

CODE OF SAFE PRACTICES



**Ghilotti Construction Company
246 Ghilotti Avenue
Santa Rosa, CA 95407
(707) 585-1221
CSLB #644515**

Edition Date: April 2017

TABLE OF CONTENTS

INTRODUCTION / GCC EMERGENCY CONTACTS	i
GCC COMPANY STATEMENTS	
Commitment to Safety.....	1
Safety Communication.....	1-2
Hazard Communication Notice.....	2
CODE OF SAFE PRACTICES	
Policies & Procedures Intro.....	3
General Safety Rules.....	3
Accident Reporting.....	4
Alcohol, Weapons, Controlled Substances.....	4
Asbestos.....	4
Asphalt.....	4
Biological Hazards.....	5
Bloodborne Pathogens.....	5
Cal/OSHA Inspections.....	5
Cell Phone Use (On the Job).....	6
Competent Person.....	6
Compressed Gas.....	6
Concrete Construction.....	6
Confined Space.....	7
Dress Code (Field).....	7
Electrical Hazards.....	7
Emergency Services & Emergency Action Plan.....	7
Excavation, Trenches, Earthwork.....	8
Fall Protection.....	8
Falsework and Vertical Shoring.....	8
Fire Prevention Program.....	9
First Aid.....	9
Flagging.....	9
Flammable Liquids.....	10
Forklifts.....	10
Generators.....	10
Heavy Equipment Operating Personnel.....	11
Heavy Equipment Ground Personnel.....	11
Housekeeping/Site Cleaning.....	11
Injury & Illness Reporting.....	12
Ladders.....	12
Laser Equipment.....	12

Lead.....	13
Lime Treatment Safety.....	13
Lockout/Tagout.....	13
Material Delivery/Handling.....	13-14
Material Handling Hazards.....	14
MSDS/SDS “Material” “Safety Data Sheets”.....	14
Multi-Employer Job Sites.....	14
Night Work.....	14
Non-Harassment Policy.....	14
Overhead Power Lines.....	14
Permit and/or Approval Required Tasks.....	15
Personal Protective Equipment (PPE).....	15
Posted Notices.....	15
Pre-Cast Boxes.....	15
Prop 65 Warning.....	15
Public Safety.....	16
Rebar (Impalement Protection).....	16
Respiratory Protection.....	16-17
Rest and Meal Periods.....	17
Return to Work Policy.....	17-18
Rigging/Signaling.....	18
Rock Crushing/Screening Plant Safety.....	18
Safe Practices with Tools.....	18-19
Safety Incentive Programs (Field).....	19
Scaffold and Guardrail Safety.....	19
Sewage & Wastewater Exposures.....	19
Silica Dust.....	20
Smoking and Open Flames.....	20
Standard Safety Provisions.....	20-21
Steel Trench Plate Safety.....	21
Subcontractor Safety Compliance.....	21
Substance Abuse Policy.....	21
Tailgate Safety Meeting.....	21
Temperature Hazards.....	22
Tools & Equipment.....	22-23
Underground Utilities.....	23
Vehicle Safety.....	24
Vehicle Use Policy (Field Personnel).....	25
Welding.....	25
Workplace Violence Policy.....	26



Ghilotti Construction Company CODE OF SAFE PRACTICES

INTRODUCTION:

Cal/OSHA requires that every employer adopt a written Code of Safe Practices that is specific to operations performed. This handbook was designed to address the hazards common to our industry, and communicate safe work practices and company expectations.

Our goal is to provide essential, basic, information to help keep you, your co-workers, and the public, safe while maintaining a secure and healthy workplace. It is not intended to be a detailed accounting of all safety policies and procedures that are applicable to operations performed by Ghilotti Construction Company. If you are assigned a task that presents new or unidentified hazards, advise your supervisor immediately.

Every employee of Ghilotti Construction Company will be provided a copy of this handbook and is required to read and adhere to all policies and procedures implemented. This handbook is intended to provide a foundation for on-going safety training in the work place.

A copy of the company Code of Safe Practices will be accessible at all job site locations. This handbook is not meant to be a substitute for, or legal interpretation of, the Occupational Safety and Health Regulations established by the State of California.

GHILOTTI CONSTRUCTION EMERGENCY CONTACTS:

In any case, your Supervisor, Project Manager/Engineer, or Area Superintendent should be notified, and 911, or the appropriate local emergency agency when necessary. In addition, the following GCC employees should be notified according to their responsibilities:

General Safety and Accident/Injury Reporting:

David Vail – Safety Director –	(707) 978-0238
Brian Ongaro – President –	(707) 953-9624
Carolyn Murakami – HR –	(707) 303-2361

Equipment Related Emergencies:

Jeremy Miles – Equipment Manager – (707) 396-1279

Facilities/Jobsite Security Related Emergencies:

Willie Ghilotti – Facilities Manager – (707) 975-3966

If in doubt, call dispatch and your call will be directed:

(707) 585-1221

COMMITMENT TO SAFETY:

The Safety and Health of our employees is of the highest priority. Accident prevention is considered of primary importance in all phases of operations and administration. It is GCC's intent to always maintain effective standards set forth to prevent injuries and illnesses from occurring on the job. **Our goal is zero accidents and injuries.**

For the program to be successful, your active participation and positive attitude toward the prevention of injuries and illnesses is essential. No employee is required to work at a job site that they believe is not safe.

Individual Responsibility: If you have a safety problem or have any doubt as to the safety of any work activity – including the use of tools and equipment – STOP and seek instruction from your Foreman immediately. Each person on the job site is expected to work and utilize all tools and equipment in a safe and sane manner. It is the duty of each employee to accept and follow established safety standards, policies, and procedures. Only through cooperation and efforts among the company, its supervisors, and all employees, can we maintain an effective safety program.

Foremen and Superintendents are required to ensure that their crews observe all applicable safety standards and take the necessary actions to ensure compliance. Established safety rules, policies, and procedures are developed by the Safety Director in cooperation with the GCC Safety Committee. Employees are encouraged to discuss questions or concerns with any active member of the Committee. The following safety rules are intended to be in force at all times. These rules are not a substitute for good judgment and safety awareness.

The primary objective is to avoid accidents through the means of eliminating unsafe working conditions and work practices. Every effort will be made to provide adequate training to all employees. It is the employee's responsibility to seek assistance from a qualified person when unsure how to perform a task safely.

Violation of company safety standards could not only threaten your health, but the health and safety of co-employees. Violation of established safety rules, policies, and procedures is grounds for disciplinary action, up to and including termination of employment. Any willful violation could result in immediate termination of employment.

SAFETY COMMUNICATION:

It is the policy of GCC to maintain open communication between management and staff on all matters, to include safety. Your opinions regarding safe work practices and conditions are considered important and we expect your active participation in the safety program.

We want to encourage all employees to communicate any concerns or suggestions, during safety meetings, individually to your supervisor, or in writing on the Employee Safety Information Form available from your foreman. All safety suggestions are given serious consideration, and a response is provided when warranted. **No employee will suffer negative consequences for actively participating in the safety program.**

Safety communication is ongoing by means of the company website, news letters, safety activities, reading material (payroll stuffers), signs, and posters, which

will be easily accessible to all employees.

Field tailgate safety meetings will be held weekly so that all employees have an opportunity to receive scheduled ongoing training and voice opinions regarding safety. Employee attendance is mandatory.

