

**Western Flooring, Inc.
Injury & Illness Prevention Program**

**ALL PROJECTS
2018**

Table of Contents

Introduction 7

Safety Policy Statement 8

Responsibility & Authority 8

Compliance 8

Communication 8

 Employee Safety & Health Suggestions Program 9

 Introduction 9

 Purpose 9

 Procedure..... 9

Hazard Assessment 12

Accident/Exposure Investigations..... 12

Hazard Correction 15

Disciplinary Policy and Procedure..... 15

 Disciplinary Procedure 15

Safety Training and Instruction 16

Recordkeeping – UNDER 10!!! 16

Reporting 18

Hazardous Substances and Proposition 65 Information..... 18

Code of Safe Practices..... 19

 General Safety Rules 19

Hand Tools and Equipment..... 20

Electric Tools 21

Hammers..... 21

Knives and Razors 21

Hazard Communication Program..... 23

 Employee Right-To-Know..... 23

 Hazard Identification..... 23

 SDS's 23

 Fire Hazards..... 23

Hazard Analysis	23
Hazard Control	23
Hazard Warning Levels.....	24
Hazard Warnings.....	24
SDS Accessibility.....	24
Written Hazard Communication Program	25
Incoming Chemicals	25
SDS and labels.	25
Labeling & Tagging.....	25
Storage	25
Training	26
Employee Rights.....	26
Recordkeeping	26
Trade Contractors	26
Housekeeping	27
Personal Protective Equipment	27
Lifting and Carrying.....	28
The Biomechanics of Lifting	28
Conditioning.....	28
Material Handling: Think Before You Lift.....	28
Physical Lifting.....	29
Lift It Properly	29
Fall Protection.....	30
Heat Illness Prevention Program	30
Heat Illness Prevention Plan Scope and Application	30
Definitions.....	30
Provision of water	31
Access to shade.....	31
High-heat procedures	32
Emergency Response Procedures.....	32
Acclimatization.....	33
Training	33

Employee Training	33
Supervisor Training	34
Symptoms and Responses to Hot Weather Health Emergencies	34
Heat Stroke	35
Heat Exhaustion	35
Heat Cramps.....	36
Sunburn.....	37
Heat Rash	37
Heat Illness Prevention Guidance for Workers.....	37
Emergency Procedures	38
Emergency Medical Services.....	38
Provision of Services	38
Appropriately Trained Persons	38
First-Aid Kit.....	38
Informing Employees of Emergency Procedures.....	38
Provision for Obtaining Emergency Medical Services	38
Notifications.....	39
Emergency Equipment on Site	39
Training	39
Emergency Numbers.....	39
Hospital / Emergency Medical Source	Error! Bookmark not defined.
Crystalline Silica Exposure Program.....	41
Scope.....	41
Definitions Action level	41
Competent person	41
Employee exposure.....	41
High-efficiency particulate air [HEPA] filter	41
Objective data	41
Physician or other licensed health care professional [PLHCP].....	41
Respirable crystalline silica	41
Specialist	42
Specified silica exposure control methods	42

Alternative exposure control methods	46
Permissible exposure limit (PEL)	46
Exposure assessment	46
Performance option	46
Scheduled monitoring option	46
Reassessment of exposure.....	47
Methods of sample analysis.....	47
Employee notification of assessment results	47
Observation of monitoring.....	47
Methods of compliance	48
Abrasive blasting	48
Respiratory protection	48
Respiratory protection program	48
Housekeeping	48
Written exposure control plan.....	49
Medical surveillance	49
Initial examination	49
Periodic examinations.....	50
PLHCP's written medical report for the employee	50
Additional examinations	51
Communication of respirable crystalline silica hazards to employees	51
Hazard communication	51
Employee information and training	51
Recordkeeping	52
Air monitoring data	52
Objective data	52
Medical surveillance	53
Western Flooring Respirable Crystalline Silica (RCS) Exposure Control Plan	54
Employees may be exposed to respirable crystalline silica while performing:	54
Engineering Controls to be Used:	54
Safe Work Practices to be Used:	54
Respiratory Protection to be Used:	54

Western Flooring Inc. IIPP

10960 Wheatlands Ave., #104, Santee, CA 92071

Housekeeping Measures to Limit Employee Exposures:	54
Procedures Used to Restrict Work Access of Other Workers in Nearby Areas:	54
Respiratory Protection Program	55
Selection of Respirators	55
Medical Evaluations	55
Respirator Fit-testing	55
Respirator storage, cleaning, maintenance and repair.....	56
Respirator Use.....	56
Voluntary Use of Filtering Facepiece Respirators (Dust Masks)	57
Respirator Training.....	57
Respiratory Program Evaluation	57
Recordkeeping	58
Information for Employees Using Respirators When Not Required.....	59
(OSHA Appendix D Information to Respiratory Protection Standard).....	59
Sample Respirator Fit Test Record.....	60
Respirator Training Record	61
Seal Check Procedures	62
Respirator Cleaning Procedures.....	63
Glossary of Terms.....	64

Introduction

The Company's selected Subcontractors/Trade Contractors have the responsibility, expertise and authority to manage the safety of their own employees at all jobsites. It is the intent of this program to comply with the provisions of California State Occupational Safety & Health Administration ("CAL/OSHA") regulations.

Every California employer must establish, implement and maintain a written Injury and Illness Prevention Program and a copy must be maintained at each place of employment. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203).

The format of this Injury & Illness Prevention Program is designed to closely parallel the CAL/OSHA requirements of a high hazard industry.

Finally, this manual is in no way intended to substitute for the Trade Contractor's own Injury and Illness Prevention Program. Under the terms of the "Construction Contract Agreement", signed by each on-site Subcontractor, each Subcontractor has the responsibility to manage the safety of their own employees. This includes correcting or removing hazards and, in all cases, promptly notifying the site superintendent and/or a designated representative of any hazards that have been or may be created.

Safety Policy Statement

It is the policy of this company to provide a safe and healthful workplace for our employees and to observe all State and Federal Laws and Regulations.

Safety is a part of each employee's job. Active participation and adherence to the safety program is a condition of each employee's employment. No employee is required to work at a job where he or she knows is unsafe. Therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions, as well as the detection of unsafe work practices.

Our safety policy has equal importance with the company's policies of providing the best quality and most productive services in our industry.

It is our goal to completely eliminate accidents and injuries. Because of the many different hazards of our industry, we must maintain an accident safety awareness to achieve this goal.

Responsibility & Authority

The Injury and Illness Prevention Program ("IIPP") Administrator, Duane Johnson, has the authority and responsibility for implementing the provisions of this program for Western Flooring ("The Company").

A copy of this IIPP is available at the office and can be obtained upon request.

Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated to all affected company employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. All company employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe workplace.

Our system of ensuring that all company employees comply with the rules and maintain a safe-work environment include:

1. Informing employees of the provisions of our IIPP Program
2. Evaluating the safety performance of all employees
3. Recognizing employees who perform safe and healthful work practices
4. Providing training to employees whose safety performance is deficient
5. Disciplining employees for failure to comply with safe and healthful work practices

Communication

We recognize that open, two-way communication between management and staff on health and safety issues is an important method to help reduce the instances of workplace injuries. The following system of communication is designed to facilitate a flow of information between management and staff relating to safety and health in a form that is understandable and consists of the following items:

1. Orientation for new employees which includes a discussion of safety and health policies and procedures conducted by the Superintendent or designee.
2. Ongoing management review of the Injury & Illness Prevention Program (IIPPP).
3. Workplace safety and health training programs (see "Training & Instruction") for all staff employees in the hazards likely to be encountered on the job.
4. Regularly scheduled safety meetings through "Toolbox Talks" in accordance with Title 8 §1509.
5. Communication through Safety and Health posters and job-site signage located at work sites as appropriate.
6. A system for employees to anonymously inform management about workplace hazards.
7. A safety session periodically scheduled during other production meetings.
8. Formal safety meetings with all site superintendents/foreman periodically and additional safety sessions at all active job sites as required.
9. Dissemination of safety related news, information and materials as appropriate. This includes immediate notification of all OSHA visits to on-site trade contractors and full disclosure of OSHA actions and concerns during a visit, including notices, hazard abatement demands and citation details if imposed.
10. Informal communication and discussion of accidents that have happened at similar job sites including ways they could have been prevented or avoided.

Employee Safety & Health Suggestions Program

Introduction

On occasion, employees may not notify anyone of impending danger or hazards on the job. This may be due to fear or reprisal or rejection, lack of encouragement from their supervisor, or many other reasons.

An informal, and when desired anonymous method will provide another means of bashful employee to inform us of important safety information.

Purpose

1. The "EMPLOYEE SAFETY & HEALTH SUGGESTIONS FORM" is to be used by employees to formally report hazards not handled directly by their supervisor for the presentation of suggestions to improve the safety & health of their environment.
2. The form is designed to be used to ensure that:
 - a. The employee is provided with the means of reporting safety or health problem WITHOUT FEAR OR REPRISAL.
 - b. Feedback is provided to the employee on their suggestions, whether positive or negative.

Procedure

Management and supervision should encourage employees to utilize the Safety & Health Suggestion Form at any time they would like to make a safety or health suggestion observation.

The form will be made available within the facility where employees may easily retrieve them. The

location will be readily identifiable and a means for depositing the completed forms provided. The deposit "boxes" will be made secure so that the only person(s) so designated by the Safety Coordinator can collect the completed forms.

The form should be collected daily. For if the hazard of imminent danger were to be unnoticed; the potential for a serious accident increases. Any suggestion found to identify a condition of imminent danger would require that immediate corrective action be taken. Otherwise all other items will follow the same procedures for the corrective action as those noted during regular inspections. The Safety Coordinator will make a review of the suggestions.

If the employee has given their identity, it is important for the Safety Coordinator to provide a response on the action to be taken. The employee should also be thanked for their participation.

Employee Safety & Health Suggestions

I WOULD LIKE TO REPORT, WITHOUT FEAR OF REPRISAL, WHAT I BELIEVE TO BE IS A SAFETY/HEALTH HAZARD THAT MAY CAUSE INJURY; ILLNESS, DEATH, OR DAMAGE TO AN EMPLOYEE, OR THE PUBLIC.

