



*Employee Guidelines*  
*For a*  
*Safe Working Environment*

**“SAFETY FIRST”**

[Reviewed April 20, 2009]

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# Greiner Construction's Commitment to Safety

## Section 1

The personal safety and health of each employee of Greiner Construction is of primary importance. The prevention of injuries is so important that it will always be given precedence over operating productivity.

Greiner Construction will maintain a safety program conforming to the practices of organizations of this type. To be successful, everyone must have the proper attitudes toward injury prevention. This includes all superintendents, foreman, laborers, carpenters, and office personnel. Only through such a cooperative effort can a good safety program be established and maintained.

Our objective is a safety program that will reduce the number of injuries and accidents. Our goal is **Zero** accidents and injuries. To accomplish this, Greiner Construction feels there is nothing more important than making certain of the following:

- You are provided with all reasonable safeguards to ensure safe working conditions.
- You are provided with neat, clean, safe, and healthful working conditions.
- We maintain all equipment, tools and machines in good condition.
- We study and develop safe work methods and train employees in these methods.
- We comply with all federal, state, and local laws regarding accident prevention.

The success of Greiner Construction's safety program depends on each employee's participation and support. If you see a hazard, report it immediately; you could prevent an accident or injury from ever happening.

Debra Hansen & Kevin Vayder  
Safety Officers

# Introduction

## Section 2

To: Our Employees

This handbook has been created for the welfare and safety of all employees to protect and provide safe working conditions for you and your fellow employees. It is not our intent to limit Greiner Construction's safety requirements to the principles included in this manual, but instead to give a general guideline to our employees as they perform their day to day tasks. **"Preventing accidents depends on you"!**

Your understanding of the information in the Employee Guidelines for a Safe Working Environment is very important. If you have any questions regarding these guidelines, see your superintendent or foreman, or contact Greiner Construction's safety officers, Steve Chuba, Debra Hansen or Kevin Vayder.

You will be required to fill out a sign-off statement that you have read and that you do understand the contents of the Employee Guidelines for a Safe Working Environment.

We are also requiring that you keep this safety manual in your possession. Keep it in your toolbox, lunch box, vehicle, or at home, so you can refer to it from time to time. You will also be given additional information from time to time that should be added to your manual.

# Enforcement

## Section 3

In order to have a safe workplace for all employees, Greiner Construction has determined that an appropriate enforcement program will include the following steps:

1<sup>st</sup> Violation – Oral instructions to employee to stop the violation and a review of the proper procedures. This will be done by the Foreman or Superintendent.

2<sup>nd</sup> Violation – Written warning after a similar violation describing the violation with re-instruction. Done by the Foreman or Superintendent. The company safety officer will also receive a copy of this written warning.

3<sup>rd</sup> Violation – Final written warning after two similar violations; done by Foreman or Superintendent. This will include suspension without pay. The company safety officer will receive a copy of this written warning.

4<sup>th</sup> Violation – Termination due to 4<sup>th</sup> similar violation as observed by Foreman or Superintendent. All terminations will be finalized by Wolfgang Greiner; President.

In order to maintain a safe working environment, certain violations regarding serious or intentional acts or lack of action may be grounds for suspension or termination without warning.

**AWAIR ACT  
WORKPLACE ACCIDENT INJURY & REDUCTION PROGRAM**

**MANAGEMENT:**

Assumes the responsibility for the safety and health program and sees to it that the program remains successful.

Provides active support and participation.

Appoints a qualified safety coordinator.

Maintains safe working conditions and operations.

Authorizes all necessary expenditures for safety, based on safety laws, ordinances or recommendations of the safety committees.

Regularly attends safety meetings to show interest, reviews the performance, and encourages the effectiveness of the safety policy. Personally supports program with compliance to all rules. Becomes familiar with major hazards of the overall operation.

Reviews accident reports and safety activity.

**SAFETY COORDINATOR:**

Coordinates all safety activities including; site inspections, frequency of safety meetings, distribution of safety materials, training and safety education at all levels.

Maintains all accident reports and completes all OSHA forms.

Investigates and analyzes accident records and development of trends.

Acts as director of the safety meetings.

Provides a regular report to management on the results of the safety program.