HAZARD COMMUNICATION PROGRAM NOTICE:

GCC has developed a formal Hazard Communication Program. This program is intended to provide information relevant to potentially toxic substances or harmful agents that you may be exposed to during normal working conditions, or during emergencies. For additional information, please refer to the Hazard Communication Program provided in your new hire packet.

All MSDS/SDS (Material Safety Data Sheets/Safety Data Sheets) are located on each foreman's computer, and also on GCC's shared computer "F" drive from each divisional office and can be accessed at any time during normal working hours. If you believe you are working with a potentially hazardous substance that you have not been properly trained on, or are being exposed to substances at a specific jobsite (to include substances used by other contractors), please advise your supervisor immediately.

No employee shall be discharged, or in any manner discriminated against, because they exercise their rights provided under the provisions of Labor Code §6360 through §6399.7 (Hazardous Substances Information and Training Act).

All employees are entitled to the following information:

- ✓ Notification of your right to review the Hazard Communication Program
- ✓ Identity of the person(s) responsible for the implementation and maintenance of the program
- ✓ Location(s) of MSDS/SDS
- ✓ Notice of availability of MSDS/SDS to all employees, collective bargaining representatives, or treating physicians

In addition to your right to review MSDS/SDS or other information that exists for chemicals or substances used in the workplace, employees also have the right to see and copy:

- ✓ Your medical records and records of exposure to toxic substances or harmful physical agents
- ✓ Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.

If a new substance is purchased or brought to a site not in the data base, the appropriate documentation must be sent to the Safety Department for approval. The Data Base will be updated accordingly.

CODE OF SAFE PRACTICES – POLICIES & PROCEDURES

It is the policy of GCC that everything possible will be done to protect employees, and the public, and provide a safe and healthy workplace.

Safety is a cooperative undertaking requiring participation by every employee.

Failure to adhere to safe practices and conditions relating to your safety or that of fellow employees, or failure to safeguard equipment, tools or materials, will result in appropriate disciplinary action.

GENERAL SAFETY RULES

1. Every employee will adhere to established safety rules, policies and procedures, and will immediately report all unsafe conditions observed.
2. Field employees will wear hard hats, sleeved shirts (no tank-tops), footwear approved for the task (steel toe recommended), long pants, and safety vests.
3. All field employees must attend mandatory weekly Tailgate Safety Meetings.
4. Post accident drug testing is mandatory for all employees.
5. Before starting work, check your work area for unsafe conditions, and at the end of the day be sure the area is safe and secure.
6. All employees should be aware of the location of the First-Aid Kit, Fire Extinguisher, MSDS/SDS Sheets, Required Safety Equipment, Code of Safe Practices, and posting notices- (foreman's computer, office, job box).
7. Injuries no matter how slight must be reported immediately to a supervisor so proper treatment can be provided.
8. Horseplay, rowdy behavior, practical jokes and roughhousing will not be tolerated on Ghilotti Construction Company jobsites.
9. A safe workplace is a clean workplace. We expect GCC employees to clean up after themselves and maintain clean work areas. This applies to all time spent on the job including cleaning up trash from food and drinks along with debris from construction.
10. Toilet facilities and hand washing stations are at the job. We expect employees to use designated facilities and wash hands before eating or drinking.
11. Good health and physical well being can affect our safety performance on the job. Dehydrated, tired or sick employees can be a hazard in busy construction environments. Always be sure to get plenty of rest before work and drink plenty of water when on the job site to avoid dehydration and other heat related injury and illness.
12. No one shall be required to work if their ability to do so is impaired by illness, fatigue, or other causes that might unnecessarily expose them or others to injury.
13. Always use the proper lifting technique. **Never** attempt to lift or push an object that is too heavy. Get help to move heavier objects or talk to your supervisor to see if using mechanical means of lifting is more appropriate.
14. While working, the use of cell phones, or other devices that may cause distraction, is prohibited. (See Cell Phone Use)

ACCIDENT REPORTING PROCEDURES

1. All accidents and near misses must be reported immediately to your Supervisor.
2. Supervisory personnel (Managers, Superintendents, Foremen, and Administrative Supervisors) are responsible for completing the applicable report form and must immediately notify the Safety Director of the incident.
3. Involved employee(s) will be responsible for completing the Employee Incident Report Form, and/or meeting with the company Safety Department to review the facts of the incident.
4. GCC REQUIRES POST-ACCIDENT DRUG TESTING ON ALL EMPLOYEES.

ALCOHOL, WEAPONS, CONTROLLED SUBSTANCES

1. The use, or possession, of alcohol or illegal and/or non-prescribed drugs is not permitted. Failure to comply with this rule will result in immediate suspension and/or termination.
2. Drugs and alcohol are prohibited on all Ghilotti Construction Company jobsites. Any one reporting to work under the influence of drugs, alcohol or other controlled substance will be terminated.
3. Any disciplinary action will be in accordance with union labor agreements regarding substance abuse.
4. Weapons and/or ammunition of any sort are not permitted on GCC property or worksite locations.
5. Inform your supervisor if you are taking any prescribed medications which could effect your ability to perform a task.

ASBESTOS

1. Any material suspected to contain asbestos must not be disturbed without the review and instruction by qualified individuals
2. Only trained individuals on asbestos abatement are permitted to handle materials with known asbestos present
3. Immediately report any discovery of asbestos containing material to your Supervisor

ASPHALT

1. Employees must use appropriate PPE (Personal Protective Equipment) when working with or around asphalt, to include appropriate footwear for the task, gloves, eye protection, and if needed, a dust mask, or respiratory protection when trained. Good hygiene practices should be adhered to at all times (immediately wash skin/exposed areas)
2. When working around/with culvert boxes (and similar exposures), it is mandatory that the grate/lid be in place and secured
3. All asphalt related operations are managed by the designated Qualified and/or Competent Person

Asphalt paving is one of the higher risk occupations in the construction industry. In addition to the danger of working in close proximity to heavy equipment, complex machinery, and hot asphalt, and often the hazard of working close to vehicle traffic.

BIOLOGICAL HAZARDS

1. Wear appropriate clothing and PPE
2. Workers bitten by snakes, animals, or ticks should notify the job foreman immediately

Biological hazards common to this region include:

- Ticks, spiders, snakes and flying insects
- Stinging plants such as nettles and thistles
- Poison Oak

BLOODBORNE PATHOGENS

“Bloodborne Pathogens” means pathogenic microorganisms that are present in human blood, and body produced fluids it can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus, hepatitis C virus, and HIV (human immunodeficiency virus). Although section 5193 of the Cal/OSHA safety orders does not apply to the construction industry, GCC employees can potentially be exposed to Bloodborne Pathogens. The primary exposure is the potential contact with used drug paraphernalia during grubbing and debris removal tasks. To eliminate this exposure, workers should wear appropriate clothing and PPE, and use hand tools at all times. Do not touch exposed drug paraphernalia. If discovered, notify your supervisor immediately.

GCC recommends to all employees that they discuss the possible benefits of available vaccinations with their treating physician. In the event of an exposure, the employee will be referred for medical attention.

CAL/OSHA INSPECTIONS

When a Cal/OSHA enforcement officer shows up on the jobsite to perform an inspection, the following guidelines should be followed:

1. Be cordial and professional.
2. Ask for identification.
3. Ask why the inspection is taking place.
4. When possible, the Safety Director, Superintendent or Senior Manager should be present during the inspection. **Note:** The inspector can be delayed for notification or arrival of management, **never** allow an unescorted inspection.
5. Do not offer any information or attempt to hide any information. The compliance officer should be provided only what is asked for. **Important:** Never speculate or respond to a question if you are unsure of the answer.
6. A written report must be completed by the individual accompanying the compliance officer.
7. All documentation/information should be provided to management.

