

# **MacBracey Corporation**

## **Employee Handbook**

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## **Welcome New Employee!!!**

On behalf of your colleagues, I welcome you to MacBracey Corporation and wish you every success here.

We believe that each employee contributes directly to MacBracey Corporation's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, as it will answer many questions about employment with MacBracey Corporation.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!!

Sincerely,  
MacBracey Corporation

Mary S. Bracey  
President

## **Introductory Statement**

This handbook is designed to acquaint you with MacBracey Corporation and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines programs developed by MacBracey Corporation to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As MacBracey Corporation continues to grow, the need may arise and MacBracey Corporation reserves the right to revise, supplement or rescind any policies or portions of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or MacBracey Corporation to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

## Employee Acknowledgement Form

The employee handbook describes important information about MacBracey Corporation, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with MacBracey Corporation voluntarily and acknowledge that there is no specified length of employment. Accordingly, either MacBracey Corporation or I can terminate the relationship at will, with or without cause, so long as there is no violation of applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to MacBracey Corporation's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of MacBracey Corporation has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained therein and any revisions made to it.

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Employee Signature

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Date

---

Employee Name (Typed or Printed)

**Please sign this form and return it to your supervisor. Keep the handbook for your reference.**

## **101 Nature of Employment**

Employment with MacBracey Corporation is voluntarily entered into, and the employee is free to resign at will any time, with or without cause, subject to the obligation of the employee to provide advance notice of termination upon resignation. Similarly, MacBracey Corporation may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between MacBracey Corporation and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at MacBracey Corporation's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of MacBracey Corporation.

## **102 Employee Relations**

MacBracey Corporation believes that the work conditions, wages and benefits it offers employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

## **103 Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MacBracey Corporation will be based on merit, qualifications, and abilities. MacBracey Corporation does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **104 Immigration Law Compliance**

MacBracey Corporation is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with MacBracey Corporation within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their supervisor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **105 Conflicts of Interest**

The purpose and intent of this policy is to state certain broad principles of conduct to be followed by all employees of MacBracey Corporation for guidance in situations where there may be a question of conflict of interest. It is the duty of all employees to always act in good faith and not to exercise their positions for private or personal advantage.

The following are corporate policies on situations that are clearly conflicts of interests:

1. An employee may not serve as a director, officer or employee of any business entity which does business with MacBracey Corporation without prior written approval of the president of MacBracey Corporation. An officer or employee of MacBracey Corporation may not under any circumstances serve as a director of, consultant to, or employee of a corporation which is competitive with MacBracey Corporation.
2. No employee shall, directly or indirectly, engage in or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with the employee's independent exercise of judgment in the company's best interest.
3. An employee may not accept, directly or indirectly, from any person or business entity doing business with MacBracey Corporation, any money, loans, (except loans from banks or other lending institutions in the normal course of their business), or any gifts or gratuity, favor or service, which might conceivably tend to induce the employee to violate his duties to MacBracey Corporation.
4. MacBracey Corporation shall not perform work for any director, officer, or employee of a corporation or organization which has employed MacBracey Corporation a general contractor or construction manager without prior written approval of the president of MacBracey Corporation. Very clear documentation



of contracts and billings must be maintained in any transaction of this nature which is approved.

5. MacBracey Corporation employees shall not employ the services of a subcontractor to MacBracey Corporation without the written approval and full disclosure of such transactions with the president of MacBracey Corporation. Furthermore, employees shall not accept favors of substantial value which may imply conflicts between the interest of the employee and those of the company.
6. MacBracey Corporation employees shall not perform work of any nature for other MacBracey Corporation employees during regular business hours. In addition, compensation for transactions of this nature shall be handled directly between the individuals involved and should not flow through corporate payroll records.

Violations of any of the above policies shall be considered grounds for immediate termination of employment with MacBracey Corporation.

These are not intended to be an all-inclusive list of conflicts of interest. Any transaction which may be unclear as to the existence of a conflict of interest shall be reviewed with the president of MacBracey Corporation.

## **106 General Integrity**

The company values its integrity. We intend that our business practices be compatible with the economic and social priorities of the locale in which we operate, but we believe that honesty is not subject to criticism in any location. Accordingly, even though standards of ethics may vary in different business environments, honesty and integrity characterize our business activities. Managers are NOT permitted to achieve results at the cost of violation of laws or regulations or through unscrupulous dealings.

## **107 Compliance with Laws and Regulations**

The company strives to be in strict compliance with all laws and regulations that may be applicable to business. In some instances, laws and regulations may be ambiguous and difficult to interpret. Management has access to legal advice in every location where the company operates and should seek such advice as is necessary to ensure compliance with the policy of observance of all laws and regulations.

## **108 Political Contributions**

The company will not make corporate political contributions to political parties or candidates for office.

## **109 Candor Among Management**

Senior management must be informed at all times of matters which might be considered sensitive in preserving the company's reputation. Concealment may be considered a signal that company policies and rules can be ignored, and such conduct cannot be

tolerated and could result in dismissal. Accordingly, there will be full communication with senior management even when it might appear that less candor is desirable to protect the company.

## **110 Acceptance of Costly Entertainment or Gifts**

Employees should not accept costly entertainment or gifts that may imply conflicts between the interests of the employee and the company. Where such gifts are unavoidable, they should be reported to the president or the chairman of the board for determination of the extent to which they are to be considered the personal property of the recipient.

## **111 Corporate Hospitality of Public Officials**

Acts of hospitality toward public officials should be of such scale and nature to avoid compromising the integrity or impugning the reputation of the public official or the company. All such acts should be performed in the expectation that they will become a matter of public knowledge and record.

## **112 Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their job with MacBracey Corporation. All employees will be judged by the same performance standards and will be subject to MacBracey Corporation's scheduling demands, regardless of any existing outside work requirements.

If MacBracey Corporation determines that an employee's outside work interferes with performance or the ability to meet the requirements of MacBracey Corporation as they are modified from time to time, the employee may be asked to terminate or alter the outside employment if he or she wishes to remain with MacBracey Corporation.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside MacBracey Corporation for materials produced or services rendered while performing their jobs with MacBracey Corporation. A violation of these rules is grounds for discipline, including discharge from employment.

## **113 Non-Disclosure**

The protection of confidential business information and trade secrets is vital to the interests and success of MacBracey Corporation. Such confidential information includes, but is not limited to, the following examples:

- Compensation Data
- Customer Lists
- Customer Preferences

Financial Information  
Marketing Strategies  
New Materials Research  
Pending Projects and Proposals  
Medical Files of Employees  
Personnel Files of Employees

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## **114 Disability Accommodation**

MacBracey Corporation is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities with meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists.

MacBracey Corporation is also committed to not discrimination against any qualified employees or applicants because they are related to or associated with a person with a disability. MacBracey Corporation will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. MacBracey Corporation is committed to taking all other actions necessary to ensure equal employment opportunity for persons

with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## 200 Employment Categories

It is the intent of MacBracey Corporation to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and MacBracey Corporation.

Each employee will belong to one other employment category:

**Regular, full-time employees** are those who are not in a temporary or introductory status and who are regularly scheduled to work MacBracey Corporation's full-time schedule. Generally, they are eligible for MacBracey Corporation's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Part-time employees** are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all MacBracey Corporation's other benefit programs.

**Temporary employees** are those who are hired as interim replacements, to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance, Social Security and State Unemployment insurance), they are ineligible for all MacBracey Corporation's other benefit programs.

**Casual employees** are those who have established an employment relationship with MacBracey Corporation but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance, Social Security and State Unemployment insurance), they are ineligible for all MacBracey Corporation's other benefit programs.

## 201 Probationary Period

It is the policy of MacBracey Corporation that all new employees and all present employees transferred or promoted to a new job shall be placed on probation for a period of three months. Upon successful completion of the probationary period, employees are given regular full-time or part-time status.

During the probationary period, your job performance will be carefully observed by your supervisor. Weaknesses in performance or attitude shall be brought to your attention in a manner appropriate for understanding and self-correction.

At the conclusion of your probationary period, your performance will be reviewed by your supervisor to determine if you have successfully performed your duties and responsibilities during the three-month period.

## **202 Supervision**

The person you report to on the job is your immediate supervisor. You should speak with your supervisor if you have any questions, problems, or suggestions.

## **203 Personnel Records**

The human resources department maintains all your employee and payroll records. It is important to keep this information up to date. Please inform your supervisor of changes in address, telephone number, family status, etc., IN WRITING as soon as possible. It is your personal responsibility to notify your supervisor of any changes in this information.

## **204 Performance Evaluations and Merit Increases**

You are evaluated annually each December. New employees may be reviewed more frequently as the scope of their job changes. Upon promotion or an increase in your responsibilities, a special performance evaluation may be conducted. The purpose of performance evaluation is to identify your strong points as well as areas that need improvement. Management will take into consideration the results of your performance evaluation when determining merit raises. However, your evaluation does NOT guarantee a raise.

Our policy on merit raises provides a positive financial incentive for outstanding performance. Merit raises are given to reward improved performance and increased responsibility rather than length of service. Merit raises generally take effect in the pay period following your notification of the increase.

In order to advance with MacBracey Corporation on the pay scale as well as on the responsibility scale, please refer to the advancements section of these rules and regulations.

## **205 Lay-Off Period**

When you are in a lay-off period of employment with MacBracey Corporation, you must contact the office for work availability and be available for work on a daily basis unless otherwise informed.

### **301 Employee Benefits**

Eligible employees at MacBracey Corporation are provided basic benefits. A number of the programs (such as Social Security, workers' compensation, and state employment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Medical Benefits
- Vacation Benefits
- Vision Benefits of America
- Mutual of Omaha Dental
- Holiday Pay
- Parental Leave of Absence
- 401k
- Bereavement Leave
- Unpaid Time Off

### **302 Medical Benefits**

MacBracey Corporation provides a health insurance benefit to employees in the following classifications:

#### **Regular Full-Time Employees**

The current health insurance provider is the UPMC HealthPlan. MacBracey Corporation pays 100% of the employee cost and 25% of any spouse/dependent coverage. This benefit is provided on the first day of the month following 30 days of regular full-time employment. In the event of employment termination, medical coverage will continue for a maximum of 30 days.

Information concerning co-pays, benefits, etc. provided by UPMC HealthPlan is detailed in the plan documents provided to employees upon enrollment. Any additional questions an employee may have should be directed to UPMC HealthPlan or the benefits administrator.

### **303 Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

### **Regular full-time employees**

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule. Vacation scheduling will be done on a first come, first serve basis.

#### **Vacation Earning Schedule**

<b>Years of Eligible Service</b>	<b>Vacation Days Each Year</b>
First Partial Year (after six three of employment)	Prorated based on start date
Complete Years:	
Years 1 – 5	80 hours per year
Years 6-15	120 hours per year
Years 16+	160 hours per year

#### **Qualifications:**

1. Vacation time cannot be carried forward. You must use the time in that calendar year or lose it.
2. Vacation time cannot be “borrowed” from future years. You may only use vacation time from the current calendar year.
3. If any employee quits during the calendar year or MacBracey Corporation, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.
4. Paid vacation time can be used in a minimum of two-hour increments.
5. To take vacation, employees must request advance approval from their supervisors. A request form is included as a part of this section and is available on the employee portal and must be turned in a minimum of two weeks prior to the requested days off. Requests will be reviewed based on several factors, including business needs and staffing requirements.
6. Vacation days taken without pre-approval may not be paid.

### **304 Vision Benefits**

MacBracey Corporation provides a vision insurance benefit to employees in the following classifications:

#### **Regular Full-Time Employees**

The current vision insurance provider is Vision Benefits of America. Employee participation is optional. This benefit is provided on the first day of the month following 30 days of regular full-time employment. In the event of a lay-off, vision coverage will



continue for a maximum of 30 days.

Information concerning premiums, co-pays, benefits, etc. provided by Vision Benefits of America is detailed in the plan document provided to employees upon enrollment. Any additional questions an employee may have should be directed to Vision Benefits of America or the benefits administrator.

### **305 Dental Benefits**

MacBracey Corporation provides a dental insurance benefit to employees in the following classifications:

#### **Regular Full-Time Employees**

The current dental insurance provider is Mutual of Omaha. Employee participation is optional. This benefit is provided on the first day of the month following 30 days of employment. In the event of a lay-off, dental coverage will continue for a maximum of 30 days.

Information concerning co-pays, benefits, etc. provided by Mutual of Omaha is detailed in the plan document provided to employees upon enrollment. Any additional questions an employee may have should be directed to Mutual of Omaha or the benefits administrator.

