All States Materials Group

Health And Safety Manual

Revised: January 2026

At All States Materials Group (ASMG), our commitment to safety is uncompromising. Our highest priority is ensuring that **every team member goes home safely every day**. This commitment is the foundation of our company culture, and it drives every decision we make.

We are dedicated to providing a safe and healthy work environment, including well-maintained equipment, proper supervision, and accountability at all levels. We are also committed to meeting or exceeding the safety requirements of OSHA, MSHA, and DOT while upholding ASMG's own high safety standards. Through careful planning, proper execution, and **STOPPING work when unsure,** we can prevent incidents before they happen. Safety is a team effort, and each of us plays a vital role in maintaining a safe workplace—for ourselves, our coworkers, and the communities we serve.

Leaders at ASMG are accountable for upholding our safety standards, ensuring that employees receive the necessary training, and fostering a culture where safety concerns are addressed immediately. **If someone is not properly trained for a task, they should not perform it until they are**. We maintain safe working conditions through employee safety education and training, accident prevention measures, accident and incident investigation with corrective action, near miss reporting, and a safety incentive program.

Our Risk and Safety Managers oversee the Safety Program, while our Safety Committees provide a voice for employees to improve workplace safety. Employees should be aware of the Safety Committee members that facilitate this communication, and we encourage suggestions be made to the committee for ideas that can enhance our safety program.

Awareness of surroundings, attention to detail, and the willingness to openly share ideas are keys to our safety success. By accepting a shared responsibility for safety, we strengthen our company and protect our most valuable assets—our people.

Thank you for your commitment to making ASMG a place where safety always comes first.

Jean Azoury
President, All States Materials Group

2.1 Policy Statement

The primary goal of the All States Material Group Safety Program is to prevent injuries and illnesses, and to preserve property. The ultimate success of our safety effort will only be achieved by reaching the goal of "No" worker injury accidents/incidents, and "No" property loss accidents/incidents. A successful effort will also control third party (public) liability losses stemming from our operations. This Safety Program consists of numerous "key safety elements" considered as objectives and designated by SECTION headings (as listed in the table of contents). These program elements are designed to prevent accidents/incidents and meet applicable compliance safety regulations and industry best practices.

2.2 Safety Goals and Objectives (Safety Managers)

The Safety Managers will take a leadership role; however, the front-line managers and supervisors are the key people for successful safety and health performance. It is line management that knows their workers, equipment and tools, and work methods best, required personal protective equipment and is in the best position to ensure job site safety performance. Please keep in mind that the following are just some of our many safety endeavors aimed at reaching our loss prevention goals:

- Developing, updating and enforcing health and safety rules to meet or exceed local, state and federal safety compliance regulations and requiring that all employees comply with these regulations.
- Providing adequate Safe Operating Guidelines (SOG) for specific hazardous work-related operational tasks.
- Providing safeguards to protect against physical hazards (machine guarding) and health hazards (noise, dust, fumes, vapors, mist, etc.).
- Training all employees in health and safety practices relevant to our operations and work tasks; consistent with local, state and federal safety regulations. Document training efforts and student attendance.
- Conducting regular program safety and health inspections to identify and eliminate unsafe working conditions and practices, to control health hazards and to comply fully with all safety and health standards.
- Review and support Investigations, promptly and thoroughly, every accident, incident, and near miss to determine the root cause, and taking actions to prevent reoccurrence.
- Act as a subject matter export for the facility safety committees.

2.3 Confidential Safety Hotline

- If you have any concern or feedback to provide, you can call our Confidential Safety Hotline number at **413-665-7021 ext. 2147.**

3.1 Policy Statement

Rules have value only if they are enforced. Responsibility for safety must be clearly defined. Who is responsible for what? It is everyone's responsibility to be on the lookout for unsafe acts and conditions and to immediately correct those within your scope of duties and report them to your supervisor.

Our safety program includes persons responsible for safety and their specific duties. This includes, but is not limited to, the responsibilities of everyone from senior management to department managers, safety managers, to field supervisors, and to employees. It identifies by title the person who shall be knowledgeable of site and task specific safety requirements and shall be accountable for their implementation and ongoing compliance.

The purpose of this section is to ensure that all employees in each organization know their responsibilities and know what is expected of them.

3.2 Management

- Establish policies, programs and procedures designed to promote safety and communicate them to all employees.
- Designate a Safety Manager(s) with enforcement authority over safety matters in the shops, field, plants, pits and quarries, job sites and other company properties.
- Impress upon all employees that they are responsible and accountable for their safety and to maintain a safe workplace.
- Provide training necessary for employees to do their tasks safely.
- Provide protective equipment for employees per Job Safety Analysis (JSA) and OSHA / MSHA standards. All PPE will meet appropriate standards.
- Provide all supervisors with copies of appropriate policies and regulations and make them responsible for enforcement.
- Require all subcontractors, as a matter of contract, and all material suppliers, through purchase order terms, to follow the safety policies of this organization and applicable regulations.
- Investigate and document all accidents, incidents and near-miss events in a timely manner.
- Conduct safety inspections of all the company's jobsites, maintain records, and continually monitor the program for effectiveness.
- Establish Safety Committees
- Discipline any employee disregarding this policy.

3.3 Project Superintendents / Managers

- Uphold the ASMG Safety Values (located at the front of the manual).

- Plan production so that all work will be done in compliance with established safety policies and regulations.
- Be responsible for on-the-job safety and health. Make sure that any safety deficiencies are immediately controlled.
- Ensure that proper safety materials and protective devices are available and used with all equipment and are in safe working order.
- Instruct foremen and Project Managers on the company safety policies.
- Review accidents and incidents, supervise correction of unsafe practices, file accident / incident reports and be part of the Accident Investigation Team.
- Conduct jobsite safety meetings and provide employees with proper instruction on safety requirements for specific tasks. (Including Toolbox Talks & Hazard Assessments)
- Require all subcontractors to follow safety policies and applicable regulations.
- Notify the ASMG Safety Manager(s) of unsafe conditions and/or request safety assistance.
- Provide safety for the public from company operations.
- Ensure safe performance by others present on the site, including the owners, architect/engineer representatives, the public, visitors, and the employees of other contractors.
- Facilitate prompt medical attention for any injured employees.

3.4 Job Foreman and Supervisors

- Uphold the ASMG Safety Values (located at the front of the manual).
- Institute safety policies and procedures at the worker level.
- Understand all safety policies and safe working practices.
- Conduct weekly safety meetings (Toolbox Talks) with personnel and return the signed or electronic attendance records to the Safety Manager in a timely manner.
- Plan all work activities to comply with the safe working practices and applicable regulations.
- Instruct new employees and existing employees who are performing new tasks on the safe working practices relating to their new task. Conduct the company safety awareness training for all new employees and submit the signed training form to the Safety Manager.
- All new field employees shall obtain an OSHA 10-hour construction card, review the new hire orientation, and MSHA New Miner training if working in a MSHA regulated site and annual MSHA refresher training.

- Install and maintain safety devices, in accordance with policy, to protect the public from company operations.
- Ensure that proper protective equipment is available and used.
- Ensure that all work is performed in a safe manner, and no unsafe condition or equipment is present.
- Correct any hazards including unsafe acts and conditions that are within the scope of your position.
- Ensure that all employees are trained to operate the equipment they are expected to use.
- Immediately report to supervisor or controlling contractor any hazards that you have no authority to correct and take reasonable steps to protect employees from that hazard.
- Obtain immediate medical care for any injured employee.
- Immediately report all accidents, incidents, or near miss events to ASA Dispatch and the Project Superintendent or supervising manager.
- Conduct an immediate investigation into all accidents, incidents, or near misses, including taking photographs of the area and damage to any vehicles, equipment or property and submit the report to the Human Resources Manager and Safety Manager promptly.
- Enforce all health and safety rules.

3.5 Workers

- Adhere to the ASMG Safety Values (located at the front of this manual). Follow all health and safety rules.
- Work safely in such a manner as to ensure your own safety as well as the safety of co- workers and others in your area.
- Request help when unsure about how to perform any task safely.
- Correct unsafe acts or conditions within the scope of your immediate work.
- Immediately report any uncorrected unsafe acts or conditions to the appropriate supervisor.
- Immediately report any accident, incident, near miss, injury or illness to your supervisor or if not available, a supervisor available at your job site; if none then call ASA Dispatch.
- Report for work in good mental and physical condition to safely carry out assigned duties.
- Take part in company and industry sponsored safety programs and training.
- Use and maintain all safety devices and tools provided.
- Assist fellow employees with adherence to safety requirements.

3.6 Subcontractors and Suppliers

- Abide by and cooperate with the ASMG safety policies on any project.
- Written Health, Safety and Environmental programs, training documentation, incident/injury OSHA statistics should be reviewed prior to start of work.
- Ensure all employees comply with the ASMG safety policies, including wearing required PPE.
- Notify all other contractors when your activities could affect the health or safety of other company employees.
- Check in with job site supervision before entering the job site. Subcontractors shall be included in pre-job meetings and JSAs/hazard assessments.
- Immediately report to the ASMG Supervisor any injuries to workers, accidents, incidents, or near misses.
- Immediately report to ASMG Supervisor any unsafe conditions that come to your attention.
- If you have authority to correct the hazard, you must do so. If you have no authority to correct the hazard; you must protect your workers from the hazard.
- All contractors shall have site specific orientation that addresses health, safety, security and/or environmental concerns including but not limited to entering a quarry or pit, per MSHA regulations.
- Informal post-job performance reviews may be conducted for subcontractors including, but not limited to, housekeeping, cost, safety and quality of work.

3.7 Architects, Engineers, Owner and Visitors

- Abide by all ASMG safety rules.
- Inform the construction site superintendent before entering a construction site.
- Check in with the job site supervisor so personal protective equipment such as hard hats, eye protection, hearing protection, and respirators, if necessary, may be provided.
- Wear the required personal protective equipment.
- Immediately report any hazards to the site superintendent, or other available supervisor.
- Immediately report any accident, incident, or near miss to the site superintendent or other available supervisor.

4.1 Accident/Incident Reporting

All accidents, incidents, injuries, illnesses, or near misses, regardless of their severity, shall be reported immediately to your job supervisor; except drivers who shall contact Dispatch first (See Accident Investigation – Notifications section for contact #). The supervisor shall then immediately contact the Dispatch Office for notification. The supervisor shall then investigate and complete the accident/incident report and submit it on the day of occurrence (or within 24 hours of the incident at the latest) to the Human Resources Manager (HR Manager will forward copy to Safety Manager). If medical attention is needed, it should be obtained immediately. Please refer to the Site-Specific Emergency Action Plan, which will provide the appropriate contact information.

4.2 General Rules

- All employees shall immediately report unsafe conditions, unsafe behavior or unsafe procedures to their supervisor for correction. If the unsafe condition is not rectified, the employee shall contact a Manager or the Safety Manager.
- No employees shall be requested or made to feel obligated to work knowingly in an unsafe manner for any reason. The Anonymous Safety Hot Line should be utilized to alert the Safety Manager of related safety concerns accordingly or the Safety Manager may be contacted directly.
- No one shall engage in practical jokes, wrestling, fighting, scuffling, horseplay, or any other act that may tend to have an adverse influence on safety and health.
- No one is permitted to ride on vehicles or equipment unless the vehicle/equipment is designed for that purpose. (i.e. no riding on tailgates, buckets, side steps, or any other non-designed application)
- Firearms and other weapons are not allowed on the job at any time.
- If you have a known physical limitation, notify your supervisor so that you will not be required to do work that might injure you or someone around you.
- ***Hard hats:*** shall be worn while at any quarry or pit properties. Hard hats shall be worn while working around dangerous equipment or overhead obstructions or required by the General Contractor, customer, or specific operating division. Hard hats shall be worn when there is a danger of being struck by falling or flying objects. Hard hats shall be worn when there is a danger of contacting live electrical parts. Hard hats provide increased visibility to the public and overall traffic safety when worn on roadway construction projects. Hard hats shall be worn according to the manufacturer's recommendations and replaced as needed or within the manufacturer's suggested time frame from date of manufacture.
- ***Fall Protection****:* Failure to use personal fall arrest equipment as outlined below is considered a serious violation and is grounds for immediate dismissal.
    - **Manlift:** A body harness must be worn that is attached to a lanyard directly attached to the Manlift bucket. The lanyard should be as short as possible. The lanyards shall be tied off to the manufacturers install tie off points.

- Elevated working surfaces above 6 feet for construction and 4 feet for general industry (exception of swing scaffolds, boatswain's chairs., and approved man-lifts) require the use of fall protection in the form of a guardrail system, safety net system, or personal fall arrest.

- ***Proper Work Clothing- General Conditions****:* Shirts shall be worn at all times to protect skin from minor burns, abrasions, cuts and sunburn. Shirts, long pants, and all clothing shall be appropriate for the work being done. Loose or torn clothing may contribute to an accident and shall not be worn. Those delivering, transferring or handling liquid asphalt must have long sleeve cotton shirts. Hard-soled, ankle-high work shoes/boots that are in good condition should be worn. MSHA regulated workers must have ASTM approved safety toed shoes/boots required for MSHA regulated work areas. See the PPE Section of this safety manual for required special personal clothing and protective wear for hazardous operation exposure/work tasks.

- ***Personal Protective Equipment*** – All employees will abide by the Personal Protective Equipment section of this Safety Manual. This may include, but is not limited to, eye protection, hearing protection, and respirator protection.

    - Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases shall be provided with particular PPE necessary to protect them from the hazard.

- ***High Visibility Clothing*** - Road and construction traffic poses an obvious and well- recognized hazard to highway or road construction work zone employees. OSHA standards require such employees to wear at a minimum ANSI Class 2 or 3 high visibility garments. Personnel are required to wear their high visibility ANSI Class 2 or 3 traffic vests whenever working on or near a roadway or highway. Vest shall also be worn in the equipment laydown areas. All vests with dirty retroreflective surfaces shall be replaced. Class 3 vests and class 3 pants or gaiters shall be worn on all night projects.

4.3 Material Handling

- When lifting or moving heavy or bulky items follow the standard safe lifting procedures, paying close attention to the proper body mechanics. If it is too heavy or bulky, ask for assistance.

- When handling rough material, debris, lumber, sharp edged material, chemicals or hot or cold objects, suitable gloves shall be worn to protect hands from injuries such as splinters, cuts or abrasions. Projecting nails shall be turned down or removed from lumber. Disposal Chutes shall be used when dropping materials from heights of 20 feet or more.

- Materials, equipment, lumber, or the like shall be secured where the possibility exists that the materials, equipment, lumber, etc. can be blown or fall from an elevated place or moving transport.

- Hazardous chemicals and materials shall be properly labeled and returned to an approved storage container for future use or proper disposal in accordance with the Safety Data Sheet or hazardous waste procedures.

- All spills shall be reported to a supervisor and the Environmental Manager and safely cleaned up.

- Materials shall not be stacked or stored in a manner which creates a tripping hazard or fall of material hazard.
- Materials shall not be stacked or stored in a manner that blocks any egress, any required signs or markings, fire extinguishers, eye was stations, or first aid kits.
- Compressed gas cylinders shall be secured upright, with caps on.

4.4 Rigging and Sling Safety

- Rigging equipment for material handling shall be inspected for damage or defects by a competent person prior to use on each shift and as necessary during its use to ensure that it is safe.
    - Inspection shall include checking to make sure the equipment has permanently affixed, and legible identification markings as prescribed by the manufacturer that indicate the recommended safe working load.
- Damaged or defective rigging equipment shall be immediately removed from service.
    - Do not use chain slings if links are cracked, twisted, kinked, stretched or bent.
    - Do not shorten slings by using make-shift devices such as knots or bolts.
- Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
- Wear work gloves when handling rough, sharp-edged, or abrasive chains, cables, ropes, or slings.
- Do not place your hands between the sling and its load when the sling is being tightened around the load.
- Rigging must not be loaded in excess of its recommended safe working load as prescribed on the identification markings by the manufacturer; and must not be used without affixed, legible identification markings.
- Tag or restraint lines shall be used when rotation of the load is hazardous unless their use creates an unsafe condition.
- Hooks used in the connection between the hoist line and the personnel platform (including hooks on overhaul ball assemblies, lower load blocks, bridle legs, or other attachment assemblies or components) must have a safety latch and be:
    - closed and locked (eliminating the throat opening) when attached.
- Where other detachable devices are used, they must be able to be closed and locked to the same extent.

- Do not alter or remove the safety latch on hooks. Do not use a hook that is missing a safety latch or has a bent latch.
- Lift the load from the center of hooks, not from the point.
- All employees shall stay clear of loads about to be lifted and of suspended loads.

4.5 Scaffolding

- All employees must be trained by a qualified person to recognize the hazards associated with the type of scaffold being used and how to control or minimize those hazards. The training must include fall hazards, falling object hazards, electrical hazards, proper use of the scaffold, and handling of materials.
- A Competent Person must be present for all scaffolding activates.
- The Competent Person shall determine if the scaffolding is safe for workers to enter at the beginning of every work shift and when any change of conditions occur, such as after a thunderstorm.
- Scaffolds shall be erected in accordance with the manufacturer's specifications, not overloaded (designed for 4x the maximum anticipated load) and inspected daily. They must have standard guardrails installed on all open sides. Guardrails can be provided by the manufacturer or site built as follows:
    - Top rail: 38" – 45" high, made of a continuous piece of lumber not less than 2" x 4" nominal, or other suitable material.
    - Mid rail: 1 x 6 inches, or other suitable material.
    - Toe board: A minimum of 3 1/2 inches high.
- Each platform must be planked and decked as fully as possible with the space between the platform and uprights not more than 1 inch wide.
- Solid sawn wood, fabricated planks, and fabricated platforms may be used as scaffold planks following the recommendations by the manufacturer or a lumber grading association or inspection agency.
- To prevent slippage, platforms must be cleated or otherwise restrained at each end, or else overlap their support at least 6 inches, but not more than 12 inches.
- Scaffolds' uprights must bear on base plates and mud sills, or other adequate firm foundation.
- Safe access to scaffold platforms is required. Climbing cross braces is prohibited.
- Employees shall not ride rolling scaffold. The force to move the scaffold should be applied as close to the base as possible. Rolling scaffolds shall be no higher than four times the narrowest width unless outriggers are installed by a competent person. The wheels on such scaffolds must be locked to prevent it from moving whenever occupied by an employee.

