ROCK®
SOLID

Safety Handbook

Revision 3.1

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INTRODUCTION:

Rock Solid Stabilization & Reclamation, Inc. is committed to the safety of its employees, customers, and the general public. This commitment is demonstrated through investment in, and maintenance of, equipment, tools, and ongoing employee safety training.

While the main objective of the Rock Solid Stabilization & Reclamation, Inc. safety program is to eliminate or reduce hazards to prevent accidents and injuries, not all hazards can be eliminated through new equipment, safety devices, or modifications to equipment and processes. Whenever and wherever employees work, there is always the possibility of error, and observation and strict enforcement of safety rules and regulations is required.

The purpose of this Safety Handbook is to communicate basic safety rules and programs to all Rock Solid Stabilization & Reclamation, Inc. employees. These safety rules and requirements form the basis of the Rock Solid Stabilization & Reclamation, Inc. comprehensive safety program that is designed to prevent, reduce, and minimize the tragic effects of accidents and injuries. It is the responsibility of every Rock Solid Stabilization & Reclamation, Inc. employee to read and become familiar with this information. Failure to follow these safety rules, in addition to other specific procedures, can result in disciplinary action, including possible termination of employment.

The management at Rock Solid Stabilization & Reclamation, Inc. values the personal safety and contribution to the overall safety program of every employee. In order for this safety program to be successful, employees must become active participants. The information contained in this manual should be used and applied in day to day activities. Rock Solid Stabilization & Reclamation, Inc. thanks each of its employees for helping to make the company a safer place to work.

STATEMENT OF SAFETY POLICY

The employees of Rock Solid Stabilization & Reclamation, Inc. are the company's most valuable resource and personal concern. Each employee is regarded as an integral part of the Rock Solid Stabilization & Reclamation, Inc. team, therefore, it is the company's goal to ensure that each employee is in good health, remains alert, informed and trained, and is continually motivated to assume responsibility for his/her own safety.

It is the policy of Rock Solid Stabilization & Reclamation, Inc. to provide a safe and healthful workplace for all of its employees through the establishment of safety rules, procedures, and programs that are strictly and uniformly enforced at job sites. It is also the intent of Rock Solid Stabilization & Reclamation, Inc. to comply with all federal, state, and local safety standards, codes, and regulations.

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Jonathan Pease, President

Rock Solid Stabilization & Reclamation, Inc.

3. Responsibility for Safety

PURPOSE: To provide employees with information regarding the Rock Solid Stabilization & Reclamation, Inc. safety program and specific responsibilities regarding their involvement in the company safety program.

POLICY: The employees of Rock Solid Stabilization & Reclamation, Inc. to provide a safe and healthful workplace for all employees through the establishment of rules, procedures and programs that are strictly enforced. It is also the intent of Rock Solid Stabilization & Reclamation, Inc. to comply with all federal, state, and local safety standards, codes and regulations.

Responsibilities:

Management:

Overall and ultimate responsibility for this policy lies with the owners and management of Rock Solid Stabilization & Reclamation, Inc. The Rock Solid Stabilization & Reclamation, Inc. owners and management are responsible for coordinating the overall safety program. Several of the primary job responsibilities will include:

- Administering the overall safety program for Rock Solid Stabilization & Reclamation, Inc.
- Establishing requirements for ongoing and specialized training for employees and management
- Maintaining and implementing safety programs that comply with changing governmental safety standards

Project Superintendents:

Project Superintendents share the overall responsibility for the projects and job sites they manage including safety issues affecting Rock Solid Stabilization & Reclamation, Inc. employees. Specific safety responsibilities include:

- Ensuring that they are familiar with laws, regulations and company policies pertaining to job site safety

- Maintaining a copy of OSHA Standards, Rock Solid Stabilization & Reclamation, Inc. Programs and weekly safety meeting topics on the site or with his portable project files at all times

- Enforcing job site safety requirements
- Conducting job site accident and injury investigations and implementing corrective action
- Ensuring that project office trailers have all current required postings in place

Foremen:

Project foremen are responsible for the safe condition and operation of each job site managed for Rock Solid Stabilization & Reclamation, Inc. to the extent within their control. Specific responsibilities include:

- Inspect work areas and equipment for compliance with work rules and standards
- Instruct employees on hazards of the job, how to work safely according to operating procedures, and applicable safety regulations through periodic safety meetings
- Ensure prompt treatment and reporting of injuries that occur to Rock Solid Stabilization & Reclamation, Inc. Employees
- Investigation of all occupational accidents and injuries
- Enforcement of job site safety rules and regulations
- Setting the proper example for safety by observing all applicable safety rules and regulations

Employees:

Every Rock Solid Stabilization & Reclamation, Inc. employee is responsible for following safety rules set forth in this safety manual and for reporting any unsafe conditions or unsafe acts that they may be aware of. Specific responsibilities include:

- Only performing jobs that they have been specifically trained to do
- Following prescribed safety rules and regulations
- Using required personal protective equipment
- Reporting all unsafe conditions or practices
- Reporting all injuries, no matter how minor
- Cooperate during the investigation of any accidents that occur

Violations of Safety Rules or Company Safety Policies:

Company safety rules and safety policies are necessary to prevent accidents and injuries from occurring. Safety rules and policies will be strictly enforced. Enforcement will be in the form of disciplinary action that will consider the seriousness of the violation.

Serious violations of safety rules may result in suspension or possible termination of employment. Minor violations may result in verbal or written warnings to employees. Repeat minor violations may result in suspension, or in possible termination of employment.

Specifics regarding Rock Solid Stabilization & Reclamation Inc.'s. disciplinary action program is found in the Disciplinary Action section of this safety manual.

4. Basic Rules of Safety & Conduct

PURPOSE: This procedure provides general and specific company safety rules that apply to all employees, and specific jobs and activities performed by Rock Solid Stabilization & Reclamation, Inc. All employees are to be provided with a copy of these safety rules that will be enforced by Rock Solid Stabilization & Reclamation, Inc.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. Safety rules have been developed to ensure that each employee works in a safe manner. Violations of the safety rules that follow, or any other generally accepted safety practice, will result in disciplinary action.

SAFETY RULES:

General and Specific Safety Rules:

General Safety Rules:

1. ALL employees must understand their work assignment and the associated hazards before starting a job. Any questions concerning the job or safety hazards must be directed to a company supervisor.

2. Employees must report all accidents and injuries, no matter how minor, immediately to a supervisor at Rock Solid Stabilization & Reclamation, Inc.

3. All unsafe conditions and equipment and unsafe acts must be reported immediately.

4. Employees must attend scheduled safety training sessions and safety meetings.

5. Possession of firearms or ammunition is not allowed on Rock Solid Stabilization & Reclamation, Inc. job sites will result in immediate termination.

6. Running at a job site is prohibited, except in cases involving emergencies where prompt evacuation is required.

7. Employees must observe and comply with all caution and danger signs, barricades and safety tags posted at a job site.

8. Employees must practice good housekeeping practices in their work area by properly and routinely disposing of scrap materials and waste to prevent an unsafe accumulation of trash at a job site.

9. Employees are required to report to a company supervisor immediately any problem or defects present in tools, machines, and equipment that they are using or responsible for.

10. Tampering with company property and equipment is a violation of company of safety rules and will not be tolerated. Employees who tamper with company equipment, tools, property, etc. will be subject to disciplinary action up to and including termination.

11. Non-employees such as visitors, applicants, and truck drivers are prohibited from walking unescorted through any portion of a job site.

12. When on the clock (job), only company approved communication devices may be used.

13. Only authorized employees are to operate the following equipment: Pneumatic Tankers, Spreaders, Water Trucks, Reclaimers, Padfoot Compactors, Motor Graders, Smooth Drum Rollers.

Personal Protection Equipment:

14. Safety toed footwear must be worn by all employees while present at a Rock Solid Stabilization & Reclamation, Inc. job site. Such footwear must consist of a shoe or boot that protects the foot from injury as a result of incidental contact with falling tools or materials. Sandals, shoes, moccasins, or any other footwear not deemed safe or appropriate for work activity must be prohibited.

15. 15. Safety glasses must be worn at all times while at a Rock Stabilization & Reclamation job site. Safety glasses must meet the requirements of ANSI Z87.1, to include side shields or warp around design.

16. Secondary eye protection must be used while performing activities that create risk of eye injury that cannot be adequately protected with safety glasses. Such

activities include use of welding equipment, grinders, and any other activity described in the Rock Solid Stabilization & Reclamation, Inc.

17. Hard hats must be worn at all times at a Rock Stabilization & Reclamation job site and where overhead hazard exists.

18. Hand protection (gloves) must be worn in accordance with the requirements found in the Personal Protective Equipment Program found in this Safety Manual.

19. All employees must be trained in the proper use, care, maintenance, and limitations of all personal protective equipment used.

Injury & Accident Reporting:

20. It is the responsibility of all employees to immediately report to any Rock Solid Stabilization & Reclamation, Inc. supervisor the occurrence of any work related injury or illness, no matter how minor the injury might seem.

21. The management at Rock Solid Stabilization & Reclamation, Inc. will first ensure that the injured employee receives the appropriate first aid or medical treatment then determine if the employee will be transported for treatment via ambulance or company vehicle by a supervisor or other company approved personnel.

22. Rock Solid Stabilization & Reclamation, Inc. along with any involved employees and / or witnesses will be expected to thoroughly investigate and make record of the accident immediately following any first aid and/or medical treatment.

23. The company management is responsible for completing the first report of injury form (i.e. the I-45 Form) for reporting to the insurance company and state industrial accident commission.

24. The company management is also responsible for completion and maintenance of the OSHA 300 forms used to record occupational injuries and illnesses and for posting the log during the months of February, March, and April.

25. The office (Genoa City, WI) will maintain communications with the injured employee, treating physician, and insurance company to ensure that a proper course of treatment is being followed and that the employee is returned to work as quickly as possible.

Electric Power Tools:

26. All guards and safety features furnished with hand and power tools must remain in place and must not be removed when in use. Manufacturer's guidelines must be adhered to regarding tool use.

27. Electric power tools must be properly grounded. The grounding prong on plugs of power tools must not be removed.

28. Tools must be inspected routinely for evidence of damage. When damage to tools is identified, tools must be immediately removed from service and repaired or replaced as needed.

29. Power tool electric cords and electrical extension cords must not be used to hoist or lower tools, equipment, or supplies.

Pressurized Systems:

30. Only use approved air guns for their intended purpose. Do not use compressed air for cleaning clothes and NEVER point in the direction of others.

31. Keep pressure at the designated operating pressure.

32. All pressure systems should be shut off and bled out when not in use.

Hand Tools:

33. Hand tools such as hammers, screwdrivers, hand wrenches, etc. must be inspected for evidence of damage such as splintered or cracked handles, cracking/splitting/spalling of the tool head, or other signs of breakage.

34. Damaged tools must be removed from service immediately and a Rock Solid Stabilization & Reclamation, Inc. supervisor must either have the tool repaired or disposed of. Employees must never use a defective hand tool.

Rigging Devices:

35. Rigging devices (i.e., synthetic web slings or straps and chains) must be inspected at the start of the work shift to ensure they are free of excessive wear and damage.

36. Rigging devices must be removed from service when evidence of damage is observed; where wear indicator threads on straps become exposed, for example. A Rock Solid Stabilization & Reclamation, Inc. supervisor must ensure damaged devices are either repaired or replaced when necessary.

37. Rigging devices must never be used to lift materials that exceed their rated load capacities.

38. When there is even the slightest suspicion that devices are damaged to a point that requires their removal from service, employees are responsible for reporting such conditions immediately to a Rock Solid Stabilization & Reclamation, Inc. supervisor.

Hazardous Chemicals:

39. Employees that handle hazardous materials must receive Hazard Communication training prior to their initial work assignment and annually thereafter.

40. A copy of the Rock Solid Stabilization & Reclamation, Inc. Written Hazard Communication Program; GHS Edition and Safety Data Sheets (SDS) are available electronically or via hard copy that are maintained by the Rock Solid Stabilization & Reclamation, Inc. management.

41. All containers of hazardous chemicals must be properly labeled. The label must provide the identity, or name, of the hazardous chemical, the appropriate hazard warnings, and the name and address of the chemical manufacturer. If any container of hazardous chemicals is found with no label employees are responsible for immediately notifying Rock Solid Stabilization & Reclamation, Inc. management so the problem can be corrected. *GHS Labels will be implemented in accordance with applicable OSHA requirements.

42. All hazardous chemicals must be furnished by the supplier with a Safety Data Sheet (SDS). SDS for all hazardous chemicals used at the Rock Solid Stabilization & Reclamation, Inc. are contained in a binder kept at the main office and available electronically. All Rock Solid Stabilization & Reclamation, Inc. employees may request a copy of the SDS if they so desire.

43. Each employee must receive information and training concerning the hazardous chemicals they work with. This training will cover the following subjects:

- The requirements of the federal Hazard Communication Standard
- The location of the written Rock Solid Stabilization & Reclamation, Inc. Hazard Communication Program
- The location in work areas where hazardous chemicals may be present
- Training in methods used to detect the presence or release of a hazardous chemical
- Explanation of the potential physical & health hazards of chemicals used
- Measures that employees can take to protect themselves from the hazards of chemicals in the work area
- Specific actions that employees are to take in the event of an emergency leak or spill
- Hazardous chemical labeling, sections of the SDS, explanation of terms used on a SDS, where to find the SDS, and how to request a copy of an SDS

Emergency Action & Fire Protection:

44. Flammable liquids such as solvents and fuels must not be stored within 10 feet of heat and ignition sources including hot work activities, running equipment, etc. that may cause fire.

45. Portable containers used to store gasoline or other flammable liquids must be routinely inspected for damage or leaks, and they should be labeled with the contents of the container.

46. Oxygen and fuel gas cylinders must be stored in approved areas (i.e., cool, dry, and well ventilated) and separated by at least 20 feet or a firewall with a ½-hour fire rating where cylinders are stored.

47. When not in use, all cylinders must be closed at the cylinder valve, and any gas remaining in hoses must be bled off through the torch valve. Caps must be placed on all compressed gas cylinders not in use.

48. Fire extinguishers must be easily accessible.

49. Fire extinguishers must be fully charged with seals intact to ensure that they are available for use in event of a fire.

50. Fire extinguishers that are partially used must be removed from service and immediately replaced to ensure availability during possible fire emergencies.

51. If/when necessary, employees must evacuate a job site and congregate at pre-determined meeting areas so Rock Solid Stabilization & Reclamation, Inc. foremen can take a head count.

52. During tornado weather related emergencies, employees must go to the nearest building or shelter designated.

Proper Lifting Procedures:

53. When lifting tasks are required of employee, foremen must monitor their work practices in an effort to reduce and/or prevent potential for low back injury. The following lifting procedures must be required:

- Employees must be expected to position their feet as close to the load or object to be lifted.

- When lifting materials, employees must bend at the knees and keep their back as straight as possible.

- Employees must ensure they get a firm grip on the load or object to be lifted.

- Materials must be held closely to the body and the lift must be completed by using leg muscles.

- Employees must lift the load or object slowly holding it as close to their body as possible.

- Employees should avoid twisting at the waist or jerking the load while carrying it.

- When it becomes necessary to turn, employees should shuffle their feet and avoid twisting the back.

- Employees must ensure that the load or object is set down in the same manner it was lifted.

- Employees must be required to get help from another employee or supervisor in the event the load or object is too heavy to lift or it too bulky to carry. Items 50 pounds or more require 2 people or a mechanical lifting device.

Protection of Tools & Equipment:

54. All tools and equipment left at a job site at the conclusion of each day's work must be locked, secured, or otherwise protected from possible theft and vandalism.

55. Portable tools and equipment must be returned and secured in appropriate locations at the end of each workday. Employees must be responsible for maintaining an inventory of tools and equipment at a job site and must also be responsible for reporting the theft, disappearance, or damage to tools and equipment that occurs.

56. Foremen must be responsible for maintaining an inventory of tools and equipment in their job sites and for reporting the theft, disappearance, or damage to tools and equipment not occurring during normal work shifts.

57. All employees must also be responsible for reporting evidence of tampering or attempted theft of heavy equipment and machinery used at.

Driver Safety Rules:

58. Driver safety rules apply to any employee that drives a company vehicle or any employee that drives their personal vehicle to conduct company business as described to follow:

59. Never carry passengers unless authorized.

60. All drivers and authorized passengers must wear lap and shoulder belts while the vehicle is in operation.

61. Drivers must obey posted speed limits, both in the yard and on the highway. Drivers must know and obey all traffic rules and regulations.

62. No driver must operate a vehicle while under the influence of alcohol or drugs.

63. Intentional damage, misuse, abuse, or improper handling of any vehicle driven during the conduct of company business will not be tolerated.

64. Horseplay, or the reckless operation of a motor vehicle on or off a job site is a serious safety violation.

65. Never smoke while fueling vehicles or equipment and do not throw cigarette butts from a vehicle.

66. Drivers must inspect and ensure that all company vehicles contain the required safety equipment, such as fire extinguisher and first aid kit.

67. Drivers must only operate a vehicle for which they have received appropriate state licensing.

68. Any driver that develops serious medical symptoms which may affect their ability to safely drive must pull the vehicle safely off of the road and stop. The driver should contact the office immediately and request medical assistance. Never leave the vehicle or resume driving unless directed to do so by the rescue team.

69. All vehicles must be kept clean of trash and debris. Large items, such as toolboxes, fire extinguishers, lunch boxes, thermos, etc. should be secure to prevent them from becoming missiles during deceleration.

70. Vehicles that haul equipment or material must be carefully inspected and secured to prevent load shifting or vehicle overloading. All loads shall be secured within the manufacturer's legal limits.

71. Drivers must conduct pre-trip inspections of the following items: Brakes, steering, head lights, brake lights, turn signals, emergency signals, fire extinguisher, tires, rearview mirrors, windshield wipers, seat belts, heater/defroster, red flags, tarpaulin, backup alarm, low air alarm, hook up.

72. Drivers must comply with all safety rules that apply to a job site or location they are driving on.

73. Drivers are responsible for completely cleaning all loose material from truck pans and ledges before leaving the yard and before leaving a job site or location of delivery.

74. Drivers must be aware of all overhead obstructions such as power, telephone, and cable service, bridge clearings, light standards, etc., a job site or location of haul or delivery. In no case must a driver come closer than 10' to any energized overhead power line.

75. Drivers must request the assistance of a signalman if they are unable to clearly see the edge of an, power line, workers, or other obstructions located at a job site.

76. To ensure compliance with applicable safety regulations and to protect the interests of the company, Rock Solid Stabilization & Reclamation, Inc. periodically checks the driving records of all employees that drive for the company. This includes employees that use personal vehicles during the conduct of company business. Checks that reveal violations may result in a review of that employees driving status.

77. All employees that drive for Rock Solid Stabilization & Reclamation, Inc. are expected to be courteous to customers, other employees, contractor's employees, and the general public. A driver's behavior is a reflection of the company. Foul or abusive behavior and language will not be tolerated.

Equipment Operation Safety Rules:

78. Operators must remain seated and wear seat belts at all times when operating heavy equipment.

79. Never operate or use any equipment which has a "DO NOT OPERATE TAG" affixed to it.

80. Equipment operators must not permit riders or observers on mobile equipment, unless the equipment is provided with approved seating and protection is provided. This includes riding in or on buckets and other attachments.

81. No employee is allowed to ride any other portion not designed with seating, of any mobile equipment.

82. Intentional damage, misuse, abuse, or improper handling of any company mobile equipment is not allowed.

83. Operators must constantly monitor the clearance between equipment and overhead power lines. A minimum of 10 feet must be maintained between any portion of the equipment and power lines, even if the boom or power lines are shielded or blanketed.

84. Operators must walk completely around the machine before mounting to be sure that no obstacles or co-workers are in the area.

85. Operators should use three points of contact with the equipment being mounted or dismounted to prevent falls. Hand holds, steps, ladders must be kept clean and free of excess accumulation of mud, grease, etc.

86. A proper fire extinguisher, load charts, and operation manual must be kept in the cab of all cranes.

87. All guards and shields must be in place and working properly when equipment is in operation.

88. Windshields on mobile equipment cabs must be kept clean and free of scratches and damage that affects operator visibility of surroundings.

89. Operators must read and become familiar with all load rating, angle, and radius charts supplied with the equipment.

90. Equipment operators must yield the right of way to loaded vehicles and be able to bring the equipment to a complete stop with the required clear distance ahead.

91. Operators must always keep equipment in gear when running. Never coast with any type of heavy equipment.

92. Never stop or start abruptly when transporting a load.

93. Operators must avoid side travel when working on a slope. As much as possible, travel should be perpendicular to the slope.

5. Disciplinary Action for Safety Violations

PURPOSE: To provide a safe and healthful workplace for all Rock Solid Stabilization & Reclamation, Inc. employees and to ensure that all safety rules and procedures are enforced through the establishment of a uniform notification and warning program.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides, and maintains, a safe workplace through the establishment of safety rules and procedures and observation of federal, state, and local health and safety regulations. Rock Solid Stabilization & Reclamation, Inc. will ensure that safety rules, procedures, and regulations are followed through the use of an employee notification and warning program.

PROCEDURES:

Basis for Notification/Warning Action

Progressive notification and warning action will be taken when any Rock Solid Stabilization & Reclamation, Inc. employee violates a safety rule, procedure, regulation or engages in conduct that jeopardizes his safety or safety of others at a job site. The safety rules established by Rock Solid Stabilization & Reclamation, Inc., subjects of monthly safety meetings, OSHA health and safety standards, and any other safety related document issued by Rock Solid Stabilization & Reclamation, Inc. will be used as the basis for establishing a violation.

Progressive Notification/Warning Action

First Violation:

Action for the first violation or offense will be a verbal warning to the employee. The warning will describe the nature of the violation and the date by which the violation must be corrected.

Second Violation:

Action for the second violation or offense, or failure to correct the first violation, will be a written warning to the employee and placed in their file and maintained in the office.

Third Violation:

Disciplinary action for the third offense may result in suspension or termination of employment. Documentation relating to termination, or any other employee action, will be provided to the affected employee and will be maintained in the employee's personnel file.

Exceptions:

Rock Solid Stabilization & Reclamation, Inc. reserves the right to take any action it deems appropriate, including termination of employment, for safety violations, deemed serious or not by the company, whether they occur the first, second, or third time.

6. Drug & Alcohol Policy

INTRODUCTION:

Rock Solid Stabilization & Reclamation, Inc. (the "Company") is committed to providing a safe, healthy, and productive workplace that is free from alcohol, unlawful drugs, or any other unlawful substance as classified under local, state, or federal laws while employees are working for the Company, whether on or off its premises. The Company will not take adverse action against a job applicant or employee solely on the basis of such an individual's status as a registered qualifying patient to use medical marijuana. To the extent permitted by law and excluding DOT-governed employees, the Company will not treat positive tests for medical marijuana use as it treats positive tests for other drugs. In addition, to the extent permitted by law and excluding DOT-governed employees, the Company will not treat recreational marijuana use as it treats other drugs. This policy also applies to use of all of the Company's vehicles and equipment.

PURPOSE: The Company. maintains a strong commitment to programs that promote safety in the workplace, and employee health and well-being. While we hope that all employees with a substance abuse problem will voluntarily submit to available treatment, certain guidelines must be set to cover instances where employees do not acknowledge their problems and seek help or instances where employees engage in prohibited conduct while on company business or on job sites. Therefore, in an effort to maintain the high standards of health and safety to which we are committed, we have defined our policy and rules of acceptable conduct in this sensitive area.

POLICY: There are a number of good reasons for this policy. An employee who is under the influence of drugs and / or alcohol poses a serious threat to his or her own safety and the safety of others. Also, a person cannot do his or her job properly while working under the influence of drugs or alcohol. Your personal protection, the protection of others and the quality of your work are very important to all of us. Equally important is the fact that the use of certain drugs and narcotics is unlawful.

PROCEDURES:

1. The use, sale, purchase, manufacture, distribution, dispensation, transfer, possession or use of non-prescribed drugs, controlled substances (including marijuana) or alcohol is prohibited on Rock Solid Stabilization & Reclamation, Inc. premises, and is cause for immediate discharge. Rock Solid Stabilization & Reclamation, Inc. Premises includes all job sites, land, property, buildings, structures, installations, parking lots, means of transportation owned or leased by the Company and private vehicles while parked or

operated on Company premises. A member of senior management may approve of alcohol on company premises and its use during a company event.

2. Employees are prohibited from being at work with any detectable amount of alcohol or illegal and/or non-prescribed drug in their system. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge. (Consequently, employees are not allowed to consume alcohol during lunch.)
3. Employees must not perform safety-sensitive duties if they are aware of any medical condition or have used alcohol or a drug (including prescribed medicine) that may adversely affect their ability to perform such duties or that may affect safety, employees, or the public.
4. Rock Solid Stabilization & Reclamation, Inc. reserves the right to inspect packages, bags, briefcases, desks, lockers, automobiles, etc., where there is a reasonable belief that illegal drugs (including marijuana) or alcohol may be present on company property or job sites. An employee's failure to cooperate with an investigation may result in disciplinary action, including but not limited to immediate discharge.
5. An employee suspected of being under the influence of a controlled substance, or an employee who is involved in an on-the-job accident which results in property damage or requires medical treatment, may be required to take a medically approved test(s). The company can have the applicant or employee tested by a company employee that is trained and qualified to administer the urinalysis test or refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. The Company will pay the cost of the test and reasonable transportation costs to the testing facility. The applicant or employee will have the opportunity to alert the clinic or laboratory personnel or company personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done with a EMIT II type of test. Positive results will be confirmed by gas chromatography / mass spectrometry. The clinic or laboratory will inform the Company as to whether the applicant or employee passed or failed the drug test. The Company will treat all drug testing-records as confidential as required by law. The Company will not disclose the results of the test without the employee's consent or a court order.
6. Employees subject to Department of Transportation (DOT) regulations must comply with DOT's Drug and Alcohol Testing Policy.
7. An employee's refusal to submit to a drug and/or alcohol test may result in disciplinary action, up to and including immediate discharge. Refusal includes refusing to report immediately to the testing location upon request, refusal to sign a medical test authorization form as required by Rock Solid Stabilization & Reclamation, Inc., refusal to provide specimens unless medically incapable of doing so and/or attempts to falsify or interfere with the testing process, including failure to comply with instructions or attempting to substitute, dilute or otherwise change specimens to be tested. Employee consent to testing under this policy will not act as a waiver of disciplinary action, up to and including termination.
8. While Rock Solid Stabilization & Reclamation, Inc. awaits the results of a drug and/or alcohol test, the employee may be suspended without pay. If the results of the test are negative, the employee will be reimbursed for regular working time lost while on suspension. In addition, the fact that the employee took such a test, and the results thereof, will not be used against the employee.

9. If an initial test is positive, a second test will be conducted from the sample, or a second sample, if necessary. A confirmed positive drug and/or alcohol test may result in disciplinary action up to and including immediate discharge. The employee may also submit a written request for a confirmatory retest of the original sample at his or her own expense at an appropriately certified laboratory. Such written request must be received by Rock Solid Stabilization & Reclamation, Inc. within five (5) working days of the date of the original test result notice. Any such retest would be in addition to Rock Solid Stabilization & Reclamation, Inc. the company's confirmation test described above.

10. An employee may be disciplined (up to and including discharge) for violation of Rock Solid Stabilization & Reclamation, Inc.'s drug and alcohol policy without being tested, based on other evidence, including but not limited to observed conduct and symptoms.
11. Any applicant or employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing the testing and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to the Company of medical information regarding the test results. To the extent permitted by law, refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline, up to and including termination.

12. Employees who are arrested and convicted for off-the-job drug-related activity may be considered to be in violation of this policy. In deciding what action to take, Rock Solid Stabilization & Reclamation, Inc. will consider the nature of the charges, the employee's present job assignment, and the employee's record with Rock Solid Stabilization & Reclamation, Inc. the impact of the employee's conviction on Rock Solid Stabilization & Reclamation, Inc. and any other factor Rock Solid Stabilization & Reclamation, Inc. may deem relevant.

13. Employees with substance abuse problems are encouraged to contact their supervisor or Human Resources for counseling and possible referral for treatment. Rock Solid Stabilization & Reclamation, Inc. will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of Rock Solid Stabilization & Reclamation, Inc. drug and alcohol policy or other rules of conduct. The cost of such treatment is at the employee's expense (subject to possible coverage, if any, by group health insurance). Seeking such assistance will not be a defense to a violation of Rock Solid Stabilization & Reclamation, Inc. drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet Rock Solid Stabilization & Reclamation, Inc. 's policies, rules of conduct and standards including but not limited to those regarding attendance, job performance and safe and sober behavior on the job. If an employee, in the course of employment, enters a substance abuse rehabilitation program, the employee may be required to submit to testing for substance abuse as a follow-up to such a program. Advance notice of testing will not be given to the employee. Refusal to be tested will be grounds for discipline, up to and including immediate discharge.

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7. Emergency First Aid Services

PURPOSE: To provide guidelines and requirements for the provision of emergency first aid services to Rock Solid Stabilization & Reclamation, Inc. employees that are injured on a job sites and to ensure employees who perform duties are prepared to provide immediate care when possible.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthy work environment for all of its employees. In the unfortunate event that a Rock Solid Stabilization & Reclamation, Inc. employee is injured on the job, properly trained Rock Solid Stabilization & Reclamation, Inc. employees will respond and provide life sustaining care until paramedics or other emergency responders arrive.

