the accident or injury.

In the case of an occupational fatality, chemical overexposure, or hospitalization of two or more employees, the Department of Labor and Industries must be contacted immediately after the accident is under control and authorities have been notified. We are required by law to contact the Department of Labor and Industries within 8 hours, in the event of any of the above listed accidents.

The supervisor's report of an accident and employee report of an accident forms are located in your supervisor's safety manual and can be obtained from the main office as well.

## 22

# Housekeeping Policy

Time to Time Construction, Inc. has developed and implemented the following Housekeeping policy;

Each employee is responsible for keeping their personal workspace clean and orderly while helping maintain the overall cleanliness and order throughout their jobsite. All debris and accumulations of materials should be removed from any area where employee traffic occurs. Garbage collected should be removed for disposal at regularly. (Containers will be provided for collection of debris and garbage.) Storage of materials shall not exceed stable heights. Loose or broken components on or near walkways and work areas will be replaced or repaired.

Each employee shall be responsible for placement and storage of their assigned equipment and be responsible for maintaining an organized and safe storage area.

## 23

### **Weekly Safety Meetings**

It is the policy of Time to Time Construction, Inc. to hold weekly safety meetings at each site. These meetings are to be conducted by the supervisor. A Meeting Minutes form must be completed and turned in to the main office. Records will be maintained for one year.

## 24

# Preparing for DOSH/ OSHA Inspections

The following list will assist you in what to do in the event of a WISHA inspection. Please understand that this list may help you avoid penalties.

1. It is important to be courteous. As much as it may be an inconvenience to you, these people are doing their job. They are legally entitled to do that.
2. It is good practice to ask for the inspector's credentials. Also, do not allow any visitors to enter an active site without approval from the supervisor of that site. You may call to get clearance permission and keep an inspector outside of the site until either the site supervisor arrives or you obtain clearance from the site supervisor.
3. It is important to know where your written program for accident prevention is located at all times. They may also ask for your OSHA 300 log. Explain that the log is maintained at a different location and refer them to the main office telephone number.
4. It is also very important to show record of training activities for the past year. You need to turn in all training records to the main office. They will be appropriately maintained in the office for one year. You may direct the inspector to the main office telephone number to verify. For a listing of different training and meeting topics, call the main office. **NEVER FALSIFY RECORDS!**
5. Keep a personal record of everything you give the inspector. This way if they were ever to try to say that you gave them something that you did not, you will have record of it.
6. It is good practice to accompany the inspector throughout the entire inspection. You should make the same measurements and take the same pictures as the inspector. You may also request a copy of all pictures taken by the inspector.
7. It is very important to remember that you are not required to demonstrate any equipment or procedures. They may watch the employee perform his or her tasks but you are not required to demonstrate any procedures.
8. Make sure that your answers are exact. **DO NOT** estimate answers.
9. When you ask questions. Make sure to document the answers very accurately and specifically.
10. Forklifts on our site are considered pieces of heavy equipment. When asked, you should explain to the inspector that all users are trained in how to use this piece of equipment as a forklift and as a piece of heavy equipment during their employee safety orientation. These records are maintained in the main office.

# Attachment 1

## Employee Safety Orientation Checklist

Instructions: Each employee shall receive a safety orientation before beginning work. This checklist documents that each required item was covered in the orientation. The supervisor is to place a check in each box to indicate that the item was covered. Employees are not to sign this form unless all items have been covered and all questions have been answered satisfactorily.

The employee \_\_\_\_\_ has been:

- Informed about the elements of the written safety program that outlines the company's safety efforts.
- Given a copy of the employee safety handbook and has read it.
- Told who his or her safety committee representative is. (Supervisor)
- Told to report all injuries and shown how to do this.
- Explained how to report unsafe conditions and practices.
- Told to report all hazards to his or her supervisor and shown how to do this.
- Shown where first aid supplies are located and who to call for first aid.
- Shown where the exits are located and the route from the assigned workstation to exits.
- Told what to do during any emergencies that should be expected to occur.
- Shown how to operate a fire extinguisher.
- Trained on chemical hazards according to the Hazard Communication Program requirements and:
  - Knows the location of the MSDS file and program document.
  - Knows how to read labels and use MSDS.
  - Knows generally what kinds of chemicals are used at this company and their hazards.
  - Knows specifically about the hazards and precautions related to the chemicals he or she will be using.
- Trained on the safe methods to perform the specific job the employee was assigned including any hazards associated with that job.
- Given any personal protective equipment required and trained on when and how to use and care for it. Informed of their responsibility to provide own gloves, boots, and appropriate clothing.
- Provided any formal training required to do his or her job such as proper lifting, equipment operation, fall protection etc.