4.6 Ladders

- All ladders shall have an ANSI duty rating of at least "1" (250 lbs.) and shall not be overloaded by the weight of the person and any tools or equipment they may be carrying or wearing.
- Extension ladders shall be at an angle of 4 to 1 and extend at least 3 feet above the landing or roof and shall be fastened securely at the top to prevent displacement.
- No ladder shall be used that has a broken rung or any other known defect.
- **All ladders shall be inspected prior to each shift's use.** Destroy and discard all defective ladders. Do not splice short ladders together to form a long ladder. Aluminum ladders shall not be used near electrical hazards.
- Stepladders must be equipped with a metal spreader or locking device that securely holds the front and back sections in an open position while the ladder is in use.
- Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- The cap and top step of a stepladder must not be used as steps.
- When an employee is exposed to a fall of more than 24 feet while using a ladder, personal fall arrest must be used.
- Employees shall maintain three points of control whenever climbing or working from a ladder; **workers shall not utilize both hands while on a ladder.**
- Employees shall use a stair or ladder when they must step either up or down more than 19 inches. Stairways with 4 or more steps or rising more than 30 inches must have a guardrail along each open/unprotected side that includes a handrail and intermediate rail.
- No employees shall ride or work from material hoist buckets, cranes, cages, or other makeshift devices. Only ladders or approved scaffolds should be used. Failure to follow this rule is considered reckless abandonment of life safety rules, a serious violation and grounds for immediate dismissal.

4.7 Tools & Equipment

- All hand and power tools shall be in a safe working condition.
- All electrical tools shall have either approved double insulation or be grounded. Electric tools shall only be plugged into Ground Fault Circuit Interrupter (GFCI) protected outlets.
- All damaged electrical cords shall be replaced.
- Tools shall be used only for the purpose for which they were designed and inspected before use. All damaged or worn tools/parts shall be properly repaired or replaced. This includes tools that are burned, battered, mushroomed, scalded, as well as those with split, broken, or loose handles.
- Personnel shall know the correct use of hand and power tools before using and always select the right tool for the job; if unsure, consult with your immediate supervisor before using to receive additional training.

- All tools shall be kept in good operating condition.
- Prior to use, the cord and plugs for that tool shall be inspected to ensure that the cord and plug are in proper working condition.
- All extension cords shall be inspected for any damage and taken out of service if damaged. Employees must only plug extension cords into GFCI outlets, or use cords with integral GFCI protection.
- Power tools shall be operated only by those authorized and trained to do so.
- All guards shall be in place and operational.
- Power-driven tools shall have a spring-loaded “off” switch that cannot be locked to the “on” position.
- Powder-actuated tools (Ram Set, Hilti, Remington, etc. using .22 caliber, .25 caliber, or .38 caliber shells) will be properly licensed.
    - The operator of the tool shall be trained on the tool and duly licensed for the tool in use and must always carry their license while operating the tool.
- No modification or change shall be made to equipment that may affect its safe use.
- Proper Lock Out/Tag Out procedures are required when performing maintenance or servicing equipment.
    - Never fuel, oil, or grease machinery while the motor is running. Unplug or lockout before servicing.
- No blow down nozzles shall exceed 30 psi.
- Compressors used to power hand tools should be equipped with a safety cut-off valve if the inside diameter of the line exceeds 2 inches.
- Crane booms, dump bodies, vehicles, other equipment and machines shall be kept at least 10 feet from power lines.
- **Power Saws, Abrasive Cut-Off Saws and Chop Saws**
    - Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
    - Turn the saw power switch "Off" before making measurements, adjustments or repairs.
    - Keep your hands away from the exposed blade.
    - Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
    - If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
    - Do not alter the anti-kickback device or blade guard.

- Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
- Allow the saw to return to its stored position before removing the cut material from the table.
- Lay the material squarely and solidly down before sawing it.
- Use a clamp to secure cylindrical materials to the saw "table" before cutting.
- Do not use the abrasive cut off saw for grinding or sharpening any tool or material.

Drill Press

- Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.
- Make sure the press table is locked into place and the depth adjustment is set before turning on the power.
- Remove the chuck key before turning on the power.
- Clamp small pieces of stock that are to be drilled in the drill vise or to the work bench.
- Do not wear rings, wristwatches or gloves when working with the drill press.
- Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
- Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
- When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

Grinders and Grinding Wheels

- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a “ring test.” Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
- Do not use a grinding wheel that has chips, cracks, grooves or if it wobbles. Tag it “Out of Service."
- Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
- Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
- Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
- Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.

- Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
- Grind on the side of the wheel only when it is made for side grinding.
- Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

Portable Grinders

- Do not use a portable handheld grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the “On” position.
- Do not use a portable grinder if the grinding wheel guard is missing.
- Do not clamp a portable grinder in a vice to use it as a bench grinder.

Pneumatic & Hydraulic Tools

- Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
- Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.
- Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
- Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Airline hose connecting camlock levers are to be tied down with wire or straps to prevent accidental uncoupling, along with safety clips in retainers when using pneumatic or impact tools, so that the working end will remain mechanically attached.

4.8 Fire Prevention

- Flammable liquids must be stored in UL listed or FM approved safety cans with flash- arresting screens. All containers must be properly labeled with the contents and hazards.
- When operating or circulating flammable liquids through a pump, make certain that the pump is UL listed for flammable liquids and the hose is rated for flammable liquids, is grounded, and bonded to the container being filled.
- Fire extinguishers of the proper type and size for the exposure shall be available. ASMG verifies fire extinguishers are visually inspected monthly. In addition, fire extinguishers are in an annual maintenance service program.
  - Type A extinguisher for ordinary combustibles such as paper, wood, etc.
  - Type B extinguisher for flammable and combustible liquids.
  - Type C for electrical fires

- Class D for combustible metals
- Class K for cooking oils
- Type ABC multipurpose extinguishers for all the above fuels.

- Be familiar with the location of exit routes, fire extinguishers, and other emergency equipment.
- Training for the use of extinguishers is provided to all employees during annual start-up meetings. Training will include familiarizing employees with the general principles of fire extinguisher use and the hazards associated with basic firefighting.
- Our company policy is for employees to safely evacuate from facilities. No employee has been assigned firefighting duties, except for being a Fire Watch during Hot Work (see Section 22). Otherwise, extinguisher use is strictly voluntary, if properly trained but is not required.

4.9 Safety & First Aid

- All locations and job sites shall have one trained and certified first aid/CPR volunteer, first aid kits, and local emergency telephone numbers (or 911 access), which shall also be posted.
- First aid kits will be inspected periodically and after use to verify stocked materials are replaced.
- Certifications will be completed by the National Safety Council or equivalent.
- It shall be part of the pre-planning for each job site to ensure medical personnel can arrive on scene in a reasonable time per OSHA standards.
- For those sites where no medical personnel can arrive in a reasonable time, the site supervisor will be responsible for providing first aid/CPR if required. Injuries that require transport to a medical facility will be done by local emergency medical services (911). The ASMG Exposure Control Plan Section explains the requirements concerning preventing exposure to bloodborne pathogens.

4.10 Emergency Eye Wash/Shower

- Employees shall be informed of eyewash/showers at each location where they may be exposed to injurious corrosive and other hazardous materials.
- Eyewash/showers should be inspected and documented on a monthly basis.
- Portable eye wash solutions shall be replaced/maintained in accordance with the manufacturer's recommendations.

4.11 Housekeeping and General Waste Management

- Good housekeeping shall be practiced on all construction projects and work locations.
- All work areas, walkways, scaffolds, fire exits, and stairs shall be free from material, scrap, and debris.
- Tools or materials shall not be left on scaffolds, screeds, ladders, stairs, or in walkways.

- At the end of the shift or workday, secure and lock equipment so that unauthorized persons do not tamper with it.
- Project wastes, trash, and/or scrap materials will be taken into consideration before work begins so that the need for containers and waste removal, if necessary, can be determined.
- Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles should be covered to prevent dispersion of waste and to prevent the potential for run-off.
    - Soiled rags shall be placed in a covered, metal container.
- Whenever it is feasible, waste materials will be reused or recycled to reduce environmental impact.
- Employees will be instructed on the proper handling, storage, and disposal of waste. This may include general instruction on disposal of non-hazardous waste, trash, or scrap materials. If wastes generated is classified as hazardous, employees will be trained to ensure proper disposal.

4.12 Other Safety Rules

- Employees shall not enter a Confined Space unless they have complied with all aspects of the Confine Space Entry Program (See Confined Space Entry Section of Manual for more information).
- If a job-specific safety procedure or emergency plan is required for a particular job or task, employees need to familiarize themselves with the procedure or plan.
- Safe Operating Guidelines (SOG) exist for high hazard operations such as Cutback Truck, Rail Car Unloading, etc.
    - Each supervisor and manager shall ensure that such procedures are always followed.
- It is mandatory to attend all safety meetings, toolbox talks, and other training sessions.
- Each foreman or supervisor shall conduct a toolbox talk meeting each week and document those in attendance and submit the form to the Safety Manager.
- The foreman or supervisor shall instruct all employees on the hazards of a job at the beginning of each job or with the addition of any tasks to that job.
- All new employees on a job site shall be instructed on the procedures and hazards associated with that specific job site.
- The foreman or supervisor shall conduct the company safety awareness orientation training for each new employee.
- When sandblasting, a “dead man” switch must be used by the operator, and it shall never be wired in the “on” position.

  - The operator will wear PAPR (Powered Air Purifying Respirator) or air supplied line, and the supplied air shall be Grade D and free from carbon monoxide and other potential contaminants. (See Respiratory Protection Section)

- All electrical equipment and cords shall be inspected before each use.
  - Ground fault circuit interrupters (GFCIs) shall always be used.
  - Electrical extension cords shall be UL listed for heavy use (construction grade) and of the three-wire grounded type. OSHA requires that the use of extension cords be limited to 90 days or less.
  - All cords shall be inspected prior to use to ensure that 3 prongs and insulation are in good condition.
- An Energy Control Lockout/Tagout Program is required whenever servicing or maintaining machines or equipment. Note: See the company Energy Control – Lockout / Tagout Program contained in Section 13 of this Safety Manual.
- Gas cylinders shall be secured to prevent accidental tipping and falling whether they are full or empty. Cylinder caps shall be on cylinders when not in use.
- Full or empty oxygen and flammable gas cylinders shall be separated by at least 20 feet, unless separated by a firewall that is at least 5 feet high and has a rating of 30 minutes or longer.
- Any safety deficiencies shall be immediately reported to the site foreman or supervisor.
- All employees shall be alert to ensure that guards and other protective devices are in place and properly adjusted and all deficiencies reported promptly to the immediate supervisor.
- If deficiencies are not corrected, employees are to contact the Safety Manager.
- Public protection, such as barricades, flags, and/or signs, shall be installed so that the public is not exposed to the hazards of our work.
  - Such signs shall meet the minimum requirements of the Manual on Uniform Traffic Control Devices (MUTCD).
- No employee shall operate equipment or machinery unless trained and qualified to do so.
  - If an employee does not feel comfortable operating such equipment or machinery, they should immediately notify their supervisor.
- Managers/supervisors should annually conduct a review of proper worker licensing or whenever a new task requiring such license is assigned.
- Security shall always be maintained. Suspicious behavior or potential threats shall be reported to the supervisor immediately.
- Unidentified or unauthorized personnel shall not be allowed entrance to any worksite.

- All employees are required to read, understand, and follow the information contained in this manual.
- Each supervisor and/or employee shall have access to a copy of the ASMG Safety Manual.
- This manual shall be reviewed annually by the Safety Managers to ensure compliance with current OSHA/MSHA standards and regulations.

5.1 Policy Statement

All States Materials Group has a progressive disciplinary policy that applies to safety and health infractions just as it does for violations of other company policy (See ASMG Employee Handbook). These safety policies shall be seriously and consistently enforced, without prejudice.

As a condition of employment, all employees are required to participate actively in company safety programs and follow safety policies and regulations. Disregard of safe practices, company rules or instruction has no place at All States Materials Group. This kind of behavior may lead to injuries, damage to products or equipment, and production delays.

5.2 Discipline

- Disciplinary action, up to and including termination of employment, shall be taken in those cases where it is determined that blatant disregard for safety practices has occurred.
- If progressive discipline is appropriate, the following company format shall be followed:
    - **First offense:** verbal warning with a documented review by the immediate supervisor of company safety policies relating to the infraction.
    - **Second offense:** written warning with re-training by the supervisor or Safety Manager of proper safety procedures relating to the infraction. The Safety Manager shall provide the supervisor with an outline of materials to be covered, and the supervisor shall document the training.
    - **Third offense:** a three (3) day suspension without pay and re-training with the Safety Manager or designee on safety topics relevant to the safety violation. This training should normally be held prior to the employee returning to normal assigned duties.
    - **Fourth offense:** termination of employment with All States Materials Group.
    - ***Management has full discretion to apply appropriate discipline, no matter the offense.**
- Generally, employees who violate any of the Company's policies will be subject to discipline in accordance with this policy; however, the severity and circumstances surrounding a particular violation, any repetition thereof, and the employee's overall work and disciplinary record may warrant the imposition of a more serious form of discipline (even on a first offense). Therefore, the Company reserves the right to accelerate the progressive disciplinary action that properly deals with the severity of the occurrence. The decision to discipline or terminate an employee for misconduct or violation of company policies/rules or any other acceptable conduct will be determined at the Company's discretion.

5.3 Training

- Training is an important part of the discipline process, whereby personnel will receive appropriate safety training to reduce the likelihood that the event that caused the discipline will be repeated. Training will be designed to be appropriate to the safety violation that brought about the discipline. The Safety Manager will be notified of the circumstances of any pending discipline so that an appropriate training program can be developed for the employee.

5.4 Notice of Disciplinary Action

- The Notice of Disciplinary Action Form can be referenced in the Appendix of the Health & Safety Manual.
    - Completed forms will be kept in the Employees HR file.

6.1 Policy Statement

All States Materials Group is committed to excellence in risk management and occupational health and safety. To further its goals, the company has established a Safety Committees to review and address safety concerns and make recommendations to the Director of Risk Management, who has overall responsibility for the safety program.

Employees are encouraged to contact any Safety Committee Member to pass along health and safety concerns. **Matters of an urgent nature should always be reported immediately to a direct supervisor who also has immediate access to the Safety Manager.**

6.2 Composition

- **ASMG Global Safety Committee** – There will be one global committee comprised of Leadership, Department Supervisors, Safety Managers, and elected chairpersons from sub-committees.
    - The Global Safety Committee will meet quarterly or as-needed and will review the current state of each Sub-Committee and offer support where needed. The Global Safety Committee team will also remain mindful of any emerging company-wide patterns or opportunities to share lessons learned throughout the company.
    - The Global Committee will establish goals, make recommendations and provide inclusive direction to establish a unified approach to safety throughout ASMG.
    - Ultimate guidance will come from the Director of Risk Management, who will serve as the Chairperson and has overall responsibility for the Health & Safety Program.
- **Safety Sub-Committees** – There will be Safety sub-committees to expand the reach and participation of initiatives.
    - Safety sub-committees will meet monthly or as needed and will manage efforts and programs in unison with the Global Safety Committee.
    - Sub-committees shall represent a cross-section of the Division and/or region and include representatives from all lines of business including management & non-management level employees.
    - An elected chairperson (not Safety Manager) shall coordinate, schedule, and preside over each meeting.
    - If a member can't attend the meeting, they are strongly encouraged to assign an alternate that is familiar with their operations.
    - Meetings shall be held monthly or as needed as determined by the Chairperson.
    - Meeting duration shall be limited to an hour, when possible.

- As soon as possible after the meeting, the Chairperson (or designee), shall prepare and distribute written meeting minutes for members to review for accuracy.

- Key areas of focus for Safety Committee meetings shall include:
  - Adherence to regulatory guidance across regions (OSHA & MSHA)
  - Proactive communication & planning for regulatory changes
  - Incident Records, corrective action plan review, and key metrics
  - Facility & work zone inspection review
  - Review of hazard assessments for unusual conditions that serve as a learning opportunity for the larger group
  - Review & develop policy/procedure changes
  - Discuss PPE needs or changes
  - Changes in operations, equipment, or processes
  - Open discussion of concerns, challenges, and lessons learned

7.1 Policy Statement

This Emergency Action Plan (EAP) is in place to ensure that All States Material Group's employees are safe from fire, terrorist activity, earthquake, flood, or other emergencies which could be injurious to the health and well-being of our employees.

At the time of an emergency, all employees should know what to do, where to go, and what their role is to successfully carry out this plan. Employees must ensure that they know what is expected of them in all emergencies.

7.2 Administrative Duties

- The Safety Managers or Risk Manager or his/her duly appointed replacement is responsible for development, review, and implementation of this plan and will be known as the Emergency Response Team Coordinator. The coordinator is responsible for effectively managing the EAP for each of our facilities and ensuring that the plan addresses all areas of each facility where processes and procedures could require the need for an EAP.
- **A copy of the EAP is kept at all locations.**
- Any changes to the plan will be approved by the Safety Managers or and Risk Manager or duly appointed replacement. This plan shall be reviewed by the Safety Managers or Risk Manger or duly appointed replacement at least annually to determine if any changes or additional practices, procedures, or training needs to be implemented. All employees shall be trained when EAP changes are made, and with refresher training to be held on an annual basis. All new employees shall be trained in the EAP at the start of employment with All States Materials Group.

7.3 Reporting of Fires & Other Emergencies

- In the event of an emergency that requires immediate evacuation or shelter in place the person discovering the emergency should:
    - If available, pull the lever at a fire alarm pull-station that is located throughout the building.

- From a safe location, call 911 to report the emergency. A landline phone is preferred over a cellular phone as it goes straight to the town's emergency dispatch, and assuming they have enhanced 911, the emergency address will be displayed when a 911 call is made. Never go back into a building that has been evacuated to use the phone, rather use a cell phone.
- Stay on the phone line until the operator tells you to hang up.
- If no audible alarm is available, portable horns shall be used. Three blasts on horn shall be sounded which means complete and immediate evacuation is required.
- The Emergency Response Team Coordinator or the person sounding the alarm should meet and brief fire/rescue personnel via the Incident Commander.

7.4 Emergency Escape Procedures & Assignments

- General procedures in case of a fire, bomb threat, or release of a toxic chemical or other emergency requiring the evacuation are as follows:
  - Employees are to proceed to the nearest available and safe exit, and leave the building as quickly as possible. Employees are to report to their designated outdoor meeting location and wait to be counted and to receive instructions. No employees are required to fight fires, as complete and immediate evacuation is the policy of ASMG.
  - All employees are trained in safe evacuation procedures, and refresher training is conducted whenever an employee's responsibilities or designated actions under the EAP change, and/or whenever the EAP is changed. In addition, a supervisor must review with each employee, upon initial assignment, the parts of the plan which said employee must know to protect themselves in the event of an emergency.
  - The training includes use of floor plans and workplace maps, which clearly show the emergency escape routes included in the EAP. These floor plans and maps are available and posted at each facility to provide guidance in an emergency.

