

AC3 BUILDERS, CORPORATION
SAFETY POLICIES AND PROCEDURES MANUAL
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**AC3 BUILDERS, CORPORATION
SAFETY POLICIES AND PROCEDURES MANUAL**

1.1 SAFETY POLICY

AC3 Builders, Corporation has established this written safety program in accordance with OSHA Regulations. It is our policy to provide a safe and healthful workplace for our employees, to observe all State and Federal Laws and Regulations and to provide an environment as free as possible from recognized hazards. We have and will continue to maintain and implement a comprehensive employee Injury and Illness Prevention Program (IIPP).

Incident prevention is our goal. This safety program is designed to train our employees to follow safe practices and to recognize and correct unsafe working conditions. We are always working towards improvement. Safety is a part of each employee's job. Active participation and adherence to the Safety Program is a condition of each employee's employment. No employee is required to work at a job that he or she knows is not safe; therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions as well as the detection of unsafe work practices.

The main objectives of AC3 Builders Corporation Safety Program are:

1. To protect people (employees, and others), property, and the environment from potential hazards
2. To provide a flexible, uniform policy of safety management consistent with the requirements of the government safety, health, and environmental regulations
3. To establish and maintain an effective Injury and Illness Prevention Program involving all levels of the organization including managers, supervisors, and employees
4. To cooperate and assist clients, customers, and others involved in the work area to maintain a safe and healthful workplace

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

If a job cannot be performed safely, it must not be done until it can be done safely.

CEO/President	Signature	Date
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Secretary/Safety Program Administrator	Signature	Date
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Responsible Managing Officer	Signature	Date
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1.2 PROGRAM OBJECTIVES

The success of AC3 Builders, Corporation SAFETY AND HEALTH PROGRAM depends on the sincere, constant, and cooperative effort of all Plan officials, management, and employees. Their active participation and support of the safety program and implementation of its procedures will make it a success.

Annual review:

The following objectives and goals have been established to gauge the success of our program, as a minimum guideline, and will be reviewed annually by the Safety Coordinator to evaluate the Plan's safety performance:

Objectives:

1. To provide a Safety and Health Program consistent with good operating practices and maintain compliance with applicable safety and health regulations.
2. To create an attitude of safety consciousness in management, supervision, and employees: We will establish a spirit of cooperation and teamwork throughout all operations regarding all health and safety matters.

In order to accomplish these objectives, our safety program will include:

1. Preplanning for safety in every portion of the operation through the active cooperation and participation of management personnel. We will draw upon their experience and expertise to anticipate and mitigate or eliminate accident-producing situations.
2. Provide mechanical and physical safeguards to the maximum extent possible in compliance with government regulations, i.e., State or Federal OSHA, Fire Codes, etc.
3. Conduct a program of safety and health inspections to discover and correct unsafe working conditions or practices including any new processes or materials that have entered the workplace; to control health hazards; and to comply fully with the safety and health standards for each job, operation, and facility.
4. Training for all employees on good safety and health practices in current and new exposures.
5. Providing the necessary personal protective equipment and instructions for its use and care.
6. Developing and enforcing safety and health rules and requiring all employees to cooperate with these rules as a condition of employment.
7. Investigating every accident promptly to find its cause and correcting the problem in order to prevent recurrence.

Limitations:

All operations are not the same, and the policies and procedures set forth in this manual need to be tailored to the specific operations and characteristics of each operation. The successful implementation of this manual will largely depend on the enthusiasm and common sense of each supervisor and coordinator.

1.3 SAFETY PROGRAM OUTLINE

Safety Orientation: Each employee will be given a safety orientation by Abel A. Carreon, CEO when first hired. The orientation will cover the following items:

1.3.1 A DESCRIPTION OF THE ACCIDENT PREVENTION PROGRAM:

AC3 Builders Corporation has basic safety rules that all employees must follow. They are:

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or foreman. We will find a safer way to do that job.
2. Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
3. Never operate a piece of equipment unless you have been trained and are authorized.
4. Use your personal protective equipment whenever it is required.
5. Obey all safety warning signs.

6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
7. Do not bring firearms or explosives onto company property.
8. Horseplay, running and fighting are prohibited
9. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

1.3.2 HOW AND WHEN TO REPORT INJURIES, INCLUDING FIRST AID KITS AND THEIR LOCATIONS:

1. If you are injured or become ill on the job, report this to Jessica Carreon, SPA.
2. We require all supervisors and/or foremen to have first-aid/CPR training.
3. We have first aid qualified workers here but we do not have “designated” first-aiders. First aid at the job site is done on a Good Samaritan basis.
4. If first aid trained personnel are involved in a situation involving blood, they should:
5. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
6. Remove clothing, etc. with blood on it after rendering help.
7. Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
8. Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

First aid kit locations at this jobsite include:

1. In every truck.

1.4 TEMPERATURE EXTREMES

Workers subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, may produce physical illness. Protection by use of adequate controls, methods or procedures, or use of protective clothing will be provided to employees working in these conditions. Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress.