PROCEDURE:

If the injury does not require a call to 911, we can utilize: Triage Nurse Program

1-844-334-6470. A nurse will discuss the injury over the phone with the injured worker to determine what level of medical care is required.

Emergency & First Aid Care:

Rock Solid Stabilization & Reclamation Inc. is responsible for ensuring that injured employees are cared for, and employees who voluntarily receive training from a qualified CPR/ AED/ First Aid trainer are adequately prepared to provide prompt and sufficient care. In the event of a life threatening injury or illness, these employees may voluntarily respond and provide care to the injured or ill employee. The company does not require that employees provide care; the decision to do so is entirely voluntary.

Notification:

Follow the procedure for Reporting Work Related Injuries regarding reporting and summoning emergency assistance found later in this safety manual.

First Aid Supplies:

Each crew carries at least one first aid kit. supervisor will inventory the supplies in the first aid before mobilizing a job site and weekly on jobs of more than one week duration. First aid supplies will be contained in a weather resistant, sealable package or container.

Emergency Eye Washes & Showers:

The supervisor will identify the locations of the nearest emergency eye washes and showers, if any, in the areas where they will be working in order to facilitate the emergency flushing of eyes or drenching of the body in the event of an accidental chemical splash.

Triage Nurse Program

If the injury does not require a call to 911, Rock Solid Stabilization & Reclamation, Inc. employees can utilize: Triage Nurse Program 1-844-334-6470. A nurse will discuss the injury over the phone with the injured worker to determine what level of medical care is required.

Emergency Phone Numbers:

The supervisor will identify local emergency phone numbers for EMS, fire, and police. Those numbers will be documented and maintained by the supervisor.

Transportation of Injured Employees:

Requirements regarding the transportation of injured persons are found in the requirements for Reporting Work Related Injuries in this safety manual. Injured employees will not be allowed to transport themselves to the hospital or clinic.

8. Emergency Action Plan

PURPOSE: The purpose of this policy is to provide Rock Solid Stabilization & Reclamation, Inc. employees and management with the information necessary to safely and properly respond to internal and external emergencies that affect the health and safety of employees and provide them with requirements concerning fire protection at Rock Solid Stabilization & Reclamation, Inc. job sites.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. All employees must become familiar with the following fire protection requirements and emergency plans and their responsibilities in the event an emergency occurs that threatens Rock Solid Stabilization & Reclamation, Inc. employees, a job site, and company operations.

RESPONSIBILITIES:

- ***Management:***

Rock Solid Stabilization & Reclamation, Inc. management has overall responsibility for the safety of company employees, job sites, and operations in the event of an emergency. Management has assigned **the Project Supervisor as the *Emergency Response Coordinator at jobsites*,** who is responsible for ensuring that the instructions in this plan are implemented in a timely manner once the emergency situation becomes apparent and for handling communications to emergency response agencies.

- ***Supervisors:***

Rock Solid Stabilization & Reclamation requires that Supervisors must familiarize all project employees with site specific emergency action procedures prior to the commencement of work activities as described in the job site mobilization process. They will also ensure prompt communication of all project emergencies and that necessary actions are taken.

- ***Employees:***

Employees of Rock Solid Stabilization & Reclamation, Inc. are responsible for becoming familiar with this procedure and specific job sites emergency action procedures. Employees are also responsible for following the instructions of Rock Solid Stabilization & Reclamation, Inc. foremen or other key personnel during the actual emergency.

- ***Management and Employees:***

The primary objective during any emergency is the preservation of life. In the event of any emergency, the first priority is to protect the lives of all persons affected. No employee, or member of management, must put their health or safety at risk during an emergency. Additionally, no employee or member of management must put their health or safety at risk by taking any action to rescue another person that may be in imminent danger as a result of the emergency.

EMERGENCY PROCEDURES:

Evacuation Routes:

If it becomes necessary to safely evacuate a job site because of an emergency, evacuation routes away from emergency scenes and response activities need to be quickly utilized. All employees must become familiar with the evacuation routes at each specific job site; this information must be provided to employees during job site mobilization process.

Communication System:

Rock Solid foremen must immediately communicate the extent and type of emergency to all Rock Solid employees at a project and affected people in the area. Communication of the existence of an emergency should be by radio or whatever means the foremen has to announce the emergency, including air horns, cell phones or any other feasible means that may be available at job sites.

All emergencies must be communicated to the Rock Solid office as soon as feasible.

Phone numbers for emergency services including the fire department, the police, emergency services, etc. must be available at each Rock Solid project as described in the company's Job Site Mobilization Procedure.

Medical Emergencies:

All life threatening or serious injuries involving a Rock Solid employee require the immediate notification of the 911 operator or local ambulance service. Rock Solid foremen must ensure such notification is immediately made.

In the event a Rock Solid employee receives a serious injury that requires medical treatment or evaluation, the supervisor must ensure immediate transportation to the nearest healthcare facility is provided. Injured employees must never be allowed to transport themselves.

Injuries that present exposures to bodily fluids such as blood, for example, must always be handled with extreme caution. Rock Solid employees must avoid direct contact with blood or bodily fluids of another individual. All Rock Solid employee exposures to blood or bodily fluids of another individual must be reported immediately to the Rock Solid office.

First-aid kits must remain fully stocked and readily accessible at all times at each project. The Rock Solid project supervisor must ensure the medical devices obtained from the first-aid kit are replenished as needed.

Fire & Chemical Spill Emergencies:

Upon discovery of a fire or chemical spill, the Rock Solid project supervisor must ensure all employees leave the immediate area and inform other site personnel of the emergency in the area. If it is safe using fire extinguishers, spill kits and other suitable devices available. Rock Solid to do so, and if the fire or chemical spills are small in nature, the Rock Solid project supervisor must safely contain or prevent the spread of the fire or spill into other areas of the project employees who are trained in the proper procedures for dealing with small chemical spills will be expected to handle and clean-up the spills.

Rock Solid employees operating equipment that can be shut down in the immediate area where they are working can do so, ***but only if it is safe to do so***, as they prepare to evacuate the area.

The Rock Solid project supervisor must ensure all employees evacuating the construction project assemble in areas located a safe distance from the emergency; the supervisor

must inform all affected employees to remain at least 100’ away from emergency operations as well, including firefighting activities.

Rock Solid project supervisors are responsible for taking a head count of the Rock Solid employees at a job site to determine if all employees are accounted for.

Severe Weather Emergencies

If the onset of severe weather is expected, such as dangerous thunderstorms or tornadoes, the Rock Solid project supervisor must monitor local radio newscasts to keep updated on the location and movement of weather conditions.

If radio broadcasts, or activation of local emergency horns, indicate the approach of a tornado, the Rock Solid project supervisor must immediately notify all project employees using whatever means necessary.

The project supervisor must assemble all site employees in shelter areas designated during jobsite mobilization set-up based on varying conditions. All Rock Solid employees must relocate to an interior portion of the construction project or facility away from glass windows and doors.

Rock Solid employees working on top of equipment, or any other outdoor or elevated work platform must be instructed to stop work and seek shelter inside of a structure.

Rock Solid project supervisors are responsible for taking a head count of the Rock Solid employees at the project to determine if all employees are safely located.

Outside Services Communication:

The Rock Solid project supervisor must meet the first responding unit from the fire department as they arrive to the emergency. The project supervisor will communicate the nature, location, and extent of the emergency at the project.

Other pertinent information, such as the location of any stored chemicals or flammable liquids and gases, etc. must also be communicated to the responding fire department official by the Rock Solid project supervisor.

The Rock Solid project supervisor must ensure employees do not speak to a reporter from any radio, television, or newspaper organization that responds to the emergency scene.

If confronted by a news reporting agency at a project during or following an emergency, the Rock Solid project supervisor must never offer speculation regarding any employees unaccounted for, the extent of the damage, or cause of the emergency and offer little in the way of specific information.

Press Communications:

Only the most senior management official or their designee from Rock Solid Stabilization & Reclamation, Inc. must speak to a reporter from any radio, television, or newspaper organization that responds to the emergency scene.

The management official should refer any specifics regarding a fire or chemical spill to the highest ranking official from the responding fire department.

The Rock Solid Stabilization & Reclamation, Inc. representative should **never** offer speculation regarding any employees unaccounted for, the extent of the damage, or cause of the emergency to the press. The management official should be polite but offer little in the way of specific information.

The management official should reassure the press that the situation is in the hands of the responding fire department and that every effort will be made to determine the cause and repair the damage.

Insurance Communications:

As soon as reasonably possible following the emergency, a management official from Rock Solid Stabilization & Reclamation, Inc. should contact the insurance agent or company and inform them of the emergency.

It is important that salvage efforts be taken underway as soon as possible to minimize damage and to aid in re-establishing operations as soon as possible.

FIRE PROTECTION REQUIREMENTS:

Fire Protection:

Due to the nature of several operations and materials that are used and maintained at Rock Solid Stabilization & Reclamation, Inc. job sites, employees must be made aware of the increased potential for fire emergencies at the Rock Solid Stabilization & Reclamation, Inc. projects.

Fire protection requirements outlined as follows must be enforced to reduce potential job site fire hazards:

Portable Fire Extinguishers:

Fire Protection for Ordinary Combustibles & Flammable Liquids:

Rock Solid Stabilization & Reclamation, Inc. management is responsible for ensuring that adequate portable fire extinguishers are available at a job site. Rock Solid Stabilization & Reclamation, Inc. employees should have an extinguisher available in all work areas where the potential for a small fire exists as a result of conducting certain tasks. Each Rock Solid Stabilization & Reclamation Inc. equipment truck is equipped with at least two portable fire extinguishers.

Fire Extinguisher Maintenance and Use:

- All portable fire extinguishers must be properly inspected and maintained. Seals must be placed on extinguishers that are ready and available for use.
- All portable fire extinguishers must be easily accessible at all times.
- Employees must avoid placing fire extinguishers too close to the hazard being protected so the extinguisher can be accessed in the event of a fire.
- Used, expired, missing or inoperative fire extinguishers must be reported to a Rock Solid Stabilization & Reclamation, Inc. supervisor as soon as possible.
- Fully charged fire extinguishers should be available and placed in service in the event fire extinguishers are used, expired, missing or inoperative.
- Used, expired, inoperative, empty, or damaged fire extinguishers must be serviced as early as possible to ensure availability of supply.

Safe Work Practices for Welding & Torch Operations:

Welding and torch operations require the use of highly flammable gases such as propane that is stored in compressed gas cylinders. Basic fire protection precautions must include preventing the accumulation of ordinary combustible materials (i.e., paper, trash, wood, etc.) near hot work operations.

Employees must conduct hot work at safe distances from stored flammable liquids such as propane, mineral spirits, gasoline, etc. to reduce any risk for fire and explosion.

Flames, heat and sparks caused from hot work must be kept away from compressed gas cylinders and hoses at all times.

Employees who perform torch or weld work must maintain adequate fire protection (i.e., water, fire extinguishers, etc.) during hot work operations.

Compressed gas cylinders must be stored and handled in accordance with OSHA requirements.

Civil Unrest

Know when civil unrest is approaching. There are a few ways to know that unrest might be approaching.

Watch the news. When you turn on the news, look for any signs of increasing hostility toward one group, company, or area. Log onto social media. Oftentimes, social media platforms such as Twitter or Instagram can provide breaking information faster than traditional news outlets.

Posts from traditional media and other residents, local governments and emergency services often have social media accounts. These provide up-to-date and reliable information from a trusted source.

When unrest breaks out, you must have an easily accessible meeting point where you can reunite with your coworkers or family. You might even consider having a backup plan in case your meeting point becomes inaccessible due to the event. Regardless of the point you choose, it should be easily accessible from several locations and situated in a non-congested area.

Protestors

At some of our job site we may encounter protestors. Keep your distance from the protestors. If the protestors approach you, keep your distance and do not argue with the protestors. If the situation becomes unsafe leave the job site and notify the project management and the safety department.

Employee Training:

On an annual basis, at minimum, employees will receive training regarding the procedures contained Rock Solid Stabilization & Reclamation, Inc. emergency action and fire prevention plan.

9 Reporting Work Injuries and Return to Work Program

PURPOSE: To provide requirements and guidelines for the reporting, investigation, and recording of all occupational injuries and illnesses and to provide Rock Solid Stabilization & Reclamation, Inc. management with the guidelines necessary to locate treatment for injuries and returning injured employees to full duty, or restricted work activity, as soon as possible following an occupational injury.

POLICY: It is the policy of Rock Solid Stabilization & Reclamation, Inc. to require the immediate treatment, investigation, and reporting of all accidents, injuries, and job related illnesses involving Rock Solid Stabilization & Reclamation, Inc. employees while on the job. Failure to comply with this procedure can result in disciplinary action, including termination.

PROCEDURE:

Treatment of Occupational Injuries:

Life Threatening or Serious Injuries:

All life threatening or serious injuries involving a Rock Solid Stabilization & Reclamation, Inc. employee require the immediate notification of the 911 operator, or local ambulance service. Those employees or persons in the area that are trained in CPR / AED, or first aid may provide assistance.

in sustaining the injured employee until an ambulance arrives.

Once emergency services have been summoned, a Rock Solid Stabilization & Reclamation, Inc. supervisor be contacted and notified of the emergency. Rock Solid Stabilization & Reclamation, Inc. management will arrange for a company representative to go to the hospital where the injured employee has been taken to determine the status of the injured or ill employee.

The designated member of management will determine if the injured employee's family has been contacted regarding the emergency. He or she will either contact the injured employee's family or arrange for hospital staff to make the contact and will remain at the hospital to meet the injured employee's family. A Rock Solid Stabilization & Reclamation, Inc. representative must reassure the family that the company will handle all matters related to the emergency, including medical bills, pay for time off, etc., if the emergency is CLEARLY work related.

Non-Life Threatening or Non-Serious Injuries:

In the event a Rock Solid Stabilization & Reclamation, Inc. employee receives an injury that requires medical treatment or evaluation, that employee must be taken to the nearest designated medical clinic or hospital. The employee must never be allowed to transport himself, or arrange for transportation, to the clinic for initial treatment or evaluation.

If necessary, the representative may need to arrange for transportation of the injured employee back to work or to his home.

Notification:

Employees' Responsibility:

The first priority in the event of an injury is to ensure that the injured employee receives the appropriate first aid or medical treatment. Reporting activities must only be initiated once appropriate medical treatment has been obtained.

It is the responsibility of all Rock Solid Stabilization & Reclamation, Inc. employees to immediately report to a company supervisor the occurrence of an injury while at work. Each injured Rock Solid Stabilization & Reclamation, Inc. employee will be expected to complete the Employee Accident Report form in this procedure.

Management & Office Responsibility:

Upon notification of an accident resulting in injury to a Rock Solid Stabilization & Reclamation, Inc. employee, the office must be contacted immediately. A Rock Solid Stabilization & Reclamation, Inc. supervisors must complete the Supervisor's Report of Injury form that can be found in the Forms section of the Rock Solid Stabilization & Reclamation, Inc. safety manual. Information will be based on information provided by the injured employee and/or witnesses. Required incidents must be reported to OSHA within 8 hours and to the client (host facility) within 24 hours.

Accident Investigation:

It is the responsibility of Rock Solid Stabilization & Reclamation, Inc. to completely and thoroughly investigate the occurrence of all injuries and accidents that occur during work. The company may seek the guidance of outside resources in the event of a serious or complicated situation or if there is reason to believe that fraud is involved.

The primary objective of all accident investigation and reporting is the identification of the factors that caused the accident to occur. Such factors may include a lack

of training of the injured employee, improperly maintained equipment, violation of a safety rule or safety procedure, or commission of an unsafe act by the injured person or other employee. Once all causes have been identified and examined, the company must identify and implement corrective measures designed to prevent the recurrence of a similar accident in the future. The reporting and investigation process must not be considered complete until corrective action has been completed.

Upon receipt of all pertinent information, a Rock Solid Stabilization & Reclamation, Inc. supervisor will prepare the first report of injury form and forward to the appropriate state agency for all injuries that require reporting. Notification will be provided immediately to the claims department of the insurance carrier via fax, or phone, or both.

The company must be responsible for auditing the timeliness and completeness of accident reporting. If an audit determines that a Rock Solid Stabilization & Reclamation, Inc. employee has failed to report an on the job injury, that employee is subject to disciplinary action, including possible termination.

Return to Work Programs

Restricted Work Activity:

A Rock Solid Stabilization & Reclamation, Inc. manager must communicate to the treating physician that restricted work activity (light duty) is available for the injured employee. The manager must request in writing the specific physical restrictions or limitations placed on the employee by the physician. Unless the restrictions call for bed rest or a total restriction of activity, a company manager must request that the employee be returned to work on a restricted basis. If the physician has any specific questions concerning the restricted work activity program, the doctor should be requested to contact the Rock Solid Stabilization & Reclamation, Inc. office for additional information.

If the employee is returned to work on a restricted basis, Rock Solid Stabilization & Reclamation, Inc. will attempt to find a job or task that is within the physical limitations imposed by the physician.

All absences from work for an injured employee that has been released to work with restrictions must be treated as personal absences and not as days away from work as a result of the occupational injury when light duty has been offered to the injured employee.

Rehabilitation:

When applicable Rock Solid Stabilization & Reclamation, Inc. will support all efforts necessary to facilitate the rehabilitation of the injured employee. The emphasis of the

rehabilitative program will be to return the injured employee to work at the same capacity as before the injury occurred. The injured employee is expected to arrange treatment dates and times around their work schedule, wherever possible.

Suspicious Claims:

There may be situations where a claim appears to be suspicious in nature. Possible indications include:

- Late reporting of the claim
- Unwitnessed fall or strain
- Injuries reported at start of shift
- Vague descriptions of what caused the injury
- Physician finds no evidence of injury

If a claim appears to be suspicious in nature, the insurance company claims adjuster must be contacted immediately and notified of the suspicious nature of the claim. The insurance company may determine that surveillance is necessary and early intervention is critical.

Rock Solid Stabilization & Reclamation, Inc. will not tolerate fraudulent workers' compensation claims and will take appropriate action if fraudulent claims are discovered.

OSHA 300 Form & Summary of Occupational Injuries and Illnesses:

Rock Solid Stabilization & Reclamation, Inc. must be responsible for maintaining the OSHA 300 Forms and Summary of Occupational Injuries and Illnesses. Entries must be made for all injuries and illnesses that require more than first aid treatment and recordable by OSHA definition. The log must be kept current as injuries occur during the calendar year.

The log must be posted where all employees can read it no later than February 1 the following year and must remain in place until at least May 1. The OSHA 300 Forms must be kept on file in the office for at least 5 years following its completion.

10. Reporting Unsafe Conditions & Work Practices

PURPOSE: To provide requirements and guidelines for the reporting, investigation, and correction of all unsafe work conditions and practices that affect Rock Solid Stabilization & Reclamation, Inc. employees. The purpose of the procedure is to identify all such unsafe work conditions and practices before they result in an incident or injury.

POLICY: It is the policy of Rock Solid Stabilization & Reclamation, Inc. to require the immediate reporting of all unsafe work conditions and practices by all Rock Solid Stabilization & Reclamation, Inc. employees. Rock Solid Stabilization & Reclamation, Inc. will investigate all reported unsafe conditions and work practices and determine the necessary corrective action to eliminate or reduce the exposure to injury from all such reported conditions and work practices. Failure to comply with this procedure can result in disciplinary action, including termination.

PROCEDURE:

Responsibilities:

Employees' Responsibility:

All Rock Solid Stabilization & Reclamation, Inc. employees receive safety training beginning with new hire orientation safety training, toolbox safety talks, and specialized safety training in accordance with the work they will be performing and the hazards that they will be exposed to. This training identifies the hazards associated with their work and the procedures or methods necessary to protect from such hazards.

All employees are required to report to their supervisor the observation or presence of any perceived unsafe work conditions or practices. This includes hazards to which the observing employee may not necessarily be directly exposed. If it is determined whether employees were aware of an unsafe condition or work practice and failed to report it, the employee will be subject to disciplinary action, including possible termination.

Management Responsibility:

Upon notification of a reported unsafe work condition or work practice, the onsite supervisor must investigate the reported condition or work practice immediately. The Rock Solid Stabilization & Reclamation, Inc. supervisor must correct the unsafe condition or work practice immediately, if possible. If necessary, Rock Solid Stabilization & Reclamation, Inc. employees, should be removed from the hazard. This may involve a relocation of those affected employees or a suspension of work, depending upon the hazard identified.

In many cases, the corrective action involves the correction of an employee's unsafe behavior. This may be as simple as the failure of the employee to utilize personal protective equipment such as eye protection.

When unsafe behaviors are identified, the supervisor should consult the Rock Solid Stabilization & Reclamation, Inc. procedure for disciplinary action for safety violations or violations committed by employees or contractors.

In the event the corrective action involves correction by a contractor, the Rock Solid Stabilization & Reclamation, Inc. supervisor should contact the representative for the contractor to communicate the existence of the unsafe condition or work practice. Work should be modified or suspended until such time that the contractor corrects the observed unsafe condition or work practice.

11. Reporting Motor Vehicle Accidents

PURPOSE: To provide requirements for the reporting, investigation, and recording of all motor vehicle accidents involving Rock Solid Stabilization & Reclamation, Inc. vehicles or motor vehicle accidents involving personal vehicles that occur during the conduct of business for Rock Solid Stabilization & Reclamation, Inc.

POLICY: It is the policy of Rock Solid Stabilization & Reclamation, Inc. to require the immediate and accurate reporting of ALL motor vehicle accidents involving Rock Solid Stabilization & Reclamation, Inc. vehicles or accidents that occur during the conduct of business for Rock Solid Stabilization & Reclamation, Inc. Failure to comply with this procedure can result in disciplinary action, including termination.

PROCEDURE:

- **Notification of Motor Vehicle Accidents:**

Driver's Responsibility:

The first priority in the event a motor vehicle accident occurs involving a Rock Solid Stabilization & Reclamation, Inc. employee is to seek immediate medical attention for all injured persons. Reporting activities must only be initiated once appropriate medical treatment has been obtained. In all cases where an accident occurs involving a Rock Solid Stabilization & Reclamation, Inc. employee and another vehicle, immediate notification of the local police or law enforcement agency is required.

It must be the responsibility of all Rock Solid Stabilization & Reclamation, Inc. employees to contact the office immediately. Each Rock Solid Stabilization & Reclamation, Inc. vehicle must contain an accident reporting form. The automobile accident report is found in the form's sections of this manual. The driver must complete all applicable questions on the form in the event an accident occurs. The completed form, and a copy of the completed police report, if available, should be taken immediately to the office.

Supervisor's Responsibility:

Upon notification of an accident resulting in injury to either a Rock Solid Stabilization & Reclamation, Inc. employee, or other party involved in the accident, the employee must notify the office immediately by phone. The supervisor must forward all forms to the office, including a copy of the completed police report, if available, within 24 hours. In the event

an accident occurs involving injuries or major property damage, a copy of the completed forms and police report must be provided to the office immediately.

Office Responsibility:

If available, a copy of the report completed by the police department should be forwarded to the insurance company, along with the completed accident report form and other information collected at the time of the accident. Based on information provided in both the driver's completed forms and police reports, the office must determine whether the accident was chargeable. A chargeable accident is one in which the Rock Solid Stabilization & Reclamation, Inc. driver failed to exercise every reasonable precaution to prevent the accident from occurring. An accident may be considered chargeable even if the police do not issue a citation or assess fault for the accident. The occurrence of multiple preventable accidents may invoke the disciplinary process, including possible termination.

Auditing Accident Reporting:

Rock Solid Stabilization & Reclamation, Inc. office must be responsible for auditing the timeliness of accident reporting. Periodic loss runs provided by the insurance carrier will provide the information necessary to determine whether accidents have been reported as required by this procedure.

If an audit determines that a Rock Solid Stabilization & Reclamation, Inc. employee has failed to report a motor vehicle accident, that employee is subject to disciplinary action, including termination.

12. Bloodborne Pathogens Program

PURPOSE: To provide employees with the training and information necessary to protect themselves from the ill effects of bloodborne pathogens. The guidelines in this program were developed to minimize or eliminate exposure to bloodborne pathogens as well as ensure Rock Solid Stabilization & Reclamation, Inc.'s compliance with OSHA's Bloodborne Pathogens Standard.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthy work environment for all of its employees and will ensure that all employees affected by this procedure, receive the training necessary to avoid contact with, properly handle, and dispose of bloodborne pathogens and other potentially infectious materials while at a job site.

PROCEDURE:

- **Bloodborne Pathogens:**

Rock Solid Stabilization & Reclamation, Inc. employees who have received training and instruction in CPR and have been designated by the company to respond to minor injuries will receive training in the hazards and precautions to be taken when exposed to bloodborne pathogens.

Rock Solid Stabilization & Reclamation, Inc. DOES NOT REQUIRE employees to respond and provide emergency assistance to injured employees or others; the decision to do so is entirely VOLUNTARY as such employees voluntarily elect to act as a Good Samaritan in providing care to an injured or ill employee, other worker, or customer. Rock Solid Stabilization & Reclamation, Inc. simply recognizes that those employees who have such training and instruction may encounter situations where contact with human blood or other body fluid could occur; therefore, all employees must be trained in the OSHA Bloodborne Pathogens standard to ensure they're aware of applicable safe work practices and the health risks involved.

There are no other anticipated exposures of Rock Solid Stabilization & Reclamation, Inc. personnel to bloodborne pathogens other than the aforementioned.

Training:

Training in bloodborne pathogens will be provided annually to all affected Rock Solid Stabilization & Reclamation, Inc. employees. The training includes a discussion of the following:

- The OSHA Bloodborne Pathogens Standard
- Description of types and symptoms of bloodborne diseases and exposures
- Modes of exposure to bloodborne pathogens
- Explanation of this exposure control plan
- Explanation of activities and tasks that result in exposure
- Explanation of selection, use, and limitations of PPE
- Proper handling and disposal of contaminated supplies and PPE
- Information on the Hepatitis B vaccination and medical follow up following exposure
- Who to contact in the event of exposure or contact with blood or body fluids
- Training is provided to employees at time of hire and annually thereafter

Exposure Determination:

It is possible that Rock Solid Stabilization & Reclamation, Inc. employees trained in CPR and first aid could be exposed to bloodborne pathogens during the provision of emergency care to injured or ill persons.

Such exposure could occur during care provided for severe bleeding, respiratory arrest, and cardiac arrest. Although employees are furnished with protective gloves and breathing devices, it is possible that exposure could occur to bloodborne pathogens, therefore, this exposure determination assumes exposure even if personal protective equipment is used.

Universal Precautions:

All affected Rock Solid Stabilization & Reclamation, Inc. employees will be required to receive training and to use universal precautions when providing emergency care to injured or ill persons. The universal precautions that employees will be instructed to use include the use of safety glasses, breathing devices, and protective gloves. In the event that these devices are not immediately available, employees will be instructed to utilize any type of material to act as a barrier between them and blood, body fluids and biological waste that may be present.

Engineering Controls & Personal Protective Equipment:

First aid kits are available at all Rock Solid Stabilization & Reclamation, Inc. job sites. Employees are furnished with latex gloves and protective breathing devices. All employees are required to wear safety glasses at all times and have been instructed that safety glasses can prevent the splashing of potentially bloodborne pathogen carrying body fluids into the eyes. This is the personal protective equipment employees have been instructed to use when providing emergency care.

Contaminated personal protective equipment must be properly disposed of and replaced as soon as possible following use. *Requirements for the proper handling and disposal of

PPE and other materials are described later in this procedure. It is the responsibility of the job site supervisor to obtain replacement PPE for their respective first aid kits. All such PPE must be provided at no cost to all Rock Solid Stabilization & Reclamation, Inc. employees.

Hygienic Practices:

Immediately following the provision of emergency care or contact (through accidental splash, etc.), Rock Solid Stabilization & Reclamation, Inc. employees must thoroughly wash their hands and any part of their body that may have been exposed to blood, body fluids or waste material.

Disposal of Contaminated Supplies & PPE:

All bandages, clothing, and personal protective equipment that have been contaminated with blood, body fluids or biological waste must be properly disposed of. The Rock Solid Stabilization & Reclamation, Inc. supervisor must ensure that all such contaminated supplies and PPE are placed in leak-proof bags and a medical waste disposal company is contacted for proper disposal of such waste. Employees must be protected during the disposal and cleanup of such waste and body fluids.

The Rock Solid Stabilization & Reclamation, Inc. supervisor must arrange for the cleaning and decontamination of surfaces containing blood, body fluids, or biological waste material as applicable, and as soon as feasible. Proper disinfecting solutions must be used, and personal protective equipment worn during such decontamination procedures.

Hepatitis B Vaccination:

All Rock Solid Stabilization & Reclamation, Inc. employees trained in First Aid & CPR will be offered and or receive the Hepatitis B vaccination.

Post exposure vaccinations and medical examinations will also be offered to employees that are exposed to blood, body fluids, and biological waste during the provision of emergency care and following contact with potentially infectious material. All vaccinations and medical examinations are offered at no cost to the affected employee.

Recordkeeping:

Rock Solid Stabilization & Reclamation, Inc. maintains records containing the information required in the OSHA standard for all employees that have received bloodborne pathogens training for a period not less than 3 years.

