**of Colorado Springs, Inc.**

# SAFETY PROGRAM

# Rev - 10/5/22

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#### HAZARD COM M UNI CATI ON PROGRAM

1. Overview and Introduction
	1. Purpose - CMS of Colorado Springs has established a Hazard Communication Program (HCP) for each construction site to provide employees with information regarding hazardous substances that may be encountered on our projects. The information includes container labeling and other forms of warning, Safety Data Sheets (SDS), and employee training. Our intent is to comply with applicable safety and health regulations established for the industry.
	2. Scope
		1. Provide our employees with information furnished by suppliers regarding the hazards of substances they produce or offer.
		2. Communicate with other employers on our projects regarding the hazardous substance, which they might encounter.
		3. Any substance which we use on our projects, if used in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency, is to be included in the program.
		4. Subcontractors are required under OSHA to have their own HCP.
	3. Determination of Hazardous Substances
		1. Identify and list all hazardous materials in the SDS.
		2. We rely on the supplier to perform evaluations of the substances which they deliver to our project to determine if the substances are hazardous.
	4. SDS - Obtain Safety Data Sheets from suppliers, subcontractors and manufacturers for all existing materials and all future purchases.
	5. Training (may use video tape or safety meetings)
		1. Advise employees where the written program is kept.
		2. Advise employees of all operations which might use hazardous materials.
		3. Advise employees of location and availability of list of hazardous materials and SDS.
		4. Train all employees how to read and interpret the SDS.
		5. Maintain records of training for CMS of Colorado Springs employees.
2. Specific SDS Information
	1. Accumulating and organizing SDS
		1. Employer is required to maintain copies of the SDS for each hazardous substance which may be encountered. The SDS must be readily accessible to our employees.
		2. Each subcontractor requires that a list of hazardous substances and SDS on hazardous substances that the subcontractor may use be submitted promptly. The project manager is responsible for procuring the information and other information that the subcontractor may deem necessary. The submittal of SDS should be the first submittal item on the expediting schedule.
		3. Any SDS for a hazardous substance that may be purchased on the project should be procured by the person procuring such product. If the SDS is delivered with the substance, the foreman shall give the SDS to the Safety Coordinator.
		4. All SDS must be provided to the Safety Coordinator.
		5. Each subcontractor or supplier on the project shall supply the safety officer with a list of hazardous substances they will use on the project.
		6. Each foreman shall be responsible for notifying the Safety Coordinator if a substance is labeled hazardous and an SDS is not provided with as delivery. If the foreman discovers that the SDS was not received prior to the delivery, then he shall immediately request the SDS from the supplier.
		7. The Safety Coordinator shall be responsible for updating the SDS as the same are updated by suppliers. The SDS shall be updated at least annually.
		8. If we buy substances from a retail distributor, then we must request an SDS from them. The SDS should be delivered to the Safety Coordinator.
	2. The SDS will conform to the OSHA 16 section format.
		1. Section 1: Identification
		2. Section 2: Hazard Identification
		3. Section 3: Composition / Ingredient Information
		4. Section 4: First-aid measures
		5. Section 5: Fire-fighting measures
		6. Section 6: Accidental Release Measures
		7. Section 7: Handling & Storage
		8. Section 8: Exposure Controls / Personal Protection
		9. Section 9: Physical & Chemical Properties
		10. Section 10: Stability & Reactivity
		11. Section 11: Toxicological Information
		12. Section 12: Ecological Information
		13. Section 13: Disposal Consideration
		14. Section 14: Transport Information
		15. Section 15: Regulatory Information
		16. Section 16: Other Information
3. Specific Labeling Information
	1. What should be labeled - Each container of hazardous substances entering the workplace must be labeled, tagged, or marked according to OSHA standards with:
		1. Product Identifier - Identity of the hazardous chemicals.
		2. Pictograms - Visually display the hazards
		3. Appropriate hazard statement.
		4. Appropriate Precautionary statement.
		5. Signal word
		6. Name and address of the supplier.
	2. Acceptable alternatives to labeling procedure.
		1. For solid metal (such as structural steel, miscellaneous iron, ornamental metal, hollow metal, etc.), the label may be given to us only with the initial shipment or with the SDS If the label is revised thereafter, then we should receive a new label. (Note: This does not include any hazardous substances used in conjunction with the solid metal such as cutting fluids, lubricants, touch-up paint or other preparatory substances.)
		2. Portable containers, into which hazardous substances from labeled containers are transferred, need not be labeled only if the employee who makes the transfer intends to use the chemical immediately.
		3. A sign may be acceptable for stationary process containers (concrete pumps, mortar mixers, etc.). Consult the safety department before using this method.
	3. Never remove a label.

D. Specific Employee Information and Training

1. Initial information and employee training.
	1. The field office manager will inform new employees when they are signed up, of the following information:
		1. That an HCP is in effect at the project.
		2. Information about HCP including:
			1. Location of our HCP binder.
			2. Availability of the SDS for their use and what information they contain.
			3. Manner in which hazardous substances are labeled.
			4. List of hazardous substances that may be encountered at the project.
		3. Any operations in their work area where hazardous substances are present.
		4. We rely on visual appearance or odors reported by those on the project to detect a presence or release of a substance. Inform the employee to immediately report the same to his appropriate supervisor.
		5. Various substances that may be encountered may cause physical and health hazards. Inform the employee to consult an SDS or his/her foreman if he/she feels it is necessary.
2. Subsequent training of employees
	1. The superintendent will inform the employees of any new substances that are being introduced to the project, i.e., “The painting subcontractor will be starting to work this week, so consult the HCP binder and SDS if there are any questions.”
	2. The superintendent will inform the employees at safety meetings at the job-site of the following:
		1. Further details of the hazards of certain substances.
		2. New methods that might be employed to detect releases.
		3. Appropriate work practices for certain substances.
		4. The significance of the labels.
		5. Emergency procedures (if necessary).
		6. Personal protection equipment to be used.
		7. The hazards of non-routine tasks.
		8. The hazards associated with chemicals contained in unlabeled pipes.
	3. The superintendent will remind employees how our HCP is executed (i.e., where the binder is located, the information contained on a SDS, who to ask if there is a question).
3. Other training - Each foreman will be responsible for training the employees under his supervision of the hazardous substances and the information on the SDS for all hazardous substances, which the employees may encounter.
4. Coordination of Other Employer’s HCP
	1. All contractors and subcontractors are required to have an HCP.
	2. Coordination
		1. The project manager will procure the list of hazardous substances, the SDS, and other information from all other employers on the project. This information will be given to the field office manager for insertion into our HCP.
		2. The field office manager will insert the information into the HCP binder by trade. The list of hazardous substances should be filed in front of the specific SDS for that trade.
		3. The other employees should be notified that our HCP is located in the job-site manager’s office and contains our list of hazardous substances, SDS, and information on our labeling system.
		4. Our subcontract requires that each and every subcontractor and his employees attend weekly safety meetings. The subcontractors and their employees will be informed of the items listed in Section IV.B.2.a. through h.
		5. If there is another employer on the project with whom we do not have a contract, then the project manager shall send a copy of the items in Item 3. above and a notification of the time and place of our safety meetings for such other employer to remain abreast of the items in Section IV.B.2.a. through h.
5. Other HCP Information. Definitions of Commonly Used Terms:
	1. Hazardous Substances. Any chemical or mixture of chemicals or mixture of chemical(s) with other substances that may be a health or physical hazard.
	2. Health Hazard. A chemical for which there is statistically significant evidence

based on at least one study conducted in accordance with established scientific

principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, and neurotoxins, agents which set on the hematopoietic systems and agents which damage the lungs, skin, eyes or mucous membranes.

* 1. Physical Hazard. A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable(reactive) or water-reactive.
	2. Supplier. A chemical manufacturer, distributor, importer or material supplier who provides hazardous substances to our project.
	3. Employer. A person or company engaged in a business where chemicals are used, distributed, or produced for use or distribution, including a contractor or subcontractor.

##### SECTI ON I – List of Attachments

1. Hazardous Substances Commonly Found on Construction Projects
2. Sample Letter to be sent to all Subcontractors
3. Sample Letter to be sent to all Suppliers
4. Training Certification to be signed by Each Employee

##### SECTI ON I – Attachment 1 Hazardous Substances Commonly Found on Construction Projects

Acetone Lead

Acetylene Gas Lime (Calcium Oxide)

Adhesives Limestone

Aluminum Etching Agent Lubricating Oils

Ammonia Lye (Sodium Hydroxide, Potassium Hydroxide)

Anti-Freeze Magnesium

Arsenic Compounds Metals (Aluminum, Nickel, Copper, Zinc,

Asbestos Cadmium, Iron, etc.)