- As a matter of general practice, stairways are the primary means for evacuation from upper floors. **(DO NOT USE ELEVATORS).**
- No employee is permitted to re–enter the building until permission is expressly given by the Incident Commander of the scene.

7.5 Accounting for Employees During an Emergency

- Trained evacuation personnel (team leaders) shall conduct head counts once evacuation has been completed. There is at least one team leader for every twenty (20) employees in the workplace to provide adequate guidance and instruction at the time of an emergency. The employees selected are trained in the complete workplace layout, and the various alternative escape routes from the workplace.
  - All team leaders are made aware of employees with disabilities who may need extra assistance, such as using the buddy system and of hazardous areas to be avoided during emergency evacuations.
  - Before leaving and if safe to do so, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.
  - The Emergency Response Team Coordinator, or their designee, will be the contact person for emergency personnel that arrive on the scene.
  - Each team leader will be responsible for assuring that all their employees are accounted for.
  - This will be done by having each team leader report as soon as possible (ASAP) to the Emergency Response Team Coordinator that all are present or who is missing.
  - This information will be reported ASAP to the Incident Commander in charge of the emergency personnel on the scene.
  - If the team leader is not available (or unaccountable) the next highest authority in charge shall be responsible for accounting for those employees which are the responsibility of the missing

team leader.

- Once it has been determined that all are present or who is missing this information shall be reported to the Incident Commander.

7.6 Reporting for Non-Employees Visiting the Site

- All vendors, visitors, and other non-employees must sign-in at the designated sign-in points. This sign-in sheet must be given to the team leader for the area for verification of this person(s) whereabouts.

7.7 Critical Plan Operations

- There are currently no manufacturing processes that would require employees to remain behind to operate critical plant operations before they can evacuate.

7.8 Rescue & Medical Duty Assignments

- The public Emergency Responders are responsible for performing rescue duties in case of an emergency requiring rescue.
  - Firefighting is to be left to the local fire department.
  - Any training previously provided in the proper use of a fire extinguisher does not constitute job related duties, but rather strictly for informational “volunteer” use only.
  - At no time is an employee to place themselves in harm’s way. Our policy is complete and immediate evacuation and preservation of life safety.

8.1 Policy Statement

- It is the policy of All States Materials Group to effectively implement a Return-to-Work Program to retain valued employees. Our Company cares about all employees and considers caring a good business.
- The Human Resources Manager has been appointed to evaluate, plan, and develop procedures to monitor the implementation of this program. He/she has the total support of Senior Management to coordinate all activities among personnel, safety and health and production departments.
- We believe that employees who return to modified duty work after an injury will feel more useful. No one likes to be ill or feel disabled, and modified duty work promotes the positive emotions that help a person heal. Modified duty programs will also help people to recover from their injuries faster, to allow them to stay in touch with their fellow workers and friends, and to keep up with what is happening within the Company.
- We are convinced that this program, in conjunction with our current loss control program, will ensure that our Company provides a safe place to work and that if an injury is suffered; we have the ability to help bring back our employees to full time status as quickly as possible.

8.2 Medical Examinations

- **Pre-Employment Medical Examination:** As a condition of employment, applicants for employment are required to pass a physical examination concerning their physical fitness to perform safely and efficiently the jobs for which they have applied. This examination may include drug and/or alcohol screening. The examination will be administered by a physician designated by the Company.
- **Transfer/Promotion Medical Examinations:** Employees may be required to have a physical examination on other occasions, such as transfer or promotion, or whenever management determines that the interest of the Company or the employee will be served thereby.
- **Confidentiality:** Medical examinations paid for by the Company are the property of the Company and any record thereof will be available to the employee, the employee's agent, public agencies, or the employee's doctor, only if required by law.
- **Payment for Medical Examinations:** When the Company requires an employee to be examined by a physician, the examination shall be at the expense of the Company and performed by an approved physician.

8.3 Confirmation of Injury/Illness

- Whenever an employee is absent because of illness or injury, the Company may take whatever steps are reasonably necessary to confirm the nature and extent of such illness or injury. In the case of work-related illnesses or injuries, the Company may investigate the circumstances and otherwise verify whether the illness or injury was work related. Giving false information to obtain workers compensation will result in dismissal, and possibly other legal action.

8.4 Reporting On-The-Job Injuries

- Employees who become ill on the job or suffer any work-related injury, no matter how minor, and any other employee who observes such illness or injury shall immediately report the incident to the employee's supervisor who shall immediately report it to the ASMG Dispatch Center.
    - ASMG Dispatch: (413)665-7051
    - After-Hours Answering Service: 322-ASMG (2764).
- *Employees must notify their supervisor before leaving their workstation for medical reasons.

8.5 Transportation to Medical Facility

- The Company, if necessary, will arrange transportation of the injured employee to the nearest appropriate medical facility. In the event an employee is seriously injured, his/her immediate supervisor, or other employee shall call 911 for EMS response to the scene.

8.6 Employee Responsibilities

- In the event of a work-related injury, the employee must:
    - Immediately or as soon as possible report it to their supervisor.
    - Complete the required workers compensation and department reports in a timely manner. Be available for medical appointments during normal working hours.
    - Keep appointments with medical providers.
    - Return to work as soon as he/she is certified to do so by an approved physician.

8.7 Return to Work

- An employee who fails to return to work at the end of an approved medical absence may be disciplined up to and including dismissal from employment.

8.8 Return to Work Certification

- Employees returning from a medical absence leave may be required to provide certification from an approved physician, certifying their ability to perform safely and satisfactorily their regular work without endangering themselves or their fellow employees.
- Doctors' notes or certifications must be reviewed by direct supervisor prior to returning to regular duties**.**

8.9 Modified Duty

- The Company may offer employees who have been injured on-the-job modified duty on an interim basis (Modified duty will be determined by a physician).
- In the event the Company elects to offer the employee modified duty, the employee must report for work at the time specified by the health care provider who has released the employee to return to work in the modified position.
- Any employee who refuses to return to modified duty will be subject to discipline up to and including dismissal.

9.1 Policy Statement

All States Materials Group (ASMG) is committed to providing a safe, healthy, and productive work environment. Therefore, to meet this objective, as well as our obligations under applicable federal and state laws, ASMG has a drug-free workplace policy and program that provides ASMG with reasonable measures to ensure that an employee does not jeopardize the successful operation of our business, or otherwise negatively affect ASMG, our employees, or the public.

9.2 Policy Reference

- The ASMG "Drug-Free Workplace Policy & Procedures" document and the "Substance Abuse and Alcohol Misuse Program" for commercial vehicle drivers are the guiding documents for ASMG's Drug and Alcohol Policies. These documents should be referenced for a full account of the policy. Employees who are covered under the DOT/FMCSA regulations must comply with the DOT/FMCSA regulated rules contained in the "Substance Abuse and Alcohol Misuse Program."

9.3 Prohibited Conduct

- In furtherance of the goals and objectives described in Section 2 of this Manual, ASMG has adopted a drug and alcohol policy that includes strict prohibitions against using or being under the influence of a controlled substance, illegally used drug, or alcohol. The possession, manufacture, distribution, dispensation, sale, cultivation, or storage (including in a desk, locker, automobile, or other repository) of a controlled substance, illegally used drug, alcohol, or drug paraphernalia is also strictly prohibited.

9.4 Testing

- As a means of enforcing the drug and alcohol policies, testing for drugs and/or alcohol under certain circumstances is part of ASMG's drug-free workplace program. Refer to the respective ASMG Drug and Alcohol Policies for details.

10.1 Policy Statement

Most accidents and incidents are caused by unsafe acts **or unsafe conditions**. Accidents and incidents are investigated to determine how and why they occurred. By effectively utilizing the results of the investigation, a similar or perhaps more serious accident or incident may be prevented. Accident and incident investigations are targeted towards prevention of similar future incidents.

All States Materials Group's policy is to fully investigate any accident, incident, or near-miss involving company personnel, vehicles, or property. The following represents the policy used for all investigations regardless of whether or not a motor vehicle is involved.

- Investigation has one primary goal— **to prevent future occurrences.**
- All accidents, incidents, and near misses shall be investigated.
- The primary objective is to find out exactly and completely what, where, when, how and why the accident, incident, or near miss occurred.
- The secondary objective is based on the facts to establish what could have been done to prevent the accident, incident, or near miss and what can be done to prevent a reoccurrence of the same or similar occurrence in the future.
- Near miss reporting is an extremely important component of prevention.
- The third objective is to recommend preventative actions that will eliminate or greatly reduce the probability and severity of a reoccurrence.
- The Incident Report must be submitted to the Safety & Human Resources departments within 24 hours of incident occurring.

10.2 Definitions

- **ACCIDENT** - An undesired event that results in personal injury or property damage and involves a vehicle or piece of equipment.
- **INCIDENT** – An undesired event that results in personal injury, property damage, or a near miss.
- **NEAR MISS** – An event where no property was damaged and no personal injury sustained, but where, given a slight shift invariable, damage and/or injury easily could have occurred.

10.3 Notifications

- Notifications are to be made immediately to ASMG Dispatch at (413)665-7051. During off hours, an answering service can be contacted at 866-322-ASMG (2764). Personnel who fail to follow this protocol are subject to discipline.
- The Supervisor must call the Human Resources Manager whenever an employee is injured to provide required information for Workers Compensation.

- This should be done as soon as possible and not later than the end of the shift.
- If after normal business hours, this should be done via email or cellular phone

10.4 Notifications

- Investigations are to be conducted by the **immediate supervisor** responsible for the job site or the **direct supervisor** of the employee involved.

10.4.1 Investigation Components

- The Safety Manager will review all reports and conduct a follow-up investigation when warranted.
- In the event of a serious accident or incident, the Safety Manager will respond to the scene (if feasible) and conduct the investigation. In the event it is not feasible to be on the scene, the Safety Manager will conduct a thorough follow-up investigation.
- Investigations must be thorough, taking into consideration all facts and circumstances, including training (or lack thereof), weather conditions at the time, type and adequacy of equipment for the activity being conducted, site conditions, etc.
- Any witnesses should be interviewed to assist in gaining a complete understanding of what happened.
- The extent of injury or the damage resulting from the accident or incident should act as a guide as to how extensive an investigation should be.
- The Investigating Supervisor should contact the Safety Manager for guidance or assistance, if needed.
- The report should provide all of the required information of employee(s) and any vehicles that are involved.
- An investigation gathers the facts (who, what, where, when, how, & why).
- The investigation should be conducted as soon as possible.
- At the site where the accident, incident, or near miss occurred.
- Identification of the hazards or exposures involved.
- Make sure samples are taken of any chemicals, spills, vapors, etc. that may have been involved.
- Identify and interview all personnel involved.
- Identify and interview all witnesses who saw or heard something before, during, and after the accident, incident, or near miss.
- Determining, without blame, the cause(s) of the accident, incident, or near miss.
- Remember, there may be more than one cause.

- Include photographs and/or sketches of the scene.
- Develop corrective measures to prevent future occurrences and present them to the Risk Manager and Senior Management for review and implementation.
- Monitor and conduct follow-ups to ensure the implemented controls are working.
- For any incident that results in an OSHA recordable event, could represent a systemic or repeatable risk, or where the incident investigation doesn't provide clear results, the Safety Manager, Human Resources, and Supervisor are highly encouraged to meet for further discussion and possible root cause analysis process.

10.4.2 Interviewing Witnesses

- Interview witnesses separately and as soon as possible. Interview all witnesses who:
    - Saw the event leading up to the accident, incident, or near miss.
    - Saw the accident, incident, or near miss occur.
    - Arrived at the scene immediately after it occurred.
    - May have heard something before, during, or after it occurred.
    - Have information about the event.
- When conducting the interview:
    - Interview for facts, not fault.
    - **Listen** with an **open mind**. Allow the witness to tell you what he/she saw, heard, felt, etc. in his/her own words. **Do not put words into their mouths.**
    - Take comprehensive notes or, with permission of the interviewee, tape record the interview
    - Ask non-leading questions.
    - Test the information given for credibility and accuracy of the facts.
- Interview witnesses privately and separately. The presence of a translator, if needed is acceptable.
- Get complete information about the injured person(s) and the accident/incident, including all machines/equipment involved and the job that the employee was performing.
- Describe where the accident/incident took place including all environmental conditions at the time.
- Include the interview information and documentation with the Accident/Incident Prevention Plan that is to be given to the Risk Manager and Senior Management so that corrective action can be taken to prevent a reoccurrence.

10.5 Accidents

- It is All States Materials Group's policy that drivers are required to remain at the scene of an accident unless authorized to leave by an authorized company official or for causes such as obtaining emergency medical treatment. Leaving the scene of an accident without authorization or just cause is a violation of ASMG policy and may result in disciplinary action up to an including termination of employment.
- The following are some guidelines to successfully control the scene, offer assistance, and gather information at the scene of an accident. Many of these guidelines should be followed by the operator of the vehicle involved in the accident (see Spill Protocols section for further detail).
    - Stop and pull the vehicle as far off the roadway as safely possible.
    - Turn on 4-way flashers if operational.
    - Evaluate the scene and note any injuries.
    - Contact emergency personnel (911) and apprise them of the situation, including if anyone is injured.
    - Contact ASMG for internal notification; call Dispatch @ **(413)665-7051**.
        - During off hours, an answering service can be contacted at **(866) 322-ASMG (2764)**.
    - If persons are injured and you have first aid training, you may administer voluntary first aid. If blood or body fluids are present, you must follow the ASMG Exposure Control Plan.
    - Set out emergency warning devices.
        - These devices are required to be in position within 10 minutes.
    - Exchange information with operators of other involved vehicles (License, registration, and insurance information).
    - **Cooperate fully** with any police investigation.
    - If able to do so, the driver should get the names, addresses, phone numbers, and license numbers of potential witnesses.
    - Be polite and non-opinionated. **Never admit fault or responsibility for the incident.**
    - Obtain as much information as possible about other vehicles and persons involved, road conditions, lighting conditions, and weather conditions.
    - If possible, take photographs of the scene, including area of impact, view from all directions of roadways, and of the vehicles involved.

- **Do not** talk to the news media or anyone else without direct authorization from Senior Management.
- Make sure the information in the "Accident Kit," which is located in each vehicle, is completely filled out and turned into your supervisor as soon as possible.

10.6 Notification to Injured Employee's Next of Kin or Family

- It is important to be prompt in the notification of an injured employee's next of kin or family, if the employee cannot make contact on their own. This should be done by a Senior Manager who has been trained in the handling of these situations.
- The speed with which you let an employee's family know of an injury and the manner in which you handle the situation can do a great deal to ease the pain, give the family strength to face the crisis, and provide them with some reassurance at a time when they may need it the most.
- The way in which you treat the family of an employee in an emergency will spread rapidly among other employees and their families and help with the morale of the crew who witnessed the accident/incident.
- Following is a check list to use in serious employee injury/death situations:
  - Appoint a senior manager to notify next of kin.
  - Determine the extent of the injuries.
  - Determine where the employee was transported.
  - Dispatch the closest Manager to the Hospital to assist the employee.
  - Dispatch the Senior Manager to the employee's home as soon as it is known where the employee was transported and extent of their injuries.
- Upon arrival at the victim's home, the senior manager should obtain any available updates of the victim's condition. Offer to transport or arrange for transportation of the family to the hospital. Find childcare if needed and assist with phone calls if desired by the family.
  - Find out who the family Clergyman, Rabi, Imam, spiritual leader, etc. is and notify this person if the family so desires.
  - In the case of a fatality, the appointed Senior Manager should assist in handling any arrangements if requested by the family. This may include travel arrangements for distant family members, providing food for the family, and assisting with the funeral plans if desired.
  - Offer to remain at the victim's home until other family members or friends arrive.

10.7 DOT Reportable Accidents

- In the event that an All States Materials Group driver is involved in a fatal accident; or the driver is issued a citation and the accident involved injuries for which someone is transported to the hospital, or one or more vehicles had to be towed from the scene due to disabling damage; the company driver must submit to:
    - An alcohol level blood test within 8 hours of the incident.
    - A drug level blood test within 32 hours of the incident.
    - If these tests cannot be performed for whatever reason, thorough documentation must be completed stating the facts of why the tests could not be performed.
    - All pertinent data shall be submitted in a timely manner to Fleet Safety Services to be entered into the fleet database for this company.

Incident Involved	Citation Issued to Driver?	Drug/Alcohol Test Required?
Human Fatality	**Yes**	**Yes**
	No	**Yes**
Bodily injury with immediate medical treatment away from the scene	**Yes**	**Yes**
	No	**No**
Disabling damage to any motor vehicle requiring tow away?	**Yes**	**Yes**
	No	**No**

10.8 Incidental Incidents

- If an employee notices a problem in the shop, office, yard, , or on the road that or can adversely affect company property and/or employees, this person shall immediately contact a supervisor or contact ASMG for internal notification:
    - Call Dispatch @ **(413)665-7051** during normal business hours.
    - During off hours, an answering service can be contacted at **866-322-ASMG (2764).**

11.1 Policy Statement

Fall hazards create one of the greatest exposures to injury on any job site. These hazards include falls from elevations, falls from the same level, and being struck by falling objects. A fall hazard is created when activities expose an employee to an unprotected fall that may result in injury or death.

The most common hazard, falls from elevation, generally includes falls from ladders, elevated workplaces, floor openings, and unprotected leading edges. Falls on the same level are usually caused by slipping and tripping hazards. Incidents involving falling objects are caused by objects that are improperly stored, disposed of, or mishandled at elevations.

Since our employees are what make All States Materials Group the successful company it is, these policies and procedures have been developed to ensure that each and every employee is able to go home at the end of each day to join their loved ones.

The goal of this Fall Protection Program is to prevent the occurrence of falls from elevations of 6' or higher in construction or 4' or higher in general industry. This goal will be accomplished through effective education, engineering, and administrative controls, use of fall protection systems, and general enforcement of the program.

11.2 Identifying Fall Hazards

- Effectively preventing falls requires identifying, evaluating, and controlling the fall hazards most likely to cause an accident/incident. This effort can only be accomplished by identifying potential fall hazards prior to each project and daily inspections during a project, paying close attention to hazards associated with routine and non-routine tasks.
    - Site Inspections/Job Hazard Analysis: Select both workers and their supervisors to identify elevated work locations and the activities performed at those locations.
    - Videotaping or photographing of fall hazards is an excellent means to identify and evaluate the potential hazards.