### **306 Holidays**

MacBracey Corporation will grant paid holiday time off to all employees on the holidays listed below:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

The re-arrangement of time off for holidays falling on weekends will be considered at the beginning of each year and will be assigned to dates with the best interest of MacBracey Corporation in mind.

MacBracey Corporation will grant paid holiday time off to all eligible employees who have completed 90 calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

### **Regular full-time employees**

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

### **307 Parental Leave of Absence**

Once an employee has been employed as a regular full-time employee of the Company for more than one year, they may take up to ten weeks of parental leave following the birth of a child or placement of a child for adoption or foster care. This leave must be taken within the first twelve months following birth or placement of the child. If the employee has paid leave available, this will run concurrently with the leave; after all paid time off is used, this leave will continue unpaid. Holidays that fall during leave will not be paid, except through the use of the employee's accrued paid time off.

The employee should submit their request in writing and state the date the leave is to begin and the date of return to work. Employees may request leave in one-week or greater increments, though approval of non-consecutive leaves will be dependent upon business needs. When requesting leave, the employee may be required to provide documentation to support the birth or placement of the child.

If applicable, health care benefits will be maintained during the leave. The employee is responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

The Company reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by the Company on behalf of the employee while the employee was on a parental leave of absence. Paid time off, seniority and other benefits are not accrued during the unpaid parental leave of absence.

If an employee fails to return to work on the scheduled date of return, the employee will be considered to have abandoned their position and voluntarily terminated their employment.

### **308 401k**

MacBracey provides a matching 401K plan administered by Principal Financial to all regular full-time employees. Details of the plan can be found in the plan document. Both pre-tax and ROTH plans are available. MacBracey makes matching contributions up to 4% of an employee's gross wages.

For prevailing wage projects where a specified fringe amount is payable, contributions will be made to a 401K account for any amount not provided for by the other benefits MacBracey Corporation provides the employee, no matter whether the employee regularly makes contributions or not.

### **309 Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

#### **Regular full-time employees**

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

MacBracey Corporation defines "immediate family" as the employee's spouse, mother or father, grandparents, spouse's mother or father, children, children's spouses, grandchildren, great grandchildren, brothers or sisters and their spouses, nieces, and nephews.

### **310 Unpaid Time Off**

Employees who wish to take time off due to reasons other than medical, and do not have paid leave remaining are entitled to up to five days of unpaid time off per year. Unpaid time off as described in this section will be provided to eligible employees in the following classification(s):

#### **Regular full-time employees**

Unpaid time off under this section should be requested using the new version of the Vacation Request Form located in your employee portal or available from the office. One week's notice is required to use unpaid time off unless in cases of emergency. Only one day may be used per week, and they may not be taken back-to-back (i.e. Friday then the following Monday). There is no accrual of time under this policy and no rollover.



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**General Construction & Consulting**

Phone 724/229-0119  
Fax 724/225-1180

## Employee Vacation Request Form

Employee  
Name: \_\_\_\_\_

Today's  
Date: \_\_\_\_\_

Vacation Time

Unpaid Time Off

I am requesting the following dates off:

	SUN	MON	TUE	WED	THUR	FRI	SAT
Date:							

	SUN	MON	TUE	WED	THUR	FRI	SAT
Date:							

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

## Manager's Approval

Manager's  
Signature: \_\_\_\_\_

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

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Notes: \_\_\_\_\_

\_\_\_\_\_

## **401 Time Keeping**

All supervisors are required to complete daily time entries through the app. If you are the supervisor for the job, you are required to complete daily supervisors report in addition to the daily time entries. Further, please be advised that these time entries must be submitted to MacBracey Corporation no later than 9 a.m. the following morning after the completed workday.

## **402 Work Week / Pay Period**

MacBracey Corporation work week is Saturday through Friday. Your paycheck will be issued on Thursday following the end of the work week.

We take deductions from your paycheck as required by federal and state law. These deductions are based on information supplied by you. Any changes in name, address, marital status, or number of dependents must be reported by you to ensure proper deductions for tax purposes. Upon termination, the company may withhold any money owed by you from your final paycheck.

MacBracey Corporation policy does not allow us to issue paychecks in advance. Your paycheck will be issued via direct deposit.

For your protection, we will not change banking information without a completed written request form.

## **403 Mileage**

All employees are expected to travel to work within a 90-mile radius of MacBracey's office, Pennsylvania.

Please be advised that we will not pay for miles traveled within the 90-mile radius, however, if you travel outside the radius, you will be paid the current federal mileage reimbursement rate for each mile traveled beyond the 90-mile radius.

Example: You travel to a job which is located 100 miles from MacBracey's office, Pennsylvania. The first 90 miles are within the 90-mile radius as mentioned above, the remaining 10 miles will be paid to you at the current federal mileage reimbursement rate.

NOTE: Only drivers driving their personal vehicle will be compensated for mileage. No passengers compensated.

## **501 Work Schedule**

The work week will consist of five 8-hour days or four 10-hour days. The days worked will be determined by weather and job necessity and are subject to change at any time, so employees should be prepared to work five days per week. All employees are to be on the job at least 10 minutes prior to the actual start time so that they will be ready to start at the designated time set by MacBracey Corporation. Regular daily start time on the jobsite is 7 a.m. unless otherwise informed. You will be given one, one-half hour, lunch break from 12 noon until 12:30 p.m. You may choose to substitute this one half-hour break with two 15-minute breaks. This lunch time is unpaid. Regular quitting time will be 3:30 p.m. or 5:30 p.m. (depending on current schedule) unless otherwise stated. This includes the clean-up time for the last fifteen minutes of the shift. Overtime pay is only paid on hours worked over 40 per week. If you don't work a full day, it is your responsibility to check in with the job's supervisor or project manager after work is complete for the day. The reason for this may be due to an emergency service call, material pick-up requirement, etc.

## **502 Rainouts**

MacBracey Corporation does not pay any employee for rain-out time. If it is raining on your job, you are to only wait one hour for it to stop. If it has not stopped, you must contact the job's supervisor or project manager for further instructions as you may be required to work on a different job.

## **503 Tools & Equipment**

You, as an employee of MacBracey Corporation, must provide the basic tools and equipment you need to perform your job. Each employee will be issued a box of power tools. If a tool is no longer functional, the non-functioning tool is to be returned to your supervisor for replacement. Periodic checks will occur at safety meetings to verify contents. You will be notified when you should bring your box with you. Any missing tools are the responsibility of the employee, and the replacement cost will be deducted from your next paycheck.

Keep your personal and issued tools clearly marked with your name or initials. Please respect the property of other workers at the job site. Any tools which are issued by the company for your use remain the property of MacBracey Corporation and must be returned in good condition upon termination of employment.

All employees that use any MacBracey Corporation tools, ladders, etc., will be responsible for those items. Any damage to such equipment (vehicles included) as a result of misuse or negligence by any employee will be the responsibility of that employee to repair or replace such items at his/her own cost.

## **504 Required Tools**

### **MacBracey Required Tool List**

Hammer	Cats Paw
Wire Strippers	Steel-Toed Boots
Lineman Pliers	Box of Impact Bits and Nut Runners
Dykes	Channel Locks
Tape Measure	Vice Grips
4-inch Razor Scraper	Wood Chisel
Chalk Box	Framing Square w/ Stair Gauges
5 and 1 Purdy Tool	6" Level
Speed Square	Sliding T-Bevel
Electrical Tester	Crescent Wrench
Razor Knife	Plumb Bob
Drywall Pan	Needle Nose Pliers
Phillips Screwdriver	Jab Saw
Drywall Knives - 4", 6", 8", 10",	Pencil
Flat Head Screwdriver	Allen Wrenches
Nail Sets	Tin-Snips- Yellow, Green, and Red
Tool Belt	Handles
Flat Bar	

It is suggested that employees acquire a toolbox to keep personal tools organized and together. Place initials or some kind of distinctive marking to distinguish your tools from another employee's.

MacBracey will provide any power tools that are necessary to complete tasks efficiently. Hand tools, however, are the workers' responsibility. They are the tools required to do our trade and each worker will be held responsible for having these.

If employees do not have their own hand tools on their assigned jobsite they can and will be dismissed until they have the correct tools. Each employee is responsible to have their own tools; no sharing of tools is permitted as this adds to labor costs.

If employees want more responsibility and to be considered for future raises, they need to be prepared and execute the required tasks efficiently and correctly. This is not possible without the proper tools.

If you have any questions regarding this policy, please contact the general superintendent.

## **505 Injuries & Accidents**

In the case of injury during work with MacBracey Corporation, you must contact MacBracey Corporation immediately after the injury occurs, so that we can complete an

accident report. A federal law (OSHA) requires that we keep records of all illnesses, injuries and accidents which occur during the workday. State laws regarding workers' compensation require that you immediately report any illness or injury on the job, **no matter how slight.**

After you notify your supervisor of your accident or injury, you should report to a facility for the injury to be evaluated and treated. If the accident is serious and you cannot make it to the proper facility, have another employee drive or call 911 to take you to the nearest hospital, however, you must report to the proper facility for any follow-up.

## **506 Company Vehicles**

Any employee, who as part of their job requirements is required to operate a motor vehicle, is required to submit proof of a valid driver's license. If your driver's license is revoked and you are required to operate a vehicle as part of your employment, notify MacBracey Corporation immediately.

When a vehicle has been entrusted to you, it is your responsibility to operate it in a safe and proper manner. Any fines incurred as a result of driving and parking violations shall be paid by you. You should park the vehicle in an area free from danger or risk. Never leave the keys in an unattended vehicle.

If a vehicle accident occurs, you must notify your supervisor at once. Be sure to obtain all the facts surrounding the accident. Notify the police, if necessary, and obtain all the information of the other vehicle including make and model of vehicle, extent of damage, their insurance carrier, any injuries, and any witnesses. Even if no damage was sustained by our vehicle, you still must inform your supervisor. Your supervisor will assist you in completing an Incident Report on the accident.

If damage to a company vehicle is caused by employee negligence, it will be considered an expense of the employee and repair payments will be deducted from the employee's wages. MacBracey Corporation will determine if the employee was at fault for willful negligence.

NOTE: The employee should keep a log of personal vehicle use which can be used as a personal deduction.

## **507 Cellphone Policy**

All MacBracey Corporation employees must carry fully operable (operable voice, text, and data) smartphones with them on all jobs, subject to the following guidelines:

1. Mandatory Provision:
  - a. Employees who are required to input time and job information will be provided with a monthly stipend to accommodate the additional data required by company use of their phone.



- b. It is mandatory that all employees maintain an operable smartphone to enter their work hours and send and receive correspondence. All three features; voice, data and text must be operable at all times unless there is a cellular service issue.
  - c. In the event that an employee is not in compliance with this portion of the policy, that employee will have the option of receiving a company provided smartphone at the employee's expense, with the monthly charges taken as weekly payroll deductions. If the employee refuses this option, the employee will be disciplined according to the progressive disciplinary policy up to and including termination of employment.
- 2. Personal Use:
  - a. Personal use of cellular telephones during work hours is considered to be outside the employee's scope of employment. Prior to using the cellular telephones during work hours for personal use, employees will inform their immediate supervisors.
  - b. All personal phone calls, emails, text messages, social networking, internet surfing, etc., will only be done during scheduled break periods or lunch periods.
  - c. During working hours, except for break periods, employees will take no personal incoming, nor make any personal outgoing calls, unless permitted by supervisors.
- 3. Use While Operating Machinery & Vehicles:
  - a. Employees will not use their cellular telephones while operating any MacBracey Corporation owned vehicles or equipment.
  - b. Employees will be held personally and financially responsible for all damage and litigation in the event of an accident involving company owned vehicles or equipment resulting from the employee's use of a cellular telephone.
- 4. If the company or a supervisor receives a complaint or suspects that an employee is violating the personal use or use while operating machinery and vehicles portions of this policy, the company or that supervisor may require the employee furnish the cellular telephone records for the time frame in question for the company to verify or negate the complaint or suspected abuse. Violators of this policy will be disciplined according to the progressive disciplinary policy up to and including termination of employment.
- 5. MacBracey Corporation assumes no liability for loss or damage to employees' personal property, including personal cellular telephones, carried in company vehicles or left on company property or job sites. Employees assume the risk of loss or damage to any personal property carried by employees during their workday.

Cellular telephone use puts not only the employee at a higher risk, but the entire work area in danger by providing distractions that encourage accidents. We must work together and keep one another safe. MacBracey Corporation will ensure that all employees are aware of the above guidelines before allowing them to carry cellular telephones during work hours.

