



INTREPID
ELECTRONIC SYSTEMS, INC.

SAFETY & HEALTH GUIDE

FIELD & WAREHOUSE

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INTRODUCTION TO INTREPID ELECTRONICS INC. INJURY AND ILLNESS PREVENTION PROGRAM

This injury and illness prevention program has been designed to help prevent the existence of hazardous conditions that might occur on any of our projects and to provide our employees with the safest possible working conditions.

Our injury and illness prevention program includes the contents of this guide in addition to the company's safety training programs, inspection procedures, incentive programs and disciplinary action procedures.

In the event an unsafe condition is observed on any of our projects, it is imperative that we be informed immediately so that corrective measures may be made. If the circumstances causing the unsafe condition are not addressed within this safety policy, common sense and prudence must be used to avoid the hazard until it can be corrected.

All employees acting in a supervisory capacity are directly responsible for the safe working conditions of each project at which they are working.

Our non-supervisory employees must also be aware of their working conditions and make every effort to ensure that they and their fellow employees are working safely and in a safe and healthy environment. If unsafe conditions exist or are created, our employees must take those steps necessary to ensure that they are not exposed to the unsafe condition.

This Safety & Health Guide must be maintained at each jobsite in addition to other requirements. Intrepid will help to ensure that our projects and employees are kept safe and healthy. Safe and accident free projects are our ultimate goal.

Intrepid Electronics Systems Inc.

SAFETY PROGRAM MANUAL

OBJECTIVE: The purpose of this manual is to furnish written guidelines for a complete safety program for the prevention of accidents, injuries and illnesses on our jobs; to comply fully with the requirements of the applicable laws and safety orders of the State of California, State of Nevada and the Federal Government; and to have all required reports and documentation made out correctly, on schedule and turned in as required.

SAFETY DOCUMENTS: Every superintendent, foreman, and electrician shall be provided with a copy of the company Safety & Health Guide and shall have a working knowledge of its contents. There are times when our company's safety requirements are more stringent than existing state safety orders and when this occurs, the more stringent requirement shall be followed.

IMPLEMENTATION: The two key factors in our company's safety program are employee training and effective supervision. Each is addressed in the following pages in addition to other requirements, programs and procedures needed for an effective overall program.

EMPLOYEE TRAINING

Employee training is an on-going process; it begins when an employee is first hired and continues throughout the employee's tenure with the company. Whenever new work practices, processes, methods or materials are introduced to the jobsite, each worker exposed to this new hazard will be trained with respect to any hazard that this new practice, process, method or material may present.

ALL EMPLOYEES MUST COMPLY WITH ALL COMPANY SAFETY RULES AND ACT PRUDENTLY AND WITH COMMON SENSE ON THE JOB SITE!

When a worker is first employed, s h e shall be given a copy of this Safety & Health Guide and instructed to read these documents. The new employee will then sign an acknowledgment that s h e has received, read and understands these requirements.

Upon hire, an effort will be made to assess the extent of the new employee's experience in the work for which s h e has been hired. All employees will be given instructions regarding the hazards and safety precautions applicable to the type of work in which s h e will be involved.

In the new employee orientation, each new employee will be trained on the company's Injury and Illness Prevention Program, Hazard Communication Program, Code of Safe Practices, the specific requirements for compliance with these programs as well as the incentive and disciplinary programs in place to insure compliance.

RECORD KEEPING

Throughout this manual, documentation and reports are mentioned, specific to the topic. These records and documents required by law will be kept, for at least the time period required, at the company headquarters. Please refer to each topic for specific information.

SAFETY MEETINGS

"Toolbox" or "tailgate" meetings are to be held weekly, at a minimum. Unless project conditions prohibit, meetings shall be held every Monday morning at the job site. The meeting should include and be focused on the current conditions of the job site. Attendance at these meetings shall be documented by employee signatures on the safety meeting report form and turned in to the office on a weekly basis. A copy of the report is to remain on the job site. Our subcontractors shall be included in the meeting and sign the documentation affirming their attendance.

It is imperative that all employees understand the topics discussed at all safety meetings. Since there may be some employees who may not have a complete understanding of the English language, instruction and translation may be necessary. Employees shall be given an opportunity to ask questions at the end of each meeting.

SAFETY INSPECTIONS

The foreman, or an employee designated by the foreman, shall conduct weekly safety inspections of the job site. Unless project conditions prohibit, inspections shall be conducted each Friday. These inspections shall include all areas where our employees or subcontractors are performing work or will be performing work in the near future. In addition, all traffic areas, material storage areas and any other area that an employee may enter shall be included in the inspections. Work methods, processes, equipment, materials and substances as well as hand and power tools must also be included. Items discovered and determined to be unsafe or potentially hazardous must be corrected immediately and reported to the foreman and the Human Resources Director. If the condition can not be corrected immediately, the foreman and Human Resources Director are to be notified immediately and any employees exposed or likely to be exposed to the hazard.

Any subcontractors working under contract with Intrepid Electronics Inc. are to be included in both the safety inspections and safety meetings, and their attendance is to be documented.

CORRECTION OF HAZARDS

Any hazard that is identified, whether it be a dangerous condition, practice, material or otherwise, must be corrected immediately. Seemingly small hazards can mean big injuries or health problems. Because each situation is different, each must be evaluated as to the most appropriate action to take.

Regardless of the action, any hazard that poses an immediate danger to employees must either be immediately corrected, or those exposed employees must be removed from the hazardous location, process, environment, etc. until such corrective action is taken to remove the hazard.

DO NOT EXPOSE YOURSELF TO THE HAZARDOUS CONDITION!!

If the hazard is one that you have not had experience or have not received training on, immediately notify your immediate supervisor so that corrective action may be taken as quickly as possible and the proper governmental authorities may be notified if required. After a hazard has been corrected the method of correction must be documented on the safety inspection checklist for that week.

SUPERVISION

Management representatives of our company are responsible for ensuring that all employees understand and comply with the safety rules of the company.

Employees assigned a task which may expose them to the possibility of a foreseeable hazard shall **not** be allowed to proceed without instruction and responsible supervision.

First line supervision must know the capability of subordinates and ensure that work assignments are given only to employees who have been instructed in the work situation being performed, including the hazards associated with that job.

All levels of management and supervision must understand and enforce company rules regarding safety and safe work practices.