Develops written safety rules.

Provides first aid facilities.

**EMPLOYEES**

Comply with safety rules and wear required personal protective equipment.

Report all unsafe conditions promptly.

Offer suggestions for accident prevention.

Attend safety meetings.

## **SAFETY MEETINGS**

Meet on a regular basis consistent with the size of the operation, but not less than annually.

Makes recommendations for effective accident prevention.

Helps establish compliance with safety rules.

Reviews all accidents, makes accident prevention recommendations.

Develops safe work practices/procedures.

Stimulates good working habits in employees.

\_\_\_\_\_  
Wolfgang Greiner, President

\_\_\_\_\_  
Date

Disciplinary Policy

**Notice of Safety Violation**

Job Name/Number: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  Verbal Warning

Position: \_\_\_\_\_  Written Warning

Task Description: \_\_\_\_\_  Termination

This is to advise the above named employee of a violation of established work rules or safety standards. The below-described activity has the potential for injury to the employee and/or employees who are working in the area, or serious loss of equipment. Further violation(s) of established work rules or safety standards will be cause for disciplinary action, which can include immediate discharge from the job.

Location: \_\_\_\_\_

Violation: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Original:           Employee  
                          Superintendent  
                          Safety Supervisor  
                          Personnel/Safety File

**Note: Superintendent signs and provides original to employee. Forward copies to individuals named above.**

## Disciplinary Policy

**Non-Serious** - Initial, isolated, or rare instances of violation, that do not result in danger to the employee, property or others, should be corrected through non-disciplinary counseling and instruction.

" Safety Violations of a less serious nature will be handled as follows:

First Offense : Verbal Warning  
Second Offense : Written Warning  
Third Offense : Employee given (3) day suspension without pay  
Fourth Offense : Employee Discharged

**Serious Violation** - (See Disciplinary Policy)

First Violation : Verbal & Written Warning  
Second  
Violation : Employee discharge from company

**Serious** - One which could result in serious injury or loss of life or serious loss of property shall be subject to three-day suspension or immediate discharge.

**Fall Protection** - An employee who is found not tied off in an area that requires fall protection is subject to immediate discharge.

**Supervisor Accountability** - If two or more employees working for the same supervisor are found in serious violation as described above, that supervisor is also subject to disciplinary action up to and including immediate discharge.

### Documentation:

Notice of safety violation (written) shall be given to the employee, and a copies sent to management. Written violation notices are retained in the employee's personnel file.

# Injuries

## Section 4

It is mandatory that all injuries that occur while working for Greiner Construction be reported immediately. If you are injured while working, Greiner Construction requires that you do the following:

1. Report injury to Foreman or Superintendent.
2. The supervisor for the job you are working on must use his best judgement when an injury takes place. **If there is a serious injury that needs immediate attention, call 911 and go to the emergency room nearest your job location.** If there is an accident such as a cut finger or twisted ankle, the Foreman, Superintendent, or co-worker will accompany the injured employee to the clinic. This insures us that the employee is not driving with unforeseen risks.
3. Have your supervisor **immediately** fill out the "First Report of Injury" form, and send to Deb Hansen @ Greiner Construction. (fax # 338-1892)
4. Your Foreman or Superintendent will also have a form called a "Notice to Provider". This should be sent along with the injured employee to the hospital or clinic.
5. The Foreman or Superintendent will then complete the "Supervisor's Accident Investigation Report" and turn this into the safety officer for the employee's records.
6. Failure to comply with this procedure could be grounds for immediate dismissal and or rejection of the injury claim.
7. First aid kits are located in all gang boxes on the job site, in the company truck and in the Superintendent's office.
8. If any supervisor should need more "First Report of Injury" forms or "Notice to Provider" forms, contact Greiner Construction safety officer. These forms should be carried in all supervisors' folders.
9. It is also important to note that Greiner Construction believes in having employee's return to work quickly. Depending on the nature of the accident, we offer all employees the right to return to work on "light duty". Often times, this will occur when the employee is not ready for the activities of a full-time position, but would be ready for "light duty" work.