Rock Solid Stabilization & Reclamation, Inc. also maintains medical records in accordance with the requirements set forth in the bloodborne pathogens standard and adheres to the confidentiality requirements of such information. Release of any medical records will be done only upon written consent by the affected employee. Records must be maintained for the length of the person’s employment plus 30 years.

Rock Solid Stabilization & Reclamation, Inc. is responsible for maintaining and ensuring the adequacy of all training and medical records required by the Bloodborne Pathogens Standard.

Medical, training records, and exposure control plans will be made available for examination to the affected employee and the Assistant Secretary of Labor. All such requests for records must be in writing and signed by the employee or the Assistant Secretary of Labor. Rock Solid Stabilization & Reclamation, Inc. may also release such records to anyone that has the written consent of the affected employee.

13. Driving Safety Requirements

PURPOSE: To provide a safe and healthful workplace for all Rock Solid Stabilization & Reclamation, Inc. employees, and to ensure that vehicles are in safe working condition and that employees have received training in the requirements regarding safe operation of vehicles during the conduct of company business.

POLICY: Rock Solid Stabilization & Reclamation, Inc. will provide a safe and healthful workplace for all employees by establishing requirements for the safe operation of vehicles and providing safe vehicles as well as providing training to employees in the safe operation of vehicles. Rock Solid Stabilization & Reclamation, Inc. strictly enforces the rules for the safe operation of vehicles.

RESPONSIBILITIES:

Management:

Rock Solid Stabilization & Reclamation, Inc. management has the ultimate responsibility to ensure that employees who drive company vehicles and personal vehicles during the conduct of work are provided with the instruction and requirements necessary to prevent accidents involving vehicles. Management will ensure that only those employees whose names are included on the "list of qualified drivers" are authorized to drive company vehicles. Rock Solid Stabilization & Reclamation, Inc. will also ensure that a vehicle record (VR) is obtained for each qualified employee driver as a preventive measure to further ensure the safety of employees and other persons on the road.

Drivers:

Each employee driver of the company is responsible for complying with the requirements of this procedure including all rules and requirements attached. Violations of rules and accidents experienced will be subject to the schedule of progressive disciplinary action as described earlier in this safety manual.

PROCEDURES:

Periodic Motor Vehicle Records (MVR) Checks:

Rock Solid Stabilization & Reclamation, Inc. will, at least annually, obtain vehicle reports on all Rock Solid Stabilization & Reclamation, Inc. employees who drive vehicles as part of their responsibilities to determine the prior year's driving history. Citations received during work related periods will be subject to more critical review and may result in disciplinary action, including an employee driver's removal of driving privileges given by the company. Non-work

related citations will be reviewed with the driver as this information is an accurate indicator of a person's driving practices in non-work and work situations.

Records of employees' driving history will be reviewed by the Rock Solid Stabilization & Reclamation, Inc. and will be kept in the employee's personnel file maintained in the office. Violations of the rules attached may result in an employee's reassignment, suspension, or possible termination, based on the seriousness of the violation.

Training:

Each driver must receive training prior to their initial driving assignment. This training must include the following at a minimum:

- Training in the requirements of this procedure
- Training in the procedure covering reporting of automobile accidents
- Training in the disciplinary action that can be taken against a driver who violates this procedure

In an emergency situation, an employee may be required to drive prior to training in the company's defensive driving program; however, the driver must receive defensive driving training within the first month of the driving assignment.

Use of Company Vehicles:

Because of stringent insurance requirements, Rock Solid Stabilization & Reclamation, Inc. employees who are provided with company vehicles should drive their vehicles with as much caution as possible. Vehicles provided are of the correct size and designed for intended use. It is Rock Solid policy that all approved employees use Rock Solid vehicles for their intended use. Vehicles are to be parked or garaged at the employee's residence after work and secured to prevent theft or vandalism of the vehicle, tools, and equipment. Drivers should report any evidence of theft or vandalism to the office immediately.

Reckless/aggressive driving of company owned vehicles will not be tolerated. Employees who drive company vehicles must never operate a vehicle while under the influence of alcohol or illicit controlled substances. All Rock Solid Stabilization & Reclamation, Inc. drivers are expected to comply with the guidelines established in the company's drug and alcohol policy that is contained in the safety manual. Violation of the policy will result in immediate disciplinary action as prescribed.

Vehicle Inspections:

Before conducting business at the beginning of the day, employees will be required to conduct an inspection of their vehicles to ensure safety on the road. The following items, at minimum, should be checked:

- Brakes
- Steering
- Head lights
- Brake lights
- Turn signals and emergency signals
- Tires
- Rear view mirrors
- Windshield wipers
- Seat belts
- Other controls that could jeopardize safety on the road if not functioning properly

Employees will be required to document vehicle inspections by completing a vehicle inspection checklist provided by Rock Solid Stabilization & Reclamation, Inc.; *an Automobile Inspection can be found in the “Forms” section of this safety manual.

Handling Automobile Accidents:

Each accident involving a Rock Solid Stabilization & Reclamation, Inc. owned vehicle will be thoroughly documented, evaluated, and investigated. The company will assign, in every accident evaluation and investigation situation, a committee consisting of three (3) Rock Solid Stabilization & Reclamation, Inc. personnel to determine whether an accident is chargeable to an employee. Automobile accidents will be evaluated and investigated based on availability of the following:

- Police reports
- Witness statements
- Employee statements
- Citations issued

Chargeability for auto accidents involving company vehicles must be based on the following:

- Driver neglect to operate a vehicle safely
- Citation(s) issued for moving violation that may have contributed to accident
- Positive results for alcohol or substance use
- Police reports, witness statements and employee statements

The total amount of damages incurred will not have any bearing on chargeability for a vehicle accident. Each accident will be documented on the Vehicle Accident Report found in the “Forms” section of this safety manual and evaluated fairly, and each case will be treated consistently and within the guidelines set forth in this policy.

Accident Reporting:

Each employee driver will be expected to comply with the automobile accident reporting requirements detailed in the Rock Solid Stabilization & Reclamation, Inc. Reporting Automobile Accidents policy. Each driver will be provided with information contained in the procedure as well as information contained in this procedure during training sessions provided to employees by the company.

Violations Subject to Disciplinary Action / Termination:

The following list includes, but is not limited to, examples of violations that may be subject to disciplinary action, up to and including suspension of company driving privileges and termination:

- Driving while under the influence of, or in possession of, any alcoholic beverage or illicit controlled substance
- Insubordination, assault, or damage or injury to any customer, employee, or customer involving a company vehicle
- Intentional destruction, misuse or abuse of company vehicles
- Two or more moving violations in company vehicles that resulting in convictions within a twelve month period
- Any license suspension or revocation
- Two or more minor accidents involving a company vehicle within a twelve month period
- One serious accident involving a company vehicle within a twelve month period

Rock Solid Stabilization & Reclamation, Inc. will administer disciplinary action for accidents involving company vehicles in the progressive manner as follows:

- First violation will result in a written notice that will be discussed with the employee and then placed in the employee's personnel file
- Second violation will result in a written notice that will be discussed with the employee and then placed in the employee's personnel file
- Third violation will result in a written notice that will be discussed with the employee and then placed in the employee's personnel file and a suspension of driving privileges for a period to be determined by Rock Solid Stabilization & Reclamation, Inc. management
- Fourth violation will result in a written notice that will be discussed with the employee and then placed in the employee's personnel file and a suspension of driving privileges and a suspension without pay for a period to be determined by Rock Solid Stabilization & Reclamation, Inc. management

Nothing in this policy is construed to prohibit Rock Solid Stabilization & Reclamation, Inc. from its responsibility to maintain a safe and secure work environment for its employees, nor does this policy prohibit the company from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of their having arisen out of the misuse of vehicles or failure to drive in a defensive manner or both.

General Rules of Operation:

Employees who drive Rock Solid Stabilization & Reclamation, Inc.-owned vehicles will be expected to comply with applicable Federal, State, Local and company driving safety requirements as applicable. The following driving safety rules must be followed at all times:

- The driver will be required to conduct an inspection of the vehicle prior to driving to ensure safety on the road
- Seat belts must be worn by the driver and all passengers at all times
- The driver must obey all traffic warning signs, signals, and rules of the road
- Vehicles must be locked, and keys removed when parked for any length of time

Vehicle Loading Requirements:

All pick-up trucks and vehicle attachments used for pulling or transporting equipment, tools, etc. must be kept clean of trash and debris. Vehicles that haul equipment or material must be carefully inspected and secured to protect the load from being lost on the roadways. This creates potential for severe roadway accidents, and failure of a driver to ensure this practice must result in disciplinary action.

Defensive Driving Techniques:

Skillful operation of a vehicle is often not enough to avoid accidents. Employee drivers must understand that it is necessary to practice driving techniques that provide them with a defense against the mistakes of other drivers.

Employees must ensure the following defensive driving practices are applied when behind the wheel of vehicles driven during the conduct of business:

- AIM HIGH IN STEERING - look well ahead, size up the situation, get the whole picture.
- LEAVE YOURSELF AN OUT - plan an escape route; avoid setting up or getting yourself into hazardous situations.
- MAINTAIN CONTROL - maintain control of your vehicle at all times; adjust for adverse road or weather conditions.

- ANTICIPATE - anticipate the actions and mistakes of other drivers; assume other drivers will do the unthinkable; assume the other driver does not see you.
- DEVELOP A DEFENSE - develop defensive actions for the anticipated mistakes of other drivers and pedestrians.
- SIGNAL YOUR INTENTIONS EARLY - let other drivers know your intentions early; don't make mistakes.

The following include but are not limited to fundamental defensive driving techniques for typical driving situations; such will be included in training provided to employee drivers by Rock Solid Stabilization & Reclamation, Inc.

Oncoming Vehicles:

- Stay alert; keep eyes scanning well ahead
- Watch for signs from other drivers
- React early; reduce speed, veer to right & off road if necessary to avoid a head on collision

Following Another Vehicle:

- Watch situations developing ahead of the vehicle immediately in front of you
- Watch for signs from other drivers
- Allow at least one car length between you and the vehicle ahead for every 10 mph of speed
- Leave yourself an out; don't get boxed in with no escape route
- Begin slowing down and stopping early

Vehicle Behind You:

- Check rear view mirrors frequently
- Signal your intentions to turn or stop well in advance
- Stop smoothly
- Encourage tailgaters to pass; pull over if possible

Intersections:

- Approach and cross intersections with caution
- Note traffic light operation while still some distance from the intersection
- Start slowly on green light; expect other driver to "run the red light"
- Signal your intentions well in advance
- Assume other drivers may not yield the right-of-way even though you have it

Passing:

- Allow sufficient distance to pass safely
- When in doubt, do not pass

- Signal your intention to pass
- Consider your blind spot and other driver's blind spot
- Signal your intentions to return to the lane after passing
- Don’t return to the lane until you see all passed vehicles in rearview mirror

Being Passed:

- Slow down to assist the other driver in passing
- Before turning or beginning to pass another vehicle, check to be sure that you are not being passed

Backing:

- Avoid backing as much as possible by parking in spots which do not require backing
- Walk completely around your vehicle before backing to check clearances and obstructions
- Use a helper or spotter to direct backing if the situation is unsafe
- Use all mirrors frequently during backing maneuvers

Defensive Parking:

- If a space is too tight, find another space
- Avoid parking next to vehicles which are not parked straight in their space
- Don't park where your vehicle can be easily hit by backing vehicles
- Look inside mirrors and over your shoulder before opening doors into traffic lanes

Summary:

The primary basis of defensive driving is to always assume that other drivers on the road are not as attentive as they should be and to expect them to make mistakes that will put Rock Solid Stabilization & Reclamation, Inc. employees in jeopardy. By maintaining a defensive attitude, employees will be prepared to take appropriate action to avoid accidents caused by other drivers’ mistakes.

14. Mobile Equipment Safety

PURPOSE: The purpose of this procedure is to provide requirements for the safe operation and use of mobile equipment at Rock Solid Stabilization & Reclamation, Inc. job sites. These procedures apply to the use of all mobile equipment and trucks operated in off road situations at Rock Solid Stabilization & Reclamation, Inc. job sites.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure provides requirements for the safe use and operation of heavy equipment and trucks operated off road during the performance of work.

PROCEDURES:

- **Type of Mobile Equipment Operated:**

Rock Solid Stabilization & Reclamation, Inc. frequently operates mobile equipment. The types of heavy equipment operated by Rock Solid Stabilization & Reclamation Inc. include but aren't limited to:

- Pneumatic Tankers
- Spreaders
- Water trucks
- Reclaimers
- Padfoot compactors
- Motor grinders
- Smooth drum rollers

- **Operator Qualifications:**

Each employee who operates mobile equipment for Rock Solid Stabilization & Reclamation, Inc. will have received specific instruction and training in the use of that machine. Such training may be provided by the operator's union or through internal company training in connection with the safe operating procedures established by the manufacturer of the equipment.

Rock Solid Stabilization & Reclamation, Inc. site supervision is responsible for monitoring the safe operation and competency of all employees who operate such equipment for the company. Unsafe or incompetent operation of such equipment will result in a reassignment of the equipment operator or replacement with another qualified candidate.

- **Equipment Inspection:**

Rock Solid Stabilization & Reclamation, Inc. requires each equipment operator to thoroughly perform a pre-use inspection prior to operating the machine. This pre-use

check is used to identify any malfunctioning systems that could affect safety or other mechanical defects that could adversely affect the operation of the machine. This pre-use check is required to be performed by each operator prior to commencement of their assigned shift.

Inspections must also be performed to determine if the dry chemical, portable fire extinguisher provided on each machine is properly charged and ready for use in the event of a fire.

- **Electrical Safety:**

Clearance Distances:

The Rock Solid Stabilization & Reclamation, Inc. supervisor or superintendent is responsible for surveying job site hazards during the job site mobilization process. One critical hazard they must identify is the location of dangerous utilities in areas where equipment is to be operated. Such utilities include underground and overhead power lines, underground gas lines, and any other underground or above ground pipeline of conveyance that contains hazardous or dangerous substances.

If such a survey determines that equipment must be operated in close proximity to overhead power lines, those lines will either be moved or deenergized and grounded at the owners or customer's expense.

Equipment operators are instructed during training not to work any closer than 10' from overhead power lines for electrical systems less than 50 kV and 35' for electrical lines in excess of 50 kV. In no case is an operator to come closer than 10' of any overhead power line, even if those lines have protective sleeves or covers, as long as they remain energized.

15. Hazard Communication Program & GHS

PURPOSE: To provide a safe and healthful workplace for all Rock Solid Stabilization & Reclamation, Inc. employees and to ensure that the hazards of all chemicals used or handled are communicated to employees, and others, that may be exposed either through routine handling, or as a result of a foreseeable emergency. This communication must be accomplished through container labeling safety data sheets and/or safety data sheets, and appropriate information and training programs.

POLICY: Rock Solid Stabilization & Reclamation, Inc. maintains a safe and healthful workplace and will ensure that employees receive training in chemical exposure recognition, the physical and health hazards of the chemicals in the work area, measures that they can take to protect themselves from chemical hazards, and training in locating and obtaining safety data sheets for all hazardous chemicals at each location.

Employee Rights under the Hazard Communication Standard

- The requirements of the Hazard Communication Standard.
- Operations in their work area where hazardous substances are present.
- The location of the written Hazard Communication Program, the list of hazardous substances, and the required SDS file.
- To have labels present on containers of hazardous chemicals.
- To have access to Safety Data Sheet (SDS) for each hazardous chemical stored in your work area.
- To receive training & information required by the Hazard Communication program.
- To be provided with access to the written Hazard Communication Program.

Employee Responsibilities

- It is absolutely essential for each affected Rock Solid Stabilization & Reclamation, Inc. employee to participate in the Hazard Communication program to ensure its success. Each employee should:
    - Be alert to potential hazards of all hazardous chemicals in the workplace.
    - Consult safety data sheet (SDS) for specific chemical information.
    - Read product labels.
    - Become familiar with the written Hazard Communication Program and pictogram labels.
    - Follow safe work practices established to protect their health and safety.

- Individual employees are responsible for maintaining the labels on the containers, and for training their employees on the hazards listed on the labels in the workplace.

Definitions:

"Chemical" means any element, chemical compound, or mixture of elements and/or compounds that may or may not present a health or physical hazard.

"Employee" means a worker, including a contract worker, who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

"Employer" means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including subcontractors. (Rock Solid Stabilization & Reclamation Inc.)

"Exposure" or "Exposed" means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential exposure.

"Foreseeable Emergency" means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that could result in an uncontrolled release of a hazardous chemical into the workplace.

"Hazardous Chemical" means any chemical with physical hazard or health hazards.

"Hazard Warning" means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazard(s) of the chemical(s) in the container(s).

"Health Hazard" means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, and neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

"Physical Hazard" means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Emergencies Involving Hazardous Chemicals:

- Spills or accidental releases of hazardous chemicals must be reported at once to a supervisor. In the event a release of hazardous chemicals occurs as a result of a broken or spilled container, or other incident, employees not trained in small spill cleanup procedures will be instructed to evacuate the affected area.

- Employees, or maintenance personnel, that have received training in small spill cleanup procedures will, under the guidance of their supervisor, absorb, neutralize, or otherwise control spills of hazardous chemicals that occur in the immediate release area.

- In the event a spill or release occurs that is beyond the capability to control through absorption or neutralization, all employees will be instructed to evacuate the immediate work area. Assistance in controlling and cleaning up the spill will be summoned from outside sources according to the company's emergency action plan.

Hazard Communication Standard

Chemicals in the Workplace

- Rock Solid Stabilization & Reclamation, Inc. handles, uses, or has employees who are exposed to products that contain potentially hazardous chemicals. Knowledge of the potential hazards of these materials is critical in order to understand the proper storage, use, and handling methods, as well as understanding what to do in the event of spills.

- The federal OSHA Hazard Communication Standard was established to provide information about chemical products handled in the workplace so that employees are aware of their potential hazards and informed of the necessary safe handling procedures and work practices. The goal of the Hazard Communication Standard is to reduce illnesses and injuries caused by overexposure to chemicals in the workplace.

- The Standard requires that all chemical products be evaluated by the manufacturer and that hazard information be made available to employees through the uses of warning labels and pictograms, Safety Data Sheets, and employee training.

Hazard Evaluation

Chemical manufacturers are required to review the available scientific data concerning the hazards of the chemicals they produce, and to communicate this information to employers that distribute or use their products.

Each chemical product is to be evaluated for its potential to cause adverse health effects (caused by irritants, corrosives, sensitizers, etc.) and its potential to pose physical hazards (caused by flammable materials, compressed gases, oxidizers, etc.)

Written Hazard Communication Program

The Hazard Communication Standard requires employers to develop, implement, and maintain at the workplace, a written, comprehensive hazard communication program. The program must include requirements for container labeling, SDS, lists of chemicals in the work area, and employee training. A copy of this Rock Solid Stabilization & Reclamation, Inc. Communication Program is available in the company safety manual maintained in the office.

Safety Data Sheets (SDS)

Rock Solid Stabilization & Reclamation, Inc. maintains a listing of all hazardous chemicals and ensures safety data sheet (SDS) are available for each hazardous chemical present at a job site, including fluids from automobiles (i.e., antifreeze, motor oil, etc.), battery acid, spray finishing, painting supplies, and products used for cleaning and other important activities. SDS will be maintained in an online database and a binder accessible to all employees. The binder is currently located in the Rock Solid Stabilization & Reclamation, Inc. business office. The hazard communication program coordinator is responsible for ensuring that the book of SDSs is maintained as items containing hazardous chemicals are added or deleted from the list.

It is the responsibility of the Rock Solid Stabilization & Reclamation, Inc. representative(s) who purchases supplies and materials for the company to ensure that a safety data sheet or safety data sheet is obtained and distributed for all products that contain a hazardous chemical. No new supply or material is to be purchased without first obtaining a safety data sheet.

How to Obtain a Copy of an SDS

Rock Solid Stabilization & Reclamation, Inc. maintains copies of SDSs for all products that contain a hazardous chemical or chemicals which are maintained electronically or in a binder the main office. Employees may request a copy of an SDS at any time; all Rock Solid Stabilization & Reclamation, Inc. employees have unrestricted access to such information.

Manufacturers of the products that require a safety data sheet will supply revised SDS. The Rock Solid Stabilization & Reclamation, Inc. hazard communication program coordinator will remove the outdated MSDS and insert the updated SDS. The coordinator will also ensure that safety data sheet is obtained and placed in the book as new products are added to inventory or purchased for use.

How to Read a SDS

The SDS is the heart of the Hazard Communication Program. It is each employee's responsibility to know when to consult a SDS, how to read and interpret the information it contains, and how to locate the SDS information at the work place. If an employee is not sure, he/she must consult the Rock Solid Stabilization & Reclamation, Inc. hazard communication program coordinator.

When to Consult a SDS

- ✓ Before handling any hazardous material
- ✓ When there are specific questions about a hazardous material that is handled
- ✓ In case of an emergency involving a hazardous material
- ✓ To answer questions concerning proper storage and handling of any hazardous material

Chemical manufacturers must develop a Safety Data Sheet (SDS) for each hazardous substance they produce and must provide the SDS automatically at the time of the initial shipment of a hazardous chemical to a downstream distributor or user, and anytime, thereafter, that there is a change. This SDS must follow a standard 16 Section format shown below. Since the SDS is the primary source of this chemical safety information, the SDS must be accessible by all employees at any time it is needed.

Under GHS, SDSs are presented in a 16 section format with a required ordering of sections. It is essentially the ANSI Standard for SDSs, with a few minor tweaks. The sections, in order, are as follows:

1. Identification
2. Hazard(s) Identification
3. Composition/Ingredient Information
4. First-Aid Measures
5. Fire-Fighting Measures
6. Accidental Release Measures
7. Handling and Storage
8. Exposure Control/Personal Protection
9. Physical & Chemical Properties
10. Stability & Reactivity
11. Toxicological Information

12. Ecological Information
13. Disposal Considerations
14. Transport Information
15. Regulatory Information
16. Other Information

- To be GHS compliant, an SDS needs all 16 sections; however, OSHA will not be enforcing sections 12-15, which fall outside their jurisdiction.

- Rock Solid Stabilization & Reclamation, Inc. will ensure that only GHS compliant SDS are accepted and used.

Hazardous Ingredients

The Hazardous Ingredients section lists the names of all hazardous components of the substance. This section also includes exposure limits that indicate the concentration to which a person can safely be exposed.

Physical Data

The Physical Data section describes physical properties of the substance, such as boiling and freezing points, vapor density and pressure, specific gravity, solubility, percent volatile, and appearance and odor.

Fire and Explosion Data

The Fire and Explosion Data section identifies the fire hazards of a substance and any conditions that could contribute to, or result in, a fire or explosion. Appropriate extinguishing agents and approved firefighting methods are also listed.

Health Hazard Data

The Health Hazard Data section includes health hazards associated with the substance including routes of exposure, signs and symptoms of acute and chronic overexposure, cancer causing properties that the material may have, toxicity information, and medical conditions that can be aggravated by exposure. Many of the terms used in this section are explained in the following pages of definitions.

First Aid Procedures

The Health Hazard Data section often also contains emergency and first aid procedures if overexposure to the chemical occurs.

Reactivity Data

The Reactivity Data section identifies materials with which the substance is incompatible, hazardous decomposition products that can be produced, such as carbon monoxide and

carbon dioxide, and conditions to avoid. This information is useful in determining what products should not be stored, shipped, or packaged together.

Spill, Leak, and Disposal Procedures

The Spill, Leak, and Disposal Procedures section summarizes the steps to be taken in the event the material is released or spilled. It may also identify what materials to use when neutralizing, absorbing, and cleaning up spills of hazardous chemicals. This section also identifies appropriate waste disposal methods. Hazardous waste must be disposed of according to federal, state and local regulations. Spill cleanup material and expired or damaged chemicals, and their containers should never be placed in the trash or flushed/ poured down any drain.

Special Protection Information

The Special Protection Information identifies any special protective equipment that should be used or worn when using. It also describes any special ventilation that should be used when working with the chemical. This information should be consulted when using the chemical or preparing to clean up a release or spill involving the material. However, this information does not apply to handling sealed containers.

Special Precautions

The Special Precautions section contains information to consider when handling and storing the hazardous chemical. This information should be consulted whenever questions arise as to the proper storage conditions and location.

Container Labeling:

GHS safety labels must have six standardized elements:

1. Product Identifier – Must match product identifier on the safety data sheet
2. Manufacturer Contact Information – Including name, phone number, and address
3. Hazard Pictograms – New label elements that may require color printers
4. Signal Word – Either DANGER or WARNING depending upon hazard severity
5. Hazard Statements – Standardized sentences that describes the level of the hazards
6. Precautionary Statements – Steps employees can take to protect themselves

With GHS alignment, each container of a classified hazardous chemical is to be labeled, tagged, or marked with the following elements:

1. Product or chemical identifier clearly indicated on the label that matches the product or chemical identifier on the SDS.
2. Contact information for the product supplier, including the company name, address, and telephone number.
3. Hazard Pictograms. Pictograms have a black symbol on a white background with a red diamond frame. (See some examples below)

4. OSHA requires a red frame around the pictogram to be used regardless of whether the shipment is traveling inside or outside of the country.
5. The signal word should be clearly marked at the top of the label beneath the product identifier. GHS permits the use of only two signal words (and only one at a time)—DANGER or WARNING— to emphasize the hazard and distinguish between hazard levels.
6. A hazard statement that describes the level of hazard should appear under the signal word. Signal words, hazard statements and pictograms have all been harmonized and assigned to each hazard class and category in GHS. Once a chemical has been classified, the relevant harmonized information can be found in Hazard Communication Standard (HCS) under the new Appendix C.
7. Lastly, the label should include the appropriate precautionary information. Since OSHA does not currently require precautionary statements, this is a key change to the HCS. As of now, precautionary statements in the GHS are not harmonized. The intent is to harmonize precautionary statements in the future; until that time, OSHA is expected to mandate the use of the GHS examples, which it anticipates will end up being the harmonized statements.

❖ Keep in mind these requirements are for classified hazards. For unclassified hazards, the shipping label should include the product name, supplier contact information, and as supplemental information, a description of the hazards and appropriate precautionary measures.
❖ Rock Solid Stabilization & Reclamation, Inc. will ensure container are properly labeled and aligned with GHS requirements.

Workplace Labeling

- GHS allows OSHA to determine what types of workplace labels will be required, and OSHA will continue to give employers flexibility in this area by allowing them to choose labeling workplace containers with the same label that would be on shipped containers for the chemical under the revised rule, or with label alternatives that meet the requirements for the standard. I.e. NFPA fire diamond label.
- Alternatives to affixing labels to stationary containers and portable containers used to transfer materials from other labeled containers do continue to be

acceptable. However, the portable container must remain under the control of the employee who performs the transfer and are used within a work shift.
- Labels must not be defaced or removed unless immediately replaced with new labels.

Employee Information & Training:

Training

Employees may be exposed to potentially hazardous substances during handling or use. Rock Solid Stabilization & Reclamation, Inc. wants to be sure that they know what to do when handling these materials.

Each employee will, initially upon hiring, annually thereafter and more frequently as needed, receive training covering chemical safety and hazard communication. The employee training plan must consist of the following elements:

- How to read and interpret information on labels and the SDS.
- The hazards of the chemical's employees work with.
- Measures employees can take to protect themselves against the hazards.
- Specific procedures adopted by Rock Solid Stabilization & Reclamation, Inc. to protect employees.
- Methods and observations to detect the presence of a hazardous substance.

Specifically, through supplementary training, employees will receive training in the following:

- The requirements of the Hazard Communication Standard, including the new GHS elements.
- Label Pictograms
- The location and availability of the written policy and program.
- The location where hazardous materials are present.
- Training in methods that may be used to detect the presence or release of a hazardous chemical.
- Explanation of the potential physical and health hazards of chemicals used and stored at a job site.
- Measures that the employees can take to protect themselves from the hazards of chemicals.
- Specific actions that employees are to take in the event of an emergency leak or spill of chemicals used at a job site.

- Hazardous chemical labeling system, sections of the SDS, explanation of the terminology used on the SDS, how to obtain the SDS, and how to request a printed copy of the SDS.

❖ The Rock Solid Stabilization & Reclamation, Inc. Safety Manager will oversee the training to ensure the employee understands the information presented and to answer any specific questions the employee may have.

16. Personal Protective Equipment (PPE)

PURPOSE: The purpose of this procedure is to provide requirements for the use of personal protective equipment to be used during the performance of certain tasks and work activities. All Rock Solid Stabilization & Reclamation, Inc. employees must wear, or use the personal protective equipment detailed in this procedure and must be trained in the hazards present in their work that can be protected through the use of personal protective equipment.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure details the personal protective equipment that is to be used by employees. This procedure applies to all Rock Solid Stabilization & Reclamation, Inc. employees at a job site and will be strictly enforced.

PROCEDURES:

At a minimum, Rock Solid Stabilization & Reclamation, Inc. requires employees to utilize head, eye, and foot protection at all jobsites. Specific Rock Solid Stabilization and Reclamation, Inc. PPE requirements are dictated by the general contractor and employees are expected to comply with applicable general contractor requirements

Head Protection:

Impact resistant head protection must be provided and worn by employees at job sites at all times. The only exception is when employees are operating mobile equipment and the closed cab.

