



# **Code of Safe Practices And Hazard Prevention Plans**

# TABLE OF CONTENTS

	Page
Code of Safe Practices	3
Field Personnel	3
General Safety Precautions and Operating Procedures	5
Housekeeping	5
Material Handling	5
Tools and Equipment	8
Machinery and Equipment	9
Motor Vehicle Safety	10
Aerial Lifts	11
Forklifts	13
Cranes	16
Ladders	16
Scaffolds	17
Electrical	19
Fire Prevention	19
Flaggers	20
Inclement Weather	20
Substance Abuse	21
Personal Protective Equipment (PPE)	22
Fall Protection	23
Hot Operations	24
Spray Operations	26
Single Ply Operations	28
Hazard Control Plans and Policies	29
Disciplinary Action Plan	29
Fall Protection Policy & Enforcement Procedures	32
Lock Out / Tag Out Policy	35
Heat Illness Prevention Plan	39
Hazard Communications Plan	43

# CODE OF SAFE PRACTICES

## FIELD PERSONNEL

It is Kodiak policy that everything possible will be done to protect employees, other construction tradesmen visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to ensure compliance. Failure by any employee to comply with safe practices, rules and policies will be grounds for corrective discipline. Implementation of this policy requires employees to:

- a. Report any and all unsafe conditions or practices to the job foreman, superintendent or Safety Director promptly. Reporting may be done anonymously if necessary, forms are available from supervisors or at the office. (FORM IIPP-7)
- b. All injuries must be reported promptly to the superintendent so that arrangements can be made for medical or first aid treatment.
- c. Report all accidents, injuries and illnesses to your supervisor or Safety Director immediately. (FORM IIPP-5, IIPP-5.5)
- d. "Close calls" or near accidents, which do not result in injuries, shall be reported so that preventive measures may be taken. (FORM IIPP-8)
- e. At all job sites prior to work commencing, the superintendent, or job foreman must review, inspect, and anticipate possible hazards and take proper safety precautions to reduce risk of injury to employees. (FORM IIPP-4)
- f. Keep your eyes and ears open and use common sense while working on the job site.
- g. Job foremen or superintendents shall ensure that all employees are given accident prevention instruction through weekly Toolbox Tailgate/Safety Training meetings. Safety topics will be provided to the job foremen or superintendents by the Safety Director.
- h. Work will be planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- i. An appropriate fire extinguisher is to be available on all work site roofs.
- j. Horseplay, scuffling, improper use of equipment and other acts which tend to have any adverse influence on the safety or well being of employees is prohibited.
- k. No employee shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- l. Anyone known to be under the influence of drugs, prescription or illegal, or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed to work while in that condition.
- m. No smoking is allowed in the work area.
- n. Work boots are required on all Kodiak job sites. Inappropriate footwear or tennis shoes or work boots with worn out soles are prohibited.
- o. Safety Glasses are required on all Kodiak job sites
- p. Protective gloves, masks, and eye protection are to be worn when handling solvents and flammables.
- q. Suitable hard hats shall be provided and must be worn by all roofers.
- r. Hard hats will be inspected periodically for damage to the shell and suspension system. Damaged hard hats will not be worn, and will be replaced or repaired before they are worn again.
- s. Work shall be arranged so that employees are able to face ladders and use both hands while climbing.
- t. Damaged ladders are not to be used and should be returned to the shop for repair. Proper use of ladder shall include angle (ladder base to be  $\frac{1}{4}$  the working length of ladder), firm level surface, extension 3' above roof, and anchored at rooftop and at the base to prevent movement during use.
- u. Any damage to scaffolds, false-work, or other supporting structures shall be immediately reported to the supervisor or foreman and repaired before use.
- v. Barricades or a warning line system, and/or personal fall arrest system shall be used when working close to roof edges over 6' above lower surface. Warning Lines shall be no closer than 6' from the leading edge and shall include rope with flags no more than 6' apart.

- w. Knotted hand lines should not be used.
- x. Warning cones must be placed around crane stabilizers to avoid toe injuries. Hard hats must be worn when the crane is in operation. Crane straps must be securely fastened over load with the weight of the load not exceeding capacity. When unloading, use hand signals and radios where possible.
- y. Work areas shall be kept clean and free from debris.
- z. Walkman type radios/players with earphones are not permitted while on the job.
- aa. Standing on dumpsters is prohibited. When appropriate, chutes from roofs to dumpsters must be used.
- bb. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
- cc. Gasoline shall not be used for cleaning purposes.
- dd. Workers shall not use or operate with any roofing equipment, electrical equipment or machinery unless they have been trained in the proper use and operation of such equipment or machinery.
- ee. Materials or other objects must not be thrown from buildings or structures unless proper precautions are taken to protect persons below from falling objects. Area must be barricaded and a spotter must be present on the ground to warn other personnel to avoid entering in the barricaded area.
- ff. Large or heavy objects must not be thrown from buildings or structures.
- gg. Employees must seek assistance when lifting heavy objects and always use the proper lifting techniques. Use the large muscles of the legs rather than the small muscles of the back when lifting. Never attempt to lift or push an object that is too heavy. Employees must contact their supervisor when help is needed to move a heavy object
- hh. If a crew is required to work in an area where there may be exposure to known toxic substances or harmful physical agents, all members of the crew will be advised of the known toxic substance or harmful physical agent(s) and no work shall be performed in that area, except by properly trained and authorized employees utilizing the proper safety equipment.
- ii. No burning, welding or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
- jj. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or enclosed spaces that receive little ventilation, unless trained in the proper methods of confined space entry.
- kk. Buggies, carts and wheeled equipment should never be closer than 10' from the roof edge, nor should they be pulled backwards.
- ll. All roofing materials must be secured or tied down to prevent material from sliding or blowing off of roof.

## **GENERAL SAFETY PRECAUTIONS & OPERATING PROCEDURES**

Every task in our daily jobs must reflect an element of safety. There are general, common sense safety practices and procedures that we observe; however, the more hazardous exposure an operation presents, the more detailed and specific the safety procedures become. It is the responsibility of management to make proper safety training, procedures and equipment available. It is the responsibility of every employee to apply the knowledge and training that is provided. Safety equipment will only work if it is used and used properly. Safety training will only prevent accidents and injuries when applied properly to a specific task.

Employees asked to perform a job function, for which the employee has not been properly trained, must refuse to proceed until proper training and any necessary personal protective equipment is provided. Kodiak employee shall not 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 employee while performing such work. Prior to a job being started, the relevant hazards are to be evaluated and necessary equipment and procedures planned before the work proceeds.

### **1. HOUSEKEEPING**

During the course of any operation, good housekeeping shall be practiced to prevent accidents or injuries. Good housekeeping practices are as follows:

- a. Keep all boards, materials or tear off debris with protruding nails, screws or other pointed or sharp edges cleared away from work areas, walkways and staging areas. Remove the nails, screws, pointed or sharp edges

from boards or other materials to abate the hazard. In some instances where small nails (6d or smaller) or staples are protruding from the materials, the exposed nails or staples etc. can be bent over to abate the potential hazard.

- b. All materials stored, staged and used on site shall be secured to prevent displacement by winds or other conditions that may cause them to become flying or falling hazards.
- c. Material storage areas, walkways and paths of access are to be kept free of obstructions and debris to prevent slipping and/or tripping hazards.
- d. Combustible debris (paper, sawdust, wood and other flammable debris) must be cleaned up promptly and stored away from potential sources of fire such as kettles or other equipment which could produce sparks, flames, or high heat.
- e. Highly flammable or hazardous wastes must be kept in covered containers and maintained separate from normal debris and materials.
- f. Waste shall be disposed of at intervals determined by the rate of accumulation and the capacity of job site containers.
- g. Hazardous waste shall be disposed of in a manner consistent with local laws and regulations.

## 2. MATERIAL HANDLING

Kodiak employees are consistently working, carrying, using, and installing different materials and tools in and throughout their daily responsibilities. Sometimes repetitive work of this type can lead to painful injuries such as Musculoskeletal Disorder (MST) and Cumulative Trauma Disorder (CTD) also known as Soft Tissue Injuries.

### Soft Tissue Injury

Soft tissue injuries are injuries that affect muscles, nerves, tendons, ligaments, joints and spinal discs. Soft tissue injuries can occur when handling materials and tools repetitively while working. Soft tissue injuries account for a large number of disabling injuries each year. Although they are not fatal they can prevent a person from leading a normal lifestyle and sometimes can result in living with constant pain. The following are examples of soft tissue injuries:

- Sprains
- Strains
- Nerve Damage
- Sciatica
- Tendonitis
- Bulging or Ruptured Disc
- Bursitis
- Carpal Tunnel Syndrome

Not all symptoms of soft tissue injuries are listed below but some of the symptoms consist of:

- Range of Motion Loss
- Loss of Muscle Function
- Sore Muscles
- Sprain/Strain
- Bruising
- Pinched nerves

### Causes and Prevention (Controls)

Soft Tissue Injuries can be caused by many different activities. Listed below are examples of different causes and the controls needed to prevent soft tissue injuries.

- a. **Repetitive Motions:** Tasks with high repetition rates even when the forces involved are minimal and normally safe can cause these injuries. Examples would include raising and lowering your arms over and over to complete a task. Using a hammer, snips, screw gun, caulk gun etc. Repetitive motion controls to help prevent these injuries can include:
  1. Rotating Tasks with other workers

2. Use power tools when possible rather than hand tools.
  3. Tools selection (Tools w/o finger grooves, Offset handles, soft grips)
- b. **Awkward Postures:** An awkward posture is one in which any part of the body is under strain due to an unnatural or extreme position. Examples include, picking up a load over the side of a pickup truck, working in tight or restricted spaces, working overhead etc. Controls can include:
1. Use scaffold or ladders to elevate you to the work
  2. Position work at waist level if possible
  3. Plan ahead to perform work while the work area is readily accessible
  4. Tool extensions to reduce overreaching
- c. **Forceful Exertion:** The amount of effort required to perform a task is called force. The more force you use the greater the stress on your body. Examples include, pushing on a screwdriver while twisting it, pressing a trigger to operate a power tool, Lifting excessive weight. Controls include:
1. Utilize equipment to lift or support loads
  2. Ask for help when lifting awkward loads
  3. Use proper lifting techniques
  4. Use power tools instead of hand tools
  5. Use hand tools with larger grips
- d. **Contact Stress:** Caused by contact with hard objects or surfaces. Examples include: working on your knees, striking an object with your hand, carrying an object or material and supporting it with your shoulder or head, working off of ladders. Controls can include:
1. Using knee pads
  2. Shoe inserts for prolonged standing
  3. Wearing gloves
  4. Use the correct tool for the job
  5. Use ergonomically designed tools
  6. Use equipment designed for carrying a load
- e. **Prolonged Vibration:** Exposure to vibrations for extended periods of time include, jack hammers, impact tools, tampers, drilling tools and equipment, operating heavy equipment. Controls include:
1. Use proper gloves
  2. Use padded seat cushions
  3. Keep hands warm to maximize blood flow while using vibrating tools
  4. Do not grip tool too tight
  5. Use tools designed to reduce felt vibrations
- f. **Excess Body Weight:** Excess body weight can cause stress on joints and muscles. Controls can include:
1. Healthy Diet
  2. Daily Exercise
  3. Use of a stool or chair when standing in one place
- g. **Slips/Trips/Falls:** are commonly the result of poor housekeeping and or lack of attention of where you are walking or working. Examples include wet/icy/slippery surfaces, poor lighting, inattention, ignoring safety requirements. Controls include:
1. Be aware of where you are walking
  2. Use Fall Protection
  3. Make housekeeping a priority
  4. Don't jump from equipment
- h. **Struck by injuries:** Struck by injuries occur from flying or falling objects, moving equipment or vehicles. Controls include:

1. Wear hard hats and safety glasses
  2. Barricade areas with overhead hazards
  3. Ensure mobile equipment and vehicles have back up alarms
  4. Use toe boards on scaffolds
  5. Wear High Visibility clothing
  6. Follow proper rigging techniques
  7. Don't walk under suspended loads or lifting equipment
  8. Be aware and alert when on a construction site
- i. **Caught in Injuries:** These injuries are caused when all or part of a person's body is caught between two objects. Examples are getting a hand caught in moving machinery, trapped between vehicles, getting trapped between moving equipment and a fixed object. Controls consist of:
1. Ensuring machinery guards are in place
  2. Lock out energy sources when working on machinery or equipment
  3. Wearing High Visibility clothing (Class 2) when around moving vehicles and equipment
  4. Staying clear of the swing radius of back hoes and cranes
  5. Keep clear of machinery pinch points

### **Conclusion**

Remember that MST/CDT or soft tissue injuries can be prevented by limiting the amount of force applied to perform a task, reduce vibrations, avoid or limit contact with hard surfaces, work with your body positioned in its natural posture, reduce repetitive motions. Other controls that can help would be stretching often, keeping in good physical shape, eating healthy and taking time to rest after a tough day at work. By following these suggestions and working smart you can greatly reduce the chances of experiencing Soft Tissue Injuries.