Management representatives are responsible for enforcement of the company discipline program, as otherwise described herein. To ensure that we have safe work sites, we must have enforcement of our safety requirements. If a violation of Cal/OSHA or a company safety rule occurs that could result in a serious injury or death, an investigation will be conducted to determine at least the following information:

1. If the responsible person or persons (foremen or superintendent) knew the safety regulations and proceeded with the work in violation of the regulations.
2. If the employee exposed to an unsafe or potentially unsafe condition knew of this fact and proceeded to work in violation of this fact and/or in violation of safety regulations, notwithstanding such knowledge.

If it is determined that the superintendent, foreman, and/or employee were unaware of the regulations but proceeded with the work in violation of those regulations, punitive action may be taken. If it is determined that a supervisor, foreman, and/or employee **knowingly** violated a rule or regulation, punitive action taken will be based upon the past safety record of the individual(s) and upon the severity of the violation.

Superintendents, foremen, and project managers may be legally liable for serious or fatal accidents when safety orders and accepted safe practices are not followed. Both criminal and civil liability is possible.

Other responsibilities of supervision include the duty to make frequent safety inspections of the job site and to be constantly on the alert to prevent or correct any unsafe or hazardous conditions within the project area.

When the superintendent and foreman make scheduled or unscheduled safety inspections of a project area they shall submit a written report of that inspection to the company.

This safety manual is not meant to replace Cal/OSHA's safety orders, which are also applicable, but is issued to emphasize sections of the safety orders that pertain to our type of work and to stress our own safety requirements, some of which may be in addition to, or more stringent than, Cal/OSHA's requirements.

DISCIPLINARY ACTION PROCEDURES

The Company expects that you will perform to the best of your abilities at all times. There will be times however when an employee performs at an unsatisfactory level, violates a policy, or commits an act that is inappropriate. As previously noted, employment may be terminated at will by the employee or the Company at any time with or without cause and without following any system of discipline or warnings. Nevertheless, the Company may choose to exercise its discretion and utilize forms of discipline that are less severe than termination in certain situations. Discipline may include one or more of the following: verbal warning, written reprimand, suspension or discharge.

Your company wishes to emphasize its desire that all employees should be at liberty to talk freely and openly with any and all members of management. You should never hesitate to discuss a problem and you can be absolutely certain that your thoughts and comments will be appreciated. You will find too that most differences can be satisfactorily adjusted between you and your supervisor. But, if for any reason you are not satisfied with such adjustment, you should not hesitate to bring the matter to the attention of others in management.

EMPLOYEE DISCIPLINE PROGRAM

As a guide for you and the company, we will use progressive discipline to correct unacceptable employee conduct. The discipline program pertains to those employees who may engage in unacceptable behavior. This policy does not, however, modify or amend the at-will employment relationship. The Employee Discipline Program will have the following characteristics:

For **non-serious** incidents in which a company employee is involved:

1. First occasion: Oral or written reprimand.
2. Second occasion: Suspension, the length of time depending on the severity of the situation and the nature and severity of the previous reprimand.
3. Third occasion: Probable termination.

For **serious** incidents in which an employee is involved:

1. First occasion: Written reprimand, suspension, or termination.
2. Second occasion: Termination.

The difference between non-serious and serious incidences depends upon the possible consequences of the incidences. The company reserves the sole right to determine what is a non-serious or serious incident, and retains the discretion to terminate the employment relationship at any time for any reason under the at-will employment policy.

If more than one employee is involved in an unsafe act, each is subject to discipline, the degree of which depends upon the circumstances.

SAFETY INCENTIVE PROGRAMS

The company has several employee safety incentive programs in place to reward those employees who demonstrate a commitment to a safe work place and who observe safety rules and policies. Please refer to the Intrepid Electronics Systems Inc., Policy and Procedure handbook for your position for detailed explanations of these programs.

INJURY REPORTING and INVESTIGATION

The foreman is to be notified of **any type of injury** (first aid or an injury that requires professional medical attention or hospitalization) **immediately**.

If the injury requires professional medical care or hospitalization, the foreman must call the office for a doctor/clinic to see for treatment.

Another employee is to accompany the injured employee, when necessary, if professional medical care or hospitalization is required.

The foreman is to notify the Human Resources Administrator at the Emeryville headquarters of any type of injury on the same day as the occurrence. The foreman is to investigate the circumstances surrounding the injury, i.e., how it happened, any witnesses, time of day.

The foreman is to fill out the Supervisor's Report of Injury in detail, noting the following:

- Date
- Time
- Location
- Foreman's name
- Name of injured
- Names of witnesses
- What phase of the job did the accident occur
- Nature of the injury
- How injury occurred

The foreman is to turn in the original copy of the injury report to the Human Resources Administrator at the Emeryville office on the same day of the injury occurrence and retain the second copy for the job file. A sample of the form to be used can be found in appendix D in the back of this manual.

ACCIDENT REPORTING

Every employee who is involved in an accident or who witnesses an accident in which one or more of our employees is involved shall immediately report hisher observations to hisher immediate supervisor.

If unable, for any reason, to report the accident to hisher supervisor, the employee shall immediately notify the closest office of the company to report the accident.

It is imperative that any accident be immediately reported no matter how insignificant the accident may seem to be at the time.

The Division of Occupational Safety and Health must be notified within **8** hours if an employee is seriously injured or killed on a job site. A serious injury is defined as an employee being hospitalized for more than 24 hours for other than observation.

ACCIDENT PREVENTION PROGRAM

The following provisions are not all-inclusive. All employees must use common sense and prudence at all times, for each employee is responsible for safety.

General:

Advance Planning for Construction Work

Each operation of a construction job should be planned in advance. Such planning is needed at all stages of the project. It should start prior to preparation of bids and continue throughout the job with the superintendent, project manager, foremen and all crewmembers doing their share.

Construction planning will eliminate some accidents automatically by creating a well-organized job, but expert planning giving special attention to safety is highly effective in making the operation safe and efficient.

The following items should be given consideration while doing your advance planning.

Safe Access and Movement Requires:

1. Location of Utilities and Services

- a. Consider location of high-voltage lines. If at any time operations may come within the minimum distances established in the Electrical Safety Orders, arrange to have the line moved or de-energized, erect barriers, or set up special working procedures.

In all cases, the appropriate regional notification center such as Underground Service Alert (USA) must be contacted to determine the location of subsurface utility installations in the area **BEFORE** excavation.