DESCRIBE SAFETY/HEALTH PROBLEM:

LOCATION: _____

SUGGESTIONS (TO CORRECT PROBLEM):

EMPLOYEE'S NAME (OPTIONAL): _____

RECEIVED BY: _____ DATE: _____

REVIEW AND COMMENTS

COMMENTS:

REVIEWED BY: _____ DATE: _____

COMMENTS:

ACTION TO BE TAKEN

APPROVED BY: _____ EFFECTIVE DATE: _____

Return form to Gayle Johnson or anonymously through unmarked envelope in the drop box in the warehouse.

Hazard Assessment

To demonstrate "reasonable care" and in accordance with OSHA Title 8 responsibilities, the Company regularly inspects the jobsite as required. Periodic inspections are performed according to the following schedule:

1. Daily check for safety at the site location
2. Within a reasonable time after a new, previously unidentified hazard is recognized as being introduced into the workplace;
3. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
4. Monthly review of all reported occupational injuries and illnesses;
5. When occupational injuries and illnesses occur;
6. At the commencement of all new jobsite locations;
7. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
8. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing the Jobsite Inspection/Safety Survey.

The Company contracts with their respective Trade Contractors to conduct their own safety inspections of their respective job-areas as necessary and required by CAL/OSHA.

Inspections by Trade Contractors are performed by one of their competent observers.

The company relies on Trade Contractors to report and notify us of any and all hazards they encounter as soon as reasonably possible after they are observed.

Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Reporting the accident/exposure to Senior Management;
2. Go to the accident scene as soon as possible;
3. Interviewing injured workers and witnesses;
4. Examining the workplace for factors associated with accident/exposure;
5. Taking photographs of the accident scene;
6. Determine the contributing and root cause of the accident/exposure;
7. Periodically meeting to develop corrective actions to attempt to prevent, or minimize the likelihood of, the accident/exposure from recurring; and
8. Recording the findings and corrective actions taken, if any, addressed directly to Western Flooring, Safety Manager.

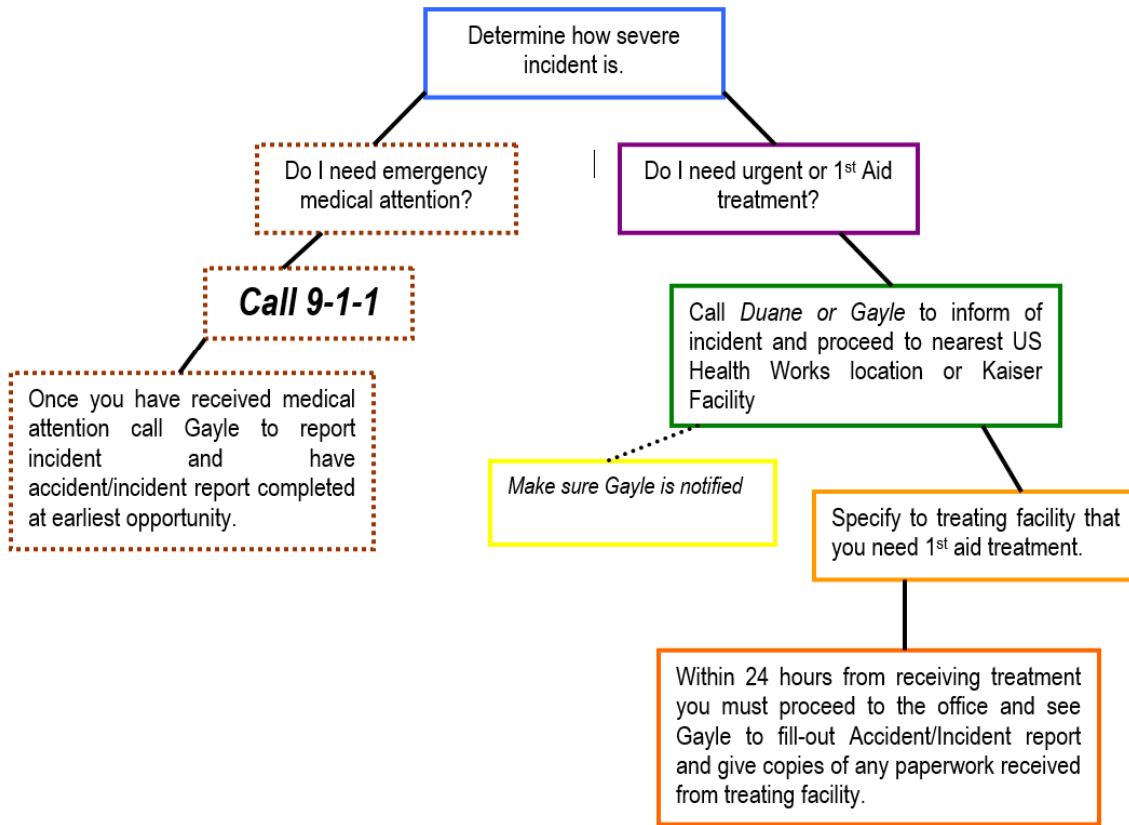
Use the Accident Investigation Report form for all accidents to company employees.

For any serious third-party injury on the jobsite (e.g. a work truck hits a pedestrian on the street) an Accident Investigation Report is necessary.

In the event that a trade contractor employee has an accident wholly in the performance of his/her own job, an accident investigation report can be requested of that particular employer. This accident report should include how/why it happened and remedies to prevent any similar accident from occurring in the future.

**Use the following flowchart during
any accident or incident on site:**

When an accident/incident occurs



Your health and safety is the #1 priority at Western Flooring, Inc.

Please visit the nearest US Healthworks or Kaiser Facility for your medical treatment.

Hazard Correction

The Company will take reasonable steps to address unsafe or unhealthy work conditions, practices or procedures which should be corrected in a timely manner based on the severity of the hazards. Hazards should be corrected according to the following, as applicable;

1. When observed or discovered;
2. Imminent Danger; if a suspected hazard is identified, which cannot be immediately abated without endangering employee(s) and/or property, all affected work should temporarily cease until the condition can be addressed. Potentially exposed workers should be removed from the area except for those workers necessary to correct the condition. Workers necessary to correct the condition shall be provided with the necessary protection; and
3. All such actions taken, and dates they are completed, shall be documented on a report form, whenever reasonably possible and addressed to Western Flooring, Safety Manager.

Disciplinary Policy and Procedure

The safety procedures outlined in our Injury and Illness Prevention Program and “Code of Safe Practices” is for the protection of all employees and the public.

Our company will make every reasonable effort to ensure the health and safety of all workers. No worker will be required or knowingly permitted to work in an unsafe or unhealthful place, except for the purpose of making it safe and healthful and then only after proper precautions have been taken to protect the worker while doing such work.

However, sometimes we encounter a situation where a worker is aware of the correct work practice that has been adopted for his or her protection, but the worker has either neglected or refused to comply with established safe work practices and must be disciplined.

Disciplinary Procedure

Fighting, possession or use of illegal drugs or weapons, or flagrant violations or disregard for project safety rules may result in immediate termination.

The project team will determine the best disciplinary action to be taken which best suits the circumstances in accordance with our at will employer status. The steps to be taken at a minimum may include the following:

- **Verbal Warning:** As the first step in correcting unacceptable behavior or minor infractions, a verbal warning will be issued to the employee. This verbal warning will be documented.
- **Written Warning:** If the unacceptable performance continues, or the severity of the infractions warrants, the next step will be a written warning. The written warning will clearly state the safety policy that was violated and steps the employee must take to correct it.
- **Suspension:** If the unacceptable practice continues, or the severity of the infraction warrants, the employee will be given time off without pay.
- **Termination:** If the unacceptable practice continues, or the severity of the infraction warrants,

the employee will be terminated.

- **Immediate Termination:** Any employee who commits a serious safety violation may be subject to immediate termination without prior notice in lieu of any prior verbal and/or written warnings.

Safety Training and Instruction

Company employees, including managers and supervisors specifically employed at each jobsite, should have training and instruction on general and job-specific safety and health practices applicable to that site. Reasonable steps to provide training and instruction, as applicable, should be periodically provided in accordance with the following guidelines:

1. When the IIPP is first established at each new jobsite;
2. To new employees (through Human Resources Department), except for those in construction who are provided training through a CAL/OSHA approved construction industry occupational safety and health training program;
3. To all existing employees and employees given new job assignments for which applicable training has not been previously provided. This includes Toolbox Talks;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

Workplace safety and health training practices include the following:

1. Providing access to the company IIPP, Emergency Action Plan and measures for reporting any unsafe conditions, work practices, and injuries.
2. Information about the use of appropriate clothing, including gloves, footwear and personal protective equipment, as necessary.
3. Information about chemical hazards (such as SDSs) to which employees could be exposed and other hazard communication program information.
4. Availability of sanitary toilet, hand-washing and drinking water facilities.
5. Provisions for medical services and first aid including emergency procedures.
6. Information about the Code of Safe Practices.
7. Heat and illness Prevention Training.
8. Information about Medical, First Aid and CPR procedures.
9. Operation of tool and equipment.

Recordkeeping – UNDER 10!!!

All high-hazard employers in California covered by the CAL/OSHA Act, except those who had no more than ten employees at any one time during the previous year, are required to keep CAL/OSHA records.

The records to be maintained assist DOSH personnel in making inspections and investigations, provide information employers can use to evaluate their own safety programs, give information to employees about conditions in their workplace, and provide data for the annual survey conducted by the California Division of Labor Statistics and Research (DLSR) in cooperation with the U.S. Bureau of Labor Statistics.

The Building Industry is designated by OSHA to be a high hazard industry, and therefore requires certain specific record-keeping and reporting standards. We have taken the following steps to implement these requirements into our IIPPP:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and the action taken to correct the identified unsafe conditions and work practices that have been identified, and the action taken to correct the identified unsafe conditions and work practices (if any) are recorded on the Hazard Assessment and Correction record; and
2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training provides are recorded on an employee training and instruction form. We also maintain records relating to employee training provided by a construction industry occupational safety and health training program approved by CAL/OSHA – DOCUMENTED? UNDER 10 EMPLOYEES!!

The OSHA Form 300, Log and Summary of Occupational Injuries and Illnesses (these records are kept on a calendar year basis and retained for five years).

Employers should post only the final page of the OSHA Form 300 (Form 300A) in a conspicuous place in the workplace during the months of February, March & April every year, to reflect the annual total number of company injuries and illnesses at that worksite.

It is the employer's responsibility to record work-related injuries and illnesses, which include the following:

- Occupational deaths
- Lost work-day cases
- Occupational injuries that involve loss of consciousness, restricted work activity, transfer to another job, medical treatment other than first aid.