Asphalt (Petroleum) Fumes Methanol (Methyl Alcohol)

Benzene and Derivatives Methyl Ethyl Ketone (2-Butanone)

Bleaching Agents Motor Oil Additives

Carbon Black Muriatic Acid (Hydrochloric Acid)

Carbon Monoxide (in Cylinders) Cleaners and Cleaning Agents

Caulking Sealant Agents Naphtha (Coal Tar)

Caustic Soda (Sodium Hydroxide) Nitroglycerin

Chromate Salts Oxalic Acid

Chromium Ozone

Coatings Paint Remover

Cobalt Paint Stripper

Concrete Curing Compounds Paints/Lacquers

Cresol Particle Board

Cutting Oil (Oil Mist) Pentachlorophenol

De-emulsifier for Oil Photographic Developers & Fixers

Diesel Gas, Diesel Oil Photogravure Ink (copy machines)

Drywall Plastics

Dusts (Brick, Cement Block) Polishes for Metal Floors

Enamel Propanol

Etching Agents Putty

Ethyl Alcohol Resins, Epoxy/Synthetics

Fiberglass, Mineral Wool Sealers

Foam Insulation Shellac

Freon 20, R20 and others Solder, Flux (Zinc Chloride, Fluorides, etc.)

Gasoline (Petrol, Ethyl) Solder, Soft (Lead, Tin)

Glues Solvents

Graphite Sulfuric Acid

Greases Thinner, Paint/Lacquer

Helium (in cylinders) Tin

Hydraulic Brake Fluid Transite

Hydrochloric Acid

Hydrogen (in cylinders) Turpentine, Gum Spirits, Oil of Turpentine

Inks Varnishes

Insulation’ s Waterproofing Agents

Iron Waxes

Kerosene Welding Rods

Wood Alcohol Methanol Xylene

Wood Preservative Zinc

##### SECTI ON I – Attachment 2

**Sample Letter to be sent to all Subcontractors**

From: To:

Re:

Jeff Gosch

All Subcontractors

Material Safety Data Sheets (SDS)

Date: October 5, 2022

The OSHA Hazard Communication Regulations require all employers to be in compliance by May 23, 1988. Under these regulations, each subcontractor is an employer and is required to have his own Hazard Communication Program (HCP). Our HCP requires you to furnish us with a list of hazardous substances and Safety Data Sheets (SDS) for all hazardous substances you are currently using and which you intend to use on the above referenced project.

Please provide the list and SDS to our office prior to your work operations. SDS will be located in our main office.

Sincerely,

CMS of Colorado Springs, Inc.

Jeff Gosch

General Manager

##### SECTI ON I – Attachment 3 Sample Letter to be sent to all Suppliers

From: Jeff Gosch Date: October 5, 2022

To: All Suppliers, Purchase Orders, or Unknown Sources

Re: Request for SDS

We have conducted a survey of hazardous substances on the above referenced project. In accordance with OSHA’ s Hazard Communications Rules and Regulations, you must furnish us SAFETY DATA SHEETS (SDS) for our use. Please send SDS for the following substances (list any, of which you are aware, are not already shown):

Sincerely,

CMS of Colorado Springs, Inc.

Jeff Gosch

General Manager

**SECTI ON I . – Attachment 4**

**Training Certification to be Signed by Each Employee**

#### HAZARDOUS SUBSTANCES

**I NFORM ATI ON & TRAI NI NG LAW CERTI FI CATI ON OF TRAI NI NG**

Date: October 5, 2022

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have received written information and training from CMS of Colorado Springs, Inc. concerning hazardous substances.

I further understand that it is my responsibility to familiarize myself with the information therein and with the SDS of hazardous substances, which my employer has indicated, are being used on this project site.

Signature Date

Witness

#### GENERAL SAFETY PROGRAM

1. Policy Statement

It is CMS of Colorado Springs belief that our people are our most important asset and that the preservation of employee safety and health must remain a constant consideration in every phase of our business. It is our intent to provide a work environment as free of hazards as possible.

All employees are responsible for working safely and productively; always remaining aware of hazards in their jobs and following recognized safe work practices including the use of personal protective equipment (PPE).

It is also CMS of Colorado Springs belief that any safety and health program must have total employee involvement. Therefore, this program has Management’ s highest priority, support, and participation.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY.

Jeff Gosch, General Manager

1. Goals. Safety begins at the top and continues throughout the company. Our goal is to have an injury-free workplace. This can be achieved by delegating responsibility and accountability to all involved in this company’s operation.
	1. Responsibility - This means having to answer for activities and results. To reach our goal of a safe workplace, everyone needs to take responsibility.
	2. Accountability - This is the active measurement by Management to ensure compliance or Management ensuring action. To reach our goal of a safe workplace, everyone will be held accountable.
	3. Benefits of achieving our goals
		1. All injury accidents minimized.
		2. No loss to property and equipment.
		3. No fatalities.
		4. No permanent disabilities.
		5. Having the best safety and health conditions possible in the workplace.
	4. Implementation - It is CMS of Colorado Springs goal to implement this safety program to avoid all accidents, to keep accidents at a minimum, to eliminate hazards, and to avoid all personal injuries.
2. Management Commitment. The Management of CMS of Colorado Springs is committed to the Company’s safety and health policies and will provide direction and motivation by:
	1. The appointment of Jason Szaraz as our Safety Coordinator.
	2. Establishing our annual Company safety goals and objectives.
	3. Being totally committed to written safety and health programs.
	4. Taking part in the employees’ safety training.
	5. Establish and enforce disciplinary procedures for employees.
	6. Support for the safety and health programs with people, authority, and training.
	7. Establish accountability and responsibilities for Management and employees to follow.

D. Assignment of Responsibility. CMS of Colorado Springs has designated Jason Szaraz as our Safety Coordinator. It shall be the duty of the safety coordinator to assist the supervisor/foreman and all other levels of Management in the initiation, education, and execution of an effective safety program generally and more specifically the following:

1. Introduce the safety program to new employees.
2. Follow up on recommendations, suggestions, etc. made at the weekly safety meetings. All topics of safety concerns shall be documented accordingly.
3. Be thoroughly familiar with the company safety program and assist the personnel in the execution of standard policies.
4. Conduct safety inspections on a periodic basis.
5. Address all hazards or potential hazards as necessary.
6. The preparation of monthly accident reports and investigations.
7. Maintain adequate stock of first aid supplies and other safety equipment to ensure their immediate availability.
8. Be thoroughly familiar with the OSHA, local, and state safety codes and regulations.
9. Employees. It is the duty of each and every employee to know the safety rules and conduct his work in compliance. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is the duty of each employee to make full use of the safeguards provided for them and receive and read the Company’ s Safety and Health Program notebook. This is a partial list of these rules:
	1. Read, understand, and follow safety and health rules and procedures.
	2. Employees working in areas where there is a possible danger of injury shall wear proper personal protection equipment (PPE) at all times.
	3. Suitable work clothes and boots will be worn.
	4. Employees observed working in a manner which might cause injury to either themselves or other workers shall be warned of the danger and will immediately correct their method of operation.
	5. Employees shall report all injuries, no matter how slight, to their supervisor/foreman immediately, and seek treatment promptly.
	6. Employees shall be aware of the location of first aid, fire fighting equipment, and other safety devices.
	7. Attend any and all required safety and health meetings.
	8. Until they are properly trained, employees are not to perform potentially hazardous tasks, or to use any hazardous material. Employees are to follow all procedures when performing those tasks. **IF EVER IN DOUBT ABOUT SOMETHING, STOP AND ASK SOMEONE.**
10. Supervisor/Foreman. Supervisor/foreman will establish an operating atmosphere that ensures that safety and health is managed in the same manner and with the same emphasis as production, cost, and quality control. Define the responsibilities for safety and health of all subordinates and hold each person for their results through the formal appraisal system and where necessary, disciplinary procedures.
	1. Regularly emphasize that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment. Accidents create unnecessary loss, both personal and financial.
	2. Identifying operational oversights that could contribute to accidents which often result in injuries and property damage.
	3. Participate in safety and health related activities, including routinely attending safety meetings, reviews of the facility, correcting employee behavior that can result in accidents and injuries, and quality control problems.
	4. Spend some time with each person hired, explaining the safety policies and the hazards of his/her particular work. See that this initial orientation of “new hires” is carried out.
	5. Make certain that if a “competent person” is required, that one is on hand to oversee and instruct employees when necessary.
	6. Never short cut safety for expediency, nor allow workers to do so.
	7. Enforce safety rules consistently and follow the company’s discipline/enforcement procedures.
	8. Conduct daily, job-site walk-arounds and correct noted safety violations.
11. Discipline/Enforcement. Two types or degrees of violations are:
	1. Serious Violation. A serious violation is a violation of any company rule or regulation without premeditation. For a serious violation, Jeff Gosch can use his judgment to determine the degree of discipline regarding the number of days off without pay and may extend or increase to termination.
	2. Willful Violation. A willful violation is a violation of any company rule or regulation with premeditation or forethought. For a willful violation, the discipline indicated below, Jeff Gosch may extend or increase to termination.
	3. Discipline Policy
		1. **First incident** – formal verbal warning
		2. **Second incident** – 1st written warning
		3. **Third incident** – 2nd written warning
		4. **Fourth incident** – One day suspension without pay
		5. **Continued offenses** – Will result in multi day suspension or termination.

