THIS BOOK

HAS BEEN

ASSIGNED TO

_____

IF FOUND

PLEASE CALL

Power Lift Foundation Repair, Inc.

(800) 441-5438

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

TABLE OF CONTENTS

SECTION 1

COMPANY SAFETY POLICY STATEMENT

SECTION 2

COMPANY SAFETY PROGRAM

CHAPTER 3

MANAGERS AND SUPERVISOR'S RESPONSIBILITIES

SECTION 4

GENERAL SAFETY REQUIREMENTS

SECTION 5

OCCUPATIONAL SAFETY AND HEALTH ACT

SECTION 6

SAFETY RISK MANAGEMENT

ACCIDENT INVESTIGATION 1

AERIAL LIFTS 4

ALCOHOL AND DRUG ABUSE POLICY 5

CONSENT TO DRUG TEST FORM 13

ASBESTOS 14

BLOODBORNE PATHOGEN 15

COMPANY OWNED VEHICLES 27
COMPRESSED GASES 30
CONFINED SPACE 31
CONFINED SPACE ENTRY PERMIT 56
ENTRY TEAM FORM 57
APPENDIX A 58
CRANES 59
HOW TO FLAG A CRANE POSTER 66
EMERGENCY RESPONSE 67
EXCAVATION & TRENCHING POLICY 69
EXCAVATION CHECKLIST 75
OSHA SHORING REQUIREMENTS 76
FALL PROTECTION POLICY 83
FIRE PREVENTION 97
FIRST AID AND CPR 103
FIRST AID LOG 105
FIRST AID INSTRUCTIONAL POSTER 106
INFORMATION ON MEDICAL FACILITIES 107
FORKLIFT OPERATOR TRAINING 108
HOW TO GIVE TOOL BOX SAFETY TALKS 113
SAFETY TALKS 115
INSTRUCTIONS ON "WHAT TO DO WHEN THE MEDIA ARRIVES" 116
INSTRUCTIONS ON "WHAT TO DO WHEN OSHA ARRIVES" 119
LADDERS 122
LOCKOUT / TAGOUT PROGRAM 127
MULTI-EMPLOYER WORK SITES 135
OSHA OFFICE LIST 137
PERSONAL PROTECTIVE EQUIPMENT 138
PERSONAL PROTECTIVE EQUIPMENT FORM 145
RESPIRATORY POLICY 146

RETURN TO WORK PROCESS 155
MODIFIED DUTY WORK AGREEMENT 160
SAFETY COMMITTEE 161
SCAFFOLDING 162

SECTION 7

MISCELLANEOUS FORMS

COBRA INITIAL NOTIFICATION FORM

EMPLOYEE NOTICE OF FAILURE TO COMPLY TO COMPANY POLICY OR RULES

EMPLOYER'S NOTICE OF WORKER'S COMPENSATION COVERAGE FORM

FAMILY MEDICAL LEAVE ACT POSTER

JOB SAFETY & HEALTH PROTECTION POSTERS

MINIMUM WAGE POSTER

MONTHLY INSPECTION FORM

NEW EMPLOYEE ORIENTATION FORM

NOTICE – EMPLOYEE POLYGRAPH PROTECTION ACT POSTER

OSHA 300 LOG FORM

OSHA HAZARD COMMUNICATION STANDARDS – CERTIFICATE OF TRAINING HAZARDOUS SUBSTANCES

PREVENTIVE MAINTENANCE FORM

SAFETY REPORT FORM

SUPERVISOR ACCIDENT INVESTIGATION SUPPLEMENTAL REPORT FORM

SUPPLEMENTARY RECORD OF OCCUPATIONAL INJURIES AND ILLNESS

TEXAS WORKERS' COMPENSATION POSTERS

VEHICLE ACCIDENT INVESTIGATION REPORT FORM

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ POLICY STATEMENT

A safe and healthful working environment is of the utmost importance for the successful operation of our business. To this end, we are committed to providing the best, safest and most helpful working conditions possible for our employees.

We are also committed to discovering, correcting, and preventing safety and environmental health hazards that could affect employees and the general public.

We are dedicated to a policy, which will promote and implement the best safety and health programs, and encourage employee initiative to ensure safe and healthful operations.

It is our intent to comply with all local, state and federal safety standards, codes and regulations. We expect everyone in the firm to perform their job in a safe manner and in accordance with the procedures outlined in our safety and risk management program.

Signed: _____
CEO

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ COMPANY PROGRAM

The Objectives of the Company's risk management program are to lessen human suffering and to reduce the cost of operations. With these objectives in mind, the company will make every practicable effort to:

- Incorporate appropriate methods of protection against accidents on its jobs, in the shop, and in vehicles.
- Select employees who are physically, emotionally and intellectually qualified to perform their assigned tasks with due regard for their own safety and the safety of others.
- Train its employees in safe work habits and procedures.
- Provide appropriate equipment to ensure safe working conditions for its employees and protection for the general public.
- Promote a positive attitude toward the observance of safe work practices.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ MANAGERS AND SUPERVISORS' RESPONSIBILITIES

Each manager and supervisor within the Company is responsible for all accident prevention activities within their area of responsibility. These responsibilities include:

- Providing and maintaining adequate tools and equipment, vehicles and accessories for proper and safe performance of assigned duties.
- Providing and maintaining all safety equipment which is reasonably necessary for safe performance of work.
- Establishing and enforcing work methods and procedures to accomplish assigned tasks without accident or loss.
- Educating, training and motivating all personnel in the applicable safe work practices and procedures.
- Inspecting tools and equipment, and observing work practices on a regular basis for conformance to safety standards. Any defective tools/equipment should be tag do not use. Violation of any safety risk management policy and guides should be discipline.
- Establishing and maintaining good relations with General Contractors and others to ensure maximum cooperation in protecting our employees and others.
- Providing first aid equipment and training for emergency treatment of employees or others.
- Conforming to established procedures in the emergency treatment of employees or others and in the investigation and reporting of injuries and accidents.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ GENERAL SAFETY REQUIREMENTS

▪ Job Planning

Prior to beginning any job, the supervisor in charge shall determine what possible hazards may be encountered. Pre-job planning is one of the key factors that contributes to a job completed safely and efficiently. Consideration should be given to the tools and equipment which are necessary to do the job, what emergency equipment is needed for the workers, what emergency equipment should be available and what procedure should be followed in the event of an emergency. Pre-job planning does not always mean the job steps have to be written out, but doing so will help encourage a more critical look at potential hazards.

It shall be each supervisor's responsibility to communicate the hazards associated with each job assignment to the employees who will be doing the job.

▪ Protecting the Customer's Property

Every effort shall be made to perform all duties in a manner that will protect our customers from hazards associated with the company's operating and work activities. Employee training and pre-job planning will effectively minimize hazards.

▪ Taking Chances

No employee shall take any undue chances that could endanger the safety of the employee and others or result in damage to company property or that of others. Whenever an employee is in doubt regarding the proper procedures, his/her immediate supervisor should be consulted. Taking chances includes, but is not limited to, failure to wear prescribed personal protective equipment without authority.

- **Entering Hazardous Areas**
  All suspected hazardous areas should be considered dangerous until investigated and proven to be safe. Exposure to fumes, gases, dusts, vapors, or other materials that affect health and safety shall not be permitted without reducing the concentration to a safe level or, in the case when emergency work must be done, providing appropriate personal protective equipment. Other sections of this policy deal with specific hazardous conditions most likely to be encountered.

- **Machine and Equipment Guarding**
  Machinery and equipment shall be guarded to protect the operator and others from exposed moving parts and flying chips or sparks. Guarding shall also include protection from mechanical power-transmission apparatus such as rotating shafts, pulleys, sprockets, belts, and chains associated with tools, work equipment, compressors or building facilities.

- **Maintenance Equipment**
  All equipment shall be inspected prior to use each day to determine that it is in safe operating condition. All equipment shall be maintained in accordance with the manufacturer's recommended maintenance schedule.

- **Tools and Equipment**
  - Tools used should be of good quality and should be made for the intended use.
  - Only persons trained in their use should use tools or equipment. This is especially important of power operated tools, such as stud guns, fork-lifts, batches, etc...
  - Only tools and equipment in good repair should be used. Defective tools should be removed from the job site until repaired by a qualified repairman.
  - No tool or device made with a safety guard shall be used unless guards or safety devices are in place and in good working order.

- No tool or device whose use is recommended with personal protection equipment, being worn by the operator, shall be used unless that operator uses the recommended personal protection equipment.

▪ Electrical Cords

All drop cords or power tools coming off temporary or permanent power must be grounded by G.F.C.I. (Ground Fault Circuit Interrupter) or be protected by an assured equipment grounding conductor program. Only OSHA approved extension cords shall be used. All electrical tools shall either be of the approved double-insulated type or protected by a properly installed ground conductor. All cords and plugs connected to equipment shall be tested for continuity at intervals not to exceed three months. These tests shall be documented and kept at the job site until completion.

In addition to the Electrical Contractors' testing of the G.F.C.I. System, each job site superintendent is responsible for the testing of the G.F.C.I. Systems being using on a monthly basis and just prior to every OSHA inspection.

▪ Housekeeping

Good housekeeping must be maintained during the course of construction, alteration, or repairs in order to provide our employees a safe and healthy place of employment. Scrap and surplus materials, equipment and debris shall be removed as needed in order to keep the work areas as safe and productive as possible. If it is not practical or feasible to maintain a clean and safe place to work due to factors or conditions beyond your immediate control (such as debris being left by other contractors), please refer to the section in this manual entitled "Multi-Employer Work Sites" for procedures to follow.

▪ Jobsite Safety Meetings

Supervisors are responsible for preparing and conducting job site safety training meetings. The following is intended to be a guideline for conducting successful Toolbox meetings:

1. This meeting should be short, about 15 minutes maximum.

2. Limited to one or two topics.

3. This meeting should be documented. Record the date, employees in attendance, topics discussed and any follow-up measures taken.

4. Select the topic several days in advance so that you have a chance to become familiar with the subject. You should be able to present the topic without reading it.

5. If possible schedule the meeting at the same time and hold it in the work area. These meetings are short so seating is not important. However, make sure everyone can easily see and hear you.

6. **Note: Tool Box Talks in this Manual**

- **Basic Safety Regulations**

Our insurance carrier, OSHA, and this company require the following basic regulations. They are for your protection. We cannot list every possible hazard, or safe practice, but these regulations are mandatory, and will be enforced. Flagrant disregard for them will be cause for termination of employment. (Also pertains to Personal Protection Equipment)

- Welders will wear all required safety equipment, store bottles properly, keep equipment in good condition, and protect other workers from welding flash.

- All welders and others using torches will have a fire extinguisher in the immediate work area.

- Each supervisor is responsible for tagging defective tools or equipment as unsafe, and returning them to the tool room for repair or destruction.

- All power equipment must have the required guards in place, such as shields on cut-off saws, etc...

- All supervisors are to test all jobs to make sure the power supply is permanently grounded or has a ground-fault circuit

protection system, and to periodically (at least once a month) test the power tools on the job.

- OSHA regulations for trenching and excavation, shoring, ladders and scaffolding, confined space and other hazards will be strictly enforced.

- People working on ladders while using power equipment are particularly vulnerable to accidents. Make sure the ladder is tall enough that you do not have to stand on the top two steps. Make sure all four legs are secure to the floor. Make sure that you are braced so that if a drill hangs, it will not throw you off the ladder. Never lean a stepladder against a wall. Secure extension ladders by tying off the top and make sure it is 1-foot away from the wall for every 4-feet of height. Make sure extension ladders extend 3-feet above a landing.

- Accidents can occur while hoisting heavy equipment. Stay out from under the load, take enough time to plan the job, and instruct everyone on what to do, and use the right equipment.

- Report all defective tools and equipment to your supervisor, put a **"DO NOT USE"** tag on them, and send them to be repaired.

- Horseplay, fighting, possession of firearms, or possession or use of alcohol or drugs will not be tolerated, and are reason for immediate discharge.

- Running on the job is prohibited, except in obvious extreme emergencies.

- Employees shall observe and obey all caution and danger signs, barricades, and safety permit tags that are placed on the job site or shop.

- Good housekeeping is always necessary in order to prevent accidents. Waste materials shall be disposed of properly and shall not be allowed to accumulate in a work area.

- Employees shall not use compressed air, especially oxygen, for dusting or cleaning off their body or clothes.

- All accidents shall be reported immediately to the injured employee's supervisor. Failure to do so could result in denials of workers' compensation.

- Unsafe conditions and unsafe acts must be reported to the supervisor immediately.

The above regulations are for your protection. If you get hurt, both you and the company lose. If you observe others violating these policies, and exposing you to injury, let your supervisor know. If the condition is not corrected, let a company officer know, and we will correct it without anyone knowing you were involved.

▪ Disciplinary Program

The purpose of a disciplinary program is to provide a method for ensuring compliance with rules concerning operation, personnel, safety, security, and other regulations adopted by the company. All employees, including office and production, supervisory staff, personnel and management, will be subject to this program.

Persons authorized to enforce or administer the disciplinary program will be determined by ***Bill McCown*** and could include supervisors, management, and safety staff. ***Bill McCown*** will make the final determination of the degree of disciplinary action taken for the violation of a regulation.

▪ Electrical

All drop cords or power tools coming off temporary or permanent power must be grounded by G.F.C.I. (Ground Fault Circuit Interrupter) or be protected by an assured equipment grounding conductor program. Only OSHA accepted extension cords should be used. All electrical tools shall be of the approved double-insulated type or protected by a properly installed ground conductor.

- **General Electrical Work Practices**
  Safety-related work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits that are or may be energized. The specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazards.

- **De-energized Parts**
  Live parts to which an employee may be exposed shall be de-energized before the employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations. Live parts that operate at less than 50 volts to ground need not be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

- **Energized Parts**
  If the exposed live parts are not de-energized (i.e., for reasons of increased or additional hazards or infeasibility), other safety-related work practices shall be used to protect employees who may be exposed to the electrical hazards involved. Such work practices shall protect employees against contact with energized circuit parts directly with any part of their body or indirectly through some other conductive object. The work practices that are used shall be suitable for the conditions under which the work is to be performed and for the voltage level of the exposed electric conductors or circuit parts.

- **Working on or Near Exposed De-energized Parts**
  Application. This paragraph applies to work on exposed de-energized parts or near enough to them to expose the employee to any electrical hazard they present.

  Lockout and tagging. While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been de-energized, the circuits energizing the parts shall be locked out or tagged or both in accordance with the requirements of this paragraph. The requirements shall be followed in the order:

- **Procedures**
  The employer shall maintain a written copy of the procedures.

- **De-energizing Equipment.**
  Safe procedures for de-energizing circuits and equipment shall be determined before circuits or equipment are de-energized. The circuits and equipment to be worked on shall be disconnected from all electric energy sources. Control circuit devices, such as push buttons, selector switches, and interlocks, may not be used as the sole means for de-energizing circuits or equipment. Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.

  Stored electric energy, which might endanger personnel, shall be released. Capacitors shall be discharged and high capacitance elements shall be short-circuited and grounded, if the stored electric energy might endanger personnel.

  Stored non-electrical energy in devices that could reenergize electric circuit parts shall be blocked or relieved to the extent that the device could not accidentally energize the circuit parts.

- **Application of locks and tags.**
  - A lock and a tag shall be placed on each disconnecting means used to de-energize circuits and equipment on which work is to be performed. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools.

  - Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag.

  - If a lock cannot be applied, or if the employer can demonstrate that tagging procedures will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used without a lock.

  - A tag used without a lock, shall supplemented by at least one additional safety measure that provides a level of safety

equivalent to that obtained by use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

- A lock may be placed without a tag only under the following conditions:
  - Only one circuit or piece of equipment is de-energized, and
  - The lockout period does not extend beyond the work shift, and
  - Employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with this procedure.

- **Verification of de-energized condition.**
  The requirements of this paragraph shall be met before any circuits of equipment can be considered and worked as de-energized.
  - A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted
  - A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are de-energized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage back feed even though specific parts of the circuit have been de-energized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately before and immediately after this test.

- **Reenergizing equipment.**
  These requirements shall be met, in the order given, before circuits or equipment are reenergized, even temporarily.
  - A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts,

grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.

- Employees exposed to the hazards associated with reenergizing the circuit or equipment shall be warned to stay clear of circuits and equipment.
- Each lock and tag shall be removed by the employee who applied it or under his or her direct supervision. However, if this employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided that:
  - The employer ensures that the employee who applied the lock or tag is not available at the workplace
  - The employer ensures that the employee is aware that the lock or tag has been removed before he or she resumes work at that workplace.
  - There shall be a visual determination that all employees are clear of the circuits and equipment.

- **Working on or near exposed energized parts**

Application. This paragraph applies to work performed on exposed live parts (involving either direct contact or contact by means of tools or materials) or near enough to them for employees to be exposed to any hazard they present.

Work on energized equipment. Only qualified persons may work on electric circuit parts or equipment that have not been de-energized. Such persons shall be capable of working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

Overhead lines. If work is to be performed near overhead lines, the lines shall be de-energized and grounded, or other protective measures shall be provided before work is started. If the lines are to be de-energized, arrangements shall be made with the person or organization that operates or controls the electric circuits involved to de-energize and ground them. If protective measures, such as guarding, isolating, or insulating are provided,

these precautions shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

- **Unqualified Person.**
  When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:
  - For voltages to ground 50kV or below –10 ft. (305 cm);
  - For voltages to ground over 50kV—10 ft. (305 cm) plus 4 in. (10 cm) for every 10kV over 50kV.

  When an unqualified person is working on the ground in the vicinity of overhead lines, the person may not bring any conductive object closer to unguarded, energized overhead lines than the distances given.

- **Qualified Persons**
  When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts unless:
  - The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed), or
  - The energized part is insulated both from all other conductive objects at a different potential and from the person, or
  - The person is insulated from all conductive objects at a potential different from that of the energized part.

Voltage range (phase to phase)	Minimum approach distance
300V and less	Avoid contact.
Over 300V, not over 750 V	1 ft. 0 in. (30.5 cm)
Over 750, not over 2kV	1 ft. 6 in. (46 cm)
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm)
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm)
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm)
Over 87.5kV, not over 121kV	4 ft. 0 in. (122 cm)
Over 121kV, not over 140kV	4 ft. 6 in. (137 cm)

- **Vehicular and Mechanical Equipment**
  Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. (305 cm) is maintained.

- **Illumination**
  Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts. Employees may not reach blindly into areas, which may contain energized parts.

- **Conductive Materials and Equipment**
  Conductive materials and equipment that are in contact with any part of an employee's body shall be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. If an employee must handle long dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, the employer shall institute work practices (such as the use of insulation, guarding, and material handling techniques), which will minimize the hazard.

- **Portable Ladder**
  Portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.

- **Conductive Apparel**
  Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered conductive by covering, wrapping, or other insulating means.

- **Housekeeping Duties**
  Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances tot he parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.

- **Interlocks**
  Only a qualified person may defeat an electrical safety interlock, and then only temporarily while he or she is working on the equipment. The interlock system shall be returned to its operable condition when this work is completed.

- **Reporting Injuries**
  All injuries, including First Aid only, must be reported to a supervisor within 24 hours. Failure to report an injury could result in denial of a workman's compensation claim.

- **Employer's First Report of Injury or Illness**
  The provisions of the Workers' Compensation system apply to any accident or illness, which occurs while an employee is performing his/her duties for this company. In addition, an employee must abide by our Drug Free Work Place policy and submit to a drug screen following a work related accident or injury.

- **Procedure**

  An Employer's First Report of Injury, E-1 (found in Section 7 of this manual), must be prepared immediately following a work related accident or illness regardless of severity, and routed to the main office. Failure to do so may result in our being assessed a penalty by the state Worker's Compensation Commission or our insurance company denying liability for the claim. If there is some question as to whether an employee has suffered a work related injury, complete the E-1 and call the main office.

  - ***First-aid injuries:*** Complete the E-1 and the first aid log (found in Section 6 of this manual) and place the report, which must be retained 5 years, in your accident file.

  - ***Medical Care/No lost time injuries:*** Complete the E-1 and route to main office. Insurance Manager shall then file the forms appropriately.

  - ***Medical Care/No lost time injuries:*** Complete the E-1, including any information about lost time, and route to main office. Insurance Manager shall then file the forms appropriately.

  - ***Fatalities/Trauma Injuries:*** If the injury is fatal or is a trauma case (heart attack, cave-in, electric shock, closed head injury, profuse bleeding) report the injury immediately by telephone to the main office and/or ***Bill McCown*** and he will take the appropriate action. Complete the First Report of Injury, route as outlined above.

- **Employer's Supplemental Report of Injury**

  Supplemental Reports Procedure: if the employee loses time from work, the insurance manager must file an Employer's Supplemental Report of Injury at the following times:

  - The day the employee returns to work.

  - The end of 60 days from the date of injury if the employee has still not returned to work. This report is in addition to the one that must be filed on the date of return to work.

- The day the employee begins to lose time again for the same injury if the employee has returned to work.

The Employer's Supplemental Report is to be routed in the same manner as the Employer's First Report of Injury described above.

▪ Back Protection

The most common cause of lower back pain is postural stress. Thus lower back pain is frequently brought on by sitting for a long time in a poor position, prolonged bending in bad working positions, heavy lifting and standing and lying for a long time in a poor position.

The safe way to lift is bend the knees; keep the back straight. This is important because if you bend at the waist and lean over with the back bent, the load's too far from the center of balance and all the strain is on the lower back muscles that aren't built to take it. So the result can be a sprained back or worse.

The most important rules to remember for safe lifting are as follows:

- Wear gloves when handling rough equipment.
- Be sure of a good grip and good footing.
- Keep the load close to your body.
- See that your fingers and toes are "in the clear".
- Bend your knees and use your leg muscles.
- Don't twist your body when you lift.
- Don't try to lift or carry a load that's more than you can handle. GET HELP!
- VCR tapes are available for home use in getting your back in shape by exercise.

In addition to applying the correct lifting techniques you should stand upright and bend backwards five or six times immediately before and after each heavy single lift and also at regular intervals during repeated lifting.

▪ Confined Space Entry

For more details, see written Confined Space policy in Section 6 of this manual. A confined space and/or permit-required confined space has one or more of the following characteristics:

- It has an unconventional means of entry.
- It has limited opening for workers to enter and exit.
- It is not designed for continuous occupancy.
- Contains or has potential to contain a hazardous atmosphere.
- Has an internal configuration such that the entrant could be trapped or asphyxiated by inwardly converging wall or by a floor, which slopes downward and taper to a smaller cross-section.
- Contains any other recognized serious safety or health hazards.

Some examples of confined spaces are reactor vessels, tanks, silos, boilers, trenches, manholes, sewers and pipelines.

No employee shall enter a confined space without following the proper procedures, had the proper training, and is qualified as outlined in our written policy. If you have any doubt that the area you are about to enter is potentially hazardous, **DO NOT ENTER**. Contact ***Bill McCown*** immediately so an evaluation of the work site can be performed.

❑ OCCUPATIONAL SAFETY AND HEALTH ACT

The Occupational Safety and Health Act (OSHA) of 1970 is applicable to all businesses with eight or more employees. It requires that the Company provide each employee with a place of employment that is free from recognized hazards that may cause death or serious physical harm. The law also requires that the company comply with any standard rule or regulation issued under the law. Each employee is required by the law to comply with the Occupational Safety and Health Standards and all rules, regulations and others issued under the law that are applicable to his/her own actions and conduct.

Inspections

The law permits Federal Compliance Officers to make inspections of all facilities, work areas and equipment. There will be no advance warning of these inspections except in special cases. Any company employee contacted by a Compliance Officer will cooperate with the Compliance Officer. The supervisor in charge shall notify ***Bill McCown*** and he will take the appropriate action. If any telephoned or written communication is received from the Occupational Safety and Health Administration, ***Bill McCown*** will be notified as soon as possible. A copy or all written matter received will be forwarded to the company Insurance Manager who will, after consultation with appropriate operating personnel (both Field and Home Office), advise the location how to proceed on any action required by the communication. A copy of all communications involved shall be sent to the Company's Home Office.

The inspector is required to make inspections at reasonable times and has the right to enter and inspect the premises and all conditions, equipment, machines, processes and materials

pertinent to the matter being investigated. He/she will normally contact the senior company representative at each work place, will present his/her credentials and will inform the company representative of the purpose of the inspection. If the inspection is the result of the occurrence of a fatality or multiple hospitalizations, the inspection will be limited to the circumstances surrounding the accident causing the injuries or death.

If the inspection is in response to a complaint, the inspection will be limited primarily to the complaint. Routine pre-inspection briefing or interviewing will include the inspection, or records required by OSHA. These must be complete, correct and readily available. The Compliance Officer may ask for a review or explanation of the Safety Program (found in this and HAZCOM manual). This would include such things as monthly safety meetings, tailgate meetings, training programs, Material Safety Data Sheets (MSDS's), and recent actions taken to reduce or eliminate hazards.

The Compliance Officer will ask an employer representative to accompany him/her during the inspection and may ask an employee or employee representative as well. He/she may also confer with employees in private. Compliance Officers may ask for testimony under oath from employees and may also take pictures. The Company representative has a right to be present any time the Compliance Officer talks to or takes a statement from any employee classified as a supervisory employee.

Upon completion of the inspection, the Compliance Officer will discuss all violations, recommendations for citations and the time to be allowed for correction. If a citation is issued for any violation or a notice of a proposed penalty is received, copies of the instrument must be posted as directed by the Compliance Officer or inspector. Such citations and notices must remain posted until the violation is resolved either by correction or appeal approval.

Any actions to be taken by managers and supervisors for compliance with the Occupational Safety and Health Act will be discussed prior to implementation with the Company Insurance Manager and ***Bill McCown*** to determine if the actions are appropriate.

STATE PLANS:

The Federal Occupational Safety and Health Law provides that a state may assume responsibility for administering the Occupational Safety and Health laws upon approval of a state plan by the Occupational Safety and Health Administration.

OSHA has approved such plans for many states. State standards, rules and regulations for these states substantially follow the federal law.

RECORD KEEPING REQUIREMENTS:

Each company is required by federal law to maintain certain records at each establishment. An establishment is interpreted to mean any location where employees report to work, and includes offices, service centers, warehouses, plants etc... Each establishment must maintain the following:

- A log of recordable occupational injuries and illnesses (OSHA Form 300).
- A supplementary record of occupational injuries and illnesses (OSHA Form 301). The State Employee First Report of Injury meets this requirement.
- A copy of any OSHA citations must be posted for three working days or until the violation is corrected, whichever is longer.

All records must be kept current and must be available to Occupational Safety and Health Administration personnel when requested.

REPORTING:

Any accident causing a fatality or any accident, which results in the hospitalization of five or more employees, must be reported to the nearest office or the Area Director of OSHA by telephone or telegraph within 48 hours.

POSTERS:

Posters prescribed by OSHA are listed in Section 7 of this manual and must be prominently displayed at each location where employees normally report for work.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ OCCUPATIONAL SAFETY AND HEALTH ACT

The Occupational Safety and Health Act (OSHA) of 1970 is applicable to all businesses with eight or more employees. It requires that the Company provide each employee with a place of employment that is free from recognized hazards that may cause death or serious physical harm. The law also requires that the company comply with any standard rule or regulation issued under the law. Each employee is required by the law to comply with the Occupational Safety and Health Standards and all rules, regulations and others issued under the law that are applicable to his/her own actions and conduct.

Inspections

The law permits Federal Compliance Officers to make inspections of all facilities, work areas and equipment. There will be no advance warning of these inspections except in special cases. Any company employee contacted by a Compliance Officer will cooperate with the Compliance Officer. The supervisor in charge shall notify ***Bill McCown*** and he will take the appropriate action. If any telephoned or written communication is received from the Occupational Safety and Health Administration, ***Bill McCown*** will be notified as soon as possible. A copy or all written matter received will be forwarded to the company Insurance Manager who will, after consultation with appropriate operating personnel (both Field and Home Office), advise the location how to proceed on any action required by the communication. A copy of all communications involved shall be sent to the Company's Home Office.

The inspector is required to make inspections at reasonable times and has the right to enter and inspect the premises and all conditions, equipment, machines, processes and materials

pertinent to the matter being investigated. He/she will normally contact the senior company representative at each work place, will present his/her credentials and will inform the company representative of the purpose of the inspection. If the inspection is the result of the occurrence of a fatality or multiple hospitalizations, the inspection will be limited to the circumstances surrounding the accident causing the injuries or death.

If the inspection is in response to a complaint, the inspection will be limited primarily to the complaint. Routine pre-inspection briefing or interviewing will include the inspection, or records required by OSHA. These must be complete, correct and readily available. The Compliance Officer may ask for a review or explanation of the Safety Program (found in this and HAZCOM manual). This would include such things as monthly safety meetings, tailgate meetings, training programs, Material Safety Data Sheets (MSDS's), and recent actions taken to reduce or eliminate hazards.

The Compliance Officer will ask an employer representative to accompany him/her during the inspection and may ask an employee or employee representative as well. He/she may also confer with employees in private. Compliance Officers may ask for testimony under oath from employees and may also take pictures. The Company representative has a right to be present any time the Compliance Officer talks to or takes a statement from any employee classified as a supervisory employee.

Upon completion of the inspection, the Compliance Officer will discuss all violations, recommendations for citations and the time to be allowed for correction. If a citation is issued for any violation or a notice of a proposed penalty is received, copies of the instrument must be posted as directed by the Compliance Officer or inspector. Such citations and notices must remain posted until the violation is resolved either by correction or appeal approval.

Any actions to be taken by managers and supervisors for compliance with the Occupational Safety and Health Act will be discussed prior to implementation with the Company Insurance Manager and ***Bill McCown*** to determine if the actions are appropriate.