Hearing Protection:

Hearing protection will be made available to all Rock Solid Stabilization & Reclamation, Inc. employees at no cost to the employee and must be worn by any employee exposed to an anticipated 8-hour time weighted average of 90 decibels or greater.

Hearing Protection:

Although not required, hearing protection is available to employees at all job sites. However, employees are encouraged to utilize hearing protection while performing high decibel producing tasks or when near heavy equipment or other operations that produces high noise levels.

Eye & Face Protection:

Safety Glasses with Side Shields:

All safety glasses used to protect against eye hazards must meet the requirements of ANSI Z87. Safety glasses must have side shields and have the ANSI Z87 marked on the safety glasses. Safety glasses must be worn at all times while at a job site. The only exception is when employees are operating mobile equipment and the cab is enclosed.

Goggles:

Goggles designed to protect the eyes from contact with splashed chemicals, liquids, or other debris or eye hazards must be worn during the following operations:

- Transfer of chemicals from one container to another
- The application of chemicals to equipment and machinery
- Other operations where the use of safety glasses does not provide adequate protection from dust, debris or sparks present in the work area.

Other Eye & Face Protection:

Other forms of face and eye protection, such as full-face shields and welding goggles and helmets must be worn when performing the following tasks:

Tinted goggles may be used in place of tinted face shields when using gas torches for metal burning.

Welding mask with appropriate shaded lenses must be worn during all welding activities.

Full face shields must be worn during grinding activities.

Foot Protection:

All employees must wear safety toe footwear substantial enough to protect against dropped materials that can injure the toes or feet when on a job site. The footwear must provide adequate protection against accidental contact with scrap or raw product steel, tools, and materials and against sharp or pointed objects that may be present a job site. Tennis shoes, moccasins, sandals, and other opened-toe shoes must not be permitted in the Rock Solid Stabilization & Reclamation, Inc. job site or shop. Non-employees such as visitors, applicants and truck drivers must stay within the designated walkways when not wearing safety toe footwear.

Employees are responsible for maintaining the condition of their footwear. Footwear must be replaced or repaired if holes are present in soles or other portions of the boot or if soles separate from the upper portion of the boot. Boots are to be completely laced and tied at all times.

Hand Protection:

Gloves must be provided and worn at all times when working with your hands regardless of the task. The type of glove worn should be selected based upon the hazard being protected against. Examples of situations where gloves are required include:

Operation/Hazard	**Type of Glove**
Welding/cutting	Leather
Handling chemicals	PVC, Neoprene or Nitrile
All other activity	Cut Level 4

Respiratory Protection:

Filtering-Face-piece Respirators (Dust Masks) for Voluntary Use:

Rock Solid Stabilization & Reclamation, Inc. provides employees with filtering face-piece respirators ("dust masks") for comfort from nuisance dust generated during various work activities. Employees are instructed NOT to use these dust masks for exposures that exceed the PEL for a contaminant, unless they have been medically evaluated and fit tested in the filtering face-piece respirator. *Exposures are likely to be well below designated limits based on task durations and natural ventilation.

All employees who use filtering face-piece respirators will receive a copy of OSHA's respiratory protection standard appendix D. Employees are expected to comply with the instructions contained in Appendix D and the instructions and limitations as detailed in the instructions provided with the filtering face-piece respirators.

Clothing:

General Requirements for Clothing:

Clothing should be worn that is suitable and compatible with the work being performed. Long pants are required to protect the legs from contact with materials, tools, and equipment that can scrape or lacerate skin tissue.

Pants should be made from a substantial cotton, denim, or other material that can provide this type of protection. Pants that are extensively torn or ragged should not be worn as they are no longer able to provide protection against scrapes and cuts and may become entangled in machinery and equipment.

Shirts should also be selected for the protection that they can provide the wearer. Long sleeved shirts are preferred because of the extra protection they provide the forearm and elbow. Cuffs should always be buttoned on long sleeve shirts to prevent the cuff or sleeves from becoming caught on, or entangled in, materials, machinery or equipment.

Clothing should also be selected for the protection provided during periods of poor weather. Rain apparel should be worn to keep clothing dry during times when cold and rainy conditions exist. Multiple layers of clothing should be worn during periods of extreme cold and all areas of exposed skin should be protected. Hard hat liners should be used to prevent excessive heat loss which occurs primarily through the head. Clothing should also be selected and worn to protect against the effects of intense sun light and resulting burns caused by prolonged exposure to the sun's ultraviolet radiation. Persons particularly susceptible to sunburn should try to cover as much of their body as possible to prevent sunburn.

The supervisor is responsible for ensuring that employees are properly attired for the work being performed. In some cases, employees may be sent home until they return in clothing suitable for the job. Special caution should be taken to avoid wearing jewelry which can become caught and entangled in materials, machinery, and equipment. Rings, necklaces, loose fitting watches, etc. are examples of jewelry that can cause injury as a result of becoming caught on or in materials and machinery.

Leather aprons, jackets, or flame resistant clothing must be worn when welding, cutting, or grinding operations.

- **High Visibility Garments**

Since Rock Solid employees are consistently exposed to moving vehicles and heavy equipment operation high visibility garments are required at all job sites. Specifically, the use of an ANSI class II/III approved fluorescent red/orange or fluorescent yellow/green is required at all times to reduce the probability of an employee struck-by incident.

- **Inspection, Care, and Maintenance of PPE:**

All employees are expected to inspect the PPE that is being used. Employees must inspect eye protection for excessive scratches or broken or cracked lenses or glass frames. Damaged PPE must be replaced. The supervisor must be contacted for replacement or reimbursement.

Protective gloves or clothing should be inspected for rips or tears. Gloves and clothing should also be inspected for saturation of oils or chemicals that can increase combustibility of the clothing or can cause a transfer of the chemical to the skin.

Rock Solid Stabilization & Reclamation, Inc. employees are responsible for the care, maintenance, and sanitation of their PPE. Employees must keep eye and face protection

clean in order to maintain proper visibility. Cleaning stations are located in the shop area and in many of the facilities in which Rock Solid Stabilization & Reclamation, Inc. works.

- **Employee Owned PPE:**

Rock Solid Stabilization & Reclamation, Inc. is responsible for ensuring the adequacy, maintenance, and sanitation of employee owned PPE. The majority of PPE used in Rock Solid Stabilization & Reclamation, Inc. operations is furnished by Rock Solid Stabilization & Reclamation, Inc. and not the employee. Employees must maintain PPE that they furnish and own in safe, sound condition. Employee owned PPE, such as work boots, must be in good condition with no damage or holes in leather or soles. Boots must be fully laced to provide adequate ankle support.

- **Training:**

All employees that use personal protective equipment will be trained in the hazards it is designed to protect against, the donning and use of the equipment, and any special inspection, maintenance, and sanitation requirements of the PPE. All such training will be documented and maintained at the main location.

17. Jobsite Electrical Safety

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure covering electrical safety applies to all Rock Solid Stabilization & Reclamation, Inc. job sites, employees, and will be strictly enforced.

PURPOSE: The purpose of this procedure is to provide requirements for the use electrical safety appliances to protect against the hazard of electrical shock and injury that exist during the use of electrically powered equipment at each job site.

PROCEDURES:

- **Electrical Safety Work Practices:**

Rock Solid Stabilization & Reclamation, Inc. employees may use electrically powered tools and equipment during the performance of their duties. Rock Solid Stabilization & Reclamation, Inc. may also perform work on job sites where overhead power lines are located. This procedure provides the necessary guidelines and protections for employees that are exposed to such electrical hazards.

- **Ground Fault Circuit Interruption (GFCI):**

All electrical tools and equipment used by Rock Solid Stabilization & Reclamation, Inc. employees will be protected through the use of ground fault circuit interruption devices at the electrical source or at a point between the source and the tool or equipment being used.

Job Sites with GFCI Protection:

1. Electrical outlets equipped with ground fault circuit interruption devices typically have two small buttons located between the two plug receptacles. One button, typically stamped "TEST", is to test the ground fault device. The second button, "RESET" is to reset and restore power to the device.

2. An electrical outlet may not appear to be equipped with ground fault protection but may in fact be protected by a ground fault circuit interruption type circuit breaker located in the main electrical service panel of a job site where work is being performed.

3. The Rock Solid Project Supervisor responsible for each job must determine if adequate power supplies exist that are equipped with GFCI receptacles or circuit breakers.

Job Sites not Equipped with GFCI Protection:

1. If the Rock Solid Project supervisor determines that a job site is not equipped with GFCI protection, portable GFCI extension cords must be requested or provided in adequate quantity to supply all electrically powered tools and equipment used at a job site.

2. Portable power generators owned and provided for use at Rock Solid job sites must be furnished with GFCI protection. When generators are not furnished with such protection, GFCI extension cords must be utilized.

- **Equipment Inspection:**

1. All electrically powered equipment must be inspected prior to each use.

2. Worn, damaged, frayed, or equipment missing electrical components must be removed from use and repaired before using.

3. It is the responsibility of each employee to routinely inspect electrical tools, equipment, and extension cords to determine if it is worn, damaged, frayed, or missing important components.

4. Ground fault circuit interruption equipment, receptacles, and circuits will be tested by "pushing" or "tripping" buttons or switches on receptacles, outlets, cords, or breakers to ensure that power is disconnected when "tripped".

- **Overhead Power Lines:**

Operations at certain facilities and job sites may cause operation of equipment to be in close proximity to overhead power lines. Extreme caution must be exercised to maintain safe working distance from overhead power lines. The following rules must be observed during such times:

Power lines rated at 50 kV or less:

A safe working distance of at least 10 feet must be maintained at all times from any machine, part of machine, load being lifted, or hand tool being used at a job site.

Protective sleeves may be placed on power lines, BUT this does not permit a working distance closer than the 10 foot rule.

If the nature of the work requires a distance closer than 10 feet to existing power lines than the lines will be moved by the utility company OR de-energized and visibly grounded and verified by a Rock Solid Stabilization & Reclamation, Inc. official.

Power lines rated at greater than 50 kV:

A safe working distance of at least 35 feet must be maintained at all times from any machine, part of machine, load being lifted, or hand tool being used at a job site.

Protective sleeves may be placed on power lines, BUT this does not permit a working distance closer than the 35 foot rule.

If the nature of the work requires a distance closer than 35 feet to existing power lines than the lines will be moved by the utility company or de-energized and visibly grounded and verified by a Rock Solid Stabilization & Reclamation, Inc. official.

- **Enforcement:**

Use of electrical tools and equipment not protected by a GFCI protected device or working too close to overhead power lines is considered a serious safety violation. Each field employee has been trained and is responsible for performing the duties of the competent person with respect to electrical safety at each job site. Employees will be subject to disciplinary action, including possible termination.

18. Lockout Tag Out Program (LOTO)

PURPOSE: To provide the minimum requirements for the lockout or tagout of energy isolating devices whenever repair or servicing work is performed. The following procedures must be used to ensure that machinery and equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before Rock Solid Stabilization & Reclamation, Inc. employees perform any servicing or maintenance where the unexpected energization, start-up of machinery or equipment, or release of stored energy could cause injury.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all employees through the establishment of rules, procedures, and programs that are strictly enforced in all work areas and locations. This procedure covering the maintenance of energized machinery and equipment must be adhered to by all Rock Solid Stabilization & Reclamation, Inc. employees during work on such equipment.

PROCEDURES:

Rock Solid Stabilization & Reclamation, Inc. employees are generally not asked to perform Lockout/Tagout. As a result, most company employees are prohibited from performing service or maintenance activities on company equipment that requires the implementation of lock/tagout procedures. All employees are trained as ‘affected employees’ during new hire safety orientation and only employees who have been trained as ‘authorized employees may perform such procedures.

- **Notification:**

The Rock Solid Stabilization & Reclamation, Inc. servicing employee must notify fellow employees that equipment will be shut down and serviced.

- **Deactivation:**

The employee must deactivate the machinery or equipment to be worked on by shutting it down using normal stopping or deactivating procedures. This is normally accomplished by turning an on/off switch.

Final deactivation and isolation must be accomplished by opening the service disconnect, switch, or valve, and applying a locking device. Some equipment may also be deactivated and isolated by removing a fuse or removing leads from a motor.

Only properly trained personnel must be allowed to deactivate equipment when there is exposure to energized electrical components such as fuses, capacitors, electrical leads on motors, etc.

No other personnel will be allowed to isolate or deactivate equipment that exposes them to energized electrical components. Appropriate safety precautions must be taken such as the use of eye and face protection when working around energized electrical components.

Isolation:

Electrical:

After the equipment has been deactivated using normal methods to shut it down, electrical power must be isolated from the machinery or equipment by shutting off the source of electrical feed by opening (turning off) electrical service disconnects, shutting switches off at electrical panels, opening the appropriate circuit at the circuit breaker panel, or simply by removing the electrical connection.

Pneumatic & Hydraulic:

Equipment that operates with pneumatic energy must be isolated by disconnecting the source of air by closing valves to the equipment or by uncoupling or disconnecting air hoses or lines from the equipment to be serviced. Air lines that are not equipped with quick disconnect type connections must be removed with caution. Air pressure should first be bled from all non-quick disconnect type hose or air line connections to prevent injury to the employees' disconnecting lines under pressure. Hydraulic systems should be isolated by shutting off power to pump systems and in some cases, removing stored pressure within hydraulic lines and cylinders.

- **Lockout:**

Once potentially hazardous energy sources and stored energy to the machinery or process has been isolated, a lock must be placed through the switch, hasp, or handle to prevent unauthorized activation of the machinery or equipment. Individually keyed Master locks will be used to secure isolated switches, valve covers, chains, and other positive locking type mechanisms. The key to each lock will be maintained by each employee working on the affected system. If the equipment is plug connected, a device may be placed over the plug end and a lock placed on the device to prevent persons from plugging the machine or equipment into an outlet before servicing or maintenance has been completed, however the locking out of plug type connections is not required.

The authorized employee is the only individual in possession of the key for their lockout lock. A multiple locking hasp must be used when more than one person is working on the machine or equipment. The identity of each employee will be on a tag placed on the

lock. Such identification must be included with all devices and systems on which a lock is placed.

- **Tagout:**

If isolation of electrical power to machinery or equipment can only be accomplished through removal of an electrical power cord or removal of electrical leads or fuses, the plug end of the equipment, or fuse panel, must have a tag fastened to it warning not to plug back in until cleared by the maintenance person performing work on the machine or equipment. AT NO TIME must a tag be removed from machinery or equipment without first checking with maintenance personnel or other persons working on the equipment in question.

- **Eliminate Stored or Residual Energy:**

Stored or residual energy may be present in piping systems, pneumatic systems, hydraulic systems, and electrical systems. This stored pressure must be protected by grounding, blocking, or bleeding down. Extreme caution must be exercised when removing or blocking residual energy to prevent contact with electrical sources or moving components. Proper line breaking procedures must be followed to avoid contact with fluids or air under pressure.

Electrical:

Caution must be exercised when working near electrical components capable of storing energy. Such components include capacitors that are capable of storing high voltage for extended periods of time long after the source of electricity has been disconnected. Only qualified employees should work on electrical components or systems. Capacitors should be carefully bled to ground to remove stored energy. Generally, qualified electricians or electrical contractors will be used to perform maintenance and repair on electrical systems.

Pneumatic:

Equipment that is powered by pneumatics (air pressure), is capable of storing energy in the form of unreleased air pressure. Air cylinders on this equipment can store air pressure long after air lines and hoses have been removed and compressors shut off. This equipment could accidentally be activated with this remaining air pressure in actuating cylinders contained in the equipment. The air contained in these cylinders should be bled off, or the actuator should be cycled until the air has been exhausted in the cylinder.

Hydraulic:

Equipment that is powered by hydraulics (fluid pressure), is capable of storing energy in the form of unreleased hydraulic pressure. Piping and hydraulic cylinders can store energy after hydraulic systems have been shut down. The equipment could accidentally be activated with this remaining hydraulic pressure, or the servicing

employee could be injured by the rapidly escaping hydraulic pressure contained in hydraulic lines and cylinders.

- **Verify Isolation of Equipment:**

Isolation of the equipment must be verified by attempting to start or operate the equipment by normal starting or operating procedures. Prior to any attempt to start the equipment, first verify that no other persons are exposed to the hazard of the equipment being started. This includes checking all areas around the pump, equipment, or machine to be serviced. Deactivation and isolation of the equipment must be verified by pressing or turning start buttons and switches or other controls on the equipment. Equipment should not operate, cycle, or drift when controls are operated. Once isolation of the equipment has been verified, return all operating controls and switches to the neutral or off positions.

- **Restoring Equipment to Service:**

The Rock Solid Stabilization & Reclamation, Inc. employee must check the equipment and ensure that the equipment components are operationally intact, including the reinstallation of all covers or guarding. There should be no exposed electrical components, or other hazardous moving parts such as gear drives or transmissions that could injure employees during start up. The Rock Solid Stabilization & Reclamation, Inc. employee must verify that other employees are at a safe distance when the equipment is re-energized and initially operated.

- **Remove Locks and Tags From Machinery And Equipment:**

The Rock Solid Stabilization & Reclamation, Inc. employee responsible for completing work on the equipment is responsible for removing all locks and tags under his control. AT NO TIME is another person to remove the lock or tag from equipment being worked on by another employee. Removal of a lock or tag by a person other than the servicing employee must be according to the host employer's lockout tagout program.

- **Notification:**

The Rock Solid Stabilization & Reclamation, Inc. employee must notify that maintenance or repair work has been completed on the affected valve actuator and/or associated equipment and that the equipment can now be safely placed into service or operated and used. Failure to notify the owner or operator that work has been completed on the equipment is a safety violation.

- **Periodic Inspection of Lockout Procedure:**

When the Rock Solid Stabilization & Reclamation, Inc. supervisor on site where work is being performed, he must conduct an inspection where the lockout/tagout procedure is being used to determine if the procedure is being used correctly.

The results of the audit must be in writing and must be maintained in file. The date, equipment being maintained, names of employees involved in the maintenance and the name of the person performing the inspection must be documented.

- **Enforcement Of Lockout and Tagout Procedures:**

The following actions will be considered serious safety rule violations subject to disciplinary action, including possible termination:

  - Removing a lock or tag from machinery or equipment unless the lock or tag being removed is their own.

  - Operating, or attempting to operate, equipment, which has been locked out or tagged for installation, maintenance, or repair.

  - Maintenance or servicing employees that do not remove their lock and tag immediately after work has been completed unless there is some specific reason that the equipment should not be returned to service.

- **Training**

All Rock Solid Stabilization & Reclamation, Inc. employees affected by this lockout/tagout procedure must receive initial training and annual refresher training. The purpose of the training must be to ensure that the knowledge and skills required for the safe application, usage, and removal of energy controls are communicated to affected employees. The level of training for servicing employees must include the actual procedures necessary to safely deactivate, lockout, and repair related equipment.

The content of the training program must include the following:

  - The recognition of applicable hazardous energy sources, the type and magnitude of the energy source available in the work area, and the methods necessary for energy isolation and control.

  - The application and use of this lockout/tagout procedure and machinery and equipment specific procedures.

  - The penalties for violation of this procedure.

SUMMARY OF LOCKOUT / TAG OUT REQUIREMENTS

1. **NOTIFY** the operator that equipment will be shut down for repair

2. **DEACTIVATE** the equipment by shutting down through normal methods

3. **ISOLATE** the equipment by removing the source of energy

4. **LOCKOUT/TAGOUT** by placing a lock & tag on the isolation switch or device

5. **REMOVE** stored energy by grounding or bleeding residual or stored energy

6. **VERIFY** isolation of equipment by attempting to start it using normal methods

7. **RESTORE** equipment to normal safe operating condition including any guarding

8. **REMOVE** locks and tags from affected machine or equipment

9. **NOTIFY** the operator that work on equipment is complete

19. Hand & Power Tool Safety

PURPOSE: To provide Rock Solid Stabilization & Reclamation, Inc. employees with the information and policies necessary to safely use hand and portable power tools during the performance of their work.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthy work environment for all of its employees. The following procedures and rules apply to the use of employee and/or company owned tools and portable power tools during the performance of work.

Responsibilities:

Management:

Rock Solid Stabilization & Reclamation, Inc. will ensure employees are protected from possible injury that could result from performing work activities with hand and power tools. The company will ensure tools in safe condition and ready for work use are provided to employees. Additionally, Rock Solid Stabilization & Reclamation, Inc. will ensure employees who utilize tools, whether company owned or owned by employees, are provided with training in the requirements of this safety program. Requirements described within this procedure will be strictly enforced by Rock Solid Stabilization & Reclamation, Inc. supervisor as applicable.

Employees:

Rock Solid Stabilization & Reclamation, Inc. employees who perform work activities involving hand and power tools will be required to comply with all applicable guidelines described in this safety program.

General Requirements:

Tool Inspection:

Rock Solid Stabilization & Reclamation, Inc. employees will be responsible for inspecting all personally or company owned tools and equipment prior to each use. Hand tools must be examined for damaged or defective handles, heads and overall safe condition. Power tools must be examined for faulty safety features such as trigger locks, guards, and casings.

The Rock Solid Stabilization & Reclamation, Inc. supervisor will also be required to inspect all company owned tools and equipment during job site inspections.

Tool Condition:

Tools must never be used if their condition compromises the safety of Rock Solid Stabilization & Reclamation, Inc. employees.

Examples of unsafe tools include but are not limited to cracked or broken handles, loose tool heads, spalled chisel heads, broken ground pins, frayed electrical cords, damaged casings, etc.

Guards:

All protective guards and safety features on tools must never be removed by employees. Examples of such guards include half-round guards on side grinders, manifolds on portable generators, etc. Employees are required to inspect the condition of guards on all tools.

PPE:

Rock Solid Stabilization & Reclamation, Inc. furnishes and requires the use of PPE during certain tasks as described earlier in this safety manual. Eye protection is required AT ALL TIMES when using hand and power tools. Employees will be required to consult the Rock Solid Stabilization & Reclamation, Inc. Personal Protective Equipment procedure in this manual for additional requirements.

Removing Tools from Use:

Tools deemed to be unsafe during pre-use inspection of after breakage must be removed from service immediately. Rock Solid Stabilization & Reclamation, Inc. employees must affix a DO NOT USE tag to the affected tool or equipment and return to the tool crib or shop as soon as possible to ensure discontinued use.

20. Hot Work Program

PURPOSE: To provide guidelines for the safe operation of welding equipment, torch apparatus, and grinders and the necessary safety training for employees to ensure they understand the risks associated with various hot work activities performed at Rock Solid Stabilization & Reclamation, Inc. job sites.

POLICY: Rock Solid Stabilization & Reclamation, Inc. will maintain a safe and healthful workplace and will ensure that its employees receive the training necessary to safely perform hot work activities. Rock Solid Stabilization & Reclamation, Inc. will also ensure that all training that is provided to its employees is adequate, so employees understand the hazards associated with hot work and related fire prevention practices.

PROCEDURES:

Hot work activities are not performed by field personnel on a frequent basis. However, on occasion, maintenance personnel engaged in torch burning, welding, and grinding activities. Therefore, the safe practices described in this program must be complied with as applicable.

Responsibilities:

Management:

Management has the ultimate responsibility to ensure that employees assigned to hot work operations are provided with a sufficient amount of training to ensure their safety. Training programs conducted or sponsored by Rock Solid Stabilization & Reclamation, Inc., will provide employees information regarding safe use and inspection requirements of hot work apparatus, safe handling requirements for compressed gas cylinders and fire protection and prevention work practices when conducting hot work activities. The Rock Solid Stabilization & Reclamation, Inc. onsite supervisor is responsible for authorizing hot work and for ensuring fire prevention practices are adhered to.

Employees:

Employees must never perform hot work activities unless they have been trained in the proper applications and understand the responsibilities involved. To ensure the safest operations of hot work apparatus, the safe handling of compressed gas cylinders, and the prevention of hazards associated with operations at Rock Solid Stabilization & Reclamation, Inc., the guidelines in this procedure must be strictly complied with. If there is any deviation from these procedures, results may lead to fire, explosion, property damage and personal injury. When it is determined that welding and cutting cannot be completed safely, the work must not be performed, and employees MUST stop hot work when equipment is determined to be unsafe or defective.

Housekeeping Requirements:

Work areas must be free of flammable and combustible materials at all times. All work areas where hot work activities are conducted must be inspected and cleared of any flammable and combustible materials before operations begin each day. Good housekeeping practices are vital to the safety of operators to reduce potential for fires.

Fire Extinguishers:

An adequately sized fire extinguisher must be available and closely located at all times when hot work is being performed. The supervisor is responsible for ensuring all portable fire extinguishers are fully charged, sealed, inspected, and available for use.

Personal Protective Equipment Requirements:

There are certain PPE requirements that will be strictly enforced pertaining to hot work operations at Rock Solid Stabilization & Reclamation, Inc. Operators who fail to follow PPE guidelines as established below will face disciplinary action.

The following PPE requirements apply to hot work operations:

- Appropriate protective gloves that cover the wrist and extend over the forearm must be worn at all times during torch operations. Gloves must be worn underneath the sleeves of flammable resistant clothing at all times to prevent flying sparks from entering the cuff of the glove which may cause burns.

- Shaded eye protection appropriate for torch operations must be worn at all times for adequate eye and vision protection. Safety glasses and face shields which have less than a No. 11 shade must not be used.

- Clothing consisting of non-synthetic material (i.e., cotton, wool) must be worn to protect the body. Long sleeve shirts and pants must always be required when conducting welding operations at Rock Solid Stabilization & Reclamation, Inc. Clothing must be absolutely free of oil, grease, or other flammable materials at all times.

- Welding barriers (i.e., curtains, shields, etc.) must be utilized where other personnel might be present. Barriers must be installed to divide welding activities performed by Rock Solid Stabilization & Reclamation, Inc., and potentially exposed workers.

Any damaged PPE must be replaced immediately. Use of damaged PPE will not protect the user as intended. PPE must be replaced when necessary.

Training:

All Rock Solid Stabilization & Reclamation, Inc. employees will be trained in all aspects of this hot work procedure. Employees will be trained no less than annually. All Rock Solid Stabilization & Reclamation, Inc. employees who weld or cut receive training necessary to allow them to operate all welding and gas torch cutting equipment. Personnel responsible for gas torch cutting equipment must receive special training in compressed gas, torch cutting, and welding safety.

Repairs to Welding & Cutting Equipment:

Repairs and maintenance to all Rock Solid Stabilization & Reclamation, Inc. electric and gas welding and cutting equipment are restricted to qualified persons only. Employees must notify their supervisor if the equipment is defective or malfunctioning. The supervisor will contact the welding supplier or dealer for a replacement or repair by a trained, authorized, and qualified person employed by the welding equipment dealer. Defective equipment must be properly identified with a do not operate tag.

21. Locating Underground Utilities

PURPOSE: To provide requirements to Rock Solid Stabilization & Reclamation, Inc. management and supervision for the location and identification of underground utilities in advance of any construction activity which could cause damage to those utilities.

POLICY: Rock Solid Stabilization & Reclamation, Inc. will provide and maintain a safe and healthful workplace and will ensure, through proper training, that all underground utilities are properly located and identified through use of the one call system prior to the commencement of any construction activity that would cause damage to, or interruption of, any utility service. It is also the intent of Rock Solid Stabilization & Reclamation, Inc. to comply with all applicable health and safety regulations, including laws relating to the use of the one call system.

PROCEDURES:

Responsibilities:

Management/Project Management:

Rock Solid Stabilization & Reclamation, Inc. management or project management is responsible for notifying the one call utility locating services JULIE (Illinois) and DIGGER (Chicago only) at least 48 hours prior to the commencement of construction activities that involve excavation work. Some states will require 72 hours of notice to clear the dig location. Please contact the Safety Manager as soon as you know that a job will need a locate.

Foremen/Superintendents:

Foremen are responsible for ensuring that a dig notice number has been issued prior to the commencement of work and that areas where utilities are located have been identified with the appropriate markings specified by law. Dig numbers will be put into the jobs calendar with the date and time that the site will be cleared.

Employees:

Employees are responsible for excavating only in areas approved by their supervisor or outside of areas where utilities have been marked.

Notification:

The local Dig Alert / 811 system will be notified before any work is done on a job that requires digging, milling, or tilling. This will include all state or local dig programs.

Project management will provide the needed locate information to the Safety Manager so a locate request can be made to the appropriate Dig / 811 agency least 48 hours to 72 hours prior to the time that excavation work will be performed. The required information is:

1. The State, City or Village,
2. County and Township
3. Address and description of the project (Type of work)
4. The date and time work will begin
5. Name, telephone number of Site Representative
6. Who is the work being done for
7. What area needs to be located (Google Map with the boundaries drawn in)

Marking Colors:

The following colors are used by JULIE and DIGGER to identify underground utilities and facilities:

* Yellow: Gas, Oil, or Petroleum

* Red: Electric

* Orange: Telephone, Television, Communications

* Blue: Potable Water

* Green: Sanitary Sewer, Storm Sewer

* White: Proposed area of excavation

Excavating:

Prior to the start of any excavation or construction activity, the supervisor shall survey the job site for the marking of underground utilities and facilities. The supervisor shall also prepare a list of emergency phone numbers for all utilities located and marked in the area where excavation work will be performed. The emergency phone numbers are necessary in the event an underground utility or facility is accidentally damaged during excavation activities.

If the supervisor determines that a utility may be present that has not been located and marked, he shall contact Dig Alert and request that the utility respond and locate and mark the area where the utility may be present.