# General Safe Work Practices

## Section 5

1. Each Greiner Construction employee is required to comply with all written and posted safety rules. Violation of safety rules is considered unsatisfactory job performance and will be treated accordingly. Refusing to use required safety equipment, failure to report accidents or purposely creating an unsafe working condition will subject the employee to disciplinary action and/or discharge.
2. Under no circumstances are you to risk injury in carrying out your assigned work. Ask your foreman or superintendent about anything you do not understand. Do not take chances.
3. Call your foreman or superintendent's attention to any unsafe condition and practices immediately.
4. Take a special interest in new and inexperienced people; call their attention to dangerous practices or situations; teach them the safe way of doing their work.
5. Do not take short cuts. Use ladders, ramps, gangways, stairways and paths intended for safe travel.
6. Lift with your legs – not your back. Get a firm footing (feet slightly apart) and a good grip on the object to be lifted. Get as close to the object as possible. Lift slowly and steadily without jerking your legs.
7. Do not twist your back when lifting or handling material. Shift feet to change directions.
8. Think before lifting. Size up the job, obtain help if needed and give help when needed. Examine the surroundings and remove obstructions before lifting. Avoid undue haste.
9. Never indulge in horseplay, throwing of objects, or practical jokes.
10. Fighting and or violence will result in a suspension pending investigation, which may lead to discharge.
11. Possession or use of weapons, alcohol, illegal drugs or explosives of any nature on company/customers property is not permitted. Employees have the responsibility to follow local laws and not endanger their personal well being or that of other employees.
12. If you are using any prescription medications that could make you feel drowsy or sleepy, please be sure to inform your superintendent or foreman. Do not endanger yourself or any others on the job-site.
13. You must make sure that no action by you endangers yourself, coworkers, or results in destruction of equipment, customer's property, or any other materials.
14. The 911 system is available for emergencies. If 911 is called, give the dispatcher as much information as possible about the injury and the conditions at the scene. Attempt to have a pathway cleared to the injured and post a signal person at nearby streets and/or intersections to help guide emergency vehicles to the scene.
15. Be aware of cell phone coverage in your work area and also emergency phones and procedures particular to the job you are working at.

16. Do not enter or work in a confined space.
17. Do not handle or remove hazardous materials such as lead or asbestos.

## Personal Protective Clothing & Equipment

### Section 6

1. You must wear clothing suitable for the work you are doing.
2. Employees are also cautioned about the danger of loose clothing, rings, bracelets, jewelry, unrestrained long hair, etc., while working around moving machinery or power tools.
3. Gloves should be worn anytime that there is a risk of hand injury.
  4. Steel-toed shoes must be worn if required. Employees are not permitted to wear open holed shoes, tennis shoes or sandals that leave the toes uncovered.
  5. Ear protection shall be worn in all high noise level areas or by operators of high noise level equipment such as air hammers, power saws, brick saws, powder-actuated tools, and compressors. Dust masks shall be worn while operating dust causing tools and equipment, while engaging in clean up and demolition work, while working in a dusty enclosed area, while working with fiberglass and similar insulation materials, and where ever else needed. Contact your foreman or superintendent if you need dust masks.
  6. No asbestos or other hazardous materials shall be removed or handled by Greiner Construction employees. If you encounter materials, which may be asbestos or hazardous materials, see your foreman or superintendent immediately.
  7. All Greiner Construction personnel are required to wear eye protection while on the job site. Eye protection will be supplied to all carpenters and laborers. If your glasses should become scratched or damaged, you will be required to turn in your damaged glasses for a new pair. Contact your foreman or superintendent immediately. For those of you who already wear prescription glasses, we are also providing attachable side shields for your glasses. You need good eyesight to perform your job effectively, efficiently, and safely. Don't risk losing one of your most precious possessions; your eyesight. In the case of a foreign particle entering an eye:
    - Do not rub the eye, because this may force the particle deeper into the tissue.
    - Wash your hands before examining the eye; this helps prevent infection.
    - Do not attempt to remove a particle that is embedded in the tissue; this will result in further damage. Place clean, sterile patches over the eye and get to a physician as quickly as possible.