### **3. TOOLS AND EQUIPMENT**

All tools and equipment used by employees (Kodiak or employee owned) on the job shall be maintained in good and safe condition. Damaged or worn tools and equipment must be turned in to the job-site foreman or superintendent for replacement. The job-site foreman and / or superintendent is responsible for promptly removing such tools and equipment from service and reporting the need for repairs or replacement to the Safety Director and/or the Project Manager, who will tag such tools and equipment as "DEFECTIVE" and arrange for the required repairs or replacement.

- a. Only appropriate tools shall be used for the job.
- b. Tools shall be used only in a manner consistent with their design and function.
- c. A screwdriver shall not be used as a chisel or pry-bar.
- d. Files shall be equipped with handles and not used to punch or pry.
- e. Pipe or Stillson wrenches shall not be used as a substitute for box or open end wrenches, or sockets.
- f. Portable electric tools shall not be lifted or lowered by their power cords.
- g. Electric extension cords shall not be exposed to damage from vehicular traffic.
- h. All electric power equipment cords and extension cords must be inspected for missing grounding prongs, torn insulation, cut or exposed wires, etc.
- i. Power tools, extension cords etc. are to be removed from service if any of the above conditions exist.
- j. Electrical power and extension cords are prohibited from use in areas where standing water exists.
- k. All electric power tools, equipment must be used in conjunction with Ground Fault Interrupter (GFI) circuits to protect operators from electrocution should a fault occur while operating power tools, equipment.
- l. In areas where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.
- m. Cutting tools must be kept sharp, used with proper force at the appropriate angle with adequate clearance from people and obstructions.
- n. Employees shall not use cutting tools, saws, nail guns, seam welders, roto-hammers, or other equipment until they have received proper safety training.

- o. Proper protective equipment (safety glasses, face shields, gloves etc.) should be worn when using roof saws, drills or other equipment.
- p. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
- q. Wrenches shall not be altered by the addition of handle extensions or “cheaters.”
- r. When cutting with knives or hand tools, always cut away from the body.
- s. Torches are to be inspected and used only when an appropriate fire extinguisher (10lb ABC) is available within 50 ft of work being performed.
- t. Nail guns must be activated only when in contact with the work surface and shall be removed from service and tagged “defective” if this feature is missing or broken.
- u. Should employees use their own personal tools at a jobs site, those tools are subject to inspection and the same operating standards apply. Tools must be repaired or replaced in found to be defective.
- v. Hand tools and power tools shall be inspected daily and before each use for damage, defects, missing safety features or guards and shall be tagged defective and taken out of service immediately if deficiencies are found during the inspection process.

#### 4. MACHINERY AND EQUIPMENT

Only authorized persons shall operate machinery or equipment. The following equipment requires official certification by Kodiak in order to adequately demonstrate the employee’s knowledge of the hazards, responsibilities, and practical procedures of operation, associated with the function of such equipment:

- Fork-lifts (all classifications)
- Company trucks
- Hot asphalt kettles
- Cranes, (all classifications)
- Aerial/Boom lifts
- Scissor Lifts
- Powder Actuated Tools

When operating machinery or equipment, employees shall observe the following rules:

- a. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc. shall not be worn around moving machinery or other sources of entanglement.
- b. Machinery shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- c. Air hoses shall not be disconnected at compressors until hose line has been bled.
- d. Drivers who regularly operate Company vehicles shall inspect the vehicle weekly and fill out a “Driver’s Vehicle Inspection Report” and turn in report to vehicle Maintenance Supervisor. Vehicles with safety defects shall not be driven.
- e. Employees shall drive defensively, wear seat and shoulder belts and not exceed the speed that is safe for the conditions. Employees shall not exceed the speed limit.
- f. Crowding or pushing when boarding or leaving any vehicle or other conveyances shall be prohibited.
- g. Employees shall park vehicles in legal parking spaces that do not obstruct traffic.
- h. A portable extinguisher appropriate for extinguishing motor vehicle fires will be mounted and maintained in a readily accessible location in every Company vehicle and persons who drive such vehicles are required to know its location and be trained in its use. All such fire extinguishers will be recharged yearly and the date of last recharge shall be noted on an inspection tag affixed on the fire extinguisher.
- i. An appropriate first-aid kit, including rubber gloves, shall be maintained and secured in every Company vehicle.
- j. Observe traffic control guidelines as issued by Caltrans when operating in traffic.
- k. Employees may use survey vehicles to block traffic when directed to do so by proper authority.
- l. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jack or hoists should fail.



- m. When loading in an area where there is a possibility of dangerous slides or movement of material, the wheels or treads of loading equipment should be turned in the direction which will facilitate escape in case of danger, except in a situation where the position of the wheels or treads would cause a greater occupational hazard.
- n. Forklifts, trucks, tractors, and carryalls shall not be operated where there is possibility of overturning in dangerous areas such as excavations, edges of deep fills, cut banks, and steep slopes.

## **5. MOTOR VEHICLE SAFETY**

### **Maintenance and Operation**

Most vehicles are driven daily. It is necessary to perform a pre-trip inspection to ensure the ongoing reliability and safety of vehicles. Management will provide the necessary resources to maintain vehicles in good, safe running condition. It is the responsibility of the individual driver to report a mechanical problem, which need to be addressed. General maintenance will be provided on a regular schedule. In addition:

- a. Always check the oil and coolant levels before starting a vehicle.
- b. For large vehicles, especially those requiring a Class B license, it is necessary to fill out a pre-trip inspection and to ensure that all required equipment is available.
- c. A Drivers Vehicle Inspection Report (DVIR) shall be filled out weekly and a copy given to the fleet manager.
- d. Always use a spotter when backing up a vehicle.
- e. Dump trucks are to be covered when transporting a load.
- f. All equipment and materials being transported in a truck are to be properly tied down or covered to prevent material from blowing out of the vehicle.
- g. Any incident on the road is to be reported (flying debris, rocks, and altercations with another driver, etc.) to a supervisor and the Kodiak Safety Director.
- h. Any accident or citation involving a company vehicle is to be reported immediately (FORM IIPP-5, IIPP-5.5) you may cooperate with law enforcement officers, but request other parties involved to contact the Kodiak offices.
- i. Do not admit liability in an accident. The official report will establish liability.
- j. Lift bed or scissors dumps are to be operated on level ground. Outriggers are for minor leveling and stability.
- k. Never move a truck with the bed lifted. Load and unload the truck evenly. Do not overload a dump truck.
- l. Every truck used to transport kettles and equipment is to have a fully charges 10 lb ABC fire extinguisher.
- m. Employees may refuse to drive a vehicle that has mechanical defects that would affect safety. Examples would be fluid leaks, broken lights, inoperable turn signals or worn out tires.

### **Drivers**

One area of responsibility in the day to day operations which presents a potential for accident or injury is the operation of motor vehicles. It is imperative that employees entrusted with this responsibility demonstrate personal integrity, provide a documented performance record and that they be trained properly to operate vehicle assigned to their use. The following shall apply to drivers of Kodiak vehicles:

- a. Employees 20 years or older with a valid driver's license and insurable record may be permitted to operate company vehicles or be allowed to drive in the course of their employment.
- b. Employees under 21 shall not be assigned to drive as their primary job assignment.
- c. Employees less than 25 years old with more than one moving violation (speeding, reckless driving etc.) will have his/her record reviewed and may be excluded from driving.
- d. All state and local traffic laws must be obeyed at all times.
- e. Employees are forbidden to use a cell phone for talking, texting or instant messaging while operating a Kodiak vehicle.
- f. Smoking in Kodiak vehicles is prohibited.
- g. Any accident or citation must be reported immediately to the Kodiak Safety Director and immediate supervisor.
- h. Anyone with a record of an "at fault" accident or DUI will have his/her driving privileges revoked until cleared to drive by the Kodiak insurance underwriter.

- i. Employees without a valid driver's license or with a poor driving (record more than 2 points) are **PROHIBITED** from driving any vehicles while on the clock,
- j. All employees given the responsibility and privilege of driving during the course of the workday must have their license submitted to the DMV Pull Notice Program for monitoring. This program notifies the Company immediately if there is a change in the status or activity on the driving record of the employee.
- k. Drivers of vehicles with a GVW (Gross Vehicle Weight) over 10,000 lbs and who are driving interstate must possess a current DOT medical card and must maintain a DOT approved driver's log while operating vehicles interstate.
- l. A driver must have the proper license for the vehicle(s) he/she is driving. Any vehicles with a GVW (gross vehicle weight) over 26,000 lbs., requires a Class B driver's license.
- m. All Class B drivers must possess a DOT medical card. Drivers of Class B, commercial vehicles (over 10,000 lbs GVW) and Kodiak vehicles are subject to random drug tests per DOT regulations.
- n. Any employee found using a company vehicle in an unsafe or reckless manner or without the proper paperwork on file at the office, will be subject to disciplinary action up to and including discharge.
- o. Employees may not take company vehicles home overnight without proper authorization.
- p. Any employee who operates their personal vehicle on company business must carry liability insurance as required by State Law to equal or exceed the state minimum financial responsibility law (\$100,000 per person bodily injury, \$300,000 per accident, \$100,000 property damage).

## 6. AERIAL/SCISSOR LIFTS

For purposes of this section, "Aerial Lifts" shall consist of the following: Extensible boom platforms, articulating boom platforms, aerial ladders and vertical towers.

All employees engaged in work using Aerial Lifts will follow the standards as specified in CFR 29 1926.453 of the Federal OSHA Standards.

### Training

The employer shall have each employee who performs work while on an aerial/scissor lift trained to recognize the hazards associated with the type of lifts being used and to understand the procedures to control or minimize those hazards. The training shall include the following areas, as applicable:

- a. The nature of any electrical hazards
- b. Procedures for dealing with electrical hazards
- c. Caught between/struck by hazards
- d. Fall protection requirements while operating the lift
- e. The proper operation and use of the lifts
- f. Proper handling of materials on the lifts
- g. The maximum intended load and the load-carrying capacities of the lift used
- h. Safety requirements while using a lift
- i. Pre-operation inspections

### Inspections

Inspections are important in helping to prevent accidents caused by equipment failure, wear or inoperable controls. When the aerial/scissor lift first arrives on site, the senior qualified Kodiak representative (foreman or superintendent) will inspect and evaluate the condition of the lift. The inspection will include the following items.

- a. Is a copy of the appropriate operators' manual included with the lift?
- b. Is the lift in good mechanical condition?
- c. Does the lift respond to all controls as described by the control panel?
- d. Are controls marked legibly?
- e. Is the tilt alarm and Load Management System in working order? (perform diagnostics with rental company representative if possible)

Once it has been determined that the aerial/scissor lift is in satisfactory condition it may be accepted onto the jobsite. Additional inspection requirements in addition to the above referenced inspection items are outlined as follows:

- a. All lifts are required to be inspected by the operator daily at the beginning of each shift.
- b. A site inspection detailing hazardous areas (i.e. holes, drop-offs, overhead obstructions etc.) shall be performed daily in addition to the lift inspection.
- c. Lifts that do not pass the daily lift inspections due to defects, damage or wear must be red tagged and not used until noted deficiencies are corrected.
- d. Daily inspections of the lift must be documented on form (IIPP-13.2, 13.3).
- e. The inspection forms shall be turned in with the foreman's daily reports to the superintendent weekly.
- f. Copies of the reports shall be kept in the job binder maintained at Kodiak's offices.

#### **Additional Safe Practices**

- a. Only certified Kodiak employees may operate an aerial lift.
- b. The aerial lift shall not be operated on surfaces that are unstable or present hazards that can cause unstable operations of the lift.
- c. If no firm level surface is present, the aerial lift must not be used in that area. Other alternatives, such as scaffolding, or waiting for grading work to be completed, must be exercised.
- d. The operator is to review the limits of the lift before operation.
- e. The operator must also be aware if the lift is equipped with a tilt alarm and/or a load management system (LMS). The operator must not depend solely on these devices to determine the level of the lifts base.
- f. The operator is responsible for the safety of all personal working in and around the lift.
- g. The lower controls shall not be operated while personnel are in the lift basket unless an emergency situation requires it, and only if the personnel in the basket are unable to operate the controls on their own.
- h. Scissor lifts equipped with guard rails and toe boards do not require employees to tie off unless required by the manufacturer or owner of the equipment.
- i. All personnel working in the basket of an aerial lift must be equipped with an OSHA approved full body harness and lanyard.
- j. Each employee must tie off in accordance to regulations found in CFR 29-1926.453.
- k. Tying off to an adjacent pole, structure, or equipment while working from an aerial lift is not be permitted.
- l. Delineators and caution tape must be placed around the working area of the lift when personnel or the general public are able to access the area directly below the lift.
- m. All access and egress to the building below the working area must be barricaded to prevent persons from passing or working below a raised lift. This must be coordinated with the general contractor. The general contractor must share the responsibility of enforcing all barriers.
- n. The operator is never to extend the boom of an aerial lift while moving the aerial lift.
- o. The operator must never move the aerial lift while the boom is extended unless designed for that purpose.
- p. The operator is responsible to know the limits of the equipment he is operating.
- q. Many units have level warning mechanisms. **DO NOT** over ride these warning systems. Consult the operator manual for reach and extension limits of the unit.
- r. **NEVER BYPASS OR DISCONNECT ANY MACHINERY OR EQUIPMENT SAFETY FEATURES.**
- s. Be aware of windy condition. Do not use any type of aerial lift in high winds. Anything that is lifted that could act as a sail could cause the unit to tip even in moderate wind.
- t. Foremen and superintendents will inspect and predetermine areas where aerial/scissor lifts will be used on each job site. Site conditions including ground slope and grade will be evaluated at this time.