Heat related illness (HRI) and cold-induced illnesses (Hypothermia/frostbite) are well known, recognized workplace hazards. All work operations involving exposure to temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing heat stress and heat related illnesses or cold stress resulting in frostbite or hypothermia, therefore, AC3 Builders, Corporation has developed a policy to address these issues. All employees will receive training relating to the causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related illnesses. Each employee will be provided with training and materials that include but are not limited to:

1. The chosen method or methods to assess the risk for HRI or cold stress.
2. A section covering training elements to provide employees information on what the employer will do when working in extreme weather conditions.
3. A section on first aid including how to identify HRI symptoms and cold stress systems. The proper first aid application for an individual that is suffering from HRI or cold weather illness, and procedures for summoning medical aid personnel.
4. A section identifying where and how adequate drinking water will be supplied.

1.4.1 ADD OTHER EMERGENCY PROCEDURES 3

1.4.1.1 IDENTIFICATION OF HAZARDOUS CHEMICALS USED AT THIS LOCATION:

1. Safe use and emergency actions to take following an accidental exposure.
2. We use a limited number of chemicals. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

1.5 ON-THE-JOB TRAINING ABOUT WHAT YOU NEED TO KNOW TO PERFORM THE JOB SAFELY:

1. Before you are first assigned a task, Abel A. Carreon, CEO will show you what to do along with safety instructions and required PPE.
2. We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
3. Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

1.6 SAFETY MEETINGS AND SELF-INSPECTIONS

1.6.1 EMPLOYEE SAFETY MEETINGS

1. At the beginning of each job and at least weekly thereafter.
2. Review of any walk-around safety inspections conducted since the last safety meeting.
3. Review of any citation to assist in correction of hazards.
4. Evaluation of any accident investigations conducted since the last meetings to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
5. Document attendance and other subjects discussed.
6. Maintain records for one year.

1.6.2 SELF-INSPECTIONS

1. At the beginning of each job, and at least weekly thereafter.
2. Include one member of management and one employee, elected by the employees, as their authorized representative.
3. Document walk-around safety inspection.
4. Maintain records until the completion of the job.

1.7 SAFETY DISCIPLINARY POLICY

AC3 Builders, Corporation believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first-time violation will be discussed orally between AC3 Builders, Corporation supervisor and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder. Time off without pay (3 day minimum).
3. A third time violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.

1.8 GENERAL SAFE WORK PRACTICES FOR CONSTRUCTION

1.9 PERSONAL PROTECTIVE EQUIPMENT

1. Suitable clothing must be worn; long pants, at least short-sleeved shirts and adequate foot wear.
2. Hard hats, safety glasses or goggles must be used when a potential hazard exists. (Safety glasses must be ANSI Z87 or Z87.1 approved).
3. Hearing protection (earplugs or earmuffs) must be used in high noise areas.
4. Gloves (as needed).

1.10 HOUSEKEEPING

1. Always store materials in a safe manner. Tie down or support materials if necessary to prevent falling, rolling, or shifting.
2. Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
3. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
4. Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
5. Do not block aisles, traffic lanes, fire exits, gangways, or stairs.

1.11 OTHER GENERAL SAFE WORK PRACTICES

1. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
2. Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
3. Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
4. Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
5. Know the correct use of hand and power tools. Use the right tool for the job.

1.12 FALL PROTECTION

This Fall Protection Plan addresses the use of conventional fall protection at a number of areas on the project, as well as identifies specific activities that require non-conventional means of fall protection. During the construction of residential buildings under 48 feet in height, it is sometimes infeasible or it creates a greater hazard to use conventional fall protection systems at specific areas or for specific tasks. The areas or tasks may include, but are not limited to:

1. Fall hazards of 10 feet or more will be outlined and addressed in our jobsite fall protection work plan;
2. Fall hazards of less than 10 feet will be protected by covers, guardrails or other methods and will be addressed in our self-inspections and safety meetings;
3. Standard guardrails must be erected around all floor openings and open-sided surfaces. Contact your supervisor for the correct specifications;
4. Setting and bracing of roof trusses and rafters;
5. Installation of floor sheathing and joists;
6. Roof sheathing operations; and
7. Erecting exterior walls.

