ENIX Mechanical

Safety Manual
Policy Statement

Enix Mechanical is committed to maintaining safe and healthy workplaces. Safety is the number one priority in our operations and work activities. Everyone benefits from a safe workplace. Lack of safety, on the job, results in needless accidents, painful injuries, unnecessary suffering, and in decreased performance and productivity.

Every employee and management representative of **Enix Mechanical** is expected to think safety and work safely, participate in all available safety training, follow all the safety rules, report hazards and work related injuries to supervisor promptly, and make suggestions for improving the company's safety policies and procedures.

Enix Mechanical believes that workplace safety requires a cooperative, team effort. Every employee has a voice in safety on the job. Safety concerns brought to management will receive immediate attention. Harassment and/or discrimination of any kind against employees voicing valid safety concerns will not be tolerated.

It is the policy of **Enix Mechanical** that every employee receives a copy of this policy statement, a copy of the following Safety Program, and that every new employee shall be made aware of the expectations and requirements of our Safety Program.

October 22, 2019 _____
Date **Paul Enix, PRESIDENT**

September 23, 2013
Developed and Implemented: 09/2013
Reviewed, Revised and / or Updated: October 2019.

Every Year Reviewed, Revised and / or Updated

RESPONSIBILITIES

SAFETY DIRECTOR / COORDINATOR:

It is the responsibility of the Safety Director / Coordinator to:

Chair the company safety committee. **(If the company has 25 or more employees)**
Ensure safety committee meetings are held at least quarterly and employees who serve on these committees are compensated for their time spent in these duties.
Document training program for new employees.
Document ongoing training program for existing employees.
Enforce the company's progressive disciplinary policies for safety violations.
Ensure that the workplace is frequently inspected to eliminate hazards and prevent employee exposures.
Review accident reports to identify causes of accidents and operations that pose hazards to employees and ensure that any hazards identified are corrected.
Maintain safety records at least three (3) years and make available for review, as required.

SUPERVISORS / FOREMEN:

It is the responsibility of all Supervisors / Foremen to:

Ensure that the company safety program and safety rules are enforced.
Ensure that all work-related accidents are immediately reported.
Conduct investigations of all accidents.
Enforce the company's progressive disciplinary policies for safety violations.
Conduct periodic safety inspections of their work areas for hazards.
Address any and all employee safety concerns and workplace hazards.
Refer any concerns or hazards that cannot be immediately corrected to the Safety Director / Coordinator.

EMPLOYEE:

It is the responsibility of all employees to:

1. Follow all safety rules.
2. Report all accidents and injuries promptly to their supervisor following the company procedures.
3. Report hazardous work conditions to their supervisor.
4. Provide useful recommendations and suggestions regarding safety issues.
5. Actively participate in company provided safety training.

SAFETY COMMITTEE:

It is the responsibility of the Safety Committee to: **(IF 25 OR MORE EMPLOYEES)**

Promote safety awareness within the company.

Evaluate company safety programs.

Monitor the effectiveness of the company's safety program and make recommendations for improvement in all aspects of the program.

Review accident reports to assist in the prevention of recurring accidents and injuries.
Make recommendations for improvements in the program to the Vice President / Plant Manager.
Maintain Safety Committee meeting minutes to document committee activity and include:

a. The safety and health issues which are discussed at the meetings.

b. The attendance of employees participating in the meetings.

INJURY/ACCIDENT REPORTING POLICY

Legal Requirements:

1. Under the Workers' Compensation Law, we are required to make an immediate report for all injuries occurring in the course of employment which:

   a. Cause lost work time of more than one day OR
   b. Involve a claim for Occupational Disease OR
   c. Required Medical Attention more than first aid.

2. If injured, an employee should report the accident as soon as possible. The accident should be reported to the Superintendent, Superintendent, the employer's agent, or to someone in authority. The injured employee or his co-workers should provide all the details surrounding the injury. Workers must file a **Notice of Injury** (Form C-1) within **seven** days after the accident. (NRS 616C.015) The Notice of Injury is not a claim for benefits and is not filed with the insurer. The employee receives one copy of the form the employer must retain another copy for three years.

3. If an injury at work results in medical treatment or time lost from work a **Claim for Compensation** (Form C-4) must also be filed within **90** days after the accident. (NRS 616C.020)

4. Enix Mechanical or his agent must file a **Report of Injury** (Form C-3) within six working days after receiving the Form C-4 from the physician. The treating physician must complete and mail to the insurer and the employer the Form C-4 within three days after first treating the injured worker.

5. **An injured employee is required to have a physician's release to return to work.**

Injuries or illness that must be reported:

1. Any work-related injury/illness that requires more than first aid treatment or involves more than one day off from work. Injury or illness of an employee requires recording and reporting as mandated by the Occupational Safety and Health Act (OSHA). Any serious injury (requiring hospitalization) shall be called in to Enix Mechanical Safety Officer as soon as possible.

2. Any injury on the project to a non-employee or visitor, no matter how minor in nature. These shall be called in to Enix Mechanical Safety Officer **as soon as possible.**

3. Any damage to Company property or equipment. This shall be reported to the Safety Officer.

4. Any damage to the property or equipment of others including leased equipment. This shall be reported to the Safety Officer.

5. Any automobile accident, which results in bodily injury and/or property damage involving a Company, owned or leased vehicles. This shall be reported to the Safety Officer.

Procedure to follow when an accident occurs:

1. Non serious injuries to employees:

   a. Administer first aid as required on the job.

   b. Refer (take if appropriate) the employee to the nearest medical facility as noted on the posted list.

   c. Complete the Accident Report forms as noted above and forward to the Safety Officer.

   d. Complete Enix Mechanical Superintendent's Investigation Report as required.

2. Serious injuries to employees, visitors or non-employees:

   a. Call for an ambulance or have someone in the area call for one. If someone else calls, have them verify to you that an ambulance was called and is on the way.

   b. If appropriate, call one of the doctors on the list posted on the job or the nearest medical office/facility if the injured person is not being taken to a hospital. Explain to the doctor what happened and that an injured person is being brought to them.

   c. Give the doctor or medical facility your name, address/location and phone number.

   d. Do not unnecessarily move a seriously injured person, keep the injured person warm to avert or reduce shock.

   e. Look for and stop any arterial bleeding.

   f. Give artificial respiration if the person has stopped breathing.

   g. Notify Enix Mechanical Safety Officer.

   h. Complete the Accident Report and forward to the Safety Officer. Remember to record all details of the accident; the time, place, operation, witness names and address.

   i. Complete Enix Mechanical Superintendent's Investigation Report as required.

3. Company Owned Equipment or Property Damage:

   a. Obtain all pertinent information concerning the accident and report on the Vehicle Accident Report.

b. Notify the Safety Officer.

4. Damage to the Property or Equipment of Others:

a. This includes leased equipment and requires that a written report on the details of the accident and damage be sent to the Safety Officer.

5. Any automobile accident, which results in bodily injury and/or property damage involving a vehicle.

a. Notify the Civil Authorities and Enix Mechanical Safety Officer immediately.

b. As soon as possible, get all of the details of the accident and names of witnesses in writing.

c. Complete Enix Mechanical Vehicle Accident Reports as required.

d. Cooperate with the State or Local police to the fullest extent.

Notification of Family:

1. In the event any employee is in eminent danger of death or has died as a result of injuries, the following procedure shall be followed:

a. Prompt notification of Enix Mechanical Safety Officer.

b. Prompt notification of civil authorities and the client will be done by Management

Personnel.

1. Fatality or Serious Accident Reporting Procedure - OSHA

Any accident occurring in the course of employment which is fatal to one or more employees of which results in the hospitalization of three or more employees must be reported by Enix Mechanical orally to the nearest office of the division of Occupational Safety and Heath **within 8 hours** after the time that the accident is reported to any agent or employee of Enix Mechanical. A report must be submitted to OSHA, which must include:

a. The name of the employer;
b. The location and time of the accident;

c. The number of employees killed or hospitalized as a result of the accident;

d. A brief description of the accident; and

e. The name of the person who may be contacted by OSHA for further information.

2. Name of the person responsible for the above reporting procedure

Is: Safety Director .

c. Prompt notification of the family of an employee will be done by Management personnel. This notification should be done in person.

ACCIDENT & NEAR MISS INCIDENT INVESTIGATION AND REPORTING POLICY

Each General Superintendent/Superintendent is required to personally investigate and report accidents & near miss incidents occurring on their jobsite which caused or could have caused personal injury, damage to material or damage to equipment. The Superintendent's Investigation Report" is to be completed in detail for the recording of accidents. The "Near Miss Incident Report" is to be completed for the recording of near miss incidents.

The purpose of an accident or near miss incident investigation is to determine and then eliminate the responsible conditions. The Safety Officer shall be responsible for conducting special investigation and reports of findings in the case of serious accidents or cases of property damage. The investigation shall be started without delay. The Safety Officer shall be immediately notified by telephone where possible in the event of serious injury or fatality of an employee.

1. Call the Safety Officer as-soon-as-possible to report an accident.

2. If an accident or near miss incident occurs, the General Superintendent/Superintendent is to complete in duplicate a "Superintendent's Investigation Report" or a "Near Miss Incident Report" by the end of the next scheduled work day. Note that these forms are in addition to the “Report of Injury" (Form C-3), which is required.

3. Accident & near miss incident reports will be used to determine causes of accidents, accident trends, near miss incidents and to develop corrective action throughout Enix Mechanical's operation.

4. Make the appropriate entry into you job diary noting that an accident and/or near miss incident has occurred.

5. Write a narrative of the events leading up to the accident or near miss incident and any pertinent events following any accident.

POLICY ON SUBSTANCE ABUSE

Purpose- (Enix Mechanical hereinafter referred to as "Company") has a vital interest in maintaining a safe and efficient environment for its employees, clients and customers. Employees who are under the influence of drugs or alcohol on the job pose serious safety risks not only for the user but also to co-workers and others. The possession use or unauthorized sale of an illegal drug or alcohol may also pose unacceptable risks for safe and efficient operations. Accordingly, it is the right, obligation and intent of the Company to maintain a safe and efficient environment for all of its employees and guests and to protect Company property, equipment and operations.

The Company has adopted a drug-free workplace policy to ensure that our business is functioning safely, efficiently and cost-effectively. In doing so, the Company will comply with all federal and state drug-free workplace requirements.

The Company will require all employees and job applicants to participate in, consent to, and comply with this policy as a condition of employment and continued employment. For those who refuse to seek help on their own or who fail to cooperate fully with the terms and conditions of this policy, the Company will take appropriate measures to address the situation promptly and directly. Substance issues in the workplace or by employees that affect the workplace will not be tolerated.

Coverage – This policy applies to all employees of the Company when they are on Company business or on Company premises, including but not limited to all properties, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks and other vehicles whether owned, leased or used by the Company or for Company purposes. This policy also covers the use of drugs or alcohol while off Company premises if the employee is "under the influence," as defined in this policy, when representing the Company. Additionally, regardless of the event or situation employees are always responsible for their actions and behavior at Company-related events or activities.

Covered Employees
The Company's drug-free workplace policy covers all:

- full-time employees
- part-time employees
- temporary employees (At Company's discretion)
- applicants

Nondiscrimination
In accordance with the Americans with Disabilities Act, the Company does not discriminate against any qualified individuals with a disability who are not currently using illegal drugs and who have either successfully completed rehabilitation or who may be currently participating in a supervised rehabilitation program and are no longer using illegal drugs. Nothing contained in this policy shall be construed to, or be applied in such a way that its application will result in discrimination against any individual with a disability or handicap as those terms are defined by the Americans with Disabilities Act.

A current disability of any kind, however, does not entitle an employee and/or job applicant to violate any provisions of this policy.

Employee Assistance Program

The Company does not maintain an Employee Assistance Program (EAP) but will provide a list of resources. Employees are responsible for all costs associated with substance abuse counseling, treatment or rehabilitation.

Employees will not be discharged, disciplined or discriminated against for voluntarily seeking treatment for a drug/alcohol related problem if that individual has not previously tested positive for drugs or alcohol in violation of the Company's policy, entered an employee assistance program for substance abuse-related issues, or entered an alcohol and drug rehabilitation program.

Prohibited Conduct

The Company employees are prohibited from:

- Being under the influence of drugs as defined in this policy (i.e., a confirmed positive drug test by urine or blood and/or demonstrating the signs and symptoms of being under the influence of drugs);
- Being under the influence of alcohol as defined in this policy (i.e., a BAC of 0.02 or higher as demonstrated by an alcohol test and/or demonstrating the signs and symptoms of being under the influence of alcohol);
- Testing positive for drugs or alcohol, as defined by state or federal law;
- Failing to notify a supervisor or manager if the employee believes that he or she is under the influence of drugs or alcohol;
- Bringing illegal drugs as defined by state or federal law, alcohol, controlled substances or drug paraphernalia to work and/or storing such items on Company property;
- Possessing, using, manufacturing, distributing or attempting to distribute, sell or dispense drugs or controlled substances off Company property that may adversely affect Company, the worker's job performance, or place at risk the safety or well-being of the worker or others.
- Failing to notify the Company in writing immediately of a criminal drug or alcohol conviction or pleading guilty to a criminal drug or alcohol offense;
- Abusing prescription drugs, which includes exceeding the recommended prescribed dosage or using others' prescribed medications;
- Switching, tampering with or adulterating any specimen or sample collected under the Company's policy for the purpose of testing for drugs or alcohol;

- Disclosing information related to a drug or alcohol test result;

- Refusing to cooperate with the terms and conditions of this policy. Failure to cooperate includes, but is not limited to:
  a. Refusal to be tested,
  b. Failure to provide an adequate sample without a valid medical excuse,
  c. Refusal to sign required paperwork (including, but not limited to, consent forms, acknowledgement forms, and chain of custody forms),
  d. Failure to show up at an assigned collection site to provide a specimen, and
  e. Failure to be reasonably available to be tested once the employee has been notified.

Medical and Recreational Marijuana

While Medicinal and recreational marijuana are legal under Nevada state law, both are illegal under federal law. While conducting business-related activities, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs, as defined by state or federal law. The legal use of prescribed drugs as defined by state or federal law is permitted only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Marijuana is illegal under federal law, and as such, its use, impairment or positive test results caused by marijuana, violate this drug and alcohol policy.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, denial of a workers' compensation claim and/or required participation in a substance abuse, rehabilitation or treatment program at the employee's expense. Such violations may also have legal consequences.

Prescription Drugs

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees drug use may affect their job performance, by causing dizziness or drowsiness. In addition, employees can report the use of prescription or nonprescription drugs that my affect drug tests by completing a written consent form. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee to perform his or her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report the information to his or her immediate supervisor.

Alcohol Use

The Company will test individuals for alcohol utilizing breath testing technologies. The Company reserves the right to utilize other testing technologies in accordance with applicable laws and when circumstances require an alternative. A breath alcohol content (BAC) level of 0.02 or higher will be considered a positive result. (See the Consequences section of this policy for more

information.)

Types of Testing

Post-accident Drug and Alcohol Testing: All employees whose conduct establishes a reasonable basis for concluding drugs or alcohol could have contributed to or caused an accident during work time or while on Company business or on Company property, regardless if an injury occurs or not, will be subject to a drug and/or alcohol test.

Drugs

The Company will test individuals for drugs utilizing urine or blood testing technologies. Tests will be conducted utilizing laboratory-based collection testing technologies. The Company reserves the right to utilize other testing technologies in accordance with applicable laws and when circumstances require an alternative. The Company will test for the following drugs:

Table 1.