First aid cases which include one-time treatment, even if administered by a doctor, and subsequent observation for such injuries such as minor scratches, cuts, burns, and splinters need not be recorded. Treatment of occupational illness, including pesticide exposures, is not considered first aid and must be recorded.

In addition to maintaining records of occupational injuries and illnesses, the employer is required to allow employees, or their representatives, access to the employer's log of occupational injuries and illnesses, and to keep accurate records of employee exposure to harmful physical agents.

Reporting

Employers must immediately report (by telephone or telefax) to the nearest office of the Division of Occupational Safety and Health, work-related, or suspected work related, fatalities and "serious injuries or illnesses" to company employees (Title 8 section 342). The employer has up to 8 hours to report a serious accident to CAL/OSHA "unless exigent circumstances exist" that prevents notification within the permissible time period.

A serious injury or illness is one that requires employee hospitalization for purposes other than medical observation- for any period of time for other than medical observation, or in which a part of the body is lost or serious permanent disfigurement occurs; and/or impairment sufficient to cause a part of the body or the function of an organ to become permanently and significantly reduced in efficiency on or off the job (AB 2774).

Hazardous Substances and Proposition 65 Information

In 1991 the CAL/OSHA Standards Board revised its Hazardous Substances Information & Training Act regulations which essentially parallel Federal regulations while retaining some requirements unique to California. California Code of regulations, Title 8, General Industry Safety Orders, §5194, governs all California employers. A full description of the state hazard communication standard appears in section 2 of this manual.

HAZCOM Manuals with SDS information will be in the company trucks or site trailer and are available when necessary.

California Proposition 65 requires that all job site visitors be warned of the possible presence of chemicals and substances known by the State of California to cause cancer.

Code of Safe Practices

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. Your Supervisor is obligated to hold you responsible for your safety by enforcing these rules and providing you a safe place to work.

- a. I will immediately report to my supervisor any accidents or near misses, and injuries no matter how slight, that occur on the job.
- b. I will cooperate and assist in investigation of accidents to identify the causes and to prevent recurrence.
- c. I will promptly report to my supervisor all unsafe acts, practices, or conditions that I observe.
- d. I will become familiar with and observe safe work procedures during the course of my work activities.
- e. I will keep my work areas clean and orderly at all times.
- f. I will avoid in engaging in any horseplay and avoid distracting others.
- g. I will wear personal protective equipment when working in hazardous areas and/or required by my supervisor.
- h. I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
- i. I will submit any suggestions for accident prevention, which may assist in improved working conditions or work practices to my immediate supervisor.
- j. I will smoke in authorized locations only.
- k. I will not bring in my possessions. Use or introduce any kind of intoxicating liquor or illegal drugs on any customer's property or work area or facility, or I will accept possible discharge for these illegal actions.
- l. I will not bring onto job, have in my possession or in my car, any weapons or ammunition of any kind.
- m. I will obey all safety rules and follow published work instructions.
- n. I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

General Safety Rules

1. If you think something may be unsafe, more than likely it is. Report all hazardous Conditions and/or unsafe practices immediately to your supervisor for corrective action. If it is possible for you to correct the problem without injury this should be done.
2. Smoking is permitted only in designated areas outside the building.
3. Obey all warning signs: they are there for your protection.
4. Your supervisor must give authorization for all medical treatment, for on the job injuries before obtaining medical treatment.
5. Failure to report an injury that happened on the job, prior to the end of your work shift. Will mean grounds for disciplinary action up to and including discharge.
6. Failure to report an injury that happened on the job. Prior to the end of your work shift will mean grounds for disciplinary action up to and including discharge.
7. Horseplay is strictly prohibited.
8. Jewelry, including rings and bracelets, must not be worn when operating any type of machinery

or equipment.

9. Special safety equipment is provided for your protection. Use it when it is required. Keep it in good condition. Report any loss or damage immediately.
10. Do not tamper with operating machinery. Adjustments that are necessary must be performed by authorized personnel only.
11. Only qualified persons are authorized to make repairs on any equipment.
12. Warn other employees of the hazards created by your work activities. Don't allow others to be victimized by knowing hazards on the job.
13. When lifting bend your knees not your back. Lift with your legs, they are 10 times stronger than your back muscles. If the load is too heavy don't be bashful ask for help.
14. Keep out of hazardous areas or any job area where you have not been assigned or safety trained to work.

Hand Tools and Equipment

1. All hand tools must be kept clean and in good repair and used only for the purpose for which designed.
2. Tools having defects that will impair intended operation or render them in any way unsafe for use must be removed from service immediately.
3. When work is being performed overhead, tools not in use must be secured in or placed in holders.
4. Throwing tools or materials from one location to another, from one employee to another, or dropping them to lower levels is not permitted.
5. Power tools must be inspected, tested and determined to be in safe operating condition prior to use. Continued periodic inspections must be made to assure safe operating condition and proper maintenance.
6. Loose, fringed or frayed clothing, loose, untied, long hair, dangling jewelry, rings, chains, or wrist watches must not be worn while working with any power tool or machine.
7. Don't carry sharp tools in clothing. Always use the proper carrying case or tool kit.
8. All portable power tools must be grounded or double insulated.
9. Use only those power tools you are authorized to use.
10. All power tools must be equipped with guards as required.
11. Use tools only for the purpose for which they were intended.
12. Keep any personal tools and equipment in good condition at all times. They will be inspected just as company tools.
13. Inspect all impact tools for mushroomed heads.

Electric Tools

1. All electric tools must be grounded in one of the two methods: Either designed and clearly marked “double insulated” or by use of three prong plug.
2. All wiring must be kept in good repair and dry.
3. Electrical tools will not be used in controlled atmospheres such as but not limited to: flammable/combustible areas, areas where there is a possibility of explosion gases, corrosive areas, etc.
4. Electrical tools that are used in conjunction with an extension cord must have a cord that is a heavy-duty type construction. It must be secured to the tool using a three-prong coupler. The extension cord should not be kinked, broken, showing exposed wires or having loose plug ends.
5. Extension cords should not be fixed to objects such as ladders rails, cabinets, walls, etc. The length of the cord must not extend more than 50 feet.
6. When grinding, chipping, filing, etc. employees must wear industrial Grade Safety Glasses and/or proper face protection.

Hammers

1. Make sure the hammerhead fits tightly.
1. Replace deformed heads and loose or split handles.
2. Grip the handle close to the end: don't choke-up on it: you will be doing its work rather than letting it do the work for you. Never use hammer handles to pry or to tap objects.

Knives and Razors

1. Knives must be outfitted with a secure handle.
2. Knives must be inspected and repairs made if they have:
 - A loose or broken handle
 - A cracked or broken blade
 - Blades are worn or correct angles are missing
3. Do not cut toward yourself or put any part of your body in the line-of-fire to be struck by the blade.
4. Retract blades on retractable knives when not in use.
5. Keep your blades fresh. Sharp blades make smoother cuts than dull ones which could jump and then cut you.

Employee Acknowledgement Form

Code of Safe Practices

I _____ (PRINT) hereby acknowledge that I have received, read and understand the "Code of Safe Practices (a.k.a Safety Handbook), SDS Sheets and Flow chart for "What to do when an accident/injury occurs," and the First Aid and CPR Manual.

I agree to conform to all practices, safety rules and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.

I am encouraged to inform my immediate superior of any hazards on the job without fear of reprisal. And that should my assistance create any such action or related intimidation, that I am encouraged to contact the Safety Coordinator or management by phone or mail.

Signature or employee

Date

Signature of Supervisor

Date

Copies to: Office (original), Safety Coordinator, Employee

Hazard Communication Program

California Code of Regulations, Title 8, General Industry Safety Orders, §5194 requires the following explanation of the methods used to identify, analyze, plan and control new and existing hazardous conditions.

Employee Right-To-Know

CAL/OSHA standards have established an employee's "Right-to-Know" about hazardous conditions and/or materials that they may be exposed to during the course of their employment and how to safely protect themselves.

Hazard Identification

A formal assessment survey and evaluation should be regularly conducted and reported to the Safety Committee.

SDS's

Hazardous conditions must be identified and documented, hazardous materials inventoried and properly communicated by use of Safety Data Sheets (SDS). Jobsite safety inspections that include all hazardous materials and equipment should be made at the start of each job and every month thereafter. Label all hazardous materials.

Fire Hazards

All combustible materials must be properly stored and labeled and a visual inspection of all portable fire extinguishers must be included in the inspection. If a hazard is found that cannot be immediately abated, secure the job site by appropriately placed signs and tape off the area in order to prevent possible accidents and/or injury.

Hazard Analysis

Using the "Hazards Analysis" guide, evaluate the extent of the danger and properly communicate it both to the Safety Administrator and the Safety Committee.

Hazard Control

Hazardous materials must be labeled and stored in a clearly marked area. Hazardous site conditions must be identified, secured and effectively communicated. Hazardous equipment must be labeled and withdrawn from service. Hazardous work practices must be adjusted to ensure that a job can be safely performed.

It is better to avoid hazards and/or eliminate them rather than try to "work around them".

The Hazard Communication Program should be implemented and maintained at the workplace. Any chemical which is a physical hazard or a health hazard must be stored in a container appropriately labeled or marked with the identity of the hazardous chemical(s), whatever warnings that are necessary and the name and address of the responsible party.

A temporary container does not need to be marked if it is constantly with the employee using it until the work is finished. All labels must be legible, in English, and clearly display physical hazard warnings and health risks.

Hazard Warning Levels

- Danger hazard level is used to indicate immediate danger and that special precautions are necessary. Red should be the color for identification for fire protection equipment, danger and stop.
- Warning signs and labels shall be used to represent a hazard level between Danger and Caution and are usually Orange.
- Caution signs shall be used to warn against potential hazards or unsafe practices. Yellow is the basic color for designating caution and marking physical hazards.
- Safety instruction signs should be used where there is a need for general instructions and suggestions relative to safety measures. Green letters on a white background should be used.
- General notices should be constructed in Blue letters on a white background (See Over).

Hazard Warnings

Signs should be posted and/or labels attached for the following reasons:

- Hot hazards
- Chemical hazards
- Authorized Areas & Controlled Access Zones
- Whenever/wherever Personal Protective Equipment is needed.
- Other Physical and Health Hazards.