#### **7. FORKLIFTS**

Forklifts, aka, Powered Industrial Trucks (PIT) their use and operator training requirements are as follows:

##### **Training**

All Kodiak employees are required to be trained and certified prior to operating forklifts in the workplace. This training consists of a formal classroom training session that covers the OSHA requirements as outlined below:

- a. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- b. Differences between the truck and the automobile
- c. Truck controls and instrumentation: where they are located, what they do, and how they work

- d. Engine or motor operation;
- e. Steering and maneuvering;
- f. Visibility (including restrictions due to loading);
- g. Fork and attachment adaptation, operation, and use limitations;
- h. Vehicle capacity;
- i. Vehicle stability;
- j. Any vehicle inspection and maintenance that the operator will be required to perform;
- k. Refueling and/or charging and recharging of batteries;
- l. Operating limitations;
- m. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

Workplace-related topics shall consist of the following:

- a. Surface conditions where the vehicle will be operated;
- b. Composition of loads to be carried and load stability;
- c. Load manipulation, stacking, and un-stacking;
- d. Pedestrian traffic in areas where the vehicle will be operated;
- e. Narrow aisles and other restricted places where the vehicle will be operated;
- f. Hazardous (classified) locations where the vehicle will be operated;
- g. Ramps and other sloped surfaces that could affect the vehicle's stability;
- h. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- i. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

Additionally, Kodiak employees will be tested on their knowledge of the topics covered.

Kodiak employees shall be required to demonstrate their ability to operate a forklift safely in practical hands-on demonstrations utilizing the type of forklift they will be certified to operate.

### **Refresher Training/Evaluation**

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the forklift safely.

- a. Refresher training in relevant topics shall be provided to the operator when:
- b. The operator has been observed to operate the vehicle in an unsafe manner;
- c. The operator has been involved in an accident or near-miss incident;
- d. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- e. The operator is assigned to drive a different type of truck; or
- f. A condition in the workplace changes in a manner that could affect safe operation of the truck.
- g. An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.
- h. Documentation of the classroom training, hands-on evaluations and testing will be maintained with the Kodiak Safety Director.

### **Classes of Forklifts**

Kodiak requires that an employee be trained and certified in the class type of forklift that they will be operating. Additionally, Kodiak employees are required to review the operator's manual to familiarize themselves with the particular model of forklift they will be operating before operating the forklift.

## Inspections

When the lift arrives on site, the senior qualified Kodiak representative (foreman or superintendent) will evaluate the condition of the lift. The inspection will include the following items.

- a. Is a copy of the appropriate operators' manual included with the forklift?
- b. Is the forklift in good mechanical condition?
- c. Does the forklift respond to all controls as described by the control panel?
- d. Are controls marked legibly?
- e. Is the tilt alarm and Load Management System in working order? (perform diagnostics with rental company representative if possible)

Once this initial inspection has been performed the forklift can be accepted onto the jobsite. If the forklift does not pass this inspection it cannot be allowed onto the job site. The following are outlines additional steps to be followed when inspecting and operating forklifts on Kodiak job sites or warehouses:

- a. All forklifts are required to be inspected by the operator daily at the beginning of each shift.
- b. Forklifts that do not pass the daily inspections due to defects, damage or wear must be red tagged and not used until noted deficiencies are corrected.
- c. Daily inspections of the forklift must be documented on form (IIPP-13, 13.1).
- d. The inspection forms shall be turned in with the foreman's daily reports to the superintendent weekly.
- e. Copies of the reports shall be kept in the job binder maintained at Kodiak's offices.

## Additional Safe Practices

The following outlines additional safe work practices when operating forklifts:

- a. Only certified Kodiak employees may operate a fork lift.
- b. Forklift operators are required to use seatbelts while operating the forklift.
- c. The operator is to review the limits of the forklift before extending the boom.
- d. Outriggers must be used (if equipped) when lifting and extending the boom to raise or lower a load.
- e. The operator is responsible for the safety of all personnel walking or working in the vicinity of the forklift.
- f. The operator must not allow anyone to walk under a lifted load.
- g. Operators must remain in the forklift when the boom is extended and raised.
- h. All access and egress points to the building below the immediate working area of the forklift must be barricaded to prevent people from passing under a lifted load. This must be coordinated with the general contractor. The general contractor must share the responsibility of enforcing all barriers.
- i. The operator is never to extend the boom while driving the forklift.
- j. The operator must never move the forklift while the boom is extended unless designed for that purpose.
- k. The operator is responsible to know the limits of the equipment he is operating.
- l. Many units have level warning mechanisms. **DO NOT** over ride these warning systems. Consult the operator manual for reach and extension limits of the unit.
- m. **NEVER BYPASS OR DISCONNECT ANY FORKLIFT SAFETY FEATURES.**
- n. Be aware of windy condition. Do not operate forklifts in high winds. Anything that is lifted that could act as a sail could cause the unit to tip even in moderate wind.

## 8. CRANES

When a crane is used to facilitate loading or unloading a roof, there are safety requirements, which must be met by the subcontractor and by company personnel onsite.

Subcontractor Responsibilities:

- a. The operator must be certified and have proof of current certification at the job site. Certified Crane Operators card (CCOC)
- b. Card issued by the crane company or a letter from the company stating qualifications
- c. Crane certification must be provided and available on site
- d. Annual Crane Certification
- e. Quadrennial inspection and certification
- f. Signal Persons must be trained and certified prior to signaling crane operators
- g. Riggers must be trained and qualified to perform the duties of a rigger.

Superintendents and/or Project managers are responsible for coordinating and scheduling with the building owner, general contractor and/or other trades for crane appointments. In addition, Superintendents and/or project managers are:

- a. Responsible to provide necessary certification as required.
- b. Responsible to ensure that we are operating within the safety requirements of the owner or general contractor. Some companies require a building to be evacuated during a crane load, etc.
- c. Employees on site are to follow applicable safety rules for overhead work such as:
  - Wearing hard hats.
  - Not standing under lifted loads or in the fall zone of lifted loads
  - Using tag lines on loads that need controlling
  - Using a dedicated spotter to prevent encroachment into power lines
- d. Signal Persons are required to be trained and certified in the standard hand signals for controlling crane operations.
- e. Work areas are to be barricaded if possible or protected by safety spotters to prevent vehicular and pedestrian traffic from entering the loading area.
- f. Cranes must not be able to encroach within 20' of any electrical power lines.
- g. If it is necessary to get closer than 20' of power lines a dedicated spotter must be used to signal the crane operator to prevent contact with the power lines.
- h. The dedicated spotter must be in a position to effectively gauge the clearance distance
- i. The dedicated spotter must be a certified Signal Person.

## 9. LADDERS

- a. Unless permanent or temporary stairways or suitable ramps or runways are provided, ladders shall be used to give safe access to all elevations.
- b. Employees shall not carry tools, equipment, roofing materials etc. up or down the ladder.
- c. Both hands must be free to ascend or descend a ladder
- d. Ladders with broken or missing rungs, split side rails, damaged feet or other defects shall immediately be removed from service.
- e. Metal ladders are to have the same strength as wood ladders and be manufactured according to ANSI (American National Standards Institute) standards.
- f. Portable ladder feet shall be placed on a substantial base and the area around the top and bottom of the ladder shall be kept clear.
- g. Portable ladders shall be used at such a pitch or angle that the horizontal distance from the feet to the supporting structure are about one quarter of the working length of the ladder.
- h. Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
- i. The side rails shall extend at least 36" above the landing surface. When this is not practical, grab rails, which provide a secure grip for an employee moving to or from the point of access, shall be installed.
- j. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.
- k. No one shall be permitted to stand and work on the top three (3) rungs or cleats of a ladder unless there are members of the ladder structure that provide a firm handhold.
- l. Portable metal ladders shall not be used for electrical work or where they may contact electrical conductors.
- m. Every portable ladder shall be of such a material, size and construction that it will safely carry the load to be placed on it.
- n. The first person up a ladder used for access is to secure it at the point where it rests on the structure. A second person shall be used as a spotter and/or to stabilize the ladder until it is tied off.
- o. Kodiak ladders shall not be utilized by personnel other than company employees.
- p. Ladders are to be secured and stored to prevent access to children or vandals when not in use.
- q. Extension ladders shall not exceed 44 feet in length when extended to the limit permitted. Ladders shall not be fully extended but shall have the following minimum laps: two-section ladders, 3 feet for ladders with working length up to 33 feet, 4 feet for ladders with working length 33 to 44 feet.

- r. Stepladders are not to be used for roof access unless they are tall enough for three rungs to go above the eave level. The ladder must be tied off or secured to prevent displacement while being used.
- s. Step ladders must be opened and all four feet on a firm level surface before use.
- t. Employees are **prohibited** from working on a step ladder that is leaning against a wall or other structure.
- u. No one may stand on the top rungs of a step ladder according to the manufacturer's recommendations.
- v. Stepladders are to be manufactured and rated according to ANSI standards.
- w. Barricades, delineators, fencing etc. shall be used to prevent unauthorized personnel from using ladders to access the roof or other work areas.

## 10. SCAFFOLDS

The use of scaffolds on a construction/roofing project may present special hazards. In addition there are specific OSHA regulations and requirements which must be met. It is important that anyone using scaffold equipment has been properly trained.

**Qualified Person** – a person designated by the employer who by reason of training, experience or instruction has demonstrated the ability to safely perform all assigned duties and, when required, is properly licensed in accordance with federal, state, or local laws and regulations. Persons possessing a certification of competence in scaffold erection, dismantling and use issued by trade associations, state-approved apprenticeship or training programs or other similar training programs shall be considered a “qualified person(s).”

### Scaffold Erection and Dismantling

Only qualified persons may safely erect or dismantle scaffolds. Without proper training and certification per OSHA standards, no employee is to engage in erecting or dismantling scaffolding. Kodiak will hire subcontractors to perform this process.

### Scaffold Use

Employees using a scaffold on a job must have training in the following areas:

- a. Nature of electrical hazards present
- b. Fall protection and falling hazards training.
- c. Correct procedures for the inspection of scaffolds.
- d. Proper uses of the scaffold
- e. Proper scaffold access
- f. Load capacities of the scaffold
- g. OSHA requirements

The following additional scaffold setup and use procedures shall apply:

- a. Scaffolds shall be designed, erected per OSHA 29CFR 1926.450-454.
- b. Scaffolds shall be inspected daily by a competent person. Inspection documentation shall be retained onsite in the Foreman's packet and copies shall be submitted to the Kodiak Safety Director.
- c. Scaffold components from different manufacturers shall not be inter-mixed.
- d. All scaffolds must be fully planked.
- e. All scaffold over 6' high shall have handrails and mid-rails on all open ends and sides or a Personal Fall Arrest System (PFAS) must be employed by each person using the scaffold.
- f. Base plates and mudsills shall be used on all supported scaffolds.
- g. Cross bracing is not allowed to be used as guardrails.
- h. Cross bracing shall not be used as a means of access or egress.
- i. Planks shall be free from cracks, damage or warping.
- j. Planking shall overlap at least 12" and shall extend 6" beyond the center support.
- k. Planking shall not be painted.
- l. Adequate access or egress shall be provided with properly secured ladders.
- m. Rolling scaffolds shall be used on level and smooth surfaces or the wheels must be contained in channels and blocked to prevent movement.

- n. All rolling scaffold must have adequate cross bracing and be fully planked with guardrails, mid-rails and toe boards when scaffold is 6' in height or higher and shall not exceed a 3 to 1 height to base ratio to the top platform height.
- o. No more than 12" of the screw jack shall extend between the bottom of the adjusting nut and the top of the caster on rolling scaffolds.
- p. Rolling scaffold casters and wheels shall be locked during scaffold use.
- q. Scaffold shall be secured to the structure when the scaffold height exceeds 3 times the least base dimension.
- r. Do not overload scaffolds.
- s. Do not use ladders or other makeshift devices to increase the working height of a scaffold.
- t. At no time shall scaffold components be removed unless in the process of dismantling the scaffold.
- u. Do not throw objects, materials or tools from a scaffold.

### **Inspection**

Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence which could affect a scaffold's structural integrity. An erection inspection checklist must be completed before the use of the scaffold or scaffold components.