Prohibited Drugs	Urine Nanograms per milliliter	Blood Nanograms per milliliter
1. Amphetamines	500	100
2. Cocaine	150	50
3. Cocaine metabolite	150	50
4. Heroin	2,000	50
5. Heroin metabolite		
○ Morphine	2,000	50
○ 6-monoacetyl morphine	10	10
6. Lysergic acid diethylamide	25	10
7. Marijuana (delta-9-tetrahydrocannabinol)	10	2
8. Marijuana metabolite (11-OH- tetrahydrocannabinol)	15	5
9. Methamphetamine	500	100
10. Phencyclidine (PCP)	25	10

Accidents that include any of the following will result in a drug and/or alcohol test:

- A fatality
- An injury that requires medical attention away from the scene of the accident
- An injury that results in lost work time
- Non-injury accident that causes damage to Company property

A post-accident drug test must take place within 24 hours of the time of the accident. A post accident alcohol test must take place within 2 hours of the time of the accident. Any employee who fails to report a work-related accident is in violation of this policy and is subject to disciplinary action up to and including termination. Failure to comply will be considered a "refusal to test."
An individual who tests positive for any of the substances cited above will be subject to adverse employment action. (See the Consequences section of this policy for more information.)

Medical Review Officer
If a confirmation test is positive, a Medical Review Officer (MRO) or Laboratory Directory will attempt to speak with the donor in order to verify the result and report a final result to the Company. After 10 days or a reasonable period of time if no communication with the donor has taken place, the MRO or Laboratory Director will verify the result and report it to the Company.

Rebuttal Opportunity
Employees and applicants who test positive for drugs will be given the opportunity to offer an explanation for why the result was positive.

The result of a test for the use of prohibited drugs in the urine which shows that the employee had an amount of marijuana or marijuana metabolite in his or her system that was equal to or greater than the limits set forth in Table 1., may be rebutted by the employee by:

1. The result of a test of the blood of the employee if the blood was drawn from the employee within two (2) hours of the time the urine was obtained from the employee.
2. The employee is given a reasonable opportunity at the same collection site, upon request and at the employees' expense, to have his or her blood drawn and tested for the purposes of this section of policy.

The results of the test of the blood must result in an amount less than two (2) Blood Nano grams per milliliter of delta-9-THC, marijuana's primary psychoactive ingredient and five (5) Blood Nano grams per milliliter of 11-OH-THC, a marijuana metabolite associated with cognitive impairment. A failure to test or a failure to rebut a positive test for marijuana, according to this policy, may result in the denial of any workers' compensation claim filed in association with a post accident drug test.

Preemployment Drug Testing
All applicants for employment with the Company, including applicants for safety-sensitive positions, will be required to submit to a drug test once a conditional offer of employment has been extended and accepted. All offers of employment are contingent on a negative test result.

Applicants will be required to sign an acknowledgement and consent form.

A positive drug test, failure or refusal to participate in a drug test, failure to sign the acknowledgement and consent form, or any effort to tamper with a sample or to alter a test result will disqualify an applicant from employment. Candidates that fail the preemployment drug test may not reapply or be considered for employment for one year.

Applicants previously employed by the Company, regardless of the length of time they were away, will be subject to a pre-employment drug test as outlined above.

Reasonable Suspicion Drug and Alcohol Testing

Employees will be required to submit to a drug and/or alcohol test when a supervisor or manager has a rational basis, whether from direct observation or from the reports of others, to believe that an employee has violated this policy or is under the influence of legal or illegal drugs or alcohol in such a manner as to have an impact on the individual or the work environment. Reasonable suspicion will be documented and will not be based on rumor, speculation, or unsubstantiated information. Referrals for reasonable suspicion testing will be made according to the procedures set forth by the Company.

Behavior that could prompt reasonable suspicion of drug or alcohol use in violation of the Company's policy includes, but is not limited to, the following:

- Direct observation of conduct, including reckless or risky behavior, that may indicate an individual is impaired by or under the influence of intoxicants or illegal drugs;
- Direct observation of speech, odor or appearance that may indicate an individual is impaired by or under the influence of intoxicants or illegal drugs;
- Reports or information that an individual was seen taking, selling, dispensing, or using illegal drugs, or telling other employees of being involved in such activities;
- Evidence of an attempt to alter a drug or alcohol test sample or result; and/or
- Patterns of abnormal and erratic conduct such as, but not limited to, increased absenteeism, excessive tardiness, or lack of expected or required work performance.

Reasonable suspicion does not mean that the Company must be correct in its belief, only that it has some rational basis for believing the employee is somehow involved in the use, sale, or possession of drugs and/or alcohol. The fact that reports may have been made anonymously about an employee does not necessarily mean that they cannot form the basis of a reasonable suspicion.

If the individual is to be sent home following providing a sample the Company will make arrangements to get them home. For liability reasons it is not acceptable for a Company representative to drive the employee home but Company will regard on a case-by-case basis. Under no circumstances is the individual allowed to drive

him or herself home if he or she may be under the influence. If the individual insists on driving home alone he or she will be informed that the Company is obligated to notify local police.

Random Drug Testing

The Company reserves the right to conduct random testing. When random testing is conducted all safety-sensitive employees may be subject to random, unannounced drug testing. Employees subject to random testing will have an equal probability of being neutrally selected for such testing. The Company does not have the right to waive the selection of any employee who has been randomly chosen.

Random tests will be unannounced and performed at established intervals throughout the year. The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employee identification numbers (i.e., Social Security numbers, payroll identification numbers, or other comparable identifying numbers).

Random testing will be conducted at a frequency rate of 50 percent, meaning that the Company will conduct random testing of 50 percent of the total number of employees in a given year. It will be conducted by World Wide Safety weekly. The names of individuals who are randomly selected for testing will be returned to the eligibility list for future selection during the same year.

Whenever an employee is selected for a random test, he or she will be notified of the selection and instructed to report, under authorized company supervision, to a collection site within 15 minutes (plus travel time). If the individual is performing a safety-sensitive function, other than driving a commercial motor vehicle, at the time of notification, the employee must cease performing the safety-sensitive function and proceed to the testing site as soon as possible.

Return/Continuing to Work

Employees who test positive, admit to drug or alcohol use or related misconduct, or voluntarily seek assistance, and are not terminated, will not be returned to work or continue working until they have been evaluated by a Company selected physician to determine if they can safely return to work.

Employees who successfully complete substance abuse treatment may be eligible for reinstatement and, if reinstated, will be subject to follow-up unannounced testing. Employees will be subject to follow-up drug or alcohol testing (or both depending on what substance or substances they were being treated for) according to the recommendations of their medical provider or at the discretion of the Company.

Consequences for Policy Violations

Employees who violate any of the conditions of this policy will be subject to disciplinary action up to and including termination at the Company's sole discretion. Employees should understand that certain policy violations such as the use of alcohol (including possession of an open container) or any illegal drug activities (including the possession, sale, or use of illegal drugs as defined under state or federal law) on Company premises or on Company time may result in immediate termination and the denial of any associated workers' compensation claim filed. Individuals who refuse to cooperate with the Company's policy in any way will be subject to immediate termination.

Refusals to Test - Employees that refuse to submit to a drug or alcohol test may result in immediate termination and denial of any workers' compensation claim filed in association with the refusal to test.

Consent
All employees are required to sign the Acknowledgement and Consent form included in this policy as a condition of employment or continued employment.

Reservation of Rights
The Company reserves the right to administer this policy and interpret, change, or rescind the policy in whole or in part, with or without notice or consideration. In addition, changes to applicable state and federal laws or regulations may require the Company to modify or supplement the policy without notice.

This policy does not create an employment contract and should not be interpreted or considered as such. This policy does not, in any way, change the nature of the at-will employment relationship on either the part of the employee or the Company.

ENIX MECHANICAL

Acknowledgement of Receipt of Policy and Consent to Testing Form

I, the undersigned, certify that:

1. I have received and understand the Company's Drug-Free Workplace Program Policy.

2. I will comply with the Company's policy on drugs and/or alcohol and understand that non-compliance may result in disciplinary action up to and including termination.

3. I understand that within two hours of a urine drug screen, I may submit to a blood test at my expense, in order to rebut a potential positive drug test for marijuana, as described in the policy.

4. I understand that a workers' compensation claim associated with a positive drug or alcohol test may be denied as described in the policy.

5. I consent to submit to and cooperate fully with the Company's drug and alcohol testing requirements as described in the policy.

6. I understand that I may be tested by urine or blood for any of the following substances as well as any other substances the Company deems necessary: marijuana, cocaine, opiates, amphetamines, phencyclidine, barbiturates, benzodiazepines, methadone, methamphetamine, and alcohol.

7. I consent to the release of the laboratory test results in accordance with the Company policy to the selected Medical Review Officer (MRO) or Laboratory Director. In doing so, I understand that I will be given an opportunity to discuss a positive drug test result with the MRO or Laboratory Director before the result is reported to the Company as a verified positive.

8. I consent to the release of the results of a breath alcohol tests by a certified technician to the Company.

9. I consent to release drug and alcohol test results to Associated Risk Management, Inc.

Employee Name: _____Date: _____

Employee Signature: _____Company Name: _____

I am the parent/guardian of _____, and I acknowledge that I understand the COMPANY's Drug-Free Workplace Policy. I hereby consent to his/her participation in the Company's Drug-Free Workplace Program.
Parent/Guardian Signature:_____Date: _____

SAFE PRACTICES

Following safe practices are critical for achieving success as a company and providing a safe place for our employees to work:

1. General Safe Practices-

   a. Obey all Company and customer safety rules.
   b. Visitors, other than for business reasons are discouraged.
   c. Drugs and weapons are forbidden on Company property, as well as employees or individuals who are under the influence of drugs or alcohol.
   d. Threatening of or interfering with a fellow employee's rights in any way will not be tolerated.
   e. Wear your hard hat at all times while at the construction site. Wear safety glasses, safety shoes, eye protection, ear protection, personal fall arrest system (safety harness), respirator, and other personal protective equipment whenever the job calls for them and as directed by your Superintendent.
   f. Wear clothes suited for the job - no dangling or loose clothing around moving machinery, **Do not wear nylon, polyester or any clothing that is flammable**.
   g. Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized cloth with conductive thread or headgear) shall not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping or other insulating means.
   h. Listen to you Superintendent's instruction. If you do not understand how to do the job safely, ask your Superintendent before starting the work. Do not proceed with any work unless you know how to perform it safely.
   i. Report any injuries or near miss incidents to your Superintendent or first aid attendant immediately.
   j. Pile and unpile material carefully.
   k. Keep material out of walkways.
   l. When working with another person, let them know before you drop a load or do anything that might injure them.
   m. Learn to lift the right way. Plan the lift, set your body in a comfortable position. Keep the load close - Lift straight using the legs - don't twist. Always get help or lifting equipment for a heavy or awkward load.
   n. Whenever practical, use a dolly to move heavy or bulky materials. When you use a dolly, always remember to PUSH it. Never pull a dolly, wire cart or especially a lock box; you are much stronger and much less likely to get hurt when the load is pushed.
   o. Do not drop or throw anything from a height. You could seriously injure someone below you. Warn others working below you. Rope off areas below you to prevent injury to others from accidental dropping of tools, equipment, or materials.
   p. Make sure ladders are in good conditions and firmly placed. When ascending or descending a ladder, always face the ladder. Always use at least one hand to grasp

the ladder when progressing up and down the ladder.

q. Promptly report any damage to scaffolds, false work or other supporting structures to your Superintendent so that it can be properly repaired.
r. No scuffling or "horse play" on the job.
s. Do not ride or get under loads that are being carried by cranes or equipment.
t. Do not run - watch you step - keep firm footing and proper balance at all times.
u. Never use compressed air for dusting off clothes.
v. Keep oxygen and compressed gas cylinders in upright positions and secured. Caps are to be kept on tanks not in use. Keep them free from oil or grease.
w. Practice good housekeeping. Keep work areas clean and free from stumbling hazards, grease, etc. Do this each day, as your work progresses. Bend down or remove any protruding nails.
x. Use the correct eye/face protection when working overhead, grinding, using a cutting torch, welding, drilling, using a powder actuated tool, sanding, chisels, chipping slag, breaking concrete or rock, handling chemicals, hammering, etc.
y. Never use gasoline or any explosive liquid for cleaning purposes.
z. Keep guards and protective devices in place at all times. When guards are removed for repairs, replace them in proper order before starting up.
aa. When necessary to shut down plant equipment for repairs and maintenance: Lock out & tag out the main electric switch and any other source of power. Be sure all is clear and safe before starting up again. Enix Mechanical has a Lockout/Tag out Policy that must be followed.
bb. Do not enter a tank, bin, or silo or other confined space without a life belt and attended lifeline. Enix Mechanical has a Confined Space Entry Policy that must be followed.

2. Tools and Equipment -

a. Hand tools, such as hammers and chisels should be kept well-dressed so that injury from flying particles can be prevented.
b. Use tools only for their intended purposes. Do not use broken or dangerously worn, or dull tools.
c. Tools or equipment must be used in the proper manner and only for the manufacturer’s intended use so that you will not injure yourself or others.
d. Be sure all electrical devices, power tools, and so forth are properly grounded.
e. All electric and other tools must be properly stored when not being used. This will protect the tools from unnecessary damage and eliminate the tripping hazard of electric cords.
f. All stationary grinders must be securely fastened and guards installed. Tool rests must be adjusted to no more than 1/8” from the grinding wheel.

3. Machinery and Vehicles -

a. Do not attempt to operate any machinery or equipment without permission. Only operate machinery or equipment that you are trained & qualified to operate.
b. Do not start machinery, operate valves, or change electric switches until you have made sure that it is safe to do so.
c. Do not repair or adjust machinery while it is in operation. Never oil moving parts, except on equipment fitted with safeguards designed for this purpose.
d. Never work under vehicles that are supported by jacks or chair hoists without protective blocking.
e. Each operator is responsible for the safe operation of his respective machine and safety equipment.
f. Truck drivers will shift to the proper gear before starting up or down grade.
g. Keep guards and protective devices in place at all times. When guards are removed for repairs, replace them in proper order before starting up.
h. Be sure you know what is behind your vehicle before backing up. Get out and look if necessary.
i. Shut motors off before refueling.
j. Check tires for wear; make sure that tires are inflated to the proper pressure.
k. Do not exceed the rated gross weight for any vehicle or equipment.
l. Do not store anything on the dashboard of a vehicle.
m. Secure the load in the bed of a vehicle.
n. A motor vehicle engine must not be left running if the vehicle is unattended.
o. Always wear your seat belt at all times while driving or riding in a vehicle.

STANDARD FOR PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where exposure to a potential hazard exists or where engineering cannot eliminate a hazard or a change in process, personal protective equipment (PPE) must be used. NO unprotected person shall knowingly be subjected to a hazardous environmental condition. The general types of “PPE" are as follows:

1. Head Protection - Approved Class "B" hard hats shall be worn at all times while at construction sites and anytime work is performed on any energized circuit.

2. Eye and Face Protection - Eye and face protection must be used where there is a reasonable probability that injury can be prevented by the use of such equipment. We shall make conveniently available suitable personal protective equipment for use when equipment or operations present potential eye or face injury and the employee shall wear it. The appropriate eye face protection must be worn any time when working in ceilings, working overhead or using chipping hammers, jack hammers, grinders, drills, power tools or powder actuated tools.