In these cases, conventional fall protection systems may not be the safest choice for builders. This plan is designed to enable employers and employees to recognize the fall hazards associated with this job and to establish the safest procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Each employee will be trained in these procedures and will strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the competent person of their concern and have the concern addressed before proceeding.

It is the responsibility of Abel Carreon to implement this Fall Protection Plan. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced.

It is the responsibility of the AC3 Builders, Corporation to ensure that all employees understand and adhere to the procedures of this plan and to follow the instructions of the crew supervisor. It is also the responsibility of the employee to bring to Abel Carreon attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees.

1.12.1 FALL PROTECTION SYSTEMS TO BE USED ON THIS JOB

Installation of roof trusses/rafters, exterior wall erection, roof sheathing, floor sheathing and joist/truss activities will be conducted by employees who are specifically trained to do this type of work and are trained to recognize the fall hazards. The nature of such work normally exposes the employee to the fall hazard for a short period of time. This Plan details how AC3 Builders, Corporation will minimize these hazards.

1.12.2 ACCESS ZONES

When using the Plan to implement the fall protection options available, workers must be protected through limited access to high hazard locations. Before any non-conventional fall protection systems are used as part of the work plan, a controlled access zone (CAZ) shall be clearly defined by the competent person as an area where a recognized hazard exists. The demarcation of the CAZ shall be communicated by the competent person in a recognized manner, either through signs, wires, tapes, ropes or chains.

Employees shall take the following steps to ensure that the CAZ is clearly marked or controlled by the competent person:

1. All access to the CAZ must be restricted to authorized entrants;
2. All workers who are permitted in the CAZ shall be listed in the appropriate sections of the Plan (or be visibly identifiable by the competent person) prior to implementation;
3. The competent person shall ensure that all protective elements of the CAZ be implemented prior to the beginning of work.

1.12.3 INSTALLATION PROCEDURES FOR ROOF TRUSS AND RAFTER ERECTION

During the erection and bracing of roof trusses/rafters, conventional fall protection may present a greater hazard to workers. On this job, safety nets, guardrails and personal fall arrest systems will not provide adequate fall protection because the nets will cause the walls to collapse, while there are no suitable attachment or anchorage points for guardrails or personal fall arrest systems.

On this job, requiring workers to use a ladder for the entire installation process will cause a greater hazard because the worker must stand on the ladder with his back or side to the front of the ladder. While erecting the truss or rafter the worker will need both hands to maneuver the truss and therefore cannot hold onto the ladder. In addition, ladders cannot be adequately protected from movement while trusses are being maneuvered into place. Many workers may experience additional fatigue because of the increase in overhead work with heavy materials, which can also lead to a greater hazard.

Exterior scaffolds cannot be utilized on this job because the ground, after recent backfilling, cannot support the scaffolding. In most cases, the erection and dismantling of the scaffold would expose workers to a greater fall hazard than erection of the trusses/rafters.

On all walls eight feet or less, workers will install interior scaffolds along the interior wall below the location where the trusses/rafters will be erected. "Sawhorse" scaffolds constructed of 46-inch sawhorses and 2x10 planks will often allow workers to be elevated high enough to allow for the erection of trusses and rafters without working on the top plate of the wall.

In structures that have walls higher than eight feet and where the use of scaffolds and ladders would create a greater hazard, safe working procedures will be utilized when working on the top plate and will be monitored by the crew supervisor. During all stages of truss/rafter erection the stability of the trusses/rafters will be ensured at all times.

1.12.4 EMPLOYEES SHALL TAKE THE FOLLOWING STEPS TO PROTECT WORKERS WHO ARE EXPOSED TO FALL HAZARDS WHILE WORKING FROM THE TOP PLATE INSTALLING TRUSSES/RAFTERS

1. Only trained workers will be allowed to work on the top plate during roof truss or rafter installation;
2. Workers shall have no other duties to perform during truss/rafter erection procedures;
3. All trusses/rafters will be adequately braced before any worker can use the truss/rafter as a support;

4. Workers will remain on the top plate using the previously stabilized truss/rafter as a support while other trusses/rafters are being erected;
5. Workers will leave the area of the secured trusses only when it is necessary to secure another truss/rafter;
6. The first two trusses/rafters will be set from ladders leaning on side walls at points where the walls can support the weight of the ladder; and
7. A worker will climb onto the interior top plate via a ladder to secure the peaks of the first two trusses/rafters being set.
8. The workers responsible for detaching trusses from cranes and/or securing trusses at the peaks traditionally are positioned at the peak of the trusses/rafters.