## **11. ELECTRICAL**

Electrical safety plays a part in many of our operations and it relates to a potential hazard exposure on the job. General safety guidelines are as follows:

- a. All electrical equipment is to be inspected before each use to determine that cords and plugs are in good condition.
- b. Equipment having a damaged or defective cords, plugs or cord strain reliefs must be removed from service and repaired or replaced.
- c. All electric extension cords are to be inspected before use. They must not be used if they are damaged or defective.
- d. All electrical equipment and electrical cords must be used in conjunction with a ground fault interrupter (GFI).
- e. Any equipment that may produce an electrical shock must be properly grounded. Examples would include pumps for spray operations, saws, drills etc.
- f. Be aware of electrical hazards on a jobsite.
- g. Do not set ladders up near electrical lines.
- h. Do not use scaffolds that will allow contact with overhead power lines.
- i. Be careful when working around electrical conduits that run along the roof line.
- j. Do not attempt to make any repairs on energized equipment, call for an electrician.
- k. Be aware of electrical hazards when performing repairs during wet weather.
- l. Extension cords shall not be used if there is standing water where the cord must lay.

## **12. FIRE PREVENTION**

Other than emergency plans, which are located at each job site specifically, there are general guidelines for fire safety. Many roofing operations have the potential to cause or expose employees and other personnel to fire hazards.

- a. A fire extinguisher rated not less than 10 lbs, shall be provided within 50 feet of any operation where more than five (5) gallons of flammable or combustible liquids of five (5) pounds of flammable gas are being used on a job site. This does not apply to the fuel tanks on vehicles.
- b. Hot operations require at least three (3) fire extinguishers. One at the kettle (size 20: BC) and another near the propane tanks, (size 10: BC or larger) and one (10: BC) on the roof within 50' of roofing activities. The above size and ratings are at a minimum.
- c. Kettle shall be located away from walls or potentially flammable materials.



- d. Kettles shall be attended while in use to prevent overheating.
- e. Any heat, spark or flame producing activity( Single Ply heat welding, hot asphalt installation, metal panel cutting which causes sparks etc.) requires a fire extinguisher of at least 2:A 10:BC be located within 25' of said operation.
- f. A fire watch with a 20lbs ABC fire extinguisher is required when welding or cutting.
- g. Portable fire extinguishers shall be inspected monthly or more often if indicated. They shall be serviced at least annually by a person licensed or registered by the State Fire Marshal as required by the Health and Safety Code.
- h. Only metal gas cans equipped with spark arrestors can be used on a jobsite.
- i. When fueling equipment, the equipment must be turned off and allowed to cool before refueling.
- j. Propane tanks shall be stored in a well ventilated area away from potential sources of ignition.
- k. Observe all "No Smoking" signs.
- l. There is to be no smoking permitted on the roof or within 50 feet of flammable liquids or gases.
- m. A crew shall have the ability to call in a fire alarm via mobile phone, two-way radio or on site office phone.
- n. Personnel must receive specific training on the use of fire extinguishers at least annually.
- o. Be aware of potential fire hazards while working.

### **13. FLAGGERS**

Flaggers must be used at locations on a construction site when barricades and warning signs cannot effectively control moving traffic. Kodiak must ensure the following:

- a. Flaggers must be placed in locations so as to give effective warning.
- b. Warning signs must be placed according to the Manual of Traffic Controls for Construction and Maintenance Work Zones, published in 1996 by Caltrans.
- c. Flaggers must wear orange or strong yellow-green warning garments, such as vest jackets, shirts, or rainwear.
- d. Flaggers' stations must be illuminated, and flaggers must wear retro-reflector garments that are visible at a minimum of 1,000 ft. during hours of darkness.
- e. Flaggers must be trained in the recognition and prevention of hazards associated with flagging. (See Flagging Instruction Handbook.)
- f. Training must be documented in accordance with Kodiak IIPP Program requirements.

### **14. INCLEMENT WEATHER**

The term "normal conditions" is interpreted to mean that weather conditions are dry and calm, and that the roof or substrate is dry and clean of substances that may make the roof slippery. At certain times of year, large temperature changes will create morning dew or even frost. When this moisture/ice is present on the roof, the substrate can become dangerous to work on without additional protection. When this situation exists the workers will tie off until conditions revert back to normal. If conditions do not change 100% tie-off will be the norm. High winds pose a hazard to individuals working on the roof as well as those on the ground. Roofing materials shall be secured to prevent materials from blowing off the roof and becoming flying hazards. The foreman will determine whether it is safe to work during periods of high winds.

During HOT weather months

- a. The Kodiak Heat Illness Prevention Plan will be implemented
- b. The work crew will start as early as possible and end their shift before the heat sets in.
- c. Drinking water will be provided for all employees daily.
- d. The drinking water will be supplied and monitored by the job foreman daily.
- e. Drinking cups will be supplied and used by all employees.
- f. All workers must drink adequate fluids so as to prevent dehydration.
- g. Workers should drink plenty of water prior to coming to work to keep themselves hydrated prior to working.
- h. It is recommended that employees drink 1 quart of fluids per hour or more as needed.

## 15. SUBSTANCE ABUSE

The following is a summary of the Kodiak substance abuse policy. The complete policy is available in Addendum D of the Kodiak IIPP. Kodiak recognizes the continuing and growing problems of drug and alcohol use/abuse in our society; therefore, Kodiak follows a “**zero tolerance**” policy with respect to alcohol, drugs and/or substance abuse. It is the policy of Kodiak to assure that drug or alcohol use/abuse by employees or others does not jeopardize the health and safety of Kodiak employees, customers, general public, operations, or otherwise adversely affects its reputation or public interests.

- a. The use, possession, transfer or distribution of controlled or illegal drugs or alcoholic substances is **prohibited** while on all Kodiak premises, work sites and vehicles where Kodiak personnel are present.
- b. Violations of the Kodiak Substance Abuse policy are grounds for immediate disciplinary action including and up to dismissal.
- c. All employees are responsible to watch for potential or actual violations, and where observed to immediately report the violation to their supervisor and the Safety Director.
- d. With respect to drug and/or alcohol use, a “reason to believe” or “suspicion” that a policy violation has occurred may be based on the physical appearance of an individual, a person’s observed inability to perform work in a safe and productive manner and/or any detectable evidence of alcohol or drug use or history of such use.
- e. Many Kodiak clients have policies regarding substance abuse at job sites where Kodiak employees are working. Employees are required to comply with any such policies while assigned to work at these job sites. Any employee who fails to comply with a client’s substance abuse policy will be immediately discharged from Kodiak employment.
- f. Any employee arrested and/or convicted under a criminal drug statute for violations occurring during working hours, while performing business or on company property, must notify his/her manager no later than 5 days after arrest or conviction.
- g. Arrest or conviction and/or the violation of the notification procedure will result in disciplinary action, up to and including discharge from Kodiak employment.

“**Legal Drugs**” are those prescribed or over-the-counter drugs, which have been legally obtained by the employee and used for the purpose for which they were prescribed and/or sold. In some circumstances, the use of legal drugs may adversely affect an employee’s physical and/or mental skills and abilities. This might result in safety risks for the employee and others, and in decreased productivity and efficiency. Therefore any employee who is taking prescribed or over-the-counter drugs, which can impair safety and/or performance must:

- a. Advise his or her foreman/supervisor before working while under the influence of such medication.
- b. After consultation with appropriate medical personnel, the foreman/supervisor will communicate whether the employee’s use of the legal drug will permit the employee’s work on the assignment that day.
- c. If the foreman instructs the employee to refrain from working at the job site on that day because of the use of legal drugs, the employee will not be permitted to return to work without clearance by management.

Kodiak reserves the right to drug test all employees under the following circumstances:

- a. pre employment screening
- b. “reason to believe” or “suspicion” of employee being under the influence of legal/ illegal drugs or alcoholic substances
- c. following an on the job accident and/or injury
- d. Complying with a client’s testing program.

Employees that take the initiative to advise Kodiak management in advance that he/she has a medical problem with regard to alcohol or drug use, who has not engaged in misconduct or repeated poor performance while on assignment, and who demonstrates a commitment to take necessary remedial action, will not be subject to disciplinary action. Such an employee will be referred for the appropriate medical treatment and granted a leave of absence without pay while seeking necessary help. If the problem appears to have been remedied, Kodiak

management will then consider reinstating the employee to his/her former position or another equivalent position at the same salary.

## 16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of personal protective equipment (PPE) is an important part of preventing injuries to employees. Manufactured personal protective equipment must be approved and be marked to facilitate identification. Personal protective equipment must be used according to the manufacturer's instructions and shall be kept clean and in good repair. Any equipment interchanged among employees must be properly inspected and cleaned between uses. Required PPE shall consist of the following:

- a. **Head protection** – All Kodiak employees are required to wear a hard hat while working at Kodiak job sites. The hard hat must meet ANSI Z89.1 standards. The inside suspension must be intact and in good repair in order for the hard hat to be effective head protection. Where there is a risk of long hair becoming entangled with machinery or exposure to combustibles or contaminants, employees shall confine (tie back or up) their hair to eliminate the hazard.
- b. **Foot protection** – Durable, sturdy work boots are required on all job sites. Care should be taken to ensure that work boots are slip resistant on wet and dry surfaces. Work boots must have ankle high side walls. Steel toe boots are required when workers are exposed to crushing injuries. **Tennis shoes or soft shoes are prohibited on Kodiak job sites.**
- c. **Eye and face protection** – Eye protection with side shields are required at all times while working on Kodiak job sites. Employees are required to wear ANSI Z87 rated safety glasses to protect eyes from injuries resulting from flying objects, dust and dirt particles and debris. Goggles or face shield in conjunction with safety glasses shall be used when:
  1. Grinding, cutting or sawing with power tools.
  2. Handling solvents or other hazardous chemicals.
  3. Where there is the hazard of hot asphalt or other liquids or chemicals splashing into face or eyes.
  4. Approved welding goggles, masks or shields with suitable filter lenses shall be worn while welding.
- d. **Clothing** - Appropriate body protection shall be required for employees whose work exposes them to injurious materials. Safety vests or Kodiak High-visibility shirts (orange or fluorescent yellow) are required on all Kodiak job sites to facilitate identification of employees to supervisors, other tradesmen, inspectors and the general public in addition:
  1. The use of vests or approved shirts makes it possible for equipment/machinery operators to see employees thus avoiding injury to employees from said equipment/machinery.
  2. Safety vests and approved High-visibility shirts must be worn on the outside of other clothing be effective.
  3. Tank tops, cut- off shorts or shirts are prohibited.
  4. Hot operations require long sleeves buttoned at the wrist and long pants without cuffs.
  5. Clothing appropriate for the work shall be worn. Loose sleeves, cuffs or other loose clothing shall not be worn around machinery.
- e. **Hand Protection** - Hand protection shall be appropriate for the work being performed and shall be required for employees working under the following conditions:
  1. When exposed to possible cuts, burns or other harmful physical or chemical agents.
  2. Leather gloves are appropriate for welding or working with lead or lead compounds.
  3. Cotton gloves with a knitted wrist are appropriate for hot operations.
  4. Kevlar gloves with rubber palms are approved in all roofing operations.
  5. Rubber palmed gloves are prohibited for an employee using a metal shear or brake where there is a possible crushing hazard.
  6. Chemical resistant gloves are required for using solvents and membrane cleaners and are recommended when handling bonding adhesives and cleaners.
- f. **Hearing/Ear Protection**  
Employees exposed to excessive noise levels shall have hearing protection provided.

Employees shall be made aware of situations where they will be exposed to sound levels equivalent to an average of 85 decibels (dB) over an 8 hour period. Hearing protection shall be made available in these situations. If you have to shout to communicate with someone who is 3 feet or closer to you, the sound level is above 85 dB.

## **17. FALL PROTECTION**

Working at heights is an inherently dangerous activity. Although it is impossible to eliminate every risk entirely, Kodiak uses fall protection equipment that has been engineered to reduce the risk of injury substantially. We remind our employees and those working with our organization that most injuries from falls are the result of:

- a. not using fall protection equipment
- b. of abused or faulty equipment
- c. lack of training on the correct use of the equipment
- d. failure to follow the manufacturer's instructions
- e. Simple failure to use good judgment.

It is the duty of each Kodiak employee or user to ensure that the equipment is:

- a. inspected before each use for proper working condition
- b. used in the way that the manufacturer intended it to be used
- c. And the proper safety procedures are being followed, as detailed in the Kodiak Injury and Illness Prevention Program.

All employees are required to have completed training on the proper use of equipment before any work can begin. This includes the proper use of fall protection equipment when appropriate. If there are any questions regarding the use of fall protection equipment, employees shall communicate this to their foreman or the Safety Director before any work requiring fall protection begins.