Jeff Gosch reserves the right to skip or repeat any of the above steps if he believes it serves the best interest of employee safety and CMS as a whole.

1. Control of Hazards. Where feasible, workplace hazards are prevented by effective design of the job-site or job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent unsafe and unhealthy exposure.

 Once a potential hazard is recognized, the elimination or control must be done in a timely manner.

These procedures should include measures such as the following:

* 1. Use engineering techniques where feasible and appropriate.
	2. Maintain the facility and all equipment to prevent equipment breakdowns.
	3. Use administrative controls, such as reducing the duration of exposure.
	4. Supervisors/foremen shall maintain a periodic site inspection program.
	5. Establish a medical program that includes first aid on site, as well as nearby physician and emergency medical card to reduce the risk of any injury or illness that occurs.
1. Safety Committee. The Committee shall consist of representatives from Management and employees with Jason Szaraz, the Safety Coordinator, as chairman. The Committee is a forum, created for the purpose of fostering safety and health through communication. The responsibilities of Safety Committee Members include:
	1. Discuss safety policies and procedures with Management and make recommendation for improvements.
	2. Serve as liaison between workers and Management in safety matters.
	3. Provide technical reference materials.
	4. Review accident investigation reports on all accidents and “near misses”.
	5. Address any and all safety hazards to employees whenever one is observed.
2. Training. Training is an essential component of an effective safety and health program. It addresses the responsibilities of both Management and employees at the site. Training is often most effective when incorporated into other education on performance requirements and job practices. Training is accomplished through weekly safety meetings and training aids. Training programs should be provided as follows:
	1. Initially, when the plan is developed.
	2. For all new employees.
	3. When new equipment, materials, or processes are introduced.
	4. When procedures have been updated or revised.
	5. When experiences/operations show that employee performance must be improved.
	6. Annually, at minimum.
	7. Training is not just for the worker, but for everyone.
3. Hazard Education. Besides the standard training, employees should also be trained in the recognition of hazards. They should be able to look at something or someone and know that there is a problem. Employees trained in the recognition of hazards are less likely to be injured on the job. Overall production will increase, workers compensation insurance will decrease, and Management/employee relations will substantially improve. A list of possible hazards may include:
	1. **Falls:** From floors, roofs and roof openings, ladders (straight and step), scaffolds, wall openings, trenches, steel erection, stairs, chairs
	2. **Electrical:** Appliances, damaged cords, outlets, overloads, overhead high voltage, extension cords, portable tools (broken casing or damaged wiring), grounding, metal box interrupters (GFCI)
	3. **Housekeeping:** Exits, walkways, floors, trash, storage of materials (hazardous and non-hazardous), protruding nails, etc.
	4. **Fir**e: Oily/dirty rags, combustibles, fuel gas cylinders, exits blocked
	5. **Trips/Slips:** Stairs, uneven flooring, electrical cords, and icy walkways
	6. **Health:** Silicosis, asbestos, loss of hearing, eye injury due to flying objects
4. Record Keeping and Hazard Analysis
	1. If an injury or accident should ever occur, you are to report it to your supervisor/foreman as soon as possible.
	2. A log and summary report shall be maintained for every recordable injury and illness. The entry should be done as soon as practical, but no later than six (6) working days after receiving information that a recordable injury or illness has occurred. The OSHA Log No. 300 or equivalent shall be used for the recording.
	3. A recordable injury or illness would be fatality, lost work days, transfer to another job or termination of employment, an incident requiring medical treatment (other than first aid) or loss of consciousness or restriction of work or motion.
	4. First aid is any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth which do not ordinarily require medical care.
	5. An annual summary of recordable injuries and illnesses shall be posted and contain the following information:
		1. Calendar year
		2. Company/establishment name
		3. Company/establishment address
		4. Certification signature, titles and date
	6. The summary covering the previous calendar year shall be posted no later than February 1 and remain in place until March 1.
	7. If no injury or illness occurred in the year, zeros must be entered on the total line and be posted.
	8. The employer to determine trends or patterns in injuries in order to address hazards to which employees are exposed should evaluate OSHA 300.
5. Accident Investigation. Supervisor/Foreman
	1. Provide first aid; call for emergency medical care if required.
	2. If further medical treatment is required, arrange to have an employee accompany the injured employee to the medical facility. Encourage return to work with the physician, if possible.
	3. Secure area, equipment and personnel from injury and further damage.
	4. Investigate the incident (injury). Gather facts, employee and witness statements; take photographs and physical measurements of incident site and equipment involved.
	5. Complete an incident investigation report form within 24 hours whenever possible.
	6. If the injury warrants time away from work, ensure that the absence is authorized by a physician and that you maintain contact with your employee while he/she remains off work.
	7. Ensure corrective action to prevent a recurrence.
	8. Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence. Discuss with other supervisors and other management.
	9. Monitor status of employee(s) off work; maintain contact with employee and encourage return to work in accordance with any restrictions required by the physician.
	10. When injured employee(s) return to work, they should not be allowed to return to work without “return to work” release form from the physician. Review the release carefully and ensure that the employee follows the restrictions indicated by the physician.
6. First Aid. CMS of Colorado Springs has designated First aid kits located throughout the facility and jobsite locations: Every employee shall be trained in emergency procedures:
	1. Evacuation plan
	2. Alarm systems
	3. Locations of First-aid kits
	4. Types of potential emergencies
7. Safety Rules and Procedures
	1. No employee is expected to undertake a job until that person has received adequate training.
	2. All employees shall be trained on every potential hazard that they could be exposed to and how to protect themselves.
	3. No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
	4. Only qualified, trained personnel are permitted to operate machinery or equipment.
	5. All injuries must be reported to your supervisor/foreman. Manufacturer’s specifications/limitations/instructions shall be followed.
	6. Particular attention should be given to new employees and to employees moving to new jobs or doing non-routine tasks.
	7. All OSHA posters shall be posted at Home Office.
	8. Emergency numbers shall be posted and reviewed with employees.
	9. Each employee in an excavation/trench shall be protected from cave-ins by adequate protective system.
	10. Employees working in areas where there is a possible danger of head injury, excessive noise exposure, or potential eye/face injury shall be protected by personal protection equipment (PPE).
	11. All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
	12. All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
	13. The employer shall ensure that electrical equipment is free from recognizable hazards that are likely to cause death or serious physical harm to employees.
	14. All scaffolding shall be erected in accordance with the CFR 1926.451 subpart

L. Standard guardrail for fall protection and ladders for safe access shall be used.

* 1. All places of employment shall be kept clean. The floor of every workroom shall be maintained, so far as practical, in a dry condition; standing water shall be removed. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places or appropriate waterproof footgear shall be provided.
	2. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and holes and openings.
	3. All floor openings and open-sided floor and wall openings shall be guarded by a standard railing and toe-board or cover.
	4. The employer shall comply with the manufacturer’ s specifications and limitations applicable to the operation of any and all cranes and derricks.
	5. All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
	6. No construction loads shall be placed on a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.
	7. A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19” or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.