STATE PLANS:

The Federal Occupational Safety and Health Law provides that a state may assume responsibility for administering the Occupational Safety and Health laws upon approval of a state plan by the Occupational Safety and Health Administration.

OSHA has approved such plans for many states. State standards, rules and regulations for these states substantially follow the federal law.

RECORD KEEPING REQUIREMENTS:

Each company is required by federal law to maintain certain records at each establishment. An establishment is interpreted to mean any location where employees report to work, and includes offices, service centers, warehouses, plants etc... Each establishment must maintain the following:

- A log of recordable occupational injuries and illnesses (OSHA Form 300).
- A supplementary record of occupational injuries and illnesses (OSHA Form 301). The State Employee First Report of Injury meets this requirement.
- A copy of any OSHA citations must be posted for three working days or until the violation is corrected, whichever is longer.

All records must be kept current and must be available to Occupational Safety and Health Administration personnel when requested.

REPORTING:

Any accident causing a fatality or any accident, which results in the hospitalization of five or more employees, must be reported to the nearest office or the Area Director of OSHA by telephone or telegraph within 48 hours.

POSTERS:

Posters prescribed by OSHA are listed in Section 7 of this manual and must be prominently displayed at each location where employees normally report for work.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

☐ ACCIDENT INVESTIGATION

▪ GENERAL POLICY

A thorough investigation must be conducted whenever an accident occurs in which the Company:

A) Will sustain a loss through:

1. Injury to an employee while performing his/her company duties, or
2. Damage to its property, or

B) Is possibly responsible for:

1. Injury to others, or
2. Damage to the property of others.

▪ PRIMARY PURPOSE:

The purpose of an accident investigation is to determine the primary and contributing causes of accidents so that corrective measures may be taken to prevent similar occurrences. Such measures may result in:

- Improvement of working conditions;
- Redesign of, or change in equipment;
- Improvements in safety rules and procedures or their enforcement; and
- Improvements in safety training.

- **SUPPLEMENTAL PURPOSES:**
  Accident investigations also provide information for:
  - Establishing responsibility for the accident and for the resulting cost of treatment or repair.
  - Preparing and submitting reports in accordance with local, state and federal requirements.

- **RESPONSIBILITIES FOR ACCIDENT INVESTIGATION EMPLOYEE INJURIES AND VEHICLE ACCIDENTS:**
  The Supervisor of the employee involved will make a thorough investigation of each employee injury and vehicle accident. The investigation report must be turned in along with the first report of injury on Workman's Compensation injuries and with the auto/other liability accident notice (See Copies Of Each Form In This Manual). The investigation must be made as soon, after the accident, as possible and at the place where the accident occurred. Statements will be taken from the persons involved in the accident and from any witnesses. The following basic information should be obtained:
  - Who was involved in the accident?
  - When did it occur?
  - Where did it occur?
  - What were the persons involved doing?
  - How did the accident happen (detailed description)?
  - What caused the accident?
  - How can similar accidents be prevented?

  This information should be included in the accident reports submitted to the Company's Insurance Manager.

  Every effort should be made to obtain all the pertinent facts regarding the accident so that the true cause of the accident may be determined. Once the cause has been established, proper preventive measures can be adopted to prevent recurrence.

- **PROPERTY DAMAGE:**
  Property damage shall be investigated by the supervisor or manager of the department principally involved in the accident.

  All public accidents shall be investigated promptly, obtaining the same information as outlined above for employee injuries and vehicle accidents. Photographs should be obtained, showing all damages sustained, all equipment involve and any other pertinent subjects.

  The Company's insurer shall be notified immediately by the Insurance Manager to assist with the investigation if an injury is involved or property damage has been sustained, or if a possible future claim may be filed against the Company.

  Thorough and accurate investigation, prompt reporting, and documentation are essential in protecting the rights of the Company.

- **DAMAGE TO COMPANY PROPERTY:**
  Accidents, which result in damage to company property, shall be investigated by the supervisor or manager of the department primarily involved. These investigations will be conducted to determine, if possible, the liability on the part of the person or persons who caused the damage, and any possible actions the company may take to prevent recurring damage to its property. The same basic information required in employee injury and vehicle accident investigations should be obtained.

  Incidents of damage to company property should be reported to the Company's Insurance Manager.

❑ AERIAL LIFTS (Man Lifts)

No employee shall operate any type of aerial lift unless properly trained on the operation of Aerial Lifts. (Must carry proof of training)

Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.

A body belt shall be worn and a lanyard attached to the boom or basket when working from and aerial lift. Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted. Employees shall always stand firmly on the floor of the basket or platform, and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position.

Brakes shall be set, and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline provided they could be safely installed. Aerial lift trucks shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment, which is specifically designed for this type of operation.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ ALCOHOL AND DRUG ABUSE POLICY

Power Lift Foundation Repair, Inc. will strive to respect the rights of each of its employees. However, since the abuse of alcohol and the utilization of drugs can result in creating an unsafe working environment and inevitably accidents in the work place. Individuals' rights must be subordinated in part to the broader welfare of fellow employees.

- **PURPOSE:**
  The purpose of this policy is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by driver/employee of Company-owned vehicles and all other employees.

- **DEFINITIONS:**
  - ***Alcohol:*** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl, or other low molecular weight alcohols including methyl and isopropyl alcohol.
  - ***Alcohol Concentration (or Content):*** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
  - ***Alcohol* Use** means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
  - ***Confirmation Test for Substance Abuse Testing***: means a second test, following a screening test with a result of 0.04 or greater that provides quantitative data of alcohol concentration. For controlled substances testing means a second analytical procedure to identify the presence of a

specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

(Gas chromatography/mas spectrometry (GC/MS) is the authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

- ***Consortium:*** means an entity, including a group or association of employers or contractors that provides alcohol or controlled substances testing.
- ***Controlled* Substances:** including but not limited to marijuana, cocaine, opiates, amphetamines, barbiturates, phencyclidine, etc.
- ***Driver:*** means any person who operates a (Company-owned vehicle). This includes, but is not limited to: Full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to ***Power Lift Foundation Repair, Inc.***
- ***Performing (a safety-sensitive function):*** means a driver/employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
- ***Refuse to Submit (to an alcohol or controlled substances test):*** means that a driver/employee:
  (1) Fails to provide adequate breath for alcohol testing, without a valid medical explanation, after he or she has received notice of the requirement for breath testing.
  (2) Fails to provide adequate urine sample for controlled substances testing, without a genuine inability to provide a specimen (as determined by a medical

evaluation), after he or she has received noticed of the requirement for urine testing.

(3) Engage in conduct that clearly obstructs the testing process.

(4) Failure to submit will result in immediate termination.

- ***Safety-Sensitive Function***: means all time from the time a driver/employee begins to work or is required to be in readiness to work or is required to be in readiness to work until the he/she is relieved from work and all responsibility for performing work.

  (1) All time at ***Power Lift Foundation Repair, Inc.*** or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver/employee has been relieved from duty by ***Power Lift Foundation Repair, Inc.***

  (2) All time inspecting equipment, servicing, or conditioning any Company-owned motor vehicle at any time.

  (3) All time spent at the driving controls of a Company-owned vehicle and equipment in operation.

  (4) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the, or in giving or receiving receipts for shipments loaded or unloaded.

  (5) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

▪ ALCOHOL CONCENTRATION

No driver/employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. ***Power Lift Foundation Repair, Inc.*** having actual knowledge that a driver/employee has an alcohol concentration of 0.04 or greater

shall not permit him/her to perform or continue to perform safety-sensitive functions.

- **ON DUTY USE**
  No driver/employee shall use alcohol while performing safety-sensitive functions. ***Power Lift Foundation Repair, Inc.*** having actual knowledge that a driver/employee is using alcohol while performing safety-sensitive functions shall not permit him/her to perform or continue to perform safety-sensitive functions.

- **PRE-DUTY USE**
  No driver/employee shall perform safety-sensitive functions within four hour after using alcohol. ***Power Lift Foundation Repair, Inc.*** having actual knowledge that a driver/employee is using alcohol while performing safety-sensitive functions shall not permit him/her to perform or continue to perform safety-sensitive functions.

- **USE FOLLOWING ACCIDENT**
  No driver/employee required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post accident alcohol test, whichever occurs first.

- **CONTROLLED SUBSTANCES USE**
  No driver/employee shall report for duty or remain on duty requiring the performance of a safety sensitive functions when the driver/employee uses any controlled substance, except when the use is pursuant to the instructions or a licensed medical practitioner, who has advised the driver/employee that the substance will not adversely affect the driver/employee's ability to safely perform job duties.

  Power Lift Foundation Repair, Inc. shall require all drivers/employees to inform the home office of any therapeutic

drug use which may affect the employee's ability to safely perform his/her job.

- **CONTROLLED SUBSTANCES TESTING**
  No drivers/employees shall report for duty, remain on duty or perform a safety-sensitive function, if the driver/employee tests positive for controlled substances. ***Power Lift Foundation Repair, Inc.*** having actual knowledge that a driver/employee has tested positive for controlled substances shall not permit the driver/employee to perform or continue to perform safety-sensitive functions.

- **PRE-EMPLOYMENT TESTING**
  Prior to the first time an employee performs safety-sensitive functions for ***Power Lift Foundation Repair, Inc.***, he/she shall undergo testing for controlled substances as a condition prior to employment.

- **POST ACCIDENT TESTING**
  As soon as practicable following an occurrence involving a lost time accident/incident incurring $500.00 or more, ***Power Lift Foundation Repair, Inc.*** shall test for alcohol and controlled substances.

  - **Alcohol Tests.** If a test required by this section is not administered within two hours following the accident, ***Power Lift Foundation Repair, Inc.*** shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Attempts for testing shall cease after 8 hours.
  - **Controlled substance tests.** If a test required by this section is not administered within 32 hours following the accident, ***Power Lift Foundation Repair, Inc.*** shall cease attempts to administer a controlled substance test, and prepare and maintain on file a record stating the reasons test was not promptly administered.

❖ **Random Testing**

1. ***Power Lift Foundation Repair, Inc.*** will drug/alcohol test a percentage of the current employee population, per year of their employees that are both hourly and salary.
2. Random testing will be spread out regularly throughout the year.
3. A 3rd party administrator will select employees for drug/alcohol tests, using a random generating program of all employees assigned to the covered projects. This will be performed off-site - ***Power Lift Foundation Repair, Inc.*** will not participate in the random selection process.

❖ **Reasonable Suspicion Testing**

Power Lift Foundation Repair, Inc. shall require a driver/employee to submit to an alcohol or a controlled substance test when there is reasonable suspicion to believe that the driver/employee has violated any portion of the alcohol or controlled substances policy.

- **REPORTING TO WORK UNDER THE INFLUENCE OF INTOXICATING BEVERAGES, LEGAL OR ILLEGAL DRUGS:**

Reporting to work under the influence of intoxicating beverages, legal or illegal drugs, other than the properly reported and authorized use of prescribed medication is prohibited. For the purpose of this policy, being "under the influence" of an intoxicating beverage or legal/illegal drugs will be defined according to positive testing results. In the case of alcohol, the breath alcohol concentration level (BAC) used in the Department of Transportation as a measure of "a positive test result" (.04). This is the level of breath alcohol concentration adopted by the Company as defining the threshold of being "under the influence" of alcohol.

For drug tests, any amount of a drug in the employee's system

that is above the cut-off levels listed below will provide positive testing results and will justify an inference that the individual is "under the influence" of the drug in question.

DRUG	CUT-OFF VALUE
Amphetamines	1000 ng/ml
Cocaine	300 ng/ml
Opiate	2000 ng/ml
THC (Marijuana)	50 ng/ml
Phencyclidine / PCP	25 ng/ml

The Company will not attempt to make judgments concerning whether an alcoholic beverage or drug was consumed on "personal time", as distinguished from working time. The drug-testing program relates directly to whether or not an employee is "under the influence" of an alcoholic beverage or drugs while on duty, or on the Company's premises, or utilizing Company owned vehicles or property.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

☐ CONSENT TO DRUG TESTING AND RELEASE

This is to certify that I, _____, the under-signed, declare that I have been requested by ***Power Lift Foundation Repair, Inc.***, as a condition to initial and/or continued employment, to voluntarily submit to a urinalysis examination for purposes relating solely to determine whether I am presently under the influence of alcohol, or illegal or controlled drugs or intoxicants; that I understand that I have the right to refuse to submit to such testing; that I understand and acknowledge that ***Power Lift Foundation Repair, Inc.***, business reasons for requesting me to submit to such testing are not based upon considerations of my race, color, sex, national origin, religion, or age, either in whole or in part.

I voluntarily consent to submit to a urinalysis test in response to ***Power Lift Foundation Repair, Inc.'s*** request.

I release ***Power Lift Foundation Repair, Inc.***, its predecessors, successors, subsidiaries, past and present officers, directors, agents, servants, employees, and assigns from any and all claims, responsibilities, and matters relating to may submission to drug testing.

Specifically, I agree and understand that ***Power Lift Foundation Repair, Inc.***, shall not be responsible in any way for any consequences resulting from said drug testing and fully release ***Power Lift Foundation Repair, Inc.***, from any and all claims and demands whatsoever which might arise, grow out of, or be incident to such drug testing.

I have read the above consent to Drug Testing and Release and certify that I have signed this document of my own free will and accord, and fully understand the contents of this document.

Date: _____ _____

Signature of Employee/Applicant
(Circle One)

_____

Please Print Name

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

There are four (4) categories of occurrences or facts under which an employee will be tested. These categories are Reasonable Suspicion, Accidents and Injuries, Damage to property and Findings of Illegal Substances or Alcohol. If an employee is found to be in violation of this Alcohol and Drug Policy the employee will be terminated.

If the employee is tested and the results are positive, he/she will be considered in violation of the Company's policy.

All employment decisions are left totally to the discretion of ***Bill McCown.***

I HAVE READ AND UNDERSTAND THE CONDITIONS OF THE ALCOHOL AND DRUG POLICY AND I HAD THE OPPORTUNITY TO ASK QUESTIONS.

I AGREE TO COMPLY WITH THIS PROGRAM AS A CONDITION OF MY EMPLOYMENT WITH ***POWER LIFT FOUNDATION REPAIR, INC..***

SIGNED: _____ _____

EMPLOYEE DATE

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ ASBESTOS

If asbestos is encountered or suspected, in any form, either as insulation on existing piping or equipment, or as building materials in existing structures; the person who encounters the asbestos is to report it at once to their supervisor.

The established safety policy of this company is that we do not work around asbestos or attempt its removal. All personnel are to stop work at once, an outside asbestos specialist is to be called in (either by ***Bill McCown*** or the owner, depending on our contractual responsibility) to have the asbestos removed according to OSHA's standards.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

- **Purpose**

  The purpose of this document is to comply with the OSHA Bloodborne Pathogens Standard, 29 CFR1910.1030, by developing a written exposure control plan, which will assist personnel in minimizing the risk of transferring microorganisms present in human blood that can cause disease in humans.

- **Scope**

  The written exposure control plan includes the following:
  - The exposure determination
  - The procedures for response to an accident
  - Housekeeping/Clean-up Activities
  - Post Exposure Evaluation and Follow-up
    - Procedure following the report of an Exposure Incident
  - The schedule and method for implementing compliance with:
    - The hepatitis B vaccination, Evaluations and Record keeping
  - Training and Communication
  - Auditing the Program

- **Definitions**

Exposure Determination - an exposure determination is based on the definition of occupational exposure without regard to personal protective equipment or clothing.

Universal Precautions - an infection control approach whereby all human blood and certain body fluids are treated as if they were known to be infectious for HIV, HBV, or other blood borne pathogens. Potentially infectious materials include the following:

- Semen and vaginal secretions
- Amniotic fluid (bag of waters)
- Breast milk
- Saliva
- Any body fluid that visibly contains blood
- Any body fluid you can't identify

- **WRITTEN EXPOSURE CONTROL PLAN**

Exposure Determination

- The only incident where employees could be exposed to blood would be due to an injury, which resulted in bleeding from a cut, abrasion, nosebleed or other similar injury.
- An injury can occur anywhere at the facility. In order to ensure that we have employees in each area that have the necessary training, which may respond or clean up the accident, individuals in each area for each shift will be trained under the requirements of this plan. Therefore, almost every job classification at this ***Power Lift Foundation Repair, Inc.*** will have the following potential for occupational exposure because the determination is based on "where they are" rather that "what they do."
  - The potential **exposure determination** would be limited to those employees who administer first aid

and those employees who perform cleanup as port of their collateral duties. An exposure incident would occur if personal protective equipment failed, was not used improperly, or if infectious materials "bypassed" the prescribed PPE and got on or in the employee's skin, eye, mouth, other mucous membrane or parenteral contact.

- Employees can provide care to an injured employee but are not expected to do so by this ***Power Lift Foundation Repair, Inc.***. Employees who want to help as "good Samaritans," may do so out of their own personal inclination.
- All "good Samaritans" will follow post exposure evaluation, follow-up and hepatitis B vaccination requirements of this plan. This should be a "last resort" and all attempts should be made to allow those trained under the plan to respond to emergencies. There should never be a situation where a non-designated employee performs any type of clean-up activities covered by this plan.
- If this situation occurs, the plan will be immediately reviewed by the ***Power Lift Foundation Repair, Inc.*** to determine if additional employees need to be covered by the plan and trained as required by the standard.

Procedure for Response to an Accident for a Responder

- Response and clean up should be performed by designated personnel. When arriving on the scene, assess whether the employee is bleeding or if any other infectious materials are observed. If so, universal precautions will be observed to prevent contact with blood or other potentially infectious materials. If differentiation between body fluids types is difficult, all body fluids shall be considered potentially infectious.

- The blood borne pathogens kits, which contain all necessary personal protective equipment and clean-up materials, will be used during first aid and clean up.
- The gloves contained in the kits are the most commonly used items of personal protection in these situations. They are the barrier between your hands and possible exposure to blood borne pathogens. The potential for spraying and splashing of blood or body fluids usually exists at an accident scene and during clean up. For this reason, gowns, booties, and face shields are contained in the kits. Use all of the necessary protective equipment to shield yourself against exposure.
- The only time this equipment may not be used is in an extraordinary circumstance of emergency where its use would have prevented the necessary care to the injured employee or would have presented an additional hazard to the employee. During clean up, all personal protective equipment in the kits must be worn.

Housekeeping Activities for Clean-up Personnel

- All equipment and work areas must be cleaned and decontaminated as soon as possible after contact with blood or potentially infectious fluids.
- Isolate the area to be cleaned and disinfected by placing a tape barrier around the site.
- Protect yourself by wearing the appropriate protective equipment; gloves, a facemask, eye protection and a gown or apron.
- Scatter absorbent on any blood or body fluid on the floor, collect the debris and deposit it into the bag.
- Wash floor and any contaminated surfaces with soap and water followed by a disinfectant.

- Machinery splashed with blood or body fluids must be washed down with soap and water, and then disinfected.
- The kits contain clean-up instructions which can be used to assist you during clean up.
- Employees will wash their hands and any other skin with soap and water as soon as possible following clean up. All protective equipment is disposed of in the biohazard bag contained in the bloodborne pathogens kits.
- If an exposure incident occurs to you, report the incident immediately to your supervisor.

Post Exposure Evaluation and Follow-up

Procedure following the report of an exposure incident

1. Following the report of an exposure incident by an employee or supervisor, the ***Power Lift Foundation Repair, Inc.*** will make immediately available to the exposed employee a confidential medical evaluation and follow-up consisting of the following elements.
2. A report will be prepared for the exposed employee, by the ***Power Lift Foundation Repair, Inc.***, consisting of the following:
    - Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
    - Identification and documentation of the source individual.
    - The source individual's blood will be tested as soon as possible and after consent is obtained in order to determine HBV and HIV infectivity.
    - Results of the source individual's blood testing will be made to the exposed employee.

- The exposed individual's blood will be tested as soon as possible and after consent is obtained in order to determine HBV and HIV infectivity.
- Results of the exposed individual's blood testing will be made to the exposed employee and shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

3. ***Power Lift Foundation Repair, Inc.*** will ensure the post exposure preventive treatment is provided to the exposed employee, when medically indicated as recommended by the US Public Health Service, along with counseling and evaluation of the reported illness.

Hepatitis B Vaccination, Evaluations and Record Keeping

- Employees who have had an exposure incident will be offered the hepatitis B vaccine within 24 hours of the exposure. Employees, who have been exposed, have the right to sign a declination for the vaccination.
- If the employee initially declines the hepatitis B vaccination, but at a later date wants the vaccination, then ***Power Lift Foundation Repair, Inc.*** will ensure that the employee receives that vaccination at that time.
- ***Power Lift Foundation Repair, Inc.*** will provide the hepatitis B vaccination, post exposure evaluation and follow-up to all employees who have had an occupational exposure to blood or bodily fluids. The vaccination and evaluation will be provided at no cost to the employee through our local healthcare facility.
- All medical records regarding the exposure incident will be maintained as required by 29 CFR1910.1030(h) by the Personnel Director and kept confidential. Only the exposed employee will have access to his/her medical records regarding the exposure incident.

Training and Communications

- ***Power Lift Foundation Repair, Inc.'s*** Bloodborne Training program will be conducted at the time of initial assignment and annually thereafter.
- A copy of the Bloodborne pathogens standard and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of bloodborne disease.
- An explanation of the modes of transmission of bloodborne pathogens.
- An explanation of the ***Power Lift Foundation Repair, Inc.'s*** exposure control plan and the means by which the employee can obtain a copy of the plan from the ***Power Lift Foundation Repair, Inc.***.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
- Information of the hepatitis B vaccine, efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine and vaccination will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including methods of reporting the incident ant the medical follow-up that will be made available.

- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the signs and labels and/or color-coding required.
- An opportunity for interactive questions and answers with the person conducting the training session.

Auditing the Program

- The exposure plan will be reviewed and updated at least annually and whenever necessary by ***Power Lift Foundation Repair, Inc.*** to reflect new or modified tasks and procedures, which affect occupational exposure, and to reflect the new or revised positions with occupational exposure.

Designated Employee List

- All supervisors are required to know who has gone through the training for their areas of responsibility. It is the supervisor's responsibility to make certain that designated personnel are used in emergencies and clean up. These employees must follow universal precautions and use the protective equipment in the bloodborne pathogens kits when responding to an accident. The only time this equipment may not be used is in an extraordinary circumstance or emergency where its use would have prevented the necessary care to the injured employee or would have presented and additional hazard to the employee. During clean up, all personal protective equipment in the kits must be worn.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

☐ HEPATITIS B VACCINE - DECLINATION STATEMENT

I understand the due to my occupational exposure to blood or other potentially infectious materials I may be at risk or acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____

Signature

_____

Date

❑ Bloodborne Pathogens in Industry

The bloodborne pathogen standard is designed to provide guidance to protect you from infections.

Bloodborne Pathogens:
Microorganisms present in human blood that can cause disease in humans.

- Hepatitis B virus HBV
- Human Immunodeficiency virus, HIV (Aids virus)

Exposure Incident:
A specific eye, mouth, nasal membrane, non-intact skin, or parenteral (through the skin) contact with blood or other potentially infectious material that occurs as a result of doing one's job.

Occupational Exposure:
A reasonably anticipated skin, eye, nasal membrane or parenteral (through the skin) contact with blood or other potentially infectious materials that may result from doing one's job.

Universal Precautions:
An infection control approach whereby all human blood and certain body fluids are treated as if they were know to be infectious for HIV, HBV, or other bloodborne pathogens. Potentially infectious materials include the following:

- Semen and vaginal secretions
- Amniotic fluid (bag of waters)
- Breast milk
- Saliva
- Any body fluid that visibly contains blood
- Any body fluid you can't identify

Housekeeping:

- All equipment and work areas must be cleaned and decontaminated as soon as possible after contact with blood or potentially infectious fluids.
- Isolate the area to be cleaned and disinfected by placing a tape barrier around the site.
- Protect yourself by wearing the appropriate protective equipment; gloves, a facemask, eye protection and a gown or apron.
- Scatter absorbent on any blood or body fluid on the floor, then collect the debris and deposit it into a plastic bag.
- Wash floor and nay contaminated surface with soap and water followed by a disinfectant.
- Machinery splashed with blood or body fluids must be washed down with soap and water, and then disinfected.

Record Keeping:

Medical Records

- Must be maintained on all employees with occupational exposure for a period of their employment plus thirty years.

Safety/Environmental Training Log

- Must be kept for three years
- Must include
  - Summary of program contents
  - Dates training occurred
  - Trainer's name and qualifications
  - Name of all participants

Hepatitis B Virus:

The risk of becoming infected by the Hepatitis B virus far outweighs the chances of contracting HIV.

- The vaccine must be available at a reasonable time and place within ten days of job assignment. Where exposure levels are high.
- Employers are not required to offer the vaccine to workers who provide first aid as a secondary job duty.
    - You would be offered the vaccine if you became exposed to a situation
- If you do not wish to be vaccinated, you must sign a declination form. The vaccination would be available if you change your mind at a later time.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ Company Vehicles

Requirements and responsibilities for driver, traffic and vehicle controls to reduce personal injury, vehicle and property damage.

This section applies to all motor vehicular operations, and to vehicles used by ***Power Lift Foundation Repair, Inc.***, job-sites.

Responsibilities:

- All motor vehicle operators will wear seat belts.
- Supervisors shall ensure that all motor vehicle operators are properly licensed.
- Motor vehicle operators will have in their possession applicable vehicle licenses at all times.

Procedures:

- Only licensed, trained and authorized drivers will operate a powered vehicle.
- Authorized drivers shall only use vehicles for company related duties.
- Trucks shall not be driven towards, or up to anyone standing in front of a fixed object.
- Personnel shall not be permitted to ride on vehicles unless a designated safe place is provided.
- It is ***Power Lift Foundation Repair, Inc.'s*** Policy and Procedure to maintain a copy of all new employee driver license and Social Security cards.
- It is ***Power Lift Foundation Repair, Inc.'s*** Policy and Procedure to maintain on file all employee-driving records on an annual basis. This information will be retrieved through Employee Check in Austin, Texas.
- It is ***Power Lift Foundation Repair, Inc.'s*** Policy and Procedure that all new hires perform a drug screen. The employee will not be placed on ***Power Lift Foundation Repair, Inc.'s*** payroll without a negative drug screen.

- It is ***Power Lift Foundation Repair, Inc.'s*** Policy and Procedure to all company owned vehicles are checked every thirty days using the preventative maintenance checklist.
- Keep arms, legs and all parts of the body inside the running lines of buggies, tractors, and trucks.
- All cellular phones are to be turned off when driving vehicles.
- The right of way shall be yielded to ambulances, fire trucks, and other emergency vehicles.
- If the load carried obstructs the view of the driver, the driver shall be required to travel with the load trailing. When this is not possible, a flag person will be used. The flag person shall always be in sight of the driver and use hand and arm signals to direct the driver. The driver shall stop the vehicle anytime the flag person is not in clear view.
- Stunt driving and horseplay will not be permitted.
- Slow down on wet or slippery surfaces.
- Fuel tanks shall not be filled while engine is running.
- Report all accidents involving personal injury, equipment, or material damage to your Supervisor and/or Corporate Office. Do not remove your vehicle from the scene of an accident without proper authorization.
- Vehicles will be checked prior to use on a given shift to assure safe operating condition of brakes, parking brakes, steering mechanism, horn, and tires.
- Vehicles will stop before entering building.
- All applicable Federal Bureau of Motor Vehicles and Department of Transportation rules shall be observed.
- Vehicles without lights will not be driven on any street after dusk.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

Training Requirements

Licensing of authorized operators shall be done at the appropriate motor vehicle or Department of Transportation field office.

I HAVE READ AND UNDERSTAND THE CONDITIONS OF THE COMPANY VEHICLE POLICY AND I HAD THE OPPORTUNITY TO ASK QUESTIONS.

I AGREE TO COMPLY WITH THIS PROGRAM AS CONDITION OF MY EMPLOYMENT WITH ***POWER LIFT FOUNDATION REPAIR, INC.***.

SIGNED: _____ _____

EMPLOYEE DATE

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ COMPRESSED GASES

B TANKS AND MC TANKS:

A bottle of acid-neutralizing eyewash and a proper shut-off key must be attached to all B tanks. A suitable fire extinguisher shall be located in the immediate work area. Any tank found to be leaking shall be immediately shut off and the gland nut tightened. If this action does not stop the leak, the tank shall be tagged "DO NOT USE" and removed from the work area. All B tanks and MC tanks must be treated as compressed gas cylinders and must follow the same rules and regulations as outlined below for oxygen/acetylene cylinders.

OXYGEN AND ACETYLENE:

Cylinders shall be kept upright and secured with valve protection caps in place, shall be separated a minimum of 20' or by an approved (1) hour firewall, during storage. Oxygen and acetylene cylinders, when in use, must be secured to a stable object or secured on a special carrier designed for their use. When cylinders are hoisted, they shall be secured on a cradle, sling-board, or pallet. Cylinders shall not be hoisted or transported by means of magnets, choker slings, or by using the valve protection caps as a lifting device. All cutting rigs must be equipped with check valves and have a fire extinguisher either attached to the cylinder carrier or in the immediate area.

When acetylene cylinders require a special wrench, it shall be left in position on the stem of the valve while the cylinder is in use. Oxygen cylinders shall be kept away from oil and grease and shall not be handled with oily hands or gloves.