# Housekeeping

## Section 7

1. Housekeeping is an important part of our safety program and must be the concern of all superintendents, foremen, and workers.
2. During the construction process, all work areas, passageways and stairs in buildings shall be kept clear of trash and debris.
3. The following is a short list of items to keep in mind in order to maintain good housekeeping:
  - Remove all trash and debris promptly.
  - Store all tools and materials in an orderly fashion.
  - Eliminate tripping hazards when working with power cords, and air hoses.
  - Pull out or bend nails in lumber that could be stepped on.

# Electrical

## Section 8

1. Watch for open wiring on cords. Report any open wires immediately to your foreman.
2. All power equipment must be grounded with a three-wire circuit.
3. Consider all wires live until checked out.
4. Do not operate any tools while standing in water.
5. All equipment must be in good working condition. Contact your foreman or superintendent if you are concerned with the condition of a piece of equipment.
6. Utilize GFCI for all temporary or permanent supply of electricity to all tools and equipment.

# Equipment Standards

## Section 9

1. Preventive maintenance will be regularly scheduled for all equipment to assure that they are in good working condition.
2. Tool and equipment operators are responsible for using the necessary caution for the safe operation of their equipment.
3. Do not operate any electric, gas or hand-powered tools or equipment unless you are familiar with the use of the item and safety precautions required. See your foreman or superintendent if you have any questions regarding safe operating procedures.

## Tools

### Section 10

1. Inspect all tools before using them to make sure they are in safe, working condition.
2. All damaged, worn, or unsafe tools and equipment are to be reported to the foreman or superintendent.
3. Many hand and power tools require the use of a variety of protective equipment, be sure you are using that protective equipment when you use the tool. GFCI required at all times.
4. Only authorized personnel should be permitted to repair power tools.
5. Greiner Construction will provide the required protective equipment for employees using tools in environments, which may expose them to hazards such as flying objects or dust. It is the employee's responsibility to use the safety equipment.
6. All power tools should be lifted by a means other than the power cord.
7. Gasoline powered tools should not be used in unventilated areas.

# Ladders

## Section 11

1. Be sure there is nothing on a ladder before you attempt to move it.
2. All portable straight ladders must be equipped with proper safety shoes. When the safety shoes do not ensure ladder stability, lash the ladder at the top with rope or have another employee hold the feet in place.
3. Check that all ladders are sturdy before ascending. Refrain from using any unsafe ladders and report its poor condition to your foreman.
4. When on a ladder, do not over-reach. It may roll or slip from under you. Do not go higher than two steps from the top. Make sure the ladder is long enough for the job.
5. Do not use makeshift equipment to climb on. Use ladders or stairways for climbing purposes. Do not climb on equipment or material.
6. When using a ladder face it, do not use a ladder with your back to it.
7. Stepladders must be fully opened to permit the spreader to lock.
8. Housekeeping in areas with ladders is important. Keep all ladders landing areas free of trash and debris.
9. All ladders must extend at least 3' past the landing point of the structure and be tied off.

# Scaffolding

## Section 12

1. Inadequate scaffolding is responsible for many construction accidents. The design of scaffold, the supervision of its erection, and its inspection should be done by experienced and competent personnel.
2. Keep all scaffolds in good condition.
3. Aluminum plank should be secured to scaffold framing.

4. Inspect erected scaffolds regularly to be sure they are in a safe condition. Scaffolds that have been moved in sections should be fully inspected before and after the move.
5. Be sure to fasten all braces securely and insert all pigtails.
6. Do not overload scaffolds. Materials should be brought up as needed.
7. Do not use ladders or other devices on top of scaffold to increase the height.
8. Guard railing and toe boards required on all scaffolding systems 10' in height and higher.

## **Floor & Wall Openings**

### **Section 13**

Floor, roof, or wall openings without proper railings or guards, are very dangerous. If you should come across situation such as this, use your best judgement and resolve the problem as quickly as possible. Please keep in mind the following list of items when working around floor and wall openings.

1. A standard railing consists of a top rail, mid rail, toe board and post.
2. Every open-sided floor, 6 feet or more above ground level, must be guarded by a standard railing on all open sides.
3. Floor openings shall be covered and fastened down to prevent accidental removal. Covers should also be marked as "Caution", in order to bring attention to the possible danger.