## **601 Work Rules**

To ensure that we maintain a consistently high standard of personnel and services, MacBracey Corporation expects its employees to work within the guidelines.

**Violations of the following will result in immediate termination rather than progressive discipline.**

- A. You will not transport, possess, use or be under the influence of intoxicating beverages or narcotic drugs at any time, including time en route to work, breaks and lunch. Any employee who must use prescribed drugs or narcotics during work must report this fact to management along with acceptable medical documentation. A determination will then be made as to whether the effects of the drug or narcotic will pose a potential safety risk considering the nature of the employee's work assignment. This notification includes temporary medication (cold remedy, etc.) and permanent medication (high blood pressure drugs, diabetes control, etc.).
- B. You will not remove property from the company's premises without authorization. You will not engage in theft or dishonesty or aid another person to secure stolen property. You will not misuse, destroy or damage company property or the property of any employee. You will not fail to report damage to company property, no matter how slight.
- C. You will not engage in disobedience or insubordination. You will not refuse or coerce another employee to refuse a work assignment or instructions of a member of management.
- D. You will not alter the time keeping record (sign-in sheets, etc.) of another employee or have another employee change or alter your time record. Nor shall willful misuse of recording of pictures, obscenities, or other messages be tolerated.
- E. You will wear hard hats, proper work shoes and proper work clothing while at work. Tennis shoes and casual footwear are not permitted.
- F. You will not engage in fighting or disorderly conduct.
- G. You will not possess or handle firearms or weapons of any type on jobsites without proper permits or as allowed by the property owner, and as permitted by MacBracey Corporation's written notice.
- H. You will not drive or operate a motor vehicle if you do not possess a driver's license or if your license is suspended or revoked. You must notify your supervisor of any driving violations, accidents, or license suspensions and a copy of the citation must be provided to the company.

- I. Anyone who drives a MacBracey Corporation vehicle will be expected to obey ALL vehicle laws, including the use of seat belts. Any fines incurred are the responsibility of the driver.
- J. No dump truck is not to exceed 60 mph. The dump truck, under law, is expected to obey all reduced gear zones. When hauling garbage or anything which can blow out and could cause damage to pedestrians or vehicles, you must tarp the truck.
- K. Make sure that when hauling anything on the trucks that it is properly tied on. If it is found that any property or equipment is damaged due to negligence by the employee using such vehicle, he/she will be expected to pay for damages.

**Violations of the following will result in progressive disciplinary action:**

- A. You will be at your workstation ready to begin work 10 minutes prior to the starting time indicated, wearing appropriate work clothes - work boots, long-leg pants, T-shirt, flannel or sweatshirts, no perverted language, work gloves, when needed.
- B. You will not use profane, abusive, or threatening language or distribute obscene materials.
- C. You will not engage in horseplay, unnecessary shouting, or demonstrations. You will not throw anything.
- D. You will not create or contribute to unsanitary conditions or poor housekeeping.
- E. You will not distribute, post, deface or remove literature of any kind on any part of company property during working time.
- F. You will not sleep, loaf, or loiter during working hours.
- G. You will not falsify any employee or company records.
- H. You will not leave your assigned work area (i.e. walking off the job) during your scheduled shift without permission. You will not appear on the jobsite premises at any time other than your scheduled shift.
- I. You will not be repeatedly late or absent.
- J. You will report injuries or accidents immediately and will not misrepresent facts regarding the same.
- K. You will comply with all safety regulations.

L. You will only eat and/or smoke in designated areas.

M. You will not scrap without authorization.

Due to the locations of some projects, it will be necessary to be restricted to the site for lunch periods.

It is impossible to devise a set of rules that will apply to every situation. Management reserves the right to change these work rules at any time.

Should cases develop which are not covered by these guidelines, they will be handled on an individual basis, subject to such penalties as may be appropriate for the type of infraction involved.

When picking up any materials for a specific job, please be reminded that the job number must be placed on the invoice slip and your signature on it. These invoices must be submitted to the office with your daily time sheet. If we do not have the proper information on the invoice, and/or invoices are missing, you will be held responsible for payment of that invoice.

If you are the last employee(s) to leave a jobsite, you are required to lock the premises, unless otherwise directed.

If an error is made on a jobsite, and if found negligent on the part of an employee, the correction of said error will be completed at the cost and on the private time of said employee. Example, if a countertop would get a gash, scrape, etc., on it because an employee placed a saw blade on it, that employee would be responsible for replacing the countertop at his cost of the materials and time.

## **602 Absentee/Late/Early-Out Policy**

The company's successful operation depends in large part upon the attendance of all its employees. You have an important job which fits into a pattern of production. Absences, tardiness, and early-outs are undesirable because they affect not only company operations but the way in which fellow employees are able to do their job. It is important to have a uniform attendance policy to avoid any misunderstandings. MacBracey Corporation uses the following point system:

### **A. Calculation of attendance infractions.**

Absent with calls: 1 point.

Absent, no call: 2 points.

Tardy: ½ point.

Early departure: ½ point.

Late return from lunch or break: 1 point (over 30 minutes).

Employees are given a five-minute grace period at the start and end of each scheduled shift and for breaks and for lunch. Employees are required to report an absence by making a phone call to the job supervisor. Employees must report each day they are absent. Failure to call-off one hour prior to a shift will result in a no call-no show.

Attendance infractions points are removed after six months.

## **B. Overview of disciplinary action for attendance infractions.**

Attendance issues will result in progressive disciplinary action up to and including termination based on the following point system:

- 3 points: Verbal warning.
- 4 points: Written warning.
- 5 points: One-week unpaid suspension beginning the following week.
- 6 points: Termination.

If an employee is absent for three or more consecutive days, evidence for excusing the absence, such as a doctor's note, must be provided.

If an employee is a no call-no show for three or more consecutive days it will be considered a job abandonment, or termination without notice.

Employees may request exceptions for work absences from human resources and management. These must be approved on a case-by-case basis.

## **C. Excused, unpaid absences without disciplinary action.**

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, a car accident, medical appointment, and unavoidable emergencies. In these cases, employees must provide documentation to prove a reason for the absence. Please also refer to the Unpaid Time Off Policy in Section 300.

## **D. Attendance policy exceptions.**

Absence because of bereavement, jury duty, or military duty, are exempt from disciplinary action, as are FMLA and ADA related absences. These absences require proper documentation to be given to a supervisor within 48 hours of the absence.

## **E. Good Attendance Incentive.**

Employees who report to work regularly, on-time and working complete shifts will be incentivized by receiving additional vacation time. In January and July each year, the previous six months of attendance will be reviewed for those employees having

six months or more of employment with MacBracey Corporation. Those employees having less than one point for the previous six months will receive 1/2 day of vacation.

## **603 Safety Rules**

MacBracey Corporation strictly enforces all OSHA regulations. Employees should reference the MacBracey Safety Manual attached at the end of this section for specific safety rules.

## **604 Drug and Alcohol Policy**

Drug and alcohol contribute to billions of dollars in lost production and thousands of workplace injuries every year. MacBracey Corporation takes drug and alcohol abuse very seriously and will not tolerate it. MacBracey absolutely prohibits the use of alcohol or non-prescribed drugs at the workplace or while on company premises. The use, sale or possession of alcohol or non-prescribed drugs on the job or on company property may result in immediate discharge.

MacBracey Corporation utilizes the TEAMS platform for the drug and alcohol screening program for all employees. All new-hire employees will have pre-employment drug screening. Following the pre-employment testing, employees will be selected at random for drug screening. Failure to take a requested test will lead to termination.

The Drug and Alcohol policy that MacBracey Corporation will enforce is the “two strike” policy. If an employee tests positive for a medication that is prescribed to them by a licensed physician, they will be asked to send their prescription to the tester, if the employee is not able to produce a valid prescription this will be considered a positive test. If a test result is returned inconclusive or diluted this will be considered a positive test. An employee that has tested positive for drugs, alcohol or non-prescribed drugs will be suspended until proper treatment/rehabilitation for their drug or alcohol dependency is completed. Once an employee has tested positive, the owner/supervisor has the right to issue follow-up drug screenings at their own discretion. Positive tests will be tolerated two times as long as the offending employee participates and completes treatment or rehabilitation for their dependency. Upon the third positive test for drugs, alcohol, or non-prescribed medication the employee will be terminated.

MacBracey Corporation will also issue post accident drug screenings to employees who have been involved in an accident at work where employees were injured. This is to ensure that the employee wasn't under the influence of alcohol or drugs when the accident occurred. A positive test after an accident will result in termination.

MacBracey Corporation

**Safety Manual**

(Issue Date January 13, 2015)

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## Employee Acknowledgement Form

The MacBracey Corporation Safety Manual describes important information about MacBracey Corporation's commitment to a safe work environment. I understand that I should consult my supervisor regarding any questions not answered in this manual.

Since the information and policies described here are subject to change, I acknowledge that revisions to the safety manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of MacBracey Corporation has the ability to adopt any revisions to the policies in this manual.

I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this safety manual and any revisions made to it.

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Employee's Signature

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Date

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Employee's Name (Typed or Printed)

**Please sign this form and return it to your supervisor. Keep the safety manual for your reference.**

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## 1 Safety Policy

MacBracey Corporation has implemented this Safety Program in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses. This program details the procedures used to prevent occupational injuries and illnesses at MacBracey Corporation. All employees, supervisors, and managers must comply with the requirements of and perform their responsibilities defined in this program.

It is the intention of MacBracey Corporation to comply with all applicable Occupational Safety and Health Administration (OSHA) regulations. This Safety Program describes the processes and procedures used to manage occupational safety and health issues at MacBracey Corporation and identifies the most critical regulatory requirements. However, this Safety Program may not include every Occupational Safety and Health Administration (OSHA) regulatory requirement that applies to MacBracey Corporation.

No employee will be required to work in dangerous conditions. No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.

## 2 Safety Program Manager

The Safety Program Manager has authority and responsibility for the over-all implementation of this program.

## 3 Responsibilities

This section identifies who is responsible for implementing each element of this Safety Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

### 3.1 Safety Program Manager

**Complete Start-Up Checklist** - Perform all of the tasks identified on the start-up checklist.

**Perform Formal Safety Inspections** - Conduct Safety Inspections using the appropriate written checklist (see Appendix 1). The inspections must be performed periodically as described in Section 6. Ensure any deficiencies identified are corrected. File the completed checklists in the [Safety Inspections] folder.

**Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the President any required corrective actions that are not completed in a timely manner.

**Injury Reporting and Recording** - Notify Occupational Safety and Health Administration (OSHA) of all fatalities and catastrophes as indicated in Section 9. Contact your worker's compensation insurance carrier to determine if additional reporting and recording requirements apply.

**Accident Investigations** - Conduct accident investigations for work related injuries, illnesses, and near miss incidents. Ensure these investigations are performed in accordance with the requirements of this program (Section 9). Ensure that documentation of completed investigations is filed in the [Accident Investigations] folder of the Safety Program files. Additional guidance on how to perform accident investigations is provided in Appendix 7.

**Conduct Safety Meetings** - Conduct safety meetings to discuss safety related topics. The meeting frequency is given in Section 4.1. The meeting should include discussion of injuries and near misses that have occurred since the last meeting and how to prevent future incidents, and a status report of any open safety issues. Write down the agenda, date, names of the employees who attended, and notes of any discussions.

Ensure that any safety issues that were brought up during the meeting are forwarded to the correct person for resolution. File documentation of all safety meetings in the [Safety Meeting] folder.

**Supervisor and Manager Safety Training** - Ensure that all supervisors and managers are aware of their responsibilities under this Safety Program. Ensure that all supervisors and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

**Supervisor Heat Stress Training** - Train all supervisors with employees working in hot environments on the hazards of heat stress (see Appendix 2) and their responsibilities and the procedures for managing heat stress hazards listed in this section (Section 3, page 1) under their department name. Ensure that supervisors understand the procedures they are to follow if one of their employees develops a heat related illness. Document the training and file in the [Safety Training] folder.

**New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices (Appendix 2) and perform all of the training required in Appendix 3. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. File the completed form in the [Safety Training] folder.

**Forklifts and Powered Industrial Trucks Refresher Training** - Perform refresher training and evaluate every driver's performance in writing at least every three years. The refresher training does not need to include topics where the driving evaluation shows the operator remains competent. File the training documentation and evaluations as indicated in Section 5.

**Start-up Safety Training** - Ensure that all employees receive initial safety training when this Safety Program is first established.

**Provide Personal Protective Equipment** - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices (Appendix 2) are readily available for use by employees. When possible, stock a variety of suitable models for each type of

equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Ensure an adequate supply of hearing protectors is readily available for employees to use.