OTHER COMPRESSED GAS CYLINDERS:

All compressed cylinders must follow the same rules and regulations as outlined above for oxygen/acetylene cylinders.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

☐ 1910.146 - PERMIT REQUIRED CONFINED SPACE PROGRAM

TABLE OF CONTENTS

Introduction - (a) Scope and Application 32

(b) Definitions 33

(c) General Requirements 38

(d) Permit Required Confined Space Program 42

(e) Permit System Requirements 46

(f) Entry Permit Requirements 47

(g) Training Requirements 49

(h) Duties of Authorized Entrants 50

(i) Duties of Attendants 51

(j) Duties of Entry Supervisors 53

(k) Rescue and Emergency Requirements 54

FORMS

PERMIT-REQUIRED CONFINED SPACE DECISION FLOW CHART

CONFINED SPACE PRE-ENTRY/ENTRY CHECK LIST

APPENDIX A

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ 1910.146 - PERMIT REQUIRED CONFINED SPACES

▪ Introduction

Confined spaces present a significant health and safety risk to those who are designated to enter them. Several of the approaches employed in entering these spaces have produced disastrous consequences such as dismemberment and even death. Ironically, approximately 60% of the deaths have resulted from attempted rescues. Changes have resulted due to confined space injuries. One significant governmental reaction to these injuries and deaths was the notice of Proposed Rule making for Permit Required confined Spaces under 29 CFR 1910. This was one of the first positive steps in the right direction to protect employees who enter confined spaces. This proposed ruling was approved to become law January 14, 1993, and went into effect in April of 1993. It is now the employer's responsibility to comply with the Permit-Required Confined Space Standard 29 CFR 1910.146.

Areas that are of key concern are respiratory protection, personal protective clothing, air monitoring, rescue and retrieval devices, permit systems, permit programs, duties of the attendants, entrants, entry supervisor, and rescuers. Finally, this text will cover the areas that are considered to be confined spaces and the steps that must be followed prior to, during, and after entering them.

▪ Scope and Application

This text contains requirements for practices and procedures to protect employees in general industry from hazards of entry into permit-required confined spaces. This standard does not apply to agriculture; to construction, or to shipyard employment (Parts 1928, 1926, and 1915 respectively).

- **(b) DEFINITIONS**

Acceptable entry conditions means the conditions that must exist in a permit space, to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant means an individual stationed outside one or more permit spaces; who monitors the authorized entrants and who performs all attendants' duties assigned in the employer's permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a special blind or a skillet blind) that completely covers the bore, and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

- **Confined space means a space that:**
  - Is large enough and so configured that an employee can bodily enter and perform assigned work. Entry occurs as soon as the employees entire body brakes the plane of an opening into the space including work preparation activity in the space; and
  - Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
  - Is not designed for continuous employee occupancy.
    - Double block and bleed means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
    - Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

- Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.
- Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
- Entry permit (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit.
- Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned; for authorizing entry; for overseeing entry operations, and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

- Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
  (1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
  (2) Airborne combustible dust at a concentration that meets or exceeds its LFL;

NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

(3) Atmosphere oxygen concentration below 19.5 percent or above 23.5 percent;

(4) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, or this part and which could result in employee exposure in excess of its dose or permissible exposure limit;

NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of Ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

(5) Any other atmospheric condition that is immediately dangerous to life or health.

NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, 1910.1200 of this part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

- Hot work permit means the employer's written authorized to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
- Immediately dangerous to life or health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a permit space.
- Inerting means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

NOTE: This procedure produces an IDLH oxygen-deficient atmosphere.

- Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or duct; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkage.
- Line breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, in inert gas, or any fluid at a volume, pressure, or temperature capable or causing injury.
- Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
- Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.
- Oxygen enriched atmosphere means an atmosphere containing more that 23.5 percent oxygen by volume.
- Permit-required confined space (permit space) means a confined space has one or more of the following characteristics:
  (6) Contains or has a potential to contain a hazardous atmosphere;
  (7) Contains a material that has the potential for engulfing an entrant;
  (8) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or by a floor which slopes downward and tapers to a smaller cross-section; or
  (9) Contains any other recognized serious safety or health hazard.

- Permit-required confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
- Permit system means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
- Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
- Rescue service means the personnel designated to rescue employees from permit spaces.
- Retrieval system means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
- Testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

NOTE: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

▪ (c) GENERAL REQUIREMENTS

➢ ***Power Lift Foundation Repair, Inc.'s*** entry supervisor shall evaluate the work place to determine if any spaces are permit-required confined spaces.

NOTE: Proper application of the decision flow chart, titled appendix A, under FORMS, would facilitate compliance with this requirement.

- If the work place contains permit spaces, ***Power Lift Foundation Repair, Inc.'s*** entry supervisor shall inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of, and the danger posed by the permit spaces.

NOTE: A sign reading "DANGER--PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" or using other similar language would satisfy the requirement for a sign.

- If ***Power Lift Foundation Repair, Inc.*** supervisor decides that our employees will not enter permit spaces, the supervisor shall take effective measures to prevent our employees from entering the permit.
- ***Power Lift Foundation Repair, Inc.*** has a written permit space entry program that complies with this section. This written program is available for inspection by our employees at anytime.
- The following requirements apply to entry permit.

  a) ***Power Lift Foundation Repair, Inc.*** entry supervisor can demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.

  b) ***Power Lift Foundation Repair, Inc.*** entry supervisor can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space for entry.

NOTE Reclassification of a permit space, after all hazards within the space have been eliminated.

c) Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.

d) When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening, and that will protect each employee working in the space from foreign objects entering the space.

e) Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:
    - Oxygen content,
    - Flammable gases and vapors, and
    - Potential toxic air contaminants.

f) There may be no hazardous atmosphere within the space whenever any employee is inside the space.

g) Continuous forced air ventilation shall be used, as follows:
    - An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
    - The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space, and shall continue until all employees have left the space.
    - The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

h) The atmosphere within the space shall be tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

i) If a hazardous atmosphere is detected during entry:
    - Each employee shall leave the space immediately;
    - The space shall be evaluated to determine how the hazardous atmosphere developed; and
    - Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

j) ***Power Lift Foundation Repair, Inc.*** entry supervisor shall verify that the space is safe for entry, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made

before entry, and shall be made available to each employee entering the space.

- When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, ***Power Lift Foundation Repair, Inc.*** entry supervisor shall re-evaluate that space and, if necessary, re-classify it as a permit-required confined spaces.
- A space classified by ***Power Lift Foundation Repair, Inc.'s*** entry supervisor as a permit-required confined space may be re-classified as a non-permit confined space under the following procedures:
    i. If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be re-classified as a non-permit confined space for as lone as the non-atmospheric hazards remain eliminated.
    ii. If it is necessary to enter the permit space to eliminate hazards. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be re-classified as a non-permit confined space for as long as the hazards remain eliminated.

NOTE: Control of atmospheric hazards through forced air ventilation does not constituted elimination of the hazards. ***Power Lift Foundation Repair, Inc.*** entry supervisor can demonstrate that forced air ventilation alone will control all hazards in the space.

iii. ***Power Lift Foundation Repair, Inc.*** entry supervisor shall document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space.

iv. If hazards arise within a permit space that has been re-classified to a non-permit space, each employee shall exit the space. ***Power Lift Foundation Repair, Inc.*** entry supervisor shall re-evaluate the space and determine whether it must be re-classified as a permit space.

➢ When a client arranges to have ***Power Lift Foundation Repair, Inc.*** perform work that involves permit space entry, the clients will be requested to:

i. Inform ***Power Lift Foundation Repair, Inc.*** if the work place contains permit spaces;

ii. Apprise ***Power Lift Foundation Repair, Inc.*** of the elements, including the hazards identified and the client's experience with the space, that makes the space in question a permit space;

iii. Apprise ***Power Lift Foundation Repair, Inc.*** of any procedures that the client has implemented for the protection of employees in or near permit spaces where ***Power Lift Foundation Repair, Inc.*** personnel will be working;

iv. Coordinate entry operations with ***Power Lift Foundation Repair, Inc.***, when both the client's personnel and ***Power Lift Foundation Repair, Inc.*** personnel will be working in or near permit spaces; and

v. Debrief ***Power Lift Foundation Repair, Inc.*** at the conclusion of the entry operations regarding the permit space program followed, and hazards confronted or created in permit spaces during entry operations.

- **(d) PERMIT-REQUIRED CONFINED SPACE PROGRAM**

Under the permit-required confined space program required by 1910.146, ***Power Lift Foundation Repair, Inc.*** shall:

- Implement the measures necessary to prevent unauthorized entry;
- Identify and evaluate the hazards of permit spaces before employees enter them;
- Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to the following:
  i. Specifying acceptable entry conditions;
  ii. Isolating the permit space;
  iii. Purging, inerting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;
  iv. Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards; and
  v. Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.
- Provide the equipment at no cost to employees; maintain that equipment properly, and ensure that employees use the equipment properly:
  i. Testing and monitoring equipment;
  ii. Ventilating equipment needed to obtain acceptable entry conditions;
  iii. Communications equipment necessary for compliance
  iv. Personal protective equipment in so far as feasible engineering and work practice controls does not adequately protect employees;
  v. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
  vi. Barriers and shields

vii. Equipment, such as ladders, needed for safe egress by authorized entrants;

viii. Rescue and emergency equipment needed, except to the extent that the equipment is provided by rescue services; and

ix. Any other equipment necessary for safe entry into and rescue from permit spaces.

- Evaluate permit space conditions as follows when entry operations are conducted:

  i. Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is too large or is part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized and, if entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working;

  ii. Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations; and

  iii. When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.

- Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations;

NOTE: Attendants my be assigned to monitor more than one permit space provided the duties can be effectively performed for each permit space that is monitored. Likewise, attendants may be stationed at any location outside the permit space to be monitored as long as the duties described are effectively performed for each permit space that is monitored.

- If multiple spaces are to be monitored by a single attendant, include in the permit program the means and procedures to enable the attendants to respond to emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's

responsibilities;

- Designate the persons who are to have active roles (for example, authorized entrants, attendants, entry supervisors or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with the training required;
- Develop and implement procedures for summoning rescue and emergency services, for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel form attempting a rescue;
- Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits;
- Develop and implement procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space, so that employees of one employer do not endanger the employees of any other employer;
- Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after operations have been completed;
- Review entry operations when ***Power Lift Foundation Repair, Inc.*** has reason to believe that the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized; and

NOTE: Examples of circumstances requiring the review of the permit-required confined space program are: any authorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

- Review the permit-required confined space program, using

the canceled permits retained within one year after each entry, and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards.

NOTE: ***Power Lift Foundation Repair, Inc.*** will perform a single annual review covering all entries preformed during a 12-month period. If no entry was performed, no review will be necessary.

(e) PERMIT SYSTEM

- Before entry is authorized, ***Power Lift Foundation Repair, Inc.*** entry supervisor shall document the completion of measures required by preparing an entry permit.
- Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry point or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
- The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit in.
- The entry supervisor shall terminate entry and cancel the entry permit when:
    i. The entry operations covered by the entry permit have been completed; or
    ii. A condition that is not allowed under the entry permit arises in or near the permit space.
- ***Power Lift Foundation Repair, Inc.*** shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

(f) ENTRY PERMIT

The entry permit that documents compliance with 1910.146 and authorizes entry to a permit space shall identify:

1. The permit space to be entered;
2. The purpose of the entry;
3. The date and the authorized duration of the entry permit;
4. The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for duration of the permit, which authorized entrants are inside the permit space;
5. The personnel, by name, currently serving as attendants;
6. The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;
7. The hazards of the permit space to be entered;
8. The measures used to isolate the permit space to eliminate or control permit space hazards before entry;

NOTE: Those measures can include the lockout or tagging of equipment and procedures for purging, inserting, ventilating, and flushing permit spaces.

9. The acceptable entry conditions;
10. The results of initial and periodic tests performed, accompanied by the names or initials of the testers, any by an indication of when the tests were performed;
11. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
12. The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
13. Equipment such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;

14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
15. Any additional permits, such as for hot works that have been issued to authorize work in the permit space.

(g) TRAINING

1. ***Power Lift Foundation Repair, Inc.*** will provide training so that all employees whose work is regulated by this section acquired the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.
2. Training shall be provided to each affected employee:
    i. Before the employee is first assigned duties under this section;
    ii. Before there is a change in assigned duties;
    iii. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
    iv. Whenever the employer has reason to believe that there are deviations from the permit space entry procedures required or that there are inadequacies in the employee's knowledge or use of these procedures.
3. The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary for compliance with this section.
4. ***Power Lift Foundation Repair, Inc.*** will certify that the training required has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

(h) DUTIES OF AUTHORIZED ENTRANTS

Power Lift Foundation Repair, Inc. shall ensure that all authorized entrants:

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the experience.
2. Properly use equipment;
3. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space;
4. Alert the attendant whenever:
    i. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
    ii. The entrants detects a prohibited condition; and
5. Exit from the permit space as quickly as possible whenever:
    i. An order to evacuate is given by the attendant or the entry supervisor,
    ii. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
    iii. An evacuation alarm is activated.

(i) DUTIES OF ATTENDANTS

Power Lift Foundation Repair, Inc. shall ensure that each attendant:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2. Is aware of possible behavioral effects of hazard exposure in authorized entrants;
3. Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space;
4. Remains outside the permit space during entry operations until relieved by another attendant;

NOTE: When ***Power Lift Foundation Repair, Inc.*** permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations.

5. Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space;
6. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space, and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions;
    i. If the attendant detects a prohibited condition;
    ii. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
    iii. If the attendant detects a situation outside the space that could endanger the authorized entrants; or
    iv. Warn the unauthorized persons that they must stay away from the permit space;
    v. Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
    vi. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
    vii. If the attendant cannot effectively and safely perform all the duties;
7. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
8. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway;
9. Performs non-entry rescues as specified by ***Power Lift Foundation Repair, Inc.*** rescue procedures; and
10. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

(j) DUTIES OF ENTRY SUPERVISOR

Power Lift Foundation Repair, Inc. shall ensure that each entry supervisor:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
3. Terminates the entry and cancels the permit;
4. Verifies that rescue services are available and that the means for summoning them are operable;
5. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
6. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

(k) RESCUE AND EMERGENCY SERVICES

1. The following requirements apply to ***Power Lift Foundation Repair, Inc.*** employees that enter permit spaces to perform rescue services.
    i. ***Power Lift Foundation Repair, Inc.*** shall ensure the each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
    ii. Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants.
    iii. Each member of the rescue service shall practice

making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

iv. Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first-aid and in CPR shall be available.

2. When ***Power Lift Foundation Repair, Inc.*** arranges to have persons other than their own employees perform permit space rescue, ***Power Lift Foundation Repair, Inc.*** shall:

   i. Inform the rescue service of the hazards they may confront when called on to perform rescue at the host employer's facility, and
   ii. Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

3. To facilitate non-entry rescue, retrieval systems or methods that shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements.

   i. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard, and that the use of wristlets is a safer and more effective alternative.

ii. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can be begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

4. If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required, then that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

CONFINED SPACE ENTRY PERMIT

Date_____ Time_____ Site Name_____

Entry Supervisor _____ Pager/Phone _____
(print)

Name(s) of Entry Team

_____
_____
_____
_____

Location _____
Purpose of Entry _____
Description _____
Potential Hazards Introduced
by this entry _____

APPROVALS
Entry Supervisor
Signature _____

Job Cancellation Reason

_____

Check List	**Y**	**N**
LO/TO		
Lines blanked/drained		
Welding Permit		
PPE on job site		
Expl. Proof lighting		
Fire Extinguisher		
Fall protection		
Respiratory Protect		
Ventilation Required (on all tanks, pits vessels, manholes, etc.)		
Chemical Protective Clothing		
Other _____		

Supervisor Signature _____

Rescue# _____

ATMOSPHERIC TESTING/PRE-PERMIT TESTING

Monitor/Serial # _____ / _____

O2 (19.5% - 23.5%)	
CO (*<25ppm)	
H2S (*<10ppm)	
LEL (<10%)	
Dust	
Other	
Time/Initials	
Material to be used in a space (MSDS REQUIRED FOR CHEMICALS)	**PEL**
_____	
_____	
_____	
_____	

Post Entry Debriefing/Evaluation Notes:

1. Did all parties comply with the Entry requirements? Y N
If NO explain: _____
_____

2. Were there any unanticipated hazards encountered? Y N
If YES explain: _____
_____

3. Did the work performed increase the level of hazards for future entrants? If YES explain: Y N
_____

*8 hour Time Weighted Average

**Includes all Confined Space Equipment: i.e., tripod, harnesses, monitor, ventilation (if required), etc.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

ENTRY TEAM

(To Be Filled Out by The Entry Team Only)

ATMOSPHERIC MONITORING LOG

ATMOSPHERIC TESTING EQUIPMENT:

OPERATOR	INSTRUMENT	SERIAL NUMBER	CALIBRATION DATE

CONTINUOUS ATMOSPHERIC MONITORING REQUIRED AT ALL TIMES: **RECORD READINGS**

MONITORING LOG:

	Pre-entry (1)	(2)	(3)	(4)	(5)
Oxygen					
LEL					
CO					
H2S					
Other					
Time / INIT	____/____	____/____	____/____	____/____	____/____

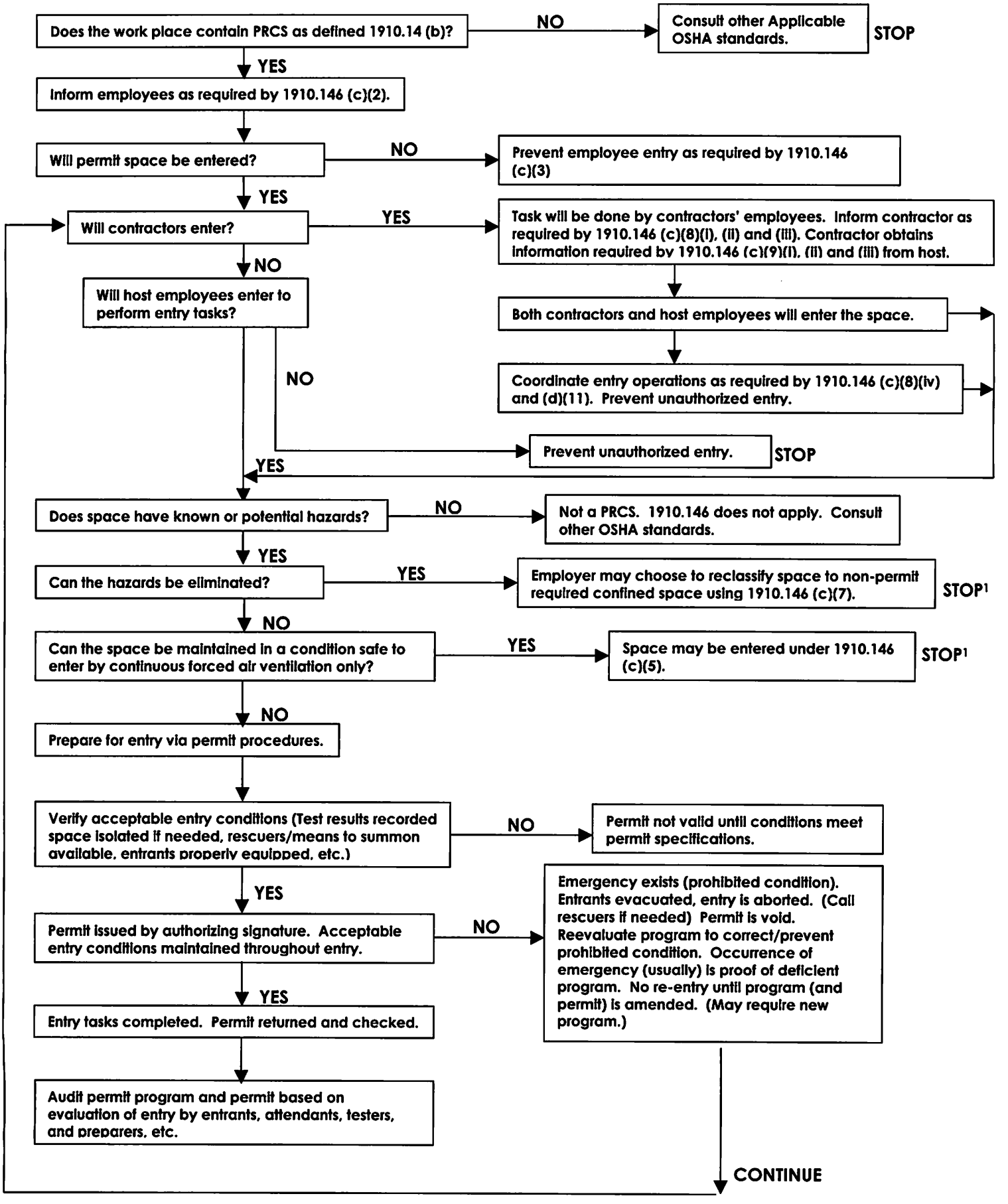
	(6)	(7)	(8)	(9)	(10)
Oxygen					
LEL					
CO					
H2S					
Other					
Time / INIT	____/____	____/____	____/____	____/____	____/____

	(11)	(12)	(13)	(14)	(15)
Oxygen					
LEL					
CO					
H2S					
Other					
Time / INIT	____/____	____/____	____/____	____/____	____/____

Note: * hour Time Weighted Average Exposure Limit

% Oxygen (19.5 to 23.5) % Explosive (LEL) (<10%) Carbon Monoxide (*<25ppm)
H2S (*<10ppm) Other TIME / INITIALS

Appendix A
Permit Required Confined Space Decision Flow Chart



Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ CRANES AND DERRICKS

Power Lift Foundation Repair, Inc. shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks. Where manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determinations of a qualified engineer competent in this field and such determinations will be appropriately documented and recorded. Attachments used with cranes shall not exceed the capacity, rating, or scope recommended by the manufacturer.

Rated load capacities, and recommended operating speeds, special hazard warnings, or instructions, shall be conspicuously posted on all equipment. Instructions or warnings shall be visible to the operator while he is at his control station. Written report should be made available showing test procedures.

Hand signals to crane and derrick operators shall be those prescribed by the applicable ANSI standard for the type of crane in use. An illustration of the signals shall be posted at the job site.

Power Lift Foundation Repair, Inc. shall designate a competent person who shall inspect all machinery and equipment prior to each use, and during use, to make sure it is in safe operating condition. Any deficiencies shall be repaired, or defective parts replaced, before continued use.

A thorough, annual inspection of the hoisting machinery shall be made by a competent person, or by a government or private agency recognized by the U.S. Department of Labor. ***Power Lift Foundation Repair, Inc.*** will maintain a record of the dates and results of inspections for each hoisting machine and piece of equipment.

Wire rope shall be taken out of service when any of the following conditions exist:

- In running ropes, six randomly distributed broken wires on one lay or three broken wires in one strand in one lay;
- Wear of one-third the original diameter of outside individual wires. Kinking, crushing, bird caging, or any other damage resulting in distortion of the rope structure;
- Evidence of any heat damage from any cause;
- Reductions from nominal diameter of more than 1/64 inch for diameters up to and including 5/16 inch, 1/32 inch for diameters 3/8 inch to and including 1/2 inch, 3/64 inch for diameters 9/16 inch to and including 3/4 inch, 1/16 inch for diameters 7/8 inch to 1 1/8 inches inclusive, 3/32 inch for diameters 1 1/4 to 1 1/2 inches inclusive;
- In standing ropes, more then two broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.
- Wire rope safety factors shall be in accordance with American National Standards Institute B 30.5-1968 or SAE J959-1966.

Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or other moving parts or equipment shall be guarded if such parts are exposed to contact by employees, or otherwise create a hazard. Guarding will meet the requirements of the American National Standards Institute B15.1-1958 Rev., Safety Code for Mechanical Power Transmission Apparatus.

Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporarily mounted, shall be barricaded in such a manner as to prevent an employee from being struck or crushed by the crane.

All exhaust pipes shall be guarded or insulated in areas where contact by employees is possible in the performance of normal duties.

Whenever internal combustion engine powered equipment exhausts in enclosed spaces, tests shall be made and recorded to see that employees are not exposed to unsafe concentrations of toxic gases or oxygen deficient atmospheres.

All windows in cabs shall be of safety glass, or equivalent, that introduces no visible distortion that will interfere with the safe operation of the machine.

Where necessary for rigging or service requirements, a ladder, or steps, shall be provided to give access to a cab roof.

Guardrails, handholds, and steps shall be provided on cranes for easy access to the car and cab, conforming to American National Standards Institute B30.5

Platforms and walkways shall have anti-skid surfaces.

Fuel tank filler pipe shall be located in such a position, or protected in such manner, as not to allow spill or overflow to run onto the engine, exhaust, or electrical equipment of any machine being fueled.

An accessible fire extinguisher of 5BC rating, or higher, shall be available at all operator stations or cabs of equipment.

All fuels shall be transported, stored, and handled to meet the rules of Subpart F of this part. When fuel is transported by vehicles on public highways, Department of Transportation rules contained in 49 CFR Parts 177 and 393 concerning such vehicular transportation are considered applicable.

Except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers, not a part of or an attachment to the equipment or machinery, have been erected to prevent physical contact with the lines, equipment or machines shall be operated proximate to power lines only in accordance with the following:

- For lines rated 50 kV. or below, minimum clearance between the lines and any part of the crane or load shall be 10 feet;
- For lines rated over 50 kV., minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for each 1 kV. over 50 kV., or twice the length of the line insulator, but never less than 10 feet;
- In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less then 50 kV., and 10 feet for voltages over 50 kV., up to and including 345 kV., and 16 feet for voltages up to and including 750 kV.;
- A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means;
- Cage-type boom guards, insulating links, or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any other regulation of this part even if such device is required by law or regulation;
- Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded;

Prior to work near transmitter towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane. The following precautions shall be taken when necessary to dissipate induced voltages:

- The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom; and
- Ground jumper cables shall be attached to materials being handled by boom equipment when electrical charge is induced while working near energized

transmitters. Crews shall be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.

- Combustible and flammable materials shall be removed from the immediate area prior to operations.
- No modifications or additions which affect the capacity or safe operation of the equipment shall be made by the employer without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals, shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
- The employer shall comply with Power Crane and Shovel Association Mobile Hydraulic Crane Standard No. 2.
- Sideboom cranes mounted on wheel or crawler tractors shall meet the requirements of SAE J743a-1964.
- All employees shall be kept clear of loads about to be lifted and of suspended loads.

- **Derricks:**
  All derricks in use shall meet the applicable requirements for design, construction, installation, inspection, testing, maintenance, and operation as prescribed in American National Standards Institute B30.6-1969, Safety Code for Derricks.

- **General requirements:**
  The use of a crane or derrick to hoist employees on a personnel platform is prohibited, except when the erection, use, and dismantling of conventional means of reaching the work site, such as a personnel hoist, ladder, stairway, aerial lift, elevating work platform or scaffold, would be more hazardous or is not possible because of structural design or work site conditions.
  - Hoisting of the personnel platform shall be performed in a slow, controlled, cautious manner with no sudden movements of the crane or derrick, or the platform.

- Load lines shall be capable or supporting, without failure, at least seven times the maximum intended load, except that where rotation resistant rope is used, the lines shall be capable of supporting without failure, at least ten times the maximum intended load. The required design factor is achieved by taking the current safety factor of 3.5 (required under 1926.550(b)(2)) and applying the 50 per cent derating of the crane capacity which is required by 1926.550(g)(3)(i)(F).
- Load and boom hoist drum brakes, swing brakes, and locking devices such as pawls or dogs shall be engaged when the occupied personnel platform is in a stationary position.
- The crane shall be uniformly level within one percent of level grade and located on firm footing. Cranes equipped with outriggers shall have them all fully deployed following manufacturer's specifications, insofar as applicable, when hoisting employees.
- The total weight of the loaded personnel platform and related rigging shall not exceed 50 percent of the rated capacity for the radius and configuration of the crane or derrick.
- The use of machines having live booms (booms in which lowering is controlled by a brake without aid from other devices which slow the lowering speeds) is prohibited.

▪ Instruments and Components:

- Cranes and derricks with variable angle booms shall be equipped with a boom angle indicator, readily visible to the operator.
- Cranes with telescoping booms shall be equipped with a device to indicate clearly to the operator, at all times, the boom's extended length or an accurate determination of the load radius to be used during the lift, shall be made prior to hoisting personnel.
- A positive acting device shall be used which prevents contact between the load block or overhaul ball and the boom tip (anti-two-blocking device), or a system shall be used which deactivates the hoisting action before damage occurs in the

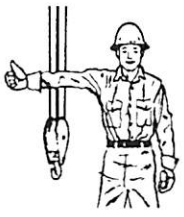
event of a two-blocking situation (two-block damage prevention feature).

- The load line hoist drum shall have a system or device on the power train, other than the load hoist brake, which regulates the lowering rate of speed of the hoist mechanism (controlled load lowering). Free fall is prohibited.

USA Standard Crane Hand Signals

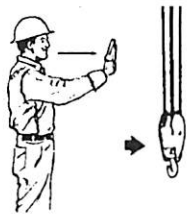
Use Main Hoist. Tap fist on head; then use regular signals.

Use Whipline (Auxiliary Hoist). Tap elbow with one hand, then use regular signals.

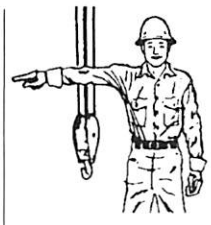


Raise Boom. Arm extended, fingers closed, thumb pointing upward.

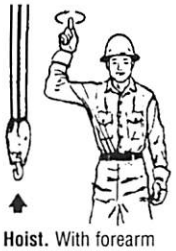
Lower Boom. Arm extended, fingers closed, thumb pointing downward.



Travel. Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.

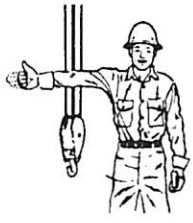


Swing. Am extended, point with finger in direction of swing of boom.

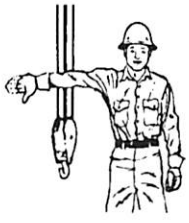


Hoist. With forearm vertical, forefinger pointing up, move hand in small horizontal circle.

Lower. With arm extended downward, forefinger pointing down, move hand in small horizontal circles.



Raise the Boom and Lower the Load. With arm extended thumb pointing up, flex fingers in and out as long as load movement is desired.