#### JOB SAFETY PROGRAM

**Name of Project**

From: Jeff Gosch Date: October 5, 2022

To: All Employees and Subcontractor Employees

It is the policy of CMS of Colorado Springs, to implement this safety program to avoid all accidents, to keep accidents at a minimum, to eliminate hazards, and to avoid all personal injuries. This safety program will be followed by all personnel on the above project.

1. Responsibility - The job Safety Coordinator, Jason Szaraz, will be responsible for CMS of Colorado Springs employees and for subcontractor employees, for posting this program at the site, and for any record keeping and necessary reporting.
2. Subcontractor Supervision - The job/safety superintendent will be responsible for enforcement of this program as it applies to all subcontractors. He will assure himself that each subcontractor has a copy of the program, and that the subcontractor’ s personnel know where the program is posted. He will conduct a meeting with each subcontractor prior to commencement of the project to review the safety program. He will see that subcontractor personnel attend the weekly tool box safety meeting. He will see that each subcontractor is cognizant of his individual safety phase plan, and he will see that the provisions of the safety phase plan are strictly followed.
3. Indoctrination - The job/safety superintendent will be responsible for the indoctrination of all new employees. He will see that each new employee reads the program and understands its provisions. He will see that each new employee knows where the program is posted and where the first aid kit and fire extinguishers are located. He will see that each new employee is furnished a hard hat and that it is worn at all times on the job-site. He will see that each new employee is familiar with procedures to be followed in case of an accident or fire. He will discuss the safety program, its purpose, and the hazards to be avoided with each new employee. He will assure that each new employee is aware of the weekly tool box meeting time and place. He will insist on each employee practicing daily job clean-up. He will employ the foregoing procedures with each subcontractor and his employees. In addition to the above, all employees will be required to read, answer, and sign the safety orientation of employees before starting work.
4. Tool Box Safety Meeting - A Tool Box Safety Meeting will be conducted each week at 7:30 a.m. at each active job site. Representatives of all subcontractors, as well as all employees will attend. The job superintendent / foreman will review the general provisions of the safety program. He or she will discuss the possible hazards in the work of the coming week. He or she will discuss the hazards of the past week, how they were avoided and how to prevent them in the future. An attendance record will be kept.
5. Fire Protection
	1. One Type 2A, B, C fire extinguishers, at a minimum, will be kept on the job-site at all times, located in the most practical place according to the work at the time and possible hazards involved; but more permanently located in the field office. The job superintendent will see that employees are aware of the fire extinguisher locations and that they are instructed in their use. Fire extinguishers will be inspected and filled annually. Fire extinguishers shall be easily accessible during equipment welding or when flammable liquids are present.
	2. To prevent fire hazards, trash will not be allowed to accumulate. Close watch will be maintained on smoking activities and any welding will be attended by someone alert to fire hazards. Fueling activities of equipment will only be done with engines turned off.
6. Housekeeping - The job/safety superintendent will be responsible for seeing that the job- site is cleared of all trash daily. Trash barrels, as necessary, will be provided for constant clean-up, and will be emptied daily or as necessary. Trash will not blow around or off the job-site. Subcontractors will be required to comply with these requirements. Trash and debris will be removed from government property and disposed at legal offsite dump sites.
7. Mechanical Equipment Inspection
	* Daily inspections of all equipment will be made. Necessary repairs will be made at once or the equipment will be shut down until repairs are made. Records of daily inspections will be kept in each piece of equipment showing types of inspections made and repairs made. Equipment will be shut down during fueling or repair operations.
	* Crane load tests will be made by owner/operator with a fixed load and in accordance with the load chart for that equipment. Maximum load charts will be posted in the crane cab, in full view of the operator.
	* Forms for equipment maintenance and inspection for the subcontractors involved will be made available by the job/safety superintendent. Inspections and maintenance will be performed daily, usually by the operator involved. In some cases the operator is the owner.
	* The job superintendent, foreman, or operator will inspect each piece of equipment as it arrives on site. All equipment inspections will be approved by the job superintendent.
8. First Aid and Medical - A first aid kit will be kept on the job-site in supervisors vehicle.
9. Sanitary Facilities
	* One chemical toilet facility, or more as required, will be maintained on the job- site at all times and will be serviced as required.
10. Accident Reporting
	* The job/safety superintendent will report any lost time accident to his office immediately, and to the construction representative, within three (3) working days. Any property damage accidents over $2,000.00 will also be reported to the office and to the construction representative.
	* Accident investigation, determination of corrective action, and preparation of any necessary follow-up reports will be the responsibility of Jeff Gosch.
11. Conclusion - Safety is an important part of the operations of CMS of Colorado Springs. and the company will not tolerate unsafe practices. Employees continuing to work in an unsafe manner after a warning will be terminated. We expect that all employees will realize that this program is aimed at their own protection from injury.

##### SECTI ON III – List of Attachments

* + General Contractor Safety Meeting Report
	+ Subcontractor Safety Meeting Report
	+ General Job-site Safety Inspection Checklist
	+ Crane Test Form
	+ Crane Safety Inspection Checklist
	+ Motor Vehicle Safety Inspection Checklist
	+ Employee Indoctrination Form
	+ Safety and Health Programs Acknowledgement
	+ Fall Protection Plan
	+ Designated Medical Provider Notification Letter
	+ First Report of Injury and Accident Report Information
	+ Safety Harness Inspection Report
	+ Disciplinary Policy
	+ Discipline Action Form
	+ PPE Program
	+ Heat Stress Prevention Program

##### SECTI ON III – Attachment 1

**General Contractor Safety Meeting Report**

PROJECT: DATE:

LOCATION: TIME:

MTG TYPE: # OF EMPLOYEES:

ITEMS DISCUSSED

( ) Ladders & Stairs ( ) Driving

( ) Job Rules ( ) Housekeeping

( ) Safety Belts ( ) Gas Bottle

( ) Power Lines ( ) Clean-Up

( ) Glasses ( ) Excavation

( ) Cover Openings ( ) Cranes

( ) Personal Protection ( ) Saws

( ) Respirators ( ) Clothes

( ) Ear Plugs ( ) Fire Extinguishers

( ) Hard Hats ( ) First Aid

( ) Fire & Flammables ( ) Lighting

( ) Ventilation ( ) Noise Level

( ) Welding ( ) Compressed Air

( ) Traffic Control ( ) Hand Tools

( ) Material Storage ( ) Equipment Maintenance

( ) Accident Frequency ( ) Scaffolds

( ) Rigging ( ) Pollution

( ) Safety Toe Shoes ( ) Machine Guards

( ) Walkway ( ) Electric Grounds

( ) Demolition ( ) Accident Reporting

( ) Explosives ( ) Other

CMS OF COLORADO SPRINGS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

Employees Advised? Yes No

Safety Recommendations and Suggestions:

Supervisor’ s Name Employee’ s Name

Employee’ s Name Employee’ s Name

Employee’ s Name Employee’ s Name

Employee’s Name Employee’s Name

##### SECTI ON III – Attachment 2 Subcontractor Safety Meeting Report

Subcontractor: Date:

Project:

In accordance with contract document requirements, we advise that on the day shown above we held a safety meeting for our personnel on this project and conducted the meeting as follows:

Number of Craftsmen and/or Laborers Present:

Number of Supervisors and/or Foremen Present:

Work Hazards Pointed Out:

Previous Accidents Discussed:

Safety Directives Issued:

Remarks:

By:

Note: All subcontractors are required to conduct a Safety Meeting weekly. A signed copy of this report must be turned in to the General Contractor’s project office after the meeting.

### Attachment 3

**Safety Inspection Checklist**

Job #

Inspected By: Date:

1. WORK SITE INFORMATION: (Mark N/A as appropriate)
	1. Posting OSHA and other work site warning posters
	2. Are Safety Meetings conducted periodically?
	3. First aid equipment properly stocked
	4. Are work site injury records being kept?
	5. Are emergency telephone numbers conspicuously posted?
	6. Is the “EMERGENCY INFORMATION” form posted?