Cal/OSHA enforcement officers have the right to interview individual employees, without the presence of an employer representative. The company Injury & Illness Prevention Program (IIPP) and Code of Safe Practices should be readily accessible and made available for review at all times.

CELL PHONE USE (ON THE JOB)

1. Personal cell phone use is prohibited while working.
2. If emergency or work-related phone calls are necessary, stop what you are doing.
3. In accordance with California state law, while operating any motor vehicle the use of cell phones is permitted only when using hands-free device.
4. Texting is strictly prohibited while operating GCC equipment or vehicle.

COMPETENT PERSON

A competent person must be capable of identifying existing and predictable hazards in the surroundings or working conditions, is designated by the employer, and has the authority to take prompt corrective action on the job as conditions warrant.

COMPRESSED GAS

1. Inspect cylinders, regulators, and hoses before each use.
2. Never use a tool to operate cylinder valves – hand operation only.
3. Check cylinder and gas identification.
4. Use a cart or other secure means for moving – never carry or roll gas cylinders.
5. Grease or oil in areas where compressed oxygen is used can cause fire or explosion.
6. Use regulators for all gas cylinder hookups.
7. Use non-sparking tools for flammable gases.
8. Secure cylinders at work areas.
9. Never refill or attempt to repair a gas cylinder.
10. Move leaking cylinders out of buildings and confined areas. Mark “Damaged. Do not Use.”
11. For compressed air systems: check all hose fittings and use a control nozzle with self-closing valve at operators end.
12. Wear safety glasses and appropriate personal protective equipment at all times.

CONCRETE CONSTRUCTION

1. Employees must use appropriate PPE (Personal Protective Equipment) when working with or around concrete, to include rubber gloves, eye protection, and if needed, a dust mask or respiratory protection when trained. Good hygiene should be adhered to at all times (immediately wash skin/exposed areas).
2. When working around/with culvert boxes (and similar exposures), it is mandatory that the grate/lid be in place and secured.
3. All concrete related operations are managed by the designated Qualified and/or Competent Person.

Injuries and illnesses common to the concrete construction industry include:

- Concrete burns from exposure to wet concrete.
- Silicosis from long-term/chronic exposure to concrete dust.
- Broken bones, lacerations, and crushing injuries, caused by falls, impalement by rebar or other objects; and impact from falling objects.

CONFINED SPACE

1. GCC employees may not enter a confined space without receiving proper training and being provided with appropriate PPE for the conditions present
2. Confined space entrants must be informed of the air monitoring results of spaces to be entered before work begins
3. Never attempt a rescue in a confined space unless trained, authorized and properly relieved. Assure proper PPE is available before entering any confined space

DRESS CODE (FIELD)

GCC Field Dress Code (Refer to "Personal Protective Equipment" section):

1. Orange or Lime Green Sleeved T-Shirts (no tank-tops, not torn or faded)
2. Appropriate footwear for the task (no tennis shoes)
3. Long Pants
4. Hard Hats
5. Safety Vests (Type 2 day time work, Type 3 night time work)

ELECTRICAL HAZARDS

The minimum safety requirements for general electrical exposures include:

1. All power outlets must be provided with appropriate circuit breakers, fuses, and GFI protection.
2. Extension cord connectors must be inspected frequently. Insulation and protective coating must be intact.
3. Electrical switch boxes must be located in an easily accessible area and protected from possible hazards.
4. Treat all electrical wires as if they are energized.
5. No ground level wiring should lie in a traveled path way unless properly covered.
6. Only authorized individuals are permitted to perform repairs.
7. Temporary wiring, powered tools and electrical equipment with exposed, noncurrent carrying metal parts, must be grounded.
8. Immediately report all electrical hazards to your supervisor.
9. Never use electrical equipment if you suspect flammable/explosive vapors are in the area.

EMERGENCY SERVICES & EMERGENCY ACTION PLAN

1. Outside services will be the primary source of Emergency Medical Treatment (i.e., ambulance, medics, and fire department).
2. The company field-specific Emergency Action Plan (EAP) is available for review upon request.
3. First Aid Kits will be maintained and accessible at all job sites.
4. Only certified employees will be allowed to perform First Aid to the extent deemed necessary to preserve life. There will be a suitable number of employees certified to provide First Aid.

EXCAVATIONS, TRENCHES, EARTHWORK

1. A competent person must be on site and is responsible for adhering to all policies set in place to ensure a safe work area is maintained at all times.
2. Inspections will be conducted of the excavations, adjacent areas, and protective systems before the start of work; as needed throughout the shift; and daily for potential cave-ins, failures, hazardous atmospheres, or other hazards.
 - Prompt corrective action when hazards are identified will be taken, including removing employees from area
 - Never enter an excavation or trench unless it has been deemed safe by the Competent Person.
 - No one has the authority to require or knowingly permit any employee or subcontractor to enter any excavation or trench that has not been properly shored, sloped, or shielded.
 - Trenches 4 feet or deeper must have a ladder or other means of access/egress within 25' of an employee.
 - Ladders must extend a minimum of 3' above the edge of the trench
 - Do not operate heavy equipment above slopes, cuts, banks, and cliffs when people are working below.
3. To ensure the safety of employees and the general public, if an exposure exists that would allow an individual to trip and/or fall, precautions must be taken to include barricading the area when necessary.

FALL PROTECTION

1. When necessary Ghilotti Construction Company will provide fall protection equipment and fall protection anchors.
2. Only trained and qualified workers are allowed to wear equipment and work in this area.
3. Fall protection equipment must be inspected every time before use.
4. Never use damaged equipment and report damaged gear to your supervisor immediately for replacement.
5. Never tie a lanyard back to itself. Never tie a knot in a lanyard.
6. Never use fall protection equipment for lifting equipment or material.
7. Never secure your fall protection equipment to an anchor point that cannot support 5000 lbs.
8. Anchors should be placed close enough to your work to avoid swing fall and injury after a fall, at a height of the "D" ring or higher.

FALSEWORK AND VERTICAL SHORING

All falsework and vertical shoring operations must be conducted under the direction of the designated Competent Person. Formwork and falsework or shoring for the support of concrete or other materials must be designed, erected, supported, braced, and maintained so as to assure its ability to safely withstand all intended loads during erection, construction, usage and removal.

FIRE PREVENTION PROGRAM

The company Fire Prevention Program (FPP) is available for review upon request. The following procedures have been implemented:

1. Fire extinguishers and applicable fire suppression equipment will be easily accessible (within 75' or in the immediate work area of all hot work performed)
2. Designated "NO SMOKING" areas will be observed
3. Smoking or any open flame will not be permitted around flammable substances (liquids, etc.)
4. Gasoline, paint thinners, and other low flash point solvents will not be used for cleaning purposes
5. Sufficient number of appropriate-type trash receptacles will be accessible in all work areas
6. Equipment will be kept clean (avoid build up of fluids, grease, etc.)
7. Spilled flammable and combustible materials will be cleaned up immediately.
8. Oil or chemical soaked rags will be discarded/placed in metal or other suitable containers
9. Employees will be instructed to notify the Supervisor of leaking or defective containers
10. Supervisors will be responsible for ensuring that materials used are properly contained and labeled
11. Flammable liquids will only be used where there are no open flames or other sources of ignition within the possible path of vapor travel.