11.3 Fall Prevention

- Fall prevention is any means used to reasonably prevent employee exposure to fall hazards by eliminating work at elevations by using aerial lifts, scaffolds, elevated work platforms with guardrails, or similar protection.
- The key to fall protection is to develop a plan, prior to performing the work, designed to eliminate exposures to fall hazards. Fall prevention involves an analysis of each activity that exposes employees to potential fall hazards. Based on the results of the analysis, attempt to eliminate the need for fall protection by rescheduling the task, isolating the task, or changing the task. The primary objective during the planning phase of any activity should be eliminating the need for personal fall arrest equipment by instituting fall prevention controls that eliminate fall hazards.
- It shall be the policy of All States Materials Group to provide engineering controls to eliminate the fall hazard before the use of personal fall arrest systems. Selecting the appropriate fall prevention

measures can only be determined after assessing the location of work and the type of construction activity performed.

- Question whether the activity can be performed without employee exposure to a fall hazard.
- Implement engineering controls into the design process by interacting with designers, fabricators, and material suppliers to build safety measures into the structure, material, or equipment utilized during the construction process;
- Maximize the pre-assembly of structural components on the ground. Use mechanical pin extractors to disconnect rigging from the ground. Design holes and/or attachments for stanchions, lifelines, and retractable devices on structural components to permit assembly on the ground and to provide protection at elevation.
- Include correct installation and proper use of ladders, scaffolds, stair towers, and stairways. Attach fall arrest systems, such as horizontal lifelines to bridge steel and form work before erection to facilitate safe access.
- Providing proper access.
- Providing guardrail protection.
    - Designate work locations requiring guardrail protection: elevated work platforms, scaffolds, opening holes in bridge decks, floors or other unprotected surfaces, and unprotected sides of ramps, stairs, and platforms.

11.4 Fall Protective Systems

Anytime an employee is exposed to a fall of 4’ (shop, warehouse, or yards) 6’ (on construction sites only), and any time there is potential for a fall under MSHA Standards, they shall be protected from falling to the lower level by either a guardrail system, covers, or personal fall arrest system. The appropriate fall protection shall be determined by a competent person, according to the task (job) to be performed.

11.4.1 Types of Fall Protection Systems:

- Guardrail with a toe board, mid rail, and top rail;
- Personal fall arrest systems:
    - Anchor points (rated at 5000 pounds per person),
    - Full body harness,
    - Decelerating lanyard, Retractable lanyard or Shock Absorbing Lanyard.
    - Rope grabs;
    - Connectors (self-locking snap hooks);
    - Engineered lifelines;

- An articulating man lift provided with a restraint system and full body harness to a manufactured and designated anchor point below the waist (preferably at the floor level);
- Warning lines;
- Safety nets;
- Safety monitors system.

11.4.2 Guardrail System

- A guardrail system shall consist of the following components:
  - A top rail placed at 42" (+/- 3") above the walking/working surface that is designed to withstand a downward and/or outward force of 200 pounds. The top rail can be made from 2x nominal lumber with 2x nominal uprights to be spaced at intervals not to exceed 6'. Wire rope can also be used provided it provides the same level of protection and is tight – not more than a 3" deflection is permitted. 1 ½" nominal pipe can also be used.
  - A mid rail placed at 21" above the walking/working surface that is designed to withstand a downward and /or outward force of 150 pounds. This rail can also be made from the above mentioned materials.
  - A toe board is placed at the walking/working surface not more than ¼" from the walking/working surface. The toe board must be a minimum of 3 1/2" in height and be high enough to contain the tools, materials, etc. from falling to the lower level. The toe board must be able to withstand an outward pressure of 50 pounds.
  - The guardrail must be free of defects or protrusions that could cause injuries from punctures or lacerations and could snag a worker's clothes. Railings shall not overhang so much as to cause a hazard to employees.
  - 2x nominal lumber, 1 ½" pipe, 3/8" wire rope, etc. are acceptable materials to use for a guardrail system. Plastic banding or steel banding cannot be used.

11.4.3 Inspection of a Guardrail System

- Temporary systems. Daily visual inspection will be completed by a competent person;
- Temporary systems. A complete weekly structural inspection will be completed by a competent person;
- Permanent systems. Annual structural inspections will be completed by a competent person with future frequency of inspection based on conditions/controls present.

11.4.4 Personal Fall Arrest System

- A Personal Fall Arrest System is used to reduce the possibility of injuries or death as a result of a fall.
  - A fall arrest system includes the proper anchorage, full body harness (harness), and connecting mechanisms (lanyards/lifelines) that are interconnected and rigged to arrest a free fall of 6'

(maximum freefall allowed) or less. The primary function of a fall arrest system is to minimize the consequences of a fall rather than preventing its occurrence. The use of fall arrest equipment should be recognized as a way to minimize injuries sustained from a fall; it does not prevent the fall.

- A variety of fall arrest equipment is available to establish an effective fall arrest system. This equipment must include:
  - Full body harness,
  - Decelerating or Retractable Lanyard,

11.4.5 Personal Fall Arrest System Requirements

- All employees on any project that requires the wearing of a personal fall arrest or restraint system will follow these requirements:
  - A full body harness will be used at all times;
  - Only shock absorbing (also known as decelerating lanyards) lanyards or retractable lanyards are to be used to maintain impact forces at a minimum on the body;
  - Only nylon rope or nylon straps with locking snap hooks are to be used for restraints;
  - All lanyards will have self-locking snap hooks;
  - The employee will inspect all personal fall arrest equipment before each use. Any deteriorated, bent, damaged, impacted, and/or excessively worn harnesses will be removed from service.
  - The maximum free fall distance is not to exceed 6 feet. Consideration must be given to the total fall distance. The following factors can affect total fall distance:
    - Length of connecting means (i.e., lanyard length, use of carabineers, snap hooks, etc.);
    - Position and height of anchorage relative to work platform/area (always keep above the head whenever possible);
    - Position of attachment and D-ring slide on the full body harness;
    - Deployment of shock absorber (max. 42 inches);
    - Movement in the lifeline;
    - Initial position of worker before free fall occurs (i.e., sitting, standing, etc.).
    - Calculating Total Fall Distance: It is the total length of shock absorbing lanyard + height of the person + the location distance of the D-ring from the work surface or platform.
  - Always allow a minimum of 6 feet of clearance above the ground, equipment, etc., at the end of the fall from the fall arrest point.

- If the fall distance is 18.5 feet or less, a retractable lanyard must be used versus a shock absorbing lanyard.

- An anchorage point is a secure point of attachment for lanyards, lifelines, or deceleration devices capable of withstanding the anticipated forces applied during a fall. This point should be located above the worker to avoid unnecessary swing in the event of a fall and can support 5,000 pounds. Adequate anchorage points shall be engineered by a qualified person.
    - Lanyards must never be wrapped around pipes, railings, etc., and connected back onto the lanyard as an anchorage unless it is specially designed as a tie-back lanyard.
    - Selecting adequate anchorage points require evaluating the following characteristics:
        - **Height:** The primary consideration in determining anchorage point height is minimizing free fall to the shortest distance possible, and not hitting any objects or the work surface below. The shorter the fall the less impact force experienced during the fall arrest.
        - **Clearance:** The total fall distance must be determined to ensure that the height and location of the anchorage is sufficient to prevent collision injury with the ground and other objects.
        - **Identification:** Anchorage points must be identified by a qualified person. Employees should be educated about what is and what is not considered acceptable anchorage. When practical, anchorages should be labeled (by painting or hanging flags on or near the approved locations) so workers know exactly where to secure proper anchorage.

11.4.6 Inspection of Personal Fall Arrest Systems:

- The following criteria shall be utilized to maintain all equipment in good working condition:
    - **Full Body Harnesses**
        - Inspect before each use:
        - Closely examine all of the nylon webbing to ensure there are no burn marks, which could weaken the material;
        - Verify there are no torn, frayed or broken fibers, pulled stitches, or frayed edges anywhere on the harness;
        - Examine the D-ring for excessive wear, pits, deterioration, or cracks;
        - Verify that buckles are not deformed, cracked, and properly operate;
        - Check to see that each grommet (if present) is secure and not deformed from abuse or a fall;
        - The harness should never have additional punched holes;

- All rivets should be tight and not deformed;
- Check tongue/straps for excessive wear from repeated buckling;
- Storage will consist of hanging in an enclosed cabinet, to protect from damage;
- All harnesses that are involved in a fall/impact loading will be removed from service until determined to be in safe working condition, or be destroyed if not safe, by a competent person.
- A competent person will complete an annual inspection of all harnesses and will maintain documentation (see form in Appendix);

- **Lanyards/Shock Absorbing Lanyards**
  - Inspect before each use:
  - Check lanyard material for cuts, burns, abrasions, kinks, knots, broken stitches and excessive wear;
  - Inspect the snap hooks for distortions in the hook, locks, and eye;
  - Check carabineers for excessive wear, distortion, and lock operation;
  - Ensure that all locking mechanisms seat and lock properly;
  - Once locked, locking mechanism should prevent hook from opening;
  - Visually inspect shock absorber for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard;
  - Verify that points where the lanyard attaches to the snap hooks are free of defects;
  - Store hanging in an enclosed cabinet to protect from damage;
  - All lanyards that are involved in a fall will be destroyed.
  - A competent person will complete an annual inspection of all lanyards and will maintain documentation (see form in Appendix).

- **Snap hooks:**
  - Inspect before each use:
  - Inspect snap hook for any hook and eye distortions;
  - Verify there are no cracks or pitted surfaces;
  - The keeper latch should not be bent, distorted, or obstructed;
  - Verify that the keeper latch seats into the nose without binding.
  - Verify that the keeper spring securely closes the keeper latch;

- Test the locking mechanism to verify that the keeper latch locks properly;
- All snap hooks involved in a fall will be destroyed.
- A competent person will complete an annual inspection of all snap hooks and will maintain documentation (see form in Appendix).

- **Self-Retracting Lanyards/Lifelines:**
  - Inspect before each use:
  - Visually inspect the body to ensure there is no physical damage to the body;
  - Make sure all nuts and rivets are tight;
  - Make sure the entire length of the nylon strap/wire rope retracts freely and is free from any cuts, burns, abrasions, kinks, knots, broken stitches/strands, and excessive wear;
  - Test the unit by pulling sharply on the lanyard/lifeline to verify that the locking mechanism is operating correctly;
  - If the manufacturer requires, make certain the retractable lanyard is returned to the manufacturer for scheduled annual inspections;
  - A competent person will conduct monthly inspection of all self-retracting lanyards/lifelines and will maintain documentation (see Appendix 4).
  - Service per manufacturer specifications (1–2 years);
  - Inspect for proper function after every fall; if damaged, destroy.
- **Tie-Off Adapters/Anchorages:**
  - Inspect for integrity and attachment to solid surface (capable of supporting at least 5000 lbs. /person).
  - A competent person will complete an annual inspection of all tie-offs and anchorages and will maintain documentation.
  - All tie-offs and anchorages that are involved in a fall/impact loading will be removed from service until determined to be in safe working condition by a competent person.

11.4.7 Engineered Lifeline

- These must be designed and approved by an engineer or qualified person.
- Lifeline systems must be engineered to have appropriate anchorages and strength designed to safely arrest all persons connected to it.

11.4.8 Covers

- Any hole that is at least 2" in its least dimension shall be protected so a person cannot fall through or trip in the hole. This protection can either be a guardrail system or cover.
    - Covers must follow the following criteria:
        - Covers over roadways/travel ways must be capable of supporting without failure twice the maximum axle load of the largest vehicle expected to pass over the cover.
        - All other covers must be capable of supporting without failure twice the weight of employees, equipment, tools, materials, etc. that is expected to pass over the cover.
        - All covers shall be secured to prevent displacement.
        - All covers shall be marked with high visibility paint with the words either **"COVER"** or **HOLE".**

11.4.9 Inspection & Maintenance:

- Fall protection systems and equipment must be inspected and maintained regularly.
- Inspection and maintenance procedures apply to guardrail protection, aerial lifts, covers and barricades for openings, and of personal fall arrest equipment and devices including safety nets.
- Because these systems and equipment are designed to prevent serious or fatal injury, visual inspections of the systems shall be performed before each use and regular periodic inspections by a Competent Person shall be performed in accordance with the manufacturer's guidelines and/or at least on an annual basis.
- Preventative maintenance and general maintenance shall be performed as needed and should be performed in accordance with the manufacturer's guidelines.

11.5 Storage and Maintenance of Personal Fall Arrest Equipment

- Never store the personal fall arrest equipment in the bottom of a toolbox, on the ground, or outdoors, where it will be exposed to the elements (i.e., sun, rain, snow, etc.);
- Hang equipment in a cool, dry location in a manner that retains its shape; Always follow manufacturer recommendations for inspections;
- Clean with a mild, non-abrasive soap and hang to dry;
- Never force dry or use strong detergents in cleaning;
- Never store equipment near excessive heat, chemicals, moisture, or sunlight; Never store in an area with exposures to corrosive chemicals;
- Avoid dirt or other types of build-up on equipment;
- Never use this equipment for any purpose other than personal fall arrest; Once exposed to a fall, remove equipment from service immediately.

- Retractable lanyards must always be stored with the lanyard fully retracted.

11.6 Fall Rescue and Emergency Response

- ASMG will ensure prompt rescue of any employee who experiences a fall while using fall protection systems. Rescue operations must begin immediately using equipment and personnel that are available on-site before any elevated work begins. In situations where it is feasible, employees may perform self-rescue if they are capable of doing so safely.

- Rescue equipment, such as descent devices, ladders, or mechanical retrieval systems, must be readily accessible at the work location, appropriate for the specific fall hazard, and kept in good working condition through regular inspection and maintenance. Designated personnel responsible for rescue must be capable of performing the necessary procedures using the equipment provided. ASMG does not rely on external emergency services for fall rescue and must ensure that internal resources are in place and ready to respond without delay.

11.7 Training

- Effective training remains the cornerstone of any effective safety program. Pursuant of this belief, each employee shall be trained in the following appropriate areas relative to fall protection:
    - The nature of the fall hazards in the employee's work area.
    - The correct procedures for assembling, disassembling, maintaining, inspecting, storage, and use of the fall protection systems used.
    - The role of each employee in the fall protection plan.
    - The pertinent sections of all protection standards.
    - If it is felt by the employee's supervisor or other manager that the trained employee does not have the understanding and skills required, the employee shall receive remedial training until a full understanding and skill level is achieved.

11.8 Definitions

- **Anchorage:** A secure point of attachment for lifelines, lanyards, or deceleration devices capable of withstanding the anticipated forces applied during a fall.

- **Body belt:** A work-positioning safety belt designed to fit around a worker's waist and used in conjunction with a lanyard, lifeline, or rebar assembly. Body belts (single or double D-ring) are designed to restrain a person in a hazardous work position and to reduce the possibility of falls. For positioning only—they shall not be used when a fall potential exists.

- **Body harness**: A harness consisting of multiple straps that are arranged and assembled for the purpose of providing body support during and after a fall arrest. The body harness is designed to distribute arresting forces over the body.

- **Competent person:** An individual knowledgeable about fall protection equipment and systems, including the manufacturer's recommendations and instructions for their proper erection, use, inspection, and maintenance. This person is capable of identifying existing and potential fall hazards and has the authority to take prompt, corrective action to eliminate those hazards.
- **Fall arrest system:** Includes the proper anchorage, body harness , and connecting device (lanyards/lifelines) interconnected and rigged to arrest a free fall.
- **Fall hazard:** Occurs during any construction activity that exposes an employee to an unprotected fall that may result in injury.
- **Fall prevention:** Any means used to reasonably prevent exposure to an elevated fall hazard, either by eliminating work at elevation or by using aerial lifts, scaffolds, floors, guardrails, or isolating an area.
- **Fall protection work plan:** A written plan in which the company identifies all areas on the job site where a fall hazard exists. The plan describes the methods of fall protection necessary to protect employees and includes safe work practices required during the installation, use, inspection, and removal of the fall protection method selected.
- **Fall restraint system:** An approved device and any necessary components that function together to restrain an employee in such a manner as to prevent that employee from the exposure of falling to a lower level.
- **Full body harness:** A body support configured of connected straps to distribute a fall arresting force over at least the thighs, shoulders, and pelvis. The harness provides a D-ring for attaching a lanyard, lifeline, or deceleration device.
- **Horizontal lifeline:** Provides an attachment for the worker's lanyard or other fall arrest device to protect him while moving horizontally and to control dangerous swing falls. It may be a cable or wire rope that is installed horizontally and that serves as an anchoring line rigged between two or more fixed anchorages on the same level. Horizontal lifelines should ideally be positioned above waist height on a worker and all horizontal lifelines and their installations should be approved and supervised by a qualified person.
- **Lanyard:** The connecting means (rope, webbing) used to attach a harness to a lifeline or an anchorage point. Lanyards are usually 2, 4, or 6 feet long and come with or without a shock absorber. Only shock absorbing lanyards shall be used for personal fall arrest.
- **Leading edge:** The advancing edge of a floor, decking, or forms work that changes location as additional sections are placed. Leading edges not actively under construction are considered to be unprotected sides and edges and appropriate methods of fall prevention shall be required to protect exposed workers.
- **Qualified person:** One who by education, experience, and/or training is knowledgeable with the operation to be performed and the hazards involved. The design of fall arrest systems must be engineered by a qualified person.

- **Rope grab:** A fall arresting device that provides employees protection while moving in the vertical direction (climbing). Rope grabs are designed to move up or down a vertical lifeline that is suspended from a fixed overhead point. The vertical lifeline is independent of the work platform and is attached to a harness by a rope grab and lanyard. In the event of a fall, the rope grab locks onto the lifeline to arrest the fall. The use of a rope grab device is ideal for fall protection during work from two-point suspension scaffolds and high vertical fixed ladders
- **Safety Monitor Systems:** A system used in conjunction with a warning line system. A competent person is assigned, as his/her sole duty, to monitor the proximity of workers to fall hazards.
- **Safety Nets:** Used to provide passive fall protection under and around an elevated work area.
- **Self-retracting (retractable) lifeline:** A deceleration device that contains a drum- wound line that may be slowly extracted from or retracted onto the drum under slight tension during normal employee movement and that after onset of a fall, automatically locks the drum and arrests the fall. This device limits the fall to approximately 18 inches.
- **Shock-absorbing lanyard:** A flexible line of webbing, cable, or rope used to secure a harness to a lifeline or anchorage point that has an integral shock absorber. The shock absorbing mechanism minimizes the forces distributed to the employee and anchorage points.
- **Unprotected sides and edges:** Any side or edge of a form, deck, floor, or structure where there is no protection from a fall hazard.
- **Warning line system:** A barrier erected on a flat or low sloping elevated working surface to warn employees they are approaching an unprotected fall hazard. The rope, wire, or chain must be flagged at not more than 6-foot intervals with high-visibility material. The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface. The stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge. The rope, wire, or chain shall have a minimum tensile strength of 500 pounds.