Describe Violation – Location – Remedy Taken

1. HOUSEKEEPING AND SANITATION:
	1. Are emergency lights fully operational?
	2. General neatness of working areas
	3. Regular disposal of waste and trash
	4. Passageways and walkways clear
	5. Waste containers provided and used
	6. Sanitary facilities adequate and clean
	7. Adequate supply of water
	8. Adequate lighting
	9. Trash receptacle for drinking cups
	10. Are handrails and stair treads in good repair?
	11. Is smoking restricted to certain locations?
	12. Are electrical cords and plugs in good condition?
	13. Is a clearance of 3’ maintained around hot water heaters, electric breaker panels, heating units, and fire sprinkler riser?
	14. Are electric circuit breakers free of obstructions?

Describe Violation – Location – Remedy Taken

1. FIRE PREVENTION:
	1. Fire instruction to personnel
	2. Fire extinguishers identified, accessible, and fully charged
	3. “No Smoking” signs posted and enforced where needed
	4. Good housekeeping
	5. Storage, use and handling of flammable liquids properly done
	6. Fire hazards checked
	7. Is gasoline contained only in UL listed containers?

Describe Violation – Location – Remedy Taken

1. HANDLING AND STORAGE OF MATERIALS
	1. Are materials properly stored and stacked?
	2. Are passageways clear?
	3. Shelves in stockrooms in good repair and properly anchored?
	4. Stacks on firm footing, not too high?
	5. Are employees lifting loads correctly?
	6. Are materials protected from weather conditions?
	7. Flammable liquids not stored in areas used for exits or stairways

Describe Violation – Location – Remedy Taken

1. HAND TOOLS:
	1. Proper tool being used for each job
	2. Neat storage, safe carrying
	3. Inspection and maintenance
	4. Electric tools are grounded

Describe Violation – Location – Remedy Taken

1. PERSONAL PROTECTIVE EQUIMENT:
	1. Eye protection
	2. Respirators and masks
	3. Helmets, hoods, head protection
	4. Gloves, aprons, sleeves
	5. Hearing protection
	6. Safety belts and lifelines
	7. Safety vest are being worn
	8. Back support belts

Describe Violation – Location – Remedy Taken

1. HAZARDOUS MATERIALS:
	1. Is a binder containing SDS for supplies containing hazardous chemicals available to employees before using?
	2. Are “Safety Data Sheets are Available on Request” signs posted in conspicuous locations?
	3. Is the hazardous waste inventory log maintained?
	4. Are hazardous waste storage areas inspected weekly?
	5. Is the hazardous material dispositioning log maintained?
	6. All containers clearly identified
	7. Proper storage practices observed
	8. Proper storage temperatures and protection
	9. Proper type and number of extinguishers nearby

Describe Violation – Location – Remedy Taken

Unsafe acts and/or practices observed

##### Attachment 4 Crane Test

Max Lift Anticipated Ton. Length Boom:

Static Test Load: Tons. Beam Angle:

Description of Test Operation:

Performance Test Load: Tons Beam Angle:

Angle of Swing:

Description of Load: Time of Test:

Description of Test Operation:

Test Load: Tons. Length of Jib:

Description of Load: Time of Test:

Description of Test Operation:

Does Crane Appear to be Satisfactory? If No, Comment.

Tests Observed By:

Owners Representative Contractors Representative

Comments:

Attachment 5

Crane Safety Inspection Checklist

Project:

Prime Contractor:

Furnished and Operated by:

Contract

No.

Date of

Inspection:

Type of Equipment:

Make:

Model

No.: Serial No.

Inspected by: Title: Employer:

Approved by: Title: Employer:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Adequate shock absorbing boom stops?
2. Safety glass in the cab?
3. Safe load capacity chart?
4. Boom angle indicator?
5. Indicator for leveling grade?
6. Wire rope, cable, clamps, hood, etc., in good condition?
7. Sufficient cable for 2 wraps around drum?
8. Braking system capable of holding maximum rated load?
9. Positive locking devices on drums?
10. Operator protected from the elements of falling objects, swinging loads, etc.?
11. Necessary platform, steps, handrails?
12. All belts, pulleys, chains, and other nip and shear points guarded?
13. If crane equipped with two-block warning feature(s) a two-block damage prevention feature, for an inti-two-block device for all points of two-blocking?
 | Yes | No | N/A |
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To be used in conjunction with the Checklist for Off-Highway Self-Propelled Work Machine and Motor Vehicles.



**of Colorado Springs, Inc.**

**Vehicle Inspection Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mileage Beginning:** |  | **Ending:** |  |
| **Date:** |  | **Vehicle:** |  |
|  |  | **Driver:** |  |
|  **WEEKLY**  |  |  |  |
| Check Oil Level |  | Amount Added: |   |
| Check Coolant Level |  | Amount Added: |   |
| Check Transmission Fluid |  | Amount Added: |   |
| Check Power Steering Fluid |  | Amount Added: |   |
| Check Brake Fluid |  | Amount Added: |   |
| Check Washer Fluid |  | Amount Added: |   |

 **MONTHLY Not OK (List Problem and/or Repair)**

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Check Head, Tail & Brake Lights

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Check Turn Signals

Check Wiper Blades

Check Tires

Check Mirrors

Check Horn

Check Exhaust System Check Heating/Cooling System Check Seatbelts Check Brakes, including trailer brakes Check Locks

Check Steering

Check Windows Body Condition (New Dents/Scratches) Interior Clean

Exterior Clean

Current Proof of Insurance

Fire Extinguisher (if necessary)

**Explain any other problems:**

##### SECTI ON III – Attachment 7 Employee Indoctrination Form

From: Jeff Gosch

 General Manager

To: All Employees

Re: Employee Indoctrination

Date: October 52, 2022

This letter is to inform all employees working CMS of Colorado Springs, Inc. projects of what is expected of them while on the job site. Please read the information below, sign on the line and return this to the job superintendent. If you want a copy of this letter, please ask.

1. Hard hats are mandatory.
2. Boots will be worn at all times. In some cases, steel toed shoes or boots are to be worn.
3. Shirts without sleeves are not permitted.
4. Safety is first on this job-site and will be enforced.
5. There will be a Toolbox Safety Meeting held every Monday at 12:30 a.m. If you are not on the site on that day you will need to be briefed when you arrive back to the site.
6. Due to the dangers on this project, everyone needs to be alert to safety. If anyone is reprimanded more than three (3) times on safety, this person will be removed from the site and will not be permitted to return.
7. All work areas will be cleaned up at the end of each day and trash will be disposed of off the Government property.
8. When working off ladders, assure that the correct type of ladder is being used. If using an extension ladder, ensure that it is extended at least three (3) feet above your work and is tied off.
9. Horseplay will not be tolerated.
10. Always use a seat belt when using equipment.
11. Abide by Safety and Health Policies and Procedures as certified by Section III, Attachment No. 8.

I have read the above statement and will abide by these rules.

Signature

##### SECTION III – Attachment 8

Safety and Health Program Acknowledgement

I have read and understand the attached CMS of Colorado Springs, Inc. policies and procedures on Safety and Health and agree to abide by them. I have had the duties explained to me for the position I have accepted and understand the requirements of the position. I further certify that I am qualified and capable of performing these duties. I understand that any violation of the above policies is reason for disciplinary action up to and including termination.