# Fire Prevention

## Section 14

1. "No Smoking" rules must be carefully observed on all job sites.
2. Know the location of the fire alarms and fire fighting equipment in your area. Fire extinguishers should be located in open view where they will be accessible.
3. In the event of a fire or other emergency, call 911 immediately.
4. Be aware of all building rules and fire exits.
5. Good housekeeping is also an important part of fire prevention.
6. After a fire extinguisher has been used, report it to your foreman or superintendent so the extinguisher can be recharged.

# Hazard Communication

## Section 15

1. Our goal is to perform work in the safest manner possible. We will provide the safest possible working conditions for our employees.
2. The purpose of the safety officer is to inform our employees of the Occupational Safety and Health Administration (OSHA) Regulations which requires employees be made aware of hazards from chemicals that they may encounter at the workplace and appropriate protective measures they can take. Greiner Construction's objective is to safeguard our employee's health by providing a management guide of safe compliance. To provide our employees with necessary information concerning health and physical hazards of the chemical materials in use at the workplace.
3. The major elements include the following:
  - Listing of all chemical products used at company workplaces.
  - Hazard identification of all chemicals in use.

- Labeling of all containers of all chemicals in use.
  - Provide availability of Material Safety Data Sheets.
  - Identify operations in the employee's work area that use hazardous chemicals.
  - Training of employees in the safe handling and use of chemicals.
4. Greiner Construction relies on OSHA approved MSDS Online, a third party service, to provide us with up to date MSDS sheets. If any employee or customer requests copies of MSDS please contact Debra Hansen at (612) 225-6913 to request your MSDS sheet.
  5. Copies of MSDS's for all hazardous chemicals provided by the subcontractors, to which employees may be exposed, will be kept in the superintendent's office.
  6. MSDS's will be available for review to all employees. In case of an emergency, take the book with you when you seek medical care at an emergency room.

## **Crisis Management**

### **Section 16**

The unfortunate part of our business is that accidents can, and do, happen; even with the best safety program. Greiner Construction has developed a Crisis Management procedure in order to deal with company emergency situations. Please carefully review the following procedure.

1. Depending on the seriousness of the injury, contact emergency services by calling 911.
2. Determine if the site should be shut down.
3. Make certain that all employees are accounted for.
4. Do not move anything that could be classified as evidence.
5. Tell all job site personnel that absolutely no one is to speak about the accident other than Wolfgang Greiner. Refer all media questions to Wolfgang Greiner.

6. Contact Wolfgang Greiner and review the situation with him.
7. Post workers to restrict entry to the site until it is deemed safe.
8. Notify the owner or manager of the building.

## Respiratory Protection Program

### Section 17

This respiratory protection program establishes mandatory standard operating procedures for use of respiratory equipment. A copy of this program should be readily accessible to employees. This program applies to all Greiner Construction offices/employees that have had OSHA III training. It is the policy of Greiner to provide a safe and healthy work environment for all employees. Focus will be on minimizing risks through the promotion of safe work practices. Safety training and education will be provided to all employees. Employees will adhere to Greiner safety policies and procedures.

1. Bill Dockendorf shall serve as respirator Program Coordinator to supervise implementation of this program. He is responsible for evaluating the respiratory protection program on an on-going basis to ensure that it accurately reflects actual practice. Revisions in the written program shall be made as often as necessary and no less than annually, to ensure that the program is effective, accurate, and up-to-date. Responsibilities of the Respirator Program Coordinator are:
  - Selecting proper respirator models based on the potential exposure hazard.
  - Approving equipment purchases.
  - Training employees in all aspects of the program.
  - Monitoring the program.
  - Equipment repair/maintenance.
  - Arranging appointments for initial/annual medical exams.
  - Respirator training.