FIRST AID

Outside services will be the primary source of Emergency Medical Treatment (i.e., ambulance, medics, and fire department). Only certified employees will be allowed to perform First Aid/CPR. Action taken will only be to the extent deemed necessary to preserve life. Notify the Safety Director. On-Site Health & Safety can be notified for assistance (866) 998-2750.

FLAGGING

1. Flaggers must be at locations on a construction site when barricades and warning signs cannot effectively control moving traffic.
2. Flaggers must be placed in locations to allow for effective warning.
3. Flaggers must be trained, and aware of site specific conditions.
4. Traffic control warning signs must be placed according to the most current approved version of California Manual of Uniform Traffic Control Devices MUTCD
5. Flaggers must wear orange or strong yellow-green warning/reflecting garments (Type 2 for day work, Type 3 for night work, white hardhat and safety glasses)
6. Flaggers' stations must be illuminated, and flaggers must wear reflective garments that are visible at a minimum of 1,000 feet during hours of darkness.

FLAMMABLE LIQUIDS

Flammable and combustible liquids include gasoline, paint thinners, solvents, etc. Safety guidelines include:

1. Liquids must be kept in closed containers when not in use.
2. Leakage or spillage must be dealt with promptly and safely.
3. Liquids can only be used where no open flames or sources of ignition exist.
4. Containers must be plainly marked with a warning legend/label.
5. Liquids must only be used for its intended use.
6. Liquids must be stored and transported in closed containers.

FORKLIFTS

1. All forklift drivers will be trained in the proper use of forklifts and be able to demonstrate these abilities satisfactorily.
2. Always watch where you are going, especially at corners and around trees or buildings, travel with load as low as possible, but not with view obstructed.
3. Operate the forklift smoothly—no jerky turns, starts, or stops, engage load fully.
4. Reduce speed when turning, crossing slopes, and on slick or muddy surfaces.
5. Stay off slopes too steep for safe operation, travel with load upgrade.
6. Where possible, avoid operating a forklift near ditches, embankments and holes.
7. Never allow others to ride.
8. When the forklift is stopped, set brake and use park lock if available.
9. Do not lift a worker with a forklift except in an approved basket and in accordance with manufacturer's instructions.
10. Hardhats will be worn by all personnel when lifting and placing loads.
11. Never leave unattended with a suspended load.
12. Never walk under a suspended load.

GENERATORS

Safety requirements for generators include:

1. Generators rated greater than 5,000 V or multi-phase must be grounded. (Exception: A portable or vehicle-mounted generator does not need to be grounded if it is rated less than 5,000 V and single phase, provided that the grounding terminals of its receptacle are bonded to the vehicle frame, the generator frame, and to the plugged-in equipment.
2. Treat the electrical output from the generator with the same caution as from a main supply. Electrical shocks can be fatal.
3. Do not operate generators in enclosed areas. Make sure there is proper ventilation.
4. Do not replenish fuel or oil while the generator is running.
5. Do not store fuel, or other flammable substance in the vicinity while running.
6. Maintenance or servicing should only be performed by authorized personnel. Lockout/Blockout procedures must be used.
7. Do not remove any protective devices or covers.
8. In the event of a fire, use only an extinguisher suitable for electrical fires.
9. Ear protection must be worn at all times.

HEAVY EQUIPMENT OPERATING PERSONNEL

1. Inspection of all GCC vehicles will occur before work begins. Inspections will follow requirements of the manufacturer and GCC equipment procedures under the direction of the equipment manager.
2. Report all deficiencies for repair, tag it out, **Never** operate defective equipment.
3. Never operate equipment unless you are authorized trained and qualified
4. Always properly lock and turn off master switches when done with equipment
5. Always lower all hydraulics or ground engaging parts when equipment is parked
6. Backup alarms are required on all heavy equipment and must be audible to workers in the area to at least 200 feet.
7. Spotter and/or Signalman will be used where visibility is restricted for equipment operations
8. Operator will be aware of all ground workers in the area, and not move any part of the equipment until positive contact is made and acknowledged.
9. Always use 3 points of contact when entering or exiting equipment
10. Operators must wear seat belts at all times
11. No riders allowed on equipment or in buckets
12. No cell phone, or entertainment device use while on equipment
13. Keep the cab of the equipment clean at all times

HEAVY EQUIPMENT GROUND PERSONNEL

1. When construction equipment is operating, stay alert and aware of your surroundings at all times. Wear approved high visibility clothing.
2. Before entering an operators work area, acknowledge your presence and intentions, ensure you have made positive contact; never take for granted that the equipment operator sees you.
3. Don't depend solely on hearing a horn or other audible warning signal that equipment is backing up.
4. Stay out of the equipment operator's blind spot. If you can't see the operator, the operator can't see you.
5. Stay out the swing radius of the equipment, and do not walk under loads.

HOUSEKEEPING/SITE CLEANING

Below are general requirements for housekeeping to which all work sites are subject:

1. Work surfaces, passageways, and stairs must be kept clear of equipment, materials, and debris.
2. There is no greater cause of injuries on a construction job than the careless storing or discarding of materials.
3. Storage areas and walkways on construction sites must be kept reasonably free of dangerous depressions, obstructions, and debris.
4. Piled or stacked material must be secured to prevent it from falling, or collapsing.
5. Particular attention must be given to keeping a clean jobsite where the public has to pass through or over our work
6. Jobsites should be organized and clean, this is everyone's responsibility.
7. Maintain clean and undamaged barricades, and clear pathways.
8. Good Housekeeping by All Promotes Safety for All.

INJURY & ILLNESS REPORTING

All employee work-related injuries or illnesses must be reported **immediately**, no matter how minor the injury or illness appears. Employees may be required to meet in person with the company Safety Director.

GCC utilizes the services of a designated medical facility for the treatment of work-related injuries and illnesses. For additional information on your rights under Workers' Compensation laws, refer to the pamphlet provided in your new-hire package.

INSPECTIONS (PRE-SHIFT)

Each and every employee has the responsibility to immediately report workplace conditions or practices that create a hazardous exposure.

1. Field: Prior to the presence of employees, the Foreman and/or Leadman will make a thorough survey of the conditions of the job site to determine, so far as possible, the predictable hazards to employees and the kind and extent of safeguards necessary to proceed with work in a safe manner.
2. General and Field: Report unsafe or unhealthy work practices and conditions. All reported conditions will be corrected in a timely manner to be consistent with the severity of the identified hazard. Under no circumstances will an employee be permitted to work under conditions that pose a clear or imminent danger.
3. When an imminent hazard is identified and immediate correction is not possible, all exposed workers will be removed from the area. Employees responsible for correcting the hazardous condition will be provided with the necessary training and protection (*Refer to the "Excavations, Trenches, and Earthwork" section for specific requirements relating to daily inspections of excavations*)

LADDERS

1. Use the right ladder, size and capacity for the job, inspect before each use.
2. Never use a damaged ladder, it must have feet, never paint it as it may hide damage
3. Warning labels should be legible and followed.
4. Climb using 3 points of contact; keep your body within the side rails of the ladder.
5. Always keep rungs on ladders free of grease and mud.
6. Keep areas around the top and base of a ladder free of debris.
7. Secure all ladders to prevent tipping.
8. Ladders must extend 3 feet above any platform or level to be reached.
9. Never use a metal ladder where it could come into contact with energized parts of equipment, fixtures or circuit conductors.
10. Never lean an A-frame ladder or use 2nd stage of extension ladder as a straight ladder
11. With a straight ladder, for every 4 feet up, it should extend 1 foot out from the structure.