1.12.5 EMPLOYEES SHALL TAKE THE FOLLOWING STEPS TO PROTECT WORKERS WHO ARE EXPOSED TO FALL HAZARDS WHILE SECURING TRUSSES/RAFTERS AT THE PEAK OF THE TRUSSES/RIDGE BEAM

1. Only trained workers will be allowed to work at the peak during roof truss or rafter installation;
2. Once truss or rafter installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects;
3. Workers shall have no other duties than securing/bracing the trusses/ridge beam;
4. Workers positioned at the peaks or in the webs of trusses or on top of the ridge beam shall work from a stable position, either by sitting on a "ridge seat" or other equivalent surface that provides additional stability or by positioning themselves in previously stabilized trusses/rafters and leaning into and reaching through the trusses/rafters;
5. Workers shall not remain on or in the peak/ridge any longer than necessary to safely complete the task.

1.12.6 ROOF SHEATHING OPERATIONS

Workers typically install roof sheathing after all trusses/rafters and any permanent truss bracing is in place. Roof structures are unstable until some sheathing is installed, so workers installing roof sheathing cannot be protected from fall hazards by conventional fall protection systems until it is determined that the roofing system can be used as an anchorage point. At that point, employees shall be protected by a personal fall arrest system.

1. Trusses/rafters are subject to collapse if a worker falls while attached to a single truss with a belt/harness. Nets could also cause collapse, and there is no place to attach guardrails;
2. All workers will ensure that they have secure footing before they attempt to walk on the sheathing, including cleaning shoes/boots of mud or other slip hazards;
3. To minimize the time workers must be exposed to a fall hazard, materials will be staged to allow for the quickest installation of sheathing.

1.12.7 EMPLOYEES SHALL TAKE THE FOLLOWING STEPS TO PROTECT WORKERS WHO ARE EXPOSED TO FALL HAZARDS WHILE INSTALLING ROOF SHEATHING

1. Once roof sheathing installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects;
2. The competent person shall determine the limits of this area, which shall be clearly communicated to workers prior to placement of the first piece of roof sheathing;
3. The competent person may order work on the roof to be suspended for brief periods as necessary to allow other workers to pass through such areas when this would not create a greater hazard;
4. Only qualified workers shall install roof sheathing;
5. The bottom row of roof sheathing may be installed by workers standing in truss webs;
6. After the bottom row of roof sheathing is installed, a slide guard extending the width of the roof shall be securely attached to the roof. Slide guards are to be constructed of no less than nominal 4" height capable of limiting the uncontrolled slide of workers. Workers should install the slide guard while standing in truss webs and leaning over the sheathing;
7. Additional rows of roof sheathing may be installed by workers positioned on previously installed rows of sheathing. A slide guard can be used to assist workers in retaining their footing during successive sheathing operations;

8. Additional slide guards shall be securely attached to the roof at intervals not to exceed 13 feet as successive rows of sheathing are installed. For roofs with pitches in excess of 9-in-12, slide guards will be installed at four-foot intervals;
9. When wet weather (rain, snow, or sleet) is present, roof sheathing operations shall be suspended unless safe footing can be assured for those workers installing sheathing;
10. When strong winds (above 40 miles per hour) are present, roof sheathing operations are to be suspended unless wind breakers are erected. Installation of Floor Joists and Sheathing During the installation of floor sheathing/joists (leading edge construction), the following steps shall be taken to protect workers;
11. Only the following trained workers will be allowed to install floor joists or sheathing;
12. Materials for the operations shall be conveniently staged to allow for easy access to workers;
13. The first-floor joists or trusses will be rolled into position and secured either from the ground, ladders or sawhorse scaffolds;
14. Each successive floor joist or truss will be rolled into place and secured from a platform created from a sheet of plywood laid over the previously secured floor joists or trusses;
15. Except for the first row of sheathing which will be installed from ladders or the ground, workers shall work from the established deck; and
16. Any workers not assisting in the leading-edge construction while leading edges still exist (e.g., cutting the decking for the installers) shall not be permitted within six feet of the leading edge under construction.

1.12.8 EMPLOYEES SHALL TAKE THE FOLLOWING STEPS ERECTION OF EXTERIOR WALLS

Only the following trained workers will be allowed to erect exterior walls:

1. A painted line six feet from the perimeter will be clearly marked prior to any wall erection activities to warn of the approaching unprotected edge;
2. Materials for operations shall be conveniently staged to minimize fall hazards; and
3. Workers constructing exterior walls shall complete as much cutting of materials and other preparation as possible away from the edge of the deck.

1.13 ELECTRICAL

1. Ground-fault circuit interrupters (GFCI) will be used whenever possible;
2. Electric cords will be inspected daily and repaired or replaced as necessary;
3. Do not operate any power tool or equipment unless you are trained in its operation; and
4. Use tools only for their designed purpose.