Lower the Boom and Raise the Load. With arm extended, thumb pointing down, flex fingers in and out as load movement is desired.

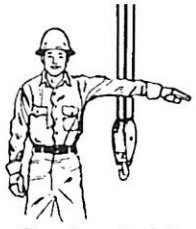
Travel. (One Track). Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body. (For crawler cranes only).

Travel (Both Tracks). Use both fists in front of body, making a circular motion about each other, indicating direction of travel; forward or backward. (For crawler cranes only.)

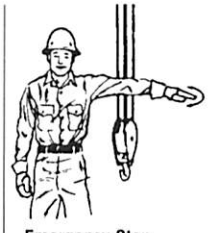
Additional Signals for Bridge Cranes

Extend Boom (Telescoping Booms). Both fists in front of body with thumbs pointing outward.

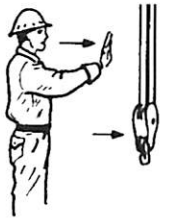
Retract Boom (Telescoping Booms). Both fists in front of body with thumbs pointing toward each other.



Stop. Arm extended, palm down, hold position rigidly.



Emergency Stop. Arm extended, palm down, move hand rapidly right and left.



Bridge Travel. Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.

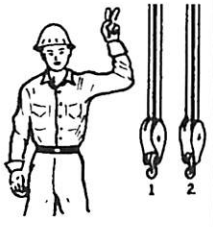
Trolley Travel. Palm up, fingers closed, thumb pointing in direction of motion, jerk hand horizontally.

Extend Boom (Telescoping Boom). One Hand Signal. One fist in front of chest with thumb tapping chest.

Retract Boom (Telescoping Boom). One Hand Signal. One fist in front of chest, thumb pointing outward and heel of fist tapping chest.

Move Slowly. Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal. (Hoist slowly shown as example.)

Dog Everything. Clasp hands in front of body.



Multiple Trolleys. Hold up one finger for block marked "1" and two fingers for block marked "2". Regular signals follow.

Magnet Is Disconnected. Crane Operator spreads both hands apart palms up.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ EMERGENCY RESPONSE

At the beginning of each new construction job, emergency escape procedures and emergency escape routes will be explained to each employee on that site and anytime a new employee arrives at that site. In addition, as that site progresses the procedures shall be reviewed monthly and will include the following:

- The supervisor will designate multiple escape routes from that building or site and designate at least 30% of the work force to assist in the evacuation.
- If there is a fire or other emergency, all employees will evacuate the building or site and report to a designated area determined by the supervisor. A head count will be taken and if any employee is missing, it will be reported to the supervisor of the emergency response team that responds to said emergency.
- If an employee discovers a fire or other emergency, the employee will sound the appropriate alarm designated (by means of shouting if necessary), and then evacuate the site and notify the supervisor. If the supervisor is not readily available, the employee will notify the fire department or appropriate rescue and response authority, by means of posted telephone numbers.
- Each employee is responsible for helping to evacuate all other employees and the entire site, as long as he/she does not place themselves in imminent danger.
- No employee will attempt a rescue of other employees unless they have been properly trained for that type of rescue. If it is evident that there is no immediate danger and you have notified others that another employee needs help, standby until rescue team arrives.

TABLE OF CONTENTS

HAZARD COMMUNICATION PROGRAM	SECTION A
HAZARD COMMUNICATION TRAINING PROGRAM	SECTION B
INVENTORY OF MATERIAL SAFETY DATA SHEETS (MANUFACTURER)	SECTION C
INVENTORY OF MATERIAL SAFETY DATA SHEETS (PRODUCT NAME)	SECTION D
INVENTORY OF MATERIAL SAFETY DATA SHEETS (COMMON NAME)	SECTION E
GAS	SECTION F
ACID	SECTION G
ANTI-FREEZE	SECTION H
PAINTS	SECTION I
CLEANERS	SECTION J
SOLVENTS	SECTION K
FUELS	SECTION L
CEMENTS	SECTION M
OIL / LUBRICANTS	SECTION N
METALS	SECTION O
SEALANTS	SECTION P
PVC	SECTION Q

- No employee will attempt to fight a fire, unless they have been properly trained in the use of fire fighting equipment. If the fire cannot be put out with a fire extinguisher or available equipment, sound the alarm and follow the evacuation procedure. The supervisor will designate at least one employee to direct the fire department, rescue team, emergency response team or medical response teams to the area of the hazard.

- **Training:**

All employees shall be trained to assist in the safe and orderly emergency evacuation of other employees.

Power Lift Foundation Repair, Inc. shall review the plan with each employee covered by the plan at the following times:

- Initially when the plan is developed;
- Whenever the employees responsibilities or designated actions under the plan change; and
- Whenever the plan is changed.

Power Lift Foundation Repair, Inc. shall review with each employee, upon initial assignment, those parts of the plan, which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the work place and made available for employee review.

For more information, see "Fire Prevention" located in this manual.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

☐ EXCAVATIONS AND TRENCHING

All department or job site supervisors having, or planning to have, an excavation four feet or deeper must follow the guidelines of the trenching and excavation checklist following this section. This checklist must be filled out by a "Competent Person" and be prepared to gather the following information:

- What is your location?
- Who is the competent person?
- How deep do you plan to dig?
- What is the classification of the soil?
- What type of protective system do you plan to use?
- Is the atmosphere acceptable?

No employee shall get in any excavation four feet or deeper until it has been examined by a competent person and an adequate protective system has been used to protect employees from cave-ins.

All excavated or other materials and equipment shall be placed at least two feet from the edge of the excavation or they shall be prevented from falling or rolling into the excavation by the use of suitable retaining devices.

A stairway, ladder, or ramp shall be provided within twenty-five feet lateral travel as a safe means of access and egress in every excavation four feet and deeper.

No employee shall enter any excavation until they have been properly trained in the hazards of trenching and excavations.

▪ Specific Excavation Requirements

(a) Surface encumbrances.

All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees.

(b) Underground installations.

- The estimated location of utility installations, such as sewer, telephone, fuel, electric, waterlines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
- Utility companies or owners shall be contacted within established or customary local response times, advised or the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the employer does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.
- When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
- While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

(c) Access and egress.

Means of egress from trench excavations. A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more that 25 feet (7.62 m) of lateral travel for employees.

(d) Exposure to vehicular traffic.

Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

(e) Exposure to falling loads.

No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

(f) Warning system for mobile equipment.

When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs.

(g) Hazardous atmospheres

- **Testing and controls.**
  i. When oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet (1.22 m) in depth.

  ii. Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.

  iii. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

- **Emergency rescue equipment.**
  i. Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available when hazardous atmospheric conditions exist or nay reasonably be expected to develop during work in an excavation.

  ii. Employees entering bell-bottom pier holes, or other similar deep and confined footing excavations, shall wear a harness with a life-line securely attached to it. The lifeline shall be separate from any lined used to handle materials and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

(h) Protection from hazards associated with water accumulation.

- Employees shall not work in excavations in which there is accumulated water, or in excavations, in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.

- If water is controlled or prevented from accumulation by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.

- If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation by a competent person.

(i) Stability of adjacent structures.

- Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning

shall be provided to ensure the stability of such structures for the protection of employees.

- Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except when:

  i. A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or

  ii. The excavation is in stable rock; or

  iii. A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity.

(j) Protection of employees from loose rock or soil.

- Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face.

- Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet (.61 m) from the edge of excavations.

(k) Inspections.

- Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. The Supervisors are the Competent People in the Company and they are provided Excavation and Trench Training.

- Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

(l) Walkways shall be provided where employees or equipment are required or permitted to cross over excavations.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

EXCAVATION CHECK LIST

1. Utility Companies Notified/Met With:

[ ] Telephone _____ [ ] Electric _____
[ ] Water _____ [ ] Natural Gas _____
[ ] Sewer _____ [ ] Cable TV _____

2. Secure Surface & Overhead Structures:

[ ] Overhead Obstacles [ ] Power Poles [ ] Shoring
[ ] Building/Foundations [ ] Other_____

3. Trench Depth: [ ] 0"-5' [ ] 5'-10' [ ] 10'-15' [ ] 15'-20' or More

4. Ladders Present in Trench: [ ] Yes [ ] No (Required if 4' or Deeper)

5. Make visual Analysis of Soil/Excavation:

[ ] Cracks/Fissures/Spalling on Trench Sides
[ ] Water Seeping From Sides or Bottom
[ ] Different Soil in Layers
[ ] Soil Has Been Previously Disturbed
[ ] Spoilage at Least 2' Back From Edge
[ ] Underground Utilities Present
[ ] Continuous Vibration Present

6. Check for Hazardous Atmosphere:

Oxygen_____ Carbon Monoxide_____ LEL_____

7. Manual Test: [ ] Pentrometer [ ] Thumb Penetration

8. Soil Type: (Circle One)

	A	B	C
Pentrometer	1.5 or Greater	Between .5 & 1.5	Less Than .5
Reading	Not Previously Disturbed Stable Dry Rock	Previously Disturbed Cracks/Fissures	Previously Disturbed Sleeping Soil
Slope	53% (3/4:1)	45% (1:1)	34% (1-1/2:1)

Job Name_____ Date:_____ Time:_____

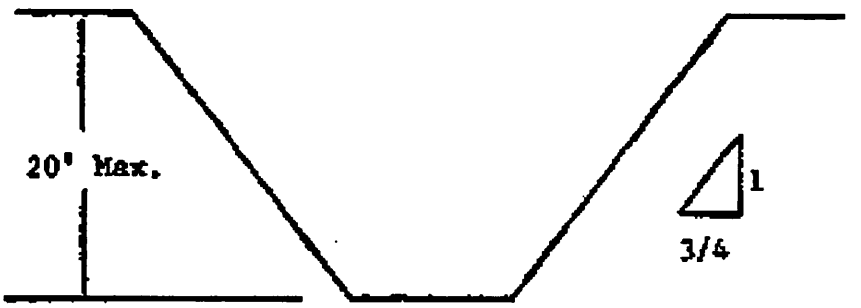
Competent Person: _____

❑ Slope Configurations

(All slopes stated below are in the horizontal to vertical ratio)

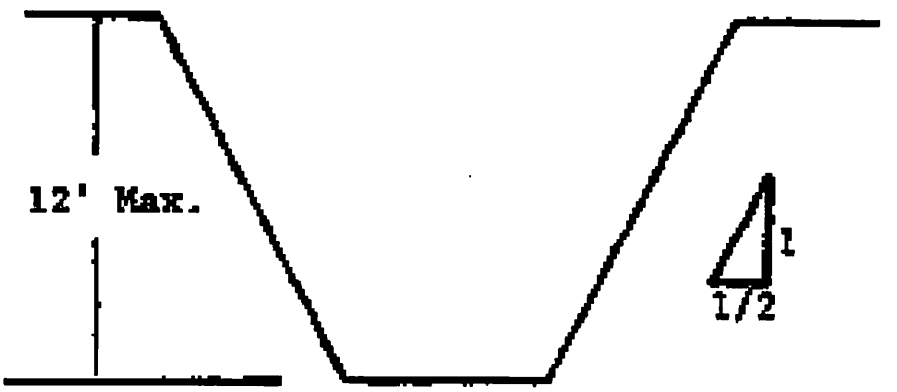
B-1.1 Excavations made in Type A soil.

1. All simple slope excavation 20 feet or less in depth shall have a maximum allowable slope of ¾:1.



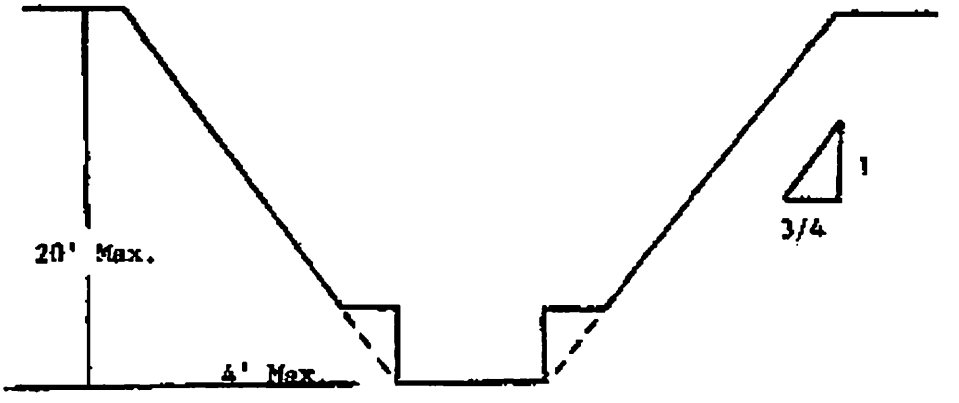
SIMPLE SLOPE -- GENERAL

Exception: Simple slope excavations, which are open 24 hours or less (short term) and which are 12 feet or less in depth shall have a maximum allowable slope of ½:1.

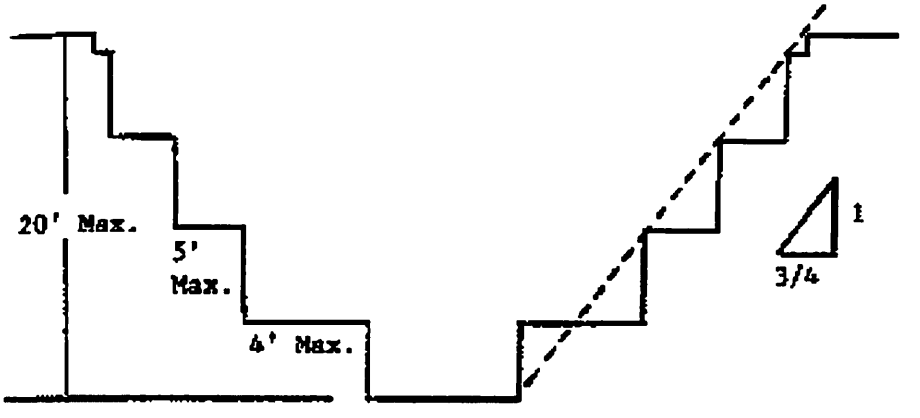


SIMPLE SLOPE -- SHORT TERM

2. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 3/4 to 1 and maximum bench dimensions as follows:

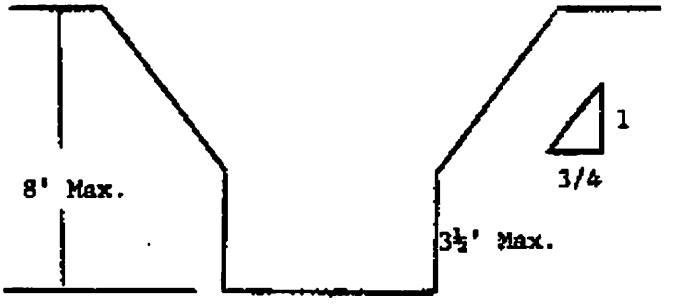


SIMPLE BENCH



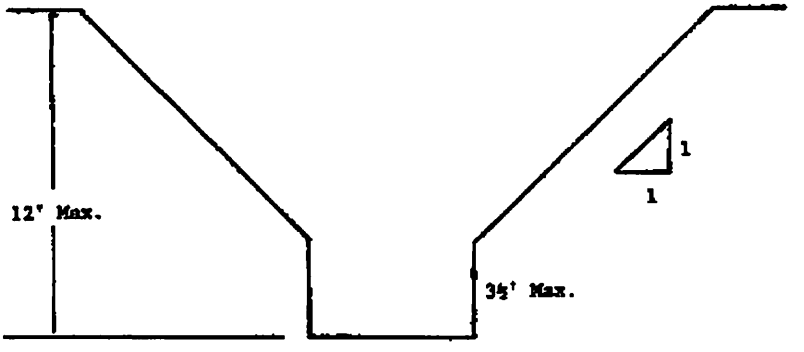
MULTIPLE BENCH

3. All excavations 8 feet or less in depth which have unsupported vertically sided lower portions shall have a maximum vertical side of 3½ feet.



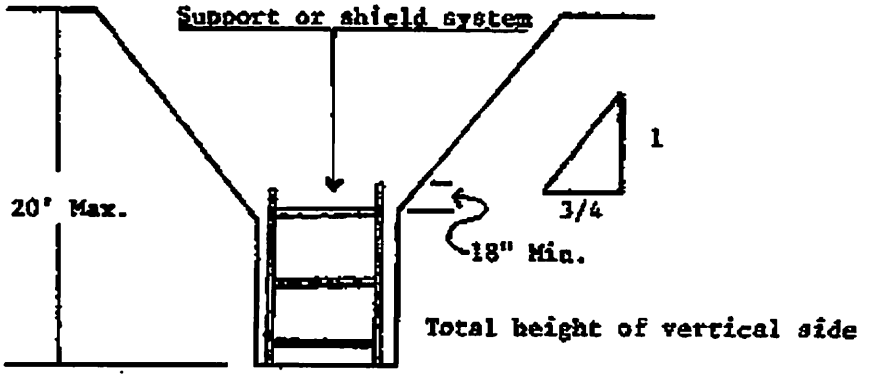
UNSUPPORTED VERTICALLY SIDED LOWER PORTION -- MAXIMUM 8 FEET IN DEPTH

All excavations more than 8 feet but not more than 12 feet in depth with unsupported vertically sided lower portions shall have a maximum allowable slope of 1:1 and a maximum vertical side of 3½ feet.



UNSUPPORTED VERTICALLY SIDED LOWER PORTION -- MAXIMUM 12 FEET IN DEPTH)

All excavations 20 feet or less in depth which have vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of ¾:1. The support or shield system must extend at least 18 inches above the top of the vertical side.

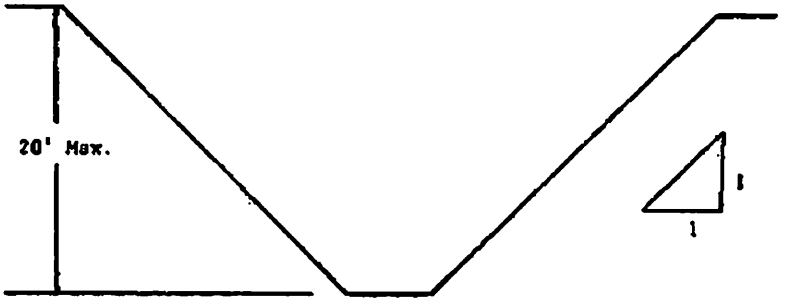


SUPPORTED OR SHIELDED VERTICALLY SIDED LOWER PORTION

4. All other simple slope, compound slope, and vertically sided lower portion excavations shall be in accordance with the other options permitted under § 1926.652(b).

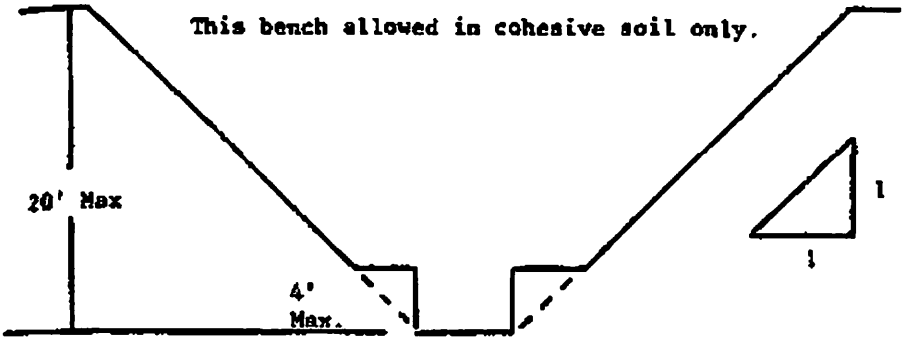
B-1.2 Excavations Made in Type B Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1.

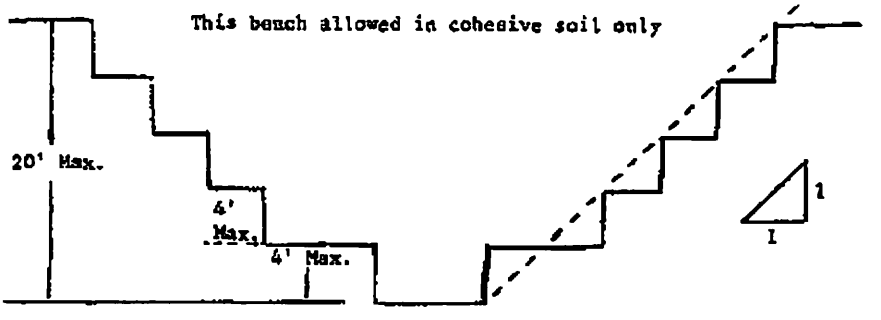


SIMPLE SLOPE

2. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1 and maximum bench dimensions as follows:

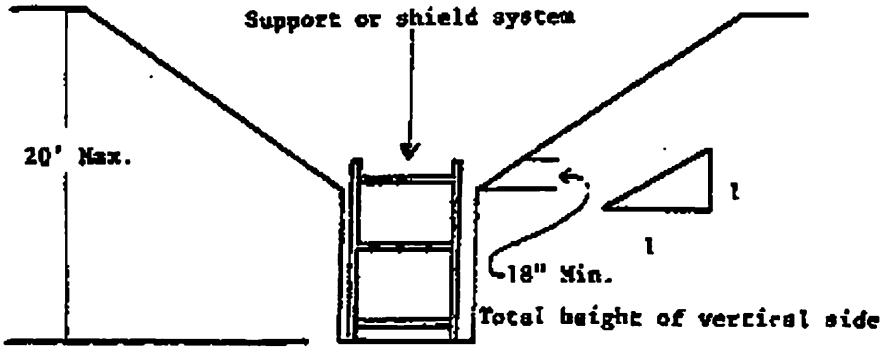


SINGLE BENCH



MULTIPLE BENCH

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

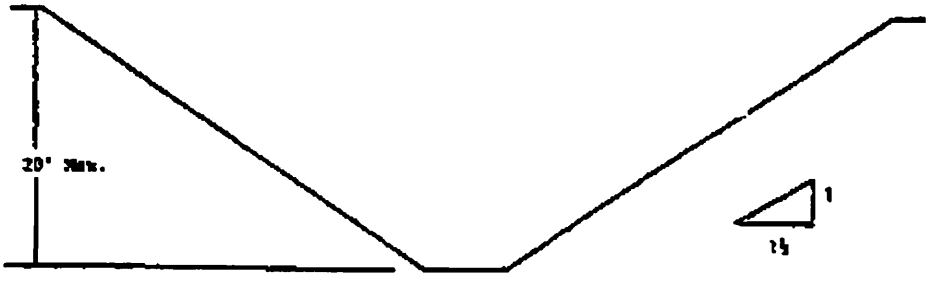


VERTICALLY SIDED LOWER PORTION

4. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

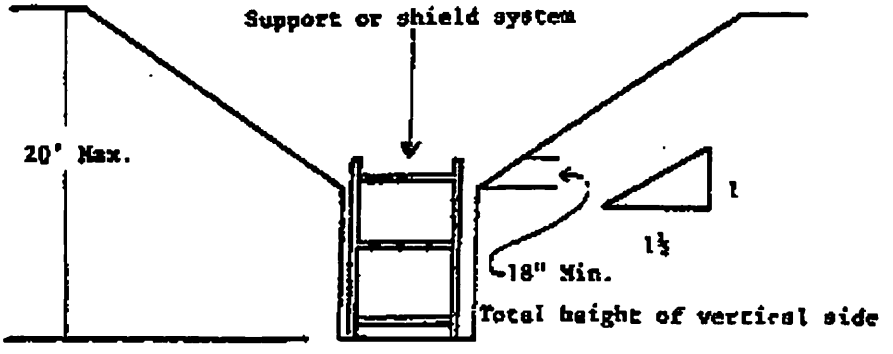
B-1.3 Excavations Made in Type C Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1½:1.



SIMPLE SLOPE

2. All excavations 20 feet or less in depth which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1½:1.

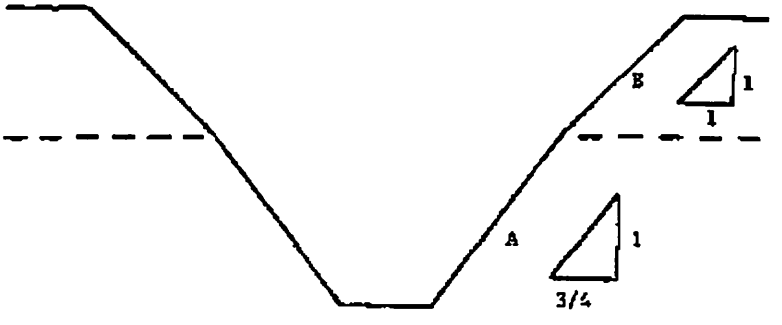


VERTICAL SIDED LOWER PORTION

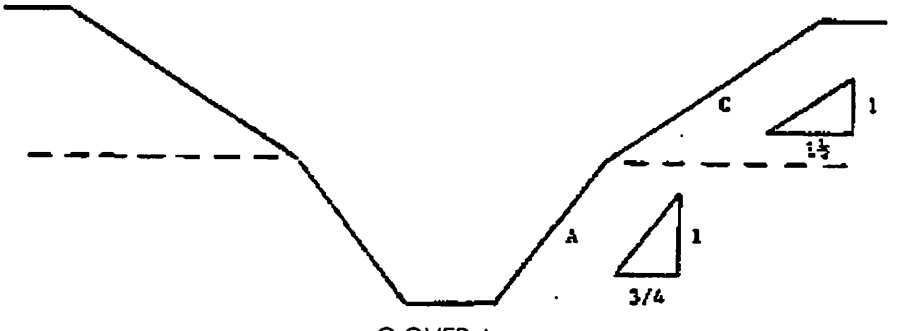
3. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

B-1.4 Excavations Made in Layered Soils

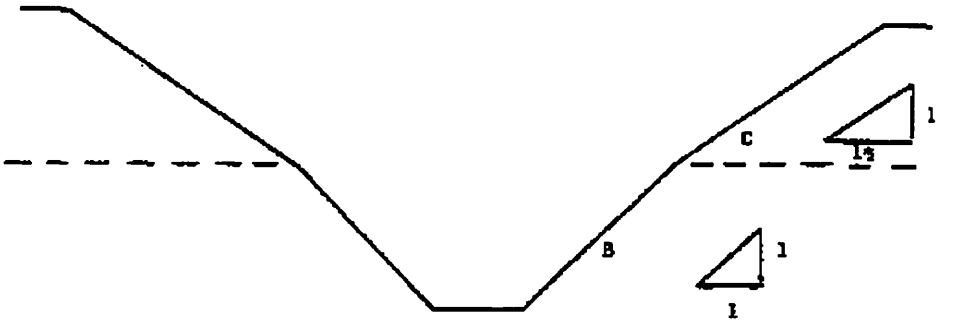
1. All excavations 20 feet or less in depth made in layered soils shall have a maximum allowable slope for each layer as set forth below.



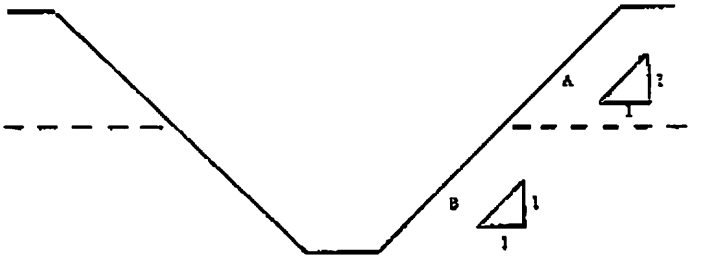
B OVER A



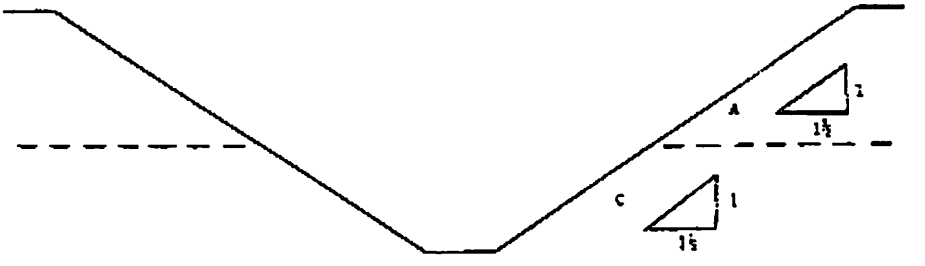
C OVER A



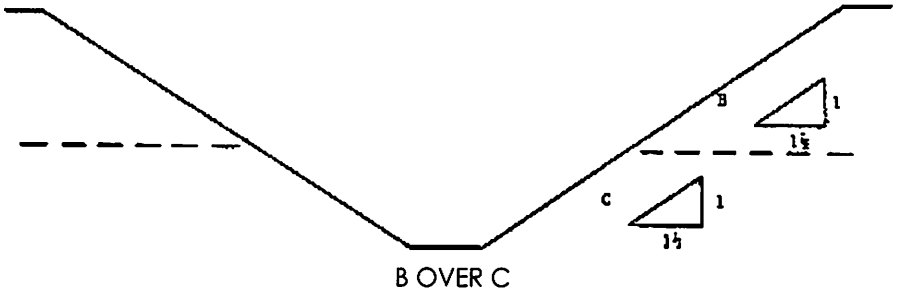
C OVER B



A OVER B



A OVER C



B OVER C

2. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ FALL PROTECTION POLICY

- **GENERAL**

  Power Lift Foundation Repair, Inc. will provide fall protection systems to employees to meet the requirements of OSHA.

  Power Lift Foundation Repair, Inc. shall determine if the walking/working surfaces on which its employees are to work have the strength and structural integrity to support employees safely. Employees shall be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

- **UNPROTECTED SIDES AND EDGES**

  All employees on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower elevation shall be protected from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.

- **LEADING EDGES**

  All employees who are constructing a leading edge 6 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems. Exception: When ***Power Lift Foundation Repair, Inc.*** can demonstrate that it is infeasible or create a greater hazard to use these systems, ***Power Lift Foundation Repair, Inc.*** shall develop and implement a fall protection plan, which meets the requirements of OSHA.