Signature Date

Printed Name

Supervisor’ s Signature

##### SECTI ON III – Attachment 9 Fall Protection Plan

1. Policy
	1. It is the policy of CMS of Colorado Springs to take all practical measures possible to prevent employees from being injured by falls from heights. CMS of Colorado Springs will take all necessary steps to eliminate, prevent, and control fall hazards. CMS of Colorado Springs will comply fully with the OSHA Fall Protection standard (CFR 1926, Subpart M, Fall Protection).
	2. This policy will follow the OSHA standard for potential falls from heights of 4 feet and mores. First consideration will be given to the elimination of fall hazards. If a fall hazard cannot be eliminated, effective fall protection will be planned, implemented, and monitored to control the risks of injury due to falling.
	3. All personnel exposed to potential falls from heights will be trained to minimize their exposures. Fall protection equipment will be provided and used by all employees. Managers will be responsible for implementation of a fall protection plan for each job site.
2. Fall Hazard Identification and Evaluation Responsibilities. The Manager/foreman on each job site will be responsible for identifying fall hazards on their job site. The Manager/foreman will evaluate each situation or work procedure where employees may be exposed to a fall of 4 feet or more. The Manager/foreman will be responsible for developing a plan to eliminate the exposures, if possible, or to select the appropriate fall protection systems and/or equipment.
3. Examples of Situations Requiring Fall Protection. The following are examples of situations were fall protection will be required. This listing is by no means complete, and there are many other situations where a fall of 4 feet or more is possible. It should be noted that ladders and scaffolding are not included in this list. They are covered by other OSHA standards and other requirements of our safety program.
4. Wall Openings. Any employee working near a wall opening (including those with chutes attached) where the outside bottom edge of the wall opening is 4 feet or more from a lower level, or the wall opening is less than 39 inches (1.0 meter) above the walking/working surface below, will be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.
5. Holes. Personal fall arrest systems, covers, or guardrail systems shall be erected around holes (including skylights) that are more than 4 feet above lower levels.
6. Leading Edges. Each employee who is constructing a leading edge 4 feet or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.
7. Excavations. Each employee at the edge of an excavation 4 feet or more deep shall be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 4 feet or more above the excavation.
8. Form-work and Reinforcing Steel. For employees, while moving vertically and/or horizontally on the vertical face of reinforcing bar (rebar) assemblies built in place, fall protection is not required when employees are moving. OSHA considers the multiple hand holds and foot holds on rebar assemblies as providing similar protection as that provided by a fixed ladder. Consequently, no fall protection is necessary while moving point to point for heights below 24 feet. An employee will be provided with fall protection when climbing or otherwise moving at a height more than 24 feet, the same as for fixed ladders.
9. Hoist Areas. Each employee in a hoist area shall be protected from falling 4 feet or more by guardrail systems or personal fall arrest systems. If guardrail systems (chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.
10. Overhand Bricklaying and Related Work. Each employee performing overhand bricklaying and related work 4 feet or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems, or shall work in a controlled access zone. All employees reaching more than 10 inches (25 cm) below the level of a walking/working surface on which they are working shall be protected by a guardrail system, safety net system, or personal fall arrest system.
11. Precast Concrete Erection and Residential Construction. Each employee who is 4 feet or more above lower levels while erecting precast concrete members and related operations such as grouting of precast concrete members and each employee engaged in residential construction, shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.
12. Ramps, Runways, and Other Walkways. Each employee using ramps, runways, and other walkways shall be protected from falling 4 feet or more by guardrail systems.
13. Low-slope Roofs. Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 4 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of a warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted.
14. Steep Roofs. Each employee on a steep roof with unprotected sides and edges 4 feet or more above lower levels shall be protected by guardrail systems with toe boards, safety net systems, or personal fall arrest systems.
15. Controlled Access Zones. A Controlled access zone is a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems—guardrail, personal arrest or safety net—to protect the employees working in the zone.
	1. Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only workers allowed in controlled access zones.
	2. Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access.
	3. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:
		1. Flagged or otherwise clearly marked at not more than 6-foot intervals with a high-visibility material
		2. Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches from the walking/working surface and the highest point is not more than 45 inches--or more than 50 inches when overhand bricklaying operations are being performed--from the walking/working surface.
		3. Strong enough to sustain stress of not less than 200. Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
		4. Control lines will be connected on each side to a guardrail system or wall.
		5. When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.
		6. Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet or more than 15 feet from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.
		7. On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas.
		8. On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day’ s work shall be removed.
16. Fall Protection Systems. When there is a potential fall of 4 feet or more, CMS will utilize one or more of the following means of providing protection:
	1. Guardrail Systems
		1. Guardrail systems must meet the following criteria. Top rails and midrails of guardrail systems must be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it must be flagged at not more 6 feet intervals with a high-visibility material. Steel and plastic banding will not be used as top rails or midrails. Manila, plastic, or synthetic rope used for top rails or midrails must be inspected as frequently as necessary to ensure strength and stability.
		2. The top edge height of top rails, or (equivalent) guardrails must be 42 inches plus or minus 3 inches, above the walking/working level. When workers are using stilts, the top edge height of the top rail, or equivalent member, must be increased to an amount equal to the height of the stilts.
		3. Screens, midrails, mesh, intermediate vertical members, or equivalent intermediate structural members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches high. When midrails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches apart.
		4. Other structural members, such as additional midrails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches.
		5. The guardrail system must be capable of withstanding a force of at least 200 pounds applied within 2 inches of the top edge in any outward or downward direction. When the 200 pound test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches above the walking/working level. Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging. If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.
		6. Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member. The ends of top rails and midrails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.
		7. When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place. At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides or edges. If guardrail systems are used around holes that are used as access points (such as ladder ways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.
17. Personal Fall Arrest Systems. These consist of an anchorage, connectors, and a body belt or body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:
	1. Limit maximum arresting force on an employee to 900 pounds when used with a body belt.
	2. Limit maximum arresting force on an employee to 1,800 pounds when used with a body harness.
	3. Be rigged so that an employee can neither free fall more than 4 feet nor contact any lower level.
	4. Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet
	5. Have sufficient strength to withstand twice the potential impact energy of an employee free fall a distance of 4 feet or the free fall distance permitted by the system, whichever is less.
	6. **The use of body belts for fall arrest is prohibited** and a full body harness is required.
	7. Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service.
18. Positioning Device Systems. These body belt or body harness systems are to be set up so that workers can free fall no farther than 2 feet. They shall be secured to an anchorage capable of supporting a least twice the potential impact load of an employee’ s fall or 3,000 pounds, whichever is greater.
19. Safety Monitoring Systems. When no other alternative fall protection has been implemented, CMS of Colorado Springs shall implement a safety monitoring system. CMS of Colorado Springs will appoint a competent person to monitor the safety of workers and shall ensure that the safety monitor:
	1. Is competent in the recognition of fall hazards;
	2. Is capable of warning workers of fall hazard dangers and in detecting unsafe work practices;
	3. Is operating on the same walking/working surfaces of the workers and can see them;
	4. Is close enough to work operations to communicate orally with workers and has no other duties to distract from the monitoring function.
	5. Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low- sloped roofs.
	6. No worker, other than one engaged in roofing work (on low-sloped roofs) or one covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.
	7. All workers in a controlled access zone shall be instructed to promptly comply with fall hazard warnings issued by safety monitors.
20. Safety Net Systems
	1. Safety nets must be installed as close as practicable under the walking/working surface on which employees are working and never more than 30 feet (9.1 meters) below such levels. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Safety nets shall be installed with sufficient clearance underneath to prevent contact with the surface or structure below.
	2. Items that have fallen into safety nets including—but not restricted to, materials, scrap, equipment, and tools—must be removed as soon as possible and at least before the next work shift.
21. Warning Line Systems. Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:
	1. Flagged at not more than 6-foot intervals with a high-visibility material;
	2. Rigged and supported so that the lowest point including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
	3. Stanchions, after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge;
	4. The rope, wire, or chain shall have a minimum tensile strength of 500 pounds and after being attached to the stanchions, must support without breaking the load applied to the stanchions as prescribed above.
	5. Shall be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.
	6. Warning lines shall be erected around all sides of roof work areas. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge perpendicular to the direction of mechanical equipment operation.
	7. When mechanical equipment is not being used, the warning line must be erected not less than 6 feet from the roof edge.
22. Covers. Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or workers’ activities, all covers must be secured. All covers shall be color coded or bear the markings "HOLE" or "COVER."
23. Protection from Falling Objects
	1. When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet of working edges. Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear of the working area by removal at regular intervals.
	2. During roofing work, materials and equipment shall not be stored within 6 feet of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.
24. Training. Employees will be trained in the following areas:
	1. The nature of fall hazards in the work area;
	2. The correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems;
	3. The use and operation of controlled access zones and guardrail, personal fall arrest, safety net, warning line, and safety monitoring systems;
	4. The role of each employee in the safety monitoring system when the system is in use;
	5. The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
	6. The correct procedures for equipment and materials handling and storage and the erection of overhead protection; and, the Employees’ role in fall protection plans.

##### SECTION III – Attachment 10 Designated Medical Provider for Work Related Injuries and Illnesses

From: Jeff Gosch,

 General Manager

 To: All Employees

Date: October 5, 2022

Re: Designated Medical Provider for Work Related Injuries and Illnesses

Effective immediately, all employees must obtain treatment of work related injuries and illnesses from one of the following facilities:

Healthquest Medical Inc.