- b. Locate saws, tool shed, office, etc., in a safe and convenient place.
2. The following work area problems are to be considered and dealt with by the individual in charge at the particular project:
 - a. Adequate work area.
 - b. Adequate walkways and runways.
 - c. Adequate ladders, stairway, or elevators.
 - d. Work areas and passageways clear of rubbish, debris, nails, etc.
 - e. Protection for floor and roof openings.
 - f. Adequate illumination.
3. Schedule Work for Safety
 - a. Have safety materials on job when needed, i.e., hard hats, goggles, ear plugs, trench shoring or shields, safety belts, etc.
 - b. Plan work so that not too many trades are in a small area at the same time.
 - c. Schedule work crews so the flow of equipment and manpower does not create a safety hazard.
4. Proper Lifting Techniques
 - a. When you lift be sure to:
 - Plant your feet firmly - get a stable base
 - Bend at your knees - not your waist
 - Tighten your abdominal muscles to support your spine
 - Get a good grip - use both hands
 - Keep the load close to your body

- o Use your leg muscles as you lift
 - o Keep your back upright, keep it in its natural posture
 - Lift steadily and smoothly without jerking
 - Breathe - If you must hold your breath to lift it, it is too heavy
- b. When you lift do not:
- Lift from the floor
 - o Twist and lift
 - Lift with one hand (unbalanced)
 - o Lift loads across obstacles
 - o Lift while reaching or stretching
 - Lift from an uncomfortable posture
 - Don't fight to recover a dropped object
 - o Don't hold your breath while lifting - GET HELP
- c. Working safely means using COMMON SENSE in the workplace, monitoring ergonomic trends in the workplace, staying physically fit and making injury prevention a top priority.
5. WorkProcedure
- a. Material Handling
- 1) Plan for methods of elevating and handling materials (adequate space, proper auxiliary equipment, i.e., cranes, hoists, elevators, trucks, etc.).
 - 2) Plan for methods of loading and unloading (adequate space, proper auxiliary equipment, i.e., loaders, cranes, rigging, forklifts, etc.).
 - 3) Employee training in proper handling procedures.
- b. Plan for the following steps pertaining to tools and equipment:
- 1) Repair, maintenance, and care.
 - 2) Inspection.
 - 3) Adequate supplies of the right tools for each part of the job.
 - 4) Employee training in the safe use of such tools and equipment.

GENERAL SAFETY PRECAUTIONS

Every reasonable effort shall be taken to ensure the safety of workers in all situations, whether or not provided for in our company's rules and safety program.

No worker shall be required or knowingly permitted to work in an unsafe place unless for the purpose of making it safe and then only after proper precautions have been taken to protect the worker while doing such work.

ALL WORKERS HAVE THE RIGHT TO REFUSE TO WORK IN AN UNSAFE PLACE OR TO PERFORM AN UNSAFE JOB ACTIVITY

Prior to the start of work, the supervisor shall make a survey of the conditions of the site to determine the risks or hazards and the kind and extent of safeguards necessary to accomplish the work in a safe manner.

A training program shall be designed and shall be implemented during the project which will instruct workers in general safe work practices, as well as methods to avoid the unique hazards of the workers' specific job assignments. **See CSO sections 1509,1510,1511.** Periodic inspections shall be conducted during the project to identify unsafe conditions and work practices. Those unsafe conditions and work practices shall be corrected immediately. **See CSO sections 3203,1509.**

All required safety and health posters, including "Cal/OSHA Safety and Health Protection on the Job" shall be posted on a company bulletin board at the job site or be otherwise available at the site. Additionally the "Log and Summary of Occupational Injuries and Illnesses", (Log 300A) shall be posted during the required time period, on a company bulletin board at the job site or be otherwise available at the site.

NOTE: Permits are required for the construction of trenches and excavations 5 feet or deeper into which a person is required to descend and for the construction or demolition of a building, structure (including a tower crane), scaffolding, or false work more than 3 stories high. These permits are also required to be posted. **See Title 8, CCR section 341.** And the nearest district office of Cal/OSHA is to be notified prior to commencement of the work.

EMERGENCY ACTION AND FIRE PLAN

1. The general contractor will provide an emergency action and fire plan. Employees shall be informed of escape procedures and an emergency escape route, if necessary. The foreman and superintendent shall be responsible for accounting for all employees during any emergency and shall also be responsible for rescue and medical duties. All such procedures shall be changed as conditions warrant.
2. "Housekeeping" must be maintained in good condition.

3. A safe and unobstructed access to all available fire fighting equipment shall be maintained at all times.
4. All necessary fire fighting equipment shall be conspicuously located or the location conspicuously marked.
5. All fire fighting equipment shall be periodically inspected and maintained in operating condition. Defective equipment shall be immediately replaced.
6. A temporary or permanent water supply, of sufficient volume, duration, and pressure, required to properly operate the fire fighting equipment shall be made available as soon as combustible materials accumulate.
7. Where underground water supply lines are to be provided, they shall be installed, completed, and made available for use as soon as practicable.
8. A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the floor area, or fraction thereof. Where the floor area is less than 3,000 square feet at least one extinguisher shall be provided. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
9. At least one fire extinguisher rated not less than 2A, shall be provided on each floor. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway at each floor level.
10. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the job site. This requirement does not apply to the integral fuel tanks of motor vehicles.
11. Carbon tetrachloride, chlorobromomethane, and methyl bromide fire extinguishers are prohibited.
12. Portable fire extinguishers shall be inspected monthly, or at more frequent intervals, and serviced at least annually by a person licensed or registered by the State Fire Marshal.
13. Hoses may be used as a substitute for fire extinguishers under certain circumstances. **See CSO section 1923**

BLOOD BORNE PATHOGENS

On May 5, 1992, OSHA announced an exemption for the construction industry from the provisions of the blood borne pathogens standard, 29 CFR, 1910.1030. Although the construction industry was exempted from the blood borne pathogens standard shortly after it was passed, Intrepid Electronics Systems Inc acting in the interest of safety and health considerations for our employees are

and Emergency Care courses, or a course from a person certified to instruct from the Mine Safety and Health Administration.

3. **Emergency Telephone Numbers:** The telephone number of the following emergency services shall be maintained at each project:
 - a. A physician and at least one alternate if available.
 - b. Hospitals.
 - c. Ambulance services.
 - d. Fire protection services.
 - e. Local law enforcement office.