1.14 LADDER SAFETY

Inspect before use for physical defects:

1. Ladders are not to be painted except for numbering purposes;
2. Do not use ladders for skids, braces, workbenches, or any purpose other than climbing;
3. When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands;
4. Always face the ladder when ascending and descending;
5. If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign;
6. Only one person is allowed on a ladder at a time;
7. Do not jump from a ladder when descending;
8. All joints between steps, rungs, and side rails must be tight;
9. Safety feet must be in good working order and in place; and
10. Rungs must be free of grease and/or oil.

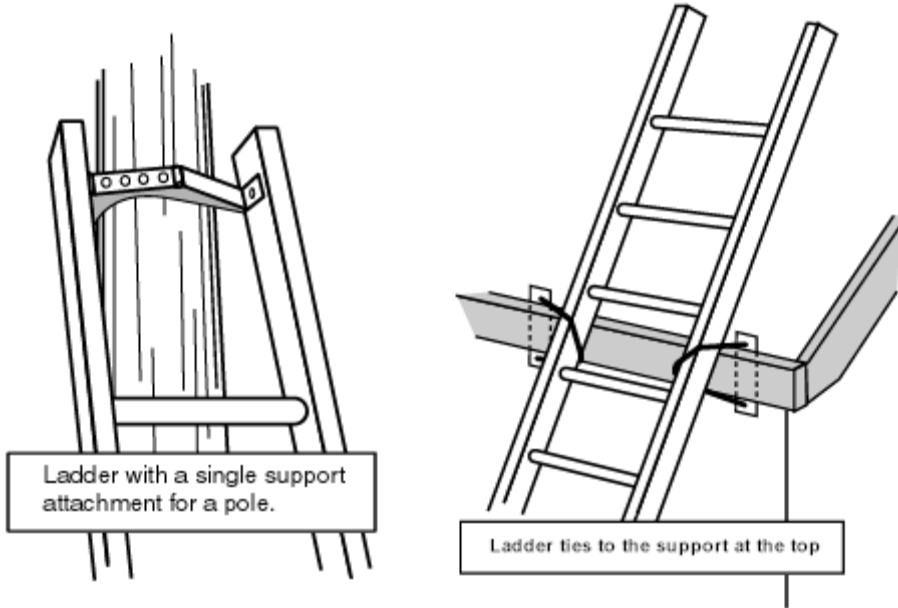
1.15 STEPLADDERS

1. Do not place tools or materials on the steps or platform of a stepladder;
2. Do not use the top two steps of a stepladder as a step or stand;

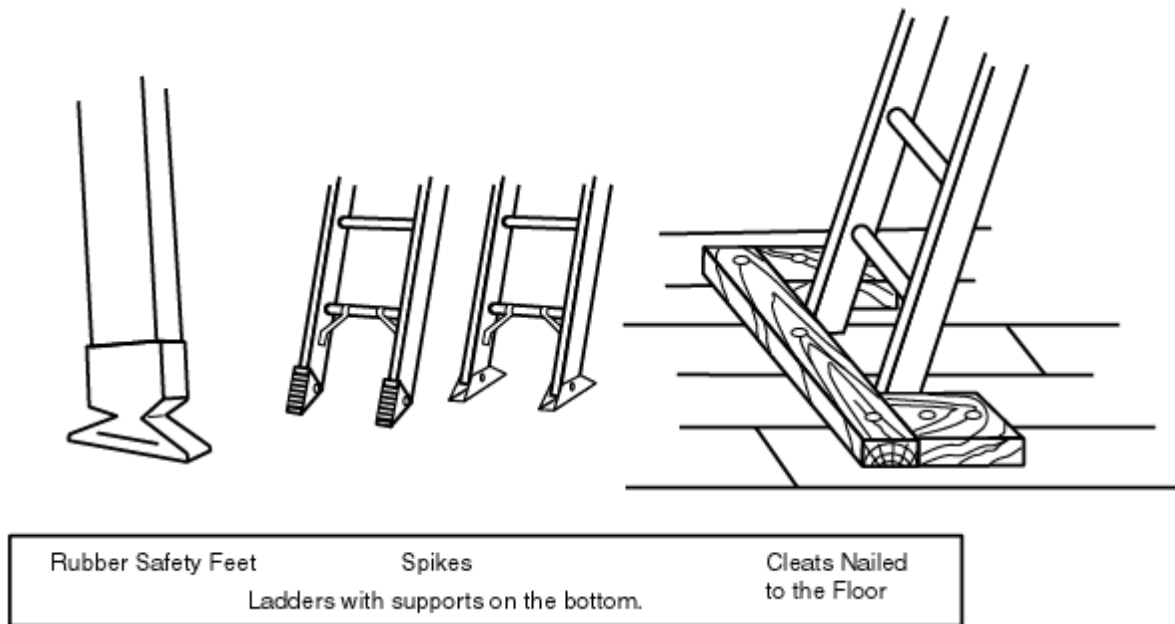
3. Always level all four feet and lock spreaders in place and
4. Do not use a stepladder as a straight ladder.