Ensure employees can select from muff, roll-up, and push-in type hearing protectors. Hearing protectors are provided at no cost to the employees (except that employees may be charged for lost muff-type hearing protectors).

**Annual Audiometric Testing** - Ensure that all employees exposed to noise receive annual hearing tests.

**Audiometric Testing Results** - File audiometric testing results in the [Audiometric Testing Results] folder and provide employees with a copy of their testing results. If the testing provider reports an employee has a "Standard Threshold Shift", schedule a retest as described in Section 8. Counsel employees with confirmed "Standard Threshold Shift". Inform them that they should take extra precautions because the test results indicate they are losing their hearing. Have employee show you how they wear their hearing protection to verify they are wearing it properly. In some cases it may be necessary to provide the employee with more effective (e.g. higher noise reduction rating or double protection such as plugs and muffs) hearing protection. Notify the employee's supervisor that they have a "Standard Threshold Shift" and the supervisor should verify they are properly wearing their hearing protection when exposed to noise.

A "Standard Threshold Shift" which has been confirmed on 30 day retest, is greater than 25 dB averaged over 2,000, 3,000, and 4,000 Hz (without using age correction), and has been classified as work related by a qualified health care professional must be recorded on the OSHA 300 log (see "Injury Reporting and Recording") in this section.

**Noise Monitoring** - Perform noise exposure measurements whenever process changes may significantly change employee noise exposures. Measure the noise exposures for all employees who are potentially exposed to noise. Noise dosimetry generally gives the most accurate results but properly conducted sound level measurements are acceptable in some circumstances. Your workers compensation insurance company or the Occupational Safety and Health Administration (OSHA) Consultation Service ([http://www.osha.gov/dcsp/smallbusiness/consult\\_directory.html](http://www.osha.gov/dcsp/smallbusiness/consult_directory.html)) may be able to provide free assistance. Inform all employees exposed over 85 dBA of the results, and file the results in the Safety Program documentation [Noise Monitoring Results] file. It may be desirable (but not required) to modify this Safety Program based on the monitoring results.

**Hazard, Control and Personal Protective Equipment Changes** - Update this Safety Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.

**Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist (Appendix 1). Report the results of the review to the President, and place the completed checklist in the [Program Reviews] file.

**Maintain Safety Program Files** - Ensure that all documentation generated by this program is properly filed.

## 3.2 President

**Read this Safety Program** - It is important that all managers and supervisors understand how this Safety Program operates.

**Provide Adequate Resources** - Provide sufficient resources to administer this Safety Program and control all occupational health and safety hazards identified by management and employees.

**Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

**Monitor Safety Conditions** - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Immediately report problems that are corrected to the Safety Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Safety Program Manager. Inform the Safety Program Manager in writing when appropriate corrective actions are implemented. Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by the Safety Program Manager) are implemented promptly.

**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Safety Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Program Manager immediately because MacBracey Corporation may be required to notify Occupational Safety and Health Administration (OSHA) within eight (8) hours. If the Safety Program Manager is not available, see Section 9 for the specific reporting requirements.

**Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices (Appendix 2) or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:

1. Verbal warning and retraining for first offense
2. Written warning for second offense (place copy in employee's personnel file)
3. Suspension without pay or termination for subsequent offenses

**Refusal to Perform Dangerous Work and Reporting Dangerous Conditions** - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program. Do not sanction employees who must rest because they are showing signs or symptoms of heat stress; make sure that employees know they can rest in a shady/cool area if they need to. It is important that employees who are experiencing heat stress cool off before the problem becomes a medical emergency.

**Imminent Hazards** - In the event of an imminent hazard which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all

employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Safety Program Manager.

**Management Representation at Safety Meetings** - Ensure that an authorized representative of management attends every safety meeting. Attend safety meetings whenever possible.

**Ensure Employees Attend Safety Meetings** - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

**Inform Trainer of New Employees** - Notify the individual responsible for training new employees (Section 5) whenever new employees that require initial training are hired. Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional training when employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

**Forklifts and Powered Industrial Trucks Refresher Training** - Ensure that any driver who has been observed to operate their vehicle in an unsafe manner or has been involved in an accident or near-miss incident receives refresher training.

**Additional Personal Protective Equipment Training** - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

**Hazard and Control Changes** - Notify the Safety Program Manager whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Safety Program can be updated to reflect the changes. Notify the Safety Program Manager before introducing any new type of respirator into the workplace; the Safety Program Manager must approve the selection of all respirators.

**Management of Heat Stress** - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Encourage employees to drink small amounts of water frequently (up to 4 cups per hour). Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

**Competent Person; Demolition** - Ensure that a competent person continuously inspects demolition work to detect hazards resulting from weakened or deteriorated floors, or walls, or loosened material. Do not allow employees to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

**Management and Supervision Changes** - Ensure that the Safety Program Manager is notified of all changes in company organization or management/supervisor assignments so that this Safety Program can be updated (if necessary) and new managers / supervisors informed of their responsibilities under this program.



**Process Changes** - Notify the Safety Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Safety Program may need to be updated to accommodate the process changes.

**Changes in Noise Levels** - Inform the Safety Program Manager of process changes that increase employee noise exposure. Additional noise exposure measurements may be required.

**Engineering Controls for Noise Exposure** - Always consider the impact of process changes on employee noise exposure. Whenever feasible, select lower noise alternatives when purchasing new equipment or modifying existing equipment. Install engineering controls (such as enclosures, sound absorbing foam, or noise barriers) whenever feasible. Note that effective noise reduction is difficult to achieve and often requires specialized engineering effort.

## 4 Safety Communication

MacBracey Corporation uses the following methods to communicate with employees regarding safety related issues. Safety communication will be in a form that is understandable to every employee. When necessary, MacBracey Corporation will provide language translation of safety communications.

### 4.1 Safety Meetings

All employees attend regular meetings where safety related topics are presented and discussed. Safety meetings are conducted weekly by the Safety Program Manager.

A written agenda describing the topics to be covered in the meeting may be prepared prior to the meeting. A list of all employees who attend each meeting is prepared during the meeting. Safety meetings include discussion of all injuries and near misses that have occurred since the last meeting and how to prevent future incidents. Every safety meeting includes an Open Forum where employees may raise and discuss safety related issues. The discussion that occurs during the open forum is recorded by a note-taker. If a safety issue is raised that cannot be resolved during the meeting, the meeting coordinator will ensure that a status report (on the open issue) is included in every subsequent meeting until the issue is resolved. The meeting coordinator is responsible for ensuring that any open issues are forwarded to the appropriate individual for resolution.

The agenda (or a brief description of the topics covered), attendee list, and notes (if any) for each safety meeting are filed by the Safety Program Manager.

## 5 Safety Training

All employees will receive safety training prior to starting work, whenever the hazards in their work area change, and when they are given new work assignments with different hazards. Refresher training may be conducted from time to time to ensure all employees retain the necessary safety related information. Training will also be conducted when a new workplace hazard is recognized. Safety training for all employees will be conducted when this Safety



Program is first established. Initial safety training will include the topics given in Appendix 3. New employees will be given a copy of the Code of Safe Practices. The completed training certification forms are filed with the Safety Program documentation. Initial safety training is performed by the Safety Program Manager.

All forklift or powered industrial truck drivers receive refresher training at least once every three years. The training includes a field evaluation of their driving performance. Refresher training is also provided if a driver is observed operating their vehicle in an unsafe manner or is involved in an accident or near miss incident while driving. Written documentation of the training and evaluations is filed with the training documentation. The refresher training is performed by the Safety Program Manager.

## 6 Safety Inspection

All supervisors must continuously observe their work areas for unsafe actions or conditions and correct any deficiencies noted. Supervisors must walk around their work area regularly (i.e. daily) in order to perform these observations. Unsafe condition reports received from supervisors or employees are filed in the [Accident Investigations] folder.

Formal safety inspections using the checklists provided in Appendix 1 are conducted regularly. The completed checklists are filed by the Safety Program Manager. The formal inspections are performed monthly by the Safety Program Manager.

## 7 Personal Protective Equipment

Employees are trained on the proper use of all personal protective equipment (PPE) they use when they are first given an assignment that requires the PPE and if they are observed using the equipment incorrectly. Additional guidance on the proper selection of PPE is available at <http://www.nclabor.com/osha/etta/indguide/ig25.pdf>. Personal protective equipment supplies are managed by the Safety Program Manager.

The workplace hazard assessment, a list of the PPE used, and written certification are provided in Appendix 5.

## 8 Hearing Protection Program

This Hearing Protection Program (also called a Hearing Conservation Program) is intended to prevent noise induced hearing loss among MacBracey Corporation employees exposed to occupational noise. All feasible methods for reducing employee noise exposure will be implemented.

All employees exposed to noise must wear appropriate hearing protection. Employees may select the hearing protectors they find most comfortable as long as their selection provides enough noise reduction. An adequate supply of muff, roll-up foam, and push-in type hearing protectors will be provided for employees to choose from. Hearing protectors are provided at no cost to the employee except that employees may be charged to replace lost muff-type hearing

protectors. All employees are trained on the correct usage and limitations of the hearing protectors they use.

All employees exposed to noise receive baseline hearing tests (audiograms) within six months of first noise exposure (within one year if a mobile test van is used). Employees are instructed to avoid noise exposure for 14 hours before their baseline hearing test. Hearing protectors may be used as a substitute for avoiding noise exposure prior to the test.

All employees exposed to noise receive annual audiograms. The Safety Program Manager files the audiogram results and also provides each employee with a copy of their results. The audiometric testing provider compares the annual and baseline audiograms and informs the Safety Program Manager if a "Standard Threshold Shift" has occurred. If a "Standard Threshold Shift" is reported, the Safety Program Manager arranges for a retest within 30 days. The retest should be performed at the beginning of the work shift when the employee has not been exposed to noise for at least 14 hours. If the retest confirms the "Standard Threshold Shift", the Safety Program Manager provides special counseling for the employee and notifies their supervisor.

Noise exposure measurements of employees whose noise exposure may exceed 85 dBA are made using calibrated sound level meters or noise dosimeters. All employees whose noise exposure exceeds 85 dBA are informed of the monitoring results. Noise monitoring is repeated whenever there is a change in production, process, equipment or controls that may significantly increase noise exposures.

## 9 Accident Investigation and Reporting

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of each investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future. Accident and near miss investigations are performed by the Safety Program Manager.

Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective actions to prevent similar accidents from happening in the future. Additional information on accident and near miss investigation is provided in Appendix 7.

The death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident must be reported within eight (8) hours by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident or to the toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742). Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone. All injuries and illnesses will also be reported in accordance with the requirements of applicable workers compensation laws as specified by the insurance carrier.

## 10 Annual Review

The Safety Program Manager will review the effectiveness of this Safety Program at least annually and correct any deficiencies noted during the review.

## 11 Records Retention

Records documenting the administration of this Safety Program will be retained for at least three (3) years.

1. Training documentation will be retained for at least five (5) years.
2. Accident investigation records will be retained for at least five (5) years.
3. Safety inspection records will be retained for at least five (5) years.
4. Noise monitoring records will be retained for at thirty (30) years. Audiometric test records will be retained for at least duration of employment plus 30 years.

## Appendix 1 Forms

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<b>Inspector:</b>	<b>Date:</b>			
<b>Instructions:</b> Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Safety Program Manager for filing.				
<b>Item</b>	<b>OK</b>	<b>Needs Work</b>	<b>N/I</b>	<b>N/A</b>
<b>Required Postings Displayed</b> - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at <a href="http://www.dol.gov/osbp/sbrefa/poster/matrix.htm">http://www.dol.gov/osbp/sbrefa/poster/matrix.htm</a> .				
<b>Housekeeping</b> - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry. Scrap lumber, waste material, and rubbish are removed of the immediate work area as the work progresses. Solvent waste, oily rags and flammable liquids are kept in labeled, fire resistant covered containers until removed from the worksite. All surfaces (including difficult to see areas such as the top of equipment, ducts, and pipes) are free of accumulated combustible dust.				
<b>First Aid</b> - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items ( <a href="http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22">http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22</a> ). A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on site. The kit is in a waterproof container with individual sealed packages for each type of item.				
<b>Drinking Water</b> - Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Shade or Cooling Areas</b> - Shade or cooling areas are available for employees who experience heat stress.				
<b>Sanitation</b> - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.				
<b>Illumination</b> - There is enough light for employees to perform their assigned duties. PPE Worn and in Good Condition - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
<b>Personal Fall Arrest Systems</b> - All fall protection equipment is in good condition. Appropriate anchor points are available in all locations where employees must use personal fall arrest systems. A plan is in place to quickly rescue an employee who falls.				
<b>Respirators</b> - Respirators are readily available, worn properly when required, and stored properly when not in use. Respirators in use are appropriate for the hazards employees are exposed to. All respirator users perform positive and negative pressure checks when putting on tight fitting respirators.				
<b>Hearing Protection</b> - Employees wear hearing protection properly when exposed to noise. All feasible engineering controls to reduce noise exposure have been implemented.				
<b>Fire Extinguishers OK</b> - A fire extinguisher (rated class 2A or better), is available for every 3,000 square feet of the protected building area; travel distance from any point of the protected area to the nearest fire extinguisher does not exceed 100 feet. Note: A garden hose may substitute for a fire extinguisher providing it can reach the entire protected area and still provide at least five gallons per minute of water. Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year.				
<b>Combustible Dust Handling</b> - All equipment which handles combustible dust is properly grounded and bonded.				
<b>Industrial Ventilation</b> - Industrial ventilation systems, if present, are all working properly and are turned on when required. Smoke tubes are used to verify that contaminants are captured by the ventilation hood. Air flow is measured periodically. Note: this item does not include building heating/air conditioning systems.				