The signatures below document that the above orientation was completed on the date listed. It is the goal of both parties to maintain a safe and healthful working environment.

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

## Attachment 2

PROJECT: \_\_\_\_\_ JOB NO.: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

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### JOBSITE SAFETY CHECKLIST

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**Required Personal Protective Equipment**

- \_\_\_\_\_  Head Protection – Hard hats
- \_\_\_\_\_  Hearing Protection – ear plugs
- \_\_\_\_\_  Leg Protection – chain saw chaps
- \_\_\_\_\_  Eye and Face Protection – Safety glasses
- \_\_\_\_\_  Respiratory Protection – masks dependent on exposure
- \_\_\_\_\_  Fall Protection – safety harness, lanyards

**Jobsite Protective Equipment**

- \_\_\_\_\_  First Aid kit suitable for crew size (office, dry shack, tool van)
- \_\_\_\_\_  Fire Protection (extinguisher date and type correct for situation)
- \_\_\_\_\_  First Aid stretcher and Blanket

**Employee Facilities**

- \_\_\_\_\_  Toilet
- \_\_\_\_\_  Wash area
- \_\_\_\_\_  Dry Shack – lunch room
- \_\_\_\_\_  Above listed facilities clean and sanitary

**Safety Management Items**

- \_\_\_\_\_  Accident Prevention Program
- \_\_\_\_\_  MSDS hazard communication Program
- \_\_\_\_\_  Assured Grounding Program
- \_\_\_\_\_  Confined Space Program
- \_\_\_\_\_  Toolbox meeting Minutes
- \_\_\_\_\_  First Aid training certification cards (Superintendents/Foreman)
- \_\_\_\_\_  Safety Bulletin Board with required postings.
- \_\_\_\_\_  Safety Standards for construction located on worksite

**Safety Management Items (Continued)**

- \_\_\_\_\_ Emergency Phone numbers posted in common location
- \_\_\_\_\_ Weekly Jobsite inspection

**Housekeeping**

- \_\_\_\_\_ Work areas clean and orderly
- \_\_\_\_\_ Deck free of protruding nails, holes, loose boards
- \_\_\_\_\_ Aisles and walkways clear of obstructions
- \_\_\_\_\_ Guardrails in place where required
- \_\_\_\_\_ Area free of trip hazards

**General Jobsite Safety Items**

- \_\_\_\_\_ Office trailer step railings
- \_\_\_\_\_ Compressed gas cylinders in secured storage areas
- \_\_\_\_\_ Fuel gas stored at a minimum of 20 feet from compressed gas cylinders
- \_\_\_\_\_ Only approved ladders in use (and secured)
- \_\_\_\_\_ Machine guards in place (saws, grinding, wheels, ect.)
- \_\_\_\_\_ All power equipment is properly grounded.
- \_\_\_\_\_ Extension cords and power equipment checked for shorts
- \_\_\_\_\_ Flash back protectors for oxygen-acetylene torches in place/use.
- \_\_\_\_\_ Proper access/egress for trenches/excavations for more than 4 feet deep
- \_\_\_\_\_ Gas and diesel fuel stored in approved and properly marked safety cans
- \_\_\_\_\_ Back-up alarms on all motorized mobile equipment
- \_\_\_\_\_ Approved 18 in walkway and gangways between site/ water equipment
- \_\_\_\_\_
- \_\_\_\_\_

**SITE INSPECTION ATTENDANCE:**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

**Attachment 3**  
**Site Specific Lead Protection Program**  
**Employee Lead Training Acknowledgement**

The training was conducted by \_\_\_\_\_ with \_\_\_\_\_.

**Employee Acknowledgement**

I acknowledge that I have been trained in Company lead paint removal policy/procedures and that the training included the following points:

1. Routes of exposure to lead.
2. The known health effects associated with lead exposure.
3. The importance of good personal hygiene.
4. The specific methods of removal that may be used.
5. The proper use and maintenance of protective clothing and equipment.
6. The correct engineering controls and implementation of good work practices.
7. The purpose, proper selection, fitting, use and limitations of respirators.
8. The specific nature of the operations that could result in exposure to lead above the action level.
9. The purpose and description of the medical surveillance program and the medical removal protection program.
10. Ban on use of chelating agents to remove lead from the blood, except under the direction of a physician.
11. Access to information and regulations.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_