Where excavations must be performed in close proximity to the area where utilities have been located and marked, the supervisor shall instruct his employees to hand expose at least 18 inches on either side of the marked utility or facility where the excavation is to be made.
All excavation work shall be done as soon as possible after the 48 hour / 72 hour notification period to ensure that marks and stakes are distinguishable and in their original location. If it appears that marks or stakes have been moved or are indistinguishable, contact Dig Alert to have the area remarked. DO NOT proceed with the excavation until the area has been remarked. Provide the Dig Alert operator with the dig number assigned to the job to expedite the remarking process.

Unknown Underground Utilities & Facilities:

If underground utilities or facilities are discovered during excavating activities that were not marked or identified, contact the Dig Alert operator, and explain the situation. Dig Alert will contact member companies in the area and request that the area be surveyed and marked.

Damage of Underground Utilities & Facilities:

If underground utilities or facilities are damaged during excavation activities, the supervisor shall contact the affected utility/facility company using the emergency phone numbers obtained in advance of the construction activity. If a gas line is contacted or damaged, the Rock Solid supervisor should immediately contact the local fire department to mitigate the fire hazards that may be present. The safety of Rock Solid Stabilization & Reclamation, Inc. employees, other contractors, and the general public shall be considered in the event an underground utility or facility is damaged during an excavation. If a danger exists, the supervisor shall notify employees, other contractor's employees, and the general public to vacate the area of immediate danger. After all of the emergency agencies are contacted the site supervisor will notify Rock Solid Project Management and the Rock Solid Safety Manager.

22. New Hire Safety Orientation

PURPOSE: To provide guidelines for the completion of new hire safety orientation of all Rock Solid Stabilization & Reclamation, Inc. employees and to ensure that such training is conducted prior to the assignment of all new hires to Rock Solid Stabilization & Reclamation, Inc. positions.

POLICY: Rock Solid Stabilization & Reclamation, Inc. will maintain a safe and healthful workplace and ensure that all new hires receive the orientation safety training necessary to safely perform their work. All new Rock Solid Stabilization & Reclamation, Inc. employees are expected to actively participate in the new hire orientation training and comply with the requirements covered in the training.

PROCEDURES:

Responsibilities

Management is responsible for ensuring that all new hires receive a safety orientation prior to the assignment of that employee. This orientation will be conducted by the employee's supervisor or other company representative.

Newly hired employees are responsible for attending and participating in the orientation program. Employees are expected to participate and ask questions during the orientation to help ensure that the information has been successfully communicated.

New Hire Orientation Program

Rock Solid Stabilization & Reclamation, Inc.'s goal is to provide a safe and healthy workplace for all of its employees. Safety truly is the company's highest priority. Safety must also be each employee's highest priority.

The safety of all of our employees is our primary consideration. Employee participation in the safety program is **not** optional.

The goal of the new hire orientation program is to provide each new employee with the information they need to perform their work effectively and safely and to answer any additional questions they may have regarding safety or the company safety program. To ensure that this goal is met, Rock Solid Stabilization & Reclamation, Inc. is committed to providing all of this necessary information up-front prior to the assignment of the employee.

Within the first few days of employment, each newly hired employee will attend a special orientation session given by his or her supervisor. Employees will be provided with a copy of employee manual, the safety rules section from this manual and any additional safety procedures from the safety manual that may be applicable.

As a condition of employment, each employee will be required to sign an acknowledgment form indicating that they have received, read, and understand their responsibilities covered in the Rock Solid Stabilization & Reclamation, Inc. safety program. This form will be maintained in the employees' personnel file and found in the forms section of this manual.

Topics Covered:

The new hire orientation training will cover, where applicable, the following subjects:

- Job Site Hazards
- Emergency Action Procedures
- Injury Reporting
- Personal Protection Equipment
- Mobile Equipment Safety
- Work Zone Set-up
- Avoiding Fall Injury
- Hot Weather Illness Prevention
- Cold Weather Illness Prevention
- Fire Protection
- Hazard Communication & GHS
- Material Staging
- Tool Safety
- Overhead Power Lines
- Soft Tissue Injury Prevention
- Hazard Recognition

23. Ongoing & Specialized Training

PURPOSE: To provide guidelines for completion of necessary safety training based on job requirements and to ensure that all training required by health & safety regulations is provided to all Rock Solid Stabilization & Reclamation, Inc. employees.

POLICY: Rock Solid Stabilization & Reclamation, Inc. will maintain a safe and healthful workplace and will ensure that its employees receive the training necessary to safely perform their work. Rock Solid Stabilization & Reclamation, Inc. will also ensure that all training required by law is provided to its employees.

PROCEDURES:

- **Responsibilities:**

Rock Solid requires that Foremen and Superintendents coordinate efforts to complete the steps described in this procedure to ensure employees at projects are provided with safety training applicable to work activities and company operations.

Supervisors must ensure training on safety topics is provided weekly to Rock Solid employees. All employee safety training must be recorded on the 'Record of Safety Training' form found in the Job Site Safety Training & Information procedure.

- **Ongoing Safety Training:**

All Rock Solid Stabilization & Reclamation, Inc. employees will be provided with ongoing safety training that includes general safety rules and rules of conduct, chemical hazard communication, responsibilities regarding accident reporting, use of personal protective equipment, and safety rules or procedures specific to their particular job.

Safety Training Subject Matter:

The topics selected for safety training should be related to hazards and issues common to the group of Rock Solid Stabilization & Reclamation, Inc. employees being trained. Any accidents, near misses, safety problems or observed unsafe behavior are topics that can be discussed during this ongoing safety training. Rock Solid Stabilization & Reclamation, Inc. Possible topics are found in the Project Safety Training & Information Procedure and include but are not limited to:

- Job Site Hazards
- Emergency Action Procedures
- Personal Protection Equipment

- Lockout / Tag Out
- Hazard Communication
- Confined Space
- Hearing Conservation
- CPR / AED / First Aid
- Powered Industrial Vehicles (Forklift)
- Mobile Equipment Safety
- Work Zone Set-up
- Ladder Safety
- Lifting / Back Safety
- Fall Protection
- Hot Weather Illness Prevention
- Cold Weather Illness Prevention
- Fire Protection
- Defensive Driving
- Material Staging
- Tool Safety
- Overhead Power Lines
- Soft Tissue Injury Prevention
- SafeStart Awareness
- Customer Site Safety Training
- OSHA 10 Hour
- OSHA 30 Hour
- OSHA HAZWOPER

24. Handling an OSHA Inspection

PURPOSE: To provide Rock Solid Stabilization & Reclamation, Inc. management with the guidelines necessary to handle and successfully facilitate an unannounced inspection conducted by the Occupational Health & Safety Administration. The procedure explains the inspection process and how to handle the inspection.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all employees and attempts to comply with all regulations affecting its business. In keeping with this policy, Rock Solid Stabilization & Reclamation, Inc. will make reasonable efforts to comply with inspections that may be conducted by the Occupational Health & Safety Administration. This procedure must serve as the guideline in the event such inspections are conducted a Rock Solid Stabilization & Reclamation, Inc. job site.

PROCEDURE:

Advance Notice:

Generally, OSHA gives no advance notice of an inspection. Advance notice is sometimes given in imminent danger situations or when special preparations or personnel are necessary.

Arrival of the Inspector:

The following should be considered upon arrival of the inspector:

Notification of Labor Counsel:

When an OSHA Inspector arrives at the Company, he/she should be asked to wait while the appropriate management representative(s) are notified. Before greeting the Inspector, the responsible management representative(s) should immediately contact our labor counsel for guidance on how to handle the inspection including whether or not the inspection should be permitted to go forward at the time.

Entry of Workplace & Presentation of Credentials:

Inspections are to be made during regular working hours. The Compliance Safety and Health Officer (CSHO) or Industrial Hygienist (IH), referred to as the “inspector” in this document, should be asked to present his credentials.

Labor Dispute:

The Inspector is instructed by OSHA to avoid involving himself into labor relations disputes. If an OSHA inspection would be disruptive during, or perhaps cause a labor dispute, refusal to permit the inspection on that basis should be made.

Opening Conference:

The Inspector should conduct an opening conference, although the failure to do so has been held not to invalidate the inspection or subsequent citations. A Rock Solid Stabilization & Reclamation, Inc. management representative should request, and be present at, an opening conference before permitting the inspector to begin his inspection.

Purpose:

During the opening conference, the Inspector should state why he is there; for example, the inspection is the result of an observed violation, employee complaint, pursuant to a generally scheduled inspection, targeted operation, etc. The inspector should be treated in a businesslike manner, however, under no circumstances should information be volunteered. The opening conference should be continued until the inspector has discussed the items set forth below and the time spent to prepare for the inspection.

Scope:

The Inspector should be asked to identify the intended scope of the inspection, i.e., where he intends to go, how long he anticipates being on the job site. Fix the areas and projected duration of the inspection with the inspector and then hold the inspector to a schedule.

Photographs:

Generally, the inspector should be expected to take photographs. Many inspectors are now using video cameras to document the inspection or work area. OSHA may seek a court order that would permit photographs if permission to photograph is refused.

In many cases, the inspector will have taken photographs of the work site prior to announcing his presence. This is a common practice and is legal if the photographs have been taken from public property. If the inspector takes photographs, a Rock Solid Stabilization & Reclamation, Inc. representative must ensure that photos (from the same angle) of everything photographed by the inspector are duplicated by Rock Solid Stabilization & Reclamation, Inc.

Complaints:

A company representative should ask the Inspector if the inspection is based in whole or in part on any employee complaints and request to see a copy of the complaint.

Refusing Entry:

The following should be considered when considering refusing entry of the inspector into the work area:

Employer's Rights:

Rock Solid Stabilization & Reclamation, Inc. may refuse the inspector entry to conduct an inspection, thus forcing OSHA to obtain a search warrant. This decision should be made only after consultation with an attorney experienced in regulatory matters.

Basis for a Warrant:

In order to obtain a warrant, OSHA must demonstrate, before a United States magistrate, that probable cause exists to inspect a work site. Probable cause may be established on the basis of:

- An employee complaint
- Evidence of an existing violation, and/or
- Evidence that the inspection has been made pursuant to a reasonable legislative or administrative program that has been neutrally administered.

Politics of Refusing Entry:

Refusing entry may ultimately transform an ordinary inspection into a meticulously, thorough search for violations. The decision to refuse entry is complex and must not be made without advice of legal counsel. If, however, counsel is not immediately available and refusal may be appropriate, explain to the inspector that the decision must be made through normal channels and will be made shortly.

CAUTION: Once the inspector begins an inspection, it can be stopped at any time by either party. However, if Rock Solid Stabilization & Reclamation, Inc. stops the inspection, it can be expected that the inspector will return at a later date with a warrant.

Entry with a Warrant:

The following should be considered when the inspector arrives with a warrant:

Presentation of the Warrant:

If an inspector arrives with a warrant, he should be asked to present it, and the legal documents upon which it is based for inspection.
It may be advisable to contact an attorney specializing in regulatory matters to review the basis and scope of the warrant.

Scope of the Warrant:

The warrant should be carefully scrutinized as to its scope and duration, i.e., a warrant pertaining to a maintenance shop does not necessarily give the inspector authority to inspect a road repair project off premises.

Response to the Warrant:

Rock Solid Stabilization & Reclamation, Inc. may refuse to honor a warrant, forcing OSHA to enforce it through contempt proceedings. However, this decision should only be made after consultation with an attorney specializing in regulatory matters.

If the warrant is based on a complaint, request a copy of the complaint from the inspector. In some cases, an inspector may be restricted to those areas specified in a complaint. If the scope of the warrant exceeds that of the complaint, it will be necessary to take legal action to restrict the inspection and entry should be refused.

Persons Authorized to Accompany the Inspector:

Employer Representatives:

At least one management representative should be assigned to accompany the inspector throughout the entire inspection. If this person is not totally familiar with all safety and health issues at a job site being inspected, an additional management representative who is familiar with the safety and health issues in the area being inspected should accompany the inspector during that time.

The Rock Solid Stabilization & Reclamation, Inc. representative should take notes, statements, tests, etc. so as to develop a complete record even before the issuance of any citation. This will help the company identify what the inspector has noted during the inspection.

Outside Representatives:

Only employees of OSHA and Rock Solid Stabilization & Reclamation, Inc. should be permitted to inspect the work site.

Inspection of Records:

Access to Employee Exposure and Medical Records:

Under OSHA's access standard, an employer is required to give OSHA inspectors access to employee exposure and medical records, and to analysis using exposure or medical records. There is a special procedure for requests by OSHA personnel to examine "personally identifiable employee medical information" set forth in OSHA's Agency Practice Rule. Requests by OSHA under this standard should be directed to an attorney familiar with regulatory matters.

Inspection of Illness and Injury Records:

The Inspector may inspect the following records:

- Form OSHA No. 300 - Log of Occupational Injuries and Illnesses, it its equivalent, 29 CFR 1904.2 (Only the last 5 years)
- Workers' Comp First Report of Injury Form
- Annual Summary of Occupational Injuries and Illnesses, 29 CFR 1904.5 (Only the last 5 years)

Inspection of Miscellaneous Records:

Under normal conditions, the inspector will ask to see many types of safety and health records. Allow him to inspect all records (except as described in section 1 of Access to Employee Exposure and Medical Records above), but do not allow the inspector to take copies with him.

If the inspector insists on the information, allow the inspector to copy by hand the information. Copies of Policies or Procedures can and will be used against Rock Solid Stabilization & Reclamation, Inc. as employer knowledge if violations conflict with Rock Solid Stabilization & Reclamation, Inc. policies.

Inspection of Work Area:

Employee Interviews:

If conducted during the inspection, interviews must be conducted with a minimum of interference to company operations. If the Inspector is unduly disrupting operations, demand that the inspector interview employees after work hours or off the work site. For example, it would not be appropriate to attempt to interview employees during a snow emergency or other emergency occurring within Rock Solid Stabilization & Reclamation, Inc. that requires response from Rock Solid Stabilization & Reclamation, Inc. personnel.

Private Interviews:

The inspector may be permitted to conduct interviews with employees without the presence of Rock Solid Stabilization & Reclamation, Inc. representatives. However, Rock Solid Stabilization & Reclamation, Inc. should consider taking a statement from the employee after the inspector has completed the private interview. Section II(C) of OSHA, adopted by OSHA, prohibits discrimination against employees who participate in the enforcement of the act. Therefore, post-inspection interviews of employees should be conducted with extreme care, and possibly in the presence of legal counsel.

Use of Tape Recorders:

Requests by the Inspector to use a tape recorder to record statements or for other purposes should be refused.

Photographs:

Expect the Inspector to use a camera to photo document hazards and alleged violations. In many cases videotape is being used to obtain live action documentation of hazards and prohibited work activity. Rock Solid Stabilization & Reclamation, Inc. should be sure to take photographs from the same angle and position as the inspector and from other angles and positions that tend to support compliance.

Employee Sampling:

As this aspect of an OSHA inspection may apply to the scope of operations performed by Rock Solid Stabilization & Reclamation, Inc., the Inspector may be permitted to sample contaminants and other toxic substances by taking:

- Area samples
- Employee breathing zone samples

The sampling may not, however, be conducted so as to interfere with normal operations. The sampling procedure should be constantly monitored. If at all possible, simultaneous sampling should be conducted by a safety consultant retained by the company. In particular, employees must not be permitted to tamper with the sampling device itself or operate processes or machinery in such a manner as to produce abnormally high levels of contaminants.

Closing Conference:

Upon completing the inspection, the inspector should advise of any apparent violations discovered during the inspection. This, of course, will not include any health violations subject to test results that require further evaluation.

The company representative responsible for handling the inspection should advise the inspector of all violations that were corrected during the inspection. The inspector should be provided with proof or evidence of the correction, if at all possible, prior to his departure.

SUMMARY OF ACTIONS TO BE TAKEN DURING AN OSHA INSPECTION

1. Contact the appropriate personnel immediately.

2. Request the inspector to show his credentials.

3. Request an opening conference to determine the following:

    - The purpose of the inspection (employee complaint, drive by, special emphasis program, focused inspection, scheduled inspection, etc.).

    - The scope and intended duration of the inspection.

4. If requested, provide the inspector access to all records, but do not provide copies of the records to the inspector. Only allow the inspector to copy information by hand.

5. If requested, the inspector may conduct interviews with employees without the presence of Rock Solid Stabilization & Reclamation, Inc. management.

6. Use of a tape recorder during opening and closing conferences and employee interviews should be refused.

7. Use of a camera by the inspector should be expected. All photographs should be duplicated by a Rock Solid Stabilization & Reclamation, Inc. representative from the same position and angle as the inspector.

8. If requested, the inspector may perform industrial hygiene monitoring by collecting area samples and employee breathing zone samples.

9. The inspector should be asked to terminate his inspection if the inspection activities, interviews, or sampling disrupt normal operations or result in a labor dispute.

10. At the conclusion of the inspection, the inspector should advise of any apparent violations discovered during the inspection.

NEVER, UNDER ANY CIRCUMSTANCES, OFFER OR VOLUNTEER ANY INFORMATION TO THE INSPECTOR, UNLESS YOU ARE ASKED

25. Occupational Noise Exposure

PURPOSE: To ensure that Rock Solid Stabilization & Reclamation, Inc. employees are protected from exposure to noise which exceeds levels established by OSHA through the establishment of requirements for selection and use of hearing protective equipment, baseline audiograms, employee training, and periodic sound level measurements.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. The requirements of this procedure will be applied to prevent the unsafe exposure of employees to excessive noise levels. Requirements to wear hearing protective devices in high noise areas at the Rock Solid Stabilization & Reclamation, Inc. facility or job sites will be strictly enforced.

PROCEDURES:

Requirements

Monitoring:

At any time, operations change substantially enough to increase the level of noise in work areas, monitoring will be conducted to determine if the exposure exceeds an 8-hour time weighted average of 85 decibels. Where levels of noise are below a time weighted average of 85 decibels, hearing protection must be offered to employees on a voluntary basis to employees that desire to wear such protection during work.

Employee Notification:

Rock Solid Stabilization & Reclamation, Inc. must notify each employee exposed at or above the 8-hour time weighted average of 85 decibels of the results of the monitoring. This notification must be made by using the form contained at the end of this procedure. Rock Solid Stabilization & Reclamation, Inc. must also allow any employee to observe any noise measurements conducted in an area where they may be affected.

Audiometric Testing Program:

Rock Solid Stabilization & Reclamation, Inc. will establish and maintain an audiometric testing program for all employees whose exposures equal or exceed the 8-hour time weighted average of 85 decibels. All audiometric testing must be performed by a licensed or certified audiologist, otolaryngologist, physician, or technician trained in conducting audiometric testing.

Baseline Audiograms:

Baseline audiograms must be conducted within 6 months of an employee's first exposure at or above the 8-hour action level of 85 decibels. All testing to establish a baseline audiogram must be preceded by at least 14 hours without workplace noise.

Therefore, audiograms should be scheduled for any day following a day off, if at all possible. If such scheduling is not possible, hearing protectors may be used as a substitute for the 14 hours avoidance of workplace noise requirement.

Annual Audiograms:

Each employee exposed at or above the 8-hour action level of 85 decibels must receive an annual audiogram. The annual audiogram will be compared to each exposed employee's baseline audiogram to determine if a standard threshold shift in hearing has occurred. If the annual audiogram indicates a standard threshold shift has occurred, Rock Solid Stabilization & Reclamation, Inc. must take the following actions:

1. Notify the affected employee in writing within 21 days of the determination that a standard threshold shift has occurred.
2. Employees not currently using hearing protectors must be provided with and trained in the use of hearing protectors; and required to use them.
3. Employees already using hearing protectors must be retrained in the use of hearing protectors

Hearing Protectors

Hearing protection will be provided to all Rock Solid Stabilization & Reclamation, Inc. s employees at no cost to the employee, including optional hearing protectors requested by an employee. Employees may obtain hearing protection devices from their supervisors upon request. Use of hearing protectors will be either optional or mandatory as defined below.

Optional Protection:

Hearing protectors will be made available by Rock Solid Stabilization & Reclamation, Inc. to all employees exposed to an 8-hour time weighted average of 84 decibels or less. Use of protectors by employees is optional.

Hearing protectors will be made available to any Rock Solid Stabilization & Reclamation, Inc. employee that requests them, irrespective of the time weighted average.

Mandatory Protection:

Hearing protection MUST be worn by any Rock Solid Stabilization & Reclamation, Inc. employee exposed to an 8-hour time weighted average of 90 decibels or greater.

Hearing protection MUST be worn by any employee who is exposed to an 8-hour time weighted average of 85 decibels or greater and who has experienced a standard threshold shift in hearing.

Hearing protection MUST be worn by any employee who is exposed to an 8-hour time weighted average of 85 decibels or greater and who has not yet received a baseline audiogram.

Hearing protection is required and MUST be worn by any employee using the following equipment:

- Grinding
- Pneumatic power tools
- All other equipment that generates high levels of noise

Training

Rock Solid Stabilization & Reclamation, Inc. will provide training to all of its employees that are exposed to noise levels at or above an 8-hour time weighted average of 85 decibels. Records of training will be maintained with the employees' audiometric test records. The training provided must include at least the following information:

1. The effects of noise on hearing
2. The purpose of hearing protectors:
3. Advantages of hearing protectors
4. Disadvantages of hearing protectors
5. Attenuation of different types
6. Selection of hearing protectors
7. Fitting of hearing protectors
8. Use & care of hearing protectors
9. Explanation & purpose of audiometric testing
10. The contents of OSHA's, "Occupational Noise Exposure" 29 CFR 1910.95

Recordkeeping

Rock Solid Stabilization & Reclamation, Inc. will maintain accurate records and files of all employee exposure measurements and area sampling results. Rock Solid Stabilization & Reclamation, Inc. will also maintain all employee audiometric test records indefinitely for all active and terminated employees.

All audiometric test records will contain the following information:

- Name & job classification of the employee
- Date of the audiogram
- The examiner's name
- Date of the last calibration of the audiometer
- The date of the employee's most recent noise exposure assessment
- Measurements of the background sound pressure levels in the audiometric test room

26. Excavation & Trenching

PURPOSE: To provide a safe and healthful workplace for all Rock Solid Stabilization & Reclamation, Inc. employees and to ensure that the hazards of cave-ins are properly evaluated and protected during trenching and excavating operations where employees must enter the area of the trench or excavation.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all employees and will ensure that the hazards of trenching and excavating operations are protected through proper evaluation and protection as required in OSHA's Excavation Standard. The requirements below must be followed by all Rock Solid Stabilization & Reclamation, Inc. employees.

PROCEDURES:

Trench/Excavation Safety Evaluation:

1. Before any employee may enter a trench or excavated area of the earth, the safety of that trench, and need for protective sloping or shoring, must first be evaluated by the designated Competent Person at the job site.

2. The Competent Person has final authority for determining the safety of a trench or excavation and has the authority to order all Rock Solid Stabilization & Reclamation, Inc. employees from the trench or excavation until conditions allow safe re-entry, or additional sloping or shoring ensures the safe re-entry of personnel.

3. The Competent Person is responsible for performing the following tasks during any excavation or trenching operation:

   a) Classifying soil conditions in the excavation or trench based on visual and manual tests that follow

   b) Conducting and documenting daily inspections of all open excavations and trenches using the inspection form in this procedure

   c) Determining whether trenched excavations less than five feet in depth are safe and do not require sloping or shoring

   d) Conducting and documenting inspections of all open excavation and trenches after an occurrence of rain or other condition that could affect the safety of open trenches and excavations

Soil Conditions & Types:

1. The Competent Person shall classify soil conditions according to the following descriptions:

    a) Type A:

    Type A soil means cohesive or cemented soils with an unconfined compressive strength of 1.5 tons per square foot or greater. Soils that have been previously disturbed, are subject to vibration, are submerged in water, or are fissured may not be classified as Type A.

    b) Type B:

    Type B soil means cohesive soil with an unconfined compressive strength greater than .5 tons per square foot but less than 1.5 tons per square foot. Type B soil also means granular cohesionless soils. Granular soil means gravel, sand or silt (coarse grained soil) with little or no clay content. Granular soil has no cohesive strength. Granular soil cannot be molded when moist and crumbles easily when dry. Soils that have been previously disturbed, are subject to vibration, are submerged in water, or are fissured may not be classified as Type B.

    c) Type C:

    Type C soil means cohesive soil with an unconfined compressive strength of .5 tons per square foot or less. Type C soils also include Granular soils such as:

    - Gravel
    - Sand

    Type C soil also includes submerged soil or soil from which water is freely seeping or submerged rock that is not stable.

    d) Stable Rock:

    Stable rock means natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed

    e) Soil Properties:

        Cohesive Soil:

        Cohesive Soil means clay (fine grained soil) or soil with high clay content, which has cohesive strength. Cohesive soil does not crumble, can be molded or formed without cracking when moist, is hard to break up when dry.

Cemented Soil:

Cemented Soil means a soil in which the particles are held together by a chemical agent, such as calcium carbonate, such that a hand-size sample cannot be crushed into powder or individual soil particles by finger pressure.

Visual & Manual Testing:

1. The Competent Person shall classify soil conditions according to one of the types described above based on at least one visual and one manual test described below.

    a) Visual Tests:

        I. Visual tests are conducted by the Competent person to determine the type of soil based on the soil's appearance, conditions, and particle size.

        II. Samples of soil that has been excavated and samples of soil taken from the sides of the excavation should be examined:

            Soil that is primarily composed of fine-grained material is:

            Cohesive Soil composed primarily of course-graine sand or gravel is:

                Granular Soil

            Soil should be examined as it is excavated. Soil that remains in clumps when excavated is:

                Cohesive Soil

            Soil that breaks up easily and does not stay in clumps is:

                Granular Soil

            The sides of the opened excavation should be observed. Crack-like openings such as tension cracks could indicate:

                Fissured Soil

            Chunks of soil that spall off of a vertical side of an excavation could indicate:

                Fissured Soil

Small spalls indicate the presence of moving around, vibrations, or potentially hazardous situations that could result in cave-in

Areas adjacent to the excavation and the excavation itself should be observed for:

Evidence of existing utility and other underground structures

Evidence of previously disturbed soil which could contribute to instability of excavation

The opened sides of the excavation should be observed for:

Layered soil systems that slope toward the excavation that could contribute to instability

a) Manual Tests:

The Competent Person shall conduct manual tests in order to make a quantifiable determination of soil conditions present in the excavation or trench. The following manual tests shall be conducted and documented to determine soil types present in the excavation:

I. Plasticity Test:

Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8 inch in diameter. If the material can successfully be rolled into threads without crumbling the soil is:

Cohesive

II. Dry Strength Test:

If the soil is dry and crumbles on its own, or with moderate pressure, into individual grains or fine powder, the soil is:

Granular

If the soil is dry and falls into clumps that break up into smaller clumps, but the smaller clumps can be broken up with difficulty, the soil may be:

Clay in combination with gravel, sand, or silt

If the dry soil breaks into clumps which do not break up into small clumps and which can only be broken with difficulty, and there is no visual indication the soil is fissured, the soil may be:

Unfissured

III. Thumb Penetration Test:

If the soil can readily be indented by the thumb, but can only be penetrated by the thumb with very great effort, the soil type may be:

Type A

If the soil can easily be penetrated several inches by the thumb and can be easily molded with light finger pressure, the soil type may be:

Type B

* Thumb Penetration Tests should be conducted on an undisturbed soil sample, such as a large clump of soil, as soon as practicable after excavation to reduce the effects of drying on the sample.

General Safety Requirements for All Trenches/Excavations:

1. A ladder or ramp shall be provided for all trench excavations that are greater than 4 feet in depth. An adequate number of ladders shall be provided so that no more than 25 feet of travel is required to locate a ladder or ramp.

2. No employee shall be permitted to stand or work 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.

3. A warning system such as barricades, hand signals, or stop logs shall be used when equipment is operating near an excavation and the operator does not have a clear and direct view of the edge of the excavation.

4. Employees in an excavation shall be protected from falling material by placing excavated material at least two feet from the edge of all excavations and trenches. Materials and equipment shall also be placed at least two feet from the edge.

5. Employees in an excavation of any depth shall be protected from potential loose rock or soil by scaling the vertical walls of an excavation to remove any loose material. Protective barricades may also be installed to protect against loose or falling material.

6. Utility locates must be performed prior to the start of any digging activity. Operators must use caution when digging in the event utilities have shallow burial depth.

7. Employees must not work in excavations in which water has accumulated or excavations in which water is accumulating until the water has been first removed. All pumps must be monitored by a competent person.

8. The competent person must ensure that excavations do not undermine or endanger adjacent structures, including poles, light standards, signs, buildings, and foundations. An engineer should be consulted if the excavation may affect the structural integrity of a nearby building or structure.

9. Excavations greater than four feet in depth where the presence of a hazardous atmosphere is expected must be handled as a confined space.

Trenches/Excavations Less Than 5 Feet In Depth:

1. The general safety precautions above must be followed for all excavations 5 feet in depth or less.

2. Before any employee enters an excavation of 5 feet in depth or less, an examination by a competent person must first determine that potential hazard from cave-in does not exist.

3. If an examination by a competent person determines that a cave-in hazard does not exist, employees may safely enter a non-sloped, non-shored excavation.

4. If conditions change and create the potential for cave-in in a non-sloped or non-shored excavation, the competent person should require employees to exit the area of the excavation or trench and properly slope or shore the excavation according to tests and soil conditions described above.