3. Hearing Protection - Hearing Protective equipment must be used where there is a reasonable probability that injury can be prevented by the use of such equipment. We shall make conveniently available, suitable equipment and the employee shall use it.

4. Protective Footwear - Safety footwear shall be worn when job requirements warrant it. Steel-toed safety footwear must be worn when operating jackhammers. Hard-soled footwear, with leather uppers shall be worn in all areas. Tennis shoes, running shoes, and leisure type shoes are not allowed.

5. Respiratory Protection - Appropriate Respiratory protection equipment must be used where there is harmful respiratory exposure to employees. The nature and extent of the hazard, work requirements, and conditions, as well as the limitations and characteristics of the available respirators, shall also be factors considered in making the proper selection. Each employee who uses respiratory protective equipment shall have thorough training in its use and proper fit. Enix Mechanical has a Respiratory Protection Policy that must be followed.

6. Hand Protection (Gloves) - Protective gloves must be used where there is a reasonable probability that injury to the hands can be prevented by the use of such equipment. We shall make conveniently available, suitable equipment and the employee shall use it.

6. Personal Fall Arrest System - Lifelines, full body harnesses and shock absorbing lanyards with locking type snap hooks must be used where there is a fall exposure greater than six feet to an employee and another approved means of fall protection is not provided. Lifelines, full body harnesses, shall be rigged such that an employee

can neither fall more than 6 feet, nor contact any lower surface. Anchorage used for attachment of personal fall arrest equipment shall be an independent anchorage and be capable of supporting at least 5,000 pounds. Any lifeline, full body harness or shock-absorbing lanyard actually subjected to in service loading, as distinguished from static load testing, shall be immediately removed from service and shall not be used again for employee safeguarding. A full body harness, with shock absorbing lanyard shall be worn and a lanyard attached to the boom or basket when working from an aerial lift or platform. Any employee using this type of equipment must receive training and certification prior to use.

8. Safety Belts - Body type safety belts shall not be used as a means of fall protection for an employee. Body belts may be used as a positioning device only. The lanyard used with the body belt must have locking type snap hooks. Any employee using this type of equipment must receive training and certification prior to use.

STANDARD FOR HOUSEKEEPING

Good housekeeping on a jobsite has always been the safest and most economical policy to follow. Housekeeping on the jobsite is often a good indicator of our attitude toward general safe practices.

Our standard for housekeeping includes:

1. During the course of daily construction debris shall be kept cleared from work areas and passageways in and around building or other structures.

2. Combustion scrap shall be removed at regular intervals of no less than once a week.

3. Containers shall be provided for the collection and separation of waste, trash, oily and used rags, and other refuse.

4. Containers used for garbage and oil, flammable, or hazardous wastes must have covers.

5. Materials shall not be stored on scaffolds or runways in excess of immediate needs.

6. Materials stored inside a building under construction shall not be stored within 6 feet of hoist ways or within 10 feet of an outside wall, which is lower than the top of the stored material.

7. Maximum safe load limits of floors within building and structures in pounds per square foot must be conspicuously posted in all storage areas.

8. Non-compatible materials shall be segregated in storage.

9. Used lumber shall have all nails withdrawn before stacking.

10. All piles of materials must be stable with proper supports.

11. Whenever materials are dropped to any point outside the building, an enclosed chute must be used.

12. When debris is dropped through floor holes warning signs must be posted at each level. 42-inch high barricades spaced at least 6 feet back from each opening must be maintained on each floor.

STANDARD FOR CONFINED SPACES

No Enix Mechanical employee shall enter into any type of confined space until it has been identified and labeled by their respective employer's competent person and all applicable safety requirements contained in 29 CFR 1926 Subpart AA – Confined Spaces in Construction and this section have been met.

Procedures

General

All confined spaces, regardless of classification, shall have continuous multi-gas/4gas air monitoring while the space is occupied by tradespersons.

Pre-entry assessment

Prior to confined space entry, each employer must ensure that a competent person identifies all confined spaces in which one or more of the employees it directs may work, identifies each space that is a permit space, through consideration and evaluation of the elements of that space, including testing if necessary.

It is Safe Electronic's position that all confined spaces are permit required until proven otherwise (in writing) by competent person. Depending upon the type of confined space identified, specific criteria must be satisfied before entry.

Signage

All confined spaces shall be labeled. If the workplace contains permit spaces, the entry supervisor shall inform employees by posting danger signs at all entrances of confined spaces. The signs will be legible in English and in the predominant language of non-English reading tradesperson. At a minimum, the following information will be included:

DANGER
PERMIT-REQUIRED CONFINED SPACE
DO NOT ENTER

Authorized Entry

If permit spaces exist in the workplace, only authorized employees may enter the spaces. The entry supervisor shall take effective measures to prevent unauthorized employees from entering permit spaces.

Modification of on-permit spaces

If non-permit spaces are modified or experience any change that causes an increased hazard to

entrants, the supervisor of the exposed employees, shall ensure that the space is reevaluated by the competent person.

Permit required spaces

If permit spaces are identified, the following program elements, at a minimum, must be addressed in a written project specific confined space procedure.

- Environmental Controls – to ensure that pre-entry precautions (i.e. hazard evaluations, operating procedures, isolation methods, safety equipment, etc.) have been implemented.
- Atmospheric testing – for oxygen content, explosive vapors, toxic substances, and carbon monoxide to ensure that acceptable entry conditions exist.
- Assigned Duties – of each participant must be established and clearly communicated
- Rescue Equipment and Emergency Services – develop and implement procedures for summoning rescue and emergency services, for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees and for preventing unauthorized personnel from attempting a rescue
- Entry Permit System – used to record critical data and serve as official entry authorization must be implemented and managed accordingly following the completion of permit space work
- Training – of employees expected to enter permit required confined spaces must be provided to ensure that of assigned duties and the requirements of 29 CFR 1926.1207
- Medical Surveillance Program for all employees who must enter permit spaces shall be established to ensure that they have been medically evaluated and cleared to work in such spaces.

STANDARD ON RIGGING EQUIPMENT

General Standards relating to this equipment are as follows:

1. All rigging equipment must be inspected for serviceability before use.

2. Welded alloy steel chain slings must have permanent identification affixed as to size, grade, capacity and manufacturer.

3. All hooks, rings, and couplings must have a rating equal to the sling rating.

4. Job made hooks and links shall not be used.

5. A safety factor of 5 shall be maintained for all wire rope slings.

6. Protruding ends of strands of wire shall be covered or blunted.

7. Wire rope shall not be secured by knots.

8. Eye splices must have 3 full tucks.

9. Each sling used in hoisting or pulling loads shall be continuous without splice.

10. Wire rope shall not be used if in any length of 8 diameters the total number of visible broken wires exceeds 10% of the total number of wires.

11. Whenever excessive wear, corrosion or defect in any rigging equipment is evident, it must be withdrawn from service.

12. Manila rope eye splices must have 3 full tucks and strand tail ends must not be trimmed short but allowed to extend 6 rope diameters beyond the last tuck.

13. Knots shall not be used in lieu of splices.

14. All hooks, which have no manufacturer's recommendations, shall be tested to twice the intended safe working load before being put into use.

15. It is important that all equipment have the manufacturer's name and rated capacity permanently affixed at all times.

16. A daily inspection required on rigging equipment, with a more extensive monthly inspection recorded on a signed report, maintained at the equipment. These reports will be important in the event of an OSHA inspection.

STANDARD FOR FIRE PROTECTION

Practices designed to help prevent fires around construction projects are required to be followed. Some of the more obvious standards are summarized here:

1. Electrical wiring, both temporary and permanent, must be in accord with the standards.

2. Smoking is prohibited in areas, which are a fire hazard. Proper signs will be conspicuously posted.

3. Engine exhausts must be well away from combustible materials.

4. No temporary building may inhibit or block any exit.

5. Combustible materials must be piled in stable piles, never over 20 feet high.

6. Driveways between and around combustible storage piles must be at least 15 feet wide. They must always be free of rubbish, equipment or any obstruction.

7. Weeds and grass shall be kept down on open lot storage. Periodic clean-ups shall be provided.

8. No combustible material shall be stored outdoors within 10 feet of a building or structure.

9. Only approved containers shall be used for handling or storage of flammable materials on any quantity. Quantities less than 1 gallon must be kept in the original shipping container.

10. Combustible scrap and debris must be removed at regular intervals during the course of the construction.

11. Containers will be provided for the collection and separation of waste, trash, and oily and used rags.

12. Containers used for garbage, oily rags, flammable materials and caustic materials must be equipped with covers. Garbage and other waste must be disposed of at frequent and regular intervals.

13. Containers used for the storage of bulk quantities of flammable materials must be listed as approved for such use and must be grounded.

STANDARD FOR FIRE EXTINGUISHERS

1. Portable extinguishers must be kept fully charged and useable.

2. They must be in a conspicuous location and readily visible and accessible along normal routes or travel.

3. If you need extinguishers of different classes, each must be conspicuously marked and identified to ensure that the proper extinguisher is used on a fire.

4. Extinguishers under 40 pounds weight must not be over 5 feet above the floor. Those over 40 pounds weight must not be over 3-1/2 feet above floor level.

5. Extinguishers shall be suitable for use within a temperature range of plus 40 deg. Fahrenheit to 120 deg. Fahrenheit. Those exposed to temperatures outside this range must be certified for such exposure or protected from such exposures.

6. Extinguishers must be mounted on hangers or brackets supplied or in cabinets, unless mounted on wheels.

7. Inspection must be made monthly of all extinguishers to make sure they are: 1) in their proper place; 2) HAVE NOT BEEN TAMPERED WITH; 3) have not been damaged; and 4) have not been used; 5) a record of inspection shall be kept and be available for review.

8. At regular intervals not more than one year apart, all extinguishers must be thoroughly examined and/or recharged to ensure operability and safety. The inspection tag information on the extinguisher must be updated at this time. If the extinguishers are removed from the area or jobsite for this maintenance, spare extinguishers must replace them during this period.

STANDARD FOR FALL PROTECTION

Enix Mechanical has adopted the new OSHA Fall Protection Standard, subpart M 29 CFR part 1926.

Fall Protection is required for all Company employees working at heights of six (6) feet or greater as outlined in OSHA subpart M.

Employees that are required to work in these conditions will be trained and tested by a competent person trained in these procedures. Harnesses or safety belts are the required method of fall protection for Company employees and will be available for use at jobsites that require them.

In addition, the proper selection and use of Fall Protection devices such as safety belts, harnesses, lanyards, and lifelines will be at the discretion of the safety manager.

There are some exemptions, but only when an employer can demonstrate in writing that it is not feasible to provide the necessary fall protection equipment in direct compliance with the standards and can provide an acceptable alternative method meets the intent of the standard.

NOTE: The following requirements **DO NOT** apply to work while on ladders or scaffolding since fall protection requirements under these conditions are treated under 29 CFR 1926 subparts L and X.

FALL PROTECTION PLAN

1. Specifics for this Fall Protection Plan:

Location of Job:_____

Date Plan Prepared: _____

Plan Prepared by: _____

Plan Approved by: _____

Competent Person: _____

Work Scope and Alternative System to Used: _____

_____

Covered: _____

_____

2. Statement of Policy:

Enix Mechanical is committed to the protection of its employees from on-the-job injuries. All employees have the responsibility to work safely on the job. The purpose of this plan is to supplement the existing safety and health program and to ensure that all employees that work for Enix Mechanical recognizes workplace fall hazards and take the appropriate measures to address those specific hazards.

The fall protection plan addresses the use of conventional fall protection recognized by 29 CFR 1926 Subpart M, as well as the optional programs available when it is infeasible or creates a greater hazard to use the conventional fall protection systems.

The areas or tasks that may increase the hazards may include, but are not limited to:

A. Setting and bracing of roof trusses and rafters;
B. Installation of floor sheathing and joists;
C. Roof sheathing operations;
D. Erecting exterior walls;
E. Connecting Activity (point of erection).

In these cases, conventional fall protection may increase the hazard faced by the employee. This plan is designed to address and enable the employee to recognize and develop the safest procedure available for the situation and area that they will be working in.

All employees will be trained in allowable procedures and will strictly adhere to the designated plan as outlined. If an employee is of the opinion that he is exposed to a greater hazard, there is the option of going to the competent person on the job and address the problem, before proceeding.

Safety policy and procedure on any given project cannot be administered, implemented, monitored and enforced by any one individual. The total objective of a safe, accident free jobsite can only be accomplished by the effort and concern of all employees working on the project. Every employee is a valuable asset to Enix Mechanical and must understand the control that they have in regards to:

The prevention and cost of accidents, emotional-physical-monetary;
The objectives of the safety program;
The compliance of the safety rules;

Through the involvement of the associates to promote the safety issues, allows for a more personal approach to implementation, cooperation and compliance with the regulations rather than stringent standards that cannot be met, without increasing the hazards faced.

3. Implementation of Fall Protection Plan:
It is the responsibility of _____, to implement and enforce the Fall Protection Plan, for all persons that enter into the designated areas.

The superintendent or Superintendent _____, is responsible for correcting, maintaining, and enforcement of the Fall Protection Plan.

It is the responsibility of Enix Mechanical to ensure that all employees understand and adhere to the procedures established by the Fall Protection Plan.

It is the responsibility of all employees to bring to management's attention, any unsafe or hazardous condition(s) or practices that may cause injury to either themselves or any other employee. Any changes to the Fall Protection Plan must be approved by:
_____

4. Description of Fall Protection Systems that may be used, when listed in Section 1:

A. Standard Protection as listed in 29 CFR 1926.501 SUBPART M. Required at work heights or exposure of 6 feet or greater.

1. Guardrails: 29 CFR 1926.502 (b); Subpart M Appendix B.
Top rail - 42" +/- 3"; withstand 200# pressure from any direction with minimal deflection.
Midrail - 21"; withstand 200# pressure from any direction with minimal deflection.
Toeboards - 3.5" vertical height; installed where material is stored that may

drop to lower elevation or above access areas.
Screen, Netting - To be used when a standard toeboard will not prevent materials from falling to surface below.

2. Personal Protective Equipment 29 CFR 1926.502 (d); Subpart M Appendix C Harnesses, Lifeline, Lanyard, Dee Rings, Connectors, and Snaphooks.

3. Positioning Device - 29 CFR 1926.502 (e); Subpart M Appendix D Restrictive belt/harness or device that restricts a free fall to less than 2 feet.

4. Warning lines - 29 CFR 1926.501 (b); .502 (f).
Must be erected around all sides of roof work area, cable to be set back 6 feet from the edge, flagged at 6' intervals; Single cable requires personal fall arrest equipment, within 6' of edge; 3-U-Bolt lamps with the dead end of the cable in the "U"; if used as a tie-off point must be capable of supporting 5000# per connection.

5. Nets - 29 CFR 1926.502.
Work surface must be 25' above ground; refer 1926.105.

6. Safety Monitor - 29 CFR 1926.502 (h).
Competent person on the same work surface, with and unobstructed view of all workers. One safety watch per six workers.

Job specification requirements: _____

_____

_____

_____

STANDARD FOR FALL PROTECTION

These standards apply to temporary conditions where there is danger of employees or materials falling through holes, floor, roof, or wall openings or from unprotected sides/edges, ramps, stairs, roofs or runways.