- **HOIST AREAS**

  All employees in a hoist area shall be protected from falling 6

feet or more to lower levels by guardrail systems, or personal fall arrest systems. If guardrail systems, (or chain, gate, or guardrail) or portions thereof, are removed to facilitate the hoisting operation during landing of materials, and an employee must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee shall be protected from fall hazard by a personal fall arrest system.

- **HOLES**
  All employees on walking/working surfaces shall be protected from falling through tripping in or stepping through, and from objects falling through holes including skylights by covers.

- **FORMWORK AND REINFORCING STEEL**
  All employees on the face of formwork or reinforcing steel shall be protected from falling 6 feet or more to lower levels by personal fall arrest systems, safety net systems, or positioning device systems.

- **RAMPS, RUNWAYS AND OTHER WALKWAYS**
  All employees on ramps, runways, and other walkways shall be protected from falling 6 feet or more to lower levels by guardrail systems.

- **EXCAVATIONS**
  All employees at the edge of and excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences or barricades when the excavations are not readily seen because of plant growth or visual barriers.

All employees at the edge of a well, pit, shaft, and similar excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, barricades, or covers.

- **DANGEROUS EQUIPMENT**
  All employees (less than) or greater than 6 feet shall be protected from falling into the dangerous equipment by (equipment guard) guardrail systems, personal fall arrest systems, or safety net systems.

- **WALL OPENING**
  All employees working on, at, above, or near wall opening (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected from falling by a guardrail systems, safety net systems, or a personal fall arrest system.

- **PROTECTION FROM FALLING OBJECTS**
  When an employee is exposed to falling objects, ***Power Lift Foundation Repair, Inc.*** shall have each employee wear a hard hat and safety glasses and shall implement one of the following measures.
  - Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels; or,
  - Erect a canopy structure and keep potential falling object far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced; or,
  - Barricade the area to which objects that could fall, prohibit employees from entering the barricaded area.

▪ GUARDRAIL SYSTEMS

- Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches ± 3 inches above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria.

Note: When employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts.

- Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
  a) Midrails, when used, shall be installed at a height midway between the top edge of the quardrail system and the walking/working level.
  b) Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.
  c) Intermediate members (such as balusters), when used between posts shall be not more than 19 inches apart.
- Guardrails systems shall be capable of withstanding, without failure, a force at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction at any point along the top edge.
- When the 200-pound is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches above the walking/working level.
- Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward direction at any point

along the midrail or other member.

- Steel banding and plastic banding shall not be used as top rails or midrails.
- Top rails and midrails shall be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high visibility material.
- When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- When guardrail systems are used around holes, they shall be erected on all unprotected sides or edges of the hole.
- When guardrail systems are used around holes used for the passing of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.
- When guardrail systems are used around holes, which are used as points of access (such as ladder ways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.
- Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.
- Manila, plastic or synthetic rope being used for top rails or midrails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements.

▪ SAFETY NET SYSTEMS

- Safety nets shall be installed as close as practicable under this walking/working surface on which employees are working, but in no case more than 30 feet below such level. When nets are used on bridges, the potential fall area from

the walking/working surface to the net shall be unobstructed.

- Safety nets shall extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of net from the edge of this working surface
Up to 5 feet	8 feet
More than 5 feet up to 10 feet	10 feet
More than 10 feet	13 feet

- Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test.
- Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence, which could affect the integrity of the safety net system.
- Materials, scrap pieces, equipment, and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.

▪ PERSONAL FALL ARREST SYSTEMS

Effective January 1, 1998, body belts are not acceptable as part of a personal fall arrest system.

Note: The use of a body belt in a positioning device system is acceptable.

- Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.

- Connectors shall have a corrosion resistant finish and all surfaces and edges shall be smooth to prevent damaged to interfacing parts of the system.
- Dee-rings and snaphooks shall have a minimum tensile strength of 5,000 pounds.
- Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
- The attachment position of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system): and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until, inspected and determined by a competent person to be undamaged and suitable for reuse.
- ***Power Lift Foundation Repair, Inc.*** shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.
- Personal fall arrest systems shall be inspected prior to each use for wear, damaged and other deterioration, and defective components shall be removed from service.

▪ POSITIONING DEVICES SYSTEMS

- Positioning devices shall be rigged such that an employee cannot free fall more that 2 feet.
- Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.

- Connectors shall be drop forged, pressed or formed steel or made of equivalent materials.
- Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.
- Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

▪ WARNING LINE SYSTEMS

- The warning line shall be erected around all sides of the roof work area.
  - When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet from the roof edge.
  - When mechanical equipment is being used, the warning line shall be erected not less than 6 feet from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge which is perpendicular to the direction of mechanical equipment operation.
  - Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
  - When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.
- Warning lines shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:
  - The rope, wire, or chain shall be flagged at not more

than 6 foot intervals with high visibility material;

- The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 31 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
- No employee shall be allowed in the area between a roof edge and a warning line unless the employee is performing roofing work in that area.
- Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

▪ CONTROLLED ACCESS ZONES

➢ When used to control access to areas where leading edge and other operations are taking place, the controlled access zone shall be defined by a control line or by any other means that restricts access.

- When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when erecting precast concrete members.
- The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- The control line shall be connected on each side to a guardrail system or wall.

➢ Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:

- Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material.

- Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches (50 inches when overhand bricklaying operations are being performed) from the walking/working surface.
- Each line shall have a minimum breaking strength of 200 pounds.

▪ SAFETY MONITORING SYSTEMS

➢ ***Power Lift Foundation Repair, Inc.*** shall designate a competent person to monitor the safety of other employees and ***Power Lift Foundation Repair, Inc.*** shall ensure that the safety monitor complies with the following requirements:

- The safety monitor shall be competent to recognize fall hazards;
- The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;
- The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitor;
- The safety monitor shall be close enough to communicate orally with the employee; and
- The safety monitor shall not have other responsibilities, which could take the monitor's attention from the monitoring function.

➢ Mechanical equipment shall not be used or stored in areas where safety-monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

➢ No employee, other than an employee engaged in roofing work on low-sloped roofs or an employee covered by a fall protection plan, shall be allowed in an area where an

employee is being protected by a safety monitoring system.

- Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors.

▪ COVERS

- Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
- All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
- All covers shall be color-coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Note: This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.

▪ PROTECTION FROM FALLING OBJECTS

- Toe boards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.
- Toe boards shall be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or outward direction at any point along the toe board.
- Toe boards shall be a minimum of 3-1/2 inches in vertical height from their top edge to the level of the walking/working surface. They shall have not more than 1/4-inch clearance above the walking/working surface. They

shall be solid or have openings not over 1 inch in greatest dimension.

- Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.
- During the performance of overhand bricklaying and related work:
  - No materials or equipment except masonry and mortar shall be stored within 4 feet of the working edge.
  - Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear from the work area by removal at regular intervals.
- During the performance of roofing work:
  - Materials and equipment shall not be stored within 6 feet of a roof edge unless guardrails are erected at the edge.
  - Materials that are piled, grouped, or stacked near a roof edge shall be stable and self-supporting.

▪ FALL PROTECTION PLAN

This option is available only to employees engaged in leading edge work, precast concrete erection work, or residential construction work who can demonstrate that it is infeasible or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan must conform to the following provisions.

- The fall protection plan shall be prepared by a qualified person and developed specifically for the site where the leading edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date.
- A qualified person shall approve any changes to the fall protection plan.

- A copy of the fall protection plan with all approved changes shall be maintained at the job site.
- The implementation of the fall protection plan shall be under the supervision of a competent person.
- The fall protection plan shall document the reasons why the use of conventional fall protection systems (guardrails systems, personal fall arrest systems, or safety nets systems) are infeasible or why there use would create a greater hazard.
- The fall protection plan shall include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems. For example, the employer shall discuss the extent to which scaffolds, ladders, or vehicle mounted work platforms can be used to provide a safer working surface and thereby reduce the hazard of falling.
- The fall protection plan shall identify each location where conventional fall protection methods cannot be used.
- Where no other alternative measure has been implemented, ***Power Lift Foundation Repair, Inc.*** shall implement a safety monitoring system.
- The fall protection plan must include a statement, which provides the name or other method of identification for each employee who is designated to work in controlled access zones. No other employees may enter controlled access zones.
- In the event an employee falls, or some other related, serious incident occurs, (e.g., a near miss) ***Power Lift Foundation Repair, Inc.*** shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g., new practices, procedures, or training) and shall implement those changes to prevent similar types of falls or incidents.

▪ TRAINING PROGRAM

- Cornerstone Safety shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.
- ***Power Lift Foundation Repair, Inc.*** shall assure that each employee has been trained, as necessary, by a competent person qualified in the following areas;
  - The nature of fall hazards in the work area;
  - The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
  - The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;
  - The role of each employee in the safety monitoring system when this system is used;
  - The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
  - The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and
  - The role of employees in fall protection plans;
  - The standards contained in the program.

▪ CERTIFICATION OF TRAINING

- The written certification record shall contain the name or other identity of the employee trained, the date(s) of the training, and the signature of the person who conducted the training or the signature of the employer.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ FIRE PREVENTION PLAN

A list of the major work place fire hazards and their proper handling and storage procedures; potential ignition sources (such as welding, smoking and others) and there control procedures, and the type of fire protection equipment or systems which can control a fire, will be designated by the supervisor.

The supervisor is responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.

The supervisor is responsible for control of fuel source hazards.

- **Housekeeping:**
  The supervisor shall control accumulations of flammable and combustible waste materials and residues, so that they do not contribute to a fire emergency.

- **Training:**
  Power Lift Foundation Repair, Inc. will apprise employees of the fire hazards of the material and processes to which they are exposed.

  Power Lift Foundation Repair, Inc. will review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know, to protect the employee in the event of an emergency. This written plan shall be kept in the work place and made available for employee review. Fire Prevention training will be provided at least annually to all employees.

- **Maintenance:**
  Power Lift Foundation Repair, Inc. will regularly and properly maintain, according to established procedures, equipment and

- **Ignition Hazards:**
  Internal combustion engine powered equipment shall be located so that the exhausts are well away from combustible materials. When the exhausts are piped outside the building under construction, a clearance of at least 6 inches shall be maintained between such piping and combustible material.

  Smoking shall be prohibited at or in the vicinity of operations, which constitute a fire hazard, and shall be conspicuously posted: "No Smoking or Open Flame." Portable battery lighting equipment, used in connection with the storage, handling, or use of flammable gases or liquids, shall be of the type approved for the hazardous locations.

  The nozzle of air, inert gas, and steam lines or hoses, when used in cleaning or ventilation of tanks and vessels that contain hazardous concentrations of flammable gases or vapors, shall be bonded to the tank or vessel shell. Bonding devices shall not be attached or detached in hazardous concentrations of flammable gases or vapors.

- **Temporary Buildings:**
  No temporary building shall be erected where it will adversely affect any means of exit.

  Temporary buildings, when located within another building or structure, shall be of either combustible construction or of combustible construction having a fire resistance of not less than 1 hour.

  Temporary buildings, located other than inside another building and not used for the storage, handling, or use of flammable or combustible liquids, flammable gases, explosives, or blasting agents, or similar hazardous occupancies, shall be located at a distance of not less than 10 feet from another building or structure.

Groups of temporary buildings, not exceeding 2,000 square feet in aggregate, shall for the purpose of this part, be considered a single temporary building.

- **Open Yard Storage:**
  - Combustible materials shall be piled with due regard to the stability of piles and in no case higher than 20 feet.
  - Driveways between and around combustible storage piles shall be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other articles or materials. Driveways shall be so spaced that a maximum grid system unit of 50 feet by 150 feet is produced.
  - The entire storage site shall be kept free from accumulation of unnecessary combustible materials. Weeds and grass shall be kept down and a regular procedure provided for the periodic cleanup of the entire area.
  - When there is a danger of an underground fire, that land shall not be used for combustible or flammable storage.
  - Method of piling shall be solid wherever possible and in orderly and regular piles. No combustible material shall be stored outdoors within 10 feet of a building or structure.
  - Portable fire extinguishing, suitable for the fire hazard involved, shall be provided at convenient, conspicuously accessible locations in the yard area. Portable fire extinguishers, rated not less than 2A, shall be placed so that maximum travel distance to the nearest unit shall not exceed 100 feet.

- **Indoor Storage:**
  - Storage shall not obstruct, or adversely affect, means of exit.
  - All materials shall be stored, handled, and piled with due regard to their fire characteristics.
  - Non-compatible materials, which may create a fire hazard, shall be segregated by barrier having a fire resistance of at least 1 hour.

- Material shall be piled to minimize the spread of fire internally and to permit convenient access for fire fighting. Stable piling shall be maintained at all times. Aisle space shall be maintained to safely accommodate the widest vehicle that may be used within the building for fire fighting purposes.
- Clearance of at least 36 inches shall be maintained between the top level of the stored material and the sprinkler deflectors.
- Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials. A clearance of 24 inches shall be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Material shall not be stored within 36 inches of a fire door opening.

- **Welding:**
  - When practical, objects to be welded, cut, or heated shall be moved to a designated safe location. If the objects to be welded, cut, or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.
  - If the object to be welded, cut or heated cannot be moved and if all the fire hazards cannot be removed, positive means will be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them.
  - No welding, cutting, or heating will be done where the application of flammable paints, the presence of other flammable compounds, or heavy dust concentrations create a hazard.
  - Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.
  - When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient,

additional personnel shall be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed, and for a sufficient period of time after completion of the work to ensure that not possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards and how the fire fighting equipment provided is to be used.

- When welding, cutting, or heating is performed on walls, floors, and ceilings, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.
- For the elimination of possible fire in enclosed spaces, as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch will be positively shut off at some point outside the enclosed space whenever the torch is not to be used, or whenever the torch is left unattended for a substantial period of time, such as during the lunch period. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open-end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.
- Except when the contents are being removed or transferred, drums, pails, and other containers, which contain or have contained flammable liquids, will be kept closed. Empty containers shall be removed to a safe area apart from hot work operations or open flames.
- Drums containers, or hollow structures, which have contained toxic or flammable substances, will before welding; cutting; or heating is undertaken, should be filled with water or thoroughly cleaned of such substances, ventilated and tested. For welding, cutting and heating on steel pipelines containing natural gas, the pertinent portions

of regulations issued by the Department of Transportation, Office of Pipeline Safety, 49 CFR Part 192, Minimum Federal Safety Standards for Gas Pipelines, shall apply.

- Before heat is applied to a drum; container; or hollow structure, a vent or opening shall be provided for the release of any built-up pressure during the application of heat.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ FIRST AID

- **Purpose**
  Policies and procedures for complying with OSHA First Aid requirements.

- **Scope**
  This section is applicable for all ***Power Lift Foundation Repair, Inc.*** jobsites.

- **Definitions**
  Not applicable to this section.

- **Responsibilities**
  - The supervisor is responsible to see that their organization's first aid kit is properly stocked and maintained.
  - In the absence of a clinic or doctor that is reasonably accessible in terms of time and distance, at least 1 person from the subcontractor's organization shall be trained and certified (by the American Red Cross) to provide first aid.
  - ***Power Lift Foundation Repair, Inc.*** shall maintain an ANSI (Z 308.1 – 1978) approved first aid kit.

- **Procedures**
  - Basic rules of first aid:
    - The first rule is that if you don't know how to give it, don't try to. You may do more harm than good. It's important to know not only what to do, but also what NOT to do.
    - If required, administer the following life saving steps:
      - Open the airway.
      - Look, listen, and feel for breathing.

- Circulation – check the pulse.
- Stop the bleeding and protect the wound.
- Treat for shock.

- Don't move the injured person unless you know that moving him will not worsen the injury.
- Keep the injured person lying down.
- Do not give liquids to the unconscious.
- During the summer months drink plenty of water, preferably in small amounts taken frequently. Once heavy sweating has started it will be very hard to drink a small amount of water that is equal to the amount lost by sweating, about one quart per hour.
- At times of high humidity and high temperature or when returning to a hot area, pace your work until you become acclimated to existing conditions.
- Phone numbers of physicians, hospitals, and ambulances shall be posted at the jobsite.
- ***Power Lift Foundation Repair, Inc.*** first aid kits shall consist of the following minimum components:

1	Triangular bandage	10	First Aid Cream Foil Packs
2	Cold Packs Unit Size	10	3 x 3' Gauze Pads
10	2' x 3' Non-Adherent Pads	5	2' x 2' Gauze Pads
4	Ammonia Inhalants	1	Cotton ½ oz
10	Iodine Wipes	10	Antiseptic Wipes
100	Plastic Strips ¾' x 3'	1	First Aid Book
2	1' x 5' yd. Stretch Gauze	1	Scissors
2	2' x 5' yd. Stretch Gauze	1	Disposable Tweezers
1	3' x 5' yd. Stretch Gauze	1	½ oz. Eye Wash w/Eye Pads
1	Pair Gloves		

▪ Training Requirements

Not applicable to this section.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

FIRST AID LOG

Our Reputation is Rock Solid!

LOCATION: JOB NUMBER: FOR MONTH OF: , 20

Date of Injury	Name of Employee	Nature of Injury	Contributing Factors	Nature of First Aid Administered	Supervisor Initials

Submitted by:_____

Workplace First Aid Guide

READ ME FIRST 1.

This guide is designed to help you and your colleagues to administer life saving first-aid until trained help is at hand. Do not wait until you are faced with an emergency, read the guide now and often.
Find out who is the nominated first-aider or appointed person within your workplace. If there is a procedure in force for calling out an ambulance find out what it is now!

AFFIX YOUR FACESHIELD HERE

Occupational Health: Pager:
First aider / appointed person's extension:
The nearest first aid box is located at:
The nearest eyewash station is located at:
Useful numbers:

INCIDENT MANAGEMENT 2.

ELECTRICITY

FUMES/GASES

TRAFFIC

MOVING MACHINERY

FALLING DEBRIS

FIRE

Whenever you approach an incident always ensure that the environment is safe for you to administer First-Aid, and secondly that the casualty is safe. If the situation is not safe you must neutralise or control any hazards. You must only move your casualty as a last resort.

EXAMPLE: BUILDING ON FIRE

Action

1. **Ensure that you are aware of the number of casualties involved.**
2. **Find out if anyone has any FIRST-AID knowledge.**
3. **Utilise bystanders to: call THE EMS, comfort the casualty(s).**
4. **Above all, stay calm.**

GETTING HELP 3.

Lift the receiver and wait for a dialling tone.
Dial 000 in Australia.
The Operator will ask you which service you require. Once you have stated "Ambulance" you will be connected to ambulance control. The operator will ask you a set list of questions.

BE PREPARED TO:

1. **Confirm your telephone number.**
2. **Give an accurate description of the incident and casualty(s) condition.**
3. **Give your exact location.**
4. **Assist the ambulance crew by arranging for a colleague to meet them outside your place of work.**

DO NOT Hang up at any stage of the conversation. The operator will terminate the call when appropriate.

CALL FOR HELP

If alone call for help. If someone responds to your call ask them to stay with you whilst you assess the Airway and Breathing. One of you should wait with the casualty whilst the other calls the emergency medical services (EMS).

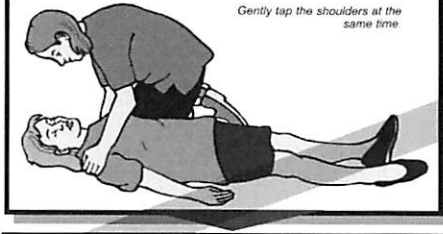
NB If no-one responds, Do not leave the casualty but go on to assess the airway and breathing.

RESPONSE 4.

To give your casualty the optimum chances of survival you must quickly assess their levels of response. A rapid assessment will allow effective treatment to be administered and will also allow for accurate information to be passed on to the ambulance service.

"Are you alright?" "Can you hear me?"

Gently tap the shoulders at the same time

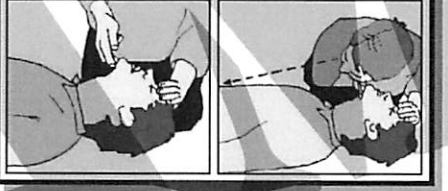


AIRWAY 5.

OPEN THE AIRWAY

FOR AN UNRESPONSIVE CASUALTY

1. **Open the airway by lifting the chin and tilting the head. This will free the tongue from the rear of the throat.**
2. **If any neck injuries are suspected lift the chin only by placing three forefingers of both hands under the angles of the jaw ("Jaw Thrust" technique).**



BREATHING 6.

IS THE CASUALTY BREATHING?

Look for movement. Listen for breathing / lifesigns. Feel for airflow.

If casualty is breathing normally

1. **Turn him into the recovery position**
2. **Check for continued breathing.**
3. **Send someone for assistance or, if you are on your own, leave the casualty and go for assistance yourself.**

If casualty is not breathing

1. **If you are on your own, leave the casualty at this stage and call for help. Return to the casualty and open the airway.**
2. **Seal the nostrils with your thumb and forefinger.**
3. **Blow steadily until you see their chest rise.**
4. **Remove your mouth to the side and take in some 'Fresh Air'.**
5. **Repeat so that you have given 2 effective rescue breaths in total.**

CIRCULATION 7.

ASSESS THE CASUALTY FOR SIGNS OF CIRCULATION

1. **Look, Listen and Feel for normal breathing, coughing or movement.**
2. **Only if you are trained to do so, check the carotid pulse.***
3. **Take no more than 10 seconds to do this.**

NOT BREATHING, SIGNS OF LIFE PRESENT

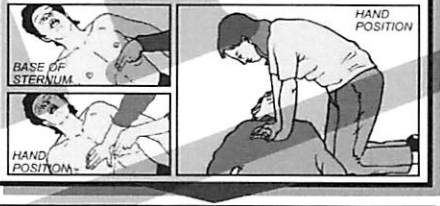
1. **Apply 10 rescue breaths (See 'Breathing' below).**
2. **After every 10 rescue breaths re-check the circulation.**

NOT BREATHING, SIGNS OF LIFE ABSENT

1. **Apply 2 rescue breaths.**
2. **Now give 15 compressions.**
3. **Repeat the above eg; 2 rescue breaths and 15 compressions.**
4. **Continue until the casualty recovers or help arrives.**

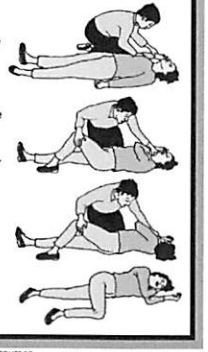
CHEST COMPRESSIONS 8.

1. **Ensure the casualty is on a firm, flat surface.**
2. **Locate the Sternum (the flat bone located centrally in the chest which joins the ribs together).**
3. **Place the heal of one hand on the lower sternum (approximately 2 fingers up from its base. Place the heel of the other hand on top of this hand and interlock the fingers.**
4. **Compress the chest (up to a maximum depth of approximately 4-5cm, 15 times at a rate of approximately 2 compressions per second) and give 2 rescue breaths.**
5. **Repeat above eg. 2 rescue breaths and 15 compressions.**



UNCONSCIOUS 9.

1. **Check for any obvious injuries.**
2. **Remove sharp objects from pockets.**
3. **Place the nearest arm at a right angle to the body.**
4. **Draw the furthest arm across the chest and place the back of the hand across the cheek.**
5. **Raise the furthest leg by grasping the back of the knee.**
6. **Gently pull on the knee so that the casualty pivots over onto your knees.**
7. **Shuffle back on your knees until the casualty is fully over and stable.**
8. **Re-check the airway, breathing and circulation.**
9. **Draw up the leg at a 90 degree angle.**
10. **Keep monitoring the ABC's (The Airway, Breathing and Circulation).**
11. **Treat any injuries found.**



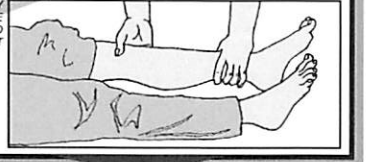
BLEEDING 10.

1. **Put on your gloves.**
2. **Examine the injury - if any foreign objects are present leave them in place and dress around.**
3. **Open a dressing (fig 1) and place it firmly over the injury.**
4. **Apply firm pressure.**
5. **Secure the dressing.**
6. **Apply 1 dressing at a time up to a maximum of 2. If blood seeps through both dressings, remove them and apply a new dressing.**
7. **If dealing with a limb, keep the affected part elevated (fig 2).**
8. **If your casualty has lost a considerable amount of blood they may start to exhibit signs of shock.**
9. **Lay your conscious casualty down, conserve body heat and raise the legs (fig 3).**
10. **Reassure.**

FRACTURES 11.

1. **Instruct the casualty to remain still.**
2. **Do not attempt to move the affected part.**
3. **Examine the injury for any blood loss - treat this first.**
4. **If any bone protrudes from the injury do not touch it, if blood loss is evident build your dressings up around it rather than over it.**
5. **The casualty will find the most comfortable position and will not be keen to have the injury touched.**
6. **If the casualty cannot maintain a stable condition for themselves you may provide assistance or stabilise the injury with your hands.**
7. **Call the EMS.**

STEADY THE INJURED PART



BURNS 12.

1. **Ensure the situation presents no hazard, if it does, contain or neutralise the hazard.**
2. **If dealing with a chemical burn wash the affected area with plenty of water, ensuring you do not wash the chemical onto unaffected parts - seek medical aid.**
3. **Non-chemical burns should be immersed in cold water for a minimum of 10 minutes (any constricting items such as watches should be removed).**
4. **Once cooled the burn should be covered with a sterile dressing (non-fluffy).**
5. **Refer to medical aid.**

DO NOT:

- **Apply tight 'fluffy' dressings.**
- **Apply lotions, ointments or creams.**
- **Remove damaged skin or burst blisters.**
- **Apply butter, margarine or fats.**

DO THIS FOR 10 MINS

SFAP129 Version 7

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

ORDER FOR EXAMINATION OF TREATMENT

Name:_____

Employed by: _____

Circle one of these: Physical Examination Federal Highway Examination Injury on the job

Special instructions: _____

Billing to company authorized by: _____ **Date:** _____

Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

☐ **Bill Company** ☐ **Employee to pay charge**

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ FORKLIFT OPERATOR TRAINING

- **Scope**
  To ensure prior to operating a forklift, that each operator has received the necessary operator training per ANSI B56.1.

- **Responsibility**
  It shall be the responsibility of the ***Power Lift Foundation Repair, Inc.*** superintendent to ensure all ***Power Lift Foundation Repair, Inc.*** employees operating forklifts has proof of training. Provide a copy of the forklift equipment operator's qualification/verification form to each subcontractor operating forklifts to obtain the names of their trained operators.

- **Forklift Operating Rules and Training Program**
  Any ***Power Lift Foundation Repair, Inc.*** employee who is allowed to operate a forklift must first complete the forklift operator-training program. The training program will consist of the following:

  - The following forklift safety rules must be read and discussed with the trainee by the superintendent or designated site safety representative.
  - The trainee shall be observed operating the forklift in test then be designated as a competent operator by the ***Power Lift Foundation Repair, Inc.*** superintendent. The designated operator from which this training program follows shall be completed by the superintendent before the person is allowed to operate the forklift.

- **Forklift Safety and Operating Rules**
  - Prior to use
    - The first person to use a forklift each day must thoroughly check the unit.

The forklift shall not be used until any deficiency found as a result of the safety inspection has been corrected.

- Operating Rules
  - Only drivers authorized by ***Power Lift Foundation Repair, Inc.*** and trained in the safe operation of forklifts are permitted to operate forklifts. Forklifts owned or leased by ***Power Lift Foundation Repair, Inc.*** shall not be used by employees of other companies except n extreme emergency.
  - Stunt driving and horseplay are prohibited.
  - Riders are not permitted on a forklift unless it is equipped with adequate riding accommodations (a seat with a functioning seat belt).
  - Do not permit anyone to ride on the forks of the forklift or any load supported by the forklift.
  - Do not place any part of your body outside the running lines of a forklift or between the mast uprights or other parts of the forklift where shear or crushing hazards exist.
  - Do not allow anyone to walk, stand, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
  - Do not operate a forklift with a leak in the fuel system.
  - Do not drive a forklift in excess of the authorized safe speed and turn all corners slowly. When traveling in reverse, always proceed more than normal. Always maintain a safe distance from other vehicles and keep the forklift under positive control at all times / Observe established traffic regulations.
  - When forklifts travel in the same direction, the trailing forklift must maintain a following distance of at least three seconds and do not pass at intersections, blind spots, or dangerous locations.
  - Slow down and sound the horn at all cross aisles and other locations where visibility is obstructed. If the load being carried obstructs forward view, travel with the load trailing.

The back-up alarm should sound when the forklift is in reverse.

- Look in the direction of travel and do not move a forklift or load until you are certain that all persons are clear.
- Do not drive up to anyone standing in front of a bench or other fixed objects of such size that the person could be caught between the forklift and the object.
- Ascend and descend grades slowly.
  a) When ascending or descending grades in excess of 10 percent, drive loaded forklifts with the load upgrade.
  b) On all grades, tilt the load and load engaging means back if applicable, and raise it only as far as necessary to clear the road surface.
  c) Operator motorized hand and hand / riser forklifts with the load downgrade.
- Always carry the forks as low as possible, consistent with safe operations.
- When leaving a forklift unattended, either:
  a) Shut off the power, set the brakes, bring the mast down to a vertical position and bring the forks down to the ground / floor. When left on an incline, block the wheels or:
  b) The power may be left on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels are blocked front and rear.
- When the operator pf the forklift is dismounted but within 25 feet of the forklift, and has a full view of the forklift, the load means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- Do not run forklifts onto any elevators unless you are specifically authorized to, you must determine that the capacity of the elevator will not be exceeded. Once on the elevator, shut the power off and set the brakes.