- Respirator fit-testing.
  - Evaluating effectiveness of the program.
2. Any employee assigned to wear respiratory protection is responsible for:
- Following any medical restrictions/notifying Department Manager of any medical restrictions.
  - Using assigned respiratory protection for every situation where warranted.
  - Cleaning, inspection, storage of assigned respirator.
  - Reporting repair/maintenance needs to the Respirator Program Coordinator.
  - Communicating all questions, concerns, requests, suggestions regarding respirator program to the Respirator Program Coordinator.
3. This program was developed in accordance with the following regulations as they apply to operations and maintenance activities.
- 29 CFR 1926.1101, OSHA Asbestos Standard for Construction
  - 29 CFR 1910.134(b), OSHA Respiratory Protection Standard, "Requirements for a Minimal Acceptable Program"
4. The Respirator Program coordinator shall provide employees with respirator training prior to or at the time of initial assignment of respiratory protection and at least annually. Training shall provide the following information:
- Reasons for selection of the particular respirator models available;
  - The purpose of the respiratory protection which will be used, and potential for exposure to hazardous substances if it is not used properly;
  - Fitting instructions;
  - The proper use of the specific type and model respirator; including: donning, fit checks, cleaning and disinfecting, inspection, repair or replacement of worn or defective parts, and storage procedures;
  - Limitations of this type of respiratory protection; and
  - Medical implications of wearing a respirator.

5. Medical examinations are required by OSHA for any employees overexposed to regulated contaminants including exposure to asbestos fiber levels at or above the action level (0.1 f/cc 8-hour TWA) or excursion limit (1.0 f/cc analyzed over a 30-minute sampling period) for at least 30 days per year, or for any employee required to wear an air-purifying respirator. Preplacement, annual and termination exams are required for these employees. In addition to assisting with prevention and early detection of disease, these exams help to determine whether the worker will be unduly stressed or uncomfortable when using a respirator. A medical exam shall be scheduled by the Respirator Program Coordinator prior to assigning an employee to use respiratory protection and annually thereafter. Exams shall comply with the requirements detailed in 29 CFR 1926.1101 in the Greiner Medical Surveillance Program and the applicable OSHA standards listed in Section 5.0. The physician shall issue a written statement regarding the employee's fitness to wear respiratory protection.
6. A respirator's effectiveness is also influenced by handling, cleaning, and with a sanitizing solution after each use. Disassembly, cleaning, and maintenance of respirators will include the following procedure:

#### Cleaning and Maintenance

- Remove cartridges, canister or filters and all gaskets that are not affixed to seats. HEPA filters used on an asbestos project shall be discarded as asbestos waste. Other contaminated cartridges will be discarded according to proper procedures required for the specific contaminant.
- Visually inspect face piece and parts; discard faulty items.
- Remove all elastic headbands.
- Remove exhalation valve cover.
- Remove speaking diaphragm or speaking diaphragms-exhalation valve assembly, or pressure-demand exhalation valve assembly.
- Remove inhalation valves.
- Wash; sanitize and rinse face piece. (Maximum water temperature 140 degrees F; optimum range 120 degrees F to 140 degrees F). Parts removed from respirators may be washed separately as necessary.
- Dry mask thoroughly.
- Hand wipe facepieces, valves and valve seats with damp, lint-free cloth to remove any soap or water residues, mold release powders or foreign materials not removed by washing.
- Disassemble and hand clean the pressure-demand and exhalation valve assembly, exercising care to avoid damage to the rubber diaphragm.
- Visually inspect face piece and all parts of deterioration, distortion, or other faults that might affect the performance of the respirators.

- Replace any questionable or obviously faulty part or assemblies including rubber components that show weather checking when flex or stretched, and distorted facepiece. Replace only with parts specifically designed for the particular respirator.
- Reassemble mask and visually inspect completed assembly.
- Install new or retested filters, cartridges, or canister.
- Clean and apply fog-proof to lens per fog-proof manufacturer's instructions (full face piece only).
- Install lens cover.
- Fog-proof outside of lens cover.
- Quality assurance test each completed unit.
- Individually seal each mask in plastic bag or store in designated container (non-airtight).

### Inspection

Employees shall inspect their respirator before and after each use, and during cleaning. Inspections shall include:

Examination of the facepiece for:

- Excessive dirt;
- Cracks, tears, holes, or distortion from improper storage;
- Inflexibility (stretch and massage to restore flexibility);
- Cracked or badly scratched lenses in full-facepieces;
- Incorrectly mounted full-facepiece lens or broken or missing mounting clips; and
- Cracked or broken air-purifying element holders(s), badly worn threads, or missing gasket(s) (if required).