Standard Specification:

1. Standard Guard Rail - A standard guardrail system consists of a top rail, intermediate rail, toe board, and posts. The top edge must be about 42 inches (top edge between 39 and 45 inches) high from walking/working surface of platform to top edge of the top rail. If cable is used, it must be flagged at not more than 6-foot intervals with high visibility material.

2. Post - For wood railings, posts shall be at least 2 x 4 inch and shall not be over 8 feet apart, (For pipe railings, the diameter shall be at least 1-1/12 inches).

3. Anchoring - The anchoring of the railings or posts shall be strong enough to withstand a force of 200 pounds applied in an outward or downward direction with minimal deflection.

4. Toe boards - The toe board must be at least 3.5 inches high above the floor and the bottom of the toe board and shall be strong enough to withstand a force of 50 pounds applied in and outward or downward direction with minimal deflection.

5. Mid Rails - The mid-rail shall be strong enough to withstand a force of 150 pounds applied in an outward or downward direction with minimal deflection.

6. Top/Hand Rails - The top/handrail shall be at least 2 x 4 inch material and shall be strong enough to withstand a force of 200 pounds applied in an outward or downward direction with minimal (top rail must not deflect to below 39 inches above the walking/working surface) deflection.

7. Opening - means a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which employees can fall to a lower level.

8. Wall Opening - Wall openings must have a guardrail or barrier system able to withstand a force of at least 200 pounds applied in an outward or downward direction at any point on the barrier.

9. Covers - A barrier able to withstand at least 2 times the maximum intended load, which shall be, identified with the word "HOLE" or "COVER". These covers must be secured in place over the hole.

10. Hole - A gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

11. Storing Material - No material or equipment shall be stored within 4 feet of a open-sided floor, leading edge, platform, roof, unprotected side or edge with a drop of 6 feet or more above a lower level.

12. Screens - Screens must be used between the toe board and top rail where needed to prevent material from falling between the railings and toe board.

13. Personal Fall Arrest System - Full body harnesses and shock-absorbing lanyards, with locking snap hooks shall be used for fall protection where another approved means of fall protection is not used. Any employee using this type of equipment must receive training and certification prior to use.

Protection Required:

1. Holes - Employees shall be protected from falling through holes (including skylights) more than 6 feet above lower levels, by personal fall arrest systems, covers, or a standard guard rail system erected around such holes.

2. Hatchways, ladder ways, and skylight openings shall be guarded by standard guardrail systems or covers.

3. Pits, trap doors and manholes shall have standard covers.

4. All temporary floor openings must have a standard guardrail system, or cover, or the employees must be protected by personal fall arrest systems.

7. Every open-sided floor, leading edge, platform, roof unprotected side or edge with a drop of 6 feet or more above a lower level must be guarded by a standard guardrail system or the employees must be protected by personal fall arrest systems. A toe board is required where equipment or people underneath could be hit by falling materials.

8. All wall openings where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the bottom of the wall openings is less than 39 inches above the walking/working surface must have a standard and intermediate rail or a barrier. If the bottom of the opening is less than 4 inches above the floor, a toe board is required.

9. Dangerous Equipment - Employees working less than 6 feet above dangerous equipment shall be protected from falling into or onto the dangerous equipment by a standard guardrail system or by equipment guards. Employees working 6 feet or more above dangerous equipment shall be protected from fall hazards by a standard guardrail system or by personal fall arrest systems.

10. Stairs must have handrails on all open sides.

STANDARD FOR LADDERS

1. All ladders shall be heavy duty, industrial strength.

2. The user is responsible for visually inspecting a ladder before use. The inspection for defects shall include the following: Broken steps, splitting steps, broken rungs, broken rails, split rails, defective hardware, broken fittings, excess wear, or corrosion.

3. Any ladder found defective shall be tagged "Do Not Use", with the defect noted. The ladder shall be immediately removed from service and sent into the office to be repaired to destroy.

4. Wooden ladders are not to be coated with anything other than clear preservative.

5. Ladders are not to be used as scaffold boards.

6. Work straight ahead from a ladder. To prevent overreaching, keep body position such that your belt buckle is always inside the side rails.

7. When ascending or descending a ladder, the user shall face the ladder.

8. Always use at least one (1) hand to grasp the ladder when progressing up and/or down the ladder.

9. Only one (1) person is permitted to climb a ladder at a time. A person climbing any ladder must weigh at least 25 pounds less than the gross weight rating for the ladder. This allows for tool and/or material weight.

10. If necessary, have someone hand you your load after you have climbed the ladder or use a rope to lift it.

11. Personnel must not stand on the cap or top step of an extension ladder, stepladder or straight ladder.

12. Step ladders are not to be used as a straight ladder.

13. All straight and extension ladders must be tied off within three rungs of the top or held by another person when in use.

14. Cotton or hemp rope is prohibited on extension ladders and for tying off all ladders.

15. All straight and extension ladders must be equipped with nonskid feet.

16. Straight and extension ladders shall be placed at such an angle that the base is one fourth of the working length of the ladder out from the top support. (E.g. 20' up, 5' out, or one

rung out for each 4 up.)

17. Any ladder transported on the outside of a vehicle must be secured to the vehicle by either a cable or chain, with a lock to secure them.

STANDARD FOR ELECTRICAL SAFETY

All electrical work shall be in accordance with the National Fire Protection Association (NFPA) Standard 70, National Electrical Code, as approved by the American National Standards Institute (ANSI), unless specifically exempted.

Due to the serious safety considerations associated with electrical installations, all employees performing electrical work shall be considered doing "Safety Critical Work".

Some of the more generally encountered areas of jobsite use have the following provisions:

1. It is the responsibility of the Superintendent to determine before operations start if there are any energized electrical circuits with which the employees may come into contact and to provide protection and warning against all hazards. If it is deemed necessary to work on an energized circuit of 440 volts or more, the Superintendent must be notified prior to the start of the work and two (2) journeymen must be present throughout the time of the work.

    a. The Superintendent must personally inspect the work area and review the procedures to be performed with the journeymen assigned. The purpose of the inspection and review shall be to include the use of personal protective equipment such as rubber insulating gloves or rubber insulating blankets. Safety glasses, goggles or a face shield, and hard hats shall be worn at all times when working on energized circuits.

    b. Two (2) journeymen must be present throughout the time of the work. If for any reason one (1) of the two (2) journeymen leaves the immediate area, work on the energized circuit shall stop until the second journeyman returns.

2. Only a journeyman electrician is allowed to work on any energized circuit.

3. All circuits and equipment must be clearly identified. Those under repair or de-energized must be locked and tagged at all points where they may be energized, or stored energy exist. Enix Mechanical has a Lock/Tag out procedure that must be followed.

4. All non-current carrying parts of electrical equipment must be grounded or have an approved double-insulation system.

5. Grounding circuits must have enough capacity to carry all currents liable to be imposed on it. The resistance to ground for grounding circuits must not exceed 25 ohms. Grounding circuits must be checked to ensure that the circuit between the ground and the grounder power conductor has sufficient flow to blow the fuse or trip the circuit breaker.

6. Extension cords used with portable tools must be 3-wire grounding type. Only U.L. or E.T.L. approved extensions cords shall be used.

7. Any necessary open wiring must be made inaccessible to unauthorized people. All

switchgear, panels, or other open wiring must have barricades and warning signs.

8. Lighting branch circuits on barricades, fences or sidewalk coverings shall have an approved wiring method, not subject to physical abuse.

9. Temporary lighting must have guards to prevent accidental contact with the bulb except where the bulb is deeply recessed in the reflector or enclosed in an approved tube guard.

10. Temporary lights shall not be suspended by the cord unless the fixture was specifically designed that way, as with trouble lights.

11. All 120 volt, single phase, 15 and 20 ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground-fault circuit interrupters (GFCI) for personnel protection. These GFCI's shall be tested no less than once per month and a test record kept as described in Section 24, Item 5, "Test Record".

12. Extension cords shall not be fastened with staples, hung from a nail, or suspended by wire.

13. Splices shall have insulation equal to the cable.

14. Attachment plugs shall have a cord grip strain relief so that there is no strain on the terminal screws.

15. Flexible cord shall be used only in continuous lengths without splice; except that soldered splices with vulcanized or molded insulation may be used.

16. Worn or frayed electric cables shall not be used.

17. All electrical equipment and wiring in all locations must conform to the National Electrical Code (NEC) Standard.

18. Listed, labeled, or certified equipment shall be installed and used in accordance with the instructions included in the listing, labeling or certification.

19. Load Centers - On projects requiring temporary power, a temporary load center with ground fault circuit interrupters (GFCI's) shall be provided. It is imperative that the ground fault circuit protection not be defeated in any way. No field modifications to any load center are permitted. Each GFCI in the load centers shall be tested no less than once per month and a test record kept as described in Section 24, Item 5, "Test Record".

20. Illumination - General construction areas, stairwells, ramps, runways, corridors, offices, shops, warehouse, tunnels and storage areas must be lighted to not less than 5 foot-candles.

STANDARD FOR LOCKOUT/TAGOUT (Less than 600 volts)

This policy shall apply to the installation, servicing and maintenance of machinery and equipment where unexpected start-up or energization, and/or release of stored energy, might cause injury to employees or others. This procedure established the minimum requirements of Enix Mechanical for the Lockout/Tag out of energy isolating devices.

Responsibility for Lockout/tag out

Before starting any maintenance or service on any equipment, the job Superintendent will locate and identify all isolating devices which affect the equipment to be worked on, make certain there is not more than one energy source, determine the voltage level and current characteristics of the energy source, and locate all sources such as capacitors, hydraulics, springs, weights, flywheels and so forth. The job Superintendent will develop a procedure to unload or block all stored energy sources. The job Superintendent will review the Lockout/Tag out procedures, and the reasons for them, with all persons who will work on the equipment, making sure each one verifies that they understand why the Lockout/Tag out procedure is necessary and how it is to be accomplished.

The Six-Step Procedure for Lockout/Tag out:

1. **Preparation for Shutdown**

   The Superintendent will identify the type or types of energy involved and how the energy is to be controlled during the shutdown. Involve (whatever possible) the machine or equipment operators in the Lockout/Tag out procedure.

2. **Equipment Shutdown**

   The Superintendent shall witness the shutdown of the machinery or equipment using the normal operating controls. The shutdown procedure shall be the normal procedure for the equipment so that personnel is not endangered by or during shutdown.

3. **Equipment Isolation**

   All energy isolating devices shall be operated so that the equipment is isolated from its energy source. This must include any secondary energy sources as well as the main one. Never pull an electrical switch while it is under load.

4. **Application of the Lockout/Tag out Devices**

   a. **All** energy-isolating devices are to be **locked** and **tagged.**
   b. Only locks designated solely for the use of Lockout/Tag out shall be used for Lockout/Tag out.
   c. If the lock and tag cannot be placed directly on the device, a supplemental lockout device **shall** be used.

d. When more than one employee is required to perform the work, **every** employee in the work crew **shall** attach a lock with a different key. A multiple lock hasp **shall** be used for this purpose.

e. **Only** tags designed for the purpose of Lockout/Tag out **shall** be used and **shall** be filled out by the job Superintendent and include the following information:

1. The words: "DANGER" front and back.
2. The words: "DO NOT OPERATE".
3. The tag shall state that: "Only the individual who signed the reverse side may remove this Lock/Tag".
4. The **name** of the person applying the tag.
5. The **date** the person applied the tag.
6. The expected completion of the shutdown.

5. **Control of Stored Energy**

Take the following steps to guard against injury from energy stored in the machinery/equipment after it has been isolated from its energy sources. This shall be done in accordance with the machinery or equipment manufactures operations manual.

a. Inspect the system to make sure that all parts have stopped moving.
b. Relieve any trapped pressure.
c. Release the tension on springs or block the movement of spring driven parts.
d. Block or brace parts that could fall due to gravity.
e. Block parts in hydraulic and pneumatic systems that could move from loss of pressure.
f. Bleed the lines and leave vent valves open.
g. Drain process piping systems and close valves to prevent the flow of hazardous materials.
h. If a line must be blocked where there is no valve, use a blank flange.
i. Dissipate extreme cold or heat, and/or wear protective clothing.
j. Capacitors shall be discharged, and high capacitance elements shall be short circuited and grounded. **Capacitors shall be treated as energized in meeting this requirement**.
k. If stored energy can re-accumulate, monitor it to make sure it stays below hazardous levels.

6. **Verification of Equipment Isolation**

a. Make sure that all danger areas are clear of personnel.
b. Verify that the isolating devices (disconnect switch, circuit breaker, valves, etc.) cannot be moved to the on position.
c. Using a volt meter (verify that volt meter is operable), test all conductors for voltage present, both phase-to-phase and phase-to-ground prior to any work being done on the locked/tagged out machinery/equipment.
d. Test all start buttons and all activating control on the machinery/equipment to ensure that it will not start.
e. Shut off all machine/equipment controls when the testing to verify equipment

isolation is finished.

WHILE THE WORK IS IN PROGRESS, DO NOT ATTEMPT TO OPERATE ANY SWITCH, VALVE, OR ANY ENERGY ISOLATING DEVICE THAT IS LOCKED/ TAGGED OUT.

Removing the Lockout/Tag out

1. Make sure that the equipment is safe to operate.

2. Remove all tools from the work area.

3. Be sure that the machinery/equipment is fully assembled.

4. Remove jumpers, shorts, grounds and other such devices so that the circuits and equipment can be safely energized.

5. Safeguard all employees:
   a. Conduct a headcount to make sure everyone is clear of the machinery/equipment.
   b. Notify everyone who works in the area that the lockout/tag out is being removed.
   c. Remove the lockout/tag out. Except in emergencies, each device is to remove by the person who put them on. **If an Emergency arises, the removal of the Lockout/Tag out shall be removed only in the presence of a Company Superintendent. Never cut a lock unless a Superintendent is present. The Lockout/Tag out shall not by removed without making sure that it is absolutely safe. If any of the employees who put the Lockout/Tag out in place are absent from the workplace when the Lockout/Tag out is removed, the employee(s) must be notified before they return to the workplace.**
   d. If the work requires more than one shift, Lockout/Tag out protection must not be interrupted. The Lockout/Tag out shall be transferred to the new shift by the Superintendents of both shifts. All Lockout/Tag out equipment (All keys shall be transferred to the new shift and the Tag out shall be changed out.) must remain in place until the new shift has taken custody of the Lockout/Tag out.
   e. The last person to remove the Lockout/Tag out shall be the Superintendent. The Superintendent shall remove the hasp, if one has been installed.
   f. The Superintendent, shall remove, sign, date, and turn in the tag to the project manager.
   g. Follow the recommended start-up procedure to re-energize the machinery/equipment.

STANDARD FOR HAND AND POWER TOOLS

All hand and power tools must be maintained in a safe condition. Handles shall be tight and free from cracks or splinters. Impact tools must not have mushroomed heads.

1. Power tools must have the manufacturers guards attached and they must be used as intended. Electric hand tools must:
   A. Have double insulated frames or have the frames grounded;
   B. Have a constant pressure switch;
   C. Not be raised or lowered by the cord.

2. All electric connections must have all prongs intact and cords in good condition.

3. All moving parts of machinery must be guarded if the parts are exposed to contact by the operator.

4. Personal protective equipment (PPE) must be worn by operators if there is a danger of falling, flying, abrasive or splashing objects, or harmful dusts, fumes, mists, vapors or gases.