Item	OK	Needs Work	N/I	N/A
<b>Floor Openings</b> - All floor openings (size over one inch) are covered, protected by standard railings (a top rail 42 inches high, an intermediate rail, and posts) or constantly attended by a person. Bridge plates are strong enough to support the intended load and secured from slipping.				
<b>Hand Tools in Good Condition</b> - All hand tools (company and employee owned) are in good condition. No mushroomed shafts or loose hammer heads or shafts. Tools are reasonably free from grease. Cutting tools are sharp.				
<b>Electrical Equipment</b> - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide). All electrical cords and wiring are dry. Ground Fault Interrupters (GFI) are installed on all electrical circuits or equipment used in wet areas.				
<b>Machine and Tool Guarding OK</b> - All required guards are in place on power operated hand tools. Masonry saws are guarded with a semicircular enclosure over the blade with a method for retaining blade fragments.				
<b>Hand-Held Power Tool Switches</b> - Hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools are equipped with a momentary contact "on-off" control. They may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on. Note: Hand-held powered platen sanders, grinders with wheels 2-inch diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks one-fourth of an inch wide or less may be equipped with only a positive "on-off" control. All other hand-held powered tools (e.g. circular saws, chain saws, and percussion tools without positive accessory holding means) are equipped with a constant pressure switch that will shut off the power when the pressure is released. Note: These requirements do not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.				
<b>Grinding Wheels</b> - Guard opening does not exceed 90 degrees (125 degrees if the work requires contact with the wheel below the horizontal plane of the spindle; 180 degrees for portable grinders). Guard opening does not extend more than 65 degrees above the horizontal plane of the spindle. Safety guards are strong enough to withstand the effect of a bursting wheel. For bench grinders, rigid, readily adjustable tool rest is present and adjusted to within 1/8 inch of the wheel. Note: where the work provides a suitable measure of protection to the operator, the spindle end, nut, and outer flange may be exposed; where the nature of the work entirely covers the side of the wheel, the side covers of the guard may be omitted. When enclosing guards cannot be used, safety flanges capable of retaining the fragments of a broken wheel are in place. Note: Safety flanges are not required for wheels 2 inches or less in diameter which are securely mounted on the end of a steel mandrel and if the grinder is entirely enclosed within the work being ground when in use. Cup wheels used for external grinding are guarded by either a revolving cup or band type guard.				
<b>Compressed Air</b> - All air hoses, fittings, and receivers are in good condition. Air pressure is reduced to 30 psi in areas where compressed air is used for cleaning (except for concrete form, mill scale and similar cleaning purposes). All hoses exceeding 1/2-inch inside diameter have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.				

Item	OK	Needs Work	N/I	N/A
<b>Welding</b> - Welding equipment is in good condition. All electrical cords and conductors intact. Where appropriate, welding screens are in place and do not interfere with ventilation. A disconnecting switch or controller is provided at or near each welding machine which is not equipped with such a switch or controller mounted as an integral part of the machine. For individual welding machines, the rated current carrying capacity of the supply conductors equals or exceeds the rated primary current of the welding machines. Ventilation is adequate. For indoor welding, local exhaust ventilation or 2,000 CFM of general ventilation per welder is provided in spaces with less than 10,000 cubic feet per welder, with ceilings lower than 16 feet, or in areas where structural barriers restrict cross ventilation.				
<b>Guardrails</b> - Standard guardrails (a top rail 42 inches high, an intermediate rail, and posts) are in place wherever employees work on an open sided floor or platform at least 6 feet above adjacent work surfaces, or employees wear appropriate fall protection when required. Toe-boards are installed if personnel or equipment are may be present below the upper surface.				
<b>Portable Ladders</b> - All portable ladders are in good condition (check all rungs, uprights, bases, hinges, and spreaders).				
<b>Fixed Ladders</b> - All fixed ladders are in good condition with secure mounting and no rust. Landing platforms are provided every 30 feet. Cages are provided for all ladders over 20 feet high. Cages extend to 7-8 feet from the bottom of the ladder and the bottom of the cage is flared.				
<b>Forklifts and Powered Industrial Trucks</b> - All trucks comply with ANSI B56.1 (will usually bear an approval mark from a nationally recognized testing laboratory). Vehicles are in proper tune and good condition. All vehicles are inspected per manufacturer's recommendations. Vehicles are not operated where there is a hazardous concentration of flammable vapors. Vehicles operated around chemicals or dust bear the appropriate designation (see the operator's manual or <a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9828">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9828</a> for more information. All areas where internal combustion engine powered vehicles are operated have adequate ventilation to prevent build-up of carbon monoxide from vehicle exhaust.				
<b>Scaffolding</b> - Scaffold was erected by competent person familiar with detailed requirements for scaffolding construction. Scaffold was designed for 4 times anticipated weight; wood pole scaffolding over 60 feet high was designed by a competent engineer. Platforms are wide enough for passage of personnel, tools and equipment (18 inches minimum). Platforms are level and uprights plumb; adequate cross bracing is present. The footing or anchorage is sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Fixed scaffolds are anchored to structure (to prevent tipping). Standard guardrails and toe-boards are present for platforms over 10 feet high. Access ladder or equivalent safe access is provided. Platforms and ladders are free of ice, snow, other slippery materials, and clutter. Scaffold is inspected at start of every shift.				
<b>Material Storage</b> - Material storage is OK.				
<b>Debris Chutes</b> - Debris chutes are used whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of a building. Near vertical (over 45 degrees from horizontal) debris chutes are fully covered. Wall openings for chute access do not exceed 48 inches in height. Standard guardrails protect chute openings and there is no open space between the chute opening and floor. If wheelbarrows are used to dump debris, a four inch thick and six inch high toe-board bumper is installed. A substantial gate is installed at the discharge end. If debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped is completely enclosed with barricades at least 42 inches high 6 feet back from the projected edge of the opening above. Warning signs are posted. Openings are no more than 25% of the floor area and do not make the floor structurally unsafe.				



Item	OK	Needs Work	N/I	N/A
<b>Rebar Safety Caps</b> - Rebar caps (or equivalent) are installed on all protruding reinforcing steel which employees could fall onto.				
<b>Cement and Concrete</b> - Cement storage bins, containers, and silos are equipped with conical or tapered bottoms and mechanical or pneumatic means of starting the flow of material. Concrete mixers with one cubic yard or larger loading skips are equipped with a mechanical device to clear the skip of materials and guardrails installed on each side of the skip. Manually guided powered and rotating concrete troweling machines are equipped with a control switch that will automatically shut off the power whenever operator's hands are removed from the equipment handles. Concrete buggy handles do not extend beyond the wheels on either side of the buggy. Concrete pumping systems using discharge pipes have pipe supports designed for 100 percent overload. Compressed air hoses used on concrete pumping systems are provided with positive fail-safe joint connectors to prevent separation of sections when pressurized. Concrete buckets equipped with hydraulic or pneumatic gates have positive safety latches or similar safety devices installed to prevent premature or accidental dumping. Concrete buckets are designed to prevent concrete from hanging up on top and the sides. Sections of tremies and similar concrete conveyances are secured with wire rope (or equivalent materials) in addition to the regular couplings or connections. Bull float handles used where they might contact energized electrical conductors are constructed of non-conductive material or insulated with a non-conductive sheath whose electrical and mechanical characteristics provide the equivalent protection of a handle constructed of non-conductive material.				
<b>Form-work</b> - Form-work is designed, fabricated, erected, supported, braced and maintained so that it is capable of supporting without failure all vertical and lateral loads that may reasonably be anticipated to be applied to the form-work. Plans (including all revisions) for the jack layout, form-work, shoring equipment, working decks, and scaffolds are available at the job-site. The sills for shoring are sound, rigid, and capable of carrying the maximum intended load. Tiered single post shores have been inspected by an engineer qualified in structural design. All vertical slip forms are provided with scaffolds or work platforms where employees are required to work. The jacks or other lifting devices are provided with mechanical dogs or other automatic holding devices to support the slip forms should failure of the power supply or lifting mechanism occur.				
<b>Pre-Cast Concrete</b> - Lifting inserts which are embedded or otherwise attached to tilt-up pre-cast concrete members are capable of supporting at least two times the maximum intended load applied or transmitted to them. Lifting inserts which are embedded or otherwise attached to pre-cast concrete members, other than the tilt-up members, are capable of supporting at least four times the maximum intended load applied or transmitted to them. Lifting hardware is capable of supporting at least five times the maximum intended load applied transmitted to the lifting hardware. Lift-slab operations are designed and planned by a registered professional engineer with experience in lift-slab construction. The plans and designs include provisions for ensuring lateral stability of the building/structure during construction. Jacks/lifting units are marked to indicate their rated capacity as established by the manufacturer. Jacks/lifting units are designed and installed so that they will neither lift nor continue to lift when they are loaded in excess of their rated capacity. Jacks/lifting units have a safety device installed which will cause the jacks/lifting units to support the load in any position in the event any jack-lifting unit malfunctions or loses its lifting ability. If leveling is automatically controlled, a device is installed that will stop the operation when the slab is more than 1/2 inch out of level. Jacking controls are attended by a competent person experienced in the lifting operation. All welding on temporary and permanent connections is performed by a certified welder familiar with the welding requirements specified in the plans and specifications for the lift-slab operation. Lifting rods are designed so they cannot slip out of position or locking/blocking devices which provide positive connection between the lifting rods and attachments are used to prevent components from disengaging during lifting operations.				



Item	OK	Needs Work	N/I	N/A
<b>Additional Hazards</b> - No other hazards were noted during this walk-through.				

## Safety Program Review Checklist

<b>Reviewer:</b>	<b>Date:</b>			
<b>Instructions:</b> This checklist identifies items that should be reviewed periodically to ensure that the Safety Program is functioning as intended. The Safety Program Manager must perform this review of the Safety Program at least Annually. When the review has been completed and any deficiencies corrected, this checklist should be filed in the [Program Review] folder.				
<b>Item</b>	<b>OK</b>	<b>Needs Work</b>	<b>N/I</b>	<b>N/A</b>
<b>Accident Investigations</b> - The [Accident Investigations] folder contains documentation showing that all injuries and illnesses that have occurred since the last review were properly investigated, recorded, and reported. Unsafe condition reports were investigated and the conditions corrected when necessary.				
<b>Safety Meetings are Conducted</b> - The [Safety Meetings] folder contains documentation showing that the Safety meetings are being conducted in accordance with the frequency described in Section 4.1.				
<b>Safety Inspections are Performed</b> - The [Safety Inspections] folder contains documentation showing that Safety Inspections are being performed as required in Section 6. Issues identified during inspections were corrected in a timely manner.				
<b>Hearing Tests</b> - Baseline hearing tests (audiograms) were obtained for all noise exposed employees hired this year. Annual audiograms were obtained for all existing employees exposed to noise. Corrective action was completed for all "Standard Threshold Shifts" identified on annual audiograms.				
<b>Company Profile and Hazard Assessment</b> - I have reviewed the Company Profile contained In Appendix 6 and the personal protective equipment (PPE) hazard assessment in Appendix 5. If there have been any significant changes to the profile or hazard assessment, I have updated the program.				
<b>General Program Effectiveness</b> - I have considered the overall effectiveness of this Safety Program and discussed the program with others at MacBracey Corporation. I have concluded this program is effectively achieving the goal of reducing occupational injuries and illnesses at MacBracey Corporation, or I have implemented changes in the program to make it more effective. I have discussed my findings with the President.				