1.16 STRAIGHT TYPE OR EXTENSION LADDERS

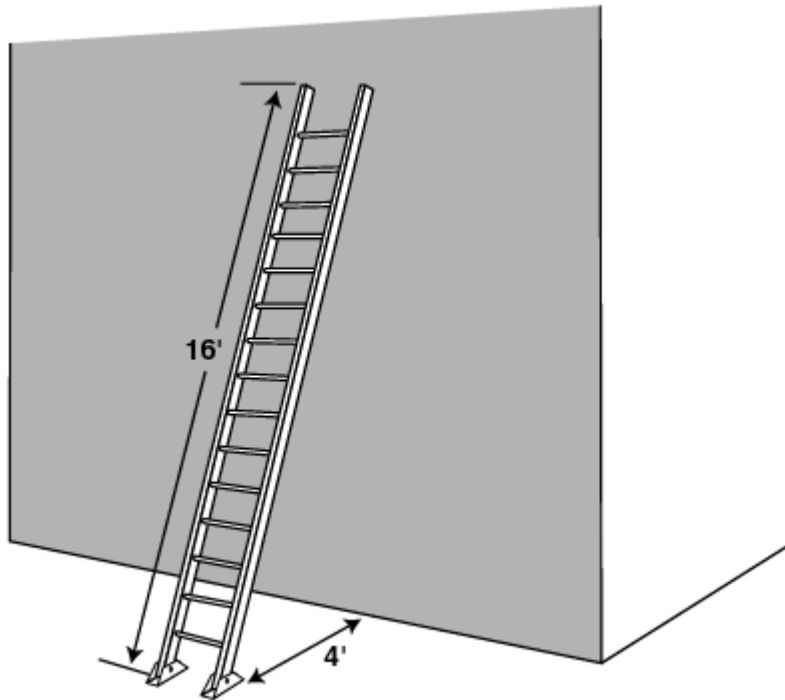
1. All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area;
2. After raising the extension portion of a two or more-stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged;
3. All extension or straight ladders must be secured or tied off at the top;



4. All ladders must be equipped with safety (non-skid) feet;



5. Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder; and



6. Additional rules and regulations regarding Portable Ladders, please refer to Safety Standard.

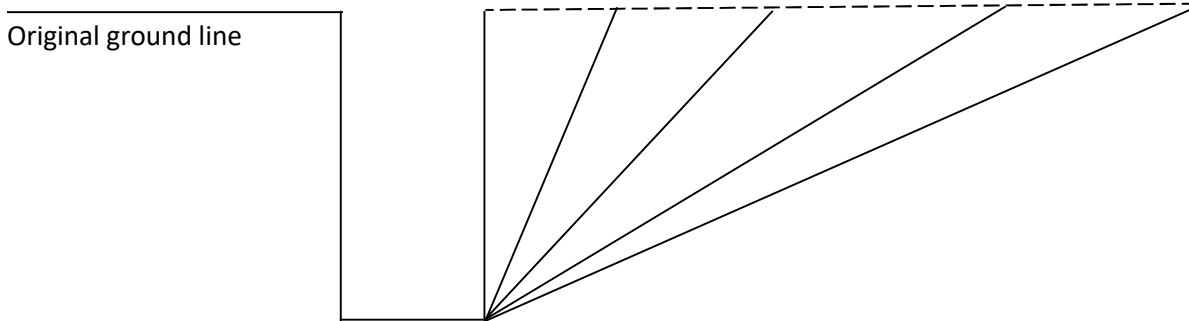
1.17 TRENCHING AND EXCAVATING

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:

- a. Depth and/or cut/soils classification;
- b. Possible variation in water content of the material while excavation is open;
- c. Anticipated changes in materials from exposure to air, sun, water, or freezing;
- d. Loading imposed by structures, equipment, or overlaying or stored material; and
- e. Vibration from equipment, blasting, traffic, or other sources.