5. Compressed air must not be used for cleaning.

6. Air hoses shall not be used to raise or lower tools.

7. Powder-actuated tools must be operated only by trained, and licensed personnel, wearing proper personal protective equipment. All operations must be in accordance with the manufacturer's standard practices.

8. All abrasive wheels and tools shall have safety guards attached in accordance with the standards.

9. All equipment, which produces dust, fumes, mists, vapors or gases in concentrations that are harmful upon exposure to employees, must have adequate exhaust ventilation in accordance with the standards.

STANDARD FOR MOTOR VEHICLES AND MECHANIZED EQUIPMENT

The standard relating to motor vehicles are as follows:

1. Equipment left unattended at night next to a highway or active construction area must have lights or reflectors to identify the location of the equipment.

2. A safety tire rack, cage, or equivalent must be used in repairing tires with split rims.

3. Heavy machinery or parts, which are suspended or held aloft, must be cribbed or blocked before employees may work under or around them. All blades, buckets, forks, or beds shall be fully lowered or blocked when not in use or are being repaired.

4. Parked equipment shall be choked, or parking brakes set.

5. All motor vehicles shall have a service brake system, emergency brake system, parking brake system, audible warning device, and seat belt.

6. Tools, materials and equipment must be secured when transported in the bed of a vehicle or in the employee compartment.

7. Any ladder transported on the outside of a vehicle must be secured to the vehicle by either a cable or chain, with a lock to secure them.

8. All rubber-tired vehicles shall be equipped with fenders.

9. All vehicles in use shall be checked at the beginning of each day to assure that the following parts, equipment, etc., are in safe operating condition and free from apparent damage that could cause failure while in use: service brakes, including trailer brake connections, parking system, tires, emergency stopping system, horn, back-up alarm, steering mechanism, coupling devices, seat belts, operating controls, safety devices. All defects shall be corrected before the vehicle is used.

10. No modifications, which affect the capacity of safe operation of equipment, shall be made.

11. A motor vehicle must not be left running if the vehicle is unattended unless, (a) a supplementary positive braking system is used, and (b) it is necessary in the normal operational requirement of the unit. Forklifts shall always be turned off when unattended. Unattended means that the driver has left the normal control position of the vehicle.

12. Do not refuel engine driven equipment while the engine is running, or near any predictable source of ignition, such as welding operations.

13. Drivers of Company vehicles are required to strictly adhere to Enix Mechanical's Driver

Standard, and all state laws while operating them. Any violation of this policy may result in discipline, up to and including immediate discharge.

Federal and State Regulations:

Company vehicles are to be driven in strict compliance with federal safety regulations or in the case where government regulations do not apply; they will be operated in compliance with motor vehicle safety regulations of the state in which the vehicles are operated. It is the responsibility of the Superintendent to see that each driver under their responsibility is fully aware of the regulations applicable to the vehicle that they are assigned or to any vehicle they may be required to operate.

Note: The above defined driver qualifications are general rules that will be applied; however, Enix Mechanical reserves the right to review each accident or incident individually and take any course of reasonable action deemed to be appropriate based on the facts available and assessed Company exposure and risk.

Driver Daily Vehicle Inspection:

Every motor vehicle driver is required to inspect the vehicle they are operating each day before its use. This vehicle inspection shall include the following as a minimum:

1. Make sure the seat belt is installed and working.
2. Check tires for air loss (no air leaks).
3. Tires must have a tread depth of 4/32 inch or greater.
4. Wheels checked for cracked rims. No cracked rims. No missing lug nuts.
5. Horn working.
6. Lighting system - Brake, turn signal, parking, back up, clearance and headlights working.
7. Brake system - Excessive stroke in brake pedal shall be considered out of service.
8. Parking brake operating properly.
9. Steering mechanism - Excessive slack or play in steering wheel shall be considered out of service.
10. Fire extinguisher (on service trucks) fully charged and secured.
11. Any materials/tools in the vehicle or on roof racks secured.

Company vehicles shall not be operated with faulty or inadequate brakes, steering gear, horn or lights except to have repairs made, and then, only when such driving can be done in a safe manner and in a short distance.

Driver Weekly Vehicle Inspection:

Every motor vehicle driver is required to inspect the vehicle they are operating each week. This vehicle inspection shall include all items and be recorded. The report shall be forwarded to your Superintendent each week.

Accident Reporting Procedures:

Every vehicle driver is responsible for compliance with Enix Mechanical accident reporting procedures. They are as follows:

1. Notify the authority (local, county, parish, or state) having jurisdiction over the location of the accident.

2. Any accident involving a Company vehicle shall be reported to your Superintendent as-soon-as possible.

3. The following information must be given by telephone or in person to your Superintendent **for any accident.**

    a. Date and Time of the accident.
    b. Weather conditions.
    c. Location of the accident.
    d. For each motor vehicle driver involved in the accident, provide the following:
        1. Name.
        2. Complete Address.
        3. Telephone numbers (daytime and home).
        4. Driver's license number.
        5. Insurance company name and policy number.
        6. Make, year and model of vehicle.
        7. License number of vehicle.
    e. Number and types of vehicles involved.
    f. Number of fatalities, if any.
    g. Number of persons injured, if any. Describe injury.
    h. Description of property damage.
    i. A brief description of the accident.
    j. Name, address and telephone number of any witness.

4. Enix Mechanical Vehicle Accident Report must be completed and forwarded to your Superintendent and the Safety Officer for any accident by the close of the next business day.

5. All state, city and insurance company accident report forms must be completed and forwarded to the appropriate agency. Enix Mechanical requires a copy of these report(s) be forwarded to your Superintendent and the Safety Officer by the close of the next business day.

STANDARD FOR HAZARD COMMUNICATION

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to ensure information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees.
This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

1. **Chemical Inventory**
   a. Enix Mechanical maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from the Supervisor/Foreman or the Safety Officer.
   b. Hazardous chemicals brought onto the worksite by Enix Mechanical will be included on the hazardous chemical inventory list.

2. **Container Labeling**

   a. All chemicals on site will be stored in their original or approved containers with the proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Field/Production Manager for labeling or proper disposal.
   b. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or the Supervisor/Foreman for proper handling.
   c. No unmarked containers of any size are to be left in the work area unattended
   d. Enix Mechanical will rely on manufacturer applied labels whenever possible and will insist that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled
   e. Enix Mechanical will insist that each container is labeled with identity of the contained and any appropriate hazard warning.

3. **Safety Data Sheets (SDS)**

   a. Employees working with a hazardous chemical may request a copy of the material safety data sheet (SDS). Request for SDS's should be made to the Super or the Safety Officer.
   b. SDS should be available and standard chemical references may also be available on the site to provide immediate reference to chemical safety information.
   c. An emergency procedure to obtain access to SDS information will be established.

4. **Employee Training**

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

a. Methods that may be used to detect a release of hazardous chemical(s) in the workplace.
b. Physical and health hazards associated with chemicals,
c. Protective measures to be taken,
d. Safe work practices, emergency responses and use of personal protective equipment.
e. Information on the Hazard Communication Standard including labeling and warning systems, and an explanation of Safety Data Sheets.

5. Personal Protective Equipment (PPE)

Required PPE is available from the Foreman. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

6. Emergency Response

a. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Foreman at once.
b. The Field/Production Manager or the immediate supervisor will be responsible for ensuring that proper emergency response actions are taken in leak/spill situations.

7. Hazards of Non-Routine Tasks

a. Field/Production Manager will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
b. Review of safe procedures and use of required PPE will be conducted prior to start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

8. Informing Other Employers

a. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
b. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
c. Other on-site employers will be provided with a copy of Enix Mechanical Hazard Communication Program.

9. Posting Requirements

Enix Mechanical will post information for employees at all job sites on the Hazard Communication Standards. This information may be found at bulletin boards and in the office.

Training Information:

What is the Globally Harmonized System?

The Globally Harmonized System (GHS) is an international approach to hazard communication providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and Safety Data Sheets (SDS) (formerly SDS or Safety Data Sheets).
The GHS was negotiated in a multi-year process by hazard communication experts from many different countries, international organizations and stakeholder groups. It is based on major existing systems around the world, including OSHA's Hazard Communication Standard and the chemical classification and labeling systems of other US agencies.

Why did OSHA decide to modify the Hazard Communication Standard to adopt the GHS?

OSHA has modified the Hazard Communication Standard (HCS) to adopt the GHS to improve safety and health of workers through more effective communications on chemical standards.

- Original standard is performance oriented, allowing chemical manufacturers, and importers to convey information on labels and Safety Data Sheets (SDS) in whatever format they choose.

- While the information was helpful in improving safety and health a more standardized approach to classify the hazards conveying the information will be more effective and provide further improvement to American workplaces.

- The Safety Data Sheets (SDS) requirements establish an order of information that is standardized. The harmonized format of the Safety Data Sheets will enable employers, works health professionals, and emergency response responders to access the information more effectively.

- Adoption of the GHS in the US and around the world will also help to improve information received from other countries since the US is a major importer and exporter of chemicals, American workers often see labels and safety data sheets from other countries.

- Conflicting national and international standards requirements can create confusion.

- For example labels and safety data sheets may include symbols and hazard statements that are unfamiliar to us or not well understood. Adoption by countries around the world of the GHS will minimize the problems and chemical crossing borders will have consistent information, thus improving communication globally.

The table below summarizes the phase-in dates required under the revised Hazard Communication Standard (HCS):

Effective Completion Date	Requirement(s)	Who
December 1, 2013	Train employees on the new label elements and safety data sheet (SDS) format.	Employers
June 1, 2015* December 1, 2015	Compliance with all modified provisions of this final rule, except: The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period to the effective completion dates noted above	May comply with either 29 CFR 1910.1200 (the final standard), or the current standard, or both	Chemical manufacturers, importers, distributors, and employers

*This date coincides with the EU implementation date for classification of mixtures

During the phase-in period, employers would be required to be in compliance with either the existing HCS or the revised HCS, or both. OSHA recognizes that hazard communication programs will go through a period of time where labels and SDSs under both standards will be present in the workplace. This will be considered acceptable, and employers are not required to maintain two sets of labels and SDSs for compliance purposes.

Training must be conducted prior to the compliance effective date:

OSHA is requiring that employees are trained on the new label elements (i.e., pictograms, hazard statements, precautionary statements, and signal words) and SDS format by December 1, 2013, while full compliance with the final rule will begin in 2015. (see Appendix XIV.)

OSHA believes that American workplaces will soon begin to receive labels and SDSs that are consistent with the GHS, since many American and foreign chemical manufacturers have already begun to produce HAZCOM 2012/GHS-compliant labels and SDSs. It is important to ensure that when employees begin to see the new labels and SDSs in their workplaces, they will be familiar with them, understand how to use them, and access the information effectively.

Major changes to the Hazard Communication Standard:

- **Hazard clarification:** The definitions of hazard have been changed to provide specific criteria for classification of health and physical hazards, as well as classification of mixtures. These specific criteria will help to ensure that evaluations of hazardous effects are consistent across manufacturers, and that labels and safety data sheets are more accurate as a result.

- **Labels:** Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must be provided.

- **Safety Data Sheets**: Will now have a specified 16-section format and will replace The Safety Data Sheets

The revised Hazard Communication Standard (HCS) requires that workers be re-trained within two years of the publication of the final rule to facilitate recognition and understanding of the new labels and safety data sheets.

How will chemical hazard evaluation change under the revised standard?

- The revised HCS has specific data for each criteria for each health and physical hazard, along with detailed instructions for hazard evaluation and determinations as to whether mixtures are covered.

- Establishes both hazard classes and hazard categories for most of the effects; classes are divided into categories that reflect the relative severity of the effect.

How will labels change under the revised Hazard Communication Standard?

Labels require the following elements:

- **Pictogram:** a symbol plus other graphic elements, such as border, background pattern or color that is intended to convey specific information about hazards of a chemical. Each pictogram, consists of a different symbol on white background within a red square frame set on a point (i.e. red diamond). There are nine pictograms under the GHS, however, only eight pictograms are required under HCS. (see Appendix XIV.)

- **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning". "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards. (see Appendix XIV.)

- **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of the hazard. (see Appendix XIV.)

- **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical. (see Appendix XIV)

What pictograms are required in the revised Hazard Communication Standard? What hazard does each identify?

There are nine pictograms under the GHS to convey health, physical and environmental hazards. The final Hazard Communication Standard (HCS) requires eight of these pictograms, the exception being the environmental pictogram, as environmental hazards are not within OSHA's jurisdiction. The hazard pictograms and their corresponding hazards are shown below.

Health Hazard • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	Exclamation Mark • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder • Gases under Pressure	Corrosion • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	Exploding Bomb • Explosives • Self-Reactives • Organic Peroxides
Flame over Circle • Oxidizers	Environment (Non Mandatory) • Aquatic Toxicity	Skull and Crossbones • Acute Toxicity (fatal or toxic)

Can a black border be used on pictograms for domestic shipment?

- Under the HCS programs pictograms must have red borders

- OSHA believes that the use of red frame will increase recognition

- Therefore, the red frame is required regardless of whether the shipment is domestic or international.

Will OSHA allow blank red borders?

- The revised HCS requires that all red borders printed on a label have a symbol inside it.

- If OSHA allowed blank red borders workers may be confused about what they mean. OSHA prohibits the use of blank red borders on labels it is necessary

  to provide the maximum recognition and impact of warning labels.

When must label information be updated?

- When new information becomes available chemical manufacturers, importers, distributors or employers who become newly aware of any significant changes of the chemical shall revise the label for the chemical within six months.

- They shall ensure that labels on containers of hazardous chemical shipped after that time contain the new information.

- If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

The Safety Data Sheet (SDS) changing under the revised Hazard Communication Standard
The information on the Safety Data Sheet will remain essentially the same as that in the current standard (HAZCOM 1994) it indicates what information has to be included on an SDS but does not specify a format for the presentation or order of information. The revised Hazard Communication Standard (2012) requires the information on the SDS be presented using specific headings in specific sequence**.**
Multi-Employer Worksites:

Multi-employer work sites present unique hazards because workers from other companies have the potential to be exposed to chemicals being used during our operations. It is important that employers from other companies are made aware of any hazards related to chemical exposure by our operations. To that end, the following procedures will be implemented immediately on arrival at the site.

1. A copy of the Hazard Communication program will be maintained at the construction project general contractor's office. All other contractors at the site will be made aware of its location. This program will be kept updated.

2. If our operations include any "Non-Routine Tasks" as defined in 29CFR 1926.59 (e) (ii), immediate action will be taken to contact supervisors of any other employees that could be exposed to chemical hazards and advise them to either remove their employees for the duration of the exposure, or take appropriate action to protect them.

STANDARD FOR POWERED INDUSTRIAL TRUCK

OPERATOR TRAINING:

I. SAFE OPERATION

Employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training specified in this program.

Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer shall ensure that each operator has successfully completed the required training:

II. TRAINING PROGRAM IMPLEMENTATION

A. Trainees may operate a powered industrial truck only:

B. Under the direct supervision of persons who have the knowledge, training and experience to train operators and evaluate their competence; and

C. Where such operation does not endanger the trainee or other employees

D. Training shall consist of a combination of formal instruction (e.g. lecture, discussion, interactive computer learning, videotape, written material, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

III. TRAINING PROGRAM CONTENT

Powered industrial truck operators shall receive initial training in the following topics, except in topics, which the employer can demonstrate, are not applicable to safe operation of the truck in the employer's workplace.