1495 Garden of the Gods Road, Suite #102, Colorado Springs, CO 80907

Phone No. 719-260-9797 Hours: 8am – 5pm, M-F

UCHealth Occupational Medicine Clinic – Garden of the Gods

1035 Garden of the Gods Road, Suite #120, Colorado Springs, CO 80907

Phone No. 719-365-3200 Hours: 8am – 6pm, Every Day

Concentra Medical Centers – CO-Rockrimmon

5320 Mark Dabling Blvd, Suite #100, Colorado Springs, CO 80918

Phone No. 719-592-1584 Hours: 8am – 5pm, M-F

Concentra Medical Centers – CO-Bijou

402 W Bijou Street, Colorado Springs, CO 80905

Phone No. 719-302-6942 Hours: 8am – 5pm, M-F

In the event of a life or limb-threatening emergency, the injured employee will be sent to the nearest emergency medical facility. Follow-up care must be provided by one the medical facilities listed above.

If an employee is treated at an unauthorized medical facility, the employee will be responsible for payment of that treatment.

All employees must sign below acknowledging this Company’s policy to utilize the designated medical provider.

I have read and am fully aware of this Company’s policy regarding medical treatment for work related injuries and illnesses.

Employee Signature Date

A copy of this signed document will be retained in the employee’s personnel file.

**SECTI ON III – Attachment 11**

**First Report of Injury and Accident Report Information Claims Management Procedures**

**October 5, 2022**

Injured employees must immediately contact the Safety Coordinator or supervisor at their project site. When an on-the-job accident or injury occurs, the most important consideration is the injured employee. In a life threatening or severe emergency, take the employee to the nearest medical facility immediately, or call 911 for assistance.

For non-emergency injuries, take the employee to the nearest medical facility. (The employee may be held personally responsible for payment of any medical bills if an unauthorized medical facility is used.) After the injured employee has been given medical attention, the next step is to contact the company’ s workers’ compensation insurance carrier.

If an employee is injured on the job, the company’s workers’ compensation insurance will provide for payment of medical expenses and weekly compensation payments. The workers’ compensation broker for this company is Pinnacol Insurance.

In the event of an accident or injury, complete the First Report of Accident Form (see attached); bring or email it to Alex Harris at alex@cmsgc.com. She will file the claim with insurance company. An adjuster will be appointed in three to five working days and a claim will be issued. In the meantime, providing identification of our carrier will allow the injured employee to receive medical care at our designated providers.

When talking with a claims adjuster, you will need to explain the circumstances of the accident, estimated lost work days, preliminary medical prognosis, and that the appropriate first report of injury forms are being completed. After the insurance carrier has been contacted, investigate the cause of the accident.

Accident investigation is an indispensable factor in loss control. Some of the basic items to cover in the investigation are:

1. Was the accident the result of third-party negligence?
2. Confirm the accident happened on the job.
3. All witnesses should be interviewed and written statements taken.
4. Was the accident preventable?
5. Was a posted safety rule knowingly violated?

Modified duty will be implemented whenever possible and injured employees will be contacted at least once a week.

CMS of Colorado Springs believes that an injured worker is not necessarily an unproductive employee. If an employee is injured on-site and cannot complete his job due to injury, CMS of Colorado Springs will attempt to find the employee another position in which he can be a productive part of the company team. CMS of Colorado Springs will encourage the employee to return to their original job while working in the limitations established by the physician. CMS of Colorado Springs will work closely with our medical provider to establish a modified duty program in which both the employee and CMS of Colorado Springs will benefit.

# SAFETY AWARDS PROGRAM

**For CM S of Colorado Springs, Inc. Employees**

1. **90 Days(3 Months) Accident Free: $50.00**
2. **180 Days (6 Months) Accident Free: $75.00**
3. **270 Days (9 Months) Accident Free: $100.00**
4. **365 Days (1 Year) Accident Free: $140.00**

**Total for 1 Year $365.00 ($1.00 a Day)**

Records will be kept by Jason Szaraz, Safety Coordinator, from the time of hire or at the beginning of the year starting in January. Definition of accident free is when no First Report of Injury has been filled out for employee.

Each employee will be reviewed by the Safety Coordinator every 3 months and awards will be given at that time. If CMS, Inc. is able to maintain an accident free year, a party will be given to all employees involved for that year.

**SAFETY IS FOR LI FE**

### SECTION III – Attachment 12

**Safety Harness Inspection Report**

|  |  |  |
| --- | --- | --- |
| **JOBSITE** | **Date** | **Inspector’s****Name** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Harness Make/ Model** | **MFG.'S SERIAL NUMBER** | **HARNESS WEBBING OR LEATHER** | **ALL STITCHING** | **RIVETS & EYELETS** | **D-RINGS, BUCKLES & TONGUE** | **BODY PAD (IF APPL.)** | **LANYARDS** | **SAFETY LATCH / HOOK** | **CERTIFICATION OR DATA TAG** |
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0 = YES - OK

**X = NO - REPLACE**

**Ensure Harness is COLOR-CODED with the appropriate tape marker FORWARD TO SAFETY DIRECTOR AT**

## CMS Disciplinary Policy:

When company policies are violated the supervisor will begin the formal disciplinary process, beginning with issuing a formal verbal warning and documenting the incident. If an employee continues violating company policy or behaving inappropriately punishments will increase and may result in termination of employment. Examples of violations that constitute formal discipline include:

* + Tardiness or absenteeism
	+ Not wearing proper safety equipment / Not following safety procedures
	+ Damaging or misusing company equipment or materials
	+ Operating equipment without proper training or approval
	+ Consistently leaving trash on job sites
	+ Being under the influence of drugs or alcohol
	+ Threatening other employees, violence, or offensive behavior
	+ Sexual harassment
	+ Major mistakes due to lack of attention or effort
	+ Other actions the supervisor deems to be detrimental to the workers or the company

Below are the disciplinary action steps to be taken by supervisors when violations are committed. Supervisors should document any formal disciplinary action. Each step may be repeated or skipped at the supervisor’s discretion. The employee will be notified if formal disciplinary action is taken against them. If an employee disagrees with any formal disciplinary action taken against them, they have the right to explain what happened from their perspective. If this is your situation please contact Jeff Gosch in the office

(jeff@cmsgc.com / 719-217-1226).

1. Formal Verbal Warning
2. 1st Written Warning
3. 2nd Written Warning & Supervisor Meeting to discuss correcting behavior
4. One day suspension without pay
5. Continuous offenses can result in multi-day suspensions or termination

By signing below I acknowledge that I have received a copy of the CMS disciplinary policy. I agree to abide by the CMS disciplinary policy. If I have any questions or concerns, I will bring them to the attention of my supervisor or office staff.

(Name) (Date)

## Disciplinary Action Form

(To Be Filled Out By Supervisor)

Employee Name: Supervisor Name:

Date of Violation:

Formal Verbal Warning 1st Written WarningJob Number:

2nd Written Warning & Supervisor meeting to discuss correcting behavior. This is the final step before punishment

One day suspension without pay

Continuous offense (Punishment will be determined by supervisor and Rob Foster)

Give a brief description of the Violation:

Was a Supervisor Meeting held with the employee to address the violation and future behavior.

Yes

No

If yes, what was discussed and how will the violation or negative behavior be avoided in the future.

Employee must sign to acknowledge they are aware of this formal disciplinary action.

Supervisor Signature Employee Signature Date

### SECTION III – Attachment 15

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

**PURPOSE:**

The purpose of this program is to protect our employees by ensuring that Personal Protective Equipment (PPE) is provided, used, and maintained in a sanitary and reliable condition whenever it is necessary due to hazards from processes or in the work environment. To the extent that it is possible and feasible, the company will remove or eliminate hazards or exposures through engineering means to eliminate the need for PPE.

This program covers head protection, foot protection, and hand protection. This program covers the responsibilities of managers, supervisors and workers, assessment of hazards, selection and use of personal protective equipment (PPE), and training.

RESPONSIBILITIES:

The job site supervisor and the safety officer will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from managers, supervisors, and employees will be obtained and considered in selecting appropriate equipment.

Managers/supervisors will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required.

Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

HAZARD ASSESSMENT:

The company will perform an assessment of the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE). This assessment will consist of a survey of the workplace to identify sources of hazards to workers.