The purpose of the Hazard Communication Program is to ensure that the hazards of all chemicals produced or imported are evaluate and that information concerning their hazards is transmitted to employers and employees.

One of the key components of the program is the Safety Data Sheet (SDS).

SDS should be obtained for every hazardous chemical in the workplace. The SDS Inventory Form can be used to check that this has been done.

SDS Accessibility

SDS should be accessible to all concerned employers and employees. The SDS file should be clearly marked and always available in case of an emergency. The accessibility of the SDS can be either physically at the workplace, available by fax or electronically. Fax numbers or electronic addresses should be available in the event they are stored offsite.

For employees who work offsite or who travel away from their workplace, SDS should be stored at the primary workplace and can immediately be obtained in case of an emergency.

Subcontractors who use or store hazardous materials at the jobsite will submit their SDS's to the GC.

While performing work onsite, contractors will have their SDS at the location of work.

Written Hazard Communication Program

These pages represent the Company's "Written Hazard Communication Program" ("HCP") as required by CAL/OSHA, Title 7, General Industry Safety Orders §5194. The objectives of this standard are:

- To ensure that the hazards of chemical substances used by the company are identified and appropriate safeguards instituted.
- To ensure that employees are trained in the hazards of the chemical substances with which they work.
- Title 8, § 5194 (e) states that the HCP shall include the methods employers will use to inform other employers using the same work area of the hazardous substances.

Incoming Chemicals

Any container of chemical coming into the workplace with which neither appears on the Safety Data Sheet (SDS) Inventory Form or is missing its label or other form of identification should be reported to the subcontractor foreman, the site superintendent or safety committee member.

These materials will not be released for use until the supplier has been contracted for the appropriate

SDS and labels.

Any chemical listed as hazardous on the SDS can be cross referenced on the following lists:

- OSHA Subpart Z (Toxic and Hazardous Substances)
- Sect. 37245 (Threshold Limit Values of Chemical Substances and Physical Agents in the Workplace).
- Sect. 335 (Listing of Extremely Hazardous Chemicals)
- CERCLA 302.4

Labeling & Tagging

Each bulk container of hazardous chemical when received at work site must be checked for proper labeling, tagging with the identity of the hazardous chemicals therein and the appropriate hazard warning in English. The label should be designated in accordance with the American National Standard Institute (ANSI) Z129.1 -1982 "Hazardous Chemicals- Precautionary Labels".

Storage

Hazardous materials should be stored in accordance with the prescribed instruction.

The storage area will be identified as such and materials will be grouped for easy recognition.

Labeling conforms to the National Fire Protection Association (NFPA) and Hazardous Materials Identification System (HMIS) design standards. They appear as diamond-shaped placards divided into four separate color-coded areas and designate the following:

- BLUE = Health Hazards

- RED = Fire
- YELLOW = Reactivity
- WHITE = Special Hazards

The numbering systems used also conform to NDPA standards (See Over).

Training

All employees will be provided with information and training on hazardous and toxic substance utilized in their workplace at the time of their initial assignment, whenever a new hazardous material or toxic substance is introduced to the workplace or whenever new/revised information is received concerning a hazardous or toxic substance. Refresher employee training sessions will be conducted annually to review physical and health hazards, safety precautions and emergency procedures for hazardous or toxic substance with which they work.

Employee Rights

Employees have a "right-to-know" about Hazardous Materials and Toxic Substances that are used in the workplace, per California Code of Regulation, Title 8 §5194.

Information on safety and operating procedures in the work areas where the hazardous chemicals are present.

Methods employees can use to protect themselves such as work practices, personal hygiene practices and the use of personal protective equipment when necessary.

The location and availability of this Hazard Communication Manual together with all applicable Material Safety Data Sheets.

*Written, printed or graphic information displayed on or affixed to the container of a toxic or hazardous substance. Labels are designed to inform employees concerning the hazards of various chemicals. It is therefore important that no hazardous chemicals are put in an improperly labeled container or in a container without a label.

Recordkeeping

The contractor will maintain training records on each employee.

All SDS are maintained for thirty (30) years. Documentation of each employee's training is maintained for three (3) years after the employee has left the company.

Trade Contractors

All outside trade contractors doing work for the company at any of its facilities or job sites will be required through the trade contract, to provide SDS, hazardous materials training and adequate hazard control and communications procedures for their employees. It is the responsibility of the trade contractor, as the controlling employer, to properly train and instruct their employees in all aspects of hazardous materials usage and on toxic substance to which their employees may become exposed at

the workplace.

If the trade contractor is using chemicals, hazardous materials or toxic substances to which other workers at the workplace may be dangerously exposed, the trade contractor must inform the site superintendent of these possible dangers. Trade contractor will provide the site superintendent with the appropriate SDS which can be kept on site for other workers indirectly exposed to these hazards in the performance of their duties.

Housekeeping

1. It is the responsibility of each employee, supervisor and craftsman to practice good housekeeping at all times.
2. Tools and materials must not be left where they could create a hazard for others, especially the general public.
3. Scrap material, debris, and rubbish can easily create a tripping hazard. If excess trash exists in any work area, employees should advise the supervisor, who will arrange for its prompt removal.
4. Soiled clothes, food scraps, and soft drink cans or bottles must not be allowed to accumulate. Single service drinking cups are provided for employee convenience but these must be disposed of in an appropriate receptacle.

Personal Protective Equipment

1. Typically, flooring work does not expose workers to head hazards that would warrant the use of hardhats per CAL/OSHA requirements. Our workers typically do not wear hardhats unless a head hazard is present or we are required by a controlling contractor to wear one.
2. Employees must wear appropriate ANSI approved eye or face protection when exposed to flying particles, dust, objects, chemicals, or harmful light rays, etc.
3. Hand protection must be worn when handling objects or substances which may cut, tear, burn, or irritate the hands or skin (including when handling concrete). If necessary, similar types of materials may be used as body protection.
4. Every employee exposed to vehicular traffic or construction equipment must wear approved safety vests or shirts (reflective type garments required for night work). Additionally, flaggers must use proper paddle signs, flags and/or hand signals to direct traffic flow with warning signs posted ahead and they must be trained to flag traffic.
5. Employees shall wear appropriate footwear at all times. Sandals, sneakers or tennis shoes are not permitted.
6. Respiratory protection is required for any area where a suspected health hazard may exist due to the accumulation of harmful fumes, mist, vapor, or dust. Employees using respirators must be properly trained, medically examined, and fit tested prior to using a respirator.
7. Employees must wear appropriate hearing protection when exposed to noise decibel levels above permissive noise levels.

Lifting and Carrying

Your back is always working 24 hours a day, every day of the year. Every time you lift, sit, stand or even lie down. You are using your back. Over the years the effects of poor posture, being overweight, not lifting safety, or simple wear and tear accumulate and can lead to a “problem back”.

You can't turn back the clock but you can stop the cycle of back abuse and prevent injury by learning how your back works and how to lift. Stand and sit with your back safely balanced. Protecting your back around the clock is your best insurance against back injury. You are the only one who's around to do it, both on and off the job.

The Biomechanics of Lifting

Most back injuries result from improper lifting. According to the principles of biomechanics, the worst lifting situation occurs when the body is extended over the load: the lower back becomes a fulcrum supporting the weight of the body plus the load. Twisting in this position invites injury.

1. **GET A FIRM FOOTING.** Keep your feet apart (shoulder width) for a stable base point toes out.
2. **BEND YOUR KNEES.** Do not bend at the waist. Keep the principles of leverage in mind. Don't do more work than you have to. Maintain your three natural back curves.
3. **TIGHTEN STOMACH MUSCLES.** Your abdominal muscles support your spine when you lift, offsetting the force of the load. Train muscle groups to work together.
4. **LIFT WITH YOUR LEGS.** Let your powerful leg muscles do the work of lifting, not your weaker back muscles. Maintain your three natural curves.
5. **KEEP THE LOAD CLOSE.** Don't hold the load away from your body. The closer it is to your spine the less force it exerts on your back.
6. **KEEP YOUR BACK UPRIGHT.** Whether you are lifting or putting down the load, don't add the weight or your body to the load. Avoid twisting; it is common cause of injury

Conditioning

Bring your back and body to work in the best possible condition. Learning to reduce stress, combined with a sensible diet and exercise program, can relieve back pain and start you on the road to a happier, healthier, and more enjoyable lifestyle. Now let's apply the principles of good body mechanics to lifting and material handling situations.

Material Handling: Think Before You Lift

1. **MENTAL LIFTING:** To handle materials safely, lift everything twice! **FIRST**, lift the load mentally. Plan every step before you do it physically. Even repetitive jobs can be thought through beforehand. **SECOND**, lift with your legs, not your back.
2. **SIZE UP THE LOAD:** How much does it weigh? how much do you weigh? Give it the height test to see whether or not you can lift it- you don't want any surprises, if it feels OK, go ahead and lift it.
3. **GET HELP:** If the load is too bulky or heavy to lift alone get help. Don't hesitate to ask someone else for a hand. A moment's help could save you from days of disability and pain.

4. **FIND A BETTER WAY:** Sometimes no one else is around to help, or the job is bigger than the two of you. Arrange for mechanical help from a pushcart, hand truck, wheelbarrow, or forklift.
5. **CHECK THE PATHWAY:** Look for obstacles underfoot and overhead, spills, lighting, traffic (people or vehicles) and changes in elevation. Choose a clear route over the flattest surface, even if it takes a little longer.
6. **SOLVE HIGH LOAD PROBLEMS:** Lifting from height above the shoulders can be hazardous. Test the weight by pushing up on the load. Get as close to the load as possible, so it can slide down your body, close to you. And plan to lift down the same way you plan to lift up- the right way.
7. **SOLVE REPETITIVE PROBLEMS:** Don't expect problems "as the way things are". Recognize them as problems, and decide how you can avoid them in the future. Think through your job tasks. Do you really need to bend and reach so much, or can you think of a smarter way?

Physical Lifting

Be sure to apply proper lifting techniques. Whether working alone, with a team or with the aid of a mechanical helper.