**The complete Fall Protection Policy and Procedures are located in Section IV of this document.**

## **18. HOT OPERATIONS**

Built-up roofing is one of the most hazardous of roofing operations. It involves the application of hot asphalt/rubber/materials heated up to 500 degrees, the presence of a tank of liquid propane and the coordination efforts of a crew to apply the hot asphalt in a timely manner. The safety of the workers is a challenging task. There is no room for carelessness or error in performing this operation.

A job must be evaluated by the Safety Director, project manager, superintendent and foreman prior to the start of the job. The following shall apply to hot operations.

### **General procedures**

Workers are to wear appropriate personal protective equipment consisting of:

- a. Long sleeve shirt, buttoned at the wrist.
- b. Long pants with no cuff.
- c. Work boots securely laced.
- d. Cotton or leather gloves with a snug fitting wrist.
- e. A kettle-man is to wear a Kodiak vest or high-visibility shirt (orange or yellow) hard hat and safety glasses in addition to a face shield.
- f. At a minimum there are to be three (3) fully charged fire extinguishers on site during kettle operations. Two 20:ABC(20lbs) within 25 feet of the kettle and propane tank and one 10:ABC or larger on the roof or application area.
- g. A fire extinguisher shall be located on the roof within 50 feet of the roofing operations and located so that is readily visible, and accessible.
- h. Employees shall restrict access to tankers and kettles in which materials are being heated for application to those employees whose job responsibilities require them to be present.
- i. Employees shall not heat any Material to a temperature that is higher than the manufacturer's specifications for that material.

- j. Employees shall verify the temperature of heated materials with a thermometer on a regular basis, to ensure that the materials are not being heated higher than applicable manufacturer's specifications.
- k. Employees shall not carry buckets containing hot materials up or down a ladder.
- l. Employees shall work upwind from tankers and kettles whenever it is practical to do so.
- m. There is to be no smoking within 50 feet of the propane tank.

#### **Kettle set-up**

- a. The kettle is to be set up and operated by a properly trained person.
- b. Ensure the equipment is in good repair, check hoses, gauges, tanks, etc.
- c. Make sure the kettle lid fits properly.
- d. Select a clear and level area on firm ground to locate the kettle setup.
- e. Setup a barrier around the kettle area comprised of traffic cones or delineators, and safety tape. In high traffic areas, such as schools, snow fence or a portable fence is recommended.
- f. Locate the kettle in close proximity to the roof work area.
- g. Set the kettle close to the building to minimize stress on the hot pipe. Distance should be eight (8) to ten (10) feet.
- h. Avoid electrical lines, air intakes into buildings and high traffic areas.
- i. Protect the grounds with plywood, visqueen or some other protective cover. This will protect private property and make clean up easier.
- j. Set the kettle in a position that is level and stable.
- k. Chock the wheels.
- l. Setup warning lines around the kettle.
- m. Keep unauthorized personnel out of the kettle area.
- n. Do not override the pilot valve on the kettle. If it is not functioning on automatic, call the mechanic or request another kettle.
- o. Employees shall position tankers and kettles as close to the point of application as practical in order to minimize heat loss.
- p. The propane tank is to be placed a minimum of 25 feet from the kettle or any other source of heat or flame.
- q. Smaller, portable propane tanks are to be transported and stored upright and secure.

#### **Kettle operation**

- a. Monitor the temperature with the thermometer provided.
- b. Be aware of the location of the fire extinguishers and keep them in sight.
- c. Cut the plugs of asphalt into smaller more manageable chunks.
- d. Avoid splashing when loading the kettle.
- e. Employees will keep kettle lids closed except when necessary to:
  - 1. add or remove Materials from kettles;
  - 2. check the temperature of the Materials in kettles;
  - 3. check the volume or quality of the Material in the kettles
- f. Practice good housekeeping around the kettle area.
- g. Before firing the kettle, make sure the tubes are covered with bitumen.
- h. Anytime you are attending the kettle, wear a hard hat and face shield - no exceptions.
- i. Do not overheat the asphalt (550 degrees F Max). This can result in a kettle flash or fire and will cause excessive build-up of carbon in the kettle.
- j. Before lighting the kettle, open the exhaust vents to prevent flashback.
- k. Begin heating the kettle slowly. Heating the pipes too fast will cause damage to the tubes.
- l. Kettle shall be attended when heating materials to operating temperature. Attended means: within eyesight and on the same level and within 25 feet of the kettle.
- m. Ensure the kettle is operating properly and that the thermostat is functioning before leaving the kettle unattended.
- n. Never leave a manually operated kettle unattended.
- o. Never pour water on or in a kettle.

#### **Hot Line Setup**

- a. Check sections of hot pipe before assembling for safe operation.
- b. If a pipe is cracked, bent, welds or unions are defective, replace the sections.

- c. Screw sections together and ensure they are fully seated.
- d. At flex hose and discharge area, secure the pipe to a stand or guardrail.

#### **Fire/Accident Prevention**

- a. Yellow smoke indicates a kettle is too hot and may be ready to flash. **REDUCE HEAT IMMEDIATELY!**
- b. A kettle flash is explosive and can injure anyone in the immediate area near the kettle.
- c. A kettle flash may be caused by the following:
  - 1. Overheating material.
  - 2. Too little material in the kettle, resulting in exposed tubes.
  - 3. A kettle setup unevenly allowing a tube to be exposed.
- d. If a kettle should flash, attempt to extinguish it by:
  - 1. Shutting off the fuel source and closing the lid.
  - 2. If this fails use the fire extinguisher.
  - 3. If a structure is endangered or a fire appears to be getting out of control, call 911 for assistance.

#### **Roof Top Operations**

- a. Always signal to other employees when transporting hot across the roof in a high boy or mop cart.
- b. Never work closer than ten feet of a leading edge with using a felt machine.
- c. Observe and practice all applicable fall protection per Kodiak and OSHA standards.
- d. Do not fill buckets more than  $\frac{3}{4}$  full.
- e. Never pour hot material into a bucket with excess moisture or water. It can boil or explode.
- f. Move mop buckets and high boys slow and steady.
- g. Work with hot at an even an even pace. Rushing can lead to accidents.
- h. Respect the hazard that hot asphalt represents and be aware of the safety of others.

#### **Transporting Kettles**

- a. Ensure that the hitch is functioning properly and that it is properly rated for the tongue weight and towing weight of the kettle.
- b. Attach the safety chain(s) to the towing vehicle prior to towing.
- c. Ensure the draw valve and kettle openings are closed.
- d. Do not pull a kettle while it is hot. Allow it to cool for a minimum of two to three hours. Maximum temperature for towing is 212 degrees per DOT regulations. If it is too full, it may need to be transported the next day.
- e. Allow additional space between vehicles for safe braking due to the weight of the kettle and contents.
- f. Make sure brakes are functioning properly on tow vehicles before towing kettle.
- g. Do not exceed posted speed limits for vehicles with trailers.
- h. Be sure tires are inflated properly before towing.

### **19. SPRAY OPERATIONS**

Spray equipment generates very high fluid pressure and as a result can cause serious injuries if not used properly. The manufactures operating guidelines and safety procedures will drive safety procedures for spray operations.

**FLUIDS FROM SPRAY GUNS, LEAKING OR RUPTURED COMPONENTS CAN INJECT FLUID THROUGH YOUR SKIN RESULTING IN SERIOUS INJURIES, AMPUTATION AND OR DEATH.**

#### **General Procedures:**

- a. Never point to a spray gun at anyone or any part of the body.
- b. Never put a hand or finger over the nozzle.
- c. Always relieve pressure from the system before cleaning or removing the nozzle or servicing any part of the equipment.
- d. Never try to stop or deflect leaks with your hand or body.
- e. Be aware and ensure that all gun safety devices are operating properly before use.
- f. Always set the gun safety latch in the closed or “safe” position making the gun inoperative when you stop spraying.

- g. Always have the trigger guard in place when spraying to reduce the risk of accidentally triggering the gun if it is dropped or bumped.
- h. Never wipe off build-up around the spray tip until pressure is fully relieved and the gun safety latch is secured.

#### **Misuse Hazards**

- a. Misuse of spray equipment or accessories, such as over-pressurizing, modifying parts, using incompatible chemicals or fluids can cause equipment/component failure, rupture which can result in fluid injection, splashing on the skin and/or eyes, serious bodily injury, fire, and/or explosions or property damage.
- b. Never alter or modify any component or equipment from the manufactured original design.
- c. Check all spray equipment regularly and repair or replace worn or damaged parts immediately.

#### **Personal Protective Equipment**

- a. Always wear protective eyewear, gloves and clothing as recommended by the fluid or solvent manufacturer.
- b. Kodiak approved vests, high-visibility shirts, hard hats, Safety Glasses, and work boots shall be worn on all Kodiak jobsites.
- c. Always wear recommended respiratory protective equipment.
- d. Medical surveillance is required for respirator use.
- e. Additional training is required for respirator use.
- f. Roof top applications will follow Kodiak and OSHA established programs for fall protection, ladder safety and job setup.

#### **Hose safety**

- a. High pressure fluid in the hoses can be very dangerous.
- b. Leaks, splits or ruptures can result in fluid injection.
- c. Tighten all fluid connections securely before each use.
- d. Never use a damaged or defective hose.
- e. Inspect all hoses for cuts, leaks, abrasions, bulges or damaged couplings before each use. If any defect is noted, replace the hose immediately.
- f. Do not pull on hoses to move equipment.

#### **Fire, Explosion and Shock Hazards**

Static electricity is created by the flow of fluid through the pump and hose. Sparks created from static electricity can ignite fumes from solvents or the fluid being sprayed. The following precautions shall be followed:

- a. Equipment shall be properly grounded.
- b. Connect a ground wire and clamp to a true earth ground from the pump.
- c. Use only grounded hoses with a maximum combined hose length of 500’.
- d. If you experience any static sparking or even a slight shock while using the equipment, **STOP SPRAYING IMMEDIATELY!!**
- e. Determine cause of any static, shock and correct problem before work continues.

#### **Medical/First Aid**

Wounds from fluid penetration must be treated immediately. Chemicals and fluids can be toxic and can cause health problems if not treated promptly and properly. The following shall apply for injection injuries:

- a. Emergency medical care should be sought for injection injuries.
- b. Inform the treating physician/ medical personnel the nature of the wound and the toxicity of the fluid injected.
- c. Material Safety Data Sheets shall be provided to the treating physician/medical personnel.
- d. Flush eyes at an emergency eyewash station or with clean water and seek medical attention promptly.

## **20. SINGLE PLY OPERATIONS**

The application of single ply or monolithic roof membranes presents a set of hazards distinctly different from other types of roofing. Fire and burn hazards are minimized or eliminated, but the product presents hazards for slips and falls due to the smooth surface of the material. There are tools and materials used in the application of these products which need to be addressed.

#### **General Safety**

- a. Footwear for single ply roofing applications needs to address the slip/fall hazards present. In this application work boots with flexible slip resistant soles are preferable.
- b. Ladder safety guidelines shall apply.
- c. Observe and practice applicable fall protection per Kodiak and OSHA standards.
- d. All equipment needs to be equipped with GFI's (ground fault interrupters). This can be accomplished with the utilization of a generator that is equipped with a built-in GFI or the addition of a GFI extension (pigtail).
- e. Generators must be turned off, allowed to cool and properly grounded prior to re-fueling.
- f. A Fire extinguisher shall be on the roof, within eyesight and within 50 feet of the workers performing roofing operations.
- g. Practice good housekeeping habits to avoid slips, trips and falls.

### **Hot Air Welded Systems**

Hot air guns can damage material and cause burns or other injuries if not used properly. The following shall apply:

- a. Hot air guns must be used in a way that prevents overheating the material and causing a potential for a fire.
- b. Avoid directing the heat gun at hands or other body parts.
- c. Allow heat guns to cool to the touch prior to storing and transport.
- d. Hot air guns must be kept in good repair, inspect cords for cuts, burns and tears.
- e. Tag and remove defective equipment from service
- f. Hot air guns shall be operated in conjunction with a Ground Fault Interrupter (GFI).

### **Solvent Welded System**

Solvents and chemicals used improperly can be hazardous to employees as well as other personnel on the jobsite. The following shall apply:

- a. Use solvent/chemical products according to the manufacturer recommendations.
- b. Use solvents/chemicals in well ventilated areas.
- c. Store solvent/chemicals in their original container and ensure that labels are affixed identifying chemicals and their properties.
- d. Ensure that there is adequate ventilation when applying products.
- e. Keep solvents/ chemicals away from sources of heat and flame.
- f. Ensure the appropriate Material Safety Data Sheets (MSDS) for each solvent, chemical and other materials (dens-deck, membrane, etc.) are available on jobsite at all times.

## **DISCIPLINARY ACTION PLAN**

We expect all Kodiak employees to comply with the requirements of Kodiak's Injury & Illness Prevention Program.

When non-compliance is an issue, there are disciplinary guidelines, which will be enforced. When extenuating circumstances may potentially affect the legal and financial liability of the Company, a review by the Safety Director and Safety Committee will be utilized to reach a decision on the proper disciplinary procedure.