Consideration will be given to hazards such as impact, penetration, laceration, compression (dropping heavy objects on foot, roll-over, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, etc. Attempts will be made to control the hazard with elimination, substitution, or by the use of engineering or administrative controls. If the hazard cannot be controlled by these measures the use of personal protective equipment (PPE) is mandatory. Where such hazards are present, or likely to be present, we will:

* Select, and have each affected employee use the types of PPE that will protect the employee from the hazards identified in the hazard assessment.
* Communicate equipment selection decisions to each affected employee
* Select PPE that properly fits each affected employee
* Train employees in the use and care of PPE as described elsewhere in this program

Whenever there is a change in process or in the workplace that might introduce or change an exposure or hazard, the company will perform an assessment to determine if there needs to be additional PPE provided or if there is a need for a change in the PPE provided. These supplemental hazard assessments will also be documented, signed and dated by the person performing the assessment. We will review and update the workplace hazard assessment on an annual basis.

SELECTION OF PERSONAL PROTECTIVE EQUIPMENT (PPE):

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the workers' are exposed or potentially exposed. All selections will be made by with input from managers, supervisors and workers.

Personal protective equipment will meet the following standards:

Head Protection devices - ANSI Z89.1-1986 "American National Standard for Personal Protection - Protective Headwear for Industrial Workers"

Foot Protection devices - ANSI Z41-1991 "American National Standard for Personal Protection - Protective Footwear"

Hand Protection - No national standard available - selection will be based on task performed, conditions present, duration of use, and the hazards and potential hazards identified.

TRAINING:

Each employee who is required to use PPE will be trained in the following:

* Why PPE is necessary
* When PPE is necessary
* What PPE is necessary and any alternative choices of equipment
* How to properly don, doff, adjust, and wear PPE
* The proper care, maintenance, storage, useful life, and disposal of PPE

The training will include an opportunity for employees to handle the PPE and demonstrate that they understand the training and have the ability to use the PPE properly. The training will be provided by the manager or supervisor of the affected employees.

If an employee who has been trained demonstrates a lack of knowledge or behavior which leads the supervisor to believe the employee does not have a proper understanding of the PPE involved, that employee will be retrained. If there are changes in the workplace or processes that change the exposures or type of PPE to be used, all affected employees will be retrained.

CARE OF PERSONAL PROTECTIVE EQUIPMENT:

Whenever practical, PPE will be assigned to individual workers for their exclusive use. Employees will be responsible for the PPE equipment assigned to them or used by them.

PPE will be regularly cleaned, inspected and stored according to instructions given during the training sessions or as directed by supervisors or managers. Defective or damaged PPE shall not be used. Employees are to report any defective or damaged equipment to their supervisor for repair or replacement.

**SECTION III – Attachment 16**

**CMS Inc. - Heat Stress Prevention Program**

1. **Purpose**

This Heat Stress Prevention Program has been developed to provide workers with the training and equipment necessary to protect them from heat related exposures and illnesses.

1. **Training**

All employees who are or may be exposed to potential heat related illnesses will receive training on the following:

* The environmental and personal risk factors that cause heat related illnesses;
* The importance of frequent consumption of small quantities of water, up to 4 cups per hour under extreme conditions of work and heat;
* The importance of acclimatization;
* The different types of heat illness and the common signs and symptoms of heat illness;
* The importance of immediately reporting to the employer, directly or through the employee’s supervisor, symptoms or signs of heat illness in themselves, or in co- workers.
* The employer’s 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 an emergency medical service provider;
* How to provide clear and precise directions to the work site.
1. **Supervisor Responsibilities**
* Supervisors will be provided the procedures to follow to implement the applicable provisions of this program.
* Supervisors will be provided the procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
1. **Provision of Water**

Employees shall have access to potable water. Employees should consume one quart per employee per hour for drinking throughout the entire shift for a total of 2 gallons per employee per 8-hour shift if working in high heat.

1. **Access to Shade**

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Shade areas can include trees, buildings, canopies, lean-tos, or other partial and/or temporary structures that are either ventilated or open to air movement. The interior of cars or trucks are not considered shade unless the vehicles are air conditioned or kept from heating up in the sun in some other way.

1. **Heat Stress Disorders**

###### Heat Rash (Prickly Heat)

Symptoms:

* + - Red blotches and extreme itchiness in areas persistently damp with sweat.
		- Prickling sensation on the skin when sweating occurs.

Treatment:

* + - Cool environment.
		- Cool shower.
		- Thorough drying.

Heat rashes typically disappear in a few days after exposure. If the skin is not cleaned frequently enough the rash may become infected.

###### Heat Cramps

Symptoms:

* + - Loss of salt through excessive sweating.
		- Cramping in back, legs and arms.

Treatment:

* + - Stretch and massage muscles.
		- Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids.

###### Heat Exhaustion

Heat exhaustion occurs when the body can no longer keep blood flowing to supply vital organs and at the same time send blood to the skin to reduce body temperature.

Symptoms:

* + - Weakness.
		- Difficulty continuing work.
		- Headache.
		- Breathlessness.
		- Nausea or vomiting.
		- Feeling faint or actually fainting.

Treatment:

* + - Call 911.

Help the victim to cool off by:

* + - Resting in a cool place.
		- Drinking cool water.
		- Removing unnecessary clothing.
		- Loosening clothing.
		- Showering or sponging with cool water.

It takes 30 minutes to cool the body down once a worker becomes overheated and suffers heat exhaustion.

###### Heat Stroke

Heat stroke occurs when the body can no longer cool itself and body temperature rises to critical levels.

Symptoms:

* + - Confusion.
		- Irrational behavior.
		- Loss of consciousness.
		- Convulsions.
		- Lack of sweating.
		- Hot, dry skin.
		- Abnormally high body temperature.

Treatment:

* + - Call 911.

Provide immediate, aggressive, general cooling.

* + - Immerse victim in tub of cool water or;
		- Place in cool shower; or
		- Spray with cool water from a hose; or
		- Wrap victim in cool, wet sheets and fan rapidly.
		- Transport victim to hospital.

Do not give anything by mouth to an unconscious victim.

1. **Safe Work Procedures**
	1. **Supervisors Responsibilities**

Supervisors are responsible for performing the following:

* + - Give workers adequate breaks in a cool area away from heat.
		- Adjust work practices as necessary when workers complain of heat stress.
		- Oversee heat stress training and acclimatization for new workers and for workers who have been off the job for a period of time.
		- Monitor the workplace to determine when hot conditions arise.
		- Increase air movement by using fans where possible.
		- Provide potable water.
		- Determine whether workers are drinking enough water.
		- Make allowances for workers who must wear personal protective clothing (welders, etc.) and equipment that retains heat and restricts the evaporation of sweat.
		- Schedule hot jobs for the cooler part of the day.
	1. **Workers**

Workers are responsible for performing the following:

* + - Follow instructions and training for controlling heat stress.
		- Be alert to symptoms in yourself and others.
		- Determine if any prescription medications you’re required to take can increase heat stress.
		- Wear light, loose-fitting clothing that permits the evaporation of sweat.
		- Wear light colored garments that absorb less heat from the sun.
		- Drink small amounts of water – approximately 1 cup every 15 minutes.
		- Avoid beverages such as tea or coffee.
		- Avoid eating hot, heavy meals.
		- Do not take salt tablets unless prescribed by a physician.
		- Review Attachment 1 for additional information.
1. **Program Review**

The Safety Director will periodically review this program for compliance with all applicable regulatory standards. Updates will be provided to all employees.

**Heat Illness Prevention Guidance for Workers**

Awareness of heat illness symptoms can save your like or the life of a co-worker. The following provides valuable information concerning heat-related illnesses and preventative measures.

* If you are coming back to work from an illness or an extended break or you are just starting a job working in the heat, it is important to be aware that you are more vulnerable to heat stress until your body has time to adjust. Let your employer know you are not used to the heat. It takes about 5-7 days for your body to adjust.
* Drinking plenty of water frequently is vital for workers exposed to the heat. An individual may produce as much as 2 to 3 gallons of sweat per day. In order to replenish that fluid, you should drink 3 to 4 cups of water every hour starting at the beginning of your shift.
* Taking your breaks in a cool shaded area and allowing time for recovery from the heat during the day are effective ways to avoid a heat-related illness.
* Avoid or limit the use of alcohol and caffeine during periods of extreme heat. Both dehydrate the body.
* If you or a co-worker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your supervisor know and rest in a cool shaded area. If symptoms persist or worsen seek immediate medical attention.
* Whenever possible, wear clothing that provides protection from the sun but allows airflow to the body. Protect your head and shade your eyes if working outdoors.
* When working in the heat pay extra attention to your co-workers and be sure you know how to call for medical attention.

## HEAT INDEX



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