Approximate Angle of Repose For sloping of sides of excavations

Note: Clays, silts, loams or non-homogenous soils require shoring and bracing.	Solid rock and compact shale (90°)	Compacted angular gravels, glacial till ½:1 (63°26')	Recommended slop For Average soils 1:1 (45°)	Compacted sharp sand 1 ½:1 (33°41')	Well rounded loose sand 2:1 (26°34')
The presence of ground water requires special treatment.					



2. Walkways or bridges with standard railings must be provided when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground must be guarded by a shoring system, sloping of the ground, or some other equivalent means.
4. No person must be permitted under loads handled by power shovels, derricks, or hoists.
5. All employees must be protected with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

1.18 SCAFFOLD SAFETY RULES

1. General;
Before starting work on a scaffold, inspect it for the following:
 - a. Are guardrails, toeboards, and planking in place and secure?
 - b. Are locking pins at each joint in place?
 - c. Are all wheels on moveable scaffolds locked?
2. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing always use a ladder);
3. Scaffolds and their components must be capable of supporting four times the maximum intended load;
4. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced;
5. Scaffold planks must extend over their end supports not less than 6 inches or more than 12 inches, unless otherwise specifically required;
6. Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted;
7. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and guardrail, extending along the entire opening. The screen must be made of No. 18 gauge U.S. Standard wire, ½ inch mesh or equivalent protection;
8. All scaffolds must be erected level and plumb, and on a solid footing;
9. Do not change or remove scaffold members unless authorized;
10. Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving; and

11. Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.

1.19 MOTORIZED VEHICLES AND EQUIPMENT

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider;
2. Always be seated when riding authorized vehicles (unless they are designed for standing);
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor;
4. Always use your seat belts in the correct manner;
5. Obey all speed limits and other traffic regulations;
6. Always be aware of pedestrians and give them the right-of-way;
7. Always inspect your vehicle or equipment before and after daily use;
8. Never mount or dismount any vehicles or equipment while they are still in motion;
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load;
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment;
11. Each operator must be knowledgeable of all hand signals and obey them; and
12. Each operator is responsible for the stability and security of his/her load.

Job Orientation Guide

Company: AC3 Builders, Corporation
 Trainer: Abel Carreon, RMO

Employee: _____
 Hire Date: _____

Date: _____

Position: _____

This checklist is a guideline for conducting employee safety orientations for employees new to AC3 Builders, Corporation. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.):	_____	_____
3. Line of communication and responsibility for immediately reporting accidents:		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job:	_____	_____
5. Pertinent safety rules of the company and OSHA:	_____	_____
6. First aid supplies, equipment and training:		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan:		
A. Exit location and evacuation routes	_____	_____
B. Use of firefighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety:	_____	_____
9. Personal work habits:		
A. Serious consequences of horseplay	_____	_____
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered. The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: _____

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

JOB SAFETY ANALYSIS WORKSHEET

TITLE OF JOB OPERATION: _____ Date: _____

Title of person who does job: _____

Employee observed: _____ Location: _____

Analysis made by: _____ Analysis approved by: _____

Sequence of basic job steps	Potential accidents or hazards	Recommended safe job procedures

Personal protective equipment required for this position:

Other hazards that may develop and will be addressed in our safety meetings:

FALL PROTECTION WORK PLAN

COMPANY: AC3 Builders, Corporation

DATE: _____

SITE ADDRESS: _____

REPORT PREPARED BY: _____ TITLE: _____

1) SPECIFIC WORK AREA: _____

2) ACTIVITIES: _____

3) IDENTIFY ALL FALL HAZARDS IN THIS AREA: _____

4) CHECK THE METHOD OF FALL RESTRAINT OR ARREST TO BE UTILIZED:

- | | | |
|--|--|--|
| <input type="checkbox"/> STANDARD GUARDRAIL | <input type="checkbox"/> FULL BODY HARNESS | <input type="checkbox"/> SCISSOR LIFT |
| <input type="checkbox"/> SECURED TO EXISTING STRUCTURE | <input type="checkbox"/> TIE-OFF POINT CAPABLE OF 5000 LB/PERSON | <input type="checkbox"/> BOOM LIFT |
| <input type="checkbox"/> SHOCK ABSORBING LANYARD | <input type="checkbox"/> RETRACTABLE LANYARD | <input type="checkbox"/> FORKLIFT BASKET |
| <input type="checkbox"/> SCAFFOLD W/GUARDRAIL | <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| <input type="checkbox"/> WARNING LINE | <input type="checkbox"/> WARNING LINE & SAFETY MONITOR | |

5) DESCRIBE PROCEDURES FOR ASSEMBLY, MAINTENANCE, INSPECTION AND DIASSEMBLY OF THE SYSTEM (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OR THIS FORM OR ATTACH A SEPARATE SHEET.)