MacBracey Corporation  
Accident and Near Miss Incident Investigation Form

Accident Investigator

Date and Time

Location

Employees and Managers Involved

Description of Incident; Controls and Personal Protective Equipment in Use/Not in Use

Causal Factors (including underlying problems)

Corrective Actions

**MacBracey Corporation**  
**Accident and Near Miss Incident Investigation Witness Statement Form**

Accident Investigator

Date and Time

Witness Name

Supervisor

What happened?

What do you think caused this incident?

Are there any underlying problems which helped cause this incident?

How do you think similar incidents could be prevented in the future?

Appendix 2 Code of Safe Practices

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**Follow All Safety Rules** - All employees must work safely and follow all safety rules.

**Safety Program Available** - MacBracey Corporation has a written Safety Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Safety Program Manager, or at any safety meeting.

**Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Safety Program Manager, or at any safety meeting. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

**Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

**Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use of illegal drugs is strictly prohibited.

**Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards.

Clean up spills as soon as possible. Remove scrap lumber, waste material, and rubbish from the immediate work area as the work progresses. Keep solvent waste, oily rags, and flammable liquids in labeled fire resistant covered containers until removed from the work-site.

**No Horseplay** - Horseplay is forbidden.

**Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Safety Program Manager, or at any safety meeting. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

**Attend Safety Meetings** - All employees are required to attend safety meetings when scheduled.

These meetings are one important way that MacBracey Corporation communicates safety information to employees and provides a place where employees may discuss safety issues with management.

**Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so.

Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

**Machine Servicing** - Never plug in a piece of equipment which is being serviced until the person performing the service tells you it is safe to do so. Check with your supervisor before plugging equipment which has been unplugged. Never remove a lock or "Do Not Operate" tag which has been put on equipment by someone else. Contact your supervisor if the person who put on a lock or tag is not available.

**Personal Protective Equipment** - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Hearing protection (when exposed to noise)
- Personal fall arrest system (required for some tasks)
- Knee pads (required for some tasks)
- Safety glasses (ANSI Z87.1) with side protection (available but not required)

- Welding goggles meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Cold weather hat (available but not required)
- Jersey gloves (available but not required)
- Welder's gloves (required for some tasks)
- Shoes: Closed toe (always required)
- Boots (required for some tasks)
- Over-boots: Water resistant (required for some tasks)
- NIOSH Approved R95 Filtering Face piece Respirator (available but not required)

**Respirators** - Respirators are meant to protect you from contaminants present in the workplace air. Respirators can only protect you if you wear them consistently and use them properly. Always inspect your respirator before each use to ensure it is in proper condition. When wearing a tight fitting respirator, you must be clean shaven where the respirator contacts your face. Facial hair or stubble under the respirator seal will cause the respirator to leak and is prohibited.

Depending on the type of respirator you use, you may be required to undergo a respirator fit test. The purpose of the fit test is to help you select the right respirator and to verify your respirator fits properly. Your respirator will not protect you if it doesn't fit well.

Always put on, take off, clean and store your respirator as instructed by the manufacturer. Make sure you use the correct respirator for the contaminants you will be exposed to. Change your respirator whenever it becomes clogged and you feel extra resistance when breathing. Discard disposable respirators at the end of your work shift. Never fold, bend, or distort a respirator, especially during storage. The distorted respirator will not fit as well on your face.

Always use breathing air with an air supplied respirator. Breathing air is compressed using an oil-less air compressor specifically designed to provide breathing air. Do not use shop air for breathing purposes unless a filtration system with continuous monitoring and an alarm is installed.

**Dust and Surgical Masks** - Dust and surgical masks without a "NIOSH Approval Number" do not filter the air you breathe in very well. Using unapproved dust or surgical masks is prohibited. Use a "NIOSH Approved" filtering face piece respirator if you need to filter the air you are breathing. A "NIOSH Approved" filtering face piece respirator looks similar to an unapproved dust mask but the box it comes in will have a NIOSH Approval number on it. The types of filtering face piece respirators that are available include:

1. N95 - Filters at least 95% of airborne particles. Not resistant to oil.
2. N99 - Filters at least 99% of airborne particles. Not resistant to oil.
3. N100 - Filters at least 99.97% of airborne particles. Not resistant to oil.
4. R95 - Filters at least 95% of airborne particles. Somewhat resistant to oil.
5. R99 - Filters at least 99% of airborne particles. Somewhat resistant to oil.
6. R100 - Filters at least 99.97% of airborne particles. Somewhat resistant to oil.
7. P95 - Filters at least 95% of airborne particles. Strongly resistant to oil.
8. P99 - Filters at least 99% of airborne particles. Strongly resistant to oil.
9. P100 - Filters at least 99.97% of airborne particles. Strongly resistant to oil.

**Fall Protection** - Always wear your fall protection equipment when you may fall more than 6 feet. Exception(s): If there is a fall protection plan for a specific job follow the requirements of the plan. Fall protection is required on scaffolds over 10 feet unless there are complete guardrails. Inspect your equipment before every use. Check ropes, webbing, and lanyards for wear, damaged strands, and fraying. Check metal parts for cracks, bending, and corrosion. Replace equipment which doesn't work correctly or is damaged. Fall protection equipment which has deployed in a fall requires careful inspection and some equipment is not designed to be reused after a fall. Make sure you tie off on an anchor point that is strong enough. Ask your supervisor if you are not sure where to tie off.

**Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches. Face Shields and Welding Helmets - Face shields and welding helmets do not provide adequate eye protection by themselves. Always wear safety glasses or safety goggles under the face shield.

**Protect Your Hearing** - Noise exposure can cause permanent hearing loss. Your hearing is precious; protect it. Always wear hearing protection when it is noisy. Make sure to wear your hearing protection properly or it won't stop the noise from getting to your ears. Hearing protectors all have a Noise Reduction Rating (NRR). A higher NRR means better protection. Always select the hearing protector with the highest NRR that you find comfortable. Muff type hearing protectors are easy to put on and take off but can be uncomfortably hot. Muff type hearing protectors are often a good choice if the noise in your work area starts and stops a lot or if you move frequently between noisy and quiet areas. Many (but not all) people find insert type protectors more comfortable for long periods of time, but insert type protectors are more of a hassle to put in and take out. Insert type protectors are often a good choice if you are exposed to noise for long periods of time.

Modern hearing protectors are designed to block out harmful noise but still allow you to hear speech. However, people wearing hearing protection tend to speak softer and faster than people who aren't wearing hearing protection. If someone has trouble understanding you, speak louder and slower. If you have trouble understanding someone else, ask them to speak louder and slower. Do not remove your hearing protection to speak with someone in a noisy area; this will expose your ears to the noise.

Difficulty hearing or ringing in your ears is a warning signal that your ears got too much noise exposure. At first your ears will recover, but over time the hearing loss and ringing becomes permanent. If you experience difficulty hearing or ringing in your ears after work it means that you didn't wear your hearing protection properly or that you need hearing protectors with a higher Noise Reduction Rating. Discuss this problem with your supervisor or the Safety Program Manager.

**Lockout/Tagout** - Never open electrical circuits or turn on equipment which has been locked/tagged out by someone else. Only the person who put on a lock or "Do Not Operate" tag or their supervisor may remove it and turn on the circuits or equipment. Use the following procedure when working on equipment or structures which are connected to energy sources (i.e. electricity, hydraulics) or may retain stored energy after being disconnected from their source of energy. Sources of stored energy include, but are not limited to batteries, capacitors, compressed gas (air) buffers, pressurized hydraulic systems, hot materials, cold materials, springs, flywheels, magnets, reactive chemicals, and elevated machine parts or material (gravity).

1. Notify anyone else working in the area and their supervisor that you will be disconnecting the circuits or equipment.
2. Identify the types of energy used and stored in the equipment. Make sure you understand all of the hazards of the energy and the methods used to control and/or dissipate the energy.
3. If equipment is operating, shut it down using the normal stopping procedure.
4. Isolate the machine from all sources of energy using the appropriate switches, valves, and other energy isolating devices. Put your lock and/or a "Do Not Operate" tag on each switch, valve or energy isolating device. Make sure the reason the equipment was turned off, the date and time the tag was applied, and your name are on the tag. It is better use a lock and tag instead of just a tag. It is better if each person who is servicing a machine puts on their own lock and tag.
5. Dissipate or block all stored energy within the equipment.
6. Make sure that all personnel are clear and then verify that the equipment is in a zero energy state using appropriate tests. Make sure to return the operating controls to the "off" position after testing.
7. Perform the required work.
8. Verify your tools and any items used to do the work have been removed. Make sure that all personnel are clear, and that any controls are in neutral. Reinstall all guards.
9. Remove your locks and tags and re-energize the circuits or equipment. Verify it equipment working properly using the normal start-up procedure.
10. Notify all affected employees and their supervisor that you have completed your work.



**Combustible Dust** - Any material that can burn in air in solid form will become a combustible dust when finely divided and suspended in air at the right concentration. The fine dust of some materials that are not combustible in solid form can also be combustible. Sugar, starch, flour, grain, plastics, wood, paper, rubber, dyes, coal, sulfur, aluminum, chromium, iron, magnesium, titanium, and zinc are all examples of materials that can form combustible dusts. This is not a complete list of materials that can form combustible dust. Very powerful dust explosions may occur a combustible dust is suspended in air with an ignition source (e.g. flame or spark). A small initial explosion may disturb nearby dust which is then ignited. The resulting chain reaction can destroy an entire facility and kill those inside.

Do not allow combustible dust to accumulate on surfaces in your work area. Avoid making dust clouds when working with or cleaning up combustible dust. Do not handle combustible dust near open flames or a source of sparks. Transferring material between containers can generate static electricity. Ensure that all containers are properly bonded and grounded when transferring combustible dusts.

**Safe Lifting** - Use mechanical devices, such as cranes and carts, to lift and carry heavy objects whenever possible. If necessary, have another person help lift a heavy item. Bend your legs (instead of your back) and avoid twisting your neck and back when lifting. Store heavy objects at about waist level, not on the floor or overhead.

**Keep Floor Openings Covered** - Keep floor openings covered by a cover or guardrails when not in use. When a floor opening is in use, ensure it is well marked and protected with a barrier.

**Keep Hand Tools in Good Condition** - Replace chisels, punches and other impact tools with mushroomed shafts. Replace hammers with loose heads and any tool with loose handles. Keep tools reasonably clean to prevent your hands from slipping while using them. Do not use wrenches when the jaws are worn to the point that slippage occurs. Wooden handles should be free of splinters and cracks. Keep cutting tools sharp.

**Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

**Guarding** - Never use portable power-operated tool unless all guards are in place and fully operational.

**Grinding Wheels (Mounted and Portable)** - Do not stand in front of the wheel when starting grinder. Do not use a grinder without all guards in place. Always use eye protection when using a grinder. Keep the work rests adjusted closely to the wheel (1/8 inch opening maximum) to prevent the work from being jammed between the wheel and the rest, which may cause wheel breakage. Apply gradual pressure to allow the wheel to warm up evenly. Dress wheels regularly. Do not grind on the side of a wheel that is not designed for it.

Always ring test when mounting an abrasive wheel and if you think there may be a problem with a wheel. Gently tap the wheel with a nonmetal tool (e.g. plastic or wooden handle). Reject any wheel that does not emit a metallic ring. Do not force a grinding wheel on the spindle; do not over tighten the spindle nut.

**Powder Activated Tools** - Never use a powder activated tool unless you have been trained to do so. Always test each powder activated tool before loading to make sure that the safety devices are in proper working condition. Follow the manufacturer's recommended testing methods. Immediately stop using any tool which is not in proper working order or is missing any shield/guard and inform your supervisor. Do not load tools until just before the intended firing time. Keep hands clear of the open barrel. Never point an empty or loaded powder activated tool at a person. Never leave a loaded tool unattended. Do not use powder activated tools in a flammable or explosive atmosphere.

Do not drive fasteners into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile. Avoid driving into materials which are easily penetrated unless they are backed by a substance that will prevent the pin or fastener from passing

completely through and creating a flying missile hazard on the other side. Do not drive a fastener into a spalled area caused by an unsatisfactory fastening.

**Welding Safety** - Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder's flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days.

Never perform any welding operation in a sprinklered building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of exposed, readily ignitable materials. Relocate or cover combustible materials within 35 feet of a welding operation. Post a fire watcher if welding must occur within 35 feet of combustible materials. The fire watcher must have an extinguisher and must continue watching for 30 minutes after welding operations have finished.

Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction, extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and that special precautions are used to avoid sparking at connection of the work-lead cable. Chains, wire ropes, cranes, hoists, and elevators may not be used to carry welding current. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current.

Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

**Rebar Caps** - Always install rebar caps on all protruding reinforcing steel which employees could fall onto.

**Post Tensioning** - Only essential personnel are allowed behind the jack during post tensioning operations. Post signs and barriers to limit the access of non-essential personnel.

**Form-work** - Inspect all shoring equipment (including equipment used in re-shoring operations) prior to erection to verify that it meets the requirements specified in the form-work drawings. Inspect erected shoring equipment immediately prior to, during, and immediately after concrete placement. Do not use damaged or weakened shoring equipment. Base plates, shore heads, extension devices, and adjustment screws must be in firm contact (and secured when necessary) with the foundation and the form. Eccentric loads on shore heads and similar members is prohibited unless these members have been designed for such loading.

Single post shores must be vertically aligned and spliced to prevent misalignment. The single post shores must be adequately braced in two mutually perpendicular directions at the splice level. Each tier must also be diagonally braced in the same two directions. Do not adjust single post shores to raise form-work after the placement of concrete. Use re-shoring as the original forms and shores are removed whenever the concrete is required to support loads in excess of its capacity.

Do not exceed the rated capacity of jacks and vertical supports used for slip-forms. Make sure the slip-form structure is maintained within all design tolerances specified for plumbness during the jacking operation. Do not exceed the predetermined safe lift rate. Turn wire mesh rolls over or secure each end to keep the roll from recoiling. Do not remove forms, shores, and re-shores (except those used for slabs on grade and slip forms) until the concrete has gained sufficient strength to support its weight and superimposed loads.

**Pre-Cast Concrete** - Make sure that pre-cast concrete wall units, structural framing, and tiltup wall panels are adequately supported to prevent overturning or collapse until permanent connections are completed. Employees are not permitted in the structure during jacking operations unless approved by a registered professional engineer. Do not stand under pre-cast concrete members being lifted or tilted into position unless you are required to be there for the erection of those members.

All jacking equipment must be capable of supporting at least two and one-half times the load being lifted during jacking operations. Synchronize jacking operations so that all points from which the slab is supported are kept

within 1/2 inch of level. Do not use more than 14 jacks on a slab. Secure jacks/lifting equipment to building columns so that they do not become dislodged or dislocated. When making temporary connections to support slabs, support wedges by tack welding (or equivalent) to prevent them from falling out of position. Lifting rods may not be released until the wedges at that column have been secured. All welding on temporary and permanent connections must be performed by a certified welder who is familiar with the welding requirements specified in the plans and specifications for the lift-slab operation. Do not transfer load from jacks/lifting units to building columns until the welds on the column shear plates (weld blocks) are cooled to air temperature.

**Masonry Wall Construction** - For masonry walls under construction, do not get closer than the height of the wall plus four feet on the unscaffolded side of the wall unless you are actively engaged in constructing the wall. Brace all masonry walls over eight feet high unless the wall is adequately supported so that it will not overturn or collapse. The bracing must remain in place until permanent supporting elements of the structure are in place.

**Heat Stress** - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. If shade is not available, ask your supervisor and they will provide shade. You will not be punished in any way if you experience heat stress and must rest. Watch out for your coworkers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

**Forklifts and Powered Industrial Trucks** - Watch out for moving forklifts or trucks. Do not step in front of a moving forklift or trucks; large loads make it difficult for the driver to see you and stop. Never pass under the elevated portion of any forklift whether loaded or empty. Never ride on any moving forklift or truck except in a designated passenger seat.

Only trained drivers may operate forklifts or trucks. All drivers will obey the following rules:

1. Inspect your vehicle before use. If your vehicle is broken, defective, or in any way unsafe, remove it from service until it is repaired. Never operate a vehicle with a fuel leak or faulty brakes.
2. Obey plant speed limits. Watch out for people walking. Slow down where vision is obstructed or the floors are slippery. Avoid loose objects. Stunt driving and horseplay is prohibited.
3. Keep your arms and legs in the driver's area. Do not allow others to touch the load or vehicle while it is moving. Do not allow people to ride your vehicle (except in a designated passenger seat) or to step under the load.
4. When leaving your vehicle, always fully lower the load and set the brakes. If you go more than 25 feet from your vehicle or go where you cannot see your vehicle, you must first shut off the power. Block the wheels if parked on an incline.
5. Stay a safe distance from the edge of ramps, platforms, or freight cars. Do not use your truck for opening or closing freight doors. Make sure that the brakes of trucks, trailers or railroad cars are set while loading or unloading. When needed, install a fixed jack on a semitrailer before loading or unloading. Always check the floors of trucks, trailers and railroad cars for breaks and weaknesses before driving in them.
6. Always make sure that there is enough overhead space for your vehicle and the load.
7. Yield the right of way to ambulances, fire trucks, or other emergency vehicles.
8. If the load obstructs your forward view, drive backwards.
9. Cross railroad tracks diagonally wherever possible. Do not park closer than 8 feet from the center of railroad tracks.

10. Go up or down grades slowly. If the grade exceeds 10% (ten feet up for every 100 feet forward), loaded trucks must be driven with the load upgrade. On all grades the load must be tilted back if possible and raised only as far as necessary to clear the road surface.
11. Make sure that dock-boards and bridge-plates are secure before driving over them. Do not exceed their rated capacity.
12. Approach elevators slowly, and enter them squarely after the elevator car is leveled. Shut off the power and set the brakes once in the elevator car. Motorized hand trucks must enter elevator or other confined areas with load end forward.
13. Make turns at a reduced safe speed by turning the steering wheel in a smooth, moderate, even, sweeping motion.
14. Never exceed the rated capacity of the vehicle. Carry only stable loads. Always try to center the load; be extra careful if the load cannot be centered. Adjust long or high loads which may affect the capacity. Be very careful when tilting the load forward or backward.
15. Always stop the engine before refueling. Avoid spillage. Make sure any spilled fuel is completely evaporated and the fuel tank cap replaced before restarting engine.
16. Do not use open flames to check battery electrolyte or fuel level.

**Confined Space Safety** - A confined space is any space that is difficult to enter and exit and is not designed for continuous employee occupancy. Tanks, vessels, silos, storage bins, hoppers, vaults, pits, and trenches are all examples of possible confined spaces. Do not enter any confined spaces in your work area for any reason. Additional precautions are required in order to work in confined spaces safely.

**Ladder Safety** - Always inspect a ladder before use. Do not use a ladder that is not in good condition.

Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about 1/4 of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping.

Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

**Scaffolding Safety** - Do not climb a scaffold carrying tools or materials; use a tool belt or rope with tag line instead. Always use the ladder or stairway; do not climb on cross braces. Keep platforms free of snow, ice, other slippery materials and clutter. Always connect safety chains when you reach the platform. Always use fall protection if a platform over six feet high does not have guardrails. Stay clear of the area under employees working on a scaffold. Do not use a metal mobile scaffold around electricity. Do not ride a mobile scaffold unless the floor is flat, the base is at least 1/2 as wide as the height, and it is equipped with rubber wheels. Always lock the wheels of mobile scaffolds when not in motion. Do not store materials on scaffolds except for the supplies needed for immediate use.

**Demolition** - Do not let wall or other material fall on building floors over the safe carrying capacity of the floor. Do not place material or equipment on floors if their weight is over the carrying capacity of the floor. Always brace walls over one story high left standing alone unless they were designed to stand alone. Do not remove load supporting floor members until demolition work above the floor is completed (material drops may be installed if they do not compromise the floor's structural integrity). Plank over floor openings within ten feet of a wall being demolished unless no one is allowed in the area below. Clear steel framing left in place of loose material as demolition progresses downward. Do not demolish retaining walls until adjacent structures have been adequately underpinned. Always leave all walls in stable condition at the end of your shift.

When demolishing floors, cut floor openings the full span of the arch between supports. Remove debris from the arch and nearby floor area before demolishing a floor arch. Use 2 inch by 10 inch planks to stand on while breaking down floor arches between beams. Locate the planks so they will support you if the arch between the

beams collapses. Position planks so that the form walkways at least 18 inches wide so you do not need to step on exposed beams. Overlap planks at least one foot. Open space between planks cannot be over 16 inches. Never work below employees removing a floor arch; do not demolish floor arches if other employees are working below.

Do not work in areas where balling or clamming is being performed. Do not perform balling or clamming if other personnel are present in the danger zone. Remove roof cornices and ornamental stonework and cut steel members free before pulling walls over.

**Debris Chutes** - Always use debris chutes when present. Never remove material from a debris chute or debris drop area until debris handling on the level above has finished.

**Compressed Air Safety** - Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposes except where reduced to less than 30 psi (except for concrete form, mill scale and similar cleaning purposes). Always use chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower, pull or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

**Material Storage** - Always stack, rack, or interlock stored materials to prevent sliding or collapse. Do not store material inside buildings under construction within 6 feet of any hoistway, inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored. Cross-key bagged materials at least every 10 bags high. Do not stack bricks more than 7 feet in high. When a loose brick stack reaches a height of 4 feet, taper it back 2 inches for every foot of height above the 4-foot level. Taper masonry block stacks one-half block per tier above the 6-foot level. Remove nails from lumber before stacking. Do not stack lumber in piles higher than 16 feet (20 feet if stacked using machinery).

**Sun Safety** - Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

**Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Appendix 3 Training Requirements

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This checklist includes the safety training requirements for employees. When all applicable items have been finished, give the completed form to the Safety Program Manager for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, MacBracey Corporation

<b>Employee Name:</b>	
<b>Primary Trainer:</b>	
<b>Item</b>	<b>Date Completed</b>
<b>Code of Safe Practices</b> - Provide the employee with a copy of the Code of Safe Practices (Appendix 2). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Safety Program Manager.	
<b>First Aid</b> - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
<b>Evacuation Plan</b> - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan (Appendix 4) with the employee.	
<b>Fire Extinguisher Training</b> - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
<b>Machines and Power Tools</b> - Show the employee how to use all power tools they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any power tool.	

Employee Training Requirements, MacBracey Corporation

<b>Employee Name:</b>	
<b>Primary Trainer:</b>	
<b>Item</b>	<b>Date Completed</b>
<p><b>Forklifts and Powered Industrial Trucks Driver Training</b> - Demonstrate proper techniques using same kind of vehicle the driver will use and then let the employee practice. Verify that the employee has the necessary driving skills by giving them a behind the wheel driving test. Train drivers on the following topics:</p> <ol style="list-style-type: none"> <li>1. The driving rules listed in the Code of Safe Practices (Appendix 2)</li> <li>2. Operating instructions, warnings, and precautions for all types of truck the operator will be authorized to operate.</li> <li>3. Differences between the truck and the automobile</li> <li>4. Truck controls and instrumentation; engine or motor operation; steering and maneuvering; visibility (including restrictions due to loading); fork and attachment adaptation, operation, and use limitations; vehicle capacity and stability; operator inspection and maintenance; operating limitations; and refueling and/or battery recharging</li> <li>5. Any operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate</li> <li>6. Surface conditions where the vehicle will be operated</li> <li>7. Composition of loads to be carried and load stability; load manipulation, stacking, and unstacking</li> <li>8. Pedestrian traffic in areas where the vehicle will be operated</li> <li>9. Narrow aisles and other restricted places where the vehicle will be operated</li> <li>10. Hazardous (classified) locations where the vehicle will be operated</li> <li>11. Ramps and other sloped surfaces that could affect the vehicle's stability</li> <li>12. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust</li> <li>13. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation</li> </ol> <p>List the name of the person who does the driver training/evaluation if it is not the same as the person who completes this checklist. This document serves as the required employer certification of driver training and evaluation.</p>	
<p><b>Lockout/Tagout</b> - Show the employee where lockout/tagout supplies (e.g. tags, hasps, electric plug locks, etc) are located. Explain the energy control procedures to them. Show the employee where they can obtain an electric plug lock in case they need to put one on a machine they are servicing.</p>	



Employee Training Requirements, MacBracey Corporation

<b>Employee Name:</b>	
<b>Primary Trainer:</b>	
<b>Item</b>	<b>Date Completed</b>
<p><b>Personal Protective Equipment</b> - Show the employee how obtain the personal protective equipment that they will use (see Appendix 2). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.</p> <ol style="list-style-type: none"> <li>1. Explain to the employee the importance of tying off to proper anchors and show the anchor points in their work area.</li> <li>2. Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses. Alternatively, provide employees who wear prescription eyeglasses with prescription safety glasses.</li> <li>3. Explain to the employee that face protection like face shields and welding helmets do not provide good enough eye protection by themselves and must be worn with safety glasses or safety goggles to obtain adequate protection.</li> </ol>	
<p><b>Combustible Dust</b> - Tell the employee which materials in the work area can form combustible dust.</p>	
<p><b>Baseline Hearing Test</b> - All employees exposed to noise must receive an initial hearing test within 6 months (one year if a mobile test van is used). Future hearing tests will be compared to this baseline to determine if workplace noise exposure is causing hearing loss. The baseline test also provides documentation of pre-existing hearing loss due to noise exposure at previous employers. Tell the employee it is very important that they avoid noise exposure or wear hearing protectors for 14 hours before the test.</p>	
<p><b>Heat Stress Training</b> - Train employees on the following topics:</p> <ol style="list-style-type: none"> <li>1. The environmental and personal risk factors for heat illness;</li> <li>2. The procedures used to ensure that cool drinking water, shade or cool rest areas, and emergency medical services are available;</li> <li>3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;</li> <li>4. The importance of acclimatization;</li> <li>5. The different types of heat illness and the common signs and symptoms of heat illness;</li> <li>6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in co-workers; and</li> <li>7. The procedures for responding to heat illness including how emergency services will be provided if necessary.</li> </ol>	
<p><b>Powder Activated Tools</b> - Show employee how to use and maintain any powder activated tools they will be required to use.</p>	
<p><b>Assignment Specific Hazards and Safety Procedures</b> - Train employee on any additional hazards and safety procedures required for their specific work assignment.</p>	

Appendix 4 Emergency Action Plan

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## Emergency Action Plan MacBracey Corporation

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In cases of emergency use the following procedure summary to efficiently and effectively handle the situation.