A. Truck Related Topics

1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;

2. Differences between the truck and the automobile;

3. Truck controls and instrumentation: where they are located, what they do, and how they work;

4. Engine or motor operation;

5. Steering and maneuvering;

6. Visibility (including restrictions due to loading);

7. Fork and attachment adaptation, operation, and use limitations;

8. Vehicle capacity;

9. Vehicle stability;

10. Any vehicle inspection and maintenance that the operator will be required to perform;

11. Refueling and/or charging and recharging of batteries;

12. Operating limitations;

13. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

B. Workplace-related topics

1. Surface conditions where the vehicle will be operated;

2. Composition of loads to be carried and load stability;

3. Load manipulation, stacking, and unstacking;

4. Pedestrian traffic in areas where the vehicle will be operated;

5. Narrow aisles and other restricted places where the vehicle will be operated;

6. Hazardous (classified) locations where the vehicle will be operated;

7. Ramps and other sloped surfaces that could affect the vehicle's stability;

8. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;

9. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

IV. Refresher Training and Evaluation

Refresher training, including an evaluation of the effectiveness of that training shall be conducted as required by CFR 1910.178 paragraph (1) (4) (ii) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of truck; or
- A condition in the workplace changes in a manner that could affect safe operation of the truck;
- An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

V. DUPLICATE TRAINING

If an operator has previously received training in a topic specified in section III. Training Program Content, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

VI. CERTIFICATION

The employer shall certify that each operator has been trained and evaluated as required by CFR 1910.178. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

If the employee was hired:	The initial training and evaluation of that employee must be completed:
Before December 1, 1999	By December 1, 1999
After December 1, 1999	Before the employee is assigned to operate a powered industrial truck

STANDARD FOR EMERGENCY ACTION PLAN

1. **Emergency action plan coordinator.**

   Name _____

   Title _____

   Jobsite _____

   Telephone No: _____

2. A preferred means of reporting fires and other emergencies will be developed.

   Type of Emergency Phone No: Reported by

   Fire _____

   Explosion _____

   Weather _____

   Bomb Threat _____

   Chemical Spill/Leak _____

   Violence _____

   Medical _____

   Other _____

3. The elements will include the following:

   a. Emergency escape procedures and routes

      Emergency escape procedures and route assignments will be posted in work areas or
      Construction offices and all employees will be trained by a Superintendent in the correct procedures to follow. New employees are trained when assigned to a work area or construction site. A sample escape procedure and escape route sheet of

type posted in work area is given in Example

b. Procedures for employees who remain to operate critical operations before they evacuate
(Example B) describes operation, procedures and personnel required in order for the critical operations to be performed before the assigned person(s) evacuate during emergency situations. A description of special training provided is included.

c. Employee accountability procedures after evacuation

Each Superintendent is responsible for accounting for all assigned employees, and sub-contractor personnel, personally or through a designee, by having all such persons report to a predetermined designated rally point and conducting a head count. Every person must be accounted for by name. All Superintendents are required to report their head count (by name) to the emergency evacuation rally points, together with the identities of Superintendents, is also given in Example A.

d. Rescue and medical duties

Specific rescue and medical duties are to be assigned to designated individuals. These personnel have received special training and instructions for properly carrying out these assignments.

The following is a list of designated individuals and their training:

Name/Job Title	Training
_____	_____
_____	_____
_____	_____

e. Alarm system

Alarm systems for notifying employees in case of an emergency are: _____
_____

_____

_____
Where required by specific OSHA standards, Enix Mechanical will comply. Such as 29 CFR 1910.165

f. Training

The following personnel have been trained to assist in the safe and orderly emergency evacuation of all employees:

Name	Title	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Emergency shutdown procedures

During some emergency situations, it will be necessary for some specifically assigned and properly
Trained employees to remain in work areas that are being evacuated long enough to perform critical duties. These assignments are necessary to ensure proper emergency control.

Assignments:

Name	Title	Location	Description of Assignment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Special Training

The preceding persons have received special instructions and training by their immediate Superintendents or individuals certified to give instructions to ensure their safety in carrying out the designated assignments. A training record describing the instruction and time detailed procedures to be followed is maintained in the safety office or construction trailer.

6. Employee accountability procedures following an emergency excavation

Each Superintendent is responsible for accounting for each assigned employee follows an emergency evacuation. This will be accomplished by performing the procedures established for such an eventuality.

7. Employee accountability

1. Rally point(s) have been established for all evacuation routes and procedures. These points
Are designated on each posted work area or construction site.

2. All work areas or construction site Superintendent and employees must report to their designated

rally points immediately following an evacuation.

3. Each employee is responsible for reporting to his/her rally point so that the Superintendent can make an accurate head count. Superintendent will check off names and report those not checked to the emergency control center.

4. The Superintendent or designee will be located at following locations for counting employees:

   A. Primary location

   B. Second location

   4. The emergency control center will determine the method to be utilized to locate missing personnel.

8. Rescue and medical duties

It may become necessary in an emergency to rescue personnel and perform some medical duties including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

Assignments:

Name	Location	Assignment	Training

Special Instruction and Procedures:

All personnel performing emergency rescue and medical duties must follow these instructions:

1.
2.
3.
4.
5.
6.
7.

EXAMPLE A

Plan Layout and Rally Points

EXAMPLE B

Applicable **Yes** ☐ **No** ☐

1. Special training

2. Specific operation

3. Procedure for accomplishment

STANDARD FOR SAFETY COMMITTEE

1. If an employer has more than 25 employees, the establishment of a safety committee. The safety
committee must include representatives of employees. If the employees are represented by a labor organization, the representative of employees must be selected by the employees and not appointed by the employer.

2. A representative of employees while engaging in the business of a safety committee, including
attendance at meetings, authorized inspections or any other activity of the committee, must be paid by his employer as if that employee were engaged in his usual work activities.

SAFETY COMMITTEE POLICY

1. PURPOSE

The purpose of the Safety Committee is to assist and support Enix Mechanical as it strives to continuously provide a safe and hazard free workplace. The Committee provides a support service as it completes important assignments and performs safety related functions.

2. SELECTION OF MEMBERS

The President will select all members and their term of service on the Committee, except for the members that represent collective bargaining employees. Represented employees select an employee of their own choice.

3. FREQUENCY OF MEETINGS

Safety committee meetings will be conducted at least quarterly. The President and Safety Chairman will schedule additional meetings, as necessary.

4. RECORDKEEPING

Each meeting held by the Safety Committee will be documented. The Safety Chairman will document attendance, discussions, and recommendations made during each meeting. The
Safety Officer will maintain these records. (3 Years)

5. TRAINING

The Safety Manager or Safety Consultant may train members of the Safety Committee. The purpose of training the members will be to provide them with safety knowledge that will improve their contributions to the Committee. Safety information will be provided to them at training sessions that will cover company practices and procedures, safety laws, accident investigation techniques, reporting requirements and general safety management.

6. DUTIES

a.. Participate in the scheduled meetings.
b. Review safety information presented by the Safety Chairman and provide recommendations and suggestions.
c. Compile updated safety related information that will aid the Committee with its decision making and planning.
d. Maintain appropriate records of activities.
e. Assist with accident investigation, if requested.
f. Analyze accident and injury data.

HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL

Hazard identification and elimination is not only the responsibility of supervision in providing a safe work place for employees, but also requires employees involvement. A hazard evaluation and control shall be an on-going concern for all. It is the responsibility of management, Superintendents and all employees to identify, report and correct all possible hazards. Reports should be made to the Safety Manager or Superintendent for proper action.

This company has a procedure for conducting inspections for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident:

Formal safety and health inspections will be conducted under the following minimum schedule:

1.	Safety Manager:	Monthly inspections of all fixed facilities, shop and each project or jobsite.
2.	Superintendent/ Department Manager:	Month of his/her project. More often as may warrant.
3.	Foremen/Superintendents:	Weekly of their area of responsibility of the jobsite.

4. Enix Mechanical' safety and health program will be reviewed annually by the Safety Manager.

SAFETY TRAINING POLICY

1. NEW HIRES

New hires will receive safety program information and policies in writing prior to the beginning of their first shift. The material presented will include safety rules and responsibilities of employees, reporting procedures for injuries, accidents and exposures, Hazard Communication Program and compliance information.

2. ON THE JOB

Superintendents will provide instruction to employees on any specific hazards on the job and will assist them in working safely as they perform their duties.

The Superintendents will conduct special training in safety techniques required during the performance of any job assignments. Superintendents will confirm that employees are aware of safety precautions needed for their specific job tasks.

Superintendents will conduct weekly safety meetings with employees. During these meetings Superintendents will provide employees with specific safety related information that will aid in preventing accidents or injuries on the job.

Training topics include, but are not limited to the following:

a. Safety techniques and procedures
b. Equipment maintenance and safety
c. Accident prevention, reporting and investigation
d. Code of safe practices and safety program information
e. Hazard Communication Program
f. Project safety prevention and planning

3. JOB SAFETY TASK ANALYSIS

A Job Task Analysis will be completed and specific training will be provided to employees whenever a new or previously unrecognized hazard, substance, or equipment is introduced to the workplace. The four basic steps in completing a “Job Safety Task Analysis” are as follows:

a. Select the job to be analyzed
b. Break the job down into successive steps and observe how these actions are performed
c. Identify the hazards and potential accidents

d. Develop safe job procedures to eliminate the hazards and prevent potential accidents.

4. PROCEDURE

The "Job Safety Task Analysis" is a procedure used to review job methods and uncover hazards that may have been overlooked in the layout of the project or work activity that may have arisen after the project began or may be the result of changes in the work, personnel or equipment. The Project Manager and/or Superintendent should complete the JSTA with input from the foremen and any key personnel involved in the project, work activity or task being analyzed. Other benefits of completing the JSTA are:

a. Train new employees on jobs they will be performing and provide refresher for seasoned employees.

b. Study jobs for possible improvements in job procedures and sequence of events.

c. Use a refresher for jobs that are non-routine or performed infrequently.

d. Use as a tool to inform employees of specific job hazards and protective measures to avoid accidents or injuries.

After the JSTA is completed, it should be reviewed with the personnel involved in completing the project, work activity or task making sure that each person involved understands all procedures and how to perform them safely.

The Safety Manager will maintain records of all training conducted for all employees. These records are maintained at 90 Corporate Park drive #100 HN, NV 89074.

STANDARD FOR DISCPLINARY ACTION

1. ENFORCEMENT

Corrective action for safety violations will be enforced with all employees. In most instances, a method of progressive discipline will be enforced (with exceptions) as follows:

First Offense	Verbal warning (Superintendent document)
Second Offense:	Written warning
Third Offense:	Written warning and one (1) week off work (without pay)
Fourth Offense:	Termination of Employment (Superintendent document)

Serious safety violations may results in immediate termination.

Superintendent, Superintendents, and Superintendents will be responsible and accountable for enforcing the safety rules and Code of Safe Practices. The methods of enforcement may include, but will not be limited to, one or more of the following corrective measures:

First Offense:	Verbal or written warning*
Second Offense:	Written warning and individual counseling of the employee
Third Offense:	Written warning and individual training
Fourth Offense:	Suspension and/or termination of employment*

Serious safety violations may result in immediate termination.

To ensure that employees are aware of the rules and safety procedures, all new employees will receive safety related rules and procedures information upon hire. Receipt and acknowledgment of the information received by the employee will be maintained in the personnel files.

There may be an incident or accident so severe that termination would be necessary without formal written warnings of violations or reprimands. A serious violation is defined as a violation that causes or could cause serious harm to the employee, a co-worker, customer, or the general public. Also, any employee who negligently, willfully or flagrantly violates any safety practices or procedures will be subject to disciplinary action up to and including immediate discharge.

*In accordance with collective bargaining agreements, if applicable.

2. INCENTIVE PROGRAM

All employees will be assigned to a crew who will be awarded monthly if found free from safety violations/write ups. Not only they will receive free lunch but awarded as the safety crew of the month. They will also be recognized on our employee safety wall. Enix

Mechanical believes in positive enforcement to be our safety driving force into a safer place to be!

3. SUBCONTRACTORS

All Subcontractors are responsible for their employee's compliance with all aspects of Occupational Safety and Health Rules (Federal and State), Mine Safety and Health Administration Standards, existing governmental codes, states, rules and orders.

INSTRUCTIONS FOR HANDLING OSHA INSPECTIONS

1. Polite, Respectful and Cooperative:
Since there seems to be a tendency to resent an outsider who attempts to interfere with or question the running of a job, it is imperative to control emotions. Hostile attitudes and attempts to delay or interfere with the investigation will only result in the employer losing precious rights during the inspection and receiving maximum penalties and fines for violations. The atmosphere of the investigation should be that of cooperation.

   See Credentials:
An employer has the right to know who is entering his job. The OSHA Act specifically provides that "upon presenting appropriate credentials to the agent in charge" the Compliance Officer shall be allowed to enter the workplace without delay. This means that the highest official available on the employer's project is entitled to see and read the individuals identification papers to determine whether this person is really a bona fide government safety inspector before they are allowed to inspect the jobsite. This does not mean that an employer can abuse this right as a means of delaying the inspector's entry, but it does mean that they can be asked to wait a few minutes while the highest ranking official of the employer for the construction site is located and brought to the receiving gate or office.

2. Get his card and copies of citation:
Since management may wish to contest an alleged violation as a result of the investigation it is important to record all relevant information concerning the inspection. If the investigation is pursuant to a written complaint, the superintendent should get a copy of that citation and keep it. Also, the names, business affiliations and addresses of all persons present should be written down. An exchange of business cards is an excellent way to obtain this information. Where the investigation is prompted by a written complaint the employer's copy of the citation will not include the name of the person filing the complaint nor the names of individuals referred to therein where the U.S. Department of Labor has been requested not to disclose the name. Under the statutory prohibition against releasing names where requested not to do so, it would be improper to ask the Compliance Officer for such names. In this connection, the Superintendent should ask the inspector whether the complaint was filed by one of his employees, by an employee of a subcontractor, by the customer, or by an outside party not employed around the workplace involved. Be careful not to try to appear to be guessing the identity of the complaining party. If the Compliance Officer refuses to tell you, drop the subject. Under the present regulations, the U.S. Department of Labor will not accept a written complaint from any person other than an employee of the contractor to be inspected or from an authorized representative of the employer's employees. This is a good ruling and if continued in the future by the U.S. Department of Labor, demonstrates the bona fide intent of the U.S. Department of Labor to only be concerned with safety enforcement.

3. Pre-investigation Conference:

Prior to the beginning of the inspection the Compliance Officer will explain the nature and purpose of the inspection, indicate generally the scope of the inspection and outline generally those records he wishes to review and employees he wishes to question. This summary will not in any way preclude such additional investigation as the Compliance Officer may deem necessary, but it will provide a guideline of what will be involved and assist the Compliance Officer in conducting an efficient, orderly, and fair inspection. Where a contractor is performing work at an existing facility or in conjunction with other contractors, the Superintendent should inquire whether the inspection will involve work places and equipment of the customer for whom the contractor is working or of other contractors and subcontractors not directly involved in the inspection. If this were the case, then it would be proper for the Superintendent to ask permission to notify the customer or such other contractors who may become involved that a safety inspection is underway on a portion of the jobsite or of the plant. The Superintendent should also request permission to have someone contact the office of the employer to advise the Safety Officer/Manager of the situation of the jobsite. This will give the Safety Officer/Manager the opportunity to attend the inspection. Again, these requests are proper and should be granted in most cases if they will not delay the investigation. However, if these are made in bad faith in an attempt to delay or interfere with the inspection, these courtesies not only may be denied but the inspector can make the inspection and penalties extremely tough. Good faith is an employer's only salvation under this act.