LASER EQUIPMENT

1. Only Qualified employees may operate laser equipment.
2. Employees who may be exposed to laser light greater than 5 milliwatts must wear eye protection devices.
3. Warning signs must be posted in areas where lasers are used.
4. Equipment must be turned off or shielded when unattended and not in use.
5. Laser beams must never be pointed or directed at persons.
6. Lasers must have a label indicating their maximum output.

LEAD

Soil contamination is GCC's primary exposure to lead. When specifications of a project indicate potential exposure to contaminated soil, third-party Environmental Safety & Health services will be retained to develop a project-specific Health & Safety Plan (HASP). All exposed employees will be trained on the specific safety policies and procedures implemented. Safety controls implemented will be in accordance with the project-specific HASP.

Potential protective requirements for tasks that may cause a lead exposure above the PEL (Permissible Exposure Limits) include the following:

- Respirators, protective equipment and protective clothing.
- Clothing change areas and a shower.
- Initial blood tests for lead and zinc protoporphyrin.
- Basic lead hazard, respirator, and safety training.
- The establishment of a regulated area and warning signs.

LIME TREATMENT SAFETY

Hazards associated with Calcium Oxide/Hydroxide (Lime Treatment operations) include: Inhalation, Eyes, Skin Exposure, and Ingestion.

Medical conditions aggravated by exposure include: Asthmas, respiratory and cardiovascular disease. Calcium Hypochlorite is not considered a carcinogen, but repeated inhalation may damage lung function and cause permanent lung damage.

All workers exposed to lime treatment operations will be provided additional training and instruction by a qualified Supervisor. Silica is on the Governor's Proposition 65 list. Components used in Calcium Oxide/Quicklime may contain trace amounts of inherent naturally occurring elements.

Use of PPE is mandatory:

1. Respiratory Protection – when dusty conditions are present, use NIOSH/MSA approved respirator and P-100 cartridges/dust mask meeting the NIOSH 95 rating is sufficient for casual exposure. **Note:** Must be medically cleared, trained and fit tested prior to use.
2. Protective gloves – Prevent skin contact
3. Eye Protection – Safety Glasses/Goggles

LOCKOUT/TAGOUT

1. No work on live electrical equipment is allowed at any time
2. During work operations supervisors will evaluate the potential of any hazardous energy sources (electrical, pneumatic and hydraulic) and take corrective action to control those energy sources
3. All employees are required to follow the hazardous energy control procedures outlined in GCC policies

MATERIAL DELIVERY/HANDLING

1. Inspect loads before releasing tie downs. Stabilize loads if dangerous conditions are identified, secure all loads and materials prior to moving any equipment.
2. Stack and secure materials by blocking, banding, using interlocking tiers or step backs to prevent rolling, tipping, falling or collapsing loads

MATERIAL DELIVERY/HANDLING cont.

3. When stacking and storing materials always leave adequate space for walking and accessing stored materials
4. Do not store flammables or combustibles in traffic lanes where containers can be struck by passing traffic
5. Loads will not be lifted and swung over personnel. Plan lifts to protect employees or move employees away from the areas where lifts are being performed
6. When loading and unloading equipment, stay visible to operator – use tag lines – always have an escape route and never get blocked into a pinch point.

MATERIAL HANDLING HAZARDS

The handling of equipment and materials pose a risk to workers in the form of muscle strains, falling objects, lacerations/crush injuries from pinch points, and other related injuries. These injuries can be avoided by using safe handling procedures, proper lifting techniques, and proper PPE. Where practical, mechanical devices should be utilized to assist with the movement of heavy objects (i.e. over 50lbs), or assistance should be obtained from co-worker(s).

MSDS/SDS: MATERIAL SAFETY DATA SHEETS/SAFETY DATA SHEETS

MSDS/SDS for all substances used by the company is available for reference on each foreman's computer, and in GCC's database "F" drive from each division office. A Master File is maintained at the Santa Rosa Safety office. Viewing is available to all employees upon request. Substances will not be used unless the accompanying MSDS/SDS has been obtained and approved by the Safety Department.

MULTI-EMPLOYER JOB SITES

Multi-employer work sites are locations where more than one employer and his or her employees work, usually but not necessarily at the same time. Each employer is required to notify the other employers of hazards and to guard against exposing their own employees, as well as all other employees on the site.

NIGHT WORK

All night jobs will utilize the following precautions:

- Wearing retro-reflective clothing (Type 3 vest is required)
- Wearing flashing lights on your clothing.
- Placing retro-reflective tape on equipment.
- Using sufficient work area lighting.
- Know your surroundings – know the vehicle, equipment paths, assigned work areas.

NON-HARASSMENT POLICY

Harassment of any form is not tolerated. Information on the GCC Non-Harassment Policy is provided at hire. For a copy of the policy, contact GCC Human Resources.

OVERHEAD POWER LINES

Contact with overhead power lines can cause serious injuries and property damage due to arcing between the lines and heavy equipment. Overhead power lines in the travel path of such equipment, and in the immediate work area of equipment, will be identified before on-site work begins. Please notify your supervisor when any overhead lines are within 50' of your work area.

PERMIT (OR APPROVAL) REQUIRED TASKS

Workers must be certified, trained, and a permit, or approval, obtained before:

- Doing any hot work, such as cutting, welding, grinding, soldering.
- Using a powder actuated, or air driven tool.
- Using a laser.
- Using an internal combustion engine indoors, in a trench, or confined space.
- Moving emergency equipment.
- Excavating.
- Entry into a confined space, or trench.
- Removal or application of lead or asbestos containing material.
- Performing live electrical servicing work.
- Shutdowns of chemical, utility or electrical systems.
- Using a portable ladder in excess of 20 feet in length.
- Disposing of hazardous waste.

PERSONAL PROTECTIVE EQUIPMENT "PPE"

1. Our employees will wear footwear appropriate for the task, long pants, shirts with sleeves (no tank tops). If you don't wear the proper attire, you will be sent home.
2. Hard hats are required at all times. Safety glasses and faceshields will be required when exposures dictate (e.g. Use of Hilti Guns, jack-hammering, cutting, grinding, using any pressure release device which causes flying debris etc).
3. Hearing protection will be required when noise levels exceed 80db.
4. Employees are required to wear the appropriate gloves when exposed to vibration, cut, abrasion or skin irritants.
5. For Respiratory Protection information see the subsequent section.

POSTED NOTICES

1. Superintendent and/or Foreman will have the required State, Federal, and Cal/OSHA postings (binder, posters, or electronically) for review at every jobsite.
2. Specific Cal/OSHA Permits and Notices will be posted or readily available, as required by Cal/OSHA.
3. Location of posting notices must be communicated verbally at the start-up of new projects and periodically throughout the duration of the job.

PRE-CAST BOXES

To ensure the safety of employees and the general public, it is mandatory that the grate/lids be replaced on pre-cast culvert boxes (and similar exposures). If an exposure exists that would allow an individual to trip and/or fall, precautions must be taken, to include barricading the area.