Lift It Properly

When lifting follow these steps:

- Get close to the load and grasp firmly. Hug it!
 - Keep your back in its natural alignment as you use your strong leg muscles to lift the load.
 - Set the load down smoothly.
1. **TEAM LIFTING:** When team lifting pick one person to call the signals. The leader should direct the team so you all lift together. Walk in step, and lower the load together, using the lifting principles shown above.
 2. **PUSH DON'T PULL:** Use good lifting techniques to load mechanical devices. Whenever possible, push rather than pull. Then lift; apply the same lifting techniques in reverse to unload.
 3. **CLEAR THE PATHWAY:** Remove any hazards you see- and/or see that they are removed. Wipe up spills. Make sure the area is well lighted. Wait until traffic clears. Then transport the load setting it down in the proper place.
 4. **UNLOAD CAREFULLY:** Un-lift or set a load down as safely as you lifted it. Plan where you can put the load down. Pick your spot carefully so no one has to move the load again.
 5. **LIFT LESS. ENJOY THE REWARDS:** Look around your workplace. How could you recognize to minimize how much you have to lift and how far you have to carry it? Discuss with **your** supervisor and co-workers ways to make lifting easier, and then incorporate these safer methods into your daily routine.

Every move you make, on and off the job, depends on your back. So keep your back, and your safety, in mind throughout your day while you sit, stand, lift or carry.

Remember to practice the principles of good body mechanics. And remember to lift twice-but use your headfirst. Handle materials mentally before you handle them physically. Use your HEAD to SAVE your back.

Fall Protection

Western Flooring does not typically engage in work activities where fall protection is necessary; as flooring is installed at ground level. In the rare event that workers would need some form of fall protection to do their work, the company will ensure a proper fall protection system is in place, such as railings or personal fall arrest systems, and are used in accordance with CAL/OHSA requirements.

Heat Illness Prevention Program

The project Superintendent is the designated person having the authority and responsibility for implementing the provisions of this program at this worksite.

Heat Illness Prevention Plan Scope and Application

This program applies to all Western Flooring outdoor workplaces.

Definitions

“Acclimatization” means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

“Heat Illness” 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, protective clothing and personal protective equipment worn by employees.

“Landscaping” means providing landscape care and maintenance services and/or installing trees, shrubs, plants, lawns, or gardens, or providing these services in conjunction with the design of landscape plans and/or the construction (i.e., installation) of walkways, retaining walls, decks, fences, ponds, and similar structures, except for employment by an employer who operates a fixed establishment where the work is to be performed and where drinking water is plumbed.

“Oil and gas extraction” means operating and/or developing oil and gas field properties, exploring for crude petroleum or natural gas, mining or extracting of oil or gas or recovering liquid hydrocarbons from oil or gas field gases.

“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. One indicator that blockage is sufficient is when objects do

not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

“Temperature” means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

Provision of water

Employees shall have access to potable drinking water that is fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Western Flooring may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

Access to shade

Shade shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, Western Flooring shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.

Shade shall be available when the temperature does not exceed 80 degrees Fahrenheit. When the outdoor temperature in the work area does not exceed 80 degrees Fahrenheit employers shall either provide shade or provide timely access to shade upon an employee's request.

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest:

- shall be monitored and asked if he or she is experiencing symptoms of heat illness
- shall be encouraged to remain in the shade and

- shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, Western Flooring shall provide appropriate first aid or emergency response.

Exceptions to shade requirements:

Where Western Flooring can demonstrate that it is infeasible or unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, Western Flooring may utilize alternative procedures for providing access to shade if the alternative procedures provide equivalent protection.

Measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if Western Flooring can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

High-heat procedures

Western Flooring shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- Observing employees for alertness and signs or symptoms of heat illness. Western Flooring shall ensure effective employee observation/monitoring by implementing one or more of the following:
 - Supervisor or designee observation of 20 or fewer employees, or
 - Mandatory buddy system, or
 - Regular communication with sole employee such as by radio or cellular phone, or
 - Other effective means of observation.
- Designating one or more employees on each worksite as authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.
- Reminding employees throughout the work shift to drink plenty of water.
- Pre-shift meetings before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

Emergency Response Procedures

Western Flooring shall implement effective emergency response procedures including:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor or emergency medical services when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable. If an electronic device will not furnish reliable communication in the work area, Western Flooring will ensure a means of summoning emergency medical services.
- Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided.
 - If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in any employee, the supervisor shall take immediate action commensurate with the severity of the illness.
 - If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), Western Flooring must implement emergency response procedures.
 - An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with Western Flooring's procedures.
- Contacting emergency medical services and, if necessary, transporting employees to a place where they can be reached by an emergency medical provider.
- Ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

Acclimatization

All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.

Training

Employee Training

Effective training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- Western Flooring's procedures for complying with the requirements of this standard, including,

but not limited to, Western Flooring's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.

- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- The concept, importance, and methods of acclimatization pursuant to Western Flooring's procedures
- The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.
- The importance to employees of immediately reporting to Western Flooring, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- Western Flooring's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- Western Flooring's 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.
- Western Flooring's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

Supervisor Training

Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective training on the following topics shall be provided to the supervisor:

- The information required to be covered in the employee training session.
- The procedures the supervisor is to follow to implement the program.
- The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to hot weather advisories.

Symptoms and Responses to Hot Weather Health Emergencies

Even short periods of high temperatures can cause serious health problems. Doing too much on a hot day, spending too much time in the sun or staying too long in an overheated place can cause heat-related illnesses. Know the symptoms of heat disorders and overexposure to the sun, and be ready to give first aid treatment.

Heat Stroke

Heat stroke occurs when the body is unable to regulate its temperature. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided.

Recognizing Heat Stroke

Warning signs of heat stroke vary but may include the following:

1. An extremely high body temperature (above 103°F, orally)
2. Red, hot, and dry skin (no sweating)
3. Rapid, strong pulse
4. Throbbing headache
5. Dizziness
6. Nausea
7. Confusion
8. Unconsciousness

What to Do

If you see any of these signs, you may be dealing with a life-threatening emergency. Have someone call for immediate medical assistance while you begin cooling the victim. Do the following:

1. Get the victim to a shady area.
2. Cool the victim rapidly using whatever methods you can. For example, immerse the victim in a tub of cool water; place the person in a cool shower; spray the victim with cool water from a garden hose; sponge the person with cool water; or if the humidity is low, wrap the victim in a cool, wet sheet and fan him or her vigorously.
3. Monitor body temperature, and continue cooling efforts until the body temperature drops to 101-102°F.
4. If emergency medical personnel are delayed, call the hospital emergency room for further instructions.
5. Do not give the victim fluids to drink.
6. Get medical assistance as soon as possible.

Sometimes a victim's muscles will begin to twitch uncontrollably as a result of heat stroke. If this happens, keep the victim from injuring himself, but do not place any object in the mouth and do not give fluids. If there is vomiting, make sure the airway remains open by turning the victim on his or her side.

Heat Exhaustion

Heat exhaustion is a milder form of heat-related illness that can develop after several days of exposure to high temperatures and inadequate or unbalanced replacement of fluids. It is the body's response to an excessive loss of the water and salt contained in sweat. Those most prone to heat exhaustion are elderly people, people with high blood pressure, and people working or exercising in a hot environment.

Recognizing Heat Exhaustion

Warning signs of heat exhaustion include the following:

1. Heavy sweating

2. Paleness
3. Muscle cramps
4. Tiredness
5. Weakness
6. Dizziness
7. Headache
8. Nausea or vomiting
9. Fainting

The skin may be cool and moist. The victim's pulse rate will be fast and weak, and breathing will be fast and shallow. If heat exhaustion is untreated, it may progress to heat stroke. Seek medical attention immediately if any of the following occurs:

1. Symptoms are severe
2. The victim has heart problems or high blood pressure

Otherwise, help the victim to cool off, and seek medical attention if symptoms worsen or last longer than 1 hour.

What to Do

Cooling measures that may be effective include the following:

1. Cool, nonalcoholic beverages, as directed by your physician
2. Rest
3. Cool shower, bath, or sponge bath
4. An air-conditioned environment
5. Lightweight clothing

Heat Cramps

Heat cramps usually affect people who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture. The low salt level in the muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion.

Recognizing Heat Cramps

Symptoms: Heat cramps are muscle pains or spasms—usually in the abdomen, arms, or legs—that may occur in association with strenuous activity. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

What to Do

If medical attention is not necessary, take these steps:

1. Stop all activity, and sit quietly in a cool place.
2. Drink clear juice or a sports beverage.
3. Do not return to strenuous activity for a few hours after the cramps subside, because further exertion may lead to heat exhaustion or heat stroke.
4. Seek medical attention for heat cramps if they do not subside in 1 hour.

Sunburn

Sunburn should be avoided because it damages the skin. Although the discomfort is usually minor and healing often occurs in about a week, a more severe sunburn may require medical attention.

Recognizing Sunburn

Symptoms of sunburn are well known: the skin becomes red, painful, and abnormally warm after sun exposure.

What to Do

Consult a doctor if the sunburn affects an infant younger than 1 year of age or if these symptoms are present:

1. Fever
2. Fluid-filled blisters
3. Severe pain

Also, remember these tips when treating sunburn:

1. Avoid repeated sun exposure.
2. Apply cold compresses or immerse the sunburned area in cool water.
3. Apply moisturizing lotion to affected areas. Do not use salve, butter, or ointment.
4. Do not break blisters.

Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. It can occur at any age but is most common in young children.

Recognizing Heat Rash

Symptoms - Heat rash looks like a red cluster of pimples or small blisters. It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

What to Do

The best treatment for heat rash is to provide a cooler, less humid environment.

1. Keep the affected area dry. Dusting powder may be used to increase comfort, but avoid using ointments or creams—they keep the skin warm and moist and may make the condition worse.
2. Treating heat rash is simple and usually does not require medical assistance. Other heat-related problems can be much more severe.
- 3.

Heat Illness Prevention Guidance for Workers

Awareness of heat illness symptoms can save your life or the life of a co-worker

- 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 10 – 14 days for your body to adjust.

- Drinking plenty of water frequently is vital to 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 the worker 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 heat illness.
- Avoid or limit the use of alcohol and caffeine during periods of extreme heat. Both dehydrate the body. Certain medications can also accelerate heat illness.
- 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, be sure to pay extra attention to your co-workers and be sure you know how to call for medical attention.

Emergency Procedures

Emergency Medical Services

Provision of Services

Western Flooring will verify emergency medical services are available for the worksite per CAL/OSHA requirements. All subcontractors on site will follow this emergency medical service plan.

Appropriately Trained Persons

Western Flooring will have at least one person on site who is trained in CPR and First Aid during times of field work activity. Subcontractor personnel must meet the same one-person minimum requirement and add more trained persons if one trained person is not enough to service their work crews.