12.1 Policy Statement

The purpose of this policy is to establish safe work practices that are intended to prevent electric shock, electrical burns, arc flash burns and other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment, circuits, or near overhead wires which are or may be energized. ASMG does not have any equipment or machine that cannot be shut down to safely perform service or maintenance activities. This section is to ensure ASMG is compliant with the OSHA Standards on electrical safe work practices 29 CFR 1910.331 through 1910.335 and 1926 Subpart K and NFPA 70E which was adopted by OSHA. The program will be monitored by licensed certified electrician.

12.2 Understand Electricity

To handle electricity safely, it is necessary to understand how it acts, how it can be directed, what hazards it presents, and how these hazards can be controlled. Operating an electric switch may be considered analogous to the turning on of a water faucet. Behind the faucet or switch there must be a source of water or electricity, with something to transport it, and with pressure to make it flow. In the case of water, the source is a reservoir or pumping station; the transportation is through pipes; and the force to make it flow is pressure, provided by a pump. For electricity, the source is the power generating station; current travels through electric conductors in the form of wires; and pressure, measured in volts, is provided by a generator.

- **How Shocks Occur:** Electricity travels in closed circuits, and its normal route is through a conductor. Electric shock occurs when the body becomes a part of the electric circuit. The current must enter the body at one point and leave at another.
- **Shock Severity:** The severity of the shock received when a person becomes a part of an electric circuit is affected by three primary factors: the amount of current flowing through the body (measured in milliamperes), the path of the current through the body, and the length of time the body is in the circuit. Other factors that may affect the severity of shock are the frequency of the current, the phase of the heart cycle when shock occurs, and the general health of the person.
    - Effects can range from a barely perceptible tingle to immediate cardiac arrest. Although there are no absolute limits or even known values that show the exact injury from any given current, the following table shows the general relationship between the degree of injury and amount of current for a 60-cycle hand-to-foot path of one second's duration of shock.
    - A difference of less than 20 milliamps exists between a current that is barely perceptible and one that can kill. Muscular contractions may not allow the victim to free himself or herself from the circuit, and the increased duration of exposure increases the dangers to the shock victim. The so-called low voltages can be extremely dangerous because, all other factors being equal, the degree of injury is proportional to the length of time the body is in the circuit. **LOW VOLTAGE DOES NOT IMPLY LOW HAZARD!** Remember, ***120 volts can kill you just as easily as 23,000 volts given the right conditions.***

Effects of Electrical Current in The Human Body	
Current, 60Hz, 1 Second	**Reaction**
1 Milliamp	Perception level. Just a faint tingle.
5 Milliamps	Slight shock felt; not painful but disturbing. Average individual can let go. However, strong involuntary reactions to shocks in this range can lead to injuries.
6-30 Milliamps	Painful shock, muscular control is lost. This is called the freezing current or "let-go" range; death is possible.
50-150 Milliamps	Extreme pain, respiratory arrest, severe muscular contractions. Individual cannot let go. Death is possible.
1,000-4,300 Milliamps	Ventricular fibrillation. (The rhythmic pumping action of the heart ceases.) Muscular contraction and nerve damage occur. Death is most likely.
10,000-Milliamps	Cardiac arrest, severe burns, and probable death.

12.3 Preventing Electrical Hazards

Electrical accidents can be caused by a combination of three possible factors- unsafe equipment and/or installation, workplaces made unsafe by the environment, and unsafe work practices. There are various ways of protecting people from the hazards caused by electricity. These include insulation, guarding, grounding, electrical protective devices, and safe work practices. The purpose of these written procedures is to keep you, the worker, safe from the adverse effects of coming in contact with live electrical parts. These procedures are to be followed whenever electrically qualified employees work on or near exposed de-energized parts of conductors and electric equipment where the employee may be exposed to a potential electrical hazard. Conductors and parts of electric equipment that have been de-energized but have not been locked out or tagged out in accordance with these procedures shall be treated as energized and proper safe work practices and PPE around live electrical parts shall be followed.

- **Insulation:** One way to safeguard individuals from live electrical parts is through insulation. An insulator is any material with high resistance to electric current such as the insulation around extension cords or the plastic handles of double insulated tools.
    - Insulators-such as glass, mica, rubber, and plastic-are put on conductors to prevent shock, fires, and short circuits. Before electrically qualified employees prepare to work with electric equipment, they shall inspect the equipment to be used for visible damage and/or defects. The insulation of flexible cords, such as extension cords and cords to tools, is particularly vulnerable to damage;
    - Equipment with damaged or deteriorated insulation shall immediately be taken out of service and not used;

- **Guarding:** Live electrical parts of equipment operating at 50 volts or more shall be guarded against accidental contact. Guarding of live electrical parts may be accomplished by one or more of the following:
    - Location in a locked room, vault, or similar enclosure accessible only to qualified persons;
    - Use of permanent, substantial partitions or screens to exclude unqualified persons;
    - Location on a suitable balcony, gallery, or platform elevated and arranged to exclude unqualified persons; or elevation of 8 feet or more above the walking/working surface;
    - Covers over electrical controls and contacts;
    - Live electrical parts enclosed in secure metal cabinets with all openings covered with appropriate blanks or covers;
    - Entrances to rooms and other guarded locations containing exposed live parts must be marked with conspicuous warning signs forbidding unqualified persons to enter. Signs should read "Danger – High Voltage" and "Authorized Personnel Only" and must be locked in the absence of a qualified electrician.
- **Grounding:** An equipment grounding system is required and must be furnished by providing a dedicated path from the tool or machine through which the current can flow to the ground without flowing through a person.
    - All extension cords must be of the three wire grounded type. Two wire extension cords are prohibited.

12.4 Circuit Protection Devices

Circuit protection devices are designed to automatically limit or shut off the flow of electricity in the event of a ground-fault, overload, or short circuit in the wiring system. Fuses, circuit breakers, and ground-fault circuit interrupters are three well-known examples of such devices.

- **Fuses and circuit-breakers:** Fuses and circuit-breakers are over-current devices that are placed in circuits to monitor the amount of current that the circuit will carry. They automatically open or break the circuit when the amount of current flow exceeds the branch circuit's rating, and therefore unsafe. Fuses are designed to melt when too much current flows through them. Circuit breakers, on the other hand, are designed to "trip" when too much current is present in a circuit.
    - Fuses and circuit breakers are intended primarily for the protection of conductors and equipment. They prevent over-heating of wires and components that might otherwise create hazards, such as fires.. Their primary purpose is property protection versus personnel protection.
- **Ground-Fault Circuit Interrupter (GFCI):** The ground-fault circuit interrupter, or GFCI, is designed to shutoff electric power within as little as 1/60 of a second when the presence of a fault of 5milliamps or more is detected. It works by comparing the amount of current going to electric equipment through

the black conductor against the amount of current returning from the equipment through the white conductor. If the current difference exceeds 5 milliamps, the GFCI interrupts the current quickly enough to prevent injury or worse, electrocution. GFCI receptacles or devices are required for all extension cords used to operate electrical equipment on a job site, outdoors, or whenever work is being performed in a wet or damp location. GFCI's are used on all 120-volt or greater, single phase 15 and 20-ampere temporary wiring.

12.5 Safe Work Practices

- Electrically qualified employees working with electrical equipment need to use safe work practices while working with this electrical equipment. These safe practices may include de-energizing and locking out electric equipment before inspecting or making repairs, using electric tools rated for the voltages that they will be used, are in good repair, using good judgment when working near energized lines, and using appropriate protective equipment.
- Electrical cords and equipment are inspected daily before use. Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective shall be taken out of service until it can be repaired.
- **Nonconductive clothing:** Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, fall protection/harnesses, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.
- **Lighting:** Employees are prohibited from entering areas containing exposed energized parts unless adequate illumination is provided to ensure work can be performed safely and effectively. If lighting is insufficient or if visibility is obstructed in a way that prevents safe observation of the work area, no work shall be performed near exposed energized components. Additionally, employees must never reach blindly into areas where energized parts may be present. All tasks involving potential electrical hazards must be conducted with clear visibility and full awareness of surroundings to prevent accidental contact with live electrical components.
- **Confined or enclosed spaces:** When working in confined or enclosed spaces (e.g., manholes or vaults) containing exposed energized parts, employees must use appropriate protective shields, barriers, or insulating materials to prevent accidental contact. Doors, panels, or similar components must be secured to prevent movement that could cause an employee to come into contact with energized parts. Follow confined space policy for details.
- **LOCKOUT/TAGOUT:** While any employee of All States Materials Group is exposed to contact with parts of fixed electric equipment and/or circuits, all the circuits which energize the parts shall be shut down and locked out and tagged in accordance with the requirements set forth in the Lockout/Tagout

Section 13 of this Safety Manual. The requirements for Lockout/Tagout shall be followed in the order in which they are presented.

- **De–energizing equipment:** Safe procedures for de-energizing circuits and equipment shall be determined before circuits or equipment is de-energized. o The circuits and equipment to be worked on shall be disconnected from all electric energy sources. Control circuit devices, such as push buttons, selector switches, and interlocks, may not be used as the sole means for de-energizing circuits or equipment. Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.
    - Stored electric energy that might endanger personnel shall be released and grounded. Capacitors shall be discharged and high capacitance elements shall be short–circuited and grounded, if the stored electric energy might endanger personnel.
    - Stored non–electrical energy in devices that could re-energize electric circuit parts shall be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device.
- **Application of locks and tags:** A lock and a tag shall be placed on each energy isolation device used to de-energize circuits and equipment on which work is to be performed as outlined in the Lockout/Tagout procedures of this Safety Manual. Each tag shall contain a statement prohibiting unauthorized operation of the energy isolation device, the name, division, and phone number of the employee applying the lockout/tagout devices, the date and time of the application of the lockout/tagout devices. All lockout locks shall have a tag attached with this information.
- **Verification of de-energized condition:** The requirements of this paragraph shall be met before any circuits or equipment can be considered and worked as de-energized:
    - A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.
    - A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are de-energized.
    - The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage back feed even though specific parts of the circuit have been de-energized and presumed to be safe. The test equipment shall be checked for proper operation immediately before and immediately after this test.
    - **The above verification by a qualified person shall be witnessed by all authorized employees who are locked out and tagged out on that piece of equipment to be worked on.**
- **Re–energizing equipment:** These requirements shall be met, in order given, before circuits or equipment are re-energized, even temporarily.

- A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.
- Employees exposed to the hazards associated with re-energizing the circuit or equipment shall be warned to stay clear of circuits and equipment. 4 feet is the minimum safe distance for up to 600 volts.
- Each lock and tag shall be removed by the employee who applied it or under his or her direct supervision. However, if this employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided that:
  - The employer ensures that the employee who applied the lock or tag is not available at the workplace, and
  - The employer ensures that the employee is aware that the lock or tag has been removed before he or she resumes work at that workplace.
  - **There shall be a visual determination that all employees are clear of the circuits and equipment.**

- **Overhead Lines:** Prior to construction operations, project managers/superintendents/foremen must locate overhead power lines within work zone.
  - **Overhead lines must be marked with signage or marking paint beneath sign that is visible to everyone on site**
  - All unqualified employees of All States Materials Group and all vehicles and mechanical equipment shall stay at least 10 feet away from overhead power lines.
    - If the voltage is more than 50,000 volts, the clearance shall be increased by 4 inches for each additional 10,000 volts.
  - When mechanical equipment is being operated near overhead lines, employees standing on the ground shall not contact the equipment unless it is located such that the required clearance can always be maintained even at the maximum reach of the equipment.
  - **Only Authorized Employees to Work Directly with Electricity:** Only electrically qualified employees or outside contractors (licensed electricians) can work or near exposed energized electrical equipment.
    - However, ASMG enforces a policy of ***NO WORK ON LIVE ELECTRICAL EQUIPMENT***. No other employee(s) are authorized to perform such tasks that would require them to be exposed to live electrical parts.
    - **There are currently no processes at ASMG that require work on Live Electrical Equipment as such no such work is authorized.**

- **Protective Equipment:** Employees whose occupations require them to work directly with electricity

must use the personal protective equipment required for the jobs they perform. This equipment may include but is not limited to the use of rubber insulating gloves, hoods, sleeves, matting, blankets, line hose, insulated mats, etc. Arc-rated clothing, hard hats, balaclavas, ear plugs, insulated gloves with leather outer gloves, eye protection under face shields are required. To reference the appropriate and required PPE, refer to the PPE Matrix found in the NEC 70E manual.

- The following electrical safety clothing and protective equipment is required for qualified persons working on or near exposed energized parts and conductors up to 480 volts (NFPA PPE Category 2):
    - Non-melting undergarments
    - 8 cal or greater arc rated pants
    - 8 cal or greater arc rated long sleeved shirt
    - Safety glasses with side shields or safety goggles
    - Arc-rated face shield and hardhat
    - Arc flash balaclava
    - Arc-rated jacket, parka, or rainwear as needed
    - Hearing protection ear plugs
    - Voltage rated gloves when within 1 foot of exposed parts; leather gloves required when voltage rated gloves not required
    - Safety-toed leather shoes EH rated
- **Tools:** To maximize the safety of our employees, they shall always use tools that work properly and are in good shape. Tools shall be inspected before each use, and those found questionable shall immediately be removed from service and properly tagged or destroyed. Tools and other equipment should be regularly maintained. Inadequate maintenance can cause equipment to deteriorate, resulting in an unsafe condition.
    - Tools that are used by qualified employees to work on or hear exposed energized parts and conductors be designed, constructed, rated and insulated to be able to withstand the voltages and stresses to which they are exposed.
    - Portable ladders shall have nonconductive/fiberglass side rails if they are being used where the employee or the ladder could come contact with exposed energized parts.
- **Safe Work Practices:** Perhaps the single and most successful defense against electrical accidents is the continuous use of safe work practices. All qualified employees shall be thoroughly familiar with and thoroughly trained in the safety procedures for their particular jobs and activities. When work is performed on electrical equipment some procedures are:
    - Deenergize the equipment.

- Ensure that the equipment remains deenergized by using Lockout/Tagout procedures, and verify.
- Use protective equipment and PPE.
- Keep a safe distance from all energized parts.

- **Unqualified Employees**: Unqualified employees are all employees that are not qualified. Unqualified employees need to be trained:
  - Understand the hazards of electricity and the ASMG requirements.
  - Do not perform any electrical repairs or open any electrical enclosures.
  - Do not work on or near exposed energized parts and conductors.
  - Do not operate any electrically energized equipment if it appears to have an electrical hazard. Notify your Supervisor immediately to have a qualified person inspect the equipment.
  - Receive electrical awareness training on a periodic basis.

13.1 Policy Statement

At All States Materials Group our employees are our most important asset. With this in mind, we have developed the following Lockout/Tagout Procedures to be utilized when performing maintenance and/or service to machines and equipment at any of our worksites.

All employees are required to comply with the restrictions and limitations imposed during a lockout/tagout operation. All Authorized Employees are required to perform the lockout/tagout in accordance with this procedure. All employees, upon observing a machine or piece of equipment that is locked and tagged out, shall **not** attempt to start, energize, or use that machine or piece of equipment under any circumstances.

13.2 Definitions

- **Affected Employee**: An employee whose job requires him/her to operate or use a machine or piece of equipment on which servicing or maintenance is being performed under lockout/tagout procedures, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- **Authorized Employee:** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or piece of equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under these procedures.
- **Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:
    - Manually operated circuit breaker
    - Disconnect switches
    - A manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and no pole can be operated independently.
    - A line valve
    - A block
    - Any similar device used to block or isolate energy.
    - ***Push buttons, selector switches and other control circuit type devices are not energy isolating devices.**
- **Energy Source**: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.
- **Lockout:** The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

- **Lockout Device:** A device that utilizes a positive means such as a lock to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds. The device shall be the only device used for controlling energy and shall not be used for other purposes and shall be Durable, Standardized, Substantial, and Identifiable.
- **Tagout:** The placement of a tagout device (a tag or other prominent warning device and a means of attachment) on an energy isolation device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- **Tagout Device:** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

13.3 Lockout Administration

- Each facility is to perform a comprehensive survey to locate and identify all isolating devices to be certain which switch(s), valve(s) and other energy isolating devices apply to the machine or piece of equipment to be locked and/or tagged out. ***More than one*** energy source (electrical, mechanical, hydraulic, or others) may be involved.
- Each ASMG Facility shall maintain a list of equipment along with step-by-step procedures utilized to perform Lock Out / Tag Out to ensure that personnel may perform the servicing or maintenance without endangering the employee.
- The Facility shall review each machine's lockout procedures annually and whenever a new machine or equipment is put into service, or an older one is rebuilt or modified.
- Documentation of annual machine specific lockout procedures and reviews shall be sent to the Safety Manager.

13.4 Lockout/Tagout Procedures

- Notify all affected employees that servicing or maintenance is required on a machine or piece of equipment, and that the machine or equipment must be shut down prior to being locked out to perform the servicing or maintenance.
- The authorized employee shall refer to the Lock Out/Tag Out procedure (list) for the machine or piece of equipment; to identify the type and magnitude of the energy that it utilizes, shall understand the hazards of the energy, and shall know the methods to control this energy. If the machine or piece of equipment is operating, shut it down utilizing normal stopping procedures (depress stop button, open switch, close valve, etc.).
- Activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- Lock out the energy isolating device(s) with assigned individual lock(s), the design, purpose, and use of which the employee shall have been trained prior to use. One cannot utilize another's lock for his/her

protection. If more than one employee or contractor is working on a machine or piece of equipment, a lock for each such person must be utilized.