REASONABLENESS OF INSPECTION

4. Reasonableness is a right:

The act repeatedly guarantees employers the right to a reasonable, orderly, and fair inspection. The entry must be at "reasonable manner", such places of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials and to question privately an employer, owner, operator, agent, or employee. The act further provides that where there is no representative authorized by the employees, the Compliance Officer shall question a "reasonable number" of employees. In this regard, the Superintendent should conduct himself in a businesslike manner and expect the Compliance Officer to do the same. The test of reasonableness will be a question of whether after preliminary inspection, the requests by the inspector for further examination or questioning are grounded on a reasonable belief that further examination or questioning will reveal an unsafe or unhealthy condition, or the request will be so time-consuming and costly as compared with the likelihood of an unsafe condition being revealed or discovered. The act gives the Department of Labor the right to go "fishing" on the employer's construction site for violations, but this right must be tempered with reasonableness. In the event a Superintendent believes that a request is unreasonable, he again must use careful judgment and good faith in handling the situation. He certainly can discuss the matter with the Compliance Officer and explain why he thinks the request is unreasonable. (Example: The questioning of an employee could disrupt the work scheduled for the day.) If the Officer insists on the request, the Superintendent will then be faced with the alternative of giving in or asking the inspector to wait until senior management can be consulted. If the Superintendent has strong convictions that the request is unreasonable and unnecessary,

he should consult with management before proceeding. There should be other areas the Compliance Officer can inspect while a decision is being made by management.

5. Avoidance of Disruption:

As a part of the requirement that an inspection be conducted in a reasonable manner, the Department of Labor's proposed regulations on inspections direct the Compliance Officer to conduct his investigation so as to avoid any undue and unnecessary disruption of the normal operations of the employer. It is the job Superintendent's duty to inform the Compliance Officer of the day's schedule of construction and to assist them in conduction the investigation so as not to unduly interfere with the work.

THE INSPECTION

6. Accompany the Compliance Officer:

This is the most important right given to any employer during the physical inspection of any workplace for the purpose of aiding such an inspection. As the representative will be the only spokesman for the employer during the inspection and the eyes and ears of management for any contest proceeding later, he or she should accompany the inspector or assign the job to a person who can adequately represent their employer. The proposed regulation expressly provides the Compliance Officer with the authority "to deny the right of accompaniment to any person whose conduct interferes with a fair and orderly inspection". With this in mind, the Superintendent should be careful to be cooperative and to properly introduce the Compliance Officer to those employees privately if he wishes and may examine any machinery or equipment in the workplace. He is empowered to take pictures, samples, and employ other reasonable investigative techniques.

7. Take Notes:

Since the employer's representative is the only eyes and ears management during the inspection, it is imperative that he/she takes notes during the inspection. The notes should identify as completely as possible the areas visited, the machinery, equipment and material examined, and the employees and other persons interviewed or involved in the investigation. As an employer has a right to defend himself against any alleged violation, there is nothing improper about taking notes during the investigation. After the investigations completed, a full written report should be prepared incorporating the above information and any other relevant comments by the inspector or information acquired during the pre-inspection and post-inspection conferences and during the inspection.

8. Representatives Authorized by Employees:

The act also provides a right for a representative authorized by the employer's employees to accompany the Compliance Officer during the physical inspection of any workplace but, it further provides that "when there is not an authorized employee representative, the Compliance Officer shall consult with a reasonable number of employees concerning

matters of health and safety in the workplace".

POST-INSPECTION MATTERS

9. Post-Inspection Conference:

Upon the completion of the inspection, the Compliance Officer shall confer with the employer or his representative and informally advise him of apparent safety or health violations disclosed by the investigation. In this regard, it will be advantageous for the employer to have a person with authority to make decisions present at this conference. The job Superintendent should have contacted the Safety Officer shortly after Compliance Officer's arrival on the jobsite. Unless the geographical distance is prohibitive, the Safety Officer shall make all efforts to be on the jobsite to sit in on the post inspection conference. Should the Safety Officer not be able to attend the post-inspection conference, he will give guidance by telephone to Enix Mechanical' Designated Representative. When the inspection begins, the Compliance Officer may allow someone at the jobsite to call the main office to advice management of the pending investigation. On jobs where the employees have an authorized representative, there is no provision for his inclusion in this conference unless invited by the employer. Otherwise, the role of the employer's representative is completed with the end of the actual inspection.

10. Imminent Danger:

If the Compliance Officer concludes that conditions or practices exist which could reasonably be expected to cause deaths or serious harm before the danger can be eliminated, he shall so inform the employer or his representative and attempt to get the employer to immediately abate the danger. Where the danger can be immediately abated without shutting down the job, the employer should endeavor to correct the problem. However, the Compliance Officer has no power to shut the job down without a court order, so there is time to consult top management. If the employer decides that it cannot abate the danger without a court order, the Compliance Officer can only leave and report to his office. But, he is required before he leaves to personally inform the affected employees of the danger and advise the employer and employees that he is recommending a civil action to restrain or remove such conditions. Also, if the employer guesses wrong on whether the danger is a violation of the Act and an employee is killed before a court order can remove the danger, the employer has clearly opened himself to the criminal penalties of a $10,000 fine and/or six (6) months imprisonment.

APPENDIX

THE FOLLOWING FORMS ARE PROVIDED FOR YOUR USE AS A GUIDELINE. BEFORE INCORPORATING THESE FORMS INTO YOUR PROGRAM PLEASE REVIEW IN ORDER TO ENSURE THEY MEET YOUR COMPANY'S SPECIFIC NEEDS. IF YOU HAVE FORMS ALREADY IN PLACE REMOVE THESE FORMS AND INCORPORATE YOUR COMPANY FORMS.

ENIX
MECHANICAL
RESIDENTIAL HVAC
HEATING & AIR CONDITIONING

SUPERINTENDENT'S INVESTIGATION REPORT OF WORK INJURY

Job Name: _____ **Address:** _____

Project Mgr.: _____ **Superintendent:** _____

General Contractor/Client: _____

Name of Injured Person: _____

Nature of Injury: _____

Was first aid given at jobsite?_____ **Was person taken to hospital?** _____

If so, name of hospital: _____

Who transported injured to Dr's. Office or hospital_____

Names of witnesses? _____/_____/_____

Other persons involved _____/_____/_____

Date/Time of accident: _____**a.m. /p.m. Time reported** _____
a.m. /p.m.

Has Employer's First Report of Accident been completed? _____

Was area well lit_____ **Were hazards causing accident corrected?** _____

Was the weather a factor in this accident? _____

How did you learn of the accident?_____

_____

What safety rules were broken, if any? _____

_____

Write a brief description of the events before, during and after the accident::

_____

_____

Signed: _____ **Date:** _____

APPENDIX I

NEAR MISS INCIDENT REPORT

INCIDENT: (CHECK ALL THAT APPLY)

	POTENTIAL LOW	POTENTIAL HIGH	
INJURY	☐	☐	
NEAR MISS	☐	☐	DATE: /_____/_____
INDUSTRIAL HYGIENE	☐	☐	TIME: _____
ENVIRONMENTAL	☐	☐	COMPLETED BY: _____
FIRE/EXPLOSION	☐	☐	
EQUIP/PROCESS DAMAGE		☐	LOCATION: _____
UNCLASSIFIED	☐	☐	PROJECT NAME: _____

DESCRIPTION/EXTENT:

_____

_____

_____

CORRECTIVE ACTION	RESPONSIBLE PERSON	COMPLETION DATE

SAFETY DEPT:
DEPT. SUPT:
DEPT. MANAGER:

APPPENDIX II

ENIX
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HEATING & AIR CONDITIONING

VEHICLE ACCIDENT REPORT

Original shall be filed with Enix Mechanical safety department. A copy shall be maintained at the Division office.

Date: _____ Time of Accident: _____ a.m. _____ p.m.

Weather conditions: _____ Day of the Week: Sun. M. T. W. T. F. S.

Accident Location:

a. Accident occurred in the County/Parish of _____

b. City or Town_____

c. Road on which accident occurred _____

d. Road was under construction _____Yes _____ No

e. Name of nearest intersection_____

f. Accident occurred at an intersection _____Yes _____ No

g. Distance from intersection _____ Ft. ___ North_____ South____ East ____ West_____

Your Vehicle:

a. Driver's Name _____

b. Driver's License # _____

c. Driver's Social Security Number _____

d. Driver's Street Address_____

e. Driver's City/State/Zip _____

f. Company Vehicle Number_____

g. Company Vehicle License Plate Number _____

h. Type of Vehicle _____

i. Damage to Vehicle_____

_____

Other Vehicle(s):

a. Driver's Name _____

b. Driver's License # _____

c. Driver's Social Security Number _____

d. Driver's Street Address_____

e. Driver's City/State/Zip _____

f. Driver's Daytime & Home Phone Numbers _____

g. Insurance Carrier & Policy Number _____

h. Vehicle License Plate Number _____

i. Type of Vehicle _____

j. Damage to Vehicle _____

_____

Damage to Property Other than Vehicles:

_____

Injuries/Casualties:

a. Name _____

b. Address _____

c. Age_____

d. Sex _____

e. Describe Injury _____

Name/Address/Phone # of Witness: _____

APPENDIX III

ENIX
MECHANICAL
RESIDENTIAL HVAC
HEATING & AIR CONDITIONING

VEHICLE INSPECTION REPORT

Date: _____ **ODOMETER REATING:** _____**TRUCK #** _____

PRIOR TO STARTING ENGINE:

1. Oil level _____ OK _____ Added
2. Coolant level _____ OK _____ Added
3. Power steering level _____ OK _____ Added
4. Engine drive belts _____ OK _____NO
5. Check under hood for fluid leaks _____ OK _____ NO
6. Burglar alarm working correctly _____ OK _____ NO

Describe problems for 1-6 _____

_____

START ENGINE, SET PARKING BRAKE & CHECK:

1. Engine warning buzzer _____ Operable _____ Inoperable
2. Engine oil pressure _____ P.S.I.
3. Dash warning lights:

A. Brake light out _____ YES _____ NO

B. Charging light came on when key was depressed, then out when engine started _YES or NO

Describe problems for 1 –3 _____

_____

WALK AROUND INSPECTION:

1. Lights and signals _____ YES _____ NO
2. Oil leaks at rear wheels _____ YES _____NO
3. State inspection up to date _____ YES _____NO
4. Mileage of last oil change _____
5. Tire condition = % of wear _____
6. Mirrors _____ OK _____ NO
7. Windshield _____ OK _____ NO
8. Wipers _____ OK _____ NO
9. Heater _____ OK _____ NO
10. License plates expire: _____Month _____ Year
11. Condition of body – List damage _____

_____

12. Company (2) way radio working _____ YES _____ NO
13. Vehicle dash cleaned off _____ YES _____ NO
14. Fire extinguisher full charged _____ YES _____ NO

Describe problems for 1 – 14: _____

_____

FUEL USAGE:

Date _____ Gallons _____ $ Amount _____

Date _____ Gallons _____ $ Amount _____

Date:_____ Gallons _____ $ Amount _____

DRIVER' S NAME: _____ _____

(PRINT) **(SIGN)**

APPENDIX IV

ENIX
MECHANICAL
RESIDENTIAL HVAC
HEATING & AIR CONDITIONING

WEEKLY SAFETY CHECK LIST

Inspected by: _____ Date: _____

Project Name: _____ Project Superintendent: _____

First Aid Kit(s) _____ List any missing/needed first aid supplies _____

Emergency Phone # Posted _____ SDS Manual _____ w/Haz Mat, Index _____

W/Haz. Mat. Inventory _____

Posters: EEOC _____ Workers' Comp _____ Unemployment Compt. Act _____

Fair Labor Standards Act _____ OSHA Act _____ Haz Comm. _____
Family & Medical Leave Act _____ Polygraph Protection Act _____

_____ Lockout/Tagout on Job
_____ Hot gloves on Job/If needed (test date within 90 days)
_____ Volt Meter(s) on Job
_____ Safety Goggles on Job
_____ Safety Glasses on Job
_____ Hearing Protection on Job
_____ Hard Hats, if required/each person
_____ Proper Footgear/each person
_____ License for Powder Actuated Tools as required/each person
_____ Fire Extinguisher(s) (Test Dates ok)
_____ Housekeeping
_____ Storage Area(s) Clean/Orderly
_____ Any Flammable Liquids Stored Properly/Signage in Place
_____ Weekly Safety Meeting Held. Topic This week: _____
_____ Any material which may suggest profanity removed
_____ Extension cords (grounds checked) (cut or frayed)
_____ Power Tools (guards in place, Cords and Grounds Checked)
_____ Ladders Inspected (remove any found defective)
_____ Temp. Load Centers (GFCI'S inspected/tested) (Dead fronts & covers)
_____ Inspect/Test Portable GFCI"S
_____ Temporary (Adequate lighting, guards, lamps)
_____ Scaffolds (toe boards, guard rails, planing, braces)
_____ Compressed Air/Gas stored properly (caps in place, secured)
_____ Machinery (guards, hoses, horns, brakes)
_____ Cables/ropes/slings
_____ Safety Rails/barriers in place

NOTES/COMMENTS/SUGGESTIONS/SAFETY VIOLATIONS:

DEPARTMENT SUPERINTENDENT:
PROJECT MANAGER:

APPENDIX V

NEW AND EXISTING HAZARDS

IDENTIFYING, ANALYZING AND CONTROLLING

COMPANY NAME: _____

1. Are routine safety inspections performed: _____
2. Who conducts the inspections: _____
3. Frequency of inspections: _____
4. How are the records of inspections kept (checklists) etc. _____

   _____

   _____
5. Procedure for correction of identified hazards: _____

   _____

   _____
6. Procedure for providing for employee input in regards to safety concerns without fear of Reprisal: _____
7. The follow up procedure on the status of the reported hazard is: _____

   _____

   _____

APPENDIX VI

ENIX
MECHANICAL
RESIDENTIAL HVAC
HEATING & AIR CONDITIONING

SAFETY MEETING MINUTES

Date: _____

Meeting Leader (print clearly): _____
Meeting Leader (signature) _____
_____

TOPICS DISCUSSED (attach or identify all documents provided and discussed)

PERSONNEL IN ATTENDANCE

Employee Name (print clearly)	Employee Signature

APPENDIX VII

EMPLOYEE TRAINING PROGRAM

COMPANY NAME: _____

1. Name of person responsible for safety training: _____

2. List of topics to be trained _____

3. Training outlines and training formats are included for each topic: _____

_____

4. Procedure for new-employee orientation in safety procedure and rules in the Workplace: _____

_____

_____

5. If there are temporary employees how are they trained: _____

_____

_____

6. Procedure for documenting and maintaining safety training records: _____

_____

_____

_____

APPPENDIX VIII

EMPLOYEE SAFETY INFORMATION

This form is for use by employees who wish to provide a safety suggestion or report an unsafe work place condition or practice.

Description of unsafe condition or practice:_____

_____

_____

_____

Causes or other contributing factors:_____

_____

_____

_____

Employee Name (optional): _____
Department: _____ Date: _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected law. It would be illegal for the employer to take any action against an employee in reprisal for completing this form.