- Motorized hand trucks are to enter elevators or confined areas with the load forward.
- Do not operate forklifts on floors, sidewalks, doors, or platforms that will not safely support the loaded vehicle.
- Prior to driving onto trucks, trailers, and railroad cars, check their flooring for breaks and other structural weaknesses.
- Do not drive forklifts in and out of highway trucks and trailers at loading docks until such trucks and trailers are securely blocked or restrained and the brakes set.
- To prevent railroad cars from moving during loading and unloading operations, set the car brakes, use wheel chocks or other recognized positive stops, and display blue flags or lights in accordance with the Public Utilities Commission's regulations
- Maintain a distance equal to the width of one of the forklifts tires from the edge by the forklift while it is on any elevated dock, platform, freight, car, or truck.
- Cross railroad tracks diagonally when possible. Do not park closer than 8.5 feet from the centerline of the railroad tracks.
- Do not load forklifts in excess of their rated capacity.
- Do not move a forklift until the load is safe and secure.
- Use extreme care when tilting loads. Titling forward with the load engaging means elevated is prohibited except when picking up a load. Elevate loads are not to be tilted forward except when the load is being deposited in a storage rack or equivalent. When stacking or tiering, backward tilts are limited to that necessary to stabilize the load.
- Place the load-engaging device in such a manner that the load will be securely supported.
- Special precautions are to be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the load has been removed,

- When forklifts are use to open and close doors, the following provisions must be met:
  a) A device specifically designed for opening and closing doors must be attached to the forklift.
  b) The force applied by the device to the door must be applied parallel to the direction of the door.
  c) The entire door openly/closing operation must be in full view of the forklift driver.
  d) The forklift operator and other employees must be clear of the area where the door might fall while being opened.
- If two or more trucks in unison lift loads, the total weight of the load must not exceed the combined lifting capacity of all forklifts involved.
- When you approach the load, slow down gradually, stop, and adjust the forks to the proper height. Then slowly proceed under the load.
- Forklift drivers should always wear a seat belt.
- You should never raise a load while on the way to your destination. Instead slow down gradually as you approach the destination, stop, raise the load, and then proceed to slowly set the load in place.
- Be extremely careful about overhead clearance. This is sometimes difficult to judge if the load is raised very high.
- Brakes should always be applied slowly except in emergencies.
- Always look before you start to back up.
- Never move a load that is loosely stacked or improperly positioned.

POWER LIFT
FOUNDATION REPAIR INC.

Physical
304 Progress Drive
Sherman, TX 75092

Mailing
P.O. Box 862020
Plano, Texas 75086

❑ HOW TO GIVE TOOL BOX SAFETY TALKS

OSHA says: "The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury". Programs such as OSHA 10-Hour Course, or Safety presentations during company meetings, are excellent ways of providing safety instruction, but regular "Tool Box" Safety Talks on the job are a contractor's most effective accident prevention program. Here's how:

1. The Supervisor, or whoever is going to give the talk, should **WALK** around the site and look for safety problems that may need attention. **ASK YOUR EMPLOYEES** what problems they might know of. Some firms rotate the responsibility for toolbox talks among employees.

2. Relate your talks to **CURRENT OR EXPECTED PROBLEMS** and be specific. If you cover too much or are too general, workers may become bored. Discussing a **SINGLE TOPIC IN DEPTH** will carry over like a chain reaction to help solve other safety problems.

3. Make your talks interesting (and easy to prepare) by using posters and information form your Safety Manual. The poster of "Crane Signals" is also an excellent talk outline.

4. Use printed **JOB SAFETY RULES** distributed to each worker and review them in clear, simple language to make sure they are understood. Discuss any **NEW SAFETY PROCEDURES** to be adopted and listen to objections concerning them. Get agreement on the ways to enforce the rules, then follow up to be sure agreed upon procedures are being used. Get across that you mean business about job safety.

5. **ANALYZE ANY ACCIDENTS** by using your "Hard Hat Happenings" sheets. What caused them? Develop a plan to avoid such accidents.

6. Remind the employees that **OFF THE JOB SAFETY** is important too, and these injuries have just as great an effect on production. Slips and falls, auto accidents, sports activities, and improper lifting are the most likely cause of injuries.

7. Keep a **WRITTEN RECORD** of toolbox talks for future review and proof of your safety program for OSHA. Use your Safety Meeting Report (found on this Manual) and be sure to include: DATE, LOCATION, WHO ATTENDED, TOPICS DISCUSSED, and any CORRECTIVE ACTION TAKEN.

A positive attitude is contagious. Safe job sites lead to increased productivity.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

Safety Talks

Subject	Date	Subject	Date
1. Hard Hats or Hard Head		32. Watch those wrenches	
2. Eye Protection		33. Watch your step	
3. Dress for the part		34. Rolling scaffolds	
4. Don't be a screwball		35. Watch the wires	
5. Portable electric tools		36. Hand tools	
6. Wire Rope is a tool		37. Heating equipment	
7. Front end loader hazards		38. Acetylene torches	
8. Backing Equipment		39. Fire Extinguisher	
9. Crane Signals		40. 3 Strikes & you're out	
10. Crane counter-weights		41. Team up & clean up	
11. Danger under booms		42. Windy days	
12. Falls from equipment		43. Manual handling	
13. To avoid skidding		44. Before we plow	
14. The circles of life		45. Hurt backs	
15. Riders		46. He fell on his face	
16. Belt conveyors		47. Crossing crashes	
17. Misuse of gasoline		48. Buckle up & live	
18. Lubricating machinery		49. Let the "eyes" have it	
19. Ladders		50. A machine you can not buy	
20. Floor openings		51. Water works & work vests	
21. Make shift scaffolds		52. Compressed gas	
22. Asking for trouble		53. Dermititus	
23. Reduce injuries to others		54. Cool facts	
24. Be Alert		55. Winter clothes & frost bite	
25. Keep it clean		56. Kids on the job	
26. What difference does it make		57. Substitutes	

27. Protect the children _____
28. Horseplay _____
29. Percentages have a point _____
30. First Aid – Infection _____
31. The Don'ts of first aid _____

58. The public _____
59. Equipment dangers _____
60. Hurry up & fall _____
61. Flammable liquids _____
62. Think & Do _____

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ EMERGENCY PREPAREDNESS/MEDIA RELATIONS

As much as we would prefer the media to cover all the good things that happen on our job sites, the only times they usually come out is when something negative has happen (i.e. serious job site injury, trench cave-in, drug busts, etc...). For the most part, they're good people, just trying to get "the story". They are professionals and if handled properly can be beneficial in turning a negative into at least a neutral one or maybe even into a positive situation.

- **Guidelines:**
  When a "newsworthy situation" arises on your job site, rest assured the Media will find out and they will be there shortly. They monitor police, fire and ambulance radio channels so they can be "at the news as it happens". Being prepared and acting decisively and quickly is paramount. Follow these basic rules:
  - Call the ***Power Lift Foundation Repair, Inc.*** office immediately in order to get the "official company spokesperson" on the job site AS SOON AS POSSIBLE.
  - Call ***Bill McCown*** at the ***Power Lift Foundation Repair, Inc.*** at ***(800) 441-5438***.
  - Get all the facts on paper. What happened? Were there any injuries? Is there any existing danger now to workers or the community? What's being done to correct the situation?

NOTE: This will be the kind of information the company spokesperson will need when the Media is addressed.

- **What to do if the Media Arrives at the Job Site before the Company Spokesperson:**

  It is very possible that the Media will have the jump on the company spokesperson. They're there to "get the story" with or without your cooperation. You're far better off working with them until the spokesperson shows up, you're "it". Here's what to do to buy time and treat the Media professionally.

  - Take Control. Handle the "interview" your way. It is your job site and they are your guests. Keep them away from potential danger - for their own safety. Be aware of camera angles and what they may be shooting in the background.
  - Stick to the facts but never give names or injured workers or their companies. By providing a brief statement of the facts complied from item 3 (above) and noting two important things that should buy your time. The two important things are:
    - A company spokesperson is on his/her way to give a more complete statement;
    - Positive steps (i.e. corrections, investigations, etc...) are being taken (as we speak) but names will be withheld until later.
  - Remember, you are quotable. Until help arrives, you are the company spokesperson. Say nothing to the Media that you won't mind watching on the 6:00 news or reading in the morning paper. Avoid opinions, conjectures and speculations. Accent the positive and avoid the negative. Place blame on no one. Everything you say can and will be used in a court of law!

    Also, handle all conversations with the press as professionally as possible. Don't joke, don't lie, don't insult, don't patronize, don't guess, don't swear, and don't use construction jargon or slang.

- Remember your job priority. Once you're provided the facts, excuse yourself back to the important job at hand and have the reporters escorted back to their vehicle. If they wish to talk to someone else or wait for the official company spokesperson, have them wait in the job trailer. Remember, it is your right and responsibility to set up barricades to protect the public's safety and the Media is no exception.

▪ Final Thoughts And Conclusion

Be Prepared. When a serious accident occurs, there is much to be done instantly to remedy the situation; and that of course, is priority #1. But be aware, the Media may be on your job site in less than 15 minutes from the time of the accident. Be ready. The "interview" may only take one or two minutes, but will seem like an eternity if you're not prepared. Those critical minutes are a key to turning a possible conflict and confrontation into a commercial for your company.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ OSHA INSPECTION: SEQUENCE OF EVENTS

If OSHA shows up on your job site or if you hear rumors that they are coming, immediately contact the ***Power Lift Foundation Repair, Inc.'*** Senior Management at ***(800) 441-5438***.

If OSHA inspects your job, there are certain procedures the inspector must follow. Knowing these procedures can make you better prepared for the inspection. Here's an overview:

- On arriving at the job site, the inspector will:
  - Introduce himself/herself and show their credentials.
  - Ask for an authorized representative of the company they are inspecting.
- Next, the inspector will:
  - Establish the purpose of the visit. Is it a general inspection, or a response to a complaint?
  - Establish that the company being inspected is involved in interstate commerce.
- Prior to the opening conference, the inspector may ask to see employer records, such as the OSHA Form 300 and accident reports (OSHA 301 or Worker Compensation records). The inspector may ask to see in addition, your company HazCom Program.
- At the opening conference, the inspector will establish the scope or his/her inspection. He/she does not have to be specific about which areas of work or types of problems he/she may be looking for; he/she may only give a general indication of his/her purposes.

- Before starting the inspection, the inspector will determine if a union represents any of the employees of the various contractors on the job.
  - If there is union representation, the inspector will request that an employee representative be present for the inspection.
  - If there is no representation, the inspector will request permission to speak with employees at random.
- During the inspection:

- **The Inspector May:**
  - Take note of all areas.
  - Take pictures of problem areas.
  - Mention areas he/she sees as a problem.
  - Ask employees about specific conditions on the job site.

- **You Should:**
  - Take notes.
  - Take pictures from all different angle.
  - Defend your practices with good reasons whenever possible, but don't be abusive or argumentative.
  - Permit the discussion to take place, without interference.
  - Remind employees of their previous HazCom training.
- After the inspection, the inspector will have a closing conference, during which he/she will:
  - Review his/her notes from the inspection, and indicate area for which a citation may be issued. (He/She may not indicate every area).
  - Establish the control or responsibility for various areas.
  - Establish an abatement period for violations.

- ❖ Provide the contractor's representative with written information on rights under the OSHA Act, options for contesting/appeal of citations, and related information.

- ➢ Under the Act, a citation must be issued with "reasonable promptness" after an inspection. However, delays in the investigation of a problem, the circumstances surrounding an accident, etc., can slow up this process. The outside limit is six months after the original inspection.

- ➢ Should you be cited you are encouraged to exercise your option to request an informal hearing with OSHA.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ LADDERS

Ladders are a major source of injuries and fatalities among construction workers.

OSHA estimates that there are 24,882 injuries and as many as 36 fatalities per year due to falls from ladders used in construction. Nearly half of these injuries are serious enough to require time off the job. Eleven thousand five hundred and seventy (11,570) lost workday injuries and 13,312 non-lost workday injuries occur annually due to falls from ladders used in construction. This data demonstrates that work on and around ladders is hazardous. More importantly, they show that compliance with OSHA's requirements for the safe use of ladders could have prevented many of these injuries.

- **Scope And Application:**
  The OSHA rules apply to all ladders used in construction, alteration, repair (including painting and decorating), and demolition of work sites covered by OSHA's construction safety and health standards. They also specify when ladders must be provided. They do not apply to ladders that are specifically manufactured for scaffold access and egress, but do apply to job made and manufactured portable ladders intended for general purpose use and which are then used for scaffold access and egress.

- **General Requirements:**
  A ladder must be provided at all worker points of access where there is a break in elevation of 19 inches or more and no ramp, runway, embankment, or personnel hoist is provided.

When there is only one point of access between levels, it must be kept clear to permit free passage by workers. If free passage becomes restricted, a second point of access must be provided and used. When there are more than two points of access between levels, at least one point of access must be kept clear.

All ladder fall protection systems required by these rules must be installed. All duties required by the ladder rules must be performed before employees begin work that requires them to use ladders, and their respective fall protection systems.

- **All Ladders:**

The following general requirements apply to all ladders, including job-made ladders:

- A double-cleated ladder or two or more ladders must be provided when ladders are the only way to enter or exit a work area having 25 or more employees, or when a ladder serves simultaneous two-way traffic. Ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when the ladder is in position for use.
- Rungs, cleats, and steps of portable and fixed ladders (except as provided below) must not be spaced less than 10 inches apart, nor more than 14 inches apart, along the ladder's side rails. Rungs, cleats, and steps, of step stool, must not be spaced less than 8 inches apart, nor more than 12 inches apart, between center lines of the rungs, cleats, and steps.
- Rungs, cleats, and steps at the base section of extension trestle ladders must not be less than 8 inches nor more than 18 inches apart, between center lines of the rungs, cleats, and steps.
- The rung spacing on the extension section must not be less than 6 inches nor more than 12 inches. Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.

- A metal spreader or locking device must be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used.
- When splicing side rails, the resulting side rail must be equivalent in strength to a one-piece side rail made of the same material. Two or more separate ladders used to reach an elevated work area must be offset with a platform or landing between the ladders, except when portable ladders are used to gain access to fixed ladders.
- Ladder components must be surfaced to prevent injury from punctures or lacerations, and prevent snagging of clothing.
- Wood ladders must not be coated with any opaque covering, except for identification or warning labels which may be placed only on one face or a side rail.
- Ladders must be maintained free or oil, grease, and other slipping hazards and must be used only for the purpose for which they were designed.
- Non-self-supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder. Wood job-made ladders with spliced side rails must be used at an angle where the horizontal distance is one-eight the working length of the ladder.
- Ladders must be used only on stable and level surfaces unless secured to prevent accidental movement.
- Ladders must not be used on slippery surfaces unless secured or provided with slip resistant feet to prevent accidental movement. Slip-resistant feet must not be used as a substitute for the care in placing, lashing, or holding a ladder upon slippery surfaces.
- Ladders placed in areas such as passageways, doorways, or driveways, or where they can be displaced by work place activities or traffic must be secured to prevent

accidental movement, or a barricade must be used to keep traffic or activities away from the ladder.

- The areas around the top and bottom of the ladder must be kept clear and must not be moved, shifted, or extended while in use.
- Ladders must have non-conductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment.
- The top or top step of a stepladder must not be used as a step.
- Cross-bracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- When ascending or descending a ladder, the worker must face the ladder; use at least one hand to grasp the ladder; never carry an object or load that could cause the worker to lose balance and fall when moving up or down.
- Ladders must be inspected by a competent person for visible defects on a periodic basis and after any incident that could affect their safe use.

- **Portable Ladders:**

When portable ladders are used for access to an upper landing surface, the side rails must extend at least 3 feet above the upper landing surface. When such an extension is not possible, the ladder must be secured, and a grasping device such as a grab rail must be provided to assist workers in mounting and dismounting the ladder. A ladder extension must not deflect under a load that would cause the ladder to slip off its support. The minimum clear distance between side rails for all portable ladders must be 11 1/2".

The rungs and steps of portable metal ladders must be corrugated, knurled, dimpled, coated with skid-resistant material, or treated to minimize slipping.

Portable ladders with structural defects; such as broken or missing rungs, cleats, or steps, broken or split rails, corroded components, must immediately be marked defective, or tagged with "Do Not Use" or similar language and withdrawn from service until repaired. Repairs must restore the ladder to a condition meeting its original design criteria, before the ladder is returned to use.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ LOCKOUT / TAGOUT

▪ PURPOSE

Control of hazardous energy sources by means of lockout/tagout procedures to disable machinery or equipment during maintenance and/or servicing.

▪ SCOPE

This section is applicable to all contractor operations where maintenance or servicing of energized equipment is required.

▪ DEFINITIONS

- ***Affected Employee*** -An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- ***Authorized Employee*** -A person who lockout or tagout machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing, servicing, or maintenance covered under this section.
- ***Capable of being Locked Out*** -An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it.
- ***Energy Isolating Device*** -A mechanical device that physically prevents the transmission or release or energy, including but not limited to the following: a manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line

valve; a block; and any similar device used to block or isolate energy.

- ***Energy Source*** -Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- ***Lockout*** -The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- -***Lockout Device*** -A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- -***Servicing and/or Maintenance*** -Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. The activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
- ***Tagout*** -The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- ***Tagout Device*** -A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

▪ RESPONSIBILITIES

The supervisor shall survey field operations to determine if their workers are required to perform tasks that may expose them to hazards associated with energized equipment.

The program procedures must clearly outline the scope, purpose, authorization, rules, and techniques to be used for the control of hazardous energy, and the methods of compliance including:

- A specific statement of the intended use of the procedures.
- Steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
- Steps for the placement, removal, and transfer of lockout or tagout devices and the responsibility for them.
- Requirements for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout devices, and other energy control measures.

The energy control program also must include procedures for conducting periodic inspections of the program (at least annually), to ensure that it meets the standard's requirements.

The contractor must ensure that before any employee performs any servicing or maintenance on a machine or equipment, the machine or equipment is isolated and rendered inoperative.

▪ GROUP LOCKOUT OR TAGOUT

When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. Supervisor/Competent Person will coordinate entry teams.

The contractor will ensure that employee training has been accomplished, written certification will show employer names and dates of training.

▪ PROCEDURES

Lockout/Tagout procedures for all equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device when it is locked or tagged out.

➢ -Application

- ***STEP 1: Preparation***

  Lockout and tag out procedures should only be carried out by "authorized employees". Before implementing the lockout/tagout procedure you must fully understand:

  - the type and magnitude of the energy to be controlled
  - the methods of controlling the hazardous energy
  - the means of controlling the hazardous energy

- ***STEP 2: Notification***

  Before the application of lockout or tag out devices, the contractor safety representative will notify all affected personnel. Tell workers that the energy control procedure is going to be used and the reasons why.

- ***STEP 3: Shutdown***

  Shut down equipment in an orderly manner. This may simply mean to turn off the equipment. When the equipment is part of a production or manufacturing process all parts of the operation must be considered. An orderly shutdown will avoid increased hazards when the equipment is de-energized.

- ***STEP 4: Isolation***

  Locate all of the energy isolating devices. Operate the energy isolating devices so that the equipment is completely isolated from the energy source. When complete, all devices will be in the "safe" or "off" position.

- ***STEP 5: Application of Locks and Tags***

  Attach locks and/or tags to the energy-isolating device so the device is held in the "safe" or "off" position.

Separate locks or tags must be used for each authorized employee. Tags must be securely attached to the energy-isolating device so that they cannot be accidentally detached during use. If you are not able to attach the tag directly to the energy-isolating device, put it as close as safely possible. Place the tag in a position that will be immediately obvious to anyone attempting to operate the device.

- ***STEP 6: Control Stored and Residual Energy***

  Relieve, disconnect and restrain all stored or residual energy. Remember, hazardous energy can be found in springs, elevated machine members, capacitors, rotating flywheels, hydraulic systems, air, gas, steam and water pressure. This energy must be dissipated or restrained. Some common methods to restrain or dissipate stored energy are repositioning, blocking, and bleeding down systems.

- ***STEP 7: Verification***

  Check to be sure that all personnel are in a safe location. Verify that the equipment is properly isolated and all hazardous energy is safely controlled. Operate push buttons and other controls to verify isolation.

  Check circuits with electrical meters. Inspect springs, pressure gauges, the location of moving parts and other sources of stored energy. Return operating controls to the "neutral" or "off" position after the test. Once you are absolutely sure the energy is isolated and safely controlled, proceed with the maintenance and service activities.

  WARNING: Some machinery and equipment can re-accumulate stored energy even after the system has been de-energized. If there is a possibility of stored energy building to a hazardous level, continue verification until maintenance or service is completed or until the possibility of accumulation no longer exists.

➢ **Release of Energy Controls**

- ***STEP 1: Inspection***

  Inspect the work area. Be sure all non-essential items such as tools, parts, and cleaning supplies have been removed. Check to be sure that all machine and equipment components are ready for operation. Be certain all affected employees have been safely positioned or removed.

- ***STEP 2: Notification***

  Notify all affected employees that the lockout/tagout devices are being removed.

- ***STEP 3: Remove Locks And Tags***

  Remove locks and tags. The lockout or tagout devices should only be removed by the authorized employee who applied them.

  If the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented, and incorporated into the employer's energy control program. The employer must demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it.

▪ TRAINING REQUIREMENTS

➢ **General Training**

Authorized employees must be trained to recognize:

- Applicable hazardous energy sources;
- The type and magnitude of the energy present in the workplace; and
- The methods and means of necessary for energy isolation and control.

All other employees, whose work operations may be in an area where energy control procedures may be used, must be instructed about the energy control procedure. Training should emphasize that any attempts to restart or reenergize machines or equipment that are locked or tagged out is prohibited.

- **Tags**

  When tagout systems are used, employees also must be trained in the limitations of tags. Training must convey the following information:

  - Tags are essentially warnings affixed to energy isolating devices, and do not physically restrain energy controls as do locks.
  - Only an authorized person may remove a tag that is attached to an energy isolation means. Tags must never be bypassed, ignored, or otherwise defeated.
  - Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations may be in the area in order to be effective.
  - Tags must be made of materials that will withstand the environmental conditions encountered in the workplace.
  - Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
  - Tags must be securely attached to an energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

- **Retraining**

  Retraining must be provided for all authorized and affected employees whenever there is a change in their job assignments; a change in machines, equipment, or processes that present a new hazard; or when there is a change in the energy control procedures.

If during an inspection an employer finds that there are deviations from or inadequacies in the employees' knowledge

or use of the energy control procedures, employees must be retrained.

Retraining must reestablish employee proficiency and introduce new or revised control methods or procedures.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ MULTI-EMPLOYER WORK SITES

- **Issuance of Citation:**
  On multi-employer work sites, citations normally will be issued to employers whose employees are exposed to hazards (the exposing employer). Additionally, the following employers normally shall be cited, whether or not their own employees are exposed:
  - ➢ The employer who actually creates the hazard (the creating employer).
  - ➢ The employer who is responsible, by contract or through actual practice, for safety and health conditions on the work site; i.e. the employer who has the authority for ensuring that the hazardous condition is corrected (the controlling employer);
  - ➢ The employer who has the responsibility for actually correcting the hazard (the correcting employer).

  It must be shown that each employer to be cited has knowledge of the hazardous condition or could have had such knowledge with the exercise of reasonable diligence.

- **Legitimate Defense:**
  Prior to issuing citations to an exposing employer, it must first be determined whether that employer has a legitimate defense to the citation, as set forth below:
  - ➢ The employer did not create the hazard;
  - ➢ The employer did not have the responsibility or the authority to have the hazard corrected;
  - ➢ The employer did not have the ability to correct or remove the hazard;

- *The employer can demonstrate that the creating, the controlling, and/or the correcting employers, as appropriate, have been specifically notified of the hazards to which his/her employees are exposed.

In addition to these items, have a documented safety meeting explaining where the hazards exist and how our employees can work in or around the areas safely.

*Notification must be in the form or a letter to the appropriate contractor(s) detailing the specific hazards and the locations of these hazards.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ OSHA OFFICE ADDRESSES AND PHONE NUMBERS

❖ **Fort Worth, Texas**
8713 Airport Freeway, #430
Ft. Worth, Texas 76180
(817) 577-2204

.....

❖ **Lubbock, Texas**
1205 Texas Avenue
Room 422, Federal Building
Lubbock, Texas 79401
(806) 743-7681

.....

❖ **Dallas, Texas**
8344 East R.L. Thornton Freeway, #420
Dallas, Texas 75228
(214) 320-2400

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ PERSONAL PROTECTIVE EQUIPMENT

- **PURPOSE**
  Safety requirements and policy guidance on the usage of personal protective equipment (PPE).

- **SCOPE**
  This section is applicable to all employees who perform tasks requiring PPE to include: equipment for eyes, face, head, arms, legs, clothing and protective shields.

- **DEFINITIONS**
  - ***PPE*** – Personal Protective Equipment
  - ***Foot & Leg Protection*** – Fully extended boots that provide protection for the legs. Safety-toe footwear for employees shall meet the requirements and specifications in American National Standard for Men's Safety-Toe Footwear, Z41.1-1967. ANSI certified footwear is typically available through manufactures and distributors of safety related equipment.
  - ***Body Protection*** – Fire-resistive coats and protective trousers shall be at least equivalent to the requirements of the National Fire Protection Association (NFPA) standard NFPA No. 1971-1975, "Protective Clothing for Structural Fire Fighting."
  - ***Hand Protection*** – Protective gloves or glove system, which will provide protection against cut, puncture, and heat penetration.

- ***Head, Eye, and Face Protection*** – Head protection shall meet the performance, construction, testing requirements and specifications contained in American National Standards Institute Z89.1 – 1969. Protective eye and face devices shall be used when performing operations where the hazards of flying or falling materials, which may cause eye and face injuries are present.

- **RESPONSIBILITIES**

  Supervisor will verify that all employees are provided and using proper personal protective equipment. This section applies specifically to OSHA regulations covering eye and face protection, head protection, foot protection, and hand protection. (All PPE will be provided by employer.)

  The supervisor will determine whether employees are exposed to hazardous conditions. If hazardous conditions exist, or are likely to exist, it is imperative to:

  - Choose the type of PPE that will protect employees;
  - Notify employees about the kind of equipment needed;
  - Choose PPE that properly fits each employee; and
  - Train each employee in the usage and care of PPE.

  All PPE will be kept clean and in good condition. Employee will ensure that the PPE is of the right type and is properly maintained. Personal protective equipment will not be used as a substitute for instituting engineering or administrative controls in a hazardous workplace. If, and when controls cannot be implemented, or if they are in the process of being implemented, appropriate personal protective equipment will be provided.

- **PROCEDURES**
  - ***Eye and Face***

    Employees must use approved safety glasses shall be used 100% when on ***Power Lift Foundation Repair, Inc.*** job site.

    In general, eye protection and face shields must be appropriate for the particular hazards to which the employees are exposed. Visors are appropriate for those operations where splashing is a hazard. In high heat environments, a special wire screen visor may be worn that allows the heat to dissipate and permits maximum vision for the wearer. Goggles are recommended in situations involving dust, flying particles, sparks, noxious gases, corrosive liquid splashes, and radiation from welding.

    Cup goggles provide added protection where there is the combined hazard of flying particles and severe impact. Some cup goggles also provide ventilation, protection against dust hazards in cement plants, foundries, and compressed air operations. When worn in conjunction with a face shield, cup goggles provide good protection against acids, caustics, and chemicals, and are recommended for babbitting, hot metal casting, and hot metal bath dipping. Face shields are not recommended for use by themselves as basic eye protection since they do not provide impact protection; instead they should be worn over basic eye protection

    Eye and face equipment should be comfortable, easy to clean, and capable of being disinfected. The fit must be snug enough to protect properly and not restrict the movement of the wearer.

    A cleaning station should be conveniently located where eye protection is used extensively, and the station should be supplied with defogging materials, wiping tissues, and a trash receptacle.

Eye protection should be cleaned regularly and checked daily for cracks, scratches, pits, or fading. Badly chipped, scratched, or pitted lenses indicate that the surface is broken and should not be used. Safety glasses should be evaluated periodically to ensure that the optical density provided is still at the desired wavelength. (Defective equipment shall not be used)

Employees who require vision correction may use goggles that fit over prescription lenses or may wear eye protection that incorporates the prescription of the wearer.

In addition to providing employees with appropriate eye protection, easily accessible emergency eyewash stations should be provided.

- ***Head***

Employees must wear protective hard hats when working in areas where there may be falling objects. Hard hats that reduce the hazard of electrical shock must be worn by employees near exposed electrical conductors.

Hard hats bought after July 5, 1994 must comply with ANSI Z89-1986, "American National Standard for Personal Protection – Protective Headwear for Industrial Workers-Requirements," or the employer must show that the equipment used offers the same level of protection as equipment that complies with the standard.

Similarly, hard hats purchased before July 5, 1994 must comply with the ANSI Z89.1-1969, "American National Standard Safety Requirements for Industrial Head Protection," or the employee must show that the equipment used offers the same level of protection as equipment that complies with the standard.

Potential head hazards that cannot be abated through compliance with ANSI Z89.1 – 1986 must develop their own programs for protecting employees.

OSHA has stated that it will evaluate and employer's choice of head protection based on the hazards to which employees may be exposed. As a result, compliance with the hazard assessment requirements, 29 CFR 1910.132(d), is critical.

- ***Foot***

  Employees must wear protective footwear when working where falling or rolling or sharp objects pose a danger of foot injuries, and where employees' feet are exposed to electrical hazards. Examples of dangerous workplace include areas where heavy stock is handled and parts-handling, shipping, and receiving operations.

  Protective footwear purchased after July 5, 1994 must comply with ANSI Z41-1991, "American National Standard for Personal Protection – Protective Footwear," or the employer must show that the equipment is as effective as equipment that complies with the ANSI standard. Protective footwear purchased before July5, 1994 must comply with ANSI Z41.1-1967, "USA Standard for Men's Safety-Toe Footwear," or the employer must show that the equipment is as effective as equipment that complies with the standard.