- Lockout devices shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position.
- Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.
- Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.
- Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
- The lockout device shall be used unless lockout is not possible, and then tagout will be used. The tagout device shall be non-reusable, attached by hand, self-locking, and non-releasing with a minimum unlocking strength of no less than 50 pounds and must be at least equivalent to an all-environment tolerant nylon cable tie. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. Once the machine or piece of equipment has been locked out and stored or residual energy dissipated or isolated, the authorized employees must attempt to start the piece of equipment or machine to verify that the lockout has been successful.
- Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation & deenergization of the machine or equipment has been accomplished.
- **Restoring Machine/Equipment to Service -** When the servicing or maintenance is completed, and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:
    - Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed, and that the machine or equipment components are operationally intact.
      Check the work area to ensure that all employees have been safely positioned or removed from the area.
    - Notify all affected employees of the pending start-up of the equipment or machine.
    - Verify that the controls are in the off position.
    - Each lockout/tagout device shall be removed **only** by the employee who **placed** that lockout/tagout device. No other person has the authority to remove another person's lockout/tagout device.

- Re-energize the machine or piece of equipment utilizing normal start-up procedures for that machine or piece of equipment.
- Notify affected employees that the servicing or maintenance is completed, and the machine or equipment is ready to use.

13.5 Removal of a Lockout Device by Another

- Verification by the supervisor that the authorized employee is not on the job site.
- Reasonable efforts shall be made to contact the authorized employee to return to the site and remove the device.
- If having the employee return is impractical or the employee cannot be contacted, the lockout/tagout device shall be removed by physical means (bolt cutters, torch, etc.) and destroyed.
- The authorized employee shall be informed of the removal of his/her lockout/tagout device before that employee returns to work.
- This process shall be thoroughly documented in writing and submitted to the Safety Manager.

13.6 Special Lockout/Tagout Procedures for Quarries, Pits, and Asphalt Plants

- **Each control room** or area shall have a lockout board with lockout hasps and locks each labeled with the control or area name.
  - The Lockout Checklists for each piece of equipment or machine shall be maintained in the control room and provided to the employee for servicing or performing maintenance.
- **The Area Operator shall** be contacted and told what equipment must be locked out.
  - After shutting down the piece of equipment or machine through the normal process, the area operator shall lockout the piece of equipment or machine using one of the marked hasps and locks for that area.
  - If there is no operator on site, an area supervisor or someone else with the knowledge of the equipment shall perform the lockout. All lockouts shall be at the energy isolation devices.
  - The authorized employee(s) who is to work on the piece of equipment or machine is to place his/her assigned lock(s) on the hasp that was installed by the operator.
- **Stored or residual energy** (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
  - Once the machine or piece of equipment has been locked out and stored or residual energy dissipated, the authorized employees must attempt to start the piece of equipment or machine to verify that the lockout has been successful.

- **Keys** to the control room lockout hasps as described above shall be hung on the control room lockout board; employees assigned an individual hasp need to keep the key in their possession.
    - Only one key will be available for each lock; spare keys will be kept secured by the Facility Manager.
    - A message in the Lock Out Tag/Out Log shall be left by the person installing the control room lockout stating what is locked out, why, and who is working on it.
- **Upon completion,** the employee shall follow the Restoring machine or equipment to service part of this section.

13.7 Training

- Training is provided to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by employees. Training will be documented to include the employees' name and date of training.

- Retraining is provided whenever there is a change of job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in energy control procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

14.1 Policy Statement

This policy has been developed to protect employees from the serious hazards associated with entering and working within confined spaces such as manholes, vaults, tunnels, and tanks. As required by the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.146, Permit-required Confined Spaces, and OSHA Standard 29 CFR 1926 Subpart AA Confined Spaces in Construction, this policy establishes a permit-required confined space program to regulate entry into confined spaces and to ensure the safety of employees who enter or work in confined spaces.

14.2 Definitions

- **Attendant**: A trained individual, as required by this policy, stationed outside a permit- required confined space that monitors the authorized entrants inside the space. An attendant has the authority to order exit from a permit-required confined space.
- **Authorized Entrant**: A trained individual, as required by this policy, who is authorized by the entry permit to enter a permit-required confined space.
- **Confined Space**: A space that:
    - Is large enough and so configured that an employee can bodily enter and perform assigned work; and
    - Has limited or restricted means for entry or exit; and
    - Is not designed for continuous employee occupancy.
- **Entry**: The act by which any part of a person's body passes through the plane of the space's opening into a permit-required confined space.
- **Entry Supervisor**: A trained supervisor or manager, as required by this policy, which is responsible for:
    - Determining if acceptable entry conditions are present at a permit-required confined space;
    - Contacting the Safety Manager before entry for approval and to obtain Entry Number;
    - Authorizing entry and overseeing entry operations; and
    - Terminating entry.
- **Entry Permit**: The written document that allows and controls entry into a permit-required confined space. These permits can be obtained from an entry supervisor.
- **Hazardous Atmosphere**: An atmosphere that may expose employees to a risk of death, injury, incapacitation, impairment of ability to escape unaided, or acute illness from one or more of the following causes:
    - Flammable gas, vapor, or mist in excess of 10% of the lower explosive limit (LEL);

- Airborne combustible dust concentration that obscures vision at a distance of five feet or less, meaning it may be explosive;
- Atmospheric oxygen concentration is below 19.5% or above 23.5%;
- Atmospheric concentration of any substance that would result in employee exposure above the OSHA PEL, ACGIH TLV, or other recognized occupational exposure limit; or
- Any other atmospheric condition immediately dangerous to life and health.

- **Hot Work:** Work that generates sources of ignition, such as welding, cutting, burning or heating. Such work in a permit-required confined space requires both a Confined Space Entry Permit and a Welding Permit, issued by the Supervisor and approved by the Safety Manager.
- **Permit-Required Confined Space**: A confined space that has one or more of the following characteristics:
  - Contains or has a potential to contain a hazardous atmosphere; or
  - Contains a material with the potential for engulfing an entrant; or
  - Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or
  - Contains any other recognized serious safety or health hazard;
  - The following is a partial listing of spaces that are typically considered permit- required confined spaces:
    - Sewer/Storm manholes
    - Electrical manholes
    - Steam pits
    - Heat Plant boilers
    - Telephone vaults
    - Water Pollution Control lift/pump stations
    - Water meter pits
    - Street man ways
    - Tanks and related equipment

- **Note:** Confined spaces that normally present no hazards can become permit-required if hazards are introduced into the space (e.g., by painting or cleaning with solvent-based products, by welding, etc.).

- **Retrieval System:** The equipment used for the non-entry rescue of persons from permit- required confined spaces.
  - The system includes a line or rope attached at one end to the back "D" ring (or 2 shoulder "D" rings) of a full-body harness worn by an authorized entrant, and with its other end attached to a mechanical lifting device or to a fixed point outside the permit-required confined space.
  - A mechanical lifting device is required for all vertical entries greater than 5 feet in depth.
  - A harness and retrieval line is required in all permit-required confined space entries unless attachment increases the hazard potential to the entrant (a harness may still be required), or its use does not assist in rescue.

14.2 Confined Space Procedures

- A confined space trained employee anticipating the need to enter a confined space must complete and receive a written permit prior to entry from the entry Supervisor.
- The confined space trained Supervisor will complete and approve the permit and verify that equipment, monitoring, training, and other safety procedures (e.g., lockout/tagout, welding, etc. are adequate for safe entry and work tasks.
- The Supervisor shall contact the Safety Manager, normally 48- Hours in advance to obtain an Entry Number.
  - Provide the Date, Time, and Location of the entry;
  - File the permit with the Safety Manager upon completion of entry.
- If the Confined Space does not safely support a non-entry retrieval system, no permit will be issued until the Authorizing Supervisor consults with the Safety Manager or Risk Manager to ensure that a non-entry rescue can be safely conducted.
- Prior to entry, the entry Supervisor will verify that the entrant(s), and attendant(s) are aware of the following:
  - The hazards of the permit space;
  - The hazard control measures (such as lockout/tagout, equipment and procedures for purging, inerting, ventilation and flushing, etc.) used to remove or control existing and potential hazards.

- Acceptable atmospheric conditions which must be maintained during entry; Testing and monitoring equipment and procedures required to verify that acceptable environmental conditions are being maintained during entry;
- The rescue and other services which would be summoned in case of emergency and the means of communication with those services;
- Non-entry rescue equipment is provided and utilized on-site;
- The communication procedures and equipment used by authorized entrants and attendants to maintain contact;
- The personal protective equipment, such as hard hats, clothing, harnesses and retrieval lines provided in order to ensure employee safety.
    - Respirator use will be in accordance with established policy.

14.5 Duties & Training Requirements

- **Authorized Entrants:** The person(s) authorized to enter a confined space will be responsible for and receive training in the following:
    - The knowledge of hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
    - Proper use of equipment, which includes:
        - Atmospheric testing and monitoring equipment.
        - Ventilating equipment needed to obtain acceptable entry conditions.
        - Communication equipment necessary to maintain contact with the authorized attendant.
        - Personal protective equipment, as needed.
        - Lighting equipment, as needed.
        - Barriers and shields, as needed.
        - Equipment, such as ladders, needed for safe ingress and egress.
        - Rescue and emergency equipment, as needed.
        - Any other equipment and procedures necessary for safe entry into and rescue from permit spaces.
    - Communication with the attendant to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space if required.

- Alerting the authorized attendant whenever:
  - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
  - The entrant detects a condition prohibited by the permit.
- Exiting the permit space as quickly as possible whenever:
  - An order to evacuate has been given by the attendant or the entry approver;
  - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
  - The entrant detects a prohibited condition; or
  - An evacuation alarm is activated.

Authorized Attendant: Persons authorized to perform duties as authorized attendants will be responsible for and receive training in the following:

- Knowing the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
- Being aware of possible behavioral effects of hazard exposure in authorized entrants.
- Continuously maintaining an accurate count of authorized entrants in the permit space and ensuring that the means used to identify authorized entrants accurately identifies who is in the permit space.
- Conduct continuous atmospheric monitoring before and while entry is conducted.
- Continuously monitor for engulfment hazards on construction sites.
- Remaining outside the permit space during entry operations until relieved by another attendant.
- Performing non-entry rescue if such non-entry rescue will not present further hazards to the entrant or attendant.
- All entrants are required to wear full body harness that is attached to the Retrieval System.
- The non-entry rescue consists of winching the victim entrant out of the confined space.
- Communicating with authorized entrants to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant.

- Monitoring activities inside and outside the space to determine if it is safe for entrants to remain in the space and ordering the authorized entrants to evacuate the permit space immediately under any of the following conditions:
    - If the attendant detects a prohibited condition.
    - If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
    - If the attendant detects a situation outside the space that could endanger the authorized entrants, such as an engulfment hazard.
    - If the attendant cannot effectively and safely perform all the duties required by this program.
- Summoning rescue services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- Taking the following actions when unauthorized persons approach or enter a permit space while entry is underway:
    - Warn the unauthorized persons that they must stay away from the permit space.
    - Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
    - Inform the authorized entrants and the entry approver if unauthorized persons have entered the permit space.
- Performing no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

Entry Supervisors: Persons authorized to perform duties as entry approvers will be responsible for and receive training in the following:

- Determining that the entry permit contains the required information before authorizing or allowing entry.
- Determining that the necessary procedures, practices, and equipment for safe entry, as indicated on the permit, are in effect before allowing entry.
- Determining, at appropriate intervals, that entry operations remain consistent with the terms of the entry permit, and that acceptable entry conditions are present.
- Canceling the entry authorization and terminating entry whenever acceptable entry conditions are not present.

- Taking the necessary measures for concluding an entry operation, such as closing off a permit space and canceling the permit, once the work authorized by the permit has been completed.

- ***Employees may alternate duties as entrants, attendants and/or entry supervisors provided they have received training in each designation. Any permit space entry must have at least two individuals present: e.g., an authorized entrant and authorized attendant who also is the entry supervisor.***

- **Non-Entry Rescue Team Members:** The Attendant(s) is designated as the non-entry rescue team member and is required to utilize the Confined Space Retrieval System to winch the victim entrant out of the confined space.

  - All Authorized Entrants are required to wear a Full Body Harness that is attached to the Retrieval System, prior to entering the Confined Space.

  - If the Confined Space does not safely support such a retrieval system, no entry will be made until the Authorizing Supervisor consults with the Safety Manager or Risk Manager to ensure that a non-entry rescue can safely conducted.

  - At least one Attendant will be trained in First Aid and CPR.

- **Entry Rescue Team:** The local fire department is the designated Entry Rescue Team for confined space permit entry emergencies. Each rescue team member will receive training in each designation of authorized entrant, attendant and entry approver. In addition, each member of the rescue team will be certified in both first aid and CPR. Hands-on practice rescues will be conducted by the rescue team members in simulated confined spaces representative of the permit spaces present.

14.6 Construction Confined Space

- In addition to the above confined space requirements, these additional requirements apply to construction confined space entry and work:

  - **Competent Person:** Every construction confined space entry performed by ASMG needs a competent person that:

    - A Competent person is a person who can identify existing and predictable hazards associated with confined spaces, and who has the authorization to take prompt corrective measures to remove persons from the hazards and to control the hazards.

    - Needs to be trained in confined space entry activities, hazards that could be present in and directly around confined spaces, atmospheric hazards and how to evaluate them, and this Program.

    - Have the authority to cease confined space entry operations if he/she feels that hazards exist that are not adequately being controlled.

    - Identify all confined spaces that ASMG employees may enter on construction job sites.

- Complete the Confined Space Pre-Entry Evaluation form for the confined spaces that ASMG employees plan to enter.

14.7 Outside Contractors

- This Policy must be made available for review for all outside contractors involving activities subject to OSHA's confined space entry regulations. In addition, company will:
  - Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of the OSHA Standards. Apprise the contractor of the potential hazards associated with the spaces that make them permit spaces.
  - Apprise the contractor of any precautions or procedures that will be used to protect employees in or near permit spaces where contractor personnel will be working.
  - Coordinate entry operations with the contractor, when company and contractor personnel will be working in or near permit spaces.
  - Debrief the contractor, at the conclusion of entry operations, on the procedures followed and any hazards confronted or created during entry.
  - The use of company services or equipment by contractors to perform an entry is strongly discouraged but it can be used in an emergency.
- On construction sites the ASMG Competent Person will identify all confined spaces in which one or more of the employees it directs may enter and document the findings on the ASMG Confined Space Pre-Entry Evaluation form. Signs or other effective means will be used to identify confined spaces. If ASMG is the controlling contractor, the Competent Person will obtain the host employer's information about the permit space hazards and any previous entry operations, and provide the following information to other contractors that may enter or whose activities could foreseeably result in a hazard in the confined space:
  - The information received from the host employer;
  - Any additional information the controlling contractor has about the spaces, including the location of each known space, the hazards or potential hazards in each space; and
  - The precautions that the host employer, controlling contractor, or other entry employers implemented for the protection of employees in the confined space(s).

14.7 Responsibilities

- **Group Managers** at each ASMG facility will:
  - Identify all known permit-required confined spaces for work areas in each shop, division or unit within their department.
  - Contact the Safety Manager for assistance in identifying potential permit spaces.
  - Maintain a list of all known permit-required confined spaces.
  - Prevent unauthorized entry into permit spaces by ensuring that danger signs are posted at the entrance of every permit-required confined space which:
    - Can be entered without the use of a special tool or key; or
    - Can be entered by persons not authorized under this policy to enter the space.
    - Danger signs will read:

DANGER

PERMIT-REQUIRED CONFINED SPACE

DO NOT ENTER

  - Conduct periodic surveys of work areas to determine if any new permit-required confined spaces have been discovered or created in their work areas.
  - Departments must notify the Safety Manager whenever new permit-required confined spaces are encountered and should request assistance in identifying and evaluating these spaces.
  - Ensure that all employees whose duties require them to work in or around permit- required confined spaces receive appropriate confined space training prior to engaging in the work.
  - Procure and ensure the use of the equipment necessary for safe entry into permit- required confined spaces including:
    - Atmospheric monitoring equipment
    - Appropriate personal protective equipment (e.g., protective clothing, gloves, boots, goggles, hearing protection, etc.)
    - Mechanical ventilation equipment
    - Communications equipment (e.g., two-way radios if needed)
    - Safe lighting

- Ladders or other equipment for safe ingress and egress
- Barricades, barriers and/or shields
- Emergency rescue/retrieval equipment (including full body harnesses and mechanical retrieval devices).

- When contracting with outside firms, comply with Section 5 – Disciplinary Policy.

Supervisors will:

- Notify employees of the Company's Confined Space Entry Policy, and make the policy readily available to them.
- Consult with the Safety Manager and conduct initial training in Confined Space Entry with new employees.
- Provide employees with retraining whenever retraining appears necessary due to changes in the workplace or whenever an observation or inspection indicates an employee is not following proper confined space entry procedures or lacks understanding of the proper procedures.
- Maintain copies of attendance records of training sessions.

Authorized Entrants, Attendants and Entry Approvers will:

- Familiarize themselves and comply with the ASMG's Confined Space Entry Policy
- Attend training sessions, as required by the policy.
- Notify supervisors of any change in their workplace or job duties which prevent or hinder safe entries into confined spaces.
- Carry out their assigned duties during confined space entries, according to this policy.
- Issue confined space permits in accordance with this policy.

Safety Manager will:

- Develop, implement and maintain the ASMG Confined Space Entry Policy.
- Perform annual program audits to evaluate the conformance to and adequacy of the confined space program, including reviewing canceled permits. Take corrective actions on identified deficiencies. Document the audits, audit findings and corrective actions.
- Provide training materials or training if required, for all aspects of confined space entry, as required by the policy.
- Aid in hazard identification, equipment selection, and other technical support related to confined space entries, as needed.

- Maintain attendance records of training sessions.
- Maintain copies of completed permits for one year.

15.1 Policy Statement

The purpose of the OSHA Hazard Communication Standard (HCS) is to ensure that the hazards of all produced or incorporated chemicals are evaluated and the information concerning these hazards is transmitted to both employers and employees. The standard also uses the Globally Harmonized System (GHS) for container labeling and safety data sheets. This is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to labeling and safety data sheets.

The standard mandates the evaluation of hazardous chemicals present in a workplace and requires training of employees regarding the hazardous chemicals and related prevention and protective measures for routine and non-routine tasks. It should be noted that all references to Material Safety Data Sheets (MSDS) have been replaced by Safety Data Sheets (SDS); in terms of this plan, MSDS and SDS are interchangeable until all such sheets are in the SDS format.