It is the intent of the Company to encourage compliance through training and incentives. For blatant safety violations or behavior that puts an employee or others at serious risk there will be zero tolerance irrespective of established guidelines. Non-compliance that results in an accident or injury, will have more serious consequences (i.e., use of an illegal drug which contribute to an auto accident). All incidents will be investigated, and the facts will determine the resulting disciplinary action. Management and the safety director and his/her staff will work together to ensure a fair and unbiased approach to discipline as it relates to health and safety compliance. Documentation of all disciplinary action will be maintained and in effect in employee's personnel file.

### **1. Disciplinary Guidelines:**

- Level 1 – Verbal Warning
- Level 2 – Written Warning
- Level 3 – One day suspension without pay
- Level 4 – Suspension/up to and including termination



## 2. Enforcement Guidelines:

- Possession, distribution, purchase, sale or transfer or use of illegal drugs on the job:
  - First Offense: Level 4 - **suspension/up to and including termination**
- Reporting for work under the influence of alcohol
  - First Offense: Level 3 - **one day suspension**
  - Second Offense: Level 4 - **suspension/up to and including termination**
- Possession or use of any weapon or explosive on the job
  - First Offense: Level 4 - **suspension/up to and including termination**
- Verbal and/or physical altercations or making threats against an employee, customer or employee of other trades on a job site
  - First Offense: Level 3 - **suspension one day**
  - Second Offense: Level 4 - **suspension/up to and including termination**
- Smoking in restricted or prohibited areas:
  - First Offense: Level 2 - **written warning**
  - Second Offense: Level 3 - **suspension one day**
  - Third Offense: Level 4 - **suspension/up to and including termination**
- Failure to wear or use appropriate OSHA approved clothing and personal protective equipment (hard hats, work boots, safety glasses, High-visibility shirts, vests etc.):
  - First Offense: Level 2 - **written warning**
  - Second Offense: Level 3 - **suspension one day**
  - Third Offense: Level 4 - **suspension/up to and including termination**
- Failure to use fall protection when required and/or as OSHA regulations dictate:
  - First Offense: Level 4 - **suspension/up to and including termination**
- Employees working outside of thirty (30) degrees from their anchor point or having too much slack between their lifeline and lanyard (enough to allow employee to fall off roof or to fall farther than six (6) feet).
  - First Offense: Level 3 - **suspension one day**
  - Second Offense: Level 4 - **suspension/up to and including termination**
- Failure to comply with supervisor's general and/or safety instructions:
  - First Offense: Level 2 - **written warning**
  - Second Offense: Level 3 - **suspension one day**
  - Third Offense: Level 4 - **suspension/up to and including termination**
- Misuse and abuse of company resources and equipment (This can be grounds for immediate termination depending on the severity of the offence nature of the abuse.):
  - First Offense: Level 3 - **suspension one day**
  - Second Offense: Level 4 - **suspension/up to and including termination**

- Unsafe operation of equipment or tools, including use of defective safety equipment and failure to inspect equipment or tools before use:
  - First Offense: Level 2 - **written warning**
  - Second Offense: Level 3 - **suspension one day**
  - Third Offense: Level 4 - **suspension/up to and including termination**
- Failure to use delineators and caution tape or other means to protect employees, other tradesmen, the general-public and non-Kodiak personnel, property or equipment:
  - First Offense: Level 2 - **written warning**
  - Second Offense: Level 3 - **suspension one day**
  - Third Offense: Level 4 - **suspension/up to and including termination**
- Unauthorized removal of locks, hasps, blocks, disabling-devices or warning tags that have been applied to any piece of equipment/machinery to prevent said equipment/machinery from operation.
  - First Offense: Level 4 – **suspension/up to and including termination**

Employees observed committing multiple policy violations or violations to safety and health rules and regulations not defined in this plan will be handled on a case by case basis at the discretion of the foreman/supervisor and/or Safety Director. In addition to employer-controlled penalties, Federal OSHA and Cal-OSHA have specific penalties that will apply to any supervisor for failure to adhere to the Injury & Illness Prevention Program including jail time and/or fines.

## **FALL PROTECTION POLICY & ENFORCEMENT PROCEDURES**

### **Fall Protection Policy**

Kodiak has implemented a Zero tolerance policy concerning Fall Protection on all Kodiak jobsites. This means that employees must be protected from falling when exposed to a potential fall of six feet (6') or more. Employees found in violation of this policy will be disciplined per the Kodiak Disciplinary Action Plan. In order to maintain consistency between Kodiak's California and Nevada operations, Kodiak's Fall Protection policies shall mirror the Federal OSHA standards found in 29 CFR 1926.500-503

Employees must be protected from falling by use of a Guardrail system, Safety Nets, Warning Line System or the use of a Personal Fall Arrest System (PFAS). A Safety Monitor alone can be used on low sloped roofs (4:12 pitch or less) if the roof is less than fifty (50') wide. The Safety Monitor must be clearly identifiable (Blue Hard Hat and Blue Safety Vest) and must be on the same working surface/level as those persons he is monitoring. The safety monitor cannot have any duties that will take his attention away from monitoring workers. The use of a safety monitor on Kodiak jobs/projects requires the pre-approval of the PM, Superintendent and Safety Director.

Parapet walls that are 39" or taller after roofing material has been installed will be considered equivalent to guardrails.

Warning lines must be set back at least six feet (6') from the edge of the roof or working surface. Warning lines must be flagged at a minimum of six foot (6') intervals. The tensile strength of the warning line rope must be at least 500 lbs. Work performed between the roof edge and a warning line system requires the use of a Personal Fall Arrest System (PFAS).

When on a job that requires tie off (6' above a lower surface) and there are no guardrails or warning lines in place, employees must tie off immediately when stepping onto the roof or working surface. Employees leaving the roof or working surface must be tied off until they have grasped the ladder to come down from the roof. When accessing the roof the first time when the job begins, the first person on the roof shall install an anchor and tie off immediately. This same person shall install additional anchors and attach rope lifelines for employees that follow who are accessing the roof to begin work. Additional ropes and rope grabs/SRL's (yo-yo's) shall be installed at intervals on the roof that will allow employees to be tied off while preventing the possibility of a swing fall to occur. Employees are to ensure that they are not working at more than a thirty (30) degree angle from their anchor point to prevent the possibility of a swing fall. In addition, PFAS components shall be rigged to prevent the worker from falling more than six (6) feet before the system components engage.

When on a low sloped roof (4:12 or less), employees are forbidden to detach from their lifeline and walk over to another lifeline to re-attach. When a double-leg lanyard is not available, employee must remain attached to their lifeline until the next lifeline is grasped. Next, the employee shall ensure that their footing is adequate and then transfer their lanyard to the next lifeline. When on a steep slope roof (greater than a 4:12 pitch) employees are required to use a double-leg lanyard. When transferring from one lifeline to another, employee shall attach to the next lifeline prior to detaching from the previous lifeline.

Holes (defined as any gap, void or opening greater than 2" in its least dimension) and skylights must be covered and secured with material that can withstand twice the weight of a worker (including tools and equipment). Skylight lenses are not considered adequate to protect workers from falls and must be covered or barricaded. The covers must be marked with the word "HOLE" or "COVER". Guardrails can be used around holes or skylights as a means of fall protection. In the absence of guardrails, warning lines or covers, employees must be tied off when working around holes or skylights.

Wall openings and windows shall be covered or guarded to prevent falls or a Personal Fall Protection System (PFAS) shall be used to protect employees.

Roof Hatches must be protected by guardrails or closed in order to meet OSHA requirements for fall protection.

Fall Protection is not required for persons who are engaged in inspecting and/or measuring the job/project prior to the start of the job or after all work has been completed. Once the job/project has begun or is in progress, fall protection is required of all employees who are exposed to potential falls.

Ladders must be secured when set up to prevent displacement. The top of the ladder must extend at least 3' above the landing surface. Ladders must be used as per manufacturer's instructions. Step-ladders shall not be used unless all 4 feet are on a firm level surface and the spreader bars are locked. Inspect all ladders prior to use. When setting up or taking down extension ladders, one person must brace the bottom of the ladder while a second person ties/unties the ladder. (29CFR 1926.1050-1053).

Employees working 6' above a lower surface/level from scaffolds shall be protected from falls. Scaffolds shall be inspected prior to use for defects or unsafe conditions. Scaffolds that are unsafe shall not be used by Kodiak employees. If guardrails are not present, Kodiak employees shall be protected from falls by the use of a Personal Fall Arrest System (PFAS). Scaffold components shall not be used as anchor points for PFAS. Anchorage points shall be independent of scaffolds. (29CFR1926.450-454)

When using aerial/boom lifts, employees in the basket must be tied off to the anchor point in the basket by use of a harness and lanyard. Employees must tie off as soon as they have entered the boom/aerial lift basket. It is forbidden to operate or work from an aerial/boom lift unless all occupants in the basket are tied off. When accessing a roof or working surface from a boom/aerial lift, a double-leg lanyard must be used to allow employee to attach to a lifeline on the roof/working surface prior to detaching from the lift basket. Employees accessing the aerial/boom lift from a roof or working surface must attach to the lift basket (at the proper anchor point) prior to detaching from the roof anchorage. Scissor lifts do not require tie off unless specified by the particular scissor lift manufacturer or rental company. (29CFR1926.450-454)

### **Enforcement Guidelines**

The jobsite foreman/supervisor is responsible to ensure that the Kodiak Fall Protection policy is implemented. Foremen who knowingly or willingly allow workers to violate the Kodiak Fall Protection policy will be terminated along with the employee(s) who are in violation of this policy.

The following guidelines shall be followed in the event of a violation (Non-foreman/supervisor):

1. Try to get a photograph of violation occurring if employee(s) is not in imminent danger.
2. Employee shall be directed to tie off immediately and to descend from the roof/working surface safely.
3. If Foreman was unaware of the violation the following shall apply:
  - a. Foreman shall be informed of violation.
  - b. Fill out an Employee Warning/Incident Report in detail. Describe what you saw, the time, date, jobsite, location of violation, foreman, your name, what was employee doing at time of violation etc. Have employee check box as to whether he/she agrees with your statements and sign the form.
  - c. Call the Superintendent and/or Project Manager and inform them as to what happened and request that a driver (neutral 3<sup>rd</sup> party) come to accompany violator back to the office or home.
  - d. Inform violator that they have been placed on immediate suspension.
  - e. Violator should not be allowed back onto roof/working surface after being informed of suspension. Violator should not be left alone after suspension to prevent possible fraudulent injury claims.
  - f. Ask employee for their timecard and a current phone number.
  - g. Call Payroll Manager (Kim Adkins) so that a final check can be prepared.
  - h. Ask foreman to gather employee's tools and bring them to employee.
  - i. Collect all safety gear or other equipment the company has issued to employee.
  - j. If at an out of town location, the driver (neutral 3<sup>rd</sup> party) shall accompany the employee to the motel to gather his/her personal belongings.
  - k. Driver shall take employee back to office or home.

If employee becomes confrontational or abusive call the superintendent, PM or Human Resources for help to arrange for alternate transportation for violator.

The following guidelines shall be followed in the event of a violation (foreman/supervisor):

1. Try to get a photograph of violation(s) occurring if employee(s) is not in imminent danger.
2. Employee(s) shall be directed to tie off immediately and to descend from the roof/working surface safely.
3. If Foreman was aware of the violation the following shall apply:
  - a. Fill out an Employee Warning/Incident Report in detail for each violator including foreman. Describe what you saw, the time, date, jobsite, location of violation, foreman, your name, what was employee doing at time of violation etc. Have employee(s) check box as to whether he/she agrees with your statements and sign the form.
  - b. Call the Superintendent and/or Project Manager and inform them as to what happened and request that a driver (neutral 3<sup>rd</sup> party if possible) come to accompany the violator(s) back to the office or home.
  - c. Request that another foreman/supervisor be sent out to run the job if applicable (there are other employees not in violation). Superintendent or other management must remain onsite until a replacement foreman arrives. On jobs that are a considerable distance out of town, and if management personnel is not qualified to run the job, the employees shall be taken back to the motel until replacement foreman arrives.
  - d. Inform foreman and violator(s) that they have been placed on immediate suspension.
  - e. Violator(s) should not be allowed back onto roof/working surface after being informed of suspension. Violator(s) should not be left alone after suspension to prevent possible fraudulent injury claims.
  - f. Ask employee(s) for their timecard(s) and a current phone number.
  - g. Call Payroll Manager so that a final check(s) can be prepared.
  - h. Arrange to have someone gather employee's tools and bring them to employee(s).
  - i. Collect all safety gear or other equipment the company has issued to employee.
  - j. If at an out of town location, the driver (neutral 3<sup>rd</sup> party If possible) shall accompany the employee(s) to the motel to gather their personal belongings.
  - k. Driver shall take employee(s) back to office or home.
  - l. If employee(s) becomes confrontational or abusive call the superintendent, PM or Human Resources for help to arrange for alternate transportation for violator(s).