- ***Hand***

  Many injuries in the workplace happen because hand protection either is not worn or is inadequate for the type of hazard encountered. Hazards from which hands need to be protected include skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperatures.

Supervisor must choose hand protection based on an evaluation of the tasks to be done, the work conditions, duration of use, and the hazards and potential hazards identified in the hazard assessment.

- ***Electrical Protective***

  Electrical protective equipment, such as insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber, must meet the following requirements:

  Blankets, gloves, and sleeves must be produced without seams and must be marked according to their class. Markings on gloves must be on the cuff.

  Equipment must be capable of withstanding the ac proof-test voltage or the dc proof-test voltage specified by OSHA. The proof-test must reliably show that the equipment can withstand the voltage involved in the work. The test must be applied continuously for 3 minutes for equipment other than mating and for 1 minute for matting. Gloves must be able to withstand the a-c proof-test after a 16-hour soak.

  The equipment must be free of harmful irregularities and must be kept in safe and reliable condition.

  Insulating equipment must be inspected before use every day and immediately after any incident that might cause damage to it. Insulating gloves must be given an air test, in addition to a daily inspection.

  Protector gloves need to be worn over insulating gloves. They are not necessary, however, with Class O gloves in situations requiring a high level of dexterity, or when the employer can show that the possibility of damage to the gloves is small and the class of glove being used is one class higher than that required for the voltage to which the employee is exposed.

- **TRAINING REQUIREMENTS**
  Employees will be trained to know the following:

  - When personal protective equipment is necessary
  - What equipment is necessary
  - How to put on, take off, and wear the equipment
  - The useful life of the equipment, and how to maintain and dispose of it
  - The limitations of the equipment

  Before using the equipment in a work situation, employees must show to their safety representative that they can use it properly. If it appears that an employee does not have the requisite skill in using the equipment, he/she must be retrained. Retraining employees must be done when changes in the workplace or in the equipment make past training obsolete.

  Written certification must show that each affected employee has been trained and understands the applicable PPE training. The certification will include the name of each employee trained, the date of the training, and the subject of the certification.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ PERSONAL PROTECTIVE EQUIPMENT PROVIDED

A Safety Manual, Gas Detector, Safety Glasses, and a Hard Hat have been provided at no cost to you. It is your responsibility to have these items with you at all times while you are on the job, and it is expected that you use these items when the job warrants their use.

If your back support or hardhat is damaged or worn out, return it to the office and it will be replaced at no cost to you. However, if these items are lost, you will be charged for their replacement. The charge for replacement is "at cost" or you may replace them yourselves.

A new Safety Manual can be obtained at any time.

I have received the following items, I have been given instructions on when and how to use the following items, I understand I must have the following items while on the job and agree to use the following items:

Gas Detector	_____	yes, provided by Company
	_____	yes, provided personally
Hard Hat	_____	yes, provided by Company
	_____	yes, provided personally
Safety Glasses	_____	yes, provided by Company
	_____	yes, provided personally
Safety Manual	_____	yes

_____ _____

Date Employee Signature

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ RESPIRATORY POLICY

- **POLICY**

  It is the policy of ***Power Lift Foundation Repair, Inc.*** to establish and maintain a respiratory protection program that will ensure employee respiratory protection during times when controls are not available to control air contaminants or oxygen deficient atmospheres.

  Power Lift Foundation Repair, Inc. will make readily achievable measures to control known atmosphere contamination at the work site by engineering control measures, such as enclosing or confining the contaminant producing operation, exhausting the contaminant, or substituting with less toxic materials.

  If necessary, the Company will provide a physical examination to determine that the employee has the ability to use respiratory protection equipment. Medical records will be maintained.

- **Scope**

  Bill McCown being the administrator of this program will assure that all employees will comply with this program at no cost to the employee.

- **Purpose**

  The purpose of this standard is to establish a policy and guidelines for determining when respiratory equipment is to be used based on the respiratory exposure. Employees required to wear respirators will participate in a medical evaluation program per standard.

- **GENERAL**

Power Lift Foundation Repair, Inc. shall provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. ***Power Lift Foundation Repair, Inc.*** may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

- ***Administration of the medical questionnaire and examinations***
  The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content.

- ***Medical evaluation procedures:***
  The employer shall identify a physician or other licensed health care professional to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire.

Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used.

Power Lift Foundation Repair, Inc. shall ensure that an employee using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

Power Lift Foundation Repair, Inc. is to establish and implement procedures for the proper use of respirators. These requirements include prohibiting conditions that may result in face piece seal leakage, preventing employees from removing respirators in hazardous environments, taking actions to ensure continues effective respirator operation throughout the work shift, and

establishing procedures for the use of respirators in IDLH atmospheres or in interior structural firefighting situations.

Power Lift Foundation Repair, Inc. shall not permit respirators with tight-fitting face pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function: or
- Any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, ***Power Lift Foundation Repair, Inc.***, shall ensure that such equipment is worn in a manner that does not interfere with the seal of the afterpiece to the face of the user.

CONTINUING RESPIRATOR EFFECTIVENESS

Appropriate surveillance shall be maintained of work area conditions and degree of employee exposure of stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the employer shall reevaluate the continued effectiveness of the respirator.

Power Lift Foundation Repair, Inc. shall ensure that employees leave the respirator use area:

- To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use; or
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece; or
- To replace the respirator or the filter, cartridge, or canister elements.

If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, the employer must replace or repair the respirator before allowing the

employee to return to the work area.

- **Procedures for IDLH atmospheres:**
  For all IDLH atmospheres, the employer shall ensure that:
  - One employee or, when needed, more than one employee is located outside the IDLH atmosphere;
  - Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;
  - The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.

Power Lift Foundation Repair, Inc. is to provide for the cleaning and disinfecting, storage, inspection, and repair of respirators used by employees.

- **STORAGE**
  Power Lift Foundation Repair, Inc. shall ensure that respirators are stored as follows:
  - All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.

All respirators used in routine situations shall be inspected before each use and during cleaning. ***Power Lift Foundation Repair, Inc.*** shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications.

- Compressed and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen. Compressed breathing air shall meet at least the requirements for Grade D.

Power Lift Foundation Repair, Inc. shall ensure that each employee can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator
- What the limitations and capabilities of the respirator are
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions
- How to inspect, put on and remove, use, and check the seals of the respirator
- What the procedure s are for maintenance and storage of the respirator.

The employer shall provide the training prior to requiring the employee to use a respirator in the workplace. Retraining shall be administered annually, and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

PROGRAM EVALUATION

Power Lift Foundation Repair, Inc. shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

Power Lift Foundation Repair, Inc. to establish and retain written information regarding medical evaluations fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist the employer in auditing the adequacy of the program, and provide a record for

compliance determinations by OSHA.

- **REQUIREMENTS FOR RESPIRATOR USE**

Respirators shall be worn:

- When the OSHA Permissible Exposure Limit (PEL) for the airborne exposure is exceeded.
- There is several types of instruments available for determining the concentration of toxic substances in air and should be utilized if there is an indication of air contaminants. These instruments include Monitox units for H2S, Exotox units for H2S, oxygen and combustibles, and stain tube detectors (Gastec and Draeger) for other toxic gases.
- Oxygen Deficient Atmosphere (contains less than 19.5% oxygen)

No employee shall work in any Oxygen Deficient Atmosphere without contacting ***Bill McCown***.

- **RESPIRATORY PROTECTIVE EQUIPMENT**

- **Twin Cartridge Respirator**

1. *Description*
   Half mask or full-face piece respirators such as MSA twin cartridge unit that is made of soft rubber and provides a secure fit. This respirator must be used with any of several types of disposable cartridges depending on the exposure. The cartridges contain filtering and absorbent materials and therefore, remove particulate and harmful gases by mechanical filtration and chemical absorption. Each cartridge is color coded for easy identification as to the hazard it protects against.

2. *Application:*
   With the appropriate cartridges, this respirator can be used for protection against light concentrations of organic vapors, certain other toxic chemical vapors, toxic dust and radioactive dust.

Select the proper cartridges for the protection needed:

- **MSA Cartridges**

  Black (GMA) - Low level organic vapors, including benzene, (maximum benzene concentration - 10 ppm).

  White GMB) - Acid gases (not including H2S) and Formaldehyde vapor (30 ppm max.), Chlorine (10 ppm max.), Hydrogen Chloride (50 ppm max.) and Sulfur Dioxide (50 ppm max.).

  Magenta (H) - Permissible respirator filter for radionuclides, dust, fumes and mists.
  This filter removes only finely divided particles from the air. It gives no protection against gases or vapors.

  Green (GMD) - Ammonia (300 ppm max.), Methylamine (100 ppm max.). Protection extended to include dusts and mists - containing dusts by adding Type F filters and filter covers.

  Gray/Yellow - Organic Vapor (1000 ppm max.), (GMC-S) Chlorine (10 ppm max.), Formaldehyde (30 ppm max.), Hydrogen Chlorine (50 ppm max.), Sulfur Dioxide (50 ppm max.), dust, fumes, mist (.05 mg/cm max.), Radon Daughters.

- **Limitations**

  In addition to the concentration limitations mentioned above, the twin cartridge respirator is not to be used if inhaled air becomes warm, if gas odor can be detected or if dizziness or signs of distress develop. If exposure to material does not have warning properties such as smell or irritation, do not use twin cartridge respirators. Twin cartridge respirator shall not be used in oxygen deficient atmosphere (19.5% oxygen or less). Discard cartridges after daily use.

- **RESPIRATOR SELECTION**
  It is very important that the user assess the exposure condition carefully before selecting a specific mask for respiratory protection.

Instruments shall be used to determine the concentrations of oxygen and harmful gases or contaminants in the atmosphere where practical.

If the exposure concentrations are suspected of exceeding the limitations of mechanical (dust) and chemical (cartridge) respirators, a supplied air respirator shall be used.

- **RESPIRATOR TRAINING AND USE**

  All employee required to use respirator protective equipment shall be instructed in the proper use of the equipment and its limitations. This training shall include the reading of this Policy and Standard, instruction on fitting and how to check the face piece-to-face seal and the viewing of a video on how to fit the respirator properly.

- **EMPLOYEE BEARDS**

  For employee safety, no facial hair is permissible which falls under any type respirator mask seal area. A mustache, which does not extend past the corners of the mouth, and has no hairs longer than one-half inch can be worn if it does not interfere with the seal area.

- **PRESSURE TESTS**

  Employees who use respiratory equipment with masks or face pieces shall perform a negative pressure or positive pressure test to check the face piece fit each time the respirator is donned and prior to entering a contaminated atmosphere.

  Respirators shall not be worn when conditions such as facial hair, skullcaps or temple pieces on eyeglasses prevent a good seal.

- **EYE GLASSES**

  Eyeglasses must be removed before using full-face respirator masks (the temple pieces prevent a proper seal). The Company will provide a prescription, safety glasses spectacle kit for use under full-face piece respirator, for those employees requiring them.

Contact lenses shall not be worn under full-face piece respirators.

- **INSPECTION**
  The user is responsible for inspecting respiratory equipment for good condition prior to each use.

- **MAINTENANCE:**
  Employees who use respiratory equipment are responsible for the care, cleaning and condition of the equipment and returning the equipment to its proper location at the end of the job, or at the end of the shift.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ RETURN-TO-WORK PROCESS

Power Lift Foundation Repair, Inc. is committed to providing a safe and healthy workplace for our employees. Preventing injuries and illnesses is our primary objective.

If an employee is injured, we will use our return-to-work process to provide assistance. We will get immediate, appropriate medical attention for employees who are injured on the job, and we will attempt to create opportunities for them to return to safe, productive work as soon as medically reasonable.

Our ultimate goal is to return injured employees to their original jobs. If an injured employee is unable to perform all the tasks of the original job, we will make every effort to provide alternative productive work that meets the injured employee's capabilities. The support and participation of management and all employees are essential for the success of our return-to-work process.

Follow these procedures when an employee is injured on the job.

- Get prompt medical attention for the injured employee if necessary.
- An employee who is injured must immediately report the injury or incident to a supervisor or an appropriate person in management.
- The supervisor or return-to-work coordinator is responsible for:
  - Following our requirements for reporting injuries and illnesses;

- Completing an incident investigation record for every report of injury, whether or not medical attention is needed; and
- Making a report to OSHA (when required for serious incidents) and keeping an OSHA log (if required).
- If the injured employee needs medical attention, the supervisor should go with the employee to the doctor or other medical provider. Whenever possible, the employee or supervisor should provide the doctor with the injured employee's job description, essential job elements, and an introductory letter explaining your return-to-work process. The supervisor can also ask to speak to the doctor after the visit.
- If the doctor restricts the employee from work, a contact person (the supervisor or return-to-work coordinator) should communicate regularly with the employee and treating doctor. The contact person should talk with the employee on the day of the injury and once a week until the employee returns to work. The contact person should check with the treating doctor whenever the employee has a follow-up visit.
- When the treating doctor releases the employee to modified duty (light duty), the supervisor should attempt to develop an alternative assignment. Every assignment must meet the doctor's restrictions as specified on Form TWCC-73.
- THE EMPLOYER SHOULD MAKE EVERY EFFORT TO DEVELOP ALTERNATIVE PRODUCTIVE WORK.
- The supervisor must keep a copy of the TWCC-73 each time the doctor completes one. TWCC requires the doctor to complete a TWCC-73 when the injured workers' work status changes, or upon the employer's or carrier's request, but not more than once every two weeks. The employer must give the doctor a copy of the employee's job description when requesting a TWCC-73.

- The supervisor must follow up with the employee on a regular basis after the employee returns to work.

▪ STATEMENT OF RESPONSIBILITIES

➢ Employee responsibilities:

- Make sure you understand your company's procedure for reporting injuries.
- If you are injured, tell your doctor that alternative work is available to you. Your supervisor may ask you to take a letter from work to your doctor. The letter will explain your company's return-to-work process.
- If a doctor restricts you from working, call your employer once a week to let them know how you are doing.
- If a doctor releases you to work, return to work on the next scheduled shift.
- If a doctor gives you medical restrictions for modified duty assignment, follow the doctor's orders.

➢ Supervisor responsibilities:

- Train employees on proper reporting of incidents and injuries and return-to-work procedures.
- Go with the injured employee to the doctor. Tell the doctor about your company's return-to-work process and provide the doctor with an explanatory letter.
- Contact the injured employee once a week and make sure all necessary forms are completed and returned. Express concern for the employee's health and recovery.
- Provide information to your company's return-to-work coordinator.
- Help create modified duty assignments that are meaningful.
- Make sure the injured employee is following the doctor's restrictions as specified in Form TWCC-73.
- Check the employee's condition regularly to help get the employee back to his or her original job.

- **Health care provider responsibilities:**
  - Provide immediate and appropriate medical care to the injured employee.
  - Assess the injured employee's abilities.
  - Provide information regarding the injured employee's physical restrictions and work capabilities on Form TWCC-73.
  - Become familiar with operations at the employee's workplace.

- **Return-to-work coordinator responsibilities:**
  - Act as the employer's representative.
  - Maintain contact with the health care provider, Texas Mutual Insurance Co., the injured employee, and the employee's supervisor.
  - Develop and maintain record keeping and reporting systems for incidents and injuries.

- **Our responsibilities:**
  - Assign a worker' compensation specialist to make a "three point" contact with the injured employee, doctor, and employer.
  - Provide workers' compensation benefits to the injured employee.
  - Provide information about the return-to-work process.

▪ How to Communicate the Return-to-Work Process to Employees

For your return-to-work process to be effective, workers must understand your procedures and be willing to follow them. Here are ideas for successfully communicating the process to employees.

- Put up posters showing your return-to-work policy statement. Make sure employees have access to return-to-work procedures and the statement of responsibilities.
- Introduce a new or revised return-to-work process at safety meetings. Here is a sample agenda.

- Show a video on the return-to-work process (available from our video library).
- Invite a member of management to read your return-to-work policy statement.
- Review and discuss your return-to-work procedures.
- Review and discuss the employee and supervisor responsibilities shown on your statement of responsibilities.
- Explain why supervisors are creating task assessments and identifying modified duty work.
- Wrap up with a question and answer session.

➢ Educate employees about your return-to-work process at new employee orientations and safety training sessions. Explain the purpose of modified duty assignments and their benefits.

➢ Remind employees about the return-to-work process by offering information in company newsletter, payroll envelopes, and your company's information center.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

Modified Duty Work Agreement

Employee's name: _____ Department: _____

Employee' Title: _____ Date: _____

My work duties are changed from _____ (date) until _____ (date). I am assigned to modified work duties or limited duties. My new work duties are listed below.

_____

_____

_____

The duties above have been described to my doctor. My doctor has signed Form TWCC-73 stating that I may do these activities under the following medical restrictions.

_____

_____

_____

I agree to do the above work duties and follow my doctor's medical restrictions. If I ignore my medical restrictions, I understand that my employer may take disciplinary action.

If a supervisor or anyone else asks me to do work assignments or activities that don't follow my medical restrictions, I must immediately report the situation to ***Bill McCown***, who will take action to correct the situation.

If I think my new work duties are causing discomfort or making my medical condition worse, I will report this immediately to ***Power Lift Foundation Repair, Inc.***

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Return to work coordinator signature: _____ Date: _____

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ THE SAFETY COMMITTEE

The ***Power Lift Foundation Repair, Inc.*** shall have an active safety committee and its members will include not less than one designed person from each major department, division, branch or subsidiary of the company. In addition this committee should include, but not limited to, the following:

- ***Bill McCown***
- Insurance Manager
- One Supervisor
- Safety Coordinator

This committee will meet on a regular basis for no more than one hour and as additional divisions, branches, and subsidiaries are added to the company, a representative of each will become a member of the Safety Committee. More than one person from each of these entities may attend Safety Committee meetings regularly or otherwise, if ***Bill McCown*** wishes it.

It shall be the purpose of these meetings to plan effective ways to conduct the company's safety program and determine means to achieve a lower accident rate, both as regards to severity and frequency.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

❑ Welding, Cutting, and Brazing Safety-Related Work Practices Program

Regulatory Status: OSHA-29 CFR 1910.251-252
NFPA-Standard 51B, 1962

▪ Basis:

The welding, cutting, and brazing processes expose workers to a variety of hazards including; burns, fire, eye damage, possible lung irritation and damage, electric shock, slips and falls. Numerous injuries and deaths occur each year from the hazards associated with welding, cutting, and brazing operations in the American workplace. Most of these injuries and deaths are preventable.

▪ General:

Power Lift Foundation Repair, Inc. will ensure that work practices that involve Welding, Cutting and Brazing equipment/operations are evaluated to determine if proper safety precautions are instituted. The Occupational Safety and Health Administration (OSHA) recommend that certain guidelines be adhered to regarding these hazards. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying the specific hazards where hot work is performed, communicating information concerning these hazards, and establishing procedures, and protective measures for out employees.

▪ Written Program:

Power Lift Foundation Repair, Inc. will review and evaluate this standard practice instruction:

- ***On an annual basis.***
  - When changes occur to 29 CFR that prompt a revision.
  - When changes occur to any related regulatory document that prompts a revision of this document.
  - When work site operational changes occur that require a revision of this document.

▪ Fire Prevention and Protection

Fire and explosion pose a serious risk to our employees during welding, cutting, and brazing operations. Sparks can travel as much as 35 feet, and spatter can bounce on the floor or fall through openings creating hazards in other work areas of our work site.

➢ ***Basic safety precautions.*** The below listed basic safety precautions will be followed by company employees performing welding, cutting, and brazing operations.

The basic precautions for fire prevention in welding or cutting work are:

a) Fire hazards. If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity shall be taken to a safe place.

b) Guards. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

c) Restrictions. If the requirements stated in paragraphs a) and b) cannot be followed then welding and cutting shall not be performed.

➢ ***Special precautions.*** When the nature of the work to be performed requires the use of guarding devices certain additional precautions may be necessary.

a) **Combustible material.** Wherever there are floor openings or cracks in the flooring that cannot be closes, precautions shall be taken so that on readily combustible materials in the floor below will be exposed to sparks which might drop through the floor.

The same precautions shall be observed with regard to cracks or holes in walls, open door-ways and open or broken windows.

b) **Fire extinguishers.** Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use. Such equipment may consist of pails of water, buckets of sand, hose or portable extinguishers depending upon the nature and quantity of the combustible material exposed.

c) **Fire watch.**

- Firewatchers shall be required whenever welding or cutting is performed in locations where other than minor fire might develop, or any of the following conditions exist:
    - Appreciable combustible material, in building Construction or contents, closer than 35 feet (10.7 m) to the point of operation.
    - Appreciable combustibles are more than 35 feet (10.7 m) away but are easily ignited by sparks.
    - Wall or floor openings within a 35-foot (10.7 m) radius expose combustible material in adjacent areas including concealed spaces in walls or floors.
    - Combustible materials are adjacent to the opposite side of the metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.
- Firewatchers shall have fire-extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

d) **Authorization.** Before cutting or welding is permitted, the area shall be inspected by the individual responsible for authorizing cutting and welding operations. He/she shall designate precautions to be followed in granting authorization to proceed preferably in the form of a written permit.

PROTECTION OF PERSONNEL

- **General**
    - ***Railings.*** Employees working on platforms, scaffolds, or runways shall be protected against falling. This may be accomplished by the use of railings, safety belts, lifelines, or some other equally effective safeguards.
    - ***Welding cables.*** Employees shall place welding cables and other Equipment so that it is clear of passageways, ladders, and stairways.

- **Eye Protection**
  - ***Selection***
    - Helmets or hand shields shall be used during all arc welding or arc cutting operations, excluding submerged arc welding. Helpers or attendants shall be provided with proper eye protection.
    - Goggles or other suitable eye protection shall be used during all gas welding or oxygen cutting operations. Spectacles without side shields, with suitable filter lenses are permitted for use during gas welding operations on light work, for torch brazing or for inspection.
    - All operators and attendants of resistance welding or resistance brazing equipment shall use transparent face shields or goggles, depending on the particular job, to protect their faces or eyes, as required.
    - Eye protection in the form of suitable goggles shall be provided where needed for brazing operations.
  - ***Specification for Protectors.***
    - Helmets and hand shields shall be made of a material, which is an insulator for heat and electricity. Helmets, shields and goggles shall be not readily flammable and shall be capable of withstanding sterilization.
    - Helmets and hand shields shall be arranged to protect the face, neck and ears from direct radiant energy from the arc.
    - Helmets shall be provided with filter plates and cover plates designed for easy removal.
    - All parts shall be constructed of a material, which will not readily corrode or discolor the skin.
    - Goggles shall be ventilated to prevent fogging of the lenses as much as practicable.
    - All glass for lenses shall be tempered, substantially free from air bubbles, waves and other flaws. Except when a lens is ground to provide proper optical correction for defective vision, the front and rear surfaces of lenses and windows shall be smooth and parallel.
  - ***Protection from arc welding rays.*** Where the work permits, the welder should be enclosed in an individual booth painted with a

finish of low reflectivity such as zinc oxide (an important factor for absorbing ultraviolet radiation) and lamp black, or shall be enclosed with noncombustible screens similarly painted. Booths and screens shall permit circulation of air at floor level. Workers or other persons adjacent to the welding areas shall be protected from the rays by noncombustible or flameproof screens or shield or shall be required to wear appropriate goggles.

- ***Protective clothing.***
  - **General requirements.** Supervisors will ensure that employees expose to the hazards created by welding, cutting, or brazing operations be protected by personal protective equipment in accordance with the requirements of 29 CFR 1910.132 (Personal Protective Equipment, General Requirements). Appropriate protective clothing required for any welding operation will vary with the size, nature and location of the work to be performed.

HEALTH PROTECTION AND VENTILATION

- ***General***
- ***Contamination.*** The requirement for contamination control have been established on the basis of the following three factors in arc and gas welding which govern the amount of contamination to which welders may be exposed:
  - Dimensions of space in which welding is to be done (with special regard to height of ceiling).
  - Number of welders.
  - Possible evolution of hazardous fumes, gases, or dust according to the metals involved.
- ***Screens.*** When welding must be performed in a space entirely screened on all sides, the screens are arranged so that no serious restriction of ventilation exists. It is desirable to have the screens so mounted that they are about 2 feet (0.61 m) above the floor unless the work is performed at so low a level that the screen must be extended nearer to the floor to protect nearby workers from the glare of welding.
- ***Maximum allowable concentration.*** Local exhaust or general ventilating systems shall be provided and arranged to keep the amount of toxic fumes, gases, or dusts below the maximum allowable concentration as specified in 29 CFR 1910.1000 (Toxic

and Hazardous Substances).

- ***Precautionary labels.*** A number of potentially hazardous materials are employed in fluxes, coatings, coverings, and filler metals used in welding and cutting or are released to the atmosphere during welding and cutting. Supervisors will ensure employees under their control are familiar with the Material Safety Data Sheets (MSDS) applicable to the welding, materials they are using.

VENTILATION FOR GENERAL WELDING AND CUTTING

- **General.**

Mechanical ventilation shall be provided when welding or cutting is done on metals other than the following:

- Fluorine compounds, Zinc, Lead, Beryllium, Cadmium, Mercury, and stainless steels.
- In a space of less than 10,000 cubic feet (284 m3) per welder.
- In a room having a ceiling height of less than 16 feet (5m).
- In confined spaces or where welding space contains partitions, balconies, or other structural barriers to the extent that they significantly obstruct cross ventilation.

- ***Minimum rate.*** Such ventilation shall be at the minimum rate of 2,000 cubic feet (57 m3) per minute per welder, except where local exhaust hoods and booths provide an equivalent or better rate, or airline respirators approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health, pursuant to the provisions of 30 CFR part 11, are provided. Natural ventilation is considered sufficient for welding or cutting operations where the following restrictions are not present:

  - In a space of less than 10,000 cubic feet (284 m3) per welder.
  - In a room having a ceiling height if less that sixteen (16) feet (5 m).
  - In confined spaces or where the welding space contains partitions, balconies, or other structural barriers to the extent that they significantly obstruct cross ventilation.
  - Local exhaust hoods and booths. Mechanical local exhaust ventilation may be by means of either of the

following:

- ***Hoods.*** Freely movable hoods intended to be placed by the welder as near as practicable to the work being welded and provided with a rare of air0flow sufficient to maintain a velocity in the direction of the hood of 100 linear (30 m) per minute in the zone of welding when the hood is at its most remote distance from the point of welding. The rates of ventilation required to accomplish this control velocity using a 3 inch (7.6 cm) wide flanged suction opening are shown in the following table:

Welding Zone	Minimum Air Flow*(1) Cubic Feet/Minute	Duct Diameter Inches*(2)
4 to 6 inches from arc or torch	150	3
6 to 8 inches from arc or torch	275	3 ½
8 to 10 inches from arc or torch	425	4 ½
10 to 12 inches from arc or torch	600	5 ½

{Footnote}* (1) When brazing with cadmium bearing materials or when cutting on such materials increased rates of ventilation may be required.

{Footnote}*(2) Nearest half-inch duct diameter based on 4,ooo feet peer minute velocity in pipe.

- ***Fixed enclosure.*** A fixed enclosure with a top and not less than two sides which surround the welding or cutting operations and with a rate of airflow sufficient to maintain a velocity away from the welder of not less than 100 linear feet (30 m) per minute.

- **Ventilation in confined spaces.**
  - ***Air replacement.*** All welding and cutting operations carried on in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials or possible oxygen deficiency. This applies not only to the welder but also to helpers and other personnel in the immediately vicinity. All replacement air shall be clean and respirable.
  - ***Airline respirators.*** In such circumstances where it is impossible to provide such ventilation, airline respirators or hose masks approved by the Mine Safety and Health Administration and the National

Institute for Occupational Safety and Health, shall be used.

- ***Self-contained units.*** In areas immediately dangerous to life and health (IDLH), hose masks with blowers or self-contained breathing equipment shall be used. The breathing equipment shall be approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health.
- ***Outside helper.*** Where company welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers, or self-contained breathing equipment approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health, a worker shall be stationed on the outside of such confined spaces to insure the safety of those working within. This will be done in accordance with ***Power Lift Foundation Repair, Inc.*** confined space standard practice instructions.
- ***Oxygen for ventilation.*** Because of its flammable properties, Oxygen shall never be used for ventilation.

FLUORINE COMPOUNDS

- **General.**

In confined spaces, welding or cutting involving fluxes, coverings, or other materials which contain fluorine compounds shall be done in accordance with the safety precautions and work practices delineated on the MSDS. A fluorine compound is one that contains fluorine, as an element in chemical combination, not as a free gas.

Maximum allowable concentration. The need for local exhaust ventilation or airline respirators in welding or cutting in other than confined spaces will depend upon the individual circumstances. However, experience has shown such protection to be desirable for fixed-location production welding and for all production welding on stainless steels. Where air samples taken at the welding locations indicate that the fluorides liberated are below the maximum allowable concentration, such protection is not necessary.

INDUSTRIAL APPLI ATIONS

- **Transmission pipeline.**
  - ***General:***

    The requirements of the "Protection of personnel" and "Health protection and ventilation" sections of this SPI shall be observed.
  - ***Field Shop Operations:***

    Where field shop operations are involved for Fabrication of fittings, river crossing, road crossings, and pumping and compressor stations the requirements of the "Fire prevention and protection", "Protection of personnel" and the Health protection and ventilation" sections of this SPI shall be observed.
  - ***Electric shock:***

    When arc welding is performed in wet conditions, or under conditions of high humidity, special protection against electric shock shall be supplied.
  - ***Pressure testing.***

    In pressure testing of pipelines, the workers and the public shall be protected against injury by the blowing out of closures or other pressure restraining devices. Also, protection shall be provided against expulsion of loose dirt that may have become trapped in the pipe.
  - ***Construction standards.***

    The welded construction of transmission pipelines shall be conducted in accordance with the Standard for Welding Pipe Lines and Related Facilities, API Std 1104-1968.
  - ***Flammable substance lines.***

    The connection, by welding, of branches to pipelines carrying flammable substances shall be performed in accordance with Welding or Hot Tapping in Equipment Containing Flammables, API Std. PSD No. 2201-1963.
  - ***X-ray inspection.***

    The use of X-rays and radioactive isotopes for the inspection of welded pipeline joints shall be carried out in conformance with the American National Standard Safety Standard for

Non-Medical X-ray and Sealed Gamma-Ray Sources, ANSI Z54.1-1963.