PROP 65

Warning: Construction areas contain one or more chemicals known to the State of California to cause cancer, birth defects or reproductive harm. Familiarize yourself with the hazards of the materials and equipment you are using and follow the precautions indicated on product labels and MSDS/SDS. Refer to the Hazardous Communication section for additional information. Exposures at GCC include, but are not limited to asphalt, silica/concrete dust, diesel engine exhaust, and lime.

PUBLIC SAFETY

As applicable to the project and scope of work performed, public safety will be addressed and appropriate precautions taken to secure the site. Safety measures may include:

- Lights, guardrails, temporary covers and barricades.
- Excavations will be properly barricaded.
- Any other means considered necessary to ensure the safety of the public, and protection of the work applicable to the potential hazards identified.

REBAR (IMPALEMENT PROTECTION)

All rebar and stakes (form and line stakes) are required to be capped with flat caps. Cal/OSHA requires that employees working at grade or above the level of exposed protruding rebar or similar projection 6' or under be protected against impalement by guarding exposed ends with approved protective caps, covers, or troughs.

RESPIRATORY PROTECTION

GCC has a formal written Respiratory Protection Program to be in compliance with Cal/OSHA safety orders. Supplied Air Equipment is required in an atmosphere that could contain less than 19.5% or more than 23.5% oxygen. Respirators with appropriate cartridges are required in atmospheres that could contain dusts, fibers, mists, fumes, gases, or vapors at harmful concentrations. Exposures are to be identified before work begins. Communicate any concerns or identified exposures to your supervisor to ensure that you are provided with and are using the appropriate PPE for the task being performed. Only workers medically cleared, trained and fit tested will wear respirators.

The following table shows a general outline of common exposures and safety measures established:

PROCESS/TASK	POTENTIAL EXPOSURE	SAFETY MEASURES
Cleaning Equipment	Silica/Concrete Dust	Remove dust from equipment with a water hose, and/or use vacuums with (HEPA) filters.
Concrete Breaking/Drilling	Silica/Concrete Dust;	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations, or wetting method
Concrete Mixing	Silica/Concrete Dust;	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Concrete Sawing	Silica/Concrete Dust;	Use Wet Saw or Wet Kit for dry saw
Dry Sweeping/Debris Clean-Up	Silica/Concrete Dust;	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Granite/Grinding	Dust	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Lead	Lead	Adequate Ventilation; HEPA Vacuum, Wet Clean-up

PROCESS/TASK	POTENTIAL EXPOSURE	SAFETY MEASURES
Lime Treatment	Dust, Burns	Adequate Ventilation; Eye and Skin Protection; Reduction of Dust Concentrations; If there is airborne dust, use a NIOSH approved respirator with P100 cartridge
Pressure Treated Wood	Dust	Adequate Ventilation; Dust Mask; Reduction of Dust Concentrations
Metal - Cutting	Dust	Adequate Ventilation; Dust Mask;
Sandblasting - Abrasive	Silica	Only Type CE supplied air abrasive blasting respirators are suitable for abrasive-blasting. The following types are approved: 1) Continuous-flow respirator with loose-fitting hood and an assigned protection factor of 25. 2) Continuous-flow respirator with a tight fitting face piece and an APF of 50. 3) Positive-pressure respirator with a tight fitting, half-mask face piece and an APF of 1,000. 4) Pressure-demand or positive-pressure respirator with a tight fitting full face piece and an APF of 2,000.
Sandblasting - Non-Abrasive	Silica	Use at a minimum a N99 or HEPA disposable respirator (Only supplied air hooded respirator)
Asbestos Contained Material (ACM)	Asbestos, Cement, Dust	Trained and Certified workers, adequate ventilation, wet methods, approved respiratory protection and suites, and procedures, if necessary

REST AND MEAL PERIODS

It is every employee's responsibility to take his or her authorized breaks and meal period within the allotted time. An employee who voluntarily elects not to take an authorized break or a full ten-minute break will not be entitled to additional compensation for the missed break. The Foreman or Superintendent may stagger the breaks to avoid interrupting the flow of work or may schedule breaks to coincide with breaks in the flow of work. (The Rest and Meal Periods Acknowledgement Form provided at hire is available for review upon request)

RETURN TO WORK POLICY

GCC has a written Return to Work policy that is designed to provide guidelines for managing the return to work of employees injured on the job. It is the intent of GCC to provide a work place that is free from identified hazards that cause, or are likely to cause, death, illness, or physical harm. However when an employee is injured, GCC is committed to providing quality medical care and managing costs associated with the recovery of the injured employee.

RETURN TO WORK POLICY cont.

Temporary Modified/Alternate Duty: When an injury occurs, every employee will be evaluated by a physician for the ability to return to work, whether at full duty or temporary modified/alternate duty. Written return to work authorization, outlining any work restrictions, must be obtained from the designated treater, before the employee can return to work. After evaluating the treating physician's report, it will be determined if the employee can be assigned light and/or limited duty. Determination of availability will be based on, but not limited to, the employee's job description, skills/usual tasks performed, job assignment, and ability to accommodate limitations without affecting the production of work. Temporary modified positions are not intended to exceed a total of sixty (60) days.

Permanent Job Modifications: Due to the scope of operations performed by GCC, the ability to provide permanent job modifications is restricted. Refer to the written program for additional information.

Return to Full Duty Limitations (Union Employees): When a Union employee is injured on the job and is unable to work for an extended period of time, the ability to dispatch the employee for work is not guaranteed.

RIGGING/SIGNALING

1. Only qualified riggers who have received GCC specific training will be used to rig loads for lifting
2. Only qualified signal persons who have received GCC specific signal training will be allowed to signal operators lifting and placing loads
3. All rigging will be inspected before use and defective equipment will be removed from service
4. Chains used in lifting service must be alloy steel chain grade 8 or 10; tags must be present on all chains used for lifting service

ROCK CRUSHING/SCREENING PLANT SAFETY

Employees will be given instruction before being allowed to operate, service, transport or work around the Rock Crushing Plant. It is the employee's responsibility to read, understand and follow all operation, service and safety information presented – do not begin work until the training is completed!

Remember: If you are not trained, and qualified, to work with a piece of equipment, do not attempt it!

SAFE PRACTICES WITH TOOLS

1. All employees shall use all tools in accordance with their intended use and follow manufacturer's guidelines
2. Always keep tools sharp, clean and in good working order
3. Be sure to keep all electric cords safe from damage such as roll over by vehicles or cutting from sharp edges by securing them in the work area. Turn in any damaged electrical cords or tools for repair or replacement to small tools
4. Never use damaged tools and equipment. Remove damaged equipment from service. Mark damaged tools "DO NOT USE"
5. Never lift a power tool by its cord. Use ropes and other appropriate means for lifting equipment.

SAFE PRACTICES WITH TOOLS cont.

6. Never throw tools, materials, or other objects from buildings or structures.
7. Never modify a guard or safety on a power tool. Modifying a guard or safety on a power tool is a termination offense.
8. Do not use portable electrical tools or equipment that are not grounded or double insulated, all electrical equipment is to be GFCI protected
9. Never use compressed air or oxygen to blow dust or dirt off your skin or clothes.

SAFETY INCENTIVE PROGRAMS (FIELD)

To support our commitment to company wide safety, GCC utilizes safety incentive programs to help motivate field employees and acknowledge safe work practices and behaviors at the jobsite.