Examination of the headspace or head harness for:

- Breaks;
- Loss of elasticity;
- Broken or malfunctioning buckles and attachments; and

- Excessively worn serrations on the head harness, which might permit slippage (full-facepiece only).

After removing its cover, examination of exhalation valve for:

- Foreign material, such as detergent residue, duct particles, or human hair under the valve seat;
- Cracks, tears, or distortion in the valve material;
- Improper insertion of the valve body in the facepiece;
- Cracks, breaks, or chips in the valve body, particularly in the sealing surface;
- Missing or defective valve cover; and
- Improper installation of the valve in the valve body.

Examination of the air-purifying elements for:

- Incorrect cartridge, canister, or filter for the hazard;
- Incorrect installation, loose connections, missing or worn gaskets; or cross-threading in holder;
- Expired shelf-life date on cartridge or canister;
- Cracks or dents in outside case of filter, cartridge, or canister; and
- Evidence of prior use or sorbent cartridge or canister, indicated by absence or sealing material, tape, foil, etc., over inlet.

If the device has a corrugated breathing tube, examine the tube for:

- Broken or missing end connectors, gaskets, or O-rings;
- Missing or loose hose clamps; and
- Deterioration determined by stretching the tube and looking for cracks.

The Job Foreman is responsible to conduct periodic audits (walk-through inspections/surveys of the project site) in order to determine that respirators are being worn correctly and when necessary.

Respirators should be stored so that the facepiece and exhalation valve will rest in a normal position and function will not be impaired. Half-mask respirators may be stored in a plastic bag. Full-face respirators should be stored in a rigid, portable container. After each use, the cleaned respirator shall be placed in a plastic bag or appropriate storage container (labeled with employee's name) to protect against dust, sunlight, heat, extreme cold, excessive moisture, damaging chemicals or mechanical damage. Storage containers and plastic bags should allow ventilation. Respirators may not be stored in lockers or tool boxes unless they are in a carrying case/rigid container.

7. The respirator Program Coordinator shall be thoroughly trained in proper maintenance and repair of the specific respirator models. Spare parts shall be available or kept in stock to ensure that each respirator is properly maintained.
8. Assigned personnel have potential for exposure to a number of hazardous substances. In preparation for each site visit, the Project Manager will prepare a site health and safety plan specifying the necessary personal protective equipment.
9. It is the employee's responsibility to periodically obtain and document air sampling for all project sites and proceed accordingly when up-grade criteria appears warranted. If the specified equipment is not immediately available, the project will be postponed until the corrected equipment is available, and appropriate training is administered.
10. When air or personal monitoring is obtained, the results will be communicated to the employee for all project sites the employee is assigned to.
11. The Respirator Program Coordinator will maintain the following records:
  - List of employees trained.
  - Training checklist.
  - Respirator care and maintenance checklist.
  - Employee receipt of respirator.
12. The medical history and examination results will be kept with the physician. All records generated through the Medical Surveillance Program will be kept for the duration of employment plus 30 years.

## Fall Protection:

### Section 18

The intent of Fall Protection is to prevent employees from exposure to or suffering injury due to a fall from an elevation. Due to the seriousness of fall injuries, employees must exercise extreme caution.

Use of fall protection systems and equipment is mandatory on Greiner Construction Company projects. Any employee found in violation of Greiner Construction Fall Protection requirements is subject to immediate termination.

A "Fall Protection System" means that some physical means/methods are provided to eliminate a fall exposure to employees. This may accomplished by means of:

Ladders, scaffolds, lift units, guardrails, static lines, nets, vertical safety lines, retractable lanyards, full body harness, standard lanyards and other Fall Protection equipment.

General Requirement: Fall protection is required when ever employees are exposed to falls of 6 feet or more above lower levels.

According to OSHA Subpart M, there may be work activities which qualify for an exception to the 6 foot rule. The exception is only permitted if it is feasible or creates a greater hazard if use fall protection and must be approved by the Greiner Superintendent.

I have read and understand Greiner Construction's safety rules, dated \_\_\_\_\_.

I have received a copy of this agreement.

\_\_\_\_\_

Printed Name

Date: \_\_\_\_\_

\_\_\_\_\_

Signature