15.2 Definitions

- **Article:** A manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.
- **Chemical:** Any substance, or mixture of substances.
- **Chemical Manufacturer:** An employer with a workplace where chemical(s) are produced for use or distribution.
- **Container:** any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- **Employee:** A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non- routine, isolated instances are not covered.
- **Employer:** A person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.
- **Exposure or exposed:** An employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

- **Foreseeable Emergency:** Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.
- **Hazardous Chemical:** means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- **Immediate Use:** The hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- **Label:** An appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- **Pictogram**: A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Nine pictograms are designated under this standard for application to a hazard category.
- **Safety Data Sheet (SDS)**: a detailed document provided by a chemical manufacturer that outlines the hazards of a particular substance, including information on its physical properties, toxicity, handling procedures, storage guidelines, and emergency response actions in case of exposure or spill
- **Work Area:** A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
- **Workplace**: An establishment, job site, or project, at one geographical location containing one or more work areas.

15.3 Hazard Communication Plan

- The ASMG Hazard Communication Plan (HCP) consists of **four major components:**
    - Identification and inventory of all hazardous chemicals and listing on a Hazardous Chemical List (HCL).
    - Acquisition of Safety Data Sheets (SDS - formerly MSDS) for each hazardous chemical listed on the HCL.
    - Labeling of primary hazardous chemical containers with chemical name, hazards and warnings and the manufacturers or importers name and address, with reference to the appropriate Safety Data Sheet. Secondary containers require the chemical name and summarized hazard information.
    - Training of all employees about the hazardous chemicals in the workplace and of the Hazard Communication Plan.

- **The Safety Manager** is the coordinator for the Hazard Communication Plan for All States Materials Group and shall have overall control of the Hazard Communication Program.
    - Copies of the Hazard Communication Standard and the Hazard Communication Plan shall be available at each permanent site, Construction Supervisors, and/or job trailers.

15.4 Duties

- **Supervisor Responsibilities:** Each supervisor is responsible for assuring that each container of a hazardous chemical is properly labeled in accordance with this program.
    - They shall also ensure that each employee under their direction has been effectively trained in the use, proper protective measures, first aid procedures, storage procedures, etc. as outlined in the SDS for each hazardous chemical used.
    - They shall ensure that the chemicals they are responsible for have been properly stored.
- **Employee Responsibilities:** Each employee is responsible for the proper use and storage of hazardous chemicals. Employees are not to use a hazardous chemical they have not been adequately trained to use.
    - They are to contact their supervisor immediately if they find a suspected chemical that is not labeled properly.
    - They are to immediately contact their supervisor if they witness a spill or release of a hazardous chemical.
    - If any employee transfers a hazardous chemical from its original container to another unmarked container, they must comply with the labeling requirements detailed in section **Labeling & Other Forms of Warnings** area of this section.

15.5 Hazardous Chemical List

- The Manager or Supervisor at each facility will have responsibility for identifying and inventorying all hazardous chemicals and substances relevant to their facilities activities whether it is construction, paving, the quarry, batch plants, etc.
- The list shall be created and maintained by the supervisor of that facility and shall be updated, as necessary.
- A copy of the inventory can be accessed on the will be kept on file at each facility in the beginning of each SDS Notebook.
    - Lists can also be accessed via ASMG Velocity EHS online account.
- New chemicals will be added as they are received and chemicals no longer in inventory will be removed from the list as they are consumed and/or properly discarded.

- The Facility Manager or Supervisor shall notify the Safety Manager whenever a chemical is no longer being utilized, to ensure compliance with the 30- year archiving requirement for the SDS.
- A formal inventory and updating of the list should be conducted annually.
- **Each hazardous chemical must be cross-referenced to an appropriate Safety Data Sheet.**
- The master HCL will be maintained by the Environmental Department
    - The digital list can be accessed via ASMG Velocity EHS online database.
- Each Facility shall keep an HCL for the hazardous chemicals and substances that they have in their inventory; such inventory shall be updated annually, and as new chemicals are added.
    - Additions or deletions from the list shall be reported as they may occur.

15.6 Safety Data Sheets (SDS)

- The Hazard Communication Standard requires that an SDS (MSDS) be available to all employees for each hazardous chemical identified and used. If a facility receives a chemical container labeled as a hazard, an SDS (MSDS) is required to be on file. It should be noted that SDS includes any MSDS when the MSDS has yet to be replaced by an SDS.
- Each Facility Manager or Supervisor is responsible for acquiring and maintaining updated versions of all SDS or MSDS. A copy of the SDS sheets for any new hazardous chemicals or substances shall be forwarded to the Safety Manager for inclusion in the Main SDS Book which is kept at the main office in Sunderland, MA. It is the responsibility of the Facility Manager or Supervisor to ensure that they obtain an SDS for any new product they receive.
- The SDS will be written in English and will consist of all information listed below.
    - The format of the 16-section SDS must include the following sections:
        - Section 1. Identification
        - Section 2. Hazard(s) identification
        - Section 3. Composition/information on ingredients
        - Section 4. First-Aid measures
        - Section 5. Fire-fighting measures
        - Section 6. Accidental release measures
        - Section 7. Handling and storage
        - Section 8. Exposure controls/personal protection

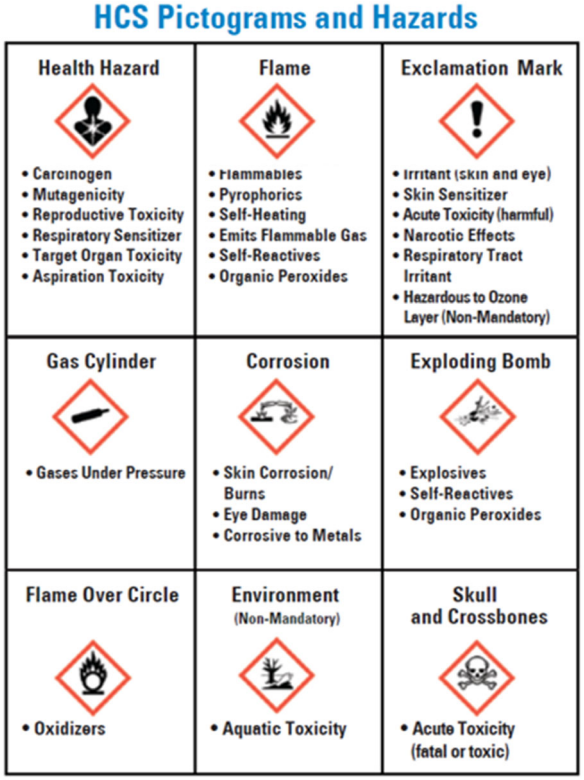
- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological information
- Section 13. Disposal considerations
- Section 14. Transport information
- Section 15. Regulatory information
- Section 16. Other information, including date of preparation or last revision

- All new procurements of hazardous chemicals should be evaluated and, whenever possible, the least hazardous substance will be purchased.
- Training of all employees regarding any new or updated SDS will be documented.
- Purchase orders for hazardous chemicals should include a request for a current SDS.
- Hazardous chemicals should not be incorporated into any work process until an SDS has been received and reviewed by employees exposed to the chemical.
- Accessibility of Safety Data Sheets:
  - A current SDS library will be maintained in each Facility and a main copy will be kept in the Main Office in West Springfield, MA, for all hazardous chemicals identified and listed on the HCL.
  - The SDS will be readily available to all employees during normal business hours.
  - If a new SDS contains changes or new information, the old SDS will be replaced with the new one in both the master file and the worksite file.
  - Affected personnel will review updated or modified SDS.
- **ASMG Manufactured or Distributed Products**
  - The Facility Manager at each facility is responsible for ensuring that an SDS is available for each product they manufacture or distribute.
    - An SDS shall be provided to customers on the first shipment of a product, on the next shipment after an SDS has been updated, and when requested by the customer.

- The ASMG Division of New England Emulsions Corp shall be responsible for developing and updating the SDSs for chemicals that the ASMG Companies manufacture or distribute.

15.7 Labels & Other Forms of Warning

- Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels and SDS for the chemical within three months of becoming aware of the new information and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information.
    - If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.
- **Containers** of hazardous chemicals will be properly labeled with at least the following information:
    - Chemical manufacturers and importers will be required to provide a label on containers that includes a globally harmonized signal words, pictograms, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
    - Identity of the hazardous chemical;
    - Appropriate hazards and warnings; and
    - Name and address of the manufacturer.
- **Pictogram:** A symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required under the HCS.



- **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.

- **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical.
    - **Unlabeled containers that contain hazardous chemicals must not be used.**
    - Secondary (also called "in plant") containers (containers in which a chemical is transferred into for plant use, such as putting a cleaning solution in a squirt bottle) will be labeled as follows.
        - Identity of the hazardous chemical (same name as on SDS);
        - Summarized hazard information using the Hazard Management Information System (HMIS); and
        - Use the secondary container only for the chemical identified on the label.
        - The secondary container will be emptied and washed as needed. The label will not be removed until the container no longer contains that specific chemical.
- **Alternate methods** of labeling (signs, placards, batch tickets, process sheets and like written materials) may be used on individual stationary containers in lieu of affixed labels, provided the alternative method identifies the containers to which it applies and conveys the required information and is readily accessible to employees in their work area throughout the shift.
- **All primary and secondary containers** will be regularly checked and verified that labels have not been defaced or removed and the information contained on them is current.

15.8 Training & Communication

- Prior to an assignment, each employee who works with or is potentially exposed to hazardous chemicals will receive training on the Hazard Communication Standard, hazards of chemicals in their work area and tasks, and how to prevent exposure.
- New employees will be assigned the ASMG Orientation course on ClickSafety which contains our Hazardous Communication information.
    - Additional training should take place at specific sites where unique chemicals are used in specific tasks.
- Prior to the introduction of a new hazardous material or updated hazard, each employee will be trained concerning specific use or handling procedures.
    - Training will emphasize the following elements:

- A summary of the Hazard Communication Standard and ASMG Hazard Communication Plan;
- Hazardous chemical properties, including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
- Physical and health hazards of the chemicals in the work area, including signs and symptoms of exposure.

- Procedures to protect against hazards, including:
  - Personal protective equipment required.
  - Proper use and maintenance.
  - Work practices or methods to ensure proper use and handling of chemicals.
  - Emergency response procedures.
  - Work procedures to ensure protection when cleaning up incidental hazardous chemical spills.
  - Location of SDS, interpretation of their contents and labelling information, as well as instructions for employees in how to obtain and use appropriate hazard information.
  - Explanation of the labeling system and instructions for preparing secondary container labels.
  - Employees right to access and copy their medical file and exposure monitoring data.
    - Human Resources is responsible for communicating to employees their rights as well as how to request and receive copies of their medical files and any exposure monitoring data.

- **Employee training will be documented**.
  - Retraining is required when a chemical hazard changes or when a new hazard is introduced into the workplace. It will also be company policy to include hazard communications into regularly scheduled staff meeting agendas.
  - The training program will be assessed by obtaining input from employees regarding training they have received and their suggestions for improvement.

15.9 Non-Routine Tasks

- Maintenance or other supervisor contemplating undertaking a non-routine task, e.g., instrument repair and cleaning, will ensure that employees are informed of chemical hazards associated with the

performance of these tasks and that appropriate protective measures are taken prior to the beginning of the task.

15.10 Unlabeled Pipes

- ASMG facilities have various pipes and hoses that contain hazardous chemicals, such as air conditioner refrigerant liquid/gas piping, asphalt piping, and other pipes and hoses.
    - Employees are explained how to determine the contents of these pipes and hoses as part of the training, but an emphasis should be made to label all pipes.

15.11 Multi-Employer Work Sites

- ASMG may use or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be potentially exposed. Examples are subcontractors working for ASMG, ASMG a subcontractor, and ASMG working at a host employer facility.
    - ASMG will discuss with other employers:
        - How ASMG will provide access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;
        - How ASMG will inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,
        - How ASMG will inform the other employer(s) of the labeling system used in the workplace.
        - ASMG may request the same information from other employers.

16.1 Policy Statement

The purpose of the Personal Protective Equipment Policy is to protect the employees of All States Materials Group from exposure to workplace hazards and the risk of injury using personal protective equipment (PPE). PPE is not a substitute for more effective control methods, and its use will be considered only when other means to eliminate the hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exists.

Personal protective equipment will be provided per OSHA standards, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and / or illness.

This section addresses general PPE requirements, including eye and face, head, foot/leg, hand/arm, and body (torso) protection. Separate programs exist for fall protection, respiratory protection, and hearing protection.

This Personal Protective Equipment (PPE) Program complies with the Occupational Safety and Health Administration (OSHA) standards that cover PPE, specifically, 29 CFR 1910 Subpart I and, 29 CFR 1926 Subpart E, as well as MSHA requirements. Specific PPE requirements listed in this section are for some of the normal tasks conducted by our employees and are not all encompassing.

16.2 Responsibilities

- **Program Administrator (Safety Manager)**
  - Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, policies, and changes in applicable laws and regulations.
  - Conducting Job Hazard Assessments to identify hazards to the eyes, head, hearing, hands and feet and prescribe appropriate PPE when the hazards cannot be eliminated through engineering and administrative measures.
  - The PPE assessment shall be updated each year or when job functions change; new equipment is used, an accident or incident occurs, or upon request.
  - Maintain records on Job Hazard Assessments and certify that the JHAs contain PPE hazard assessment information as specified by OSHA in the PPE Hazard Assessment regulation.
  - Ensuring that employees receive initial and annual training.
  - Maintaining training records for all employees (including signed safety talks).
  - Conduct work area inspections to ensure compliance with the program.
  - Take immediate action when the program is not being complied with, including ensuring proper PPE is worn, disqualifications from the Safety Incentive Program and recommendations for discipline.
- **Managers & Supervisors**
  - Knowing the hazards in their areas that require PPE

- Provide the appropriate PPE to employees who require it.
- **Do NOT assign tasks to employees if they do not have the proper PPE or training.**
- Provide initial training for new hire workers and provide the signed training documents to the Safety Manager.
- Provide annual refresher training for existing workers during safety meetings (Toolbox Talks), signed attendance sheets shall be returned to Safety Manager.
- Assuring that safe operations are maintained within their areas of responsibility to prevent injuries to the eyes, face, head, hands, and feet.
- Ensure that all employees properly use and maintain their PPE and follow the proper PPE rules as stated in this section and other sections of the Safety Manual.
- Ensure that any defective or damaged PPE is immediately disposed of and replaced, except for safety footwear.
- Notify the Safety Manager of any changes in work procedures, job tasks, or new equipment that may require a Job Hazard Assessment to be conducted.

Employees Who Are Required to Use PPE

- Properly wear their PPE as required
- **Do NOT start a task if you do not have the appropriate PPE. STOP and contact your supervisor.**
- Attend required training sessions.
- Follow the PPE Policies and rules of this section and other sections of the Safety Manual.
- Personnel will be subject to discipline and disqualification from the Safety Incentive Program for failing to properly wear their required PPE.
- Properly inspect, maintain, clean, and test their assigned PPE as required.
- Immediately notify their supervisor if their assigned PPE is lost or damaged for replacement.

16.3 PPE Program Administration

General

- Eye, face, head, hand and foot hazards will be assessed, and appropriate protection will be provided for all affected employees. A safety boot allowance will be offered to all employees requiring foot protection.
- Employees are required to use PPE wherever hazards exist, or worksites require it.
- PPE will be replaced when lost, damaged or worn out.

- All safety glasses will be ANSI Z87 approved and equipped with side-shields.
- If an employee fails to follow this policy, both the employee and supervisor will be subject to discipline and in addition, the Team may be subject to disqualification from the Safety Incentive Program.

Selection of PPE

- Once the hazards of a workplace have been identified, the Safety Manager or his/her designee will determine if the hazards can first be eliminated or reduced by engineering controls or administrative controls.
- If such methods are not adequate or feasible, then the Safety Manager or his/her designee will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures the safety of our employees. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase, through the Warehouse Manager.
- All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. ASMG provides multiple sizes/fits for PPE that's available in multiple sizes, and it is the duty of the employee to make sure if fits properly and comfortably. Only those items of protective clothing and equipment that meet NIOSH, ANSI and ASTM standards will be procured or accepted for use.
- Items purchased for PPE must conform to the updated ANSI standards which have been incorporated into this policy as follows:
  - Eye and Face Protection ANSI Z87.1
  - Head Protection ANSI Z89.1
  - Foot Protection ASTM F2413
  - Hand Protection – Selection must be based upon the performance characteristics of gloves in relation to the tasks to be performed.

16.4 Type of PPE

Safety Boots

- Employees who work in areas that may contain foot hazards are required to supply and wear safety-toed footwear.
- Employees that work with electrical equipment should have Electrical Hazard rated safety-toed shoes or boots.

- ASTM approved reinforced toe work boots shall be worn on all pit and quarry sites that are regulated by MSHA Standards.

Gloves

- Employees who work in areas that may contain hand hazards are required to wear appropriate gloves.
- Only gloves that are designated for the particular task will be worn.
- To prevent employees from getting caught on equipment, gloves will not be worn in operations around moving machinery.

Hard Hats

- Employees shall wear their issued hard hats working in areas where there is a possible danger of head injury from impact, or from falling objects, or from electrical shock, if required by general contractor, or if required by specific operating divisions of ASMG.
- Hard hats shall be worn by all personnel working at or visiting all pit or quarry sites.
- Hard hats shall be worn by all personnel involved in trenching operations.
- Hard hats must be used according to the manufacturer's instructions and cannot be altered in any way.
- Hard hats need to be replaced no longer than 5 years from manufacture or issue date.

Eye and Face Protection

- Safety glasses with side shield or goggles shall be worn when sledging, hammering, sawing, chipping, grinding, working in dusty places, handling caustics, acids, and during all activities where they are exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation.
- Whenever there is a hazard from flying objects, personnel shall where glasses with side protection or goggles.
- Employees who require the use of corrective lenses and spectacles when required that do not meet the ANSI approved standards, shall be protected by goggles.
- Face shields are considered secondary eye protection and shall only be worn with proper eye protection under them.
- Face shields shall be worn:
  - Whenever loading and unloading liquid asphalt (see SOP for full requirements).
  - Whenever chipping/grinding/welding/cutting/pressure or similar operations present face hazards (as determined by the employees risk assessment).

17.1 Policy Statement

There are times when an employee is asked to respond to emergency situations that do not encompass their normal routine. These guidelines were developed to assist an employee who is selected to manage hazardous material releases. The specific means used to control a spill will depend on many factors such as the location of the spill, the material spilled, and the size of the spill. A driver on the road may have fewer options available to control a spill than an employee at an ASMG property. Regardless, there are general guidelines that should be followed in the event of a spill.