**TAKE COMMAND** - Assign the following duties to specific personnel.

**PROVIDE PROTECTION** - Protect the accident scene from continuing or further hazards - for instance, traffic, operating machinery, fire or live wires.

**GIVE FIRST AID** - Give first aid to the injured as soon as possible. Information on basic first aid is included in this manual.

**CALL AN AMBULANCE** - Call an ambulance and any other emergency services required. In some locales, dialing 911 puts you in touch with all emergency services.

**GUIDE THE AMBULANCE** - Meet and direct the ambulance to the accident scene.

**GET NAME OF HOSPITAL** - For follow-up, find out where the injured is being taken.

**ADVISE MANAGEMENT** - Inform senior management. They can then contact relatives, notify authorities, and start procedures for reporting and investigating the accident.

**ISOLATE THE ACCIDENT SCENE** - Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.

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Appendix 5 PPE Hazard Assessment and Written Certification

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## PPE Written Certification

### MacBracey Corporation

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I certify that the following workplace hazard assessment was performed for MacBracey Corporation. This workplace hazard assessment lists the hazards which are not completely controlled using engineering controls and the personal protective equipment (PPE) which is used to protect employees from those incompletely controlled hazards. The hazards have been carefully considered and I have determined that the PPE listed is adequate to protect employees from those hazards. Additional information about the hazards to which employees are exposed is available in Appendix 6 (Company Profile).

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Signature

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Printed Name

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Date

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# PPE Hazard Assessment

## MacBracey Corporation

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### Hazards Noted:

- Noise levels are loud enough to interfere with normal conversation for less than half the work day.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Objects may fall from overhead.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees are exposed to falls of over 6 feet.
- Objects may pierce shoes.
- Feet may be exposed to electrical hazards.
- Employees may work in the rain.
- Employees may work in wet conditions.
- Employees may work on ice or snow.
- Employees may work while kneeling.

### Personal Protective Equipment:

- Hearing protection (required whenever noise in the work area is loud enough to interfere with normal conversation)
  - Personal fall arrest system (required for some tasks)
  - Knee pads (required for some tasks)
  - Safety glasses (ANSI Z87.1) with side protection (available but not required)
  - Welding goggles meeting ANSI Z87.1 (required for some tasks)
  - Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
  - Hardhat meeting ANSI Z89.1 (required for some tasks)
  - Cold weather hat (available but not required)
  - Jersey gloves (available but not required)
  - Welder's gloves (required for some tasks)
  - Shoes: Closed toe (always required)
  - Boots (required for some tasks)
  - Over-boots: Water resistant (required for some tasks)
  - NIOSH Approved R95 Filtering Face piece Respirator (available but not required)
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Appendix 6 Company Profile

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# Company Profile

## MacBracey Corporation

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MacBracey Corporation  
P.O. Box 558  
Washington, PA 15301

Safety Program Manager: Patrick Bracey

Number of Employees: 9

Type of Business: Construction

Description of MacBracey Corporation

Activity: Construction

- The company is not engaged in the culture, production, concentration, experimentation, or manipulation of HIV or HBV.
- Company had ten or fewer employees for all of the last calendar year.
- Occupational Safety and Health Administration (OSHA) has not specifically mandated injury and illness record keeping for this company.
- The company does not provide temporary help or leased employees to other companies.
- Individuals are not hired through temporary agencies or labor leasing companies.
- Employees do not work at multi-employer work-sites.
- Does not sell or distribute chemicals.
- Very large quantities of certain specific chemicals are not present on site.
- Does not remediate hazardous waste sites, operate a TSD facility, or conduct hazardous substance emergency response operations.
- No computer workstations are in use.
- Employees do not provide first aid as part of their assigned job duties.
- Employees may drive on public roads during their work day.
- Work involves manual material handling.
- Floors may have holes or openings.
- Stairways are present in the work area.
- Employees use hand tools.
- Employees use portable power operated tools
- Employees may use powder activated hand tools.
- Steam pipes are not present in the work area.
- Employees may work in hot environments
- Employees may work in cold environments
- Portable and/or bench grinders are used in the work area.
- Welding, brazing or cutting is performed in the work area.
- Combustible dust is present.
- Noise levels are loud enough to interfere with normal conversation for less than half the work day.
- Noise monitoring data are not available.
- Powered industrial trucks (e.g. forklifts) may be present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are present.



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- There may be confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- Employees are not exposed to ionizing radiation.
- Employees may work on elevated work surfaces.
- Employees may use portable ladders or stepladders.
- Fixed ladders are present.
- There are no fixed ladders over 20 feet high without cages in the work area.
- Hoists or cranes may be present in the work area.
- Employees may work on scaffolding.
- Heavy equipment may be used at work site.
- Employees may dig, enter or work around excavations.
- Employees may work on telecommunications equipment.
- Employees perform concrete or masonry construction or work on sites where concrete or masonry construction is performed.
- Employees may perform steel erection and may work on sites where steel erection is performed.
- Employees perform demolition work or work at sites where demolition is performed.
- Explosives are not used in the work area.
- Employees do not perform underground construction.
- Employees do not work on electrical transmission and distribution equipment.
- Employees do not use vehicle-mounted elevating and rotating work platforms.
- Employees may use compressed air.
- Employees may work out of doors.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is not present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- No air monitoring data are available.
- It is not reasonable to suspect that employees may be exposed to chemicals or materials in the air above the applicable permissible exposure limits.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Work may involve mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.

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- Arms may contact dust, chemicals, sharps objects, or suffer mechanical abrasion.
- Chemical/material do not splash on body.
- Objects may fall from overhead.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are exposed to falls of over 6 feet.
- There are no heavy objects which may fall or roll on feet.
- Objects may pierce shoes.
- Feet may be exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees may work in the rain.
- Employees may work in wet conditions.
- Employees may work on ice or snow.
- Employees may work while kneeling.
- Employees do not work in a prone position.
- Employees are not exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)

Appendix 7 Accident and Near Miss Investigation

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# Accident and Near Miss Accident Investigation

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Accident and near miss incident investigation is a critical part of every Safety Program. The purpose of these investigations is to determine why an incident occurred and then prevent similar incidents in the future.

### Definitions

**Accident** - An unintended injury, illness, death or property damage.

**Near Miss Incident** - An event which could have resulted in an accident but didn't (e.g. "that was a close one...")

It is important to report and investigate every accident and incident especially minor accidents and near miss incidents. Often, many minor incidents occur before a major accident; investigating and preventing minor incidents can also prevent major accidents. For example, many people may slip on an oil puddle before someone falls and hurts themselves. By finding and fixing the oil leak after someone slips (the "near miss incident") we also prevent someone from falling (the "accident").

### Accident Causation

Most accidents have more than one cause; the accident occurs because of a combination of factors which by themselves might not have caused an accident. Sometimes, the most obvious causes of an accident are in fact symptoms of underlying problems. When conducting an accident or near miss investigation it is important to understand all of the causal factors in order to identify the most effective corrective actions. For example, an investigation into an injury which occurred when an employee slipped on an oil puddle might find the following factors contributed to (caused) the accident:

1. Several employees slipped on the puddle but did not report it.

Underlying problem: The employees in this part of the company accept slippery floors as "normal".

2. The operator of the leaky machine failed to clean up the puddle as required by standard operating procedures because the clean up materials are located quite far from their work area.
3. The supervisor failed to discipline the operator for not cleaning up the spill as required by procedure.

Underlying problem: The management in this part of the company accepts slippery floors as "normal".

4. The leak was not repaired even though the supervisor reported it to the maintenance department.

Underlying problems: an unfilled mechanics position in maintenance has produced a backlog of maintenance issues. Maintenance does not have a system for prioritizing safety related issues.

Once the accident investigator understands all of the causes which contributed to the accident, they can devise corrective actions to prevent the accident from happening again and also prevent similar accidents elsewhere in the company. For this example:

1. Clean up the spilled oil immediately.
2. Provide training to employees and management to remind them that slippery floors are not "normal" and are not acceptable.
3. Provide additional clean up materials near all locations where small spills are likely. Ensure that they are restocked as necessary.
4. Have maintenance fix the leak so the puddle does not recur.
5. Fully staff the maintenance department and eliminate the backlog of open maintenance issues.
6. Add prioritization to the maintenance request system so that safety related issues are corrected before non-safety related issues.

# Accident and Near Miss Accident Investigation

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### Accident and Near Miss Incident Investigation Step by Step

This section describes the major activities performed during an accident investigation. Some activities may not apply to all investigations. The specific steps required and how far in depth to take each step depends on the individual circumstances of the incident and the resources available to perform the investigation. The forms provided in this Appendix may be used to help the investigator with specific portions of the investigation. Specific procedures for documenting an Accident or Near Miss Investigation are provided in Section 9 of the Safety Program.

#### 1. Make the area safe

If necessary, evacuate the area until it can be made safe.

#### 2. Care for the injured

#### 3. Cordon off the accident area

Avoid further disturbing the area (except for what is necessary to accomplish steps 1 and 2 above) until the investigation is complete.

#### 4. Assemble the investigation team (if necessary)

For complex investigations it may be advisable to obtain help from outside experts. Your worker's compensation insurance carrier may provide assistance.

#### 5. Investigate

- Examine the area and physical evidence. Take measurements of equipment involved in the accident. Take photographs including close-ups. When taking close-ups include a reference object such as a ruler to provide scale. Label the photographs as soon as possible.
- Describe engineering controls (e.g. machine guards, ventilation systems, etc.) and personal protective equipment (e.g. gloves, safety glasses, etc.) in use during the incident. Identify controls and protective equipment that should have been used but were not in use.
- Interview witnesses and/or have them complete written statements. Take notes of each interview. Perform the interviews as soon as possible while memories are still fresh. Each witness should be interviewed separately so they don't influence each other. It is sometimes helpful to interview individuals who are familiar with the activity/equipment involved in the accident for background even if they didn't witness the actual accident. Tell the witness that the purpose of the investigation is to find and correct the causes of the accident and not to "fix blame". Ask the witness what happened and why it happened. Ask the witness if they think there are any underlying problems which contributed to the accident. Summarize the witnesses' main points and repeat them back to verify you understood the witness correctly.

#### 6. Analyze the evidence

Identify all of the unsafe acts or conditions which contributed to the accident. Then identify all of the underlying problems which contributed to the unsafe acts or conditions. Keep asking "why" each problem occurred and write down the findings.

# Accident and Near Miss Accident Investigation

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### 7. Devise corrective actions

Identify changes to policies, procedures or equipment that would eliminate the unsafe acts or conditions identified in Step Six. Include other parts of the company not directly affected by a particular accident. Create an action plan to implement these changes.

### 8. Follow-up

Implementation of specific corrective actions may be delegated to various individuals, but the original accident investigator should follow-up on all corrective actions to closure.