- **Training**
  - ***Types of training.***

    Supervisors will determine whether training required for specific jobs will be conducted in a classroom or on-the-job. The degree of training provided shall be determined by the complexity of the welding, brazing, or cutting requirements of the individual job and the associated hazards.

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

Employee Notice of Failure to Comply with Company Policy or Rules

Company Name _____ Employee Name _____

Division _____ Date Notice Issued _____

Date of Non-Compliance _____ Location of Non-Compliance _____

Policy / Rule Number _____ Witness _____

Describe Non-Compliance in Detail:

_____

_____

_____

Signature of Supervisor Issuing Notice _____ Signature of Division Superintendent _____

Employee Remarks Regarding Violation:

_____

_____

_____

I have entered my version of the above matter.

Employee's Signature _____ Date _____

Personnel Department Use ONLY

Number of Prior Notices: _____ This Rule: _____ Total Notices All Rules: _____

Posted to Permanent File Jacket by: _____

Personnel Department Copy Filed by: _____

Copies:

_____ Employee
_____ Supervisor
_____ Division Superintendent
_____ Personnel Department
_____ C.E.O.

COMPANY POLICY AND RULES OF EMPLOYMENT

All new employees hired by ***«Company»***, Inc. are hired under the condition that they are on probation for three months from date of hire. During the probationary period, an employee may be terminated without notice for violation of any Company policy or Company rule which is listed below. After the probationary period, any employee may be fired without notice or warning for violating any inexcusable Company Conduct Policy (numbers 1 through 6), and after four total warnings in any 12-months period for not complying with different rules as habitual non-compliance. This system of progressive discipline does not create any form of employment contract.

INEXCUSABLE COMPANY CONDUCT POLICY

(1) The use, possession or sale of marijuana, alcohol in any form, drugs or other controlled substances at any time on company property, job sites, in company vehicles and any location after reporting to work and before the end of the work day, including lunch breaks and any other time during the work day.

(2) Theft of company property or the conversion of company property to your own use, or any act of dishonesty directly or indirectly involving the Company or its property. All scrap material, either from material purchased by Company, or removed from customers' property during remodel or demolition work is the property of the Company and is to be returned to the shop as is all material not actually installed at the job.

(3) Refusal to follow the instructions of supervisory personnel, which do not violate OSHA or Company safety policy, to perform assigned tasks in your work.

(4) Insubordination involving refusal to perform assigned tasks common to the trade, or either physical or verbal abuse of supervisory personnel.

(5) The use of profane language, harassment, racial or sexual slurs, or other abusive behavior by any employee (including supervisors) to any person.

(6) Entering time card that was not actual time worked or by falsifying any company report, receipt of document.

COMPANY RULES An employee who is still under probation may be terminated without notice for violation of the following rules (numbers 7 through 16), and after two warnings for permanent employees; or according to the discipline provisions of the company policy on alcohol and drug abuse.

(7) Reporting to work under the influence or any drug (including alcohol) or being physically impaired by lack of sleep or the side effects from withdrawal from drugs (including alcohol) (see drug and alcohol policy in this Manual).

(8) Disregard of work schedules, rules for starting work and picking up tools, and returning to the shop or job trailer as set forth by your individual supervisor.

(9) Excessive unexcused failure to show up for work or being late for work (more than once per month or three times in a one year period). Car trouble, transportation problems, etc..., will not be accepted as an excuse.

(10) Failure to notify your supervisor that you will be absent due to illness or family emergency. Notification is to be made by telephone prior to 8:00 am to your supervisor or division superintendent. If you must leave town after office hours, leave a message with Cornerstone Safety's answering service.

(11) Abuse of company tools, trucks and/or equipment.

(12) Playing any radio or recording transmitter during work hours on job sites.

(13) Willful or negligent violation of company safety policy. (A copy of ***«Company»***'s safety policy is available from your supervisor).

(14) The inability to progress satisfactory in technical training (either in the classroom or on the job).

(15) Failure to maintain adequate standards of production. This can be due to lack or mechanical aptitude for the craft, lack or sufficient physical coordination or strength to safety and adequately perform assigned tasks, or work habits that are not conductive to production. Non-productive work habits include, but are not limited to, loafing, malingering, standing around talking, engaging in horse play, or other unauthorized activities instead or working.

(16) The failure of employees who represented themselves as possessing certain skills of the trade in order to obtain employment, to possess or demonstrate the required technical knowledge and skills of the trade upon which their employment is based.

LAYOFFS DUE TO LACK OF WORK: The Company reserves the right to lay personnel off in cases or bad weather or lack or work. No "show up" time will be paid when weather conditions are too bad to go to work. Call the office after 7:00 am to find out if you are to report to work.

Your time will be turned in as follows if you are injured on the job:

(1) If you receive first aid on the job, you will be paid for treatment and all hours actually worked on the job that day.

(2) If you receive medical treatment at a medical facility and are released by the doctor to return to work, you will be paid for the treatment time and travel time back to the job and all hours worked on the job.

(3) If you receive treatment at a medical facility and are not released by a doctor to return to work, you will be paid for that full day and then the provisions of the Workman's Compensation Law will apply until you return to work.

I have read, or have had someone read to me, and understand the above Company Policy, Rules and Conditions of Employment. I have received a copy of the Policy, Rules and Conditions of Employment, and alcohol and drug abuse policy, and I agree to comply with them as a condition of my employment with ***«Company»***.

Signed:_____

Date:_____

_____

[Name of employer]

has workers' compensation insurance coverage from

_____

[name of insurance carrier]

to protect you. You can get more information about your workers' compensation rights from any office of the Texas Workers' Compensation Commission, or by calling

1-800-252-7031.

_____

[Name of employer]

está cubierto por aseguranza

de compensación al trabajador através de

_____

[name of insurance carrier]

para su protección. Usted puede obtener información adicional sobre sus derechos de compensación al trabajador de cualquier oficina de la Comisión de Compensación de Trabajadores de Tejas, o puede llamar al

1-800-252-7031.

_____

[Name of employer]

DOES NOT have workers' compensation insurance coverage to protect you from damages because of work-related illness or injury. However, you may have rights under the common law of Texas.

_____

[Name of employer]

NO ESTÁ cubierto por aseguranza de compensación al trabajador para su protección contra danos causados por enfermedad o lesions relacionados a su empleo. Sin embargo, usted puede tener derechos bajo el derechos común de Tejas.

Your Rights
under the
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA:
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: **http://www.dol.gov/esa/whd/fmla.** To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone;** or log onto our Home Page at **http://www.wagehour.dol.gov.**

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
Revised August 2001

*U.S. GOVERNMENT PRINTING OFFICE 2001-476-344/49051

Job Safety and Health
It's the law!

OSHA
Occupational Safety and Health Administration
U.S. Department of Labor

EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the *OSH Act*.

This free poster available from OSHA –
The Best Resource for Safety and Health

Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

1-800-321-OSHA
www.osha.gov

OSHA 3165-12-06R

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least **16** years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" must pay a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to $1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to $11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to $50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to $100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid $4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WHD U.S. Wage and Hour Division

WWW.WAGEHOUR.DOL.GOV

DERECHOS DEL EMPLEADO
BAJO LA LEY DE NORMAS JUSTAS DE TRABAJO

SECCIÓN DE HORAS Y SUELDOS DEL DEPARTAMENTO DE TRABAJO DE EEUU

SALARIO MÍNIMO FEDERAL
$7.25 POR HORA

A PARTIR DEL 24 DE JULIO DE 2009

PAGO DE SOBRETIEMPO

Por lo menos tiempo y medio (1½) de su tasa regular de pago por todas las horas trabajadas en exceso de 40 en una semana laboral.

EMPLEO DE MENORES DE EDAD

El empleado ha de tener por lo menos **16** años de edad para trabajar en la mayoría de los trabajos no agrícolas y por lo menos tener **18** años para trabajar en trabajos no agrícolas declarados arriesgados por el/la Secretario(a) de Trabajo.

Jóvenes de **14** y **15** años de edad pueden trabajar fuera de horas escolares en varios trabajos que no sean en fabricación, minería, o arriesgados, bajo las siguientes condiciones:

No más de
- **3** horas en un día escolar o **18** horas en una semana escolar;
- **8** horas en un día no escolar o **40** horas en una semana no escolar.

Además, el trabajo no puede empezar antes de las **7 de la mañana** o terminar después de las **7 de la tarde** salvo del primero de junio hasta el Día de Labor, cuando las horas de la tarde se extienden hasta las **9 de la noche.** Se aplican reglas distintas al empleo agrícola.

CRÉDITO POR PROPINAS

Empresarios de empleados que reciben propinas han de pagar un salario en efectivo de por lo menos $2.13 por hora si declaran un crédito por propina contra sus obligaciones hacia el salario mínimo. Si las propinas del empleado combinadas con el salario en efectivo que paga el empresario de por lo menos $2.13 por hora no equivalen al salario mínimo por hora, el empresario ha de suplir la diferencia. También se tiene que cumplir con otras condiciones.

CUMPLIMIENTO

El Departamento de Trabajo puede recuperar salarios atrasados administrativamente o mediante acción legal en los tribunales, para empleados a los cuales se les haya pagado por debajo y en violación de la ley.

A los empresarios se les puede imponer penas pecuniarias civiles de hasta $1,100 por cada infracción intencional o repetida de las provisiones de la ley del pago del salario mínimo y del pago de sobretiempo y hasta $11,000 por cada empleado que sea empleado en violación de las provisiones de la ley sobre el empleo de menores. Adicionalmente, se puede imponer una pena pecuniaria civil de hasta $50,000 por cada infracción de las provisiones sobre el empleo de menores si causa la muerte o una lesión seria de un empleado menor de edad, y se pueden doblar dichas avaluaciones, hasta $100,000, cuando se determinan que las infracciones son intencionales o repetidas. La ley también prohíbe la discriminación o el despido del trabajador por haber presentado una denuncia o por participar en cualquier procedimiento bajo la Ley.

INFORMACIÓN ADICIONAL

- Ciertas ocupaciones y ciertos establecimientos están exentos de las provisiones de pago de salario mínimo y de sobretiempo.
- Se aplican provisiones especiales a trabajadores de Samoa Americana y de la Comunidad de las Islas Marianas del Norte.
- Algunas leyes estatales proveen más protecciones al empleado; el empresario ha de cumplir con ambas.
- La ley exige que los empresarios pongan este cartel donde los empleados lo puedan ver fácilmente.
- A los empleados menores de 20 años de edad se les puede pagar menos de $4.25 por hora durante los primeros 90 días civiles consecutivos de empleo con un empresario.
- Se les puede pagar menos del salario mínimo bajo ciertos certificados especiales emitidos por el Departamento de Trabajo a ciertos estudiantes de tiempo completo, estudiantes aprendices y a trabajadores con impedimentos.

Para información adicional:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

U.S. Wage and Hour Division

WWW.WAGEHOUR.DOL.GOV

U.S. DEPARTMENT OF LABOR

EMPLOYMENT STANDARDS ADMINISTRATION

Wage and Hour Division
Washington, D.C. 20210

NOTICE

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS*

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits *polygraph* (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to $10,000 against violators. Employees or job applicants may also bring their own court actions.

ADDITIONAL INFORMATION

Additional information may be obtained, and complaints of violations may be filed, at local offices of the Wage and Hour Division. To locate your nearest Wage-Hour office, telephone our toll-free information and help line at 1 - 866 - 4USWAGE (1 - 866 - 487 - 9243). A customer service representative is available to assist you with referral information from 8am to 5 pm in your time zone; or if you have access to the internet, you may log onto our Home page at www.wagehour.dol.gov.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

**The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.*

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1462
June 2003

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__ __

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

Identify the person			Describe the case			Classify the case (CHECK ONLY ONE box for each case based on the most serious outcome for that case:)				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
								Remained at Work				(M)					
(A) Case no.	(B) Employee's name	(C) Job title (*e.g., Welder*)	(D) Date of injury or onset of illness	(E) Where the event occurred (*e.g., Loading dock north end*)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (*e.g., Second degree burns on right forearm from acetylene torch*)	Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Away from work (K)	On job transfer or restriction (L)	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
		Page totals ➤				___	___	___	___	___	___	___	___	___	___	___	___

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Injury (1) | Skin disorder (2) | Respiratory condition (3) | Poisoning (4) | Hearing loss (5) | All other illnesses (6)

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20__ __

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of . . .	(M)		
(1) Injuries	_____	(4) Poisonings	_____
		(5) Hearing loss	_____
(2) Skin disorders	_____	(6) All other illnesses	_____
(3) Respiratory conditions	_____		

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Establishment Information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (*e.g., Manufacture of motor truck trailers*)

_____

Standard Industrial Classification (SIC), if known (*e.g., 3715*)

— — — —

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

— — — — — —

Employment Information *(If you don't have these figures, see the Worksheet on the back of this page to estimate.)*

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

_____ _____
Company executive Title

( ) - / /
Phone Date

You Have a Right to a Safe and Healthful Workplace.

IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act.*
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.

The *Occupational Safety and Health Act of 1970 (OSH Act),* P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the *OSH Act.* The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek OSHA advice, assistance, or products, call 1-800-321-OSHA or your nearest OSHA office: • Atlanta (404) 562-2300 • Boston (617) 565-9860 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 844-1600 • Kansas City (816) 426-5861 • New York (212) 337-2378 • Philadelphia (215) 861-4900 • San Francisco (415) 975-4310 • Seattle (206) 553-5930. Teletypewriter (TTY) number is 1-877-889-5627. To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website at **www.osha.gov**. If your workplace is in a state operating under an OSHA-approved plan, your employer must post the required state equivalent of this poster.

1-800-321-OSHA

www.osha.gov

U.S. Department of Labor • Occupational Safety and Health Administration • OSHA 3165

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

PREVENTIVE MAINTENANCE

Auto/Pickup/Van Inspection Report

Drivers Name		Date
Vehicle Make	Vehicle Year	Co. Vehicle No.
		Lic. Plate No.
Vehicle Model		Mileage

Check Each Item	Needs Attn.	O.K.	Check Each Item	Needs Attn.	O.K.
Instruments - Gauges			Exhaust System		
Horn			Suspension		
Windows - Windshield			Fuel System		
Rear - Side View Mirrors			Oil - Water Leaks		
Windshield Wipers & Washers			Oil Level		
Speedometer			Water Level		
Seat Belts			Transmission		
Seats - Upholstery			Engine performance		
Heater - Defroster			First Aid Kit		
Headlights			Fire Extinguisher		
Turn Signals			Power Tools and Ext. Cords		
Brake Lights			Lock Out /Tag Out Equipment		
Tail Lights			Ladders		
Reflectors			Personal Protective Equipment		
Tire & Rims			General Neatness		
Steering			Vehicle Accident Report		
Brake System			Packet in Glove Compartment	Yes	No
Battery			General Condition of the Body		
			☐ Good ☐ Fair ☐ Poor		

Use Tire Gauge and report 32nd of inch remaining in each position (sides and center).

Left Front	Right Front	Left Rear	Right Rear	Spare
Outside	Outside	Outside	Outside	Outside
Center	Center	Center	Center	Center
Inside	Inside	Inside	Inside	Inside

Remarks (If additional space is needed, please use reverse side.) _____

_____

_____

_____

Signed By: _____ _____

Inspector Driver

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

SAFETY MEETING REPORT

PROJECT NAME: _____ JOB NUMBER: _____

NAME	DEPT	NAME	DEPT

REVIEWED MSDS:

SUBJECT MATTER DISCUSSED AND/OR SAFETY TALK NUMBER: _____

COMMENTS: _____

SAFETY MEETING CONDUCTED BY: _____ DATE: _____

TITLE (CHECK ONE)

SUPERVISOR: _____ PROJECT MANAGER: _____

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

SUPERVISOR ACCIDENT INVESTIGATION SUPPLEMENTAL REPORT

Name of Supervisor:_____

Date of Accident: _____

Date of this Report: _____

Name of Employee involved: _____

Location of Accident: _____

Drivers License # if Co. Driver: _____

Was a Police Report Made?:_____

Did Employee See a Doctor?: _____

Describe in detail below (1) How the accident happened, (2) Names or all witnesses, (3) The cause of the accident, (4) How it could have been prevented, (5) And any steps taken to avoid similar accidents.

1. _____
2. _____
3. _____
4. _____
5. _____

Signed: Supervisor _____

Signed: Department Head _____

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT
FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

NEW EMPLOYEE ORIENTATION

Employee Name: _____

	DISCUSSED	YES	NO
1.	Safety Policy	_____	_____
2.	Mandatory Safety Requirements	_____	_____
3.	Hazard Communication Program	_____	_____
4.	Pre-Task Check List	_____	_____
5.	Excavation and Trench Safety	_____	_____
6.	Aerial Lifts/Ladder/Scaffold Safety	_____	_____
7.	Use of Personal Protective Equipment	_____	_____
8.	Electrical Safety	_____	_____
9.	Emergency Response/Fire Protection	_____	_____
10.	Compressed Gases	_____	_____
11.	Confined Spaces	_____	_____
12.	Respiratory Policy	_____	_____
13.	Fall Protection	_____	_____
14.	Lockout Tagout	_____	_____
15.	Reporting Unsafe Situations	_____	_____
16.	Reporting of Injuries	_____	_____
17.	Bloodborne Pathogen		

The above items were discussed with me today and I had an opportunity to ask questions. I understand the company policy and position on these items.

Signed:_____ Signed: _____
Employee (Facilitator)

Date: _____

Physical
304 Progress Drive
Sherman, TX 75092

POWER LIFT FOUNDATION REPAIR INC.

Mailing
P.O. Box 862020
Plano, Texas 75086

Our Reputation is Rock Solid!

JOB SITE SAFETY INSTPECTION

JOB NAME: **COMPANY NAME:**

SITE SUPT: **SAFETY REP:** **DATE:**

(OSHA's most frequently cited violations)	MEETS OSHA YES	MEETS OSHA NO	VIOLATION CORRECTED
GENERAL			
1) Monthly safety meeting being held & records kept.	☐	☐	
2) Monthly safety meeting reports being sent to Cornerstone Safety office.	☐	☐	
3) Safety Manual & MSDS's on site.	☐	☐	
4) All OSHA required Posters on site and posted.	☐	☐	
5) OSHA Log #300 & #301 (or 1st report) up to date.	☐	☐	
6) Copies of OSHA Log #300 & #301 (or 1st report) being sent to Cornerstone Safety Office.	☐	☐	
7) OSHA Log #300 posted when required. (Feb 1st to March 1st)	☐	☐	
8) Copies of injury reports kept . (1st report)	☐	☐	
9) Copies of last inspection result kept.	☐	☐	
10) Adequate First Aid Kit kept on job site.	☐	☐	
11) At least on employee certified in First Aid & CPR.	☐	☐	
12) Pre-job Safety Meeting held with Subcontractor(s).	☐	☐	
13) Monthly Safety Meeting held with Supervisor & Subcontractor(s).	☐	☐	
14) Competent person, on site, assigned responsibility to inspect job site & records kept.	☐	☐	
SANITATION * MISCELLANEOUS			
15) Portable containers used to dispense drinking water. 1926.51 a-2	☐	☐	
16) Where single service cups are used for drinking water, are containers provided for new and used cups. 1926.51 a-5	☐	☐	
17) Adequate # of toilet facilities provided. 1926.51 Table D	☐	☐	
18) Special washing facilities provided for workers handling materials which may be harmful to their health. 1926.51 f	☐	☐	
19) Illumination in work areas (including offices, shops) adequate. 1926.152 a	☐	☐	
20) Required portable fire fighting equipment available properly located & maintained. 1926.150 C	☐	☐	
21) Approved metal safety cans used for handling & use of flammable. 1926.152 a	☐	☐	

(OSHA's most frequently cited violations)		MEETS OSHA YES	MEETS OSHA NO	VIOLATION CORRECTED
22)	In areas where flammables are stored or where operations present a fire hazard, "No Smoking or Open Flame: sign posted. 1926.151 a-3	☐	☐	
23)	Workers required to wear reflective vest.	☐	☐	
24)	Indoor & Outdoor storage of flammables in approved containers or cabinets with warning signs posted. 1926-152 b	☐	☐	
25)	Form & scrap lumber, and all other debris kept clear from work area. 1926.252 c	☐	☐	
26)	Combustible scrape and debris removed from work areas at regular intervals. 1926.151 c-3	☐	☐	
27)	Containers provided for collection, separation of waste, trash, oily and used rags. 1926.252 c-8	☐	☐	
28)	Solvent waste, oily rages, and flammable liquids kept in fire resistant covered containers until removed from work site. 1926.252 e	☐	☐	
	PERSONAL PROTECTION			
29)	Hearing protective devices provided for and worn by workers where noise levels are excessive. 1926.101	☐	☐	
30)	Hard hats provided for and worn by workers. 1926.100	☐	☐	
31)	Eye and face protection provided and worn by workers where exposed to potential eye or face injury. 1926.102	☐	☐	
32)	Workers required to wear footwear adequate for their assigned work. 1910.136	☐	☐	
33)	Respiratory protective equipment provided and worn when workers are exposed to harmful dusts, fumes, and gases. 1926.103	☐	☐	
	HAND & POWER TOOLS			
34)	Hand held powered tools (saws, air impact) equipped only constant pressure switch. 1926.300 d-2	☐	☐	
35)	Hand held powered tools (drills, tappers, fastener drivers, disc and belt sanders, angle grinders) provided with momentary contact "on-off" switch with lock-on control only it turn off is by single motion of same finger/fingers that turn it on. 1926.300 d-2	☐	☐	
36)	Devices provided on air powered tools to prevent tools from becoming accidentally disconnected from hose. 1926.302 b-1	☐	☐	
37)	Air hose connections secured across each such connection between air receiver and tool. 1926.302 b-2	☐	☐	
38)	Defective tools, equipment tagged as unsafe, or controls locked in the off position, or physically removed from hob site. 1926.20 b-3	☐	☐	
	ELECTRICAL			
39)	For power circuits, exposed or concealed, where accidental contact by tools/equipment nay be hazardous, warning signs posted and all workers advised of hazard. 1926.416 a-3	☐	☐	
40)	Regular inspections made to assure effective grounding of non-current carrying metal parts of portable and/or plug connected equipment, or GFCI's installed on all 100-220v temporary circuits. 1926.404 b i	☐	☐	

41)	Temporary lights equipped with guards to prevent accidental contact with bulb. 1926.405 a-2-ii-e	☐	☐	
42)	Receptacles, attachment plugs not interchangeable on circuits of different voltages, current ratings or types of current (AC or DC). 1926.405 j-1-v-2-i	☐	☐	
	LADDERS			
43)	Ladders regularly inspected and destroyed when found defective. 1926.1053 b-16	☐	☐	
44)	Side rails extend 36" above landing or provision of grab rails. 1926.1053 b-1	☐	☐	
45)	Top of ladders tied-in to prevent displacement. 1926.1053 b-1	☐	☐	
46)	Double cleat ladders provided for working areas having 25 or more workers and two-way traffic is expected. 1926.1051 a-2	☐	☐	
47)	Double cleat ladders not exceeding 24 feet in length. 1926.450 b-2	☐	☐	
48)	Single cleat ladders not exceeding 30 feet in length. 1926.450 b-3	☐	☐	
49)	Cleats inset into edges of side rails or filler blocks used. 1926.450 b-12	☐	☐	
50)	All job built ladders constructed to conform with standards. 1926.450 Tables	☐	☐	
51)	No metal ladders used within 10 feet of electrical lines 1926.450 a-11	☐	☐	
52)	Stepladders used only in full open position. 1926.450 a-1	☐	☐	
53)	Stepladders of sufficient height so that top two steps do not have to be used to perform work and only the front steps of a stepladder being used. 1926.450 a-1	☐	☐	
54)	All manufactured single and extension ladders equipped with ladder shoes. 1926.450 a-6	☐	☐	
	ROLLING SCAFFOLDS (Manually propelled)			
55)	Wheel brakes set while in use. 1926.451 e-2	☐	☐	
56)	No riders on work platform while moving. 1926.451 e-7	☐	☐	
57)	Work levels 10' or more above ground of floor level have guard rails and toeboards. 1926.451 e-10	☐	☐	
58)	All cross and diagonal bracing in place and properly connected. 1926.451 e-9	☐	☐	
59)	Height does not exceed 4 times base dimension unless outriggers are used. 1926.451 e-1	☐	☐	
60)	Ladder access to work platform 1926.451 e-5	☐	☐	
	ARIEL LIFTS (MAN LIFTS)			
61)	Lift controls tested to determine they are in safe working condition.	☐	☐	
62)	Belting off to an adjacent pole, structure, or equipment not permitted.	☐	☐	
63)	Body belts worn and lanyard attached to boom or basket.	☐	☐	
64)	Brakes set while in use and if outriggers used, they are positioned on pads or solid surface.	☐	☐	
65)	Ariel lift truck not moved while boom is elevated and personnel in basket.	☐	☐	
	FLOOR & WALL OPENING			
66)	Wall openings (30" high, 18" wide or greater) from which there is a drop of 4' or more and bottom opening less than 3' above working surface provided with guard rails. 1926.500 c-1	☐	☐	
67)	Bottom of wall openings less than 4" above work surface provided with standard toeboard (4' high). 1926.500 c-1-ii	☐	☐	

68)	Open sided floors 6' or more above floor or ground level provided with standard railing and toeboard or other equivalent perimeter protection. 1926.500 d-1	☐	☐	
69)	Stairways when used during construction have hand rails on all open sides, guardrails at landing and filler blocks in all recessed treads. 1926.500 e-f	☐	☐	
70)	During construction, stairways provided with standard railings and guardrails at floor openings. 1926.500 e	☐	☐	
	EXCAVATIONS * TRENCHING & SHORING			
71)	Excavated material effectively stored and retained at least 2' or more from edge of excavations. 1926.651 i-1	☐	☐	
72)	Utility company contacted and advised of proposed excavation work to determine underground utility exposures or when overhead power lines are involved. 1926.651 a	☐	☐	
73)	Substantial stop logs or barricades installed when mobile equipment working adjacent to excavation. 1926.651 s	☐	☐	
74)	Trenches over 5' in depth shored to standard, laid back to stable slopes or provided with other equivalent protection where hazard of moving ground exists. 1926.652 a	☐	☐	
75)	Trenches less than 5' deep protected where hazardous ground movement exists. 1926.652 a-ii	☐	☐	
76)	Trenches in hard or compact soil shored to standard when depth is more than 5' and 8' in length. 1926.652 c	☐	☐	
77)	Inspect surrounding work area to assure safe means of entry and exit.	☐	☐	
78)	Trenches 4' deep or more provided with ladder located no more than 25' of lateral travel. 1926.652 H	☐	☐	
79)	Excavation inspected and adequate precautions were utilized to prevent the accumulation of water.	☐	☐	
	FLAT ROOFS LESS THAN 4/1 PITCH			
80)	Warning line 6' from roof edge in the work area. 1926.500	☐	☐	
81)	Safety belts and lines in use at perimeter or standard handrails or equivalent. 1926.500	☐	☐	
82)	Material stored 6' from edge. 1926.500	☐	☐	
83)	All openings covered or protected by guardrails. 1926.500 a-4	☐	☐	
	PITCHED ROOFS OVER 4/1 PITCH			
84)	Safety belts and life lines or catch platform w/roofing bracket scaffolds secured. 1926.451 u-2	☐	☐	
85)	Crawl or chicken ladders secured - with evenly spaced cleats. 1926.451 v	☐	☐	
86)	Ladders extend 36" above eaves and secured at top and bottom. 1926.450 a-9	☐	☐	
	DEMOLITION			
87)	Dust controlled by wetting.	☐	☐	
88)	Employees provided with dust respirators and goggles.	☐	☐	
89)	Chutes properly erected and drop area barricaded off. 1926.852	☐	☐	
90)	Floor openings protected. 1926.850 J	☐	☐	
91)	Employee access to building provided with overhead protection. 1926.850 K	☐	☐	
92)	Stairways in building used for access properly lighted, and maintained. 1926.851 a	☐	☐	

CONCRETE FORMING & POURING			
93) Vertical re-steel protected by covering when employees working above. 1926.700 b-2	☐	☐	
94) Employees wearing safety belts or equivalent when 6' or more above adjacent work surfaces. 1926.700 b-1	☐	☐	
95) Walk and standing boards when pouring horizontal surfaces on re-steel. 5-a-1	☐	☐	
96) All pump crete lines secured at all joints. 1926.700 d-6	☐	☐	
97) Concrete trucks blocked when discharging on a slope. 1926.700 d-8	☐	☐	
98) Shoring and re-shoring adequate for support . 1926.700 a-1	☐	☐	
99) Properly guarded work platform for walls, columns, beams, etc... 5-a-1	☐	☐	
OTHERS			
100) Stairs and handrails provided for entry to office or storage trailers. 1926.500 e-i-v	☐	☐	
101) All heavy equipment provided with a back-up bell and horn, canopy guards on fork lift trucks and roll over protection on all earth moving equipment.	☐	☐	
102) All stationary cranes guarded properly for foot traffic.	☐	☐	
103) No riding concrete buckets, steel beams, material crates, hook, etc... 1926.700 d-7-ii	☐	☐	

COMMENTS