Trenches / Excavations 5 Feet or More in Depth:

1. The general safety precautions above must be followed for all excavations 5 feet in depth or greater.

2. All excavations 5 feet in depth or greater must be evaluated by a Competent Person before any employee enters the excavation or trench.

3. The Competent Person shall determine the classification of soil (Stable Rock, Type A, Type B, Type C) using the visual and manual test methods described earlier in this procedure.

4. Based on the classification of soil made by the Competent Person, the excavation shall either be sloped or shored according to the diagrams contained in the appendix to OSHA's Subpart P.

5. The competent person may elect to consider all soils as Type C and protect accordingly without having to do a soils analysis.

SUMMARY OF TRENCHING/EXCAVATION PROCEDURES

1. The general safety precautions for trenches and excavations shall be followed for all trenches and excavations of any depth.

2. The designated Competent Person must evaluate ALL trenches and excavations to determine the classification of soil conditions and hazards that may be present. Soil analysis need not be performed if ALL soils are considered to be Type C and protected accordingly.

3. Employees may work in non-sloped, non-shored trenches or excavations less than 5 feet in depth after evaluation by the Competent Person determines that potential for cave-in does not exist.

4. Trenches or excavations 5 feet or greater in depth MUST be sloped, shored, or protected by trench shields. Other engineered systems such as sheet piling, or piers and soldier beams may be used. The slope of the trench or excavation or shoring used will be based on the classification of soil determined by the designated Competent Person.

5. The designated Competent Person must have the final authority for determining the safety and conditions of all trenches and excavations.

27. Ladder Safety

PURPOSE: The purpose of this procedure is to provide requirements for the safe use of stair systems and ladders used by Rock Solid Stabilization & Reclamation, Inc. employees. This document is a summary of OSHA's comprehensive requirements contained in 29 CFR 1926, Subpart X concerning the use of ladders and stairways.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure summarizes the main requirements of OSHA's comprehensive ladder and stairway requirements. This procedure applies to all job sites, activities, and situations where Rock Solid Stabilization & Reclamation, Inc. employees erect and use ladders and permanent or temporary stairways.

PROCEDURES:

Ladders:

General Requirements:

1. Ladders must be inspected prior to each use for chips, cracks and other defects.
2. If inspection reveals a defects, it must be removed from service until repaired.
3. Rungs must be kept clean and free of mud, grease or oil to prevent slips and falls.
4. Where possible, ladders must always be secured or lashed at the top of the ladder to prevent their tipping.
5. Ladders shall be erected so that the ladder side rails extend at least 36 inches above the landing or roof surface.
6. Cross bracing on the rear section of step ladders must not be used for climbing unless it is designed and provided with steps for climbing on both sections.
7. Employees must always face the ladder when climbing.
8. The base of extension ladders must be placed no closer to the structure than 1/4th the extended length of the ladder.
9. The areas at the top and bottom of each ladder must be kept clear of rubbish, debris, and equipment.

10. Step ladders must never be "walked" across the floor. Employees must move and properly set the ladder in place.

Stairways:

General Requirements:

1. Landing areas at the top and bottom of all job site stairways must be kept clear of construction materials and debris.

2. Stair tread surfaces must be kept clear of tools, materials and debris to prevent persons from tripping when climbing the stairs.

3. Care must be taken when using electrical cords from one level to another. Cords must not be placed across stair treads creating a tripping hazard. Cords should be secured to stair rail systems or balusters when they are placed in stairways.

4. The riser height and tread depth must be kept uniform on each flight of stairs. Variations in riser height or tread depth must be less than 1/4 inch.

5. Where doors open directly onto a stairway landing or platform, the landing or platform must allow at least 20 inches of clearance between the width of the door when open and the edge of the platform.

6. All parts of a stairway must be free of protrusions such as nails, ends of wire rope, etc.

7. Care must be taken to remove water, oil, snow, ice, etc. from stairs prior to use by workers to prevent slips and falls.

8. Metal pan stair treads must be filled in with wood or solid material up to the top edge of each pan. This includes pan stairs that are awaiting installation of tile over concrete where plywood can be used to fill to the top of the pan edge

Stair rail & Handrail Requirements:

1. Stairs that have either more than 4 risers or that rise more than 30 inches from one level to another, must be provided with at least one handrail and a stair rail system installed along all unprotected sides of the stairs.

2. Handrails and stair rail systems can be combined, or they may be installed opposite of each other separately.

3. Handrails must be installed so that there is at least 3 inches of clearance between the

wall and the inside surface of the handrail to allow the employees hand to slide when climbing.

4. Handrails and stair rail systems must be capable of withstanding at least 200 pounds force applied in any downward or outward direction at any point along the top edge.

5. The height of a handrail that is separate from a guardrail system must be between 30 and 37 inches when measured from the top surface of the handrail to the top surface of the tread in line with the face of the riser.

6. If the top edge of a stair rail system serves as the handrail, the height of the handrail must be between 36 and 37 inches when measured from the top surface of the handrail to the top surface of the tread in line with the face of the riser.

7. Handrail and stair rail systems must be free of splinters, splits, cracks, etc., that can injure workers hands when climbing.

8. The ends of handrails and stair rails must be installed so that they do not project into walkways and work areas.

28. Fall Protection

PURPOSE: The purpose of this procedure is to provide requirements that provide for the protection of employees exposed to the hazards of falls in construction. This document is a summary of OSHA's comprehensive requirements and regulation contained in 29 CFR 1926, Subpart M and Subpart R.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure summarizes the main requirements of OSHA's comprehensive fall protection standard, and regulations contained in Subparts M and R. This procedure applies to all job sites, activities, and situations where Rock Solid Stabilization & Reclamation, Inc. employees exposed to the hazards of falls.

PROCEDURES:

General Requirements:

Duty to Provide Fall Protection:

1. The superintendent or supervisor must ensure that their employees are protected from the hazard of falls by fall protection that is provided and maintained in accordance with OSHA's 29 CFR 1926 Subpart M.

2. Fall protection must be provided to Rock Solid Stabilization & Reclamation, Inc. employees that are exposed to a fall of 6 feet or more, except as provided in OSHA's scaffolding (Subpart L), and ladder (Subpart X) requirements.

Holes:

3. Holes in floors, roofs, or other walking/working surfaces which are 2" or wider in its least direction must be protected by installation of a cover capable of withstanding twice its intended load.

4. Covers for floor holes must be adequately secured to prevent shifting or movement of the cover and must be marked with the words "HOLE" or "COVER" to provide adequate warning to employees.

5. Examples of holes which must be protected include, but are not limited to:

    - Skylight openings in the roof deck
    - Floor penetrations for duct work or plumbing
    - Stair openings prior to installation of stairs
    - Elevator shaft floor penetrations

6. Holes may also be protected through installation of a guardrail system consisting of a top rail at 42" a mid-rail at 21" and a toe board at least 3.5" high. Such protection may be more feasible to stair openings or large skylight roof penetrations.

Open Sided Floors:

7. Except for leading edge work, that includes installation of roof and floor decking, guardrails must be installed, or fall arrest equipment used, on all open sided floors or wall openings where the exposure to falls to another level is 6 feet or greater.

8. Guardrails must consist of a top rail at 42", a mid-rail at 21", and a toe board at least 3.5" high.

9. Guardrails must have vertical supports installed at intervals not exceeding 8 feet and guardrail systems must be capable of withstanding a force of 200 pounds applied in any direction.

10. Window openings on levels where the exposure to falls is 6 feet or greater must be protected by a top rail if the bottom of the window opening is less than 39" from the floor

11. Window openings on levels where the exposure to falls is 6 feet or greater must be protected by a top rail AND mid rail if the window opening is less than 21" from the floor.

12. Examples of open sided floors and window openings that must be protected include:

    - Stair landings openings more than 6 feet above the level below
    - Atrium openings more than 6 feet above the level below
    - Elevator shafts and mechanical penetrations in floors
    - Windowless wall openings less than 39" and 21" from the floor where the exposure to a fall is 6 feet or greater
    - Roof surfaces with parapet walls less than 39" in height

13. Employees MUST notify Rock Solid Stabilization & Reclamation, Inc. management if unprotected floor and window openings are discovered that they are not responsible for.

Personal Fall Arrest Equipment:

14. Where the hazards of falls cannot be protected through the use of safety nets, or guardrails, personal fall arrest systems must be used.

15. Components of personal fall arrest systems must have a tensile or breaking strength of at least 5,000 pounds.

16. Fall arrest equipment MUST limit the fall of an employee to no more than 6 feet and limit the force of arrest to 1,800 pounds when used with a body harness. Safety belts consisting of a waist belt are not permitted. Retractable lanyards, properly adjusted rope grabs, or

shock absorbing lanyards should be used with a full body harness.

17. The sub-contractors' employees must inspect all components of the fall arrest system, including the anchorage point, prior to work each day. Belts, harnesses, ropes, and other components that are frayed must not be used.

18. Employees of sub-contractors that use personal fall arrest equipment must be fully trained in the installation, limitations, and use of fall arrest equipment.

Training:

1. All employees must be provided with training. Training must include a description of the fall hazards present in the employee's work, the procedures to be used to prevent falls, and the OSHA fall protection regulations applicable to the work being performed by the employee

2. Employees must also receive training in the proper installation, use, and inspection of personal fall arrest systems that the employee may be required to use to prevent falls during the performance of their work.

Fall Protection Equipment Installation & Use:

Brackets*:*

Fall protection brackets shall be screwed or secured in place by carefully locating roof truss, rafter, or other structure and securing at the ridge of the roof. Care shall be taken to avoid damaging the roofing bracket by torquing the screws and damaging the bracket.

Brackets shall be installed at least three feet from any gable end to reduce the possibility of falling and swinging from the gable end of the roof.

Lifelines and Rope Grabs:

Lifelines shall be secured to installed brackets with a locking carabiner. Lifelines must be protected from damage when not in use by preventing contact with objects which could cut or damage the rope. This includes avoiding contact with any solvents or chemicals which could damage the fibers.

Rope used during winter months should be stored until use in enclosed or heated areas to prevent icing or frosting of the rope, thereby reducing the effectiveness of the rope grab when installed on the roof. Rope grabs should also be stored in protected areas during winter months to prevent the same effect on that device.

Retractable Lifelines:

Retractable lifelines shall be secured to installed brackets with a locking carabiner. Care shall be taken to prevent damage to the unit during installation. Retractable lifelines should be stored in enclosed or heated spaces to prevent icing of the unit prior to use.

Retractable lifelines may be extended by using wire rope to reach eaves of roofs greater than the length of the lifeline from the ridge. The wire rope shall be secured to the bracket with a locking carabiner and the retractable then secured to the lower end of the wire rope with a locking carabiner.

CAUTION: When using a wire rope extender, *NEVER* work above the level of the retractable lifeline device as additional fall distance is possible with the slack created in the wire rope. When it becomes necessary to work above the level of the retractable, disconnect the wire rope and attach the retractable directly to the bracket with a locking carabiner.

Body Harnesses:

Rope grabs or retractable hooks must be of the locking type and must be secured to a dee ring located in the center of the back and between the shoulders of the back on a body harness. The dee ring of a body harness must ***NEVER*** be secured at the front of the body as serious injury will occur to the back during a fall.

Body harnesses must be adjusted so that they are snug enough to prevent serious injury if they slide or run up during a fall. Care must be taken to prevent damage caused to body harnesses caused by the cutting and abrasive nature of sheet metal and roofing materials. Protective covers may be used to prevent damage. Body harnesses used to arrest a fall over an eave or gable end must be removed from service and inspected by a competent person for damage. Take harnesses back to the shop for inspection.

Body harnesses must ***NEVER*** be used to hoist tools, materials, or equipment to the roof. Body harnesses must be stored in an area which will prevent damage from sharp objects or chemicals which can damage the fibers. Body harnesses with defective hardware or unsafe wear shall be returned to the shop for repair or replacement.

Inspection:

Brackets:

Ridge brackets must be inspected for damage prior to installation. The bracket should be inspected for any unusual bending or cracking, and holes used to attach to roof truss or rafter should be inspected for unusual bending or widening of the holes which would prevent secure attachment with screws.

Body Harnesses:

Each employee is responsible for inspecting fall protection equipment prior to each use. Harnesses and ropes shall be inspected for broken or damaged hardware or straps. Buckles and D rings should not be deformed or cracked, and straps should not show excessive thread wear. Any potentially defective harness or belt should be taken to the shop for inspection and possible repair or replacement.

Lifelines:

Lifelines must be inspected for any cuts or signs of damage such as melted or deformed strands. Eyes must be inspected for unusual deformity or damage. Lifelines with any visible defect should be taken to the shop for inspection and possible replacement.

Lanyards:

Lanyards must be inspected for any cuts or excessive fraying. Hardware must be inspected for any deformities or damage to snap hooks or other hardware that is part of the lanyard. Shock absorbing devices that may be part of the lanyard must be inspected to determine if the lanyard has been subjected to a fall. Stitching tagged indicators or other signs of stress should be examined.

Carabiners:

Carabiners must be inspected to verify that locking devices properly secure and lock carabiner to attachment point and other devices. Carabiners should be inspected for any unusual elongation or deformation from its original shape.

Snap *Hooks:*

Snap hooks must be inspected prior to each use to determine if locking mechanism functions. Defective locks on snap hooks can cause "roll out" which can cause the hook to become disengaged from a dee ring or other point of attachment causing the employee to fall. Snap hooks must also be inspected for cracks or other signs of damage which could cause them to fail.

Retractable:

Retractable units must be inspected prior to each use for visible signs of damage. Look for cracked or loose parts on the case which could cause failure of the unit. Pull quickly on the lifeline to test the fall arrest limiter. The limiter should lock up within several inches when pulling quickly on the lifeline. Any retractable which shows evidence of visual damage or does not lock up when pulling quickly on it should be taken to the shop for inspection and possible replacement.

Protection From Falling Materials:

Roofers must be responsible for preventing injury to other employees or other contractor's employees that may result from falling materials and tools. ***NO OTHER TRADE*** shall be permitted to work on sides of the building where tools and materials may fall. This includes masons, siding contractors, or any other trade which will work in areas below the eave or gable ends of the structure from which materials may fall. Each roofer must inform other trades at the building that they may not work in areas around the perimeter of the structure where they would be exposed to falling roofing materials and tools. If necessary, warning tape or barricades must be erected around areas where exposure to falling materials and tools exists. If other contractor's employees fail to comply, the office must be notified immediately.

DISCIPLINARY ACTION:

All employees are expected to know and understand the requirements of this procedure. Failure to comply with any part of this procedure will result in disciplinary action, up to, and including, possible termination. Use of fall protection equipment is *NOT* an option, except for the alternative methods listed above. Employees and foremen are expected to also abide by the requirements for flat and low slope roofing work outlined in this procedure.

Employees are also responsible for inspecting and caring for their fall protection equipment. Failure to inspect equipment daily or use of defective equipment will result in disciplinary action. Employees who do not exercise reasonable care of their equipment may be charged for repair or replacement.

Fall protection is a top priority and all employees are expected to become active participants in the Rock Solid Stabilization & Reclamation, Inc. fall protection program. Employees who have any questions or concerns regarding fall protection should contact the office immediately.

29. Ground Conductor Program

PURPOSE: The purpose of this policy is to specify procedures and guidelines to eliminate all injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure summarizes the main requirements of OSHA's comprehensive tool and electrical standard and regulations contained in Subparts I and K. This procedure applies to all job sites, activities, and situations where Rock Solid Stabilization & Reclamation, Inc. employees exposed to the hazards of falls.

PROCEDURES:

General Requirements:

Assured equipment grounding conductor program - Rock Solid Stabilization & Reclamation, Inc. has established the following assured equipment grounding conductor program on the job site covering all cord sets, receptacles which are not part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees. This program will comply with the following minimum requirements:

1. A written description of the program, including the specific procedures adopted by the employer, shall be available at the job site for inspection and copying by Assistant, Secretary and any affected employee.

2. The manager and/or designated employee have been designated to implement the program as defined by OSHA 1926.304(f).

3. Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage.

4. Equipment found damaged or defective shall not be used until repaired. Damaged or defective items shall be tagged "DO NOT USE" and removed from service until repaired and tested.

5. The following tests shall be performed on all cord sets, receptacles which are not part of the permanent wiring of the building or structure, and cord and plug connected required to be grounded:

a. All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.

b. Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal.

6. All required tests shall be performed:

   a. Before first use.

   b. Before equipment is returned to service following any repairs.

   c. Before equipment is used after any incident which can be reasonably suspected to cause damage (for example, when the cord set has been run over; and

   d. At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding 6 months.

7. Rock Solid Stabilization & Reclamation, Inc. will not make available or permit the use by employees on any equipment which has not met the above requirements.

8. Tests performed as required will be recorded. This test record shall identify each receptacle, cord set, and cord and plug connected equipment that passed the test and shall indicate the late date it was tested or the interval for which it was tested. The equipment will be identified with a nonconducting tag or other means of identification. This record shall be kept by means of logs, color coding, (example – colored plastic tape writer) or other effective means and shall be maintained until replace by a more current record. The record shall be made available on the job site for inspection by the Assistant Secretary and any affected employee.

9. Rock Solid Stabilization & Reclamation, Inc. will use a different color plastic tape for each quarterly inspection. Red 1st Quarter, Blue 2nd Quarter, Green 3rd Quarter, and Yellow 4th Quarter. A plastic tape writer will be used to identify each cord set by a number (SP01, 02, 03 etc.). A written record will be maintained on all cords sets and news sets as they are added. A Volt/OHM meter will be used to test continuity of each set.

30. Heat & Cold Stress

PURPOSE: The purpose of this policy is to specify procedures and guidelines to eliminate all injuries and illnesses resulting from exposure to extreme heat and cold environments.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure summarizes the main requirements of OSHA's guidance for heat and cold stress prevention. This procedure applies to all job sites, activities, and situations where Rock Solid Stabilization & Reclamation, Inc. employees exposed to the hazards of extreme heat and cold environments.

PROCEDURES:

General Requirements:

1. **Preventing Heat-Related Illnesses (Heat Stress)**
   - **a.** It's important to recognize the symptoms of heat-related illnesses and understand how to prevent, control, and respond to their effects.

   - **b.** Air temperature, humidity and clothing can increase the risk of developing heat related illnesses. Age, sex, weight, physical fitness, nutrition, alcohol or drug use, or pre-existing diseases like diabetes can also increase the risk.

   - **c.** Prevention and Control:

     - **i.** Drink Water Frequently
     - **ii.** Limit exposure time
     - **iii.** Acclimatization
     - **iv.** Engineering controls
     - **v.** Wear loose, lightweight clothing

   - **d. Symptoms:**

     i. Mild:
        1. Rash called "prickly heat"
        2. Painful muscle spasms, "Heat cramps"
        3. Fatigue or dizziness
        4. Noticeable change in physical or mental performance and increase in accidents

     ii. Moderate:
        1. Excessive sweating
        2. Cold, moist, pale or flushed skin
        3. Thirst

4. Extreme weakness or fatigue
5. Headache
6. Nausea
7. Lack of appetite
8. Rapid weak pulse
9. Dizziness

Anyone with mild or moderate symptoms should be moved to a cool, shaded place with circulating air. They should lie down and, if conscious, be given small sips of cool water at frequent intervals. *If symptoms continue, a doctor should be called.*

i. Severe cases of heat illness, a heat stroke may result:
    1. The victim's face is flushed red and their skin is hot and dry with no sweating.
    2. Severe headache with deep, rapid breathing.
    3. Very high fever and may become delirious.
    4. May become unconscious, have convulsions or lapse into a coma.

This condition is fatal unless emergency medical treatment is obtained. Immediately call for medical help. In the meantime, get them out of the hot environment. Loosen clothing and pour water over the entire body. Circulate air around the body.

Recognizing the warning signs and symptoms of heat-related illnesses and using preventive and control measures can reduce the frequency and severity of heat illness while increasing worker productivity.

2. **Preventing Cold-Related Illnesses (Cold Stress)**

a. Types of cold stress:
    i. Hypothermia. Occurs when your body temperature drops from prolonged exposure in a cold environment. Your body stores energy and that keeps you warm at first but as you stay in the cold your body burns that energy and cannot replace it as quickly. That is how your temperature drops below normal.
    ii. Frostbite. Caused by the body beginning to freeze and usually starts in the toes or fingers which lose heat the fastest.
b. Symptoms of Hypothermia:
    i. Slowed heartbeat and irregular breathing
    ii. Drowsiness or extreme exhaustion

iii. Memory lapse and difficulty speaking

If you suspect a person is suffering from hypothermia, call for medical attention immediately. While waiting for help you should keep the person in a warm room. Remove any wet clothing and wrap them in a blanket. Give them a warm drink such as hot tea. This will help raise their body temperature.

c. Symptoms of Frostbite:
    i. Numbness of area
    ii. Tingling or aching feeling
    iii. Bluish, waxy skin

If someone is showing symptoms of frost bite call for medical help as soon as possible. Try not to use the area(s) of the body that is suffering frostbite. Use warm water to help restart circulation; never rub the area because it could cause the frostbite to spread. Never use a fireplace, stove, or other heat source to warm up since the skin is numb and you could get too close and burn yourself.

d. How To Prevent Cold Stress:
    i. Wear insulated boots and clothing
    ii. Avoid wearing tight clothing
    iii. Keep a dry change of clothing in the event that your clothes get wet
    iv. Wear warm gloves and hats in cold weather
    v. Drink warm fluids like coffee or tea, or eat warm soup to warm up your core temperature
    vi. Take breaks in a warm area

Preventing cold stress in the workplace is very important. Many people are unaware that the cold can seriously injure or in extreme cases kill if proper safety precautions are not followed.

31. Subcontractor HSE Management

PURPOSE: Subcontractors for all Rock Solid Stabilization & Reclamation, Inc**.** work sites shall be selected and managed in a manner consistent with the overall Rock Solid Stabilization & Reclamation, Inc**.** safety objectives, policies, and procedures embodied in the other sections of this manual.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure sets forth a basis for the selection of safe subcontractors, and to set forth procedures to assure that the subcontractor's safety activities are equal to or exceed those of Rock Solid Stabilization & Reclamation, Inc.

PROCEDURES:

General Requirements:

1. Subcontractor Selection:
    a. Pre-Qualification Questionnaire that shall be used to capture the information noted within this section.
    b. It is recommended that safety performance be considered initially, and annually thereafter, in the selection of subcontractors, using the following criteria be considered:
        - Experience Modification Rate ("EMR"): Prospective subcontractors shall be required to furnish their EMR for the past three years. This information should come directly from the subcontractor's broker.
        - OSHA Log: Submit copies of OSHA logs or equivalent summary data for the previous three years and applicable hours of exposure.

- Incident frequency and severity rates (recordable cases, lost workday cases, total recordable incident rate) should be examined and compared for acceptability with:
    - Comparable incident rates for relevant Rock Solid Stabilization & Reclamation, Inc. work sites (if available).
    - Industry average incident rates for their Standard Industrial Code (SIC or NAICS code) as published by the Bureau of Labor Statistics.
    - An incident rate specified by Rock Solid Stabilization & Reclamation, Inc. Branch Safety Officer or Regional Safety Coordinator.
- Evaluation of Subcontractor Safety Program

  Must minimally include a program that is industry specific and responsive to exposures prevalent in industry and prospective projects. Must address elements of supervisor accountability for safety, accidents and claim costs. Should demonstrate safety meetings are being held regularly, with documentation. Safety audits should be conducted and documented by subcontractor on regular basis. With documentation of corrective actions being addressed. Lastly, subcontractor should be providing employees with safety training and documenting the training.

- OSHA Citations: The prospective subcontractor shall be required to provide information (reason, corrective action, and fines)

regarding OSHA citations during the past three years.

2. Pre-Job Planning

The understanding of Rock Solid Stabilization & Reclamation, Inc. and the subcontractor on important issues should be written and signed by both parties as part of the subcontract agreement and scope of work. Examples of such issues would be:

- Provision of tools and equipment and inspection thereof
- Performance in accordance with OSHA and other regulatory bodies
- Provision of all necessary PPE, training on its use, and enforcement of usage at the worksite
- Responsibility for housekeeping and debris removal efforts
- Responsibility for utility mark out, maintenance, and protection of traffic on underground and road projects during the project

3. Typical Actions Recommended During Performance of Work

a. Include subcontractors in the following safety activities:

- Manager Audits
- Safety Meetings
- Training Sessions
- Safety Audits
- Work Observations
- Job Safety Analysis Systems
- Injury Intervention Processes
- Client-Required Programs
- Post-Job Safety Performance Review

32. Environmental – Waste Disposal

PURPOSE: The purpose of this policy is to specify procedures and guidelines required for managing waste disposal.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all its employees. This procedure summarizes the main requirements of disposing of waste properly.

PROCEDURES:

General Requirements:

Waste management and disposal is regulated in most nations and these requirements vary greatly--not only from country to country, but also within regions of countries. It is usually possible to obtain a permit or authorization to dispose of waste off-site. The facility has the responsibility of determining and acquiring any permits or authorizations that are required for waste disposal. The facility is also responsible for determining and following waste management requirements while the waste is on site.

Waste Management

Common examples of waste generated at Rock Solid Stabilization & Reclamation, Inc. facilities include office trash, plant trash, metal shavings, used oil, used coolant, used equipment, and off-spec or unusable raw materials or metal stock. On-site management of these wastes will vary greatly and in some cases segregation of waste streams will be required. An example of a typical waste stream is sludge generated from a tool washout sump. Documentation must be kept of each waste stream generated. Each stream should be characterized by obtaining information with respect to the chemical and physical characteristics of the waste. Chemical analysis of every stream does not usually need to be performed, but it may be required in some cases. Knowledge of the properties of the waste may be sufficient for characterization purposes. Once the waste stream is characterized, it can be managed. In most cases, minimizing the number of waste streams generated by the facility is preferred. Combining like wastes into the same stream will reduce waste management activities and simplify disposal. However, make sure that combining wastes does not violate any local, regional, or country requirements.

In areas where there are different classes of waste the requirement to segregate the classes may prevent us from combining waste streams.

Storage Containers

There are many types of storage containers for waste including tanks, drums, pails, bags, boxes, and pressurized cylinders. All waste containers must meet the following general requirements before being allowed onto a Rock Solid Stabilization & Reclamation, Inc. facility:

- The container must be compatible with the waste.
- The container must be in good condition (no signs of significant damage that will cause leaks or render the container unsuitable for transport).
- The container must be marked in accordance with local, regional, and country requirements

Underground Storage Tanks (USTs)

The use of USTs on Rock Solid Stabilization & Reclamation, Inc. facilities is strongly discouraged, and there are no underground storage tanks (UST) located on Rock Solid Stabilization & Reclamation Inc. facilities. They should only be used in cases where no other container options are available (limited space or safety issues). USTs can develop unseen leaks that cause environmental impacts and contaminate the groundwater.

If USTs are to be installed, there are numerous environmental factors that must be considered. The Rock Solid Stabilization & Reclamation, Inc. corporate HSE department should be contacted prior to installing USTs. For USTs currently in use at Rock Solid Stabilization & Reclamation, Inc. facilities, the necessity of these vessels should be assessed. If there is another container option, the UST should be taken out of service.

USTs that are no longer in service should be removed. When they are removed, an assessment should be made of the soil in the general area of the UST. For guidance in UST removal requirements, impact assessments, or other issues, contact the Rock Solid Stabilization & Reclamation, Inc. corporate HSE department.

Aboveground Storage Tanks (ASTs)

Aboveground storage tanks should be inspected regularly (daily). If a leak or

damage is discovered, it should be addressed immediately. ASTs should be positioned in areas with an impermeable surface and secondary containment.

Drums

Drum storage of waste is preferred over tank storage when possible. All drums should be stored in an area with an impermeable surface and secondary containment. Drums should remain closed at all times except when transferring materials into or out of them. Drums should not be stacked over three high and there should be adequate aisle space between drums to allow for inspection and leak detection

Pails, Boxes, Bags, Other Miscellaneous Containers

All pails, boxes, bags or other miscellaneous containers should be closed at all times except when transferring materials into the container. Also, if the container holds liquids, they should be stored in an area with an impermeable surface and secondary containment. All containers, no matter how small, should be clearly labeled. Multiple small containers inside a larger container (many small bags contained in a box) do not have to be individually labeled as long as the smaller containers remain in the larger container

Waste Storage

Rock Solid Stabilization & Reclamation, Inc. waste storage requirements include:

- All containers must be compatible with the waste material stored in them and must remain closed when not in use.
- Specific areas should be designated and cordoned off exclusively for waste storage.

If outside and unprotected from storm water contact, the waste storage area should have a berm. Special consideration should be given to chip/metal shaving storage if the industrial operation in question is involved in machining parts or tubulars. Generally, containers storing metal chips should be stored under cover to protect them from storm water infiltration and contamination.
No storm drains or conduit to storm drainage should be within (inside) a berm of a waste storage area. Moreover, in an unbermed waste storage area, no drains should be directly exposed to runoff from waste storage areas.
Smoking should not be allowed within 50 feet (15 meters) of waste storage areas. Appropriate warning signs should be posted.
Spills, even minor ones, must be cleaned up promptly.

Disposal of Waste

Containers used for waste shipment must be labeled according to local, regional, or country regulations. All containers must be suitable for the purpose--for instance, corrosive wastes must be stored in plastic or lined containers. Waste containers must be stored away from heat or ignition sources. Areas where waste is stored awaiting disposal must be designated and labeled as such.