6) DESCRIBE PROCEDURES FOR HANDLING AND SECURING TOOLS, EQUIPMENT AND MATERIALS AND FOR PROVIDING OVERHEAD PROTECTION FOR WORKERS (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OF THIS FORM OR SEPARATE SHEET):

7) DESCRIBE THE METHOD FOR PROMPT, SAFE REMOVAL OF INJURED WORKER(S), (Calling 911 is not sufficient as a means of rescue):

8) I CERTIFY THAT I HAVE RECEIVED FALL PROTECTION ORIENTATION INCLUDING THE MATERIAL COVERED IN THIS FALL PROTECTION WORK PLAN.

Print name and Signature:

DATE:

1.20 CREW LEADER SAFETY MEETING

Subcontractor Name: _____ Job Address: _____

Date: _____ Time: _____ # of employees: _____

Subject discussed: _____

Minutes:

Crew Leader Comments:

1.21 WALK-AROUND SAFETY INSPECTION

YES / NO / NA

- Power lines:** Minimum 10' clearance / insulate – de-energize, under 50 kw; over 50 kw – refer to OSHA regs.
- Trench/excavation:** Any trench four feet or more must be sloped, shored or braced.
- Guardrails:** Any opening four feet or more above ground level must be guarded.
- Standard guardrail:** Top rail = 39" to 45" above working surface. Midrail = halfway between top rail and floor. Toeboard = 4".
- Scaffold:** Fully planked.
- Scaffold:** Fall protection provided if fall hazards over 10 feet exist.
- Stairs:** Four or more risers must have handrails.
- Fall protection:** Any exposure to fall hazards of 10' or greater must be eliminated by the use of safety harness/belt, lanyard or lifeline, horizontal lines, or cantenary lines. Positive fall restraint/protection must be utilized at all times. Two lanyards may be necessary at the beam/upright traverse points. No exposure at any time is allowed.
- Fall protection work plan:** Job specific, in writing; available on-site for all fall hazards above 10'.
- Open belts and pulleys, chains and sprockets, points of operation:** Must be guarded to prevent accidental contact. Air compressors and electric motor pulleys are the most common hazards.
- Radial saws:** Cutting head must return easily to start position when released; blade must not extend past the edge of the worktable off/on switch should be at front of operator's position.
- Table saws:** Upper hood guard; anti-kickback, push stick, belt and pulley guarded.
- Circular saws:** Blade guard instantly returns to covering position.
- Never wedge or pin a guard.**
- Ladders:** Extended 36" above landing and secured to prevent displacement.
- Floor holes/openings:** Covered and secured; be sure no tripping hazards in the area.
- Extension cords/electric power tools:** Marked/covered by Assured Grounding Program.
- Clothing:** Minimum of short sleeve shirts, long pants, and substantial footwear; no recreational shoes.
- Hard hats:** readily accessible at all times; worn when overhead hazard exists.
- Oxygen/acetylene storage areas:** Cylinders chained and separated.
- Personal protective equipment:** Head, eye, ear, respiratory, and leg protection – high visibility vests when required.
- Housekeeping:** Workers are responsible for their own area of exposure.
- First aid/fire extinguishers:** Available and readily accessible.

Other hazards observed:

Supervisor's signature

Date

Employee's signature

Date

1.22 EQUIPMENT SAFETY INSPECTION CHECKLIST

Date: _____ Project: _____

Equipment: _____

All guards and fenders	_____	OK	_____	Needs Repair
Brakes	_____	OK	_____	Needs Repair
Lights – front, rear, side, dash	_____	OK	_____	Needs Repair
Back-up alarm – horn	_____	OK	_____	Needs Repair
Ladders, stairs, hand holds	_____	OK	_____	Needs Repair
ROPS (Roll-over protection)	_____	OK	_____	Needs Repair
Seat belts	_____	OK	_____	Needs Repair
Fire extinguisher	_____	OK	_____	Needs Repair
Glass	_____	OK	_____	Needs Repair
Tires	_____	OK	_____	Needs Repair
Electrical cords	_____	OK	_____	Needs Repair
Ground fault circuit interrupters	_____	OK	_____	Needs Repair
Electrical hand tools	_____	OK	_____	Needs Repair
Powder actuated tools	_____	OK	_____	Needs Repair
Condition of pneumatic hand tools	_____	OK	_____	Needs Repair

Other Items Checked:

Oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Hydraulic oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Anti-freeze level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Fuel level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
First aid kit	_____	OK	_____	Needs Repair	_____	Add	_____	Change

Repaired by: _____ Date: _____

Checked by: _____ Date: _____