4. **Emergency Medical Procedures:** Minor injuries shall have prompt first aid and the employee shall be taken to a physician if required. Injuries that are more serious in nature shall be handled in the following manner:
 - a. Emergency first aid shall be administered and a crew-member shall immediately make the emergency telephone calls.
 - b. **If rescue is required**, the first telephone call should be to "911" or to the local fire protection service.

**CONFIRM WITH THE FIRE DEPARTMENT THAT IT WILL DISPATCH THE
EMERGENCY RESCUE VEHICLE.**

- c. **If rescue is NOT required**, then an ambulance service, physician, or hospital can be called.

**IF A PHYSICIAN OR HOSPITAL IS CALLED, CONFIRM THAT THEY WILL DISPATCH
THE EMERGENCY RESCUE VEHICLE.**

- d. If the injuries occurred in a vehicular accident on a public road, then the appropriate law enforcement agency should be contacted in addition to obtaining medical help.
- e. At isolated job locations, provisions must be made **in advance** for prompt medical attention in case of serious injuries. This may be accomplished by on the job site facilities, proper equipment for prompt transportation of the injured person to a physician (both auto ambulance and air ambulance should be available if possible and/or feasible), telephone communication for contacting a doctor, or combinations of these provisions in order to avoid unnecessary delays in treatment.
- f. Suitable facilities for drenching the body or flushing the eyes with clean water shall be available where the eyes or body may be exposed to injurious or corrosive materials.

- g. For every building structure 5 or more floors or 48 feet above or below ground level, a two-way voice communication system shall be installed to notify, emergency personnel and the manlift operator of any injury to an employee.

PERSONAL PROTECTIVE EQUIPMENT

Employees shall be provided with and shall use the appropriate personal protective equipment when necessary for safety as follows:

1. Eye Protection:

Safety glasses are to be worn at all times while working. There will be no exceptions to this requirement.

- a. Face shields shall be worn when flying particles are created by using a grinder, chipping gun, jack hammer, etc.
- b. A welder's helmet or goggles with the correct tint to protect from ultraviolet and infrared radiation shall be worn when welding or when doing a job that requires looking at the welding.

NOTE: The wearing of contact lenses is prohibited in working environments having harmful exposure to materials or where light flashes may exist, except when special precautionary procedures which are medically approved have been established for the protection of exposed employees.

2. Respirators

If a situation arises that may require respiratory protection, then our first choice is to avoid the area and schedule work around areas of concern. If it is not feasible to avoid, then the following will apply: Contact with the Company Safety Director must be made prior to the use of any respirator.

In the event there is a need to use respirators, a written respirator program is required. The Safety Director shall ensure that employees are trained in the use of the respirator. The type of respirator to be used will generally be determined by the substance to which employees may be exposed. Only NIOSH or MSHA approved equipment for the particular exposure shall be used. When in doubt, contact may be made with the company providing the respirators regarding the correct respirator to use under the circumstances. Determining the correct respirator and that all OSHA requirements have been met must be done prior to any employee being exposed to the substance in question. **See GISO section 5144.**

3. Work Clothing:

- a. Clothing appropriate for the work being done shall be worn. Industry standards should be followed, durable pants and sleeved shirts shall be worn while working. Loose sleeves, tails, lapels, cuffs, or other loose clothing shall not be worn around tools, machinery, or equipment in which it might become entangled. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be promptly removed and shall not be worn until properly cleaned.
- b. Orange vests or shirts shall be visibly worn whenever there is, or is likely to be, exposure to vehicular traffic and/or earth moving equipment.

4. Head Protection:

"Blue or yellow, company issued hard hats are to be worn at all times while working at the job site. Personal hard hats are not allowed."

Hard Hat Policy

Historic data and experience has indicated that during their first 90 days of employment our employees are at the greatest risk of being injured on the job. In the interest of creating and maintaining a safe and healthful workplace, Intrepid Electronic Systems Inc. has created the following policy to identify employees who are new to the company so that longer term employees can help to ensure that they work safely and efficiently. This "New Hire Hard Hat Policy" is for identification of a risk on the job, it is not intended to single anyone out nor is it intended as a disciplinary measure. Injury and illness free jobsites are our goal.

New Hire Hard Hats

All new field employees will be issued a blue colored hard hat prior to starting work. These employees are required to wear this blue hard hat while on any jobsite throughout their first 90 days of employment. If the employee completes this period and has not been involved in a work related injury or illness, that employee will then be issued a yellow hard hat required to be worn at all times on the jobsite. If an employee is involved in any injury or illness during this 90 period they will not be issued a yellow hard hat until they have completed 90 consecutive calendar days of employment accident and injury free.

5. Hand Protection:

Hand protection may be required for employees whose work exposes their hands to hazardous substances, cuts, or burns. NOTE: Great care shall be exercised in the direction and supervision of employees in relation to the wearing of gloves when working around machinery. The wearing of gloves by a saw operator is not advisable and the wearing of gauntlet-type gloves around any moving machinery shall not be permitted.

6. Foot Protection:

- a. Industry standards should be followed, such as leather work boots, or rubber boots depending on the circumstances while working. Suitable work boots are required at all times while working. Tennis shoes, sandals, deck shoes, dress shoes or other footwear not designed for the use shall not be worn. Appropriate foot protection shall be worn by employees who are exposed to foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions, which may cause injury.
- b. Footwear, which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries, shall not be worn.

7. Ear Protection:

Ear protection shall be worn when required by the Noise Control Safety Orders and as the foreman or employee deems it necessary. **See GISO section 5096.**

8. Sanitation And Sterilization Of Personal Safety Devices:

Goggles, rubber gloves, respirators, and other protective devices shall not be shared among employees unless they have been cleaned.

Exception: Safety devices worn over shoes or outer clothing of which no part contacts the skin of the wearer, such as metal foot guards.