## **LOCKOUT/TAG-OUT POLICY**

Kodiak recognizes that during the servicing and/or maintenance of equipment or machinery, Kodiak employees have the potential to be involved in a serious or fatal accident caused by the unexpected movement, start-up or release of stored energy of machinery or equipment. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, un-jamming, setting up, trouble-shooting, testing, cleaning and dismantling machines, equipment or processes. This policy will ensure that machinery or equipment is isolated from all hazardous energy sources and properly locked or tagged out. Kodiak's stated intent of this program is to require the use of locks wherever possible in conjunction with identification/warning tags to provide positive energy isolation.

### **Scope**

This policy applies to all Kodiak employees who may be exposed to hazardous energy during service or maintenance work. All operations that require employees to remove or bypass equipment/machine guarding or other safety devices are regulated by this policy. In addition, any employee that is required to place any part of his/her body into the mechanism of a piece of equipment or machinery or into the path of any type of hazardous energy is also regulated by this policy. Excluded from this policy are activities that are routine, repetitive and integral to the use of the equipment/machine or the operator(s) have been properly trained in the precautionary steps necessary to perform the activity safely or is provided other protection (guarding).

### **Definitions**

Affected Employee- A person who uses equipment/machinery that is being serviced under lockout or Tag-out procedures, or who works in an area where equipment/machinery is being serviced.

Authorized Employee- A person who locks out or tags out equipment/machinery in order to service or maintain said equipment/machinery. An affected employee becomes an authorized employee when his/her duties include service or maintenance work on equipment.

Cord and Plug Connected Equipment- Equipment/machinery where the only energy source is electrical power provided by a plug in connection.

Disconnect- A switch that disconnects an electrical circuit or load (motor, transformer or panel) from the conductors that supply power to it. An open circuit does not allow electrical current to flow.

Energized- Connected to an energy source or containing residual or stored energy.

Energy Source- any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other hazardous energy.

Energy Isolating Device- A mechanical device that physically prevents the transmission or release of energy, i.e. locks, pins, hasps, clam shell devices, blocks or restraining devices designed to prevent movement of parts. These devices must be designed to accept a lockout device and must clearly identify function. (Electrical, Pneumatic, Hydraulic etc.)

Lockout device- A device that locks an energy-isolating device in a safe position.

Lockout- The placement of a lock on an energy isolating device, in accordance with an established procedure, that will ensure that the energy isolating device and equipment/machinery being controlled cannot be operated until the lockout device is removed.

Servicing and/or Maintenance- Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing equipment/machines. These activities include lubricating, cleaning or un-jamming , adjusting or tool changes where employees may be exposed to the unexpected start-up or release of hazardous energy.

Tag-out Device- A prominent warning sign, such as a tag, that can be securely fastened to an energy isolating device to indicate that the energy isolating device and the equipment/machine it controls can't be operated until the Tag-out device is removed.

Tag-out-Placing a Tag-out device on an energy isolating device , under established procedure, to indicate that the isolating device and equipment/machine it controls cannot be operated until the Tag-out device is removed.

### **Training**

All Kodiak employees or contractor involved in or affected by lockout will be trained in the following areas before being allowed to work around equipment/machines subject to this policy:

- a. The recognition of hazardous energy sources
- b. The type and magnitude of the energy located in the workplace
- c. The procedures for energy isolation and control including specific procedures developed for each piece of equipment/machinery and systems.
- d. The purpose and use of the energy control.
- e. The prohibition and penalties for attempting to restart or re-energize equipment/machinery which has been locked out or to work on equipment/machinery without following the lockout/Tag-out procedures.
- f. Warning tags alone do not prevent the equipment from being energized inadvertently.

Affected employees (see definitions) are not required to be familiar with specific lockout/Tag-out procedures for equipment/machinery and systems.

Retraining or refresher training will be conducted whenever one of the following exist:

- a. The employee has a change of job assignment.
- b. Equipment/machinery or process changes.
- c. A change in the lockout/Tag-out policy.
- d. Whenever an inspection reveals deviations from the standard procedures.
- e. Inadequacies in the employee's knowledge or use of lockout/Tag-out procedures.
- f. An accident as a result of unexpected energy release.

All Kodiak employee training and retraining will be documented and verified by the signing and dating of the Annual Lockout/Tag-out Audit Report Form IIPP 14. These records will be maintained in the Kodiak Safety Directors office and will be updated annually.

### **Lockout/Tag-out Devices**

Lockout and Tag-out devices must meet the following criteria:

- a. Lockout devices must work in the environmental conditions in which they are used.
- b. Tag-out device warnings must remain legible even when used in wet, damp or corrosive conditions.

- c. Lockout/Tag-out devices must be strong enough that they cannot be inadvertently removed.
- d. Tag-out devices must be attached using a single use, attachable by hand, self locking and non releasing material with an unlocking strength of 50lbs or greater.
- e. Any Kodiak employee who sees a Tag-out device must be able to recognize who attached it the date it was attached and why it was attached.
- f. Each lock must have a unique key or combination

### **Annual Lockout/Tag-out Audit**

The Kodiak Safety Director is responsible for conducting a hazardous energy survey to determine all affected equipment/machines, types and magnitude of energy, and the necessary service and maintenance tasks. Each task will be evaluated to determine if lockout/Tag-out procedures are required. An Annual Lockout/Tag-out Audit shall be conducted by the Kodiak Safety Director in order to determine the effectiveness of the Kodiak Lockout/Tag-out Policy.

**Lockout Procedures:** Equipment will only be locked and tagged out by Authorized Employees (see definitions) who have been trained in Kodiak's procedures and who have been trained on the specific procedures for the affected equipment/machinery that is to be locked out.

- a. All affected employees will be notified of the intent to lockout/Tag-out the equipment/machinery prior the application of the lockout/Tag-out devices.
- b. Equipment/machinery will be shut down according to the procedures developed for that specific piece of equipment/machinery.
- c. All energy sources for the particular equipment/machinery identified in the shutdown procedures are to be locked out as follows:
  - a. Each Authorized Employee involved with the operation will apply their locks to each energy- isolating source.
  - b. When multiple Authorized Employees are necessary for repair or maintenance on the equipment/machinery, one Authorized Employee shall be assigned as the lead and shall be the first person to apply their lock to the equipment/machinery and shall be the last to remove their lock after the repairs or maintenance is complete.
  - c. A warning tag describing who applied the lock, the date of application and why the equipment is locked out shall be applied with the lock.
  - d. Locks used shall have 2 keys. One key will remain in possession of the Authorized Employee that applied their lock. The second key shall be in the custody of the Kodiak Safety Director in a secure location.
  - e. All locks used in this facility for the Lockout/Tag-out program must be keyed individually.
  - f. Residual or stored energy must be relieved, disconnected, blocked off, restrained or made safe prior to commencement of service, repairs, maintenance etc. Energy sources that may be subject to re-accumulation i.e. capacitors, air pressure vessels, hydraulic reservoirs etc., should be isolated or locked out. If a possibility of re-accumulation, verification of isolation shall continue until the servicing or maintenance is complete.
  - g. Verify that all energy sources have been shut down and made safe, clear all personnel away from the equipment/machinery and attempt to restart or activate the equipment/machinery. After verifying that the equipment has been made safe ensure that all controls, switches are returned to their off position.
- d. Equipment/Machinery connected to energy sources through a cord and plug do not require Lockout/Tag-out if the following conditions are present:
  - 1. The Authorized Employee is within sight of the equipment/machinery.
  - 2. Unplugging the equipment/machinery removes all energy sources from the equipment/machinery
  - 3. The equipment has no stored energy.

If the equipment/machinery must be left un-attended or the above 3 conditions are not met, then the equipment/machinery is subject to the Lockout/Tag-out program. The plug shall have a lockout device attached to it to prevent it from being plugged into an energy source and a Warning Tag shall be attached at the on/off switch. The Warning Tag shall indicate who installed the lockout device, the date it was attached and why it has been attached.

Kodiak policy does not allow Warning Tags to be used alone **unless** it has been authorized by the Kodiak Safety Director in writing. The authorization must justify why the Equipment/Machinery does not lend itself to being physically locked out. Should this Equipment/Machinery be upgraded or modified, a means shall be added to allow the equipment/machinery to be locked out.

**Multi-Shift Operations:** On occasion it may be necessary that an Authorized Employee, other than the one originally applying a lock out device to the affected Equipment/Machinery, must complete the service or maintenance because of a shift or personnel change. In these instances the new Authorized Employee must verify that the equipment/machinery is completely isolated from all energy sources before applying their lock to the lockout device. After their lock has been applied, the original Authorized Employee may remove their lock. Under no circumstances shall the original Authorized Employee remove their lock until the new Authorized Employee has installed their lock and warning tag.

**Removal of Locks and Tags:** The following procedures are extremely important and are required to be followed when locked or tagged equipment/machinery is brought back into service or under certain circumstances that locks or tags must be removed.

**UNAUTHORIZED REMOVAL OF ANY LOCKS OR WARNING TAGS FROM A PROPERLY LOCKED AND TAGGED OUT PIECE OF EQUIPMENT/MACHINERY WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.**

When locks or warning tags are to be removed without the Authorized Employee present that locked and tagged out the equipment/machinery, the approval of the Kodiak Safety Director is required after all efforts have been exhausted to have the Authorized Employee that applied the lock to remove their lock and warning tag. The following must be followed prior to restart:

- a. The Kodiak Safety Director shall consult with maintenance personnel to determine if the Equipment/Machinery repairs are complete and that the affected equipment/machinery is safe to restart.
- b. The work area shall be inspected to ensure that all personnel, tools, loose parts and non-essential items are clear of the equipment/machinery.
- c. Affected Employees shall be notified prior to start up of the equipment/machinery.
- d. All Affected, Authorized Employees and contractors as well as other company personnel shall be safely positioned to eliminate the chance of anyone being exposed to the release of hazardous equipment/machinery.

**Outside Contractors:** Outside contractors brought into Kodiak facilities to perform maintenance or repairs on equipment/machinery at Kodiak must provide a copy of their company's Lockout/Tag-out program and evidence that they have been trained on those procedures. If they cannot provide this information, then they will be required to go through the Kodiak Lockout/Tag-out training prior to being allowed to work on Kodiak equipment/machinery.

**This Safety Program is an important part of Kodiak's safety program and as such is critical in ensuring the safety and health of our employees and others working at Kodiak. If you have any questions regarding the applicability to any operation or procedure, check with your supervisor or the Kodiak Safety Director.**



## HEAT ILLNESS PREVENTION PLAN

OSHA adopted a heat illness prevention regulation to prevent heat-related illnesses and deaths. This regulation includes training, temperature monitoring, rest periods, and access to shade, all important factors employees need to know to prevent heat-related illnesses. This plan was created in response to this regulation, and to ensure the continued safety of all Kodiak employees.

Kodiak management and/or job foreman/supervisor will evaluate your outdoor working location for air temperature, humidity, and radiant heat from the sun to determine if there is a risk for heat illnesses. Kodiak job foreman/supervisor will also evaluate employee workloads, the protective clothing and personal protective equipment employees use, to see how they add to this risk.

When the temperature approaches 80 degrees or higher when working outdoors, employees are at an elevated risk of a heat illness and should take steps as outlined in this plan to control these risks.

### Heat Illness Prevention Elements

The elements reflected within this Heat Illnesses Prevention Plan are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) and consist of the following:

- Provision of water
- Access to shade
- Written procedures
- Training

### Provisions of water

Drinking water is important to reduce the risk of heat illness. While doing heavy work or working in hot conditions, the human body loses up to two gallons of water per day. Employee's need to consume about four cups of water or more every hour starting at the beginning of the work shift and continuing throughout the day. The following shall apply on each Kodiak worksite::

- a. Adequate quantities of fresh, pure, suitably cool water (minimum 2 gallons per employee) shall be maintained by the job foreman/supervisor throughout each shift for all Kodiak employees onsite.
- b. The water cooler shall be located as close as practical to where employees are working.
- c. Drinking cups will be provided by the job foreman.
- d. Drinking cups shall be disposed in an appropriate waste container.
- e. Employees shall not share drinking cups or containers.
- f. Personal water bottles or drinking containers shall be marked to identify the owner of said container.
- g. Employees shall report to job foreman/supervisor if attention is needed to ensure water quality and quantities.
- h. Foremen are responsible for cleaning the water container as needed.
- i. Foremen are responsible for refreshing the water supply as needed through a potable source onsite or obtaining water offsite as needed.
- j. The Kodiak foreman shall check the water supply levels every 1- 2 hours throughout the shift to ensure adequate water quantities are maintained
- k. Prior to each shift the job foreman/supervisor will remind employees of the importance of frequent water consumption throughout the day.