Enix Mechanical will investigate any report or question as required by OSHA and State of Nevada Regulations and advise the employee who provided the information or the workers in the area of the employer's response.

APPENDIX IX

INITIAL ORIENTATION

HAZARD COMMUNICATION PROGRAM TRAINING RECORD

Date/Time: _____ Location:_____

Trainer (Name/Title): _____

I, _____ have been afforded the opportunity to review the details of Enix Mechanical Hazard Communication Program, and received instruction in the container labeling requirements and Safety Data Sheets.

SPECIFIC TRAINING

HAZARD COMMUNICATION PROGRAM TRAINING RECORD

Date/Time: _____ Location: _____

Trainer (Name/Title): _____

Prior to initial assignment, I _____ have been trained in the hazards related to the following chemicals that I may use as part of my job assignment.

PRODUCT NAME / CHEMICAL

_____
_____
_____
_____

A copy of this record must be forwarded to the Safety Coordinator, immediately upon completion.

APPENDIX X

ENIX
MECHANICAL
RESIDENTIAL HVAC
HEATING & AIR CONDITIONING

CHEMICAL INVENTORY RECORD

PRODUCT NAME	MANUFACTURER	WORK OPERATION/AREA

APPENDIX XI

OSHA INSPECTION CHECK LIST

1. **Be polite, respectful and cooperative.**
2. **Ask to see the inspector's credentials.**
3. **Get his/her business card and a copy of the citation.**
4. **Ask the inspector to wait while you notify company office.**
5. **Call the office and inform the Safety Officer/Safety Manager.**
6. **Attend the pre-investigative conference.**
7. **Remember that the reasonableness of the inspection is a right and the inspection should not disrupt your work schedule or unnecessarily disrupt your workers.**
8. **Accompany the compliance officer on the inspection.**
9. **Take notes throughout the inspection; i.e.: who, when, and where. Take pictures when the inspector takes pictures.**
10. **Attend the post-inspection conference.**

APPENDIX XII

POST-INCIDENT MEDICAL EVALUATION DECLINATION FORM

Date of Incident: _____ Job Name _____

Employee Name: _____ Emp #_____

_____

_____

_____

_____

_____

I have been offered, free of charge, a medical evaluation for treatment and have freely declined. I understand that this declination does not prevent me from seeking medical treatment at a later date.

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____

APPENDIX XIII

NON-WORK RELATED INJURY SIGN OFF

I _____, have not suffered a work related injury. I have had a personal injury that did not occur during the course of employment with Enix Mechanical. This injury occurred on _____.

I fully understand Enix Mechanical is not liable for this injury and may or may not be able to work me if I have restrictions until I am released from my doctor to return to work without restrictions. It is my responsibility to keep Enix Mechanical informed of all doctor appointments and treatments.

_____ _____

Employee Signature & Number: Date:

_____

Supervisor Name:

_____ _____

Supervisor Signature: Date:

APPENDIX XIV

INITIAL ORIENTATION

SAFETY PROGRAM/SDS TRAINING

Date: _____ Location: Office: 90 Coporate Park Drive #100 Henderson, NV 89074
(Fecha) (Ubicacion)

Trainer: _____
Spanish Trainer:_____

I, _____ have received the opportunity to review the Enix Mechanical Safety Program & Hazard Communication Program. I have also received a copy for my records.

I, _____ han recibido la ooportunidad de revisar Enix Mechanical el programa de seguridad y el programa de comunicacion de peligros. Tambien he recibido una copia para mis archivos.

_____
Employee Signature
(Firma)

APPENDIX XV

Personal Protective Equipment

Certification of Hazard Assessment

(PART 1 OF 2)

_____
(WORKPLACE EVALUATED)

_____

_____
(ADDRESS)

The following work operation(s) have been determined to present potential hazard(s) to employee(s) assigned.

1. _____
(DESCRIPTION OF WORK OPERATION)

_____

_____
(HAZARD DESCRIPTION)

_____

_____
(DESCRIBE PPE SELECTED)

_____
(PERSON PERFORMING THE ASSESSMENT-PRINT NAME)

_____ _____
(SIGNATURE) (DATE)

2. _____
(DESCRIPTION OF WORK OPERATION)

_____

_____
(HAZARD DESCRIPTION)

_____

_____
(DESCRIBE PPE SELECTED)

_____
(PERSON PERFORMING THE ASSESSMENT-PRINT NAME)

_____ _____
(SIGNATURE) (DATE)

Certification of Personal Protective Equipment (PPE) Training

(PART 2 OF 2)

1. The following Hazard Assessment(s) were discussed.

_____

_____

_____

_____

2. When the specified PPE is required.

_____

_____

3. How to inspect, utilize and acquire replacement PPE.

4. Employee has demonstrated an understanding of the training and the ability to utilize the listed PPE properly.

_____

_____

_____

(Personal Protective Equipment)

ISSUED ON THIS ____ DAY OF _____, 20_____

_____

(Print Employee Name)

_____

(Employee Signature)

_____

(Trainer's Name)

Enix Mechanical
New Hire Safety Orientation
ACKNOWLEDGEMENT

I have received a copy of, and had an opportunity to read, discuss, and understand the written **Safety Program, Hazard Communication Program, PPE and Fall Protection policies**. I will follow all the company safety rules, refer safety questions and concerns to my immediate Supervisor, report all accidents and near misses, on-the job injuries, unsafe conditions and practices promptly, participate in all safety training sessions, utilize appropriate personal protective equipment, think safety and work safely.

Signed this _____ of _____, _____
(Day) (Month) (Year)

Print Name: _____

Signature: _____

Trainer Name: _____

ENIX
MECHANICAL
RESIDENTIAL HVAC
HEATING & AIR CONDITIONING

Emergency Contact Information Form

This information will be extremely important in the event of an accident or medical emergency.

Please be sure to sign and date this form

Employee Information

Name: _____
Last First MI

Phone:
Home:_____ **Cell:**_____

Email Address: _____

Address: _____
Street City State Zip Code

Primary Emergency Contact: _____
Last First MI

Relationship:_____

Phone:
Home:_____ **Cell:**_____ **Work:**_____

Secondary Contact: _____
Last First MI

Relationship:_____

Phone:
Home:_____ **Cell:**_____ **Work:**_____

Preferred Local Hospital: _____

Insurance Information:
Company:_____**Policy #:**_____

Comments *(include any special medical or personal information you would want an emergency care provider to know – or special contact information:*

Signature:_____ **Date:**_____

Employee Receipt for Company Property

Employee Name: _____

Social Security Number:_____

I acknowledge receipt of the below listed company property. I agree to maintain the property in good condition and to return it when I terminate employment with the company or when requested by my supervisor. In addition, if I no longer need any of the items, I will report this information to my supervisor. I agree to notify the company if any of the items are damaged, destroyed, or lost.

Date Issued:_____

Item:_____

Serial No._____

Returned Date:_____

Returned To: _____

Date Issued:_____

Item:_____

Serial No._____

Returned Date:_____

Returned To: _____

Date Issued:_____

Item:_____

Serial No._____

Returned Date:_____

Returned To: _____

Date Issued:_____

Item:_____

Serial No._____

Returned Date:_____

Returned To: _____

_____
Signature of Employee

_____
Supervisor's Signature

WORKPLACE SAFETY IS EVERYONE'S RESPONSIBILITY.

I have (check one)___ read this document or ___ viewed the video, entitled "Nevada Workplace Safety: Your Rights and Responsibilities" and I understand my rights and responsibilities for safety in the workplace.

Employee Name (please print)_____ Date_____

Employee's Signature _____

Place of Viewing Video _____

Employer's Name (please print)_____

Employer's Signature (or representative)_____

Note: This portion must be maintained in the employee's personnel file

Any employee who does not understand this document should contact his or her supervisor, employee representative or the Division of Industrial Relations of the Nevada Department of Business & Industry.

Las Vegas: (702) 486-9140

Reno: (775) 688-3730

Elko: (775) 778-3312

Toll-Free: (877) 472-3368

WORKPLACE

Stop and Learn Your Rights and Responsibilities

The Division of Industrial Relations of the Nevada Department of Business & Industry helps employers provide a safe and healthful workplace. This document explains the rights and responsibilities of both employers and employees in creating a safe working environment.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

The Nevada Occupational Safety and Health Act was created to allow you to do your job in a safe and healthy workplace. But it is up to you to make sure that job safety works. Here are some tips to help you stay safe on the job.

Know and follow all safety rules set by:

- Your employer
- The Nevada Occupational Safety and Health Act
- State of Nevada Occupational and Health Administration (NVOSHA)

You can get copies of all Nevada safety and health standards from the Safety Consultation and Training Section of the Division of Industrial Relations or on the web at www.4safenv.state.nv.us. Also, your employer may be required to have a written workplace safety program.

If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, respirators, or hearing protection, you are responsible to wear and/or use the equipment.

If you do not know how to safely use tools, equipment or machinery, be sure to ask your supervisor.

If you see something that's unsafe,report it to your supervisor. That's part of your job. Give your employer a chance to fix the problem. If you think the unsafe condition still exists, it is your right to file a complaint with NVOSHA. The Division will not give your name to your employer.

There are laws that protect you if you are punished for filing a safety and health complaint. If you feel you have been treated unfairly for making a safety and health complaint, you have 30 days from the date of the punishment to file a discrimination complaint with NVOSHA.

Whistle Blower Hotline – (702) 486-9097

Most on-the-job injuries are covered by Workers' Compensation Insurance. From cuts and bruises to serious accidents, coverage begins the first minute you're on the job.

It is your responsibility to report any on-the-job injury or occupational disease immediately to your supervisor or foreman using the "Notice of Injury or Occupational Disease" C-1 Form. You have 7 days from the date of injury or knowledge of the occupational disease to turn in the completed C-1 Form to your employer. If you seek medical treatment for a work-related injury you must complete a "Claim for Compensation" C-4 Form at the emergency room or medical provider's office to initiate a claim for workers compensation.

But remember, filing a false claim will result not only in a loss of benefits, but could mean costly fines and/or jail time.

If there is a dangerous situation at work and an employee, with no reasonable alternative, refuses in good faith to expose themselves to a dangerous condition, they would be protected from subsequent retaliation. The condition must be of such a nature that a reasonable person would conclude that there is a real danger of death or serious harm and that there is not enough time to contact NVOSHA and for NVOSHA to inspect. Where possible, the employee must have also sought from the employer, and been unable to obtain, a correction of the condition.

During a NVOSHA inspection, you have the right to talk privately with the inspector and take part in meetings with the inspector before and after the inspection. You are encouraged to point out hazards, describe injuries and illnesses from these hazards, discuss past worker complaints and inform the inspector of working conditions that are not normal during the inspection. If after the inspection citations are proposed to the employer, the employer is required to post the citations where employees can see them.

SCATS Form IE, 0-332 (Rev. 10/07) All previous forms obsolete.

EMPLOYER RIGHTS AND RESPONSIBILITIES

The Safety Consultation and Training Section (SCATS) was created to assist employers in complying with Nevada laws which govern occupational safety and health. They are available to provide a workplace hazard assessment. This service can assist employers in minimizing on-the-job hazards, and is provided at no charge. The Division also offers no cost safety training and informational programs for Nevada employers.

A Nevada employer with 11 or more employees must establish a written workplace safety program. A safety committee is required if you have more than 25 employees or if an employer's employees are engaged in the manufacturing of explosives.

You must maintain a workplace that is free from unsafe conditions.

As an employer you are responsible for complying with all Nevada safety and health standards and regulations found in the:

- Nevada Occupational Safety and Health Act
- Occupational Safety and Health Standards and Regulations

Copies of all occupational safety and health standards and regulations are available from the Division of Industrial Relations (SCATS and NVOSHA) or on the web at www.4safenv.state.nv.us.

You are also responsible for ensuring that your employees comply with these same rules, standards and regulations. You must select someone to administer and enforce occupational safety and health programs in your workplace.

Before assigning an employee to a job, you must provide proper training in a language and format that is understandable to each employee:

- Safe use of equipment and machinery
- Personal protective gear
- Hazard recognition
- Emergency procedures
- Hazardous chemicals and substances found at the jobsite or in the workplace

You must also inform all employees of the safety rules, regulations and standards which apply to their respective duties.

It is your responsibility to maintain accurate accident, injury and safety records and reports. These files must be made available, upon request, to the affected employee and representatives of NVOSHA.

The Nevada Safety and Health Poster, provided by the Division of Industrial Relations, must be posted in a prominent place on the job site.

Any accident or motor vehicle crash occurring in the course of employment which results in the inpatient hospitalization of one or more employees, the amputation of a part of an employee's body or an employee's loss of an eye must be reported by the employer orally to the nearest office of NV OSHA within 24 hours hours after the time that the accident or crash is reported to any agent or employee of the employer.

Any accident or motor vehicle crash occurring in the course of employment which is fatal to one or more employees must be reported by the employer orally to the nearest office of NV OSHA within 8 hours after the time that the accident or crash is reported to any agent or employee of the employer.

Nevada employers are required to secure and maintain workers' compensation insurance unless excluded by Nevada Revised Statute (NRS). There are few exceptions to this requirement. In the event of an injury or at the onset of an occupational disease, the employer must provide the C-1 Form, "Notice of Injury or Occupational Disease - Incident Report" to the injured worker. The employer is also responsible for filing an "Employer's Report of Injury" (C-3 Form) within six working days with your insurer after the receipt of a "Claim for Compensation" (C-4 Form) from a physician or chiropractor.

Additional employer responsibilities:

- Perform tests such as air sampling and noise monitoring.
- Prevent employee exposure to harmful substances to include chemicals, lead, asbestos, and sharps.
- Provide hearing exams, medical testing, fall protection, machine guarding, cave-in and confined space safety equipment and protection, respirators, personal protective equipment, etc., as required by NVOSHA and OSHA standards.

The law requires that employers shall provide newly-hired employees with a copy of this document or with a video setting forth the rights and responsibilities of employers and employees to promote safety in the workplace.

Employers shall keep a signed copy of the attached receipt in the employee's personnel file to show he or she has been made aware of these rights and responsibilities.

ADDITIONAL INFORMATION

If you require further information or would like to obtain copies of safety and health standards, videos of this pamphlet in English and Spanish or more copies of the pamphlet, contact the following:

State of Nevada Department of Business & Industry, Division of Industrial Relations, Safety Consultation and Training Section

Southern Nevada
3360 W. Sahara Avenue
Suite 100
Las Vegas, NV 89102
(702) 486-9140
Fax: (702) 486-8711

Northern/Central Nevada
4600 Kietzke Lane
Suite E-144
Reno, NV 89502
(775) 688-3730
Fax: (775) 688-1478

Northeastern Nevada
350 West Silver Street
Suite 210
Elko, NV 89801
(775) 778-3312
Fax: (775) 778-3412

Or Call, Toll-Free
1 (877) 4SAFENV (472-3368)
www.4safenv.state.nv.us

State of Nevada Department of Business & Industry Division of Industrial Relations NVOSHA

Southern Nevada
3360 W. Sahara Avenue
Suite 200
Las Vegas, NV 89102
(702) 486-9020
Fax: (702) 486-7214

Northern Nevada
4600 Kietzke Lane
Suite F-153
Reno, NV 89502
(775) 688-3700
Fax: (775) 688-1378

A video of this information is available in English and Spanish through the Division of Industrial Relations, Safety Consultation and Training Section.

This document may be copied. For additional copies, contact the Division of Industrial Relations or visit www.4safenv.state.nv.us.