FALL PROTECTION

Whenever an employee is required to work in a location where that employee is subjected to a possible fall of 6 feet or more, a suitable means of fall protection is required. Suitable fall protection methods are:

- Personal Fall Arrest System (see "Next Section")
- Positioning Devices
- Guardrails
- Safety Nets
- Fences or Barricades
- Covers
- Controlled Access Zones
- Warning Line Systems
- Toeboards or Screens
- Canopy Structures
- Warning Line Plus Other System
- Hard Hats
- Ladders (See section on Ladders page 21)

Personal Fall Arrest Systems Shall:

- Limit maximum arresting forces to 1800 lbs. on an employee using a body harness. A full body harness is required, no body belts.
- Limit the free fall distance to **6'** or less.
- Lanyards shall have locking type snaphooks.
- Limit maximum deceleration distance to **3.5 ft.**
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling 6', or the free fall distance permitted by the system, whichever is less.
- Harnesses shall be worn with the attachment point in the center of the back near shoulder level or above the wearers head.
- Anchor points shall be rated for 5,000 lbs. per employee.
- Personal fall arrest systems and their components shall be used for employee protection and not to hoist materials.
- Personal fall arrest systems and their components subject to impact loading shall be immediately removed from service and not used again unless inspected and determines by a competent person to be suitable for reuse.
- The employer shall provide for prompt rescue in the event of a fall.
- Personal fall protection systems shall be inspected prior to each use and defective components shall be removed from service.
- Personal fall arrest systems shall not be attached to guardrail systems and hoist except as specified in other subparts of this part.
- When a fall arrest system is used in a hoist area, it shall be rigged to allow the movement only as far as the edge of the walking/working surface.

Positioning Device Systems

- 1.) Positioning device systems shall be rigged to limit the free fall distance to **(two feet or less)**.
- 2.) Anchorage's must be capable of withstanding twice the potential impact load or 3000 lbs., whichever is greater.
- 3.) Connectors shall be dropped forged, pressed or formed steel, or equivalent.
- 4.) Connectors shall have a corrosion-resistant finish, and be smooth to prevent damage to interfacing parts.
- 5.) Connecting assemblies shall have a minimum tensile strength of 5000 Ibs.
- 6.) Dee-rings and snaphooks shall be proof tested to a minimum tensile load of 3600 Ibs. without cracking, breaking or taking permanent deformation.

If there is any question or doubt as to the protection requirements of a given situation, immediately not@ your supervisor or contact the company Safety Director before beginning the work.

CONSTRUCTION SAFETY AND HEALTH RULES

Housekeeping

All job sites and construction storage yards shall be maintained reasonably free of dangerous depressions, obstructions, and debris. Trucks and equipment shall be kept reasonably clean of debris and trash. Combustible scrap, rubbish, etc., shall not be allowed to accumulate and shall be removed regularly. Work areas, passageways, etc., shall be kept free of debris and scrap. Containers shall be provided for collection of trash and emptied regularly.

Alcoholic Beverages and Drugs

Being under the influence of, or using, alcoholic beverages and/or drugs during working hours, including the mid-shift meal period and overtime, is prohibited. The operation of company vehicles or equipment (owned or leased) while under the influence of alcohol or drugs is prohibited. **Being under the influence of, or using, alcohol or drugs during working hours is a termination offense. See the company's substance abuse policy in the Intrepid Electronic Systems Inc. "Policy and Procedure Handbook."**

Smoking

Under California law, smoking is not permitted in any enclosed workplace where other employees are exposed to second-hand smoke. Once a building or structure is enclosed with walls and a roof, it is considered an enclosed workplace and smoking is not be permitted. This rule also applies to any other enclosed area such as vaults and similar work areas.

Illumination

During operations, all construction areas shall be supplied with a minimum of 5 foot-candle lighting and 10 foot-candles in electrical and equipment rooms.

Asbestos

Contractors on multi-employer worksites working with asbestos are required to inform the other contractors of the nature of the work and to establish regulated areas where airborne concentrations can be expected to exceed permissible exposure levels. Access to regulated areas is limited to authorized persons. Employees authorized or required to enter the regulated area should be completely familiar with the requirements for such activity, especially regarding the use of respirators, protective clothing, and hygienic facilities and practices.

Drinking Water

An adequate supply of potable water shall be provided in containers labeled "Drinking Water" and equipped with taps and tight fitting covers. Single service cups should be provided with a sanitary dispenser and a receptacle for disposing of used cups.

Hand Washing

An adequate supply of potable water, soap, or other suitable cleansing agent and single use towels for hand washing shall be available on all jobsites.

Toilets

Toilets shall be provided according to the following:

- 20 or fewer persons = one facility
- 20 or more persons = one toilet seat and one urinal per 40 persons
- 200 or more persons = one toilet seat and one urinal per 50 persons

This requirement does not apply to mobile crews having transportation readily available to nearby toilet facilities.

Removal of Safeguards or Safety Devices

Safeguards, safety devices, or safety appliances shall not be made ineffective or removed, except for the purpose of making repairs or adjustments, in which case adequate substitute precautions shall be followed until they are back in service.

Proper Use of Tools

Employees will not use tools that are in an unsafe condition. All electric tools will be properly grounded or otherwise properly protected.

Welding

Employees shall be trained in the safe use of welding equipment. Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be taken in areas where welding or other "hot work" is being done. No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentrations create a fire hazard.

Arc Welding: Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays. When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be placed or protected so that they cannot make electrical contact with employees or conductive objects. All arc welding and cutting cables shall be completely insulated. There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to that of the cable. Defective cable shall be repaired or replaced.

Gas Welding: Fuel gas and oxygen hoses shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective.

Ventilation: Mechanical ventilation or air line respirators shall be provided when welding, cutting or heating zinc, cadmium, mercury, or beryllium bearing, bases or coated materials in enclosed spaces. Ventilation or air line respirators shall also be provided when welding with tungsten inert gas equipment (TIG), in confined spaces, or where an unusual condition can cause an unsafe accumulation of contaminants. Proper eye protective equipment to prevent exposure of personnel shall be provided.

Floor and Wall Openings

Floor and wall openings are to be protected, either by a suitable covering or by guardrails and toe boards. **See CSO section 1632.**

The edges of all floors 6 feet or more above the surface below must be protected by proper guard railing and toe boards (or by the use of safety nets or personal fall arrest systems). See CSO section 1620 & 1621(a) for proper construction of railings & toeboards.

Also, be sure that any rebar or other impalement hazard at a job site is protected in an approved manner.

Stairways

Generally, stairways are to be installed and used in all buildings or structures two or more stories in heights. The timing of the installation depends upon the type of structure. Ladders are acceptable under certain circumstances. **See CSO section 1629.** Until permanently enclosed, open sides of stairways shall be guarded with stair railings.