SCAFFOLD AND GUARDRAIL SAFETY

1. Scaffolds must be inspected daily before use by the competent person.
2. Never remove planks, guardrails, or any other part of a scaffold.
3. Report any damaged scaffolding to a supervisor immediately. Any damaged planks or rails must be removed and replaced.
4. Guardrails must be installed on all form scaffolds and at ends of scaffold sections.
5. Always install guardrails on the interior face of a structural element at an opening.
6. Install toe boards where workers may be present below.
7. No double-headed nails are to be used in the construction of guardrails in locations where clothing or hands could be caught.
8. Never use scrap or damaged lumber for guardrails.

SEWAGE & WASTEWATER EXPOSURES

Sewage and wastewater contains viruses, disease-bacteria, fungi, and parasites. Most exposures are transmitted to humans by swallowing, but some can enter through intact skin or damaged skin (cuts, etc.). Viruses can be absorbed into the body by breathing in contaminated water droplets or aerosols, swallowing contaminated water, eating or smoking with contaminated hands, or through skin contact.

GCC recommends to all employees that they discuss the possible benefits of Hepatitis A and B vaccinations with their treating physician.

For work around sewage or wastewater, engineering controls and safe work practices are the best ways to protect workers from exposures to disease. When engineering controls are not possible, use appropriate personal protective equipment. Depending on the project, respiratory protection may be required.

The best safety precautions include:

- Frequent, routine hand washing is the most important safeguard in preventing infection by agents present in sewage.
- Protective clothing (work clothes, coveralls, boots, and when appropriate, gloves and plastic face shields) is recommended. Work clothes should not be worn home and should be washed separately from other clothing.

SILICA DUST

Construction work that involves exposure to airborne sand and rock dust can expose employees to crystalline silica. Exposure has been shown to cause silicosis (lung disease). Hazardous activities include abrasive blasting with sand and loading, dumping, chipping, hammering, cutting, and drilling of rock, sand, or concrete. Before beginning work that could expose employees to crystalline silica, the following must be performed:

1. Establish method to control exposure to airborne contaminants.
2. Provide workers with training materials and information on exposures.
3. Operations in which employees may be repeatedly exposed to rock dust or sand should be evaluated by a qualified industrial hygienist.
4. When sandblasting, employees will be required to use Supplied Air Helmets.
5. In accordance with NIOSH recommendations, the following measures to reduce exposures will be followed:
 - Recognize when silica dust may be generated and plan ahead to eliminate or control the dust at the source.
 - Wet sawing will be used as an engineering control to protect the employee, and adjacent workers, from exposure.
 - Practice good personal hygiene to avoid unnecessary exposure to other worksite contaminants such as lead.
 - Wear disposable or washable protective clothes at the worksite.
 - Shower (if possible) and change into clean clothes before leaving the worksite to prevent contamination of cars, homes, and other work areas.
 - Post warning signs to mark the boundaries of work areas contaminated with respirable crystalline silica.

SMOKING AND OPEN FLAMES

Smoking and the use of open flames is strictly prohibited in areas where flammable liquids, gases, or highly combustible materials are stored, handled, or processed. Smoking is prohibited in any confined space. "No Smoking" signs must be obeyed.

STANDARD SAFETY PROVISIONS

The following items are accessible at all times:

Written Documentation:

- Injury and Illness Prevention Program (IIPP)
- Code of Safe Practices
- Hazardous Substances corresponding MSDS/SDS
- Copy of Annual Trenching Permit
- Foreman Procedure Manual w/Incident Report Forms
- Job Site Posters

Personal Protective Equipment (provided to all employees at hire):

- Hard Hat
- Safety Vest
- Safety Glasses
- Ear Protection

STANDARD SAFETY PROVISIONS cont.

Standard Supplies:

- First Aid Kit are located in jobsite containers and foreman's truck (restocked regularly and maintained in a waterproof container)
- Fire Extinguishers are located in jobsite containers and foreman's truck, ensure they are unobstructed, inspected, and serviced annually
- Reflective Triangles
- Water Cooler with supply of pre-sanitized disposable cups

STEEL TRENCH PLATE SAFETY

Steel Trench Plates

1. Steel trench plates have limits like any other equipment or tool used in the work place.
2. Trench plates should be accompanied by tabulated data, signed, and approved by a registered engineer. Calculations on steel plates and tabulated data may vary from agencies or companies.

Handling Steel Plates

1. Hands or fingers should not be placed on or around the steel plate and should not be pushed or guided by employee's hands while loading, unloading, or placing the steel plates. The steel plates should be straight and true with very little deformity and should be shimmed so the plate will not rock or injure anyone.
2. Placing a cold patch/cut back around the edges can eliminate tripping hazards, protect tires from bursting, and aid in keeping the plate in position.
3. When setting plates, be sure it is level and stable by use of wedges or similar when necessary.

SUBCONTRACTOR SAFETY COMPLAINE

Subcontractors are contractually required to perform work and maintain safety program(s) in compliance with Cal/OSHA Standards (applicable to the scope of operations performed). Subcontractors are responsible for providing a safe work place for its employees and to comply with all laws, regulations, and safety orders issued by governing bodies, public officers, and Ghilotti Construction Company. They are working for us, and in most cases, we must monitor their activities.

SUBSTANCE ABUSE POLICY

GCC is committed to providing a safe work environment and promoting the well-being and health of its employees. Information on the Substance Abuse Policy is provided at hire. The program includes provisions for mandatory pre-placement, post-accident, random, and reasonable suspicion/for cause and is designed to be compliant with governing laws and respective collective bargaining agreements.

TAILGATE SAFETY MEETINGS

- Employee attendance is mandatory!
- Tailgate Safety meetings will be held every week, at every jobsite location.
- Signed Tailgate Safety forms must be turned in to the Safety Department.
- Additional safety/tailgate meetings will be held as warranted by jobsite activity.

TEMPERATURE HAZARDS

Heat (High Temperature) Exposures: General safety guidelines include, but are not limited to:

1. Employees are encouraged to take time to acclimate to the heat.
2. Employees should avoid eating heavy meals before working in the heat.
3. Employees should not drink caffeinated beverages.
4. Fresh water is supplied daily. Employees are encouraged to drink a minimum of one quart per hour when heat stress exposure is present.
5. Methods for providing shade are established at all job site locations, when warranted by temperature.
6. Rest breaks are enforced.
7. Employees displaying serious symptoms of heat illness are provided immediate medical attention, if needed, taken to the nearest designated treatment facility.
8. Any employee suffering symptoms relating to heat exposure should notify their supervisor immediately. Symptoms can include cramps; exhaustion (headache, nausea, extreme weakness); fainting; lack of coordination and alertness; excessive, or no sweating; convulsions or shivering.
9. Supervisors are provided with appropriate training in accordance with Cal/OSHA safety orders.

Cold Weather Exposure: General safety guidelines include, but are not limited to:

1. Perform stretches to warm up and avoid damaging muscles.
2. Drink fluids to avoid becoming dehydrated.
3. Pay attention to footing to avoid serious injuries resulting from trip and fall incidents.
4. Dress appropriately. Keep hands, feet, and head covered to avoid effects of cold weather that can include Numbness, Shivering, Frostbite, and Trench foot. Change wet clothing immediately.

Signs of cold weather stress can include a change in behavior patterns, a change in skin or lip color, or shaking. When symptoms are present, the affected employee should be taken indoors immediately.