First-Aid Kit

Western Flooring keeps a first aid kit in their company vehicle at the project. Every subcontractor shall provide at least one first-aid kit in a weatherproof container for their own employees. The contents of the first-aid kit shall be inspected regularly to ensure that the expended items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile in individually sealed packages for each item. The first aid contents must meet CAL/OSHA requirements.

Informing Employees of Emergency Procedures

Western Flooring informs all employees who come onto the site about emergency procedures during site orientation.

Provision for Obtaining Emergency Medical Services

Western Flooring will call for emergency services via site telephone when radioed or otherwise notified by a subcontractor. Alternatively, any member of any subcontractor can call the emergency numbers on their own cell phones if needed. The telephone numbers for emergency services are posted in our site office

Notifications

The Project Supervisor will contact the local hospital and/or ambulance services to discuss the project scope of work, materials identified on site, number of employees, etc.

A list of phone numbers for emergency agencies and utilities will be posted at each site.

In the event of an emergency requiring notification of off-site personnel, the Project Superintendent is responsible for immediately contacting the appropriate agencies. If the Project Superintendent is unavailable, the Project Manager will perform this function. All personnel on site will be assigned roles and responsibilities to be carried out in cases of emergency. These assignments will be reviewed periodically with the jobsite staff.

The Project Supervisor, or his/her designee, will notify all public agencies requiring this information. CAL/OSHA must be notified of all serious injuries and hospitalizations within 24 hours and fatalities within 8 hours of the time of the accident.

The emergency evacuation procedure for each site will be determined by the General Contractor. It will be communicated to each employee during site orientation. Whenever an employee reports, or becomes aware of evacuation conditions, the employee shall immediately proceed to the assembly point. Foremen for each trade/crew will account for the personnel under their supervision and be prepared to report to the Project Superintendent regarding the presence or absence of any of their personnel. The Project Supervisor shall account for all personnel on site and provide instructions on further actions to be taken, including declaration of "all clear".

Emergency Equipment on Site

Each subcontractor will have one fully trained and equipped CPR/First Aid individual on site when they are performing work on the Project.

The following emergency equipment will be available:

- First aid kits
- Fire extinguishers

Training

Western Flooring personnel will be trained on specific duties regarding the emergency action plan when they first arrive on site.

Emergency Numbers

Ambulance	911
Emergency	911
Fire	911
Poison Control Center	(800) 442-6305
Police	911
Gas Leaks (Dig Alert)	800 – 227 - 2600

Western Flooring Inc. IIPP

10960 Wheatlands Ave., #104, Santee, CA 92071

Medical Clinic: US Health Works nearest location to jobsite: look up on phone

[Hospital / Emergency Medical Source](#)

The Nearest Hospital is:

Kaiser Permanente Clairemont Mesa Medical Offices

7060 Clairemont Mesa Blvd, San Diego, CA 92111

(619) 528-5000

The Primary Care Facility will be:

US Healthworks

Further care facilities will be determined in accordance with project specifications.

THE SUPERVISOR IS THE INCIDENT COMMANDER FOR ALL EMERGENCY PROCEDURES

Map to Hospital

Map to Clinic

Crystalline Silica Exposure Program

Scope

This program applies to all occupational exposures to respirable crystalline silica in construction work, except where employee exposure will remain below 25 micrograms per cubic meter of air (25 µg/m³) as an 8-hour time-weighted average (TWA) under any foreseeable conditions.

Definitions

Action level

Means a concentration of airborne respirable crystalline silica of 25 µg/m³, calculated as an 8-hour TWA.

Competent person

Means an individual who is capable of identifying existing and foreseeable respirable crystalline silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them. The competent person must have the knowledge and ability necessary to fulfill the responsibilities set forth in this program.

Employee exposure

Means the exposure to airborne respirable crystalline silica that would occur if the employee were not using a respirator.

High-efficiency particulate air [HEPA] filter

Means a filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.

Objective data

Means information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to respirable crystalline silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in Western Flooring's current operations.

Physician or other licensed health care professional [PLHCP]

Means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required by paragraph (h) of this section.

Respirable crystalline silica

Means quartz, cristobalite, and/or tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle size-selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air

Quality-Particle Size Fraction Definitions for Health-Related Sampling.

Specialist

Means an American Board Certified Specialist in Pulmonary Disease or an American Board Certified Specialist in Occupational Medicine.

Specified silica exposure control methods

For each employee engaged in a task identified on Table 1, Western Flooring shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task on Table 1, unless Western Flooring assesses and limits the exposure of the employee to respirable crystalline silica using other acceptable methods in compliance with this procedure.

TABLE 1










Equipment/Task	Engineering and Work Practice Control Methods	(APF) for <u>4 Hours or Less</u>	(APF) for <u>More Than 4 Hours</u>
<p>Jackhammers and handheld powered chipping tools</p> 	<p>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact:</p>		
	<p>When used <u>outdoors</u></p>	 <p>(None required)</p>	 <p>(APF 10 required)</p>
<p>OR (Alternatively)</p> <p>Use tool equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide the airflow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism:</p>	<p>When used <u>indoors or in an enclosed area</u></p>	 <p>(APF 10 required)</p>	 <p>(APF 10 required)</p>
	<p>When used <u>outdoors</u></p>	 <p>(None required)</p>	 <p>(APF 10 required)</p>
	<p>When used <u>indoors or in an enclosed area</u></p>	 <p>(APF 10 required)</p>	 <p>(APF 10 required)</p>

TABLE 1













Equipment/Task	Engineering and Work Practice Control Methods	(APF) for <u>4 Hours or Less</u>	(APF) for <u>More Than 4 Hours</u>
<p>Handheld grinders for uses other than mortar removal (i.e. concrete)</p> 	<p>For tasks performed <u>outdoors only</u>:</p> <ul style="list-style-type: none"> • Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. 	 <p>(None required)</p>	 <p>(None required)</p>
<p>OR (Alternatively)</p> <p>Use grinder equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism:</p>	<p>When used <u>outdoors</u></p>	 <p>(None required)</p>	 <p>(None required)</p>
	<p>When used <u>indoors or in an enclosed area</u></p>	 <p>(None required)</p>	 <p>(APF 10 required)</p>

TABLE 1

Equipment/Task	Engineering and Work Practice Control Methods	(APF) for <u>4 Hours or Less</u>	(APF) for <u>More Than 4 Hours</u>
<p style="text-align: center;">Walk-behind milling machines and floor grinders</p> 	<ul style="list-style-type: none"> • Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. • Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions. 	 <p style="text-align: center;">(None required)</p>	 <p style="text-align: center;">(None required)</p>
<p style="text-align: center;">OR (Alternatively)</p> <ul style="list-style-type: none"> • Use machine equipped with dust collection system recommended by the manufacturer. • Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions. • Dust collector must provide the airflow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. • When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes. 		 <p style="text-align: center;">(None required)</p>	 <p style="text-align: center;">(None required)</p>

When implementing the control measures specified in Table 1, Western Flooring shall:

- For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;
- For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust;
- For measures implemented that include an enclosed cab or booth, ensure that the enclosed cab or booth:
 - Is maintained as free as practicable from settled dust;
 - Has door seals and closing mechanisms that work properly;
 - Has gaskets and seals that are in good condition and working properly;
 - Is under positive pressure maintained through continuous delivery of fresh air;
 - Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 μm range (e.g., MERV-16 or better); and
 - Has heating and cooling capabilities.

Where an employee performs more than one task on Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

Alternative exposure control methods

For tasks not listed in Table 1, or where Western Flooring does not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1:

Permissible exposure limit (PEL)

Western Flooring shall ensure that no employee is exposed to an airborne concentration of respirable crystalline silica in excess of 50 $\mu\text{g}/\text{m}^3$, calculated as an 8-hour TWA.

Exposure assessment

Western Flooring shall assess the exposure of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level in accordance with either the performance option or the scheduled monitoring option of this program.

Performance option

Western Flooring shall assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.

Scheduled monitoring option

Western Flooring shall perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, in each work area. Where several employees perform the same tasks on the same shift and in the same work area, Western Flooring may sample a representative

fraction of these employees in order to meet this requirement. In representative sampling, Western Flooring shall sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica.

If initial monitoring indicates that employee exposures are below the action level, Western Flooring may discontinue monitoring for those employees whose exposures are represented by such monitoring.

Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, Western Flooring shall repeat such monitoring within six months of the most recent monitoring.

Where the most recent exposure monitoring indicates that employee exposures are above the PEL, Western Flooring shall repeat such monitoring within three months of the most recent monitoring.

Where the most recent (noninitial) exposure monitoring indicates that employee exposures are below the action level, Western Flooring shall repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the action level, at which time Western Flooring may discontinue monitoring for those employees whose exposures are represented by such monitoring.

Reassessment of exposure

Western Flooring shall reassess exposures whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the action level, or when Western Flooring has any reason to believe that new or additional exposures at or above the action level have occurred.

Methods of sample analysis

Western Flooring shall ensure that all samples taken to satisfy the monitoring requirements are evaluated by a laboratory that analyzes air samples for respirable crystalline silica in accordance with the procedures in Appendix A to the OSHA Silica Standard.

Employee notification of assessment results

Within five working days after completing an exposure assessment, Western Flooring shall individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.

Whenever an exposure assessment indicates that employee exposure is above the PEL, Western Flooring shall describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.

Observation of monitoring

Where air monitoring is performed to comply with the requirements of this section, Western Flooring shall provide affected employees or their designated representatives an opportunity to observe any monitoring of employee exposure to respirable crystalline silica.

When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, Western Flooring shall provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

Methods of compliance

Western Flooring shall use engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL, unless Western Flooring can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, Western Flooring shall nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.

Abrasive blasting

Western Flooring shall comply with other OSHA standards, when applicable, such as 29 CFR 1926.57 (Ventilation), where abrasive blasting is conducted using crystalline silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain crystalline silica.

Respiratory protection

Where respiratory protection is required by this program, Western Flooring must provide each employee an appropriate respirator that complies with the requirements of this paragraph and 29 CFR 1910.134. Respiratory protection is required:

- Where specified by Table 1 of this program; or
- For tasks not listed in Table 1, or where Western Flooring does not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1:
 - Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;
 - Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering and work practice controls are not feasible; and
 - During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

Respiratory protection program

Where respirator use is required by this program, Western Flooring shall follow its respiratory protection program.