MATERIAL & PERSONNEL LIFTS

A construction passenger elevator for hoisting workers is required and must be operating when a building or structure reaches 60 feet or more in height above, or 48 feet in depth below, ground level. **See CSO section 1630.**

Scissor and Boom type lifts

Prior to the operation of any scissor or boom type lift, the employee must complete proper training. Consult with the company Safety Director for training.

The training will consist of; A review of equipment operating procedures, hands-on evaluation, documentation of the training.

Fall protection rules must also be adhered to. The use of a boom type lift requires a full harness and lanyard to be worn by all personnel using the equipment, and it must be attached to an approved point on the lift. A scissor lift requires that a harness and lanyard be worn, only if the rails are less than 39" high and/or you are elevated above the deck level of the lift. (i.e. standing on the rails) All operating procedures and safety precautions must be followed at all times. Only qualified employees shall be permitted to operate scissor and boom type lifts. **(See GISO section 3642)**

Ladders

Ladders shall not be loaded in excess of the safe capacity for which they were constructed. Long ladders shall be braced to prevent undue deflection.

1. Ladders that are broken, weak, or with missing rungs shall not be used. If such ladders are not repaired promptly, they shall be removed from the job.
2. Unless suitable handholds are provided, the side rails of all ladders used to serve a platform shall extend at least 3 feet above the upper landing.
3. Ladders, other than stepladders, shall be secured against displacement.
4. Ladders that will remain at one location for several hours or more, to be used as a means of access at that location by various workers, shall have upper and lower landings with a width of 20 inches or more and an area of at least 4 square feet.
5. Ladders constructed on the job may be used as long as they are constructed in accordance with the appropriate requirements. **See CSO section 1676.**
6. Portable ladders (extension ladders) shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.
7. *No employee shall be permitted to stand and work on the top rungs of a extension ladder unless there are members of the structure that provide a firm handhold or the employee is protected by other suitable fall protection means. This doesn't apply to Stepladders, see below.*
8. **Stepladders.** Employees shall not stand on the topcap or the step below the topcap of a stepladder.

Scaffolds

Proper scaffold erection begins from the "bottom up" and includes the use of appropriate base plates. The working platform must be completely planked, with a maximum 10-inch space open under the back railing. There must be both a top rail and mid rail. Ties to an adjacent structure are required with doubled No. 12 iron wire or equivalent. **See CSO section 1640, et. seq.** All planking shall be Scaffold Grade as recognized by grading rules for the species of wood used. See Appendix B for more specific safety practices regarding the set-up, use and tear-down of scaffolding.

Excavations

1. Excavations of 5 feet or more in depth into which an employee must descend, must be either shored or sloped according to State of California, CalOSHA requirements. These requirements include soil classifications by a competent person to determine the correct type and installation of shoring or the required sloping ratio. A trench shield may be used in lieu of shoring or sloping. Compliance with all of the requirements of **CSO sections 1540 and 1541 is imperative. Copies of sections 1540 and 1541 are available at the main office.**

2. The company maintains an annual, statewide excavation permit. A copy of this permit must be posted on the job site whenever we will be digging 5' or deeper and employees will be required to enter the excavation. Additionally an Activity Notification form must be filled out and sent to the nearest CalOSHA District office. Contact the Safety Director for this form. All excavations to which the permit applies shall be under constant, competent supervision.
3. Hard hats shall be worn at the excavation at all times.
4. A suitable means of egress(a means to get out of the excavation) shall be located no more than 25 feet from all employees in any excavation that is 4' or deeper.
5. Spoil shall be removed at least two feet from the edge of the excavation.
6. All excavations must be properly guarded. Use barricades, caution tape, andlor fencing when necessary.
7. All alternate shoring or sloping plans or any shoring or sloping plan for an excavation deeper than 20 feet shall be designed and approved by a California Registered Engineer.
8. If work involves a live sewer line or manhole or any other source of flammable or toxic gases or any possibility of oxygen deficiency, tests shall be made and recorded for these hazards before entering the excavation. If a hazard is discovered, suitable means shall be used to mitigate the hazard as required by the Construction Safety Orders.

Abrasive Grinders

Safety guards shall be provided so that exposure shall not begin more than 65" above the horizontal plane of the spindle with the angular exposure not exceeding 125". Work rests shall be provided and kept within 118 inch of grinding wheels.

Powder-Actuated Tools

1. The foreman shall ensure that only qualified persons who carry valid operator's cards for the tools to be used are permitted to operate powder-actuated tools.
2. Powder-actuated tools and powder loads shall be locked in a container and stored in a safe place when not in use and shall be accessible only to authorized personnel.
3. Eye or face protection shall be worn by operators and assistants when the tools are in use.
4. Ear protection shall be used when powder actuated tools are in use.
5. A sign indicating that powder actuated tools are in use must be posted within 50' of the area of use.

6. When a powder-actuated tool is used with a pole extension assembly, the following requirements shall apply:
 - a. The maximum extension of the pole tool assembly shall not exceed 6 feet in length measured from the heel of the powder-actuated tool to the trigger mechanism on the pole.
 - b. The powder-actuated tool, to which the pole tool assembly is attached, shall only be of the low velocity type.
 - c. The extension assembly shall be of such structural integrity as to withstand the forces involved in the use of the tool.
 - d. The powder-actuated tool shall be of a type whereby either fasteners or loads must be loaded individually.
 - e. The trigger mechanism shall be attached to the assembly.
 - f. Pole tool assemblies shall either be constructed of a dielectric (insulating) material, or those portions of the trigger mechanism and pole normally held by the operator while using the tool in the upright position shall be covered with a dielectric material sufficient to preclude the possibility of electric shock or burn caused by contact between the tool or attachments and energized wiring.

Tool Guarding

Guards shall not be prevented from operating automatically by pins, wedges, or other devices that hold them back in an inoperative position. Unless double insulated, all electrical equipment and tools must be grounded. Ground-fault circuit interrupters must be installed unless an assured equipment grounding conductor program is utilized. **See CCR 8 Low Voltage Electrical Safety Orders Section 2405.4.** Flexible cords and cables shall be protected from accidental damage. The minimum size of temporary poles shall be 6"x 6" and overhead lines must be at least 12 feet above walkways and 18 feet above the surface where equipment is used. **See section 2405.3.**

Vehicle Operation

Vehicles shall be operated only by authorized and trained drivers. Please refer to our Guide to Company Rules & Policy for more specifics on vehicle operation. While driving a vehicle, use seat belts, obey all traffic laws, and be courteous.