### Access to shade

Shade is required to be present when the outside temperature equals or exceeds 80° F. Rest breaks allow your body to recover from work in the heat. A rest break in the shade, for at least five minutes, can reduce heat stress and prevent heat illness. Use rest breaks to recover from hard work in the sun before any heat illness symptoms appear. Kodiak will:

- a. Allow employees to take rest breaks of at least 5 minutes whenever requested and/or if it is determined by the foreman/supervisor to be necessary.
- b. Identify and provide employees with shaded rest areas that have good air movement when the temperature equals or exceeds 80° F.
- c. Shade from buildings, canopies, lean-to's, and trees are acceptable for rest areas.
- d. Temporary canopies will be provided when no other means of shade are available. These will be set up and maintained by the job foreman/supervisor as close to the work area as feasible.

- e. The use of vehicle interiors for shade, unless they are air conditioned or kept cool in some other way, is prohibited.
- f. Shaded rest areas shall have enough room to accommodate all those employees on recovery or rest breaks and those employees that are onsite taking a lunch or meal break.
- g. Employees shall not rest underneath equipment, machinery, in confined spaces or in areas that will expose employees to injury or hazardous conditions.

### **Written Procedures**

Since written procedures help reduce the risk of heat related illnesses, and ensure that emergency assistance is provided without delay. Kodiak has implemented the following procedures:

- a. All Kodiak employees will be trained in Heat Illness Prevention prior to working outdoors.
- b. Training documents are maintained by the safety director in the corporate office. Copies of these documents are submitted to Payroll Manager to be filed in the employee's file.
- c. Working hours will be modified to work during the cooler hours of the day, when possible.
- d. When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- e. Job foremen/supervisors will continuously monitor all employees, and stay alert to the presence of heat related symptoms.
- f. New employees shall be monitored closely for the first 14 days of employment at Kodiak to be sure the employee is acclimated and understands the need to keep himself rested and properly hydrated.
- g. Job foremen/supervisors shall carry cell phones, radios or other means of communication and verify that said equipment is working, to ensure that emergency services can be summoned when necessary
- h. Job foreman/supervisors must ensure that the foreman's job packet containing job specific and job critical information is available at all times at each worksite.
- i. The designated medical facility is noted in the foreman job packet. The foreman should check to be sure the information is accurate and valid by calling the facility to verify all information prior to the start of work.
- j. Jobsites that require more than 20 Kodiak employees onsite must maintain a ratio of 1 supervisor to 20 employees or fewer.
- k. To evaluate the working conditions that employees will encounter on the job, Kodiak management will check the Heat Index: a combination of temperature and humidity. This information can be obtained on the internet at [www.weather.com](http://www.weather.com) or from other reliable sources such as news stations and websites providing weather and element information. This information shall be given to the job-site foreman to help in determining scheduling, workloads, number of breaks etc.
- l. During hot weather, the Kodiak foreman shall monitor the temperature at the worksite throughout the day using a thermometer. These readings shall be taken in an area of full sunlight while shielding the bulb or sensor from direct sunlight. The temperature shall not be measured in shaded areas.
- m. As the foreman monitors the temperatures throughout the day, he/she will use this information in determining, rest break frequency, length of rest breaks, and length of work shift.
- n. Employees taking preventative cool-down rest breaks shall be monitored for symptoms consistent with heat illness. If symptoms are present, the employee shall be ordered to continue the preventative rest cool-down break until symptoms are gone.
- o. Employee(s) with heat illness symptoms shall be given the appropriate first aid or emergency response immediately.
- p. Kodiak employees are encouraged to implement the following steps to help prevent heat illness;
  - 1. Avoid drinking caffeine in the morning and alcohol the night before working.
  - 2. Get plenty of sleep and eat well.
  - 3. Take breaks and drink plenty of water during the day.
  - 4. Remember it takes about two weeks to get used to working in a hot environment.

### **High Heat/Heat Wave Procedures**

During High Heat days (95 degrees & above) and Heat Waves (defined as, temperature of at least 80° F and at least 10° F higher than the average high daily temperature in the preceding 5 days) job foremen/supervisors shall:

- a. Consider starting and ending the work shift earlier in order to take advantage of the cooler temperatures early in the day.

- b. Maintain drinking water in the immediate vicinity of the work being performed.
- c. Hold short tailgate meetings daily to review the Heat Illnesses Prevention Safety Checklist with all workers onsite.
- d. Encourage workers to take frequent water breaks.
- e. Provide at least one 10 minute cool down break every two (2) hours.
- f. Establish regular communication with each employee that may be working alone.
- g. Institute a buddy system where all employees will work with a buddy or buddies to help monitor one another for signs of heat illness.
- h. Encourage workers to take frequent rest breaks in a shaded area as needed.
- i. Monitor employees frequently through verbal communication and observation looking for signs of heat illness.
- j. Encourage workers to avoid soda, coffee and alcohol before and after work.

### **Emergency Response**

Kodiak foremen and employees share in the responsibility for monitoring each other for the following symptoms of heat illness and the steps in treating them:

- a. **Heat Rash** is mild discomfort and can be treated by changing clothes and using powder or medicated cream.
- b. **Heat Cramps** are in muscle groups such as legs, back and in the abdomen. Treat cramps by drinking water and putting electrolytes back into your body with sports drinks and eating snacks like pretzels or potato chips.
- c. **Heat Exhaustion** is serious with signs like profuse sweating, dizziness, weakness, fatigue, nausea, intense headaches, and even ringing in the ears. Treatment should be immediate and includes drinking plenty of water and resting in shade or air conditioned areas. Kodiak employees experiencing heat exhaustion shall be taken to the designated medical facility noted in the foreman's pack for treatment.
- d. **Heat Stroke** is severe and could result in death. Signs and symptoms include excessive body temperature (over 104 degrees), increasing disorientation, red patchy and dry skin (not sweating) and even altered behavior. Medical treatment should be called for immediately (call **911**). Until treatment arrives, cool the victim in air conditioning or shade, and remove or wet the employees clothing.

Additionally,

- a. All foremen driving Kodiak trucks are responsible, designated drivers for non life-threatening injuries and/or emergency purposes.
- b. Job foremen/supervisors shall contact 911 for any life threatening emergencies or injuries.
- c. Since many jobsites are large, the foreman shall send another employee to the main entrance to direct the emergency responders to the ill/injured employee.
- d. Job foremen/supervisors trained in First-Aid will be responsible for effectively monitoring employees by means of verbal communication and observation throughout the work shift.
- e. The job foreman/supervisor on each job will complete any and all Kodiak IIPP documents required, as with any other injury or illness, for any heat related illness and consider it as a workplace injury to be submitted to the Safety Director for further review.
- f. The Safety Director will take additional action as necessary to provide a safe work environment for all Kodiak employees.

### **Training**

Training is critical to help reduce the risk of heat related illnesses, and to assist with obtaining emergency assistance without delay. Training in the following topics shall be provided to all supervisory and non-supervisory employees:

- a. All Kodiak employees will be trained in Heat Illnesses prevention when hired, prior to working outdoors and through periodic Tailgate Safety/Training meetings.
- b. Training documents shall be submitted to the Safety Director for review. The documents shall then be submitted to Payroll Manager to be filed in the employee's file.
- c. The foreman/supervisor assigned shall complete a jobsite specific Heat Illness Prevention Safety Checklist (FORM IIPP-15) when arriving on the jobsite for the first time.
- d. The designated medical facility location and address noted in the job foreman/supervisor job packet shall be communicated to all employees on each jobsite.
- e. Procedures for working in High Heat (95° F and above) and during a Heat Wave (defined as, temperature of at least 80° F and at least 10° F higher than the average high daily temperature in the preceding 5 days).

- f. All newly hired workers will be assigned a buddy or experienced coworker to ensure that they understand the training and follow Kodiak procedures for the new employees first 2 weeks on the job in high heat conditions or heat waves.
- g. New employees shall be assigned light duty work for the first few days to allow the employee's body to acclimate to the heat before requiring heavy and/or strenuous work from said employee.
- h. Employees shall receive refresher training through tailgate safety meetings.
- i. Each job foreman/supervisor shall be trained in Heat Illnesses prevention prior to assignment to supervision of employees working in the heat and once yearly to re train in Heat related Illness Prevention, Training topics covered are as follows:
  1. The information as listed in each section of this plan.
  2. The procedures job foremen/supervisor is to follow in order to implement the applicable provisions in this section.
  3. The procedures a Kodiak supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

## HAZARD COMMUNICATIONS PLAN

### COMPANY POLICY

To ensure that information about the dangers of hazardous chemicals used by Kodiak is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All employees of this company will participate in this program. Copies of this Hazard Communication Plan are available from the Safety Directors office for review by any interested employee.

David Nash (Safety Director) is the program coordinator, with overall responsibilities for this program, including reviewing and updating this plan as necessary.

### CONTAINER LABELING

Job foreman/superintendents will verify that all containers received for use will:

- a. be clearly labeled as to the contents,
- b. note the appropriate hazard warning,
- c. list the manufacture's name and address.

The job foreman or supervisors in each department will ensure that all secondary containers are labeled with either an extra copy of the original manufacture's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling contact the Safety Director.

Employees are allowed to transfer chemicals to unlabeled containers under the following conditions:

- a. Chemical is used temporarily and disposed of properly or returned to the original labeled container before the shift ends.
- b. Employee transfers the chemical for his/her own use. **Employees are forbidden to transfer chemicals into a temporary container for another employees use.**

The Safety Director will review the company labeling procedures yearly and will update labels as required following the requirements of the GHS (Globally Harmonized System of Classification and Labeling of Chemicals)..

### MATERIAL SAFETY DATA SHEETS (MSDS) & SAFETY DATA SHEETS (SDS)

The Safety Director is responsible for establishing and monitoring Kodiak's MSDS/SDS program. He/she will ensure that procedures are developed to obtain the necessary MSDS/SDS and will review incoming MSDS/SDS for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The following procedure will be followed when an MSDS/SDS is not received at the time of initial shipment:

- a. The project manager shall contact the appropriate manufacture and request a copy of the MSDS/SDS for identified chemical.
- b. Or he/she shall go online to the manufacture's website to obtain a copy of the identified MSDS/SDS

Copies of MSDS/SDS for all hazardous chemicals to which Kodiak employees are exposed or are potentially exposed will be kept in the Safety Director's office, warehouse, the job foreman pack, or at the general contractor's trailer. Paper copies or electronic copies of MSDS/SDS will be readily available to all employees during their work shift. If a copy of an MSDS/SDS is not available contact your immediate supervisor or the Safety Director.

When revised copies of MSDS/SDS are received the old copies shall be destroyed and the new copies inserted into the applicable job foreman's pack and the MSDS/SDS binders at the Safety Director's Office.

### **EMPLOYEE TRAINING AND INFORMATION**

The Safety Director is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training.

- a. An overview of the OSHA hazard communication standard including the GHS (Globally Harmonized System of Classification and Labeling of Chemicals).
- b. The hazardous chemicals present at the employees work area/jobsites
- c. The physical and health risks of the hazardous chemicals
- d. Symptoms of overexposure
- e. How to determine the presence or release of hazardous chemicals in the work area.
- f. How to reduce or prevent the exposure to hazardous chemicals through the use of control procedures, work practices and personal protective equipment (PPE).
- g. Steps Kodiak has taken to reduce or prevent exposure to the hazardous chemicals.
- h. Procedures to follow if employees are overexposed to hazardous chemicals.
- i. How to read labels and MSDS/SDS to obtain hazard information as required by the GHS (Globally Harmonized System of Classification and Labeling of Chemicals).
- j. Location of the MSDS/SDS file and written Hazard Communication program.

Prior to introducing a new chemical hazard into any department of this company, each employee in that department will be given information and training as outlined above for the new chemical hazard through:

- a. Safety/Training tailgate meetings
- b. or classroom instruction
- c. or Audio-visual instruction

### **HAZARDOUS NON-ROUTINE TASKS**

Kodiak employees are not required to perform non-routine tasks that are hazardous. Employees shall be trained in all aspects of routine tasks that they perform to prevent potential hazards. Employees are forbidden to perform hazardous tasks without proper training.

### **CHEMICALS IN UNLABELED PIPES**

Work Activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact the Safety Director for information regarding

- a. The chemical in the pipes
- b. Potential hazards
- c. Required safety precautions

## **INFORMING OTHER EMPLOYERS/CONTRACTORS**

It is the responsibility of the Safety Director to provide other employers and contractors with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for employees.

It is the responsibility of the Safety Director to obtain information about hazardous chemicals used by other employers to which Kodiak employees may be exposed.

Other employers and contractors will be provided MSDS/SDS for hazardous chemicals generated by Kodiak operations in the following manner:

- a. Paper and electronic (CD) copies of the IIPP and MSDS/SDS will be mailed or hand delivered to the General Contractor prior to Kodiak beginning work at each job site.
- b. The job foreman/superintendent shall maintain copied of MSDS/SDS in the job foreman's pack daily.
- c. The Safety Director will request any pertinent MSDS/SDS or hazardous chemicals list from the General Contractor prior to Kodiak beginning work.

## **PROGRAM AVAILABILITY**

A copy of this program will be made available, upon request, to Kodiak employees and their representatives.