Housekeeping

Dry sweeping or dry brushing is not allowed where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming or other methods that minimize the likelihood of exposure are not feasible.

Compressed air is not allowed to be used to clean clothing or surfaces where such activity could

contribute to employee exposure to respirable crystalline silica unless:

- The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or
- No alternative method is feasible.

Written exposure control plan

Western Flooring shall establish and implement a written exposure control plan that contains at least the following elements:

- A description of the tasks in the workplace that involve exposure to respirable crystalline silica;
- A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task;
- A description of the housekeeping measures used to limit employee exposure to respirable crystalline silica; and
- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures generated by other employers or sole proprietors.

Western Flooring shall review and evaluate the effectiveness of the written exposure control plan at least annually and update it as necessary.

Western Flooring shall make the written exposure control plan readily available for examination and copying, upon request, to each employee covered by this program, their designated representatives and OSHA.

Western Flooring shall designate a competent person to make frequent and regular inspections of job sites, materials, and equipment to implement the written exposure control plan.

Medical surveillance

Western Flooring shall make medical surveillance available at no cost to the employee, and at a reasonable time and place, for each employee who will be required under this section to use a respirator for 30 or more days per year.

Western Flooring shall ensure that all medical examinations and procedures required by this section are performed by a PLHCP.

Initial examination

Western Flooring shall make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of this section within the last three years. The examination shall consist of:

- A medical and work history, with emphasis on: Past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history;

- A physical examination with special emphasis on the respiratory system;
- A chest X-ray (a single posteroanterior radiographic projection or radiograph of the chest at full inspiration recorded on either film (no less than 14 x 17 inches and no more than 16 x 17 inches) or digital radiography systems), interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconioses by a NIOSH-certified B Reader;
- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH approved spirometry course;
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.

Periodic examinations

Western Flooring shall make available medical examinations at least every three years, or more frequently if recommended by the PLHCP.

Information provided to the PLHCP. Western Flooring shall ensure that the examining PLHCP has a copy of this standard, and shall provide the PLHCP with the following information:

- A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to respirable crystalline silica;
- The employee's former, current, and anticipated levels of occupational exposure to respirable crystalline silica;
- A description of any personal protective equipment used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and
- Information from records of employment-related medical examinations previously provided to the employee and currently within the control of Western Flooring.

PLHCP's written medical report for the employee

Western Flooring shall ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to respirable crystalline silica and any medical conditions that require further evaluation or treatment;
- Any recommended limitations on the employee's use of respirators;
- Any recommended limitations on the employee's exposure to respirable crystalline silica; and;
- A statement that the employee should be examined by a specialist if the chest X-ray provided in accordance with this section is classified as 1/0 or higher by the B Reader, or if referral to a specialist is otherwise deemed appropriate by the PLHCP.
- PLHCP's written medical opinion.

Western Flooring shall obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following:

- The date of the examination;
- A statement that the examination has met the requirements of this section; and
- Any recommended limitations on the employee's use of respirators.

If the employee provides written authorization, the written opinion shall also contain either or both of the following:

- Any recommended limitations on the employee's exposure to respirable crystalline silica;
- A statement that the employee should be examined by a specialist if the chest X-ray provided in accordance with this section is classified as 1/0 or higher by the B Reader, or if referral to a specialist is otherwise deemed appropriate by the PLHCP.
- Western Flooring shall ensure that each employee receives a copy of the written medical opinion within 30 days of each medical examination performed.

Additional examinations

If the PLHCP's written medical opinion indicates that an employee should be examined by a specialist, Western Flooring shall make available a medical examination by a specialist within 30 days after receiving the PLHCP's written opinion.

Western Flooring shall ensure that the examining specialist is provided with all of the information that Western Flooring is obligated to provide to the PLHCP per OSHA standards.

Western Flooring shall ensure that the specialist explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of the examination.

Western Flooring shall obtain a written opinion from the specialist within 30 days of the medical examination.

Communication of respirable crystalline silica hazards to employees

Hazard communication

Western Flooring shall include respirable crystalline silica in the program established to comply with the hazard communication standard (HCS). Western Flooring shall ensure that each employee has access to labels on containers of crystalline silica and safety data sheets. Western Flooring shall ensure that at least the following hazards are addressed:

- cancer
- lung effects
- immune system effects, and
- kidney effects

Employee information and training

Western Flooring shall ensure that each employee covered by this section can demonstrate knowledge and understanding of at least the following:

- The health hazards associated with exposure to respirable crystalline silica;

- Specific tasks in the workplace that could result in exposure to respirable crystalline silica;
- Specific measures Western Flooring has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used;
- The contents of this program;
- The identity of the competent person designated by Western Flooring for this program and
- The purpose and a description of the medical surveillance program

Western Flooring shall make a copy of this program readily available without cost to each employee covered by this program.

Recordkeeping

Air monitoring data.

Western Flooring shall make and maintain an accurate record of all exposure measurements taken to assess employee exposure to respirable crystalline silica.

This record shall include at least the following information:

- The date of measurement for each sample taken;
- The task monitored;
- Sampling and analytical methods used;
- Number, duration, and results of samples taken;
- Identity of the laboratory that performed the analysis;
- Type of personal protective equipment, such as respirators, worn by the employees monitored; and
- Name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.

Western Flooring shall ensure that exposure records are maintained and made available in accordance with OSHA and CAL/OSHA standards.

Objective data

- Western Flooring shall make and maintain an accurate record of all objective data relied upon to comply with the requirements of this program.
- This record shall include at least the following information:
 - The crystalline silica-containing material in question;
 - The source of the objective data;
 - The testing protocol and results of testing;
 - A description of the process, task, or activity on which the objective data were based; and
 - Other data relevant to the process, task, activity, material, or exposures on which the objective data were based.
- Western Flooring shall ensure that objective data are maintained and made available in accordance with 29 CFR 1910.1020.

Medical surveillance

Western Flooring shall make and maintain an accurate record for each employee covered by medical surveillance.

The record shall include the following information about the employee:

- Name and social security number;
- A copy of the PLHCPs' and specialists' written medical opinions; and
- A copy of the information provided to the PLHCPs and specialists.

Western Flooring shall ensure that medical records are maintained and made available in accordance with CAL/OSHA requirements.

**Western Flooring Respirable Crystalline Silica (RCS)
Exposure Control Plan**

Employees may be exposed to respirable crystalline silica while performing:
Concrete chipping and grinding operations to level floors

Engineering Controls to be Used:

Western Flooring will utilize the required engineering controls per Table 1 in this program. This will either be a wet method or a dust collection method.

Safe Work Practices to be Used:

Workers will follow the work practices required by Table 1 of this program. Workers will not use compressed air to cleanup dust from concrete drilling, grinding and cutting operations. Wet methods or other safe methods such as using bag containment will be used to dispose of collected dusts containing RCS.

Respiratory Protection to be Used:

Respiratory protection will be used in accordance with Table 1 of this program. It is not anticipated that respirators above the APF of 10 will be needed.

Housekeeping Measures to Limit Employee Exposures:

Any dust generated will be wetted before broom sweeping or vacuuming. Slurry will not be allowed to dry to turn back into dust at a later time.

Procedures Used to Restrict Work Access of Other Workers in Nearby Areas:

The areas where respirator use is required under Table 1 of this program will be marked off with danger tape and/or visual signage that warns of not entering the area.

Respiratory Protection Program

Our respirator program administrator is Gayle Johnson

Our administrator's duties are to oversee the development of the respiratory program and, make sure it is carried out at the workplace. The administrator will also evaluate the program regularly to make sure procedures are followed, respirator use is monitored and respirators continue to provide adequate protection when job conditions change.

Selection of Respirators

We have evaluated our respiratory hazards for our most common work activities and found respirators may be needed by employees doing the following duties, tasks or activities:

Employee position or activity: Concrete floor grinding

Chemicals or products used: concrete (free crystalline silica dust)

Respirator type: NIOSH approved 1/2 mask respirators (APF 10)

Medical Evaluations

Every employee of this company who must wear a respirator will be provided with a medical evaluation before they are allowed to use the respirator. Our first step is to give the attached medical questionnaire to those employees. Employees are required to fill out the questionnaire in private and send or give them to Western Flooring's occupational medical provider. Completed questionnaires are confidential and will be sent directly to medical provider without review by management.

If the medical questionnaire indicates to our medical provider that a further medical exam is required, this will be provided at no cost to our employees by Western Flooring's occupational medical provider. We will get a recommendation from this medical provider on whether or not the employee is medically able to wear a respirator.

Additional medical evaluations will be done in the following situations:

- our medical provider recommends it,
- our respirator program administrator decides it is needed,
- an employee shows signs of breathing difficulty,
- changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

Respirator Fit-testing

All employees who wear tight-fitting respirators will be fit-tested before using their respirator or given a new one. Fit-testing will be repeated annually. Fit-testing will also be done when a different respirator facepiece is chosen, when there is a physical change in an employee's face that would affect fit, or when our employees or medical provider notify us that the fit is unacceptable. No beards are allowed on wearers of tight-fitting respirators. We do fit-testing using one or more of the following fit-testing protocols:

- Irritant smoke protocol, Bitrex protocol or Saccharin protocol

Documentation of our fit-testing results is kept at our main office location

Respirators will be checked for proper sealing by the user whenever the respirator is first put on, using the attached seal check procedures:

Respirator storage, cleaning, maintenance and repair

Our non-disposable respirators will be stored in the bags they came with from the manufacturer or another zip-lock style plastic bag. Respirators will be cleaned and sanitized whenever they are visibly dirty or unsanitary. (does not apply to paper dust masks which are disposed of daily). Respirators will be cleaned according to the manufacturer's instructions.

All respirators will be inspected before and after every use and during cleaning. In addition, emergency respirators and self-contained tank-type supplied air respirators in storage will be inspected monthly.

Respirators will be inspected for damage, deterioration or improper functioning and repaired or replaced as needed. Repairs and adjustments are done by workers who are trained in respirator maintenance.

When supplied air respirators are used, any needed repairs or adjustments will be done by the manufacturer or technician trained by the manufacturer.

Respirators used by Western Flooring are currently only equipped with filters. These filters are to be changed whenever they become too clogged to breathe easily or show signs of damage or deterioration.

Respirator Use

The Program Administrator will monitor the work area in order to be aware of changing conditions where employees are using respirators.