Drivers of forklift and other industrial trucks shall follow the operating rules and meet the training requirements per current OSHA regulations. A vehicle which hauls 2 112 cubic yards or more of construction material shall be equipped with a warning device that operates automatically while the vehicle is backing. **See CSO section 1592.** All other vehicles operating at a construction site which would, while backing, constitute a hazard to employees working in the area on foot must also have an effective device or method to warn employees. **See GISO section 3706.**

Storage and Use of Oxygen, Acetylene and Fuel Gas Cylinders

Compressed gas cylinders in portable service shall be conveyed by suitable hand trucks to which they are securely fastened, or safely carried where job conditions require. All gas cylinders in service shall be securely held in substantial fixed or portable racks, or placed so they will not fall or be knocked over.

Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible material (especially oil or grease) a minimum distance of 20 feet or by a non combustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour. Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided.

Confined Space Operations

Definition: Tank, vessel, silo, vault, pit, pipeline, duct, sewer, tunnel, or open topped space more than 4 feet deep, and / or has one or more of the following characteristics:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work;
2. Has limited or restricted means for entry or exit.
3. Is not designed for continuous employee occupancy;
4. Poor ventilation.
5. Restricts entry for rescue purposes.

Due to the specific nature of each confined space circumstance it will be required to assess each case to ensure employee safety and compliance with OSHA regulations.

Whenever employees will be working in an area that is **limited or confined**, it may be necessary to implement confined space procedures. Before entry of any individual into a confined space, as described above, the Safety Director must be notified of the intended entry and such entry shall be made only after confined space rules and regulations have been complied with. **See GISO section 5156,5157.**

Hazardous Substances and the "Right to Know"

Occasionally, some of the materials we use or encounter contain hazardous substances. Identifying such substances and knowing how to safely use such substances is often difficult. All employees have a right to know of the presence of such substances and to be trained in the safe use of these substances. Our company's Hazard Communication Program is contained within this guide and must be understood and utilized whenever there is any possibility of use or exposure to hazardous substances. **See GISO, section 5194.**

RADIO FREQUENCY AND MICROWAVE RADIATION:

All projects involved with communication systems or any systems emitting RF signals will be required to conduct a pre-construction meeting discussing the possible hazards of the equipment. All warning signs and precautions shall be in place prior to construction. All employees working on the project will be made aware of all dangers. **(See GISO Article 104 section 5085).**

Lasers (Nonionizing Radiation)

When lasers are used on a project all necessary safety precautions shall be taken.

Laser warning signs and labels shall be posted in areas where lasers are used.

Beam shutters or caps shall be utilized, or the laser turned off, when laser transmission is not actually required. When the laser is left unattended for a substantial period of time, such as during lunch hour, overnight, or at change of shifts, the laser shall be turned off. The laser beam shall not be directed at employees. **(See CSO section 1801)**

67. Do not walk or stand on bus duct or light fixtures.
68. Mark all disconnects, bus switches, and circuits after installation.
69. Never attempt to operate any equipment unless you are both qualified and authorized.
70. Always give fellow employees the benefit of your experience. Do not become complacent or set an example that may encourage less experienced employees to take hazardous short cuts.
71. Portable electric tools must be of the grounded type or approved double insulated type.
72. Inspect rubber goods or hot sticks before you use them.
73. Ascertain that the electrical system (temporary power) is safe, regardless of who installed it.
74. Do not leave portable electric tools where cars or trucks will run over them.
75. Whenever you are required to work **ANYTHING "HOT"** - please make sure you have adequate eye protection (goggles), rubber gloves, and any other safety device you may require to ensure yours and your fellow worker's safety.
76. If you are in **DOUBT** whether the circuit or circuits you are about to work on are dead, test them with your voltage tester.
77. Contact the office immediately upon discovering unsafe working conditions.
78. Every night lock up all Intrepid Electronics Systems Inc.s' equipment and take your tools home, the next day you may be transferred to another job.
79. Shipments exceeding 75 pounds or your physical ability to handle shall not be handled by yourself. **FOR ANY AND ALL LIFTING, LIFT WITH THE LARGER MUSCLES OF YOUR LEGS, NOT THE SMALLER MUSCLES OF YOUR LOWER BACK.** Do not lift anything you are unable to physically handle; contact your supervisor and we will see that you get help.
Refer to **Proper Lifting Techniques** in the Accident Prevention section of this manual.
80. If for some reason a piece of equipment, ladder or scaffold is delivered faulty to the job, **DO NOT USE IT.** Call the office and we will see that the unsafe conditions are corrected.
81. Do not work in or around energized equipment unless you are authorized by your supervisor. Make sure you have someone working with you in case of accidental contact with energized parts. Make sure before you start work that you and your working partner are familiar on how to turn off the energized equipment in case of an emergency.
82. In all cases where there is even a remote possibility of energized equipment in the vicinity of the performance of work, all employees subject to the possible exposure shall be trained by a competent person in the safe working practices necessary to insure the safe completion of the work.

7) **Restore Energy Safely**

When you've finished working, check to make sure all tools and grounding protection have been removed, all lines have been reconnected or unblocked, all guards have been replaced, and other workers are safely out of the way before removing lock and tag. Be sure you're not exposing another person to danger by removing your lock.

BEWARE OF MULTIPLE-LOCKOUT SITUATIONS: If the lock placed is the last one remaining on the lockout device, it's a good idea to check and to notify your supervisor before restoring energy. **Just be safe!**

WORKPLACE SECURITY PROGRAM

A. Workplace Violence in California

The circumstances associated with workplace violence in California can be divided into three major types. However, it is important to keep in mind that a particular occupation or workplace may be subject to more than one type. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act. Type II involves a violent act or threat of violence by a recipient of a service provided by an establishment, such as a client, patient, customer, passenger or a criminal suspect or prisoner. Type III involves a violent act or threat of violence by a current or former employee, supervisor or manager, or another person who has some employment related involvement with the establishment, such as an employee's spouse or lover, an employee's relative or friend, or another person who has a dispute with an employee.