All wastes must be disposed of through a licensed contractor. Transferring wastes between facilities is not advised. Instead, a licensed disposal agent should be contracted to make the various collections and then consolidate the waste shipment.

The licensed disposal agent must be notified of the quantities and chemicals involved when arrangements are made for waste removal. Any special hazards or conditions should also be noted. Facility management should be consulted before disposing of any hazardous waste. HSE may also be consulted regarding the storage, disposal, packaging, documentation, and removal of waste from facilities.

Waste Minimization

Waste minimization can take on many forms including good housekeeping, limiting inventories of chemicals, and recycling or reuse of materials that would otherwise be considered waste and disposed of. Waste minimization programs are generally best tailored to the specific operations of each facility and therefore are not discussed in detail in this section. Tracking waste generation and periodically assessing the type and amounts of wastes is an important start in targeting possible waste minimization projects. By identifying the large volume waste streams, minimization procedures can be developed and the feasibility of implementing the procedures can be assessed.

Permit and Registration

It is often necessary to obtain a permit or authorization to dispose of waste off-site. The facility has the responsibility of identifying and acquiring any permits or authorizations that are required for waste disposal.

Training

Rock Solid Stabilization & Reclamation, Inc. employees must receive awareness training for guidance on proper waste management practices and waste disposal.

RECORDKEEPING AND REPORTING

Permits, exemptions, authorizations, or notifications of waste management and/or disposal, as well as any correspondence with local, regional, or country agencies, must be kept on file at the facility, Rock Solid Stabilization & Reclamation, Inc. facilities should keep track of waste generation and disposal for waste minimization assessments. This may be as simple as an accounting record of shipped waste that designates volume, type and destination of the waste, or it may be a more complex system of specific waste manifests, transportation logs, certification of disposal/destruction, etc.

For assistance in determining the recordkeeping and reporting requirements for a facility contact the corporate Rock Solid Stabilization & Reclamation, Inc. HSE Manager. Training records will document signatures of those trained, dates of training, signatures of people providing training and syllabus or outline of course content. Records shall be provided to Rock Solid Stabilization & Reclamation, Inc. HSE Manager to file.

33. Environmental – Spill Response

PURPOSE: To protect employees and property from the adverse effects of spilled chemicals, as well as protect the environment from chemical spills.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure details the precautions and procedures to be utilized by employees to limit and minimize potential exposure to their health and safety; protect the facility and equipment; and minimize any adverse environment impact.

Introduction and Overview:

Spilled chemicals should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves only if properly trained and protected. Employees who are not trained in spill cleanup procedures should report the spill to the project supervisor and/or the office, warn other employees, and leave the area.

Emergency Phone Numbers:

The following telephone numbers should be posted near telephones and in other conspicuous locations:

- Emergency Services (police, fire department, ambulance service): **911**
- Nearest Hospital Emergency Room:
- Main Office Phone Number:
- Key Management Personnel:
- Poison Control Center:
- Regional EPA Office:
- National Response Center: (800)424-8802
- Local State Environmental Agency:
- OSHA Area Office:
- Local State Emergency Response Commission:

Responsibilities:

In the event a spill or release occurs that is beyond the capability to control through absorption or neutralization, all employees will be instructed to evacuate the immediate work area. Assistance in controlling and cleaning up the spill will be summoned from outside sources according to the company's emergency action plan.

Project Foremen should ensure that employees are familiar with these procedures and receive any necessary training.

All Employees should follow these procedures in the event of a chemical spill.

Spill Response Procedures:

The following procedures are designed to minimize the hazards to employees and emergency responders in the event of a chemical spill.

Definitions:

Chemical spills are divided into three categories:

- **Small spills.** This includes any spill where the major dimension is less than 18 inches in diameter.

- **Medium spills.** These are spills where the major dimension exceeds 18 inches but is less than 6 feet.

- **Large spills.** Large spills include:

    - any spill involving a liquid where the major dimension exceeds 6 feet in diameter; and/or

    - any "running" spill, where the source of the spill has not been contained or flow has not been stopped.

The following general guidelines should be followed for spill control, evacuation, notification of proper authorities, and general emergency procedures in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

Evacuation

Persons in the immediate vicinity of a spill should immediately evacuate the premises (except for employees with training in small spill response in circumstances described below). If the spill is of “medium” or “large” size, or if the spill seems hazardous, immediately notify emergency response personnel and main office.

General Spill Control Techniques

Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill. See the following “Response and Cleanup Procedures” section for specifics in spill response procedures.

NOTE: *If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the materials spilled, have adequate ventilation, and proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste. The best source for this information is the SDS for the chemical involved.*

Response and Cleanup Procedures

Small Spills are generally handled by internal personnel and usually do not require an emergency response by police or local Fire Department HAZMAT Teams. Spills of less than 18 inches normally are cleaned up by the spiller.

First, quickly contain the spill by stopping or securing the spill source. This could be as simple as up righting a container and using floor-dry or absorbent pads to soak up spilled material. Wear gloves and protective clothing, if necessary. Put spill material and absorbents in secure containers, if any are available.

Next, do not wash the spill area until consulting with the office and the SDS for spill and waste disposal procedures. Sometimes the area of the spill should not be washed with water. Also, both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with state and federal environmental regulations.

Outside emergency response personnel (Police and Fire Department HAZMAT Teams) should usually be called for Medium Spills. Common sense, however, will dictate when it is necessary to call them. Medium spills require the following actions:

- First, immediately try to help contain the spill at its source by simple measures only. This means quickly up righting a container, or putting a lid on a container, if possible.

Once you have made a quick attempt to contain the spill, or once you have quickly determined you cannot take any brief containment measures, leave the area and alert police at 911. Give police accurate information as to the location, chemical suspected, and estimated amount of the spill.

- Second, evaluate the area outside the spill. Machines and electrical equipment near the spill area must be turned off. This eliminates various sources of ignition in the area. Advise police or emergency responders on how to turn off machines or electrical sources. Do not go back into the spill area once you have left.

- If emergency responders evacuate the spill area, always follow their instructions by leaving the area immediately.

- After emergency responders have contained the spill, be prepared to assist them with any other information that may be necessary, such as SDSs and questions about the project.

- Emergency responders or trained personnel with proper personal protective equipment will then clean up the spill residue. Do not re-enter the area until the Management Person in charge gives the all clear. Be prepared to assist these persons from outside the spill area with SDSs, absorbents, and containers.

- Reports must be filed with proper authorities. It is the responsibility of the spiller to inform both his/her project supervisor and the emergency responders as to what caused the spill. The Rock Solid Incident Report forms should be used. The office and responders will then finish notifying authorities, as necessary.

The response for Large Spills is similar to the procedures for medium spills, except that the exposure danger is greater. The response for large spills is as follows:

- First, since spill control or containment by the spiller is not likely, the spiller should immediately leave the area and notify project supervisor and police (911). Again, give the operator the spill location, chemical spilled, and approximate amount.

- Second, from a safe area, attempt to get SDS information for the spilled chemical for the emergency responders to use. Also, be prepared to advise responders as to any ignition sources, machines, or electrical powers that may need to be shut off. Use radio or phone to assist from a distance, as necessary.

- Spills greater than 6 feet in any dimension or that are continuous or “running” should be handled only by emergency response personnel, in accordance with their own established procedures. Remember, once the emergency responders or HAZMAT Team is on the job cleaning up spills or putting out fires, the area is under their control and no one may re-enter the area until the “Responder-in-Charge” gives the all clear.

- Finally, the spiller will need to provide information for reports to project supervisor and responders, just as in medium spills.

Reporting Spills

All chemical spills, regardless of size, should be reported as soon as possible to the project supervisor and the office.

Accidental releases of certain toxic substances must be reported to the State Emergency Response Commission and Local Emergency Planning Committee, as required by the Emergency Planning and Community Right-to-Know Act. Management will also make this determination.

First Aid

If an employee has been splashed with chemicals on the skin, immediately follow these steps:

- Go to an emergency shower (if available) or use eyewash bottles
- Remove contaminated clothing.
- Wash the area with water thoroughly for 15 minutes.
- Seek medical attention.

If an employee's eyes have been exposed to hazardous liquids, have the employee flush her or her eyes with water for at least 15 minutes. Use an eye wash bottles, sink, or water fountain. After the eyes have been rinsed, ask the employee to close both eyes. Cover the eyes with a clean cloth and seek medical assistance.

Chemical burns also require immediate attention. For first and second degree burns:

- Immerse the burned area in cold water or apply ice packs to the affected area.
- Cover the burned area with a clean cloth.
- Treat the employee for shock, if necessary.
- Don't apply butter, oil, or cream to a burn.

For serious burns (second or third degree), including large area burns and charred skin:

- Remove clothing from the injured area. Cut around, but do not remove, clothing that sticks to the skin.

- Place an approved burn blanket or the cleanest available cloth over the entire burn area.

- Treat the employee for shock.

- If the employee is conscious, provide nonalcoholic fluids.

- Call emergency personnel as soon as possible.

If an employee has been overcome from inhaling fumes from a hazardous chemical, move the employee to fresh air. If necessary, a trained employee should administer CPR.

NOTE: *There may be different first aid procedures depending on the particular chemical released. Read the label and the SDS for specific instructions.*

34. Respirable Crystalline Silica

Policy

It is the policy of Rock Solid Stabilization & Reclamation, Inc. to protect the health and safety of its employees and comply with the OSHA respirable crystalline silica regulation 1926.1153. Rock Solid Stabilization & Reclamation, Inc. will comply with the following policy whenever any foreseen employee exposure is at or above the action level of (25 µg/m3) as an 8-hour time-weighted-average (TWA).

Purpose

The purpose of this Respirable Crystalline Silica Program is to protect the health and safety of Rock Solid Stabilization & Reclamation, Inc. employees while remaining in compliance with the applicable OSHA regulations. This program will outline the necessary information to minimize the hazards associated with respirable silica exposure.

Silica

Silica is the second most common mineral on earth and makes up nearly all of what we call “sand” and “rock.” Silica exists in many forms’ crystalline silica, tridymite and quartz. Crystalline is the most abundant and poses the greatest concern for human health. Some common materials that contain silica are but not limited to the following.

- Rock and sand
- Topsoil and fill
- Concrete, cement, and mortar
- Masonry, brick, and tile
- Granite, sandstone, and slate
- Asphalt (containing rock and stone)
- Fibrous-cement board containing silica

Silica is a primary component of many common construction materials, and silica-containing dust can be generated during many construction activities, including but not limited to.

- Abrasive blasting (e.g., of concrete structures)
- Jackhammering, chipping, or drilling rock or concrete
- Cutting brick or tiles
- Sawing or grinding concrete
- Tuck point grinding
- Road construction
- Loading, hauling, and dumping gravel
- Demolition of structures containing concrete
- Sweeping concrete dust

Unprotected workers performing these activities, or working in the vicinity, can be exposed to harmful levels of airborne silica.

Health Hazards

Exposure to silica has been shown to cause silicosis, lung cancer, pulmonary tuberculosis, and other airway diseases. Crystalline silica dust can cause a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening, and scarring of the lung tissue. The scar tissue restricts the lungs' ability to extract oxygen from the air. This damage is permanent, but symptoms of the disease may not appear for many years.

A worker may develop any of three types of silicosis, depending on the concentrations of silica dust and the duration of exposure:

- Chronic silicosis—develops after 10 or more years of exposure to crystalline silica at relatively low concentrations
- Accelerated silicosis—develops 5 to 10 years after initial exposure to crystalline silica at high concentrations
- Acute silicosis—develops within a few weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, a worker may experience:

- Shortness of breath
- Severe cough
- Weakness

These symptoms can worsen over time and lead to death. Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

Definitions

These definitions are for the purpose of this respirable crystalline silica program.

Action Level (AL) - The level at which an employer must take preventative measures to protect its employees from airborne respirable crystalline silica 25 µg/m^3 calculated as an 8-hour time-weighted-average (TWA).

Permissible Exposure Limit (PEL) - the highest allowable limit that an employee may be exposed to airborne respirable crystalline silica 50 µg/m^3 calculated as an 8-hour time-weighted-average (TWA).

Physician or other Licensed Health Care Professional (PLHCP)- an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide or be delegated the responsibility to provide

some or all of the particular health care services required for the purpose of the Respirable Silica Standard.

Responsibilities

Due to the significant risk posed by respirable silica, it is critical that all personnel involved in operations that could potentially be exposed or create silica dust take specific action to ensure that, as much as possible, a hazard is not created.

Rock Solid Stabilization & Reclamation, Inc. is responsible for:

- Substitution of less hazardous products for those that contain crystalline silica is required.
- Ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this exposure control plan (ECP) are readily available where and when they are required.
- Providing a job-specific ECP for each project, which outlines in detail the work methods and practices that will be followed on each site. Considerations will include:
- Availability and delivery of all required tools/equipment
- Scope and nature of grinding work to be conducted
- Control methods to be used and level of respiratory protection required
- Coordination plan
- Conducting a periodic review of the effectiveness of the ECP. This would include a review of the available dust-control technologies to ensure these are selected and used when practical.
- Initiating industrial hygiene monitoring of worker exposure to silica dust when there are non-standard work practices for which the control methods to be used have not been proven to be adequately protective.
- Ensuring that all required tools, equipment, and personal protective equipment are readily available and used as required by the ECP.
- Ensuring supervisors and workers are educated and trained to an acceptable level of competency.
- Maintaining records of training, fit-test results, industrial hygiene records, employee medical records and inspections (equipment, PPE, work methods/practices).
- Coordinating the work with the general contractor and other employers to ensure a safe work environment.

The Site Supervisor is responsible for:

- Obtaining a copy of the exposure control plan (ECP) from upper management and making it available at the worksite.

- Selecting, implementing, and documenting the appropriate site-specific control measures.
- Providing adequate instruction to workers on the hazards of working with silica-containing materials (e.g., mortar) and on the precautions specified in the job-specific plan covering hazards at the location.
- Ensuring that employees are using the proper respirators and have been fit-tested, and that the results are recorded.
- Directing the work in a manner that ensures the risk to workers is minimized and adequately controlled.
- Communicating with the general contractor and other sub-contractors to ensure a safe work environment.

The Employee is Responsible for:

- Knowing the hazards of silica dust exposure
- Using the assigned protective equipment in an effective and safe manner
- Setting up the operation in accordance with the site-specific plan
- Following established work procedures as directed by the supervisor
- Reporting any unsafe conditions or acts to the supervisor
- Knowing how and when to report exposure incidents

Exposure Monitoring and Sampling

Where it is determined that silica containing materials may be present and disturbed the provisions in Table 1 will be met; if the provisions in Table 1 cannot be met or the task is not listed air monitoring will be conducted during work activities which are representative to the exposure for each job classification.

Employee exposure monitoring will be in accordance with OSHA ID-142 method of analytical sampling for respirable crystalline silica. Results in excess of the Action Level (AL) will require additional employee protection in accordance with OSHA CFR 1926.1153.

Frequency of Monitoring

Rock Solid Stabilization & Reclamation, Inc. will perform initial monitoring to assess the 8-hour TWA exposure for each employee or a representative group of employees. Where several employees perform the same tasks on the same shift and in the same work area, the employer may sample a representative group of employees meet the requirement. In regard to representative sampling, the employer shall sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica.

If initial monitoring indicates that employee exposures are below the action level, Rock Solid Stabilization & Reclamation, Inc. may discontinue monitoring for those employees.

Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, Rock Solid Stabilization & Reclamation, Inc. will repeat monitoring within six months of the most recent monitoring.

Where the most recent exposure monitoring indicates that employee exposures are above the PEL, Rock Solid Stabilization & Reclamation, Inc. will repeat monitoring within three months of the most recent monitoring.

Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the action level, Rock Solid Stabilization & Reclamation, Inc. will repeat monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the action level, at which time Rock Solid Stabilization & Reclamation, Inc. may discontinue monitoring for those employees.

Reassessment of Exposures

Rock Solid Stabilization & Reclamation, Inc. will reassess exposures whenever there is a change in the process, control equipment, personnel, or work when practices may reasonably be expected to result in new or additional exposures at or above the action level, or when Rock Solid Stabilization & Reclamation, Inc. has any reason to believe that new or additional exposures at or above the action level have occurred.

Employee Notification

Rock Solid Stabilization & Reclamation, Inc. will notify employees of their individual sampling results within five working days after completing an exposure assessment in writing or post the results in an appropriate location accessible to all affected employees.

Whenever an exposure assessment indicates that employee exposure is above the PEL Rock Solid Stabilization & Reclamation, Inc. will describe in the written notification the corrective action(s) being taken to reduce employee exposure to or below the PEL.

Observation of Monitoring

Employees or their designated representative have the opportunity to witness the air monitoring and review any results of the air monitoring for respirable crystalline silica.

Engineering and Work Practice Controls

Rock Solid Stabilization & Reclamation, Inc. will use engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL, unless controls are not feasible. Wherever feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, Rock Solid Stabilization & Reclamation, Inc. will use them to reduce employee

exposure to the lowest feasible level and will supplement them with the use of respiratory protection that complies with the requirements in Rock Solid Stabilization & Reclamation, Inc.'s Respiratory Protection Program and this Respirable Crystalline Silica Program.

Types of Engineering Controls

- Substitution of products that contain less or no crystalline silica
- Change the process
- Isolate the work area to limit exposure of employees
- Ventilation use HEPA filtration to remove respirable dust form work areas

Respiratory Protection

Employees engaged in respirable crystalline silica work will require respiratory protective equipment when Table 1 dictates or when industrial hygiene monitoring indicates anticipated levels over the AL. Employees will wear the appropriate respiratory protection equipment in accordance with the work to be performed and shall wear respirators during.

- As an interim protection for tasks until exposure assessments can be completed.
- Periods necessary to install or implement engineering or work practice controls.
- Work operations in which engineering, and work practice controls are not sufficient to reduce employee exposures.
- When an employee's exposure is above the AL
- When an employee requests respiratory protection.

The use of respiratory protection equipment will be in accordance with OSHA 29 CFR 1910.134 and Rock Solid Stabilization & Reclamation, Inc.'s Respiratory Protection Program.

Medical Surveillance

Rock Solid Stabilization & Reclamation, Inc. will make medical surveillance available at no cost to the employee, and at a reasonable time and place, for each employee who will be required to use a respirator for 30 or more days per year. Rock Solid Stabilization & Reclamation, Inc. will ensure that all medical examinations and procedures required by this section are performed by a **Physician or Licensed Health Care Professional (PLHCP).**

Initial Medical Examination

Rock Solid Stabilization & Reclamation, Inc. will provide an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of this section within the last three years. The examination shall consist of:

- A medical and work history, with emphasis on: Past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history.
- A physical examination with special emphasis on the respiratory system.
- A chest X-ray.
- A pulmonary function test to include forced vital capacity.
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.

Periodic Medical Examination

Rock Solid Stabilization & Reclamation, Inc. will provide periodic medical examinations that include the procedures described in the initial medical examination at least every three years, or more frequently if recommended by the PLHCP.

Information provided to the PLHCP

Rock Solid Stabilization & Reclamation, Inc. will ensure that the examining PLHCP has a copy of the OSHA standard Respirable Crystalline Silica 1926.1153, and will provide the PLHCP with the following information:

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

PLHCP's Written Medical Report for the Employee

Rock Solid Stabilization & Reclamation, Inc. will ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report will contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to respirable crystalline silica and any medical conditions that require further evaluation or treatment.
- Any recommended limitations on the employee's use of respirators.
- A statement that the employee should be examined by a specialist if deemed appropriate by the PLHCP.

PLHCP's written medical opinion for the employer

Rock Solid Stabilization & Reclamation, Inc. will obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following:

- The date of the examination.
- A statement that the examination has met the requirements of the OSHA standard
- Any recommended limitations on the employee's use of respirators.
    - If the employee provides written authorization, the written opinion shall also contain either or both of the following:
    - Any recommended limitations on the employee's exposure to respirable crystalline silica.
    - A statement that the employee should be examined by a specialist if deemed appropriate by the PLHCP.

Rock Solid Stabilization & Reclamation, Inc. will ensure that each employee receives a copy of the written medical opinion as described in this section within 30 days of each medical examination performed.

Additional Examinations

If the PLHCP's written medical opinion indicates that an employee should be examined by a specialist, Rock Solid Stabilization & Reclamation, Inc. will make available a medical examination by a specialist within 30 days after receiving the PLHCP's written opinion. Rock Solid Stabilization & Reclamation, Inc. will ensure that the examining specialist is provided with all of the information that the employer is obligated to provide.

Rock Solid Stabilization & Reclamation, Inc. will ensure that the specialist explains to the employee the results of the medical examination and provides the employer and employee with a written medical report within 30 days of the examination.

Training

Rock Solid Stabilization & Reclamation, Inc. will provide training to all of their employees on this Respirable Crystalline Silica Program upon initial hire, job assignment, when conditions change and at least annually.
Rock Solid Stabilization & Reclamation, Inc. will ensure that their employees can demonstrate the knowledge and understanding of this program to be included but not limited to the following:

The health hazards associated with exposure to respirable crystalline silica.

- Specific tasks in the workplace that could result in exposure to respirable crystalline silica.
- Specific measures Rock Solid Stabilization & Reclamation, Inc. has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respiratory protection to be used.
- Competent person training; and
- The purpose and a description of the medical surveillance program.

Rock Solid Stabilization & Reclamation, Inc. will provide copies of this program without cost to each employee covered by this program.

Housekeeping

Rock Solid Stabilization & Reclamation, Inc. does not allow dry sweeping or dry brushing where this could contribute to employee exposure of respirable crystalline silica, wet sweeping is allowable when HEPA-filtered vacuuming or other methods that minimize the likelihood of exposure are not feasible.

Rock Solid Stabilization & Reclamation, Inc. does not allow compressed air to be used to clean clothing or surfaces where this activity could contribute to employee exposure to respirable crystalline silica unless the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or no alternative method is feasible.

Signs and Controlled Access Zones

Rock Solid Stabilization & Reclamation, Inc. supervision will ensure that warning signs and controlled access zones are in place where employees and exposure to respirable crystalline silica are above the PEL. The signs need to be easily visible as to warn employees of the potential hazards and should state the following:

Rock Solid Stabilization & Reclamation, Inc. site supervision is in charge of erecting and maintaining adequate signage and controlling the work area in accordance with the exposure control plan.

Recordkeeping

Rock Solid Stabilization & Reclamation, Inc. will make and maintain an accurate record of all exposure measurements taken to assess employee exposure to respirable crystalline silica. The records maintained will contain a minimum of the following information:

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

Rock Solid Stabilization & Reclamation, Inc. will ensure that sampling records, exposure records, objective data and all medical surveillance records are maintained and made available in accordance with 29 CFR 1910.1020.

Written Exposure Control Plan

Rock Solid Stabilization & Reclamation, Inc. will establish and implement a written exposure control plan that contains at least the following elements:

- A description of the tasks that involve exposure to respirable crystalline silica.

- A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.
- A description of the housekeeping measures used to limit employee exposure to respirable crystalline silica; and
- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures generated by other contractors or client owned sites.
- Rock Solid Stabilization & Reclamation, Inc. will review and evaluate the effectiveness of the written exposure control plan at least annually and update it as necessary.
- Rock Solid Stabilization & Reclamation, Inc. will have the written exposure control plan available for review and provide a copy, upon request, to the employee(s), their designated representatives, and OSHA.
- Rock Solid Stabilization & Reclamation, Inc. will designate a competent person to make frequent and regular inspections of job sites, materials, and equipment to implement the written exposure control plan.

TABLE 1

For each employee engaged in a task identified on the below table, the employer shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task on this table, unless the employer assesses and limits the exposure of the employee to respirable crystalline silica in accordance to this program.

Equipment/task	**Engineering and work practice control methods**	**Required respiratory protection and minimum assigned protection factor (APF)**	
		≤ 4 hours/shift	**>4 hours/shift**
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency	None	None
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:		

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	**>4 hours/shift**
	-When used outdoors	None	None
	-When used indoors or in an enclosed area	APF 10	APF 10
(v) Drivable saws	For tasks performed outdoors only:		
	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	**>4 hours/shift**
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism Use a HEPA-filtered vacuum when cleaning holes	None	None
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only:		
	Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism Use a HEPA-filtered vacuum when cleaning holes	APF 10	APF 10
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector	None	None
	OR		

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
	Operate from within an enclosed cab and use water for dust suppression on drill bit	None	None
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
	OR		
	Use tool equipped with commercially available shroud and dust collection system		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism:		
	-When used outdoors	None	APF 10

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	**>4 hours/shift**
	-When used indoors or in an enclosed area	APF 10	APF 10
(xi) Handheld grinders for mortar removal (*i.e.*, tuck-pointing)	Use grinder equipped with commercially available shroud and dust collection system	APF 10	APF 25
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism		
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface	None	None
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	OR		

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
	Use grinder equipped with commercially available shroud and dust collection system		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism:		
	-When used outdoors	None	None
	-When used indoors or in an enclosed area	None	APF 10
(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface	None	None
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	OR		

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
	Use machine equipped with dust collection system recommended by the manufacturer	None	None
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism		
	When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes		
(xiv) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant	None	None
	Operate and maintain machine to minimize dust emissions		
(xv) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust	None	None

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
	Operate and maintain machine to minimize dust emissions		
	For cuts of four inches in depth or less on any substrate:		
	Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust	None	None
	Operate and maintain machine to minimize dust emissions		
	OR		
	Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant	None	None
	Operate and maintain machine to minimize dust emissions		
(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points)	None	None

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
	Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions		
	Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station		
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (*e.g.*, hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab	None	None
	When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions	None	None
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions	None	None
	OR		
	When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab	None	None

35. Powered Industrial Trucks

PURPOSE: To establish criteria for the training of industrial truck operators and ensure employee health and safety while operating and/or working around powered industrial trucks (forklifts). This program is referenced by OSHA – 29CFR 1910.178 and 1926.602.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all employees and will ensure that the hazards of Powered Industrial Trucks, also referred to as Trucks, Forklifts and/or All Terrain Extendable Boom Forklifts in this program.

LIFT TRUCK REQUIREMENTS:

1. All trucks owned or leased shall be of the approved type to conform to the design requirements of ASME/ANSI B56.1-1988.

2. All trucks shall bear a label or some other identifying mark indicating approval by a testing laboratory.

3. All sit-down forklifts that do not currently have a seat belt shall be retrofitted by the manufacturer with the appropriate safety belt, provided the manufacturer has a retrofit program in place.

4. Trucks shall be equipped with a load backrest to prevent the load from falling toward the truck when the load is elevated and tilted back.

5. Trucks will be equipped with back-up alarms where required by law or at an Owner's request.

RESPONSIBILITIES:

Safety Department:

1. Coordinate and conduct operator training and assign hands-on training tasks suitable for the new operator's skill and experience.

2. Conducting accident investigations for all accidents and near miss incidents.

Operator:

1. Operating a powered industrial truck only if Qualified.

2. Operate with accordance with this procedure and safe operating practices.

3. Inspect the equipment and completing an inspection form at the beginning of each shift.

4. Immediately reporting any problems or unsafe conditions to their immediate supervisor. Only operating equipment that is in safe operating condition.

5. Reporting all accidents, incidents and near misses whether or not the result was in damage or injury, immediately to their supervisor.

6. Before loading and unloading from transport trailer, the operator will verify trailer is chocked and dock plates are secured.

Operator Training:

1. Training will be provided by a qualified instructor.

2. New operators shall complete an initial training program prior to operating a forklift.

3. Training consists of a classroom type setting focusing on equipment operating characteristics and safe operating procedures.

4. Hands-on skill evaluation conducted by the trainer and/or supervisor.

5. Operators shall complete a hands-on review at least once every three years. Refresher training is required whenever an operator demonstrates a deficiency in the safe operations, the truck has been involved in an accident or near-miss incident or if the supervisor believes the operator does not present the knowledge and skills necessary to safely operate the forklift.

6. Training shall be documented with the employee's name, trainer's name, date, and an outline of the training program or copies of the training materials. The safety Department will maintain all records.

7. Topics include but are not limited to who is authorized to operate forklift, inspections, pre-operation, differences between cars and forklifts, stability triangle, surroundings, center of gravity, effects of raising the boom, attachments, use of spotters, when to elevate load, hazards, forklift tip over, seat belts, when to use horn, mounting and dismounting and parking.

8. Also included in training is the physical assessment and driver evaluation and driver ability to operate the machine safely.

Maintenance and Inspection:

1. Only trained and authorized personnel shall be permitted to maintain, repair, and adjust Powered Industrial Trucks.

2. The operator shall complete a daily inspection form at the beginning of each shift. All forms, for Rock Solid equipment, shall be sent to the Safety Department to be recorded. All other inspection forms should go to the jobsite supervisor.

3. If at any time a forklift is found to be in any way unsafe, it shall be taken out of service immediately until it has been restored to safe operating condition.

4. If unsafe conditions are found on any Power Industrial Trucks, the key shall be removed, given to supervision and a “DO NOT OPERATE” or “DO NOT USE” tag shall be placed on the vehicle steering wheel of the unsafe vehicle.

Rules for Safe Operation:

1. Only trained and authorized personnel are permitted to operate a powered industrial truck.

2. Only the operator is allowed on the truck – NO RIDERS. No persons shall be allowed to stand or pass under the elevated portion of any lift truck, whether loaded or empty.