Employees will not be allowed to wear respirators with tight-fitting facepieces if they have facial hair (e.g., stubble, beard, mustache, etc.) absence of normally worn dentures, facial deformities (e.g., scars, deep skin creases, prominent cheekbones), or other facial features that interfere with the facepiece seal or valve function. Jewelry or headgear that projects under the facepiece seal is also not allowed.

If corrective glasses or other personal protective equipment is worn, it will not interfere with the seal of the facepiece to the face.

A seal check will be performed every time a tight-fitting respirator is put on.

The program administrator will make sure that the NIOSH labels and color-coding on respirator filters and cartridges remain readable and intact during use.

Employees will leave the area where respirators are required for any of the following reasons:

- to replace filters or cartridges,
- when they smell or taste a chemical inside the respirator,
- when they notice a change in breathing resistance
- to adjust their respirator,
- to wash their faces or respirator,
- if they become ill,

if they experience dizziness, nausea, weakness, breathing difficulty, coughing, sneezing vomiting, fever or chills.

Voluntary Use of Filtering Facepiece Respirators (Dust Masks)

If employees wish to use respiratory protection on a voluntary basis when they are not being overexposed to airborne contaminants, they may use filtering facepiece style respirators that will be supplied to them by the company. All employees who wish to voluntarily use these respirators must first read the contents of Appendix D in the OSHA Respiratory Protection Standard. No fit testing, medical evaluation, or other requirements of this program will apply to those workers.

Respirator Training

Training is done by Gayle Johnson or Duane Johnson before employees wear their respirators and annually thereafter as long as they wear respirators. Our supervisors or crew bosses who wear respirators or supervise employees who do, will also be trained on the same schedule.

Additional training will also be done when an employee uses a different type of respirator or workplace conditions affecting respiratory hazards or respirator use have changed.

Training will cover the following topics:

- Why the respirator is necessary,
- The respirator's capabilities and limitations,
- How improper fit, use or maintenance can make the respirator ineffective,
- How to properly inspect, put on, seal check, use, and remove the respirator,
- How to clean, repair and store the respirator or get it done by someone else,
- How to use a respirator in an emergency situation or when it fails,
- Medical symptoms that may limit or prevent respirator use,

Respiratory Program Evaluation

Western Flooring evaluates our respiratory program for effectiveness by doing the following steps:

1. Checking results of fit-test results and health provider evaluations.
2. Talking with employees who wear respirators about their respirators – how they fit, do they feel they are adequately protecting them, do they notice any difficulties in breathing while wearing them, do they notice any odors while wearing them, etc.
3. Periodically checking employee job duties for changes in chemical exposure.
4. Periodically checking maintenance and storage of respirators.
5. Periodically checking how employees use their respirators.

Recordkeeping

The following records will be kept:

- A copy of this completed respirator program

- Employees' latest fit-testing results

- Employee training records

- Written recommendations from our medical provider

The records will be kept at our main office location. Employees will have access to these records.

Information for Employees Using Respirators When Not Required (OSHA Appendix D Information to Respiratory Protection Standard)

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

EMPLOYEE INFORMATION VERIFICATION:

I have read and understand the contents of this document:

Employee Name

Employee Signature

Date

Sample Respirator Fit Test Record

Name: _____ Initials: _____

Type of qualitative/quantitative fit test used: _____

Name of test operator: _____ Initials: _____

Date: _____

Respirator Mfr./Model/Approval no.	Size	Pass/Fail	or	Fit Factor
------------------------------------	------	-----------	----	------------

Note: "Fit factor" is numerical result of quantitative fit test from instrument reading

- | | | | | |
|----------|-------|---|---|-------|
| 1. _____ | S M L | P | F | _____ |
| 2. _____ | S M L | P | F | _____ |
| 3. _____ | S M L | P | F | _____ |
| 4. _____ | S M L | P | F | _____ |

Clean Shaven? Yes___ No___ (Fit-test cannot be done unless clean-shaven)

Medical Evaluation Completed? Yes___ No___

NOTES: _____

This record indicates that you have passed or failed a qualitative or quantitative fit test as shown above for the particular respirator(s) shown. Other types will not be used until fit tested.

Respirator Training Record

_____ Employee Name (printed)

I certify that I have been trained in the use of the following respirator(s):

This training included the inspection procedures, fitting, maintenance and limitations of the above respirator(s). I understand how the respirator operates and provides protection. I further certify that I have heard the explanation of the respirator(s) as described above and I understand the instructions relevant to use, cleaning, disinfecting and the limitations of the respirator(s).

Employee Signature

Instructor Signature

Date

Seal Check Procedures

Table 21
User Seal Check Procedure

Important Information for Employees:

- You need to conduct a seal check each time you put your respirator on before you enter the respirator use area. The purpose of a seal check is to make sure your respirator (which has been previously fit tested by your employer) is properly positioned on your face to prevent leakage during use and to detect functional problems.
- The procedure below has 2 parts; a positive pressure check and a negative pressure check. You must complete both parts each time. It should only take a few seconds to perform, once you learn it.
 - If you can't pass both parts, your respirator is not functioning properly, see your supervisor for further instruction.

Positive Pressure Check:

1. Remove exhalation valve cover, if removable.
2. Cover the exhalation valve completely with the palm of your hand while exhaling gently to inflate the facepiece slightly.
3. The respirator facepiece should remain inflated (indicating a build-up of positive pressure and no outward leakage).
 - If you detect no leakage, replace the exhalation valve cover (if removed), and proceed to conduct the negative pressure check .
 - If you detect evidence of leakage, reposition the respirator (after removing and inspecting it), and try the positive pressure check again.

Negative Pressure Check:

4. Completely cover the inhalation opening(s) on the cartridges or canister with the palm(s) of your hands while inhaling gently to collapse the facepiece slightly.
 - If you can't use the palm(s) of your hands to effectively cover the inhalation openings on cartridges or canisters, you may use:
 - Filter seal(s) (if available)
 - or
 - Thin rubber gloves
5. Once the facepiece is collapsed, hold your breath for 10 seconds while keeping the inhalation openings covered.
6. The facepiece should remain slightly collapsed (indicating negative pressure and no inward leakage).
 - If you detect no evidence of leakage, the tightness of the facepiece is considered adequate, the procedure is completed, and you may now use the respirator.
 - If you detect leakage, reposition the respirator (after removing and inspecting it) and repeat both the positive and negative fit checks.

Respirator Cleaning Procedures

Table 20 Respirator Cleaning Procedure	
Step	Task
1.	Remove filters, cartridges, canisters, speaking diaphragms, demand and pressure valve assemblies, hoses, or any components recommended by the manufacturer. <ul style="list-style-type: none"> • Discard or repair any defective parts.
2.	Wash components in warm (43°C [110°F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. <ul style="list-style-type: none"> • A stiff bristle (not wire) brush may be used to help remove the dirt. • If the detergent or cleaner doesn't contain a disinfecting agent, respirator components should be immersed for 2 minutes in one of the following: <ul style="list-style-type: none"> - A bleach solution (concentration of 50 parts per million of chlorine). Make this by adding approximately one milliliter of laundry bleach to one liter of water at 43°C (110°F) - A solution of iodine (50 parts per million iodine). Make this in 2 steps: <ul style="list-style-type: none"> • First, make a tincture of iodine by adding 6-8 grams of solid ammonium iodide and/or potassium iodide to 100 cc of 45% alcohol approximately. • Second, add 0.8 milliliters of the tincture to one liter of water at 43°C (110°F) to get the final solution. - Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer
3.	Rinse components thoroughly in clean, warm (43°C [110°F] maximum), preferably, running water. Note: The importance of thorough rinsing can't be overemphasized. Detergents or disinfectants that dry on facepieces could cause dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts, if not completely removed.
4.	Drain components.
5.	Air-dry components or hand dry components with a clean, lint-free cloth.
6.	Reassemble the facepiece components. <ul style="list-style-type: none"> • Replace filters, cartridges, and canisters, if necessary (for testing)
7.	Test the respirator to make sure all components work properly.

Glossary of Terms

IIPPP	Injury & Illness Prevention Program an employer must establish pursuant to SB 198
OSHA	Occupational Safety & Health Administration, U.S. Department of Labor- since 1970
CFR	Code of Federal Regulations - Part 1926 -the Construction Standards
CAL/OSHA	The California Occupational Safety & Health Act under the jurisdiction of the State of California, Department of Industrial Relations
CCR	Code of California Regulations
SB198	Senate Bill 198, Statutes of 1989, Chapter 1369; Labor Code §6401.7
AB1127	Assembly Bill1127, Statutes of 2000, makes 12 changes to California Labor Code
Standard	Title 8, California Code of Regulations (CCR) General Industry Safety Orders, §3203; Construction Industry Safety Orders §1509
Codes of Safe Practices	A method of briefly describing safety-related work procedures and conditions, which, if followed, minimize hazards associated with the particular type of work
Hazards	As used in this manual, means any occupation-related physical injury or health risk produced by accident, trauma, and exposure.
GISO	Abbreviation for General Industry Safety Orders, which include all of the generally applicable standards for workplace safety and health in Title 8, California Code of Regulations, Chapter 4, Subchapter 7, §3200 et seq
CISO	Abbreviation for Construction Industry Safety Orders, which include all of the generally applicable standards for workplace safety and health in Title 8, California Code of Regulations, Chapter 4, Subchapter 7, §1500 et seq
ESO	Abbreviation for Electrical Safety Orders, which include all of the generally applicable standards for workplace safety and health in Title 8, California Code of Regulations, Subchapter 7, §2299 et seq
OSHA 300 Log	Log and Summary of Occupational Injuries and Illnesses, Title 8, CCR §14301 that must be kept by all employers with 10 or more employees - Summary Log 300A must be posted at all employment locations during February, March, and April for the preceding year
Tailgate Talks	Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety
SDS	Safety Data Sheet- required for all hazardous materials used on the jobsite
HAZCOM	Hazard control and communication of all hazardous conditions and materials
PPE	Personal Protective Equipment- apparel and devices to protect employees from exposure to hazardous conditions and/or materials
Multi-Employer Jobsite	On a construction jobsite there are many different trade contractors present, all of whom have the authority and responsibility for the safety of their own people. Each are contracted to provide a safe and healthful workplace for their personnel. They are the Controlling, Creating, Exposing, and Correcting employers – each subject to OSHA regs.