B. Company Policy

Although violence in the workplace has not been a significant hazard to the employees of Intrepid Electronics Systems Inc., it is the policy of this company to take a pro-active stance to prevent hazards or incidents from affecting the employees of this company. The two types of events described above that would be most likely to occur are the Type I and Type III events. The Type I event could occur when employees are working late on a jobsite where there are tools, equipment and materials that attract thieves or while performing service work in an establishment that is open for business. The Type III event could occur between co-workers, friends, relatives, spouses and other acquaintances of our employees. To ensure that workplace violence does not become a hazard the following rules and guidelines are to be followed at all times:

1. Inspect and evaluate the workplace for its attractiveness to robbers.
2. Assess the need for security surveillance measures, such as security guards, cameras or other means appropriate for the specific work location.
3. When deemed necessary, develop procedures for employee response during a robbery or other criminal act.

HAZARD COMMUNICATION PROGRAM

A. Company Policy

To protect the health and safety of our employees, we have developed this Hazard Communication Program:

1. As a company, we intend to provide information about hazardous chemical substances used in construction through a comprehensive hazard communication program.
2. This written Hazard Communication Program applies to all operations which MAY expose employees to hazardous chemicals as a result of normal work conditions or as the result of a reasonable foreseeable emergency.
3. This written Hazard Communication Program is available, upon request, to employees, their designated representative (collective bargaining agent), and the Chief of the Division of Occupational Safety and Health.
4. Unless notified otherwise the foreman of each job site is designated as the person responsible for implementing this written program.

B. Identification Of Hazardous Chemicals Used In The Workplace

1. "Hazardous chemicals" are materials or mixtures which pose physical or health hazards.
2. "Exposure" is any situation arising from work conditions where an employee MAY ingest, inhale, absorb, or otherwise come in contact with a hazardous chemical.
3. Each foreman shall maintain on each job site a list of all of the hazardous chemicals to which employees may be exposed at the job site, using the same chemical name referenced on the appropriate Material Safety Data Sheet (MSDS) for those substances.
4. A master list of all the hazardous chemicals on the project as well as a complete set of MSDSs shall be maintained at the main office by the Safety Director with the assistance of the purchasing department. It is the foreman's responsibility to provide the office with the initial list of hazardous chemicals at his/her job site and any changes, additions, or deletions which occur.

C. Labels

1. When hazardous chemicals are received, the foreman shall examine the containers to determine if the labels provide the following information;
 - a. The identity of the hazardous chemicals they contain; and,
 - b. Appropriate warnings of the physical and health hazards associated with those chemicals.

F. Non-Routine Task Training

When employees are assigned to a non-routine task that may expose them to hazardous chemicals for which they have not been trained, they shall be trained before beginning the task.

G. Access To Information By Other Employers

When employees of another employer (as an example, a sub) may be exposed to hazardous chemicals while working on one of our job sites, the employer shall be provided with a list of the hazardous chemicals we are using at that job site by the foreman. The foreman shall also give the employer access to our collection of MSDSs as well as suggestions for appropriate protective measures needed for exposure to such chemicals. Names and addresses of suppliers or manufacturers of the hazardous chemicals we use shall also be provided so that the employer may obtain MSDS's and other information.

When another employer uses hazardous chemicals while working on one of our job sites, that employer shall provide Intrepid Electronics Systems Inc. with a copy of the employer's written Hazard Communication Program and a list of the chemicals to which our employees may be exposed, as well as a copy of the MSDS's for those chemicals.

H. Potentially Hazardous Chemicals Commonly Found on Construction Projects

Acetone	Acetylene gas
Adhesives	Aluminum etching agent
Ammonia	Anti-freeze
Arsenic compounds	Asbestos
Asphalt (petroleum) fumes	Benzene (and derivatives)
Bleaching agents	Carbon Black
Carbon monoxide (in cylinders)	Caulking, sealant agents
Caustic soda (sodium hydroxide)	Chomate salts
Chromium	Cleaners
Cleaning agents	Coal tar pitch
Coatings	Cobalt
Concrete curing compounds	Creosol
Cutting oil (oil mist)	De-emulsifier for oil
Diesel gas, diesel oil	Drywall
Dusts (brick, cement block)	Enamel
Etching agents	Ethyl alcohol
Fiberglass, mineral wool	Foam insulation
Freon 20, R20 (and others)	Gasoline (petrol, ethyl)
Glues	Graphite
Greases	Helium (in cylinders)
Hydraulic break fluid	Hydrochloric acid
Hydrogen (in cylinders)	Inks
Insulations	Iron
Kerosene	Lead
Lime (calcium oxide)	Limestone

(SAMPLE B)

MSDS REQUEST LETTER

(Date)

(General Contractor)

(Address)

Attention: (Job **Superintendent**)/(Project Manager)

Re: (Project Name & Location)

(Intrepid Job Number)

Gentlemen/Ladies:

Employees of our company will be working on the above referenced project at the same time as your company and subcontractors to your company. Our employees may be in close proximity to hazardous substances your company or subcontractors may produce, store or use on the job site. In order to protect the safety and health of our employees, and to comply with the OSHA Hazard Communication Standard, all contractors who could cause hazard exposures to another company's employees are required to furnish information about the hazardous chemicals used on site.

Please advise our office where your M.S.D.S's (Material Safety Data Sheets) are kept and give us any information regarding precautionary measures needed to protect our employees, any foreseeable emergency situations and your labeling system being used.

M.S.D.S's for hazardous substances our company will have on site will be located in (our gang bodour job trailerlor in the possession of our job foreman [name]).

Thank you for your prompt response to this request. If you have any questions regarding this matter, please contact me at your earliest convenience.

Very truly yours,
Intrepid Electronics Systems Inc.

(Project Manager)

cc: Job Site

Accident Investigation and Report
Intrepid Electronics Systems In.

Injured Employee's name _____ Date of Accident _____
Job name _____ Time of accident _____

Foreman's Name _____ Weather conditions _____

1. What was the employee doing at the time of the accident?

2. Was the employee assigned to do the job(s) he/she was doing at the time of the accident, and who did the assigning?

3. Who was the employee's immediate supervisor?

4. What phase of construction was the injured employee working on?

5. Was the employee working alone? If not, who were the other employees and what were they doing at the time of the accident? Any witnesses?

6. What equipment or tools were being used, including personal protective equipment, for the job?

7. Was the injured employee being supervised? What was the proximity of the supervisor?

8. What was the location of the accident? What was the physical condition of the area where the accident occurred?

9. What are the injuries to the employee? Be specific.

10. Where was the employee taken for medical attention? Facilities, address, phone.

11. Was there any property damage or loss? Explain?

12. What did the injured employee say happened?