TOOLS AND EQUIPMENT

Following are some general safety guidelines. Each piece of tool, equipment, or machinery has its own specific safety features. If you are unfamiliar with its specific features, speak to your Foreman before proceeding:

1. Tools must be kept clean and in good repair.
2. Tools must be inspected daily. If a defect is identified, the tool must be tagged "DO NOT USE" and returned to the Santa Rosa Yard for repair or replacement.
3. Blades, bits, and other cutting parts must be inspected before each use – must be kept sharp – and must be replaced if worn or cracked (by an authorized person).
4. Use the proper tool for the job. NO SUBSTITUTES.
5. Use the appropriate PPE at all times
6. Only trained and authorized employees may repair defective equipment.
7. Power-operated tools must be grounded or double insulated.

TOOLS AND EQUIPMENT cont.

8. Safety guards must not be removed or deactivated.
9. The following tools must be equipped with a constant-contact (dead-man) on-off switch:
 - Drills, Rock Drills, Tappers
 - Grinders
 - Reciprocating, Circular, Chain Saws
 - Powered Tampers, Jack Hammers
 - Fastener Drivers
 - Disc and Belt Sanders
 - Vibrators, Breakers, Trowels
 - Any tool similar to those listed
10. Hoisting or lowering electric tools by their cords is prohibited.
11. Take measures to protect cords from pinching, cutting, chopping, abrasions, etc.
12. Compressor connections are to be secured with a clip, wire, or whip at all times. Be sure to bleed pressurized hoses before disconnecting them. Protect pressure hoses as you would electrical cords.
13. Never use compressed air or oxygen to blow dust or dirt from clothing. Compressed air used for cleaning should be less than 30 psi and should only be used when effective chip guarding is used and personal protective equipment is worn.
14. All operators of powder-actuated tool will be trained and licensed

Only trained or experienced employees may operate tools, machines, or equipment. If you are unsure how to use a tool/equipment, notify your Supervisor/Foreman immediately.

UNDERGROUND UTILITIES

An excavation cannot begin until the area has been marked and a “positive response” has been received. “Positive Response” requires that facility owners must either mark their facilities, put paint on the ground indicating they have responded to the USA ticket (such as “NO PG&E”), or indicate that there are no facilities in the excavation area.

Underground Utility Safety

1. Never assume that the plans or the utility company markings are correct as to depth or exact location of underground utilities. Dig with care. When possible, use probes, testing equipment, and hand tools to locate the utilities.
2. After the utility has been exposed, properly support it for the duration of the project and until properly backfilled.
3. Take special efforts to backfill under the existing utility to insure that it will not break during backfill operations.
4. Respect the public or private utility markings.
5. Foreman must call for remarks when the markings fade out or worn off.

When discovering or causing damage to any utility (no matter how insignificant – such as damaging protective coating) we are required to report the damage to the owner of the damaged facility, immediately.

Excavations within 10 feet of a “high priority” facility (defined as a petroleum, 60 psi+ natural gas, and pressurized sewage pipelines), require additional procedures.

VEHICLE SAFETY

1. Each driver/operator is responsible for completing the safety inspection prior to use.
2. Before operating any truck or automobile, you should check to see that all of the necessary equipment, such as tail lights, head lamps, signal lights, seat belts, mirrors, windshield wipers, back-up alarms and lights, etc. are in good working order and adjusted properly.
3. Any motor vehicle that is known to be in defective condition must not be operated and tagged "DO NOT USE."
4. The driver shall not move any vehicle until all riders comply with appropriate safety precautions and all loads are well secured.
5. Every employee will wear a seat belt in company vehicles.
6. In accordance with California state law, while operating any motor vehicle the use of cell phones is permitted only when using hands-free device.
7. Do not back up any vehicle or heavy equipment when the view to the rear is obstructed, walk around first, use a spotter if needed.
8. The driver should be sure that any towed trailer, air compressor, or other construction equipment is securely attached to the towing device. The safety chain must be secured to both the truck and equipment being towed. Also, it must be determined that the brake and signal lights are properly connected, when required.
9. Never operate a truck or heavy equipment in dangerous areas such as near edges of deep fills, banks or steep slopes.

Securing Vehicle Loads

Employees responsible for traveling with a loaded vehicle are responsible for making sure the load is secure. During the pre-trip inspection, always:

10. Overloading is prohibited. Know the vehicle weight rating and height capacity, and make sure the vehicle and axle weights are within legal limits
11. Check the condition of tie downs and ropes (are they damaged or work?) and the anchorage points
12. Make sure the utility doors are locked and secure
13. Make sure the load is packed tightly (loose loads can shift and cause problems with steering and braking)
14. Make sure the load is centered and the weight is distributed (the heaviest items should be toward the center of the total load)
15. Check to make sure there are no loose items that can fly out (do you need a tarp?)
16. Take into consideration the planned route of travel (is the load appropriate?)

Hauling Equipment

Every effort must be made to ensure the equipment is clean of rocks and debris, before transportation. Before traveling, check to make sure your load will not create a hazard to the vehicles traveling behind you.

VEHICLE USE POLICY (FIELD PERSONNEL)

- All company vehicles are to be driven only by employees cleared to drive.
- Personal use of company vehicles is limited to travel to and from work, only by individual employees assigned a company vehicle.
- Assignment of company vehicles can only be made by Management. Any exception of this policy, even on a temporary basis, must be with the knowledge and permission of the Equipment Manager, per episode.
- Any employee who drives a company vehicle must have a valid California Driver's License in their possession at all times and must maintain an acceptable driving record.
- An acceptable driving record is having no more than two (2) points as issued by the California Department of Motor Vehicles (DMV) against an individual's Driver's License at any time. Citations for Driving under the Influence, Reckless Driving, or other major violations are not acceptable.

Violations of the company Vehicle Use Policy may result in disciplinary action ranging from a written reprimand to a temporary or permanent loss of company vehicle driving privileges, suspension, or dismissal. GCC utilizes the DMV Employer Pull Notice Program, which is company wide and affects all employees. Information on this program is provided at hire.

WELDING

Welding operations should only be performed by trained, experienced, and authorized employees. Following are general safe work practices:

1. Avoid breathing fumes. Do not weld/burn without adequate ventilation.
2. Make sure your welding/burning operation does not create "Confined Space" conditions.
3. Wear appropriate PPE at all times, to include: Goggles, helmets or shields that provide maximum eye protection for the applicable process.
4. Wear appropriate clothing that is reasonably free of oil or grease. For heavy and overhead work, wear welding caps, jackets or aprons of flame resistant material.
5. Have a Fire Extinguisher readily available, use a Fire Watch, and move all combustible items out of range.

Electrical Welding:

1. Make sure you have an adequate ground.
2. Maintain welding leads in good condition. No splices, repairs, or connectors are allowed within 10 feet of the electrode hold.
3. Use welding screens to protect the eyes of others working around you.
4. When performing gas-shielded arc welding, keep all parts of the body covered to protect from ultraviolet and infrared radiation.
5. Electric shock from welding equipment can and does kill. Do not allow you body to close the circuit between the ground and the electrode. Keep your body insulated from the work and the electrode holder.
6. Have a Fire Extinguisher readily available, use a Fire Watch, and move all combustible items out of range.



WORKPLACE VIOLENCE POLICY

The GCC Workplace Violence Policy is provided in the New Hire Packet. Workplace violence is considered any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the jobsite. Workplace violence can effect or involve employees, clients, and other individuals including but not limited to the public. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated. Violation by an employee or agent of GCC of this policy will lead to appropriate disciplinary action (up to and including termination).