3. Only an approved safety platform may be used for lifting personnel, not pallets. The platform may only be used for lifting personnel: not for transporting them from one location to another. (Platform must meet government regulations)

4. Only safety platforms, which are firmly secured to the lifting carriage and/or forks, shall be allowed when working from a forklift. Individuals working inside the safety platform shall wear fall protection harness and lanyard.

5. Protection from falling objects shall be provided either by an overhead guard or personal head protection. The forklift operator shall remain at the controls. Only minor adjustments or movements may be made and only at creep speed.

6. Forks must be kept as low as possible, whether loaded or empty, at all times.

7. Do not move materials that are on a damaged pallet, incorrectly loaded, or otherwise unsafe to handle.

8. The brakes must be set, and the wheel chocks must be placed under the rear wheels of trucks, trailers or railroad cars while loading and unloading

processes. Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

9. All traffic regulations shall be observed. Acceptable speed limit of 5mph shall be practiced unless other limits are posted. A safe distance shall be maintained between vehicle and pedestrians, and the truck shall be kept under control at all times.

10. The driver shall be required to slow down and sound horn at cross walks and other locations where vision is obstructed. As a best practice, spotters may be utilized while maneuvering in tight areas or around high dollar equipment and personnel. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

11. If at any time a powered industrial truck is found to need repair, defective, or in any way unsafe, the truck shall be taken out of service and tagged “DO NOT OPERATE” until it has been restored to safe operating condition.

12. **DO NOT** park the forklift where it may block an exit, stairway, hallway, door, emergency equipment, fire extinguisher or electrical service panel. Wheels must be blocked if the truck is parked on an incline.

13. A powered industrial truck I unattended when the operator is 25 feet or more away from the vehicle or whenever the operator leaves the vehicle, and it is not in view. When a powered industrial truck is left unattended, the load engaging means must be fully lowered, controls neutralized, power shut off and brakes set. When the operator of an industrial truck is dismounted and within 25 feet of the truck and still in his/her view, the load engaging means must be fully lowered, controls neutralized, and the brakes set to prevent movement.

<u>LPG (Propane) Safety:</u>

1. No truck may be operated with a leak in the fuel system. Fuel tanks shall not be filled while the engine is running.

2. The valve on the fuel cylinder must be closed when the forklift is not in operation and parked overnight. The LPG tank should be shut off when “garaging” (leaving the forklift in a closed space or room or leaving the truck out of service for 8 hours or more) the lift truck.

3. The fuel cylinder must always be secured in the brackets when the forklift is in operation. Fuel cylinders, empty or full, may not be stored inside the building.

4. If the fuel cylinder is leaking and can be safely handled, remove the leaking tank to fresh air, well away from buildings and any source of ignition. Due to the fire hazard, securing the area and allowing the cylinder to empty itself is preferred. DO NOT attempt to repair tank.

LPG cylinders shall be stored in a safe, secure area that is suitable for flammable materials. No smoking signs should be posted in area.

36. Field & Shop Observations

PURPOSE: To ensure a safe working environment for all Rock Solid Stabilization and Reclamation employees on any Rock Solid project and/or property.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all employees and will ensure that the hazards on the jobsite are addressed and mitigated/eliminated in a timely fashion. With the help of continual observations and audits performed by supervision.

RESPONSIBILITIES:

Safety Manager:

Submit 2 safety audits per week

Superintendents:

Submit 1 safety audit per week

Supervisor:

Submit 1 safety audit per week

Any Rock Solid employee visiting a site is encouraged to perform a safety audit when visiting the site.

Goal:

All audits will be submitted to the Safety Manager. The Safety Manager will document all collected audits, which will help discover trends and then develop training topics that the crews need.

37. Overhead & Gantry Crane

PURPOSE: To ensure a safe working environment for all Rock Solid Stabilization and Reclamation employees on any Rock Solid project and/or property.

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all employees working with an overhead and/or gantry crane and have the knowledge and understanding how to do so in a safe manner.

DEFINITIONS:

Crane – is a machine for lifting and lowering a load and moving it horizontally, with the hoisting mechanism an integral part of the machine. Cranes whether fixed or mobile a driven manually or by power.

Gantry Crane – means a crane similar to an overhead crane except that the bridge grinders or trusses extend transversely beyond the crane runway on one or both sides.

Overhead Crane – means a crane with a movable bridge carrying a movable or fixed hoisting mechanism and traveling on an overhead fixed runway surface.

GENERAL REQUIREMENTS:

1. This section applies to overhead and gantry cranes and others having the same fundamental characteristics. These cranes are grouped because they all have trolleys and similar travel characteristics.

2. New and existing equipment. All new overhead and gantry cranes constructed and installed on or after August 31, 1971, shall meet the design specifications of the American National Standard Safety Code for Overhead and Gantry Cranes, ANSI B30.2.0-1967, which is incorporated by reference as specified in CFR1910.6.

3. Modifications. Cranes may be modified and rerated provided such modifications and the supporting structure are checked thoroughly for the new rated load by a qualified engineer or the equipment manufacturer. The crane shall be tested in accordance with paragraph CFR1910.179(k)(2). New rated load shall be displayed in accordance with paragraph CFR1910.179(b)(5).

4. Rated load markings. The rated load of the crane shall be plainly marked on each side of the crane, and if the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its load block and this marking shall be clearly legible from

the ground or floor.

5. Clearance from obstruction. Minimum clearance of 3 inches overhead and 2 inches laterally shall be provided and maintained between crane and obstructions in conformity with Crane Manufactures Association of America, Inc., Specification No. 61, which is incorporated by reference as specified in CFR1910.6 (formerly the Electric Overhead Crane Institute, Inc).

6. Where passageways or walkways are provided obstructions shall not be placed so that safety of personnel will be jeopardized by movements of the crane.

7. Only designated personnel shall be permitted to operate a crane covered by this section.

STOPS, BUMPERS, RAIL SWEEPS AND GUARDS:

1. Trolley stops.

    a. Stops shall be provided at the limits of travel of the trolley. Stops shall be fastened to resist forces applied when contacted. A stop engaging the tread of the wheel shall be of a height at least equal to the radius of the wheel.

2. Bridge bumpers.

    a. A crane shall be provided with bumpers or other automatic means providing equivalent effect, unless the crane travels at a slow rate of speed and has a faster deceleration rate due to the use of sleeve bearings, or is not operated near the ends of the bridge and trolley travel, or is restricted to a limited distance by the nature of the crane operation and there is no hazard of striking any object in this limited distance, or is used in a similar operating conditions. The bumpers shall be capable of stopping the crane (not including the lifted Load) and an average rate of deceleration not to exceed 3 ft/s/s when traveling in either direction at 20 percent of the rated load speed.

    b. The bumpers shall have sufficient energy absorbing capability to stop the crane when traveling at a speed of at least 40 percent of rated load speed.

    c. The bumpers shall be mounted that there is no direct shear on bolts.

    d. Bumpers shall be so designed and installed as to minimize parts falling from the crane in case of breakage.

3. Rail sweeps.

    a. Bridge trucks shall be equipped with sweeps which extend below the top of the rail and project in front of the wheels.

4. Guards for hoisting ropes.

a. If hoisting ropes run near enough to other parts to make fouling or chafing possible, guards shall be installed to prevent this condition.

b. A guard shall be provided to prevent contact between bridge conductors and hoisting ropes if they could come into contact.

5. Guards for moving parts.

a. Exposed moving parts such as gears, set screws, projecting keys, chains, chain spokes, and reciprocating components which might constitute a hazard under normal operating conditions shall be guarded.

b. Guards shall be securely fastened

c. Each guard shall be capable of supporting without permanent the weight of a 200-pound person unless the guard is located where it is impossible for a person to step on it.

BRAKES:

1. Brakes for hoists.

a. Each independent hoisting unit of a crane shall be equipped with at least one self-setting brake, hereafter referred to as a holding brake, applied directly to the motor shaft or some parts of the gear train.

b. Each independent hoisting unit of a crane, except worm-geared hoists, the angle of whose worm is such as to prevent the load from acceleration in the lowering direction shall, in addition to a holding brake, be equipped with control braking means to prevent over speeding.

2. Holding Brakes.

a. Holding brakes for hoist motors shall have not less than the following percentage of the full load hoisting torque at the point where the brake is applied.

b. 125 percent when used with a control braking means other than mechanical

c. 100 percent when used in conjunction with a mechanical control braking means

d. 100 percent each if two holding brakes are provided.

e. Holding brakes on hoists shall have ample thermal capacity for the frequency of operation required by the service.

f. Holding brakes on hoists shall be applied automatically when power is removed.

g. Where necessary holding brakes shall be provided with adjustment means to compensate for wear.

h. The wearing surface of all holding-brake drums or discs shall be smooth.

i. Each independent hoisting unit of a crane handling hot metal and having power control braking means shall be equipped with at least two holding brakes.

3. Control braking means.

a. A power control braking means such as a regenerative, dynamic or counter-torque braking, or mechanically controlled braking means shall be capable of maintaining safe lowering speeds of rated loads.

b. The control braking means shall have ample thermal capacity for frequency of operation required by service.

4. Brakes for Trolleys and bridges.

a. Foot operated brakes shall not require an applied force of more than 70 pounds to develop manufacturer's rated brake torque.

b. Brakes may be applied by mechanical, electrical pneumatic, hydraulic, or gravity means.

c. Where necessary brakes shall be provided with adjustment means to compensate for wear.

d. The wearing surface of all brake-drums or disks shall be smooth

e. All foot-brake pedals shall be constructed so that the operator's foot will not easily slip off the pedal.

f. Foot-operated brakes shall be equipped with automatic means for positive release when pressure is released from the pedal.

g. Brakes for stopping the motion of the trolley or bridge shall be of sufficient size to stop the trolley or bridge within a distance in feet equal to 10 percent of full load speed in feet per minute when traveling at full speed with a full load.

h. If holding brakes are provided on the bridge or trolleys, they shall not prohibit the use of a drift point in the control circuit

i. Brakes on trolleys and bridges shall have ample thermal capacity for the frequency of operation required by service to prevent impairment of functions from overheating.

5. Application of trolley brakes.

    a. A drag brake may be applied to hold the trolley in a desired position on the bridge and to eliminate creep with the power off.

6. Application of bridge brakes.

    a. On all floor, remote and pulpit-operated crane bridge drives, a brake of non-coasting mechanical drive shall be provided.

Electrical Equipment:

1. General.

    a. The controlling circuit voltage shall not exceed 600 volts for a.c. or d.c. current

    b. The voltage at pendant push-buttons shall not exceed 150 volts for a.c. and 300 for d.c. current.

    c. Where multiple conductor cable is used with a suspended pushbutton station, the station must be supported in some satisfactory manner that will protect the electrical conductors against strain.

    d. Pendant control boxes shall be constructed to prevent electrical shock and shall be clearly marked for identification of functions.

2. Equipment.

    a. Electrical equipment shall be located or enclosed that live parts will not be exposed to accidental contract under normal operating conditions.

    b. Electric equipment shall be protected from dirt, grease, oil, and moisture.

    c. Guards for live parts shall be substantial and so located that they cannot be accidently deformed so as to contact the live parts.

3. Controllers.

    a. Cranes not equipped with spring-return controllers or momentary contact pushbuttons shall be provided with a device which will disconnect all motors from the line on failure of power and will not permit any motor to be restarted until the controller handle is brought to the "off" position, or a reset switch or button is operated.

    b. The controller operating handle shall be located within convenient reach of the operator.

c. As far as practicable, the movement of each controller handle shall be in the same general directions as the resultant movements of the load.

d. The control for the bridge and trolley travel shall be so located that the operator can readily face the direction of travel.

e. For floor-operated cranes, the controller, or controllers if rope operated, shall automatically return to the "off" position when released by the operator.

f. Pushbuttons in pendant stations shall return to the "off" position when pressure is released by the crane operator.

g. Automatic cranes shall be so designed that all motions shall fail-safe if any malfunction of operation occurs.

h. Remote-operated cranes shall function so that if the control signal for any crane motion becomes ineffective the crane motion shall stop.

4. Resistors.

a. Enclosures for resistors shall have openings to provide adequate ventilation and shall be installed to prevent the accumulation of combustible matter too, near hot parts.

b. Resistor units shall be supported so as to be as free as possible from vibration.

c. Provision shall be made to prevent broken parts or molten metal falling upon the operator or from the crane.

5. Switches.

a. The power supply to the runway conductors shall be controlled by a switch or circuit breaker located on a fixed structure, accessible from the floor, and arranged to be locked in the open position.

b. On floor-operated cranes, a switch or circuit breaker of the enclosed type, with provision for locking in the open position, shall be provided in the leads from the runway conductors. This disconnect shall be mounted on the bridge or foot walk near the runway collectors. One of the following types of floor-operated disconnects shall be provided:

i. Nonconductive rope attached to the main disconnect switch.

ii. An undervoltage trip for the main circuit breaker operated by an emergency stop button in the pendant pushbutton in the pendant pushbutton station.

iii. A main line contactor operated by a switch or pushbutton in the pendant pushbutton station.

c. The hoisting motion of all electric traveling cranes shall be provided with an overtravel limit switch in the hoisting direction.

d. All cranes using a lifting magnet shall have a magnet circuit switch of the enclosed type with provision for locking in the open position. Means for discharging the inductive load of the magnet shall be provided.

6. Hoisting Equipment.

a. Sheave grooves shall be smooth and free from surface defects which could cause rope damage.

b. Sheaves carrying ropes which can be momentarily unloaded shall be provided with close-fitting guards or other suitable devices to guide the rope back into the groove when the load is applied again.

c. The sheaves in the bottom block shall be equipped with close-fitting guards that will prevent ropes from becoming fouled when the block is lying on the ground with ropes loose.

d. Pockets and flanges of sheaves used with hoist chains shall be of such dimensions that the chain does not catch or bind during operation.

e. All running sheaves shall be equipped with means for lubrication. Permanently lubricated, sealed and/or shielded bearings meet this requirement.

7. Ropes.

a. In using hoisting ropes, the crane manufacturer's recommendation shall be followed. The rated load divided by the number of parts of rope shall not exceed 20 percent of the nominal breaking strength of the rope.

b. Socketing shall be done in the manner specified by the manufacturer of the assembly.

c. Rope shall be secured to the drum as follows:

i. No less than two wraps of rope shall remain on the drum when the hook is in its extreme low position.

ii. Rope end shall be anchored by a clamp securely attached to the drum, or by a socket arrangement approved by the crane or rope manufacturer.

d. Rope clips attached with U-bolts shall have the U-bolts on the dead or short end of the rope. Spacing and number of all types of clips shall be in accordance with the clip manufacturer's recommendation. Clips shall be drop-forged steel in all sizes manufactured commercially. When a newly installed rope has been in operation for an hour, all nuts on the clip bolts shall be retightened.

e. Swaged or compressed fittings shall be applied as recommended by the rope or crane manufacturer.

f. Wherever exposed to temperatures, at which fiber cores would be damaged, rope having an independent wire rope or wire-strand core, or other temperature-damage resistant core shall be used.

g. Replacement rope shall be the same size, grade, and construction as the original rope furnished by the crane manufacturer, unless otherwise recommended by a wire rope manufacturer due to actual working condition requirements.

h. *Equalizers*. If a load is supported by more than one part of rope, the tension in the parts shall be equalized.

i. *Hooks*. Hooks shall meet the manufacturer's recommendations and shall not be overloaded.

Inspection:

1. Inspection classification.

    a. Inspection records are to be submitted to the safety department to be maintained and documented.

        i. Inspection records not limited to: rated load test, monthly rope inspections (including hook), monthly chain hoist inspections (including hooks), daily inspections, and annual inspections, any maintenance records for any overhead or gantry cranes (preventative or repair)

    b. *Initial inspection*. Prior to initial use all new and altered cranes shall be inspected to ensure compliance with the provisions of this section.

    c. Inspection procedure for cranes in regular service is divided into two general classifications based upon the intervals at which inspection should be performed. The intervals in turn are dependent upon the nature of the critical components of the crane and the degree of their exposure to wear, deterioration, or malfunction. The two general classifications are herein

designated as "frequent" and "periodic" with respective intervals between inspections as defined below:

i. Frequent inspection—Daily to monthly intervals.

ii. Periodic inspection—1 to 12-month intervals.

d. *Frequent inspection*. The following items shall be inspected for defects at intervals as defined in paragraph (1)(c) of this section or as specifically indicated, including observation during operation for any defects which might appear between regular inspections. All deficiencies such as listed shall be carefully examined and determination made as to whether they constitute a safety hazard:

i. All functional operating mechanisms for maladjustment interfering with proper operation. Daily.

ii. Deterioration or leakage in lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems. Daily.

iii. Hooks with deformation or cracks. Visual inspection daily; monthly inspection with a certification record which includes the date of inspection, the signature of the person who performed the inspection and the serial number, or other identifier, of the hook inspected. For hooks with cracks or having more than 15 percent in excess of normal throat opening or more than 10° twist from the plane of the unbent hook shall be discarded

iv. Hoist chains, including end connections, for excessive wear, twist, distorted links interfering with proper function, or stretch beyond manufacturer's recommendations. Visual inspection daily; monthly inspection with a certification record which includes the date of inspection, the signature of the person who performed the inspection and an identifier of the chain which was inspected.

v. All functional operating mechanisms for excessive wear of components.

vi. Rope reeving for noncompliance with manufacturer's recommendations.

e. *Periodic inspection*. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (1)(c)(ii) of this section, depending upon its activity, severity of service, and environment, or as specifically indicated below. These inspections shall include the requirements of all frequent inspections of this section and in addition, the

following items. Any deficiencies such as listed shall be carefully examined and determination made as to whether they constitute a safety hazard:

i. Deformed, cracked, or corroded members.

ii. Loose bolts or rivets.

iii. Cracked or worn sheaves and drums.

iv. Worn, cracked or distorted parts such as pins, bearings, shafts, gears, rollers, locking and clamping devices.

v. Excessive wear on brake system parts, linings, pawls, and ratchets.

vi. Load, wind, and other indicators over their full range, for any significant inaccuracies.

vii. Gasoline, diesel, electric, or other powerplants for improper performance or noncompliance with applicable safety requirements.

viii. Excessive wear of chain drive sprockets and excessive chain stretch.

ix. Electrical apparatus, for signs of pitting or any deterioration of controller contactors, limit switches and pushbutton stations.

x. *Cranes not in regular use*.

xi. A crane which has been idle for a period of 1 month or more, but less than 6 months, shall be inspected conforming with requirements of all frequent inspections and all the rope inspections prior to being put in service.

xii. A crane which has been idle for a period of over 6 months shall be given a complete inspection conforming with requirements of all frequent, periodic and rope inspections before being put into service.

xiii. Standby cranes shall be inspected at least semi-annually in accordance with requirements of paragraph (j)(2) of this section and paragraph (m)(2) of this section.

f. Testing.

i. *Operational tests*.

ii. Prior to initial use all new and altered cranes shall be tested to ensure compliance with this section including the following functions:

1. Hoisting and Lowering, Trolley travel, Bridge travel, Limit switches, Locking and Safety devices

iii. The trip setting of hoist limit switches shall be determined by tests with an empty hook traveling in increasing speeds up to the maximum speed. The actuating mechanism of the limit switch shall be located so that it will trip the switch, under all conditions, in sufficient time to prevent contact of the hook or hook block with any part of the trolley.

iv. *Rated load test*. Test loads shall not be more than 125 percent of the rated load unless otherwise recommended by the manufacturer. The test reports shall be placed on file where readily available to appointed personnel.

g. Maintenance

i. *Preventive maintenance*. A preventive maintenance program based on the crane manufacturer's recommendations shall be established.

ii. Maintenance Procedure.

iii. Before adjustments and repairs are started on a crane the following precautions shall be taken:

1. The crane to be repaired shall be run to a location where it will cause the least interference with other cranes and operations in the area.

2. All controllers shall be at the off position.

3. The main or emergency switch shall be open and locked in the open position.

4. Warning or "out of order" signs shall be placed on the crane, also on the floor beneath or on the hook where visible from the floor.

5. All energy sources shall be locked out and/or tagged out.

6. Where other cranes are in operation on the same runway, rail stops, or other suitable means shall be provided to prevent interference with the idle crane.

iv. After adjustments and repairs have been made the crane shall not be operated until all guards have been reinstalled, safety devices reactivated, and maintenance equipment removed.

h. Adjustment and Repair

i. Any unsafe conditions disclosed by the inspection requirements of paragraph (j) of this section shall be corrected before operation of the crane is resumed. Adjustments and repairs shall be done only by designated personnel.

ii. Adjustments shall be maintained to assure correct functioning of components. The following are examples:

1. All functional operating mechanisms. Limit switches. Control systems. Brakes. Power plants.

iii. Repairs or replacements shall be provided promptly as needed for safe operation. The following are examples:

1. Crane hooks showing defects described in this section shall be discarded.

2. Load attachment chains and rope slings showing defects

3. All critical parts which are cracked, broken, bent, or excessively worn.

4. Pendant control stations shall be kept clean and function labels kept legible.

ROPE INSPECTION:

1. *Running ropes*. A thorough inspection of all ropes shall be made at least once a month and a certification record which includes the date of inspection, the signature of the person who performed the inspection and an identifier for the ropes which were inspected shall be kept on file where readily available to appointed personnel. Any deterioration, resulting in appreciable loss of original strength, shall be carefully observed and determination made as to whether further use of the rope would constitute a safety hazard. Some of the conditions that could result in an appreciable loss of strength are the following:

a. Reduction of rope diameter below nominal diameter due to loss of core support, internal or external corrosion, or wear of outside wires.

b. A number of broken outside wires and the degree of distribution or concentration of such broken wires.

c. Worn outside wires.

d. Corroded or broken wires at end connections.

e. Corroded, cracked, bent, worn, or improperly applied end connections.

f. Severe kinking, crushing, cutting, or un-stranding.

2. *Other ropes*. All rope which has been idle for a period of a month or more due to shut down or storage of a crane on which it is installed shall be given a thorough inspection before it is used. This inspection shall be for all types of deterioration and shall be performed by an appointed person whose approval shall be required for further use of the rope. A certification record shall be available for inspection which includes the date of inspection, the signature of the person who performed the inspection and an identifier for the rope which was inspected.

HANDLING THE LOAD:

1. Size of load. The crane shall not be loaded beyond its rated load except for test purposes.

2. Attaching the load.

    a. The hoist chain or hoist rope shall be free from kinks or twists and shall not be wrapped around the load.

    b. The load shall be attached to the load block hook by means of slings or other approved devices.

    c. Care shall be taken to make certain that the sling clears all obstacles.

3. Moving the Load.

    a. The load shall be well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.

    b. Before starting to hoist the following conditions shall be noted:

        i. Hoist rope shall not be kinked.

        ii. Multiple part lines shall not be twisted around each other.

        iii. The hook shall be brought over the load in such a manner as to prevent swinging.

    c. During hoisting care shall be taken that:

i. There is no sudden acceleration or deceleration of the moving load.

ii. The load does not contact any obstructions.

d. Cranes shall not be used for side pulls except when specifically authorized by a responsible person who has determined that the stability of the crane is not thereby endangered and that various parts of the crane will not be overstressed.

e. While any employee is on the load or hook, there shall be no hoisting, lowering, or traveling.

f. The employer shall require that the operator avoid carrying loads over people.

g. The operator shall test the brakes each time a load approaching the rated load is handled. The brakes shall be tested by raising the load a few inches and applying the brakes.

h. The load shall not be lowered below the point where less than two full wraps of rope remain on the hoisting drum.

i. When two or more cranes are used to lift a load one qualified responsible person shall be in charge of the operation. He shall analyze the operation and instruct all personnel involved in the proper positioning, rigging of the load, and the movements to be made.

j. The employer shall insure that the operator does not leave his position at the controls while the load is suspended.

k. When starting the bridge and when the load or hook approaches near or over personnel, the warning signal shall be sounded.

4. Hoist Limit Switch.

a. At the beginning of each operator's shift, the upper limit switch of each hoist shall be tried out under no load. Extreme care shall be exercised; the block shall be "inched" into the limit or run in at slow speed. If the switch does not operate properly, the appointed person shall be immediately notified.

b. The hoist limit switch which controls the upper limit of travel of the load block shall never be used as an operating control.

OTHER REQUIREMENTS, GENERAL:

1. Necessary clothing and personal belongings shall be stored in such a manner as not to interfere with access or operation.

2. Tools, oil cans, waste, extra fuses, and other necessary articles shall be stored in the toolbox and shall not be permitted to lie loose in or about the cab.

3. *Fire extinguishers*. The employer shall insure that operators are familiar with the operation and care of fire extinguishers provided.

4. Slings along with all rigging must be inspected before using to move a load.

    a. Sling must be used as intended by the manufacturer

    b. No wrapping a sling around a sharp edge without using an approved softener to prevent cutting the sling and/or damage to the load.

    c. Any sling is to be used as to comply with CFR1910.184

5. Power Lines.

    a. Working near power lines up to 350 kV, a minimum distance of 20 feet needs to be maintained

    b. Working near power lines between 350 kV and 1000 kV, a minimum distance of 50 feet needs to be maintained

    c. Working near power lines that is above 1000 kV, a distance needs to be established by the utility owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution.

38. Rigging & Material Handling

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure covering rigging and material handling applies to all Rock Solid Stabilization & Reclamation, Inc. job sites, employees, and will be strictly enforced.

PURPOSE: The purpose of this procedure is to provide requirements for the use of rigging and material handling devices to protect against the hazards that are presented when moving materials around the shop and/or job sites.

PROCEDURE:

There will be numerous times that Rock Solid employees will need to use rigging devices to perform their everyday activities.

Prior to the use of any rigging equipment, the Rock Solid employees must inspect each piece of rigging before use to ensure that it is not defective.

If it is determined to be defective, that piece of rigging shall be removed from service in a manner that it cannot be used by anyone for future rigging. (Burns, kinks, stretching, snags, punctures, breaks, tears, cuts are all examples of defects that may be found, but not limited to)

Load ratings must be identified on each piece of rigging otherwise it needs to be removed from service.

No employee is authorized to lift any load that is heavier than the max capacity identified on the rigging identification markings.

Anytime it does not create a further hazard a tag line is to be used. To help guide a load while it is suspended.

No employee is to be under any suspended loads.

When rigging is not in use it needs to be removed from the working area and stored properly, as to not create additional hazards.

Any hooks used in the rigging process need to have properly working safety latches on them. If a latch is damaged or missing it needs to be replaced before use is continued.

Hands fingers and any body parts are not to be placed in between any rigging devices and the potential load.

39. Hazard Assessment

POLICY: Rock Solid Stabilization & Reclamation, Inc. provides a safe and healthful workplace for all of its employees. This procedure covering hazard assessment applies to all Rock Solid Stabilization & Reclamation, Inc. job sites, employees, and will be strictly enforced.

PURPOSE: The purpose of this procedure is to provide requirements for the identification and mitigation/elimination of workplace hazards. There is no reason for an individual to get hurt while at work.

PROCEDURE:

General

A Hazard Assessment Matrix will be applied anytime our crews come aca situation that is outside our normal working parameters. It is everyone's duty to identify potential risk on our sites. When the crew identifies that a process is outside our normal working parameters the supervisor is to utilize our Hazard Assessment Matrix, which include Severity, Frequency and Probability to determine the risk involved in the situation.

When subcontractors identify a situation that is outside their normal work practices, they are to inform our site supervisor and the supervisor will go through the Hazard Assessment Matrix with the crew.

The process forward is based on the determination of severity, frequency, and the probability. This will help us learn and decide what the situation calls for to reduce and / or eliminate the risk potential. Risk mitigation may be as simple as adding additional PPE/ safety briefings to additional training to reevaluating, designing, and implementing a different procedure entirely. Is the hazard is determined high enough based on the matrix, the safety manager and projector manager are to be brought in to help determine how the job will be done safely.

Stop Work Authority

All our employees have the ability and responsibility to stop tasks if it strikes them as unsafe. If an individual is to stop a task, they are going to notify the supervisor immediately. The supervisor has been trained in how to fill out the Hazard Assessment Matrix. If the supervisor determines the hazard is outside our normal working parameters, he will fill out a Hazard Assessment Matrix. At any time, the crew and / or the supervisor can notify the Rock Solid Stabilization and Reclamation, Inc., Safety Manager to discuss the actions that need to be taken to correct the situation.

Appendix A

Document Control Log

Rock Solid Stabilization & Reclamation, Inc. is committed to the safety of its employees, customers, and the general public. To ensure that the Safety Handbook is up to date the Safety Manager will conduct an annual review of the to ensure all new regulatory requirements and known work hazards are identified and requirements are then documented in the Safety Handbook.

Minor updates and grammatical changes may be completed by the Safety Manager. All major revisions will require approval by management before release

#	What was done or changed	Date	Name
1	Safety Handbook released, Rev. 1	5/2016	M. Cohn
2	Handbook was revised Rev. 1.5	11/2017	M. Cohn
3	Handbook was revised Rev. 2	5/2018	M. Cohn
4	Handbook was reviewed, no changes	7/2021	M. Cohn
5	Handbook was revised with new materials and sections added. Rev. 3	11/2021	G. Rule
6	Handbook was revised with new materials and sections added. Rev. 3.1	1/2022	G. Rule