***For specific local procedures, please refer to your facility's Spill Prevention, Control & Countermeasure Plan (SPCC).**

17.2 Notifications

- For an emergency requiring police, fire, or a medical response, **CALL 911**.
- For ASMG internal notification, contact **Dispatch (413)665-7051**.
    - During off hours, an answering service can be contacted at 866-322-ASMG (2764).

17.3 In the Event of a Spill

- **Step One: Assess the Risk**
    - Life safety is the #1 priority in any spill response. Stop, Look, & Listen before responding.
    - Ensure it is safe before responding to the spill. Drivers may need to set out reflectors, cones or flags as needed to secure the scene prior to addressing the spill.
- **Step Two: Protect Yourself**
    - Always don your Personal Protective Equipment (PPE). Provide first aid in accordance with training when necessary. Liquid asphalt is very hot!
- **Step Three: Confine the Spill**
    - Response to uncontrolled releases of hazardous chemicals is not authorized but safely confining most asphalt spills are within a driver's job functions.
    - The size of the spill will determine the best approach.
    - Driver's capabilities are limited. On-board buckets may be effective in containing a small incidental spill.
    - Look for a Spill Kit in the area of the spill. Absorbent pads and drain covers may be available.
    - Use available earthen material to create a dam.
    - Cover/block any drains/catch basins in the spill area.

- Prevent liquid from entering waterways, wetlands, etc.

- **Step Four: Stop the Source**
  - Shut off valves if safe to do so.
  - Patch & repair when possible.
- **Step Five: Evaluate and Implement Cleanup**
  - Contact Dispatch for guidance regarding appropriate cleanup.
- **Step Six: Decontamination**
  - Clean or replace all contaminated PPE.
- **Step Seven: Reporting**
  - The driver or the employee involved in the incident shall completely fill out the ASMG Incident/Accident/Injury Reporting Form and other paperwork as required by law and Company policy.
  - The employee's immediate supervisor should be informed as soon as possible.
  - Photograph the scene.
  - Dispatch is available to make follow-up notifications.
  - Do not speak to the media regarding the spill/incident.
  - Cooperate with regulatory officials but avoid admitting fault or responsibility.

17.4 ASMG Dispatch

- Dispatch shall serve as the central point of contact for all emergency situations, including spill reporting and response.
  - Once notified of a spill, Dispatch shall:
    - Immediately contact the appropriate ASMG Manager to initiate appropriate spill cleanup and reporting. Affected Managers may include:
      - Logistics Manager
      - Construction Division Manager
      - Risk Manager
      - Safety Manager

- Send out a “Situational Information” email with a brief description of the incident, exact location, and report of injuries to the ASMG “ACCIDENT” email group.

17.5 Resources

- Contact numbers for environmental consultants, along with cleanup companies and regulatory agency hotlines are included in the Emergency Spill Protocols & Contacts document located at Dispatch.

18.1 Policy Statement

The purpose of this plan is to establish a written program and procedures for the use of respiratory protection for the employees of All States Materials Group. This program supports compliance with the Occupational Safety and Health Administration Respiratory Protection Standard as found in 29 CFR 1910.134. This program applies to all company employees who work in areas where exposure to airborne contaminants requires the use of respirators, and to employees who use respirators voluntarily in the workplace.

18.2 Definitions

- **Air-purifying respirator**: A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air- purifying element.
- **Canister or cartridge:** A container with a filter, sorbent, catalyst or a combination, which removes specific contaminants from the air that passes through the container.
- **Filtering face piece (dust mask**): A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.
- **Fit test**: The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)
- **High efficiency particulate air (HEPA) filter:** A filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.
- **Immediately dangerous to life or health (IDLH): An** atmosphere that poses an immediate threat to life would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere.
- **Negative pressure respirator (tight fitting):** A respirator in which the air pressure inside the face piece is negative during inhalation with respect to the ambient air pressure outside the respirator.
- **Oxygen deficient atmosphere:** An atmosphere with oxygen content below 19.5% by volume.
- **Physician or other licensed health care professional (PLHCP):** An individual whose legally permitted scope of practice (i.e., license, registration or certification) allows him or her to provide some or all of the health care services required by this program.
- **Powered air-purifying respirator (PAPR):** An air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.
- **Qualitative fit test (QLFT):** A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.
- **Quantitative fit test (QNFT):** An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

- **Service life:** The period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.
- **User seal check:** An action conducted by the respirator user to determine if the respirator is properly seated to the face.

18.3 Responsibilities

- **Program Administrator (Safety Manager):**
    - Issuing and administering this program and making sure that it satisfies the requirements of all applicable federal, state and local respiratory protection requirements.
    - Conducting hazard assessments to identify work areas, processes or tasks that require workers to wear respirators.
    - Assisting managers and supervisors in selecting appropriate respiratory protection for use in their departments
    - Arranging or conducting initial and annual respirator fit tests.
    - Arranging or provide initial and periodic respiratory protection training to employees.
    - Evaluating the respiratory protection program annually to ensure its continued effectiveness
    - Collecting, evaluating and acting on appropriate recommendations made by respirator users.
    - Assuring that all equipment purchased is approved by NIOSH.
- **Managers and Supervisors:**
    - Employ engineering and administrative controls first to protect employees from functions that may contaminate the air (e.g. chipping, sawing, etc.).
    - Enforcing the use of respiratory protection in the areas where it is required.
    - Knowing the hazards in their areas that require respiratory protection.
    - Knowing the types of respirators that need to be used.
    - Making sure employees are knowledgeable about the respiratory equipment for processes, tasks and areas in which they work.
    - Ensure that all employees under their supervision (including new hires) have received appropriate annual training, annual fit testing, and initial medical evaluation.
    - Collecting feedback on respiratory use by employees.

- Requiring employees to be clean shaven where their respirator contacts their face, and no facial hair that interferes with respirators' exhalation valves.
- If any employee is having a medical concern when using a respirator, or reports one, have the employee stop the task and use of respirators, and contact the Safety Manager. A follow-up medical evaluation is warranted.

Employees:

- Wearing appropriate respiratory protection as instructed, including performing the user seal check each time a respirator is donned.
- Inspecting and maintaining their respiratory protection equipment properly and keeping it in a clean and operable condition.
- Being clean shaven where your respirator contacts your face and not having facial hair that interferes with the respirators' exhalation valves.
- Providing feedback about respirator use to the Program Administrator through Managers and Supervisors
- Informing the Program Administrator of personal changes that may affect their use of respirators or need for re-fit testing or medical re-evaluation.
- Completing required medical paperwork and attend any fit testing appointments.

18.4 Program Administration

General Activities

- The potential for respiratory hazards will be assessed for all job tasks and work areas to ensure appropriate protection will be provided for all affected employees.
- Employees will be required to wear respiratory protection whenever and wherever respiratory hazards exist.
- Respiratory protection will be properly stored and issued.
- Efforts will be made to minimize hazardous contaminants whenever feasible in the workplace.

Medical Evaluations

- Prior to wearing a respirator or being fit tested, each employee will have a medical evaluation to determine if a respirator can be safely worn.
- Follow up medical evaluations will be conducted for all company employees who are required to wear respirators when any of the following conditions are reported:

- An employee reports medical signs or symptoms that are related to ability to use a respirator;
- A PLHCP, supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated;
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; or
- A workplace change occurs that may result in a substantial increase in the physiological burden placed on an employee.

- Medical evaluations may include a physical exam, under certain conditions.

Selection & Use of Respirators

- Respirators will be selected according to the types of activity for which they will be used and the types of potential air contaminants associated with these activities.
- Only NIOSH-approved respirators will be used.
- All respiratory protection equipment will be used in accordance with its manufacturer's recommendations.
- In areas where maintenance and sanitation services are unavailable and/or the use of respirators is limited, disposable respirators will be used.
- Each non-disposable respirator will be used and maintained exclusively by one employee.
- Each disposable respirator will be used until the cartridge or filter medium requires replacement or when the face piece is dirty.
- The service life of respirator cartridges and filter media will be based upon manufacturers' recommendations.

Respirator Inspection & Maintenance

- Each respirator will be inspected by its wearer before each use.
- The user will perform the proper user seal check prior to each use.
- Managers and supervisors in departments in which respirators are used will verify that appropriate respiratory protection is being properly used, inspected and maintained.
- Non-disposable respirators will be inspected during routine cleanings, and worn or deteriorated parts will be replaced according to the manufacturers' instructions.

- Cartridges will be replaced according to manufacturers' recommendations.

Fit Testing

- Each user of a respirator with a negative- or positive-pressure, tight-fitting face piece will be fit tested to ensure a proper face piece-to-face seal.
- Fit testing will be conducted before initial use and annually; more often, as necessary.
- Any employee whose facial hair interferes with respirator valves or prevents a face piece-to-face seal will not be allowed to wear a respirator until the facial hair has been removed.

Training

- All employees who are required to wear respirators will receive training in their appropriate use, selection and maintenance.
- Training will be done before initial use and repeated annually or more often, as indicated by observation.
- Fit testing will provide an opportunity for each employee to handle the respirator, have it fitted properly, test the face piece-to-face seal, wear it in normal air and wear it in a test atmosphere.
- Employees need to demonstrate knowledge of the following:
  - Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
  - What the limitations and capabilities of the respirator are;
  - How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
  - How to inspect, put on and remove, use, and check the seals of the respirator;
  - What the procedures are for maintenance and storage of the respirator;
  - How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
  - The general requirements of the OSHA Respiratory Protection Standard.

Wearing Respirators Voluntarily

- All employees who voluntarily use filtering facepiece respiratory protection equipment will be provided with information regarding its safe use.
  - See Information for Employees Who Voluntarily Use Respirators in the "Attachments" section (OSHA Appendix D).

- Other types of respirators may not be voluntarily worn unless the employee has been medically evaluated, trained and fit-tested.

19.1 Policy Statement

Excavation and trenching activities are recognized as one of the most hazardous construction operations and is the leading cause of fatalities on construction sites. The management of All States Materials Group has created policies and guidelines to prevent cave-ins and other excavation and trench hazards for the general safety, health, and wellbeing of our workers.

Employees in excavations/trenches always be protected from cave-ins. Employees in excavations must also be protected from falling rock, soil, or materials using an adequate system including scaling for loose rock or soil, and installation of protective barricades.

19.2 Definitions

- **Benching:** A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels. The soil classification determines the benching dimensions.
- **Cave-in:** The separation of a mass of soil or rock from the side of an excavation or trench, or the loss of soil from under a trench shield or support system, and its sudden movement into the trench or excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure, kill, and/or immobilize a person.
- **Competent Person:** A person who is capable of identifying existing and predicable hazards in a trenching or excavation activity which have the potential to injure or otherwise harm an individual, knows how to eliminate or control these hazards and has been given the authority by management to act.
- **Excavation**: Any man-made cut, cavity, trench, or depression in the surface of the earth which has been formed by the removal of earth.
- **Hazardous Atmosphere:** Any atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, may cause death, illness, or injury.
- **Protective System:** A method of protecting employees from cave-ins. Protective systems include support systems, sloping and benching systems, shield systems, and any other system that provides the necessary protection to employees.
- **Registered Professional Engineer:** An engineer who is registered as such in the state where work is performed.
- **Shielding System:** A structure designed as to withstand the forces imposed upon it during a cave-in thereby protecting the employees within the system. The most common form of shielding is the trench box.
- **Shoring System:** A system designed from wood or metal which is placed at the sides of an excavation to prevent a cave-in. Sheet piles or timber lag shoring is an example of a shoring system.

- **Sloping System:** A protective system which actually forms the sides of an excavation to a predetermined slope to protect the employees within the excavation. The angle of the slope is determined by the soil classification.
- **Trench:** A narrow excavation where the bottom width is narrower than the depth of the excavation. The width at the bottom is not greater than 15feet wide. Anything that narrows the bottom dimensions of an excavation to 15feet or less where the width is less than the depth, the excavation is now considered to be a trench and must be treated as such.

19.3 Site Evaluation

- Before starting any digging, the site must be thoroughly evaluated for at least the following:
  - Determine where and what the existing utilities are and where they are located.
  - These locations should be marked both on the site and on the plans. No digging shall be performed without confirmation of underground utilities placement. The condition and proximity of existing structures.
  - Are there trees or utility poles that must be moved or eliminated?
  - What kind and volume of traffic is in the area. Pay close attention to what the common carriers are transporting with special attention to the hazardous materials that could impact the project if there was an incident.
  - What types of soil are involved in the trenching/excavation operation?
  - The height of the existing water table for the season and its susceptibility to rise during a rainstorm.
  - Determine current and long-range weather forecasts.
  - What is needed for protective equipment and systems? Are pumps needed? What protective system is to be used – trench box, shoring, sloping?
  - The Massachusetts Excavation and Trenching Law (520 CMR 14.00) aka “Jackie’s Law,” must be followed **in MA**. Jackie’s Law requires specific controls to protect the public from accessing trenches and excavations and requires a permit from the town or city. Here are the summarized requirements:
    - Trench = subsurface excavation >3 feet in depth and is 15 feet or less between soil walls as measured from the bottom;
    - Must obtain permit from Towns;
    - All regulated trenches must be attended, covered, barricaded, or backfilled;
    - Covers must be road plates at least ¾inch thick or equivalent; and

- Barricades must be fences at least 6feet high with no openings greater than 4inches between vertical supports and all horizontal supports required to be located on the trench-side of the fencing.

19.4 Underground Utilities

- All underground utilities shall be located by safe means prior to the commencement of digging. It is required that Dig Safe or other one-call service be notified at least 72 hours before the planned commencement of work following each State's regulation. The requirements of these organizations must be met. It is important to remember that unless a utility belongs to the Dig Safe organization, their service will not be in the Dig Safe database. Always look for other evidence of what may be buried.
  - Dig Safe (MA, ME, NH, RI, NY, VT)
  - VT Underground Utility Locators (VT)
  - CALL BEFORE YOU DIG (CT)
- Excavated underground service duct banks, pipelines, structures, sewer pipes, etc. were designed to have soil all the way around them for support. They were not meant to be suspended unsupported. All exposed utilities must be adequately supported.

19.5 General Requirements

- **Safe Entry and Egress from Excavations & Trenches**: All trenches and/or excavations 4feet or more in depth shall be provided with a safe means to access and leave the excavation.
  - A ladder or structural ramp designed by a competent person can be used for this purpose.
  - This access/egress ladder or ramp must not be more than 25feet from any worker in a trench or excavation area.
  - All ladders shall extend a minimum of 3feet from the top of the surface.
- **Superimposed Loads on the Sides of an Excavation**: At no time shall equipment or spoils piles be closer than 2feet from the sides of an excavation or trench because this would superimpose a significant load weight to the side of the trench and cause the possible failure of the excavation sides.
- **Raised/Suspended Loads:** No employee shall work in a trench under any equipment with a load.
  - Equipment shall be no closer than 2 feet from the sides of an excavation or trench.
- **Trench Protection**:
  - All workers in a trench of 5 feet or more in depth shall be protected from the effects of a cave-in or from the cave-in itself by shielding, shoring, or sloping.
    - Sloping or benching system to proper angle dependent on Type A, B or C soil.

- Trenches 20 feet or deeper shall have protection designed by a Professional Engineer (OSHA requires that trench boxes used in trenches 20 feet or deeper be based on tabulated data prepared and approved by a registered P.E.).
    - Per OSHA regulations, a trench box should have a "depth rating" stamped on it, which indicates the maximum depth at which the box can be safely used, and this rating should be determined and approved by a registered P.E.; essentially, the engineer's stamp signifies the box's rated capacity for a specific soil condition.
- At no time shall a worker leave the protective system that is in place for any reason, nor shall any worker enter a trench that is 5feet or more in depth without proper shielding, shoring, or sloping already in place.

- All workers in a trench under 5 feet must be evaluated by a competent person before any employee is allowed to enter.

19.6 Soil Classifications

- Unless tested by an authorized 3rd party prior to excavation of soils, field personnel will assume soils are of the class C Standard and will follow such guidelines accordingly.
- The classification of the soil to be excavated must be determined by a competent person. Here are the summarized classifications:
    - **Stable Rock**: Natural solid mineral matter with sides which when excavated can be vertical and which will remain vertical while exposed.
    - **Type A Soil**: Cohesive solids with an unconfined compressive strength of 1.5 tons per square foot (TSF) or greater. These soils can be clay, silty clay, sandy clay, clay loam, caliches, and hard pan. No soil is a type A if it is fissured, subject to vibration, or previously disturbed soil.
    - **Type B Soil:** Cohesive soils with unconfined compressive strength greater than 0.5 TSF but less than 1.5 TSF. These can be granular cohesive soils such as angular rock, silt, silty loam, sandy loam, and sloped or layered material.
    - **Type C Soil:** Cohesive soils with an unconfined compressive strength of 0.5 TSF or less. These can be granular soils including sand, gravel, loamy sand, submerged soils, or soils with seeping water. Type C soils cannot be benched at any time. The slope required to afford adequate protection is for every 1 foot in depth, the trench must also be laid back 1 ½ foot to the horizontal.
    - **ASMG shall use controls to prevent cave-ins specific to each soil type.**

19.7 Hazardous Atmospheres

- If the operation is in the vicinity of a hazardous dump site, landfill area, fuel farm, heavy traffic areas, industrial areas and the like, where there is the potential for the accumulation of a hazardous

atmosphere, or the trench is four feet or deeper, the atmosphere within that excavation/trench shall be minimally tested for flammability, toxicity, oxygen deficiency, and carbon monoxide before any employee is to enter the trench.

- If a possible contaminant is known to possibly exist in the trench or excavation, that contaminant should also be specifically tested for.

- If welding, cutting, or burning activities are being performed in the trench, frequent testing of the atmosphere within the trench may also be required, as well as use of the Welding Permit (see Hot Work Section of the ASMG Health & Safety Manual).

19.8 Working in or Around Traffic

- An appropriate sign package and lane closure system shall be utilized as outlined in the latest MUTCD manual.
- Personnel shall wear ANSI Type II or Type III safety vest.
- Trained flaggers/police shall be used to control the flow of traffic within the work zone where normal traffic patterns may be affected or lane closures are required.

19.9 Emergency Procedures

- In the event of an emergency the following procedures shall be followed to expedite the mitigation of the emergency.
  - **Dial 911:** State the nature of the emergency, the location, the number of victims, the excavation/trench dimensions, the soil type and any special hazards present.
  - Meet & brief the rescue personnel.
  - Keep all safety systems, such as pumps, shoring, shielding, etc., in place and operational.
  - Clear all unnecessary personnel away from the scene.
  - Shut down all equipment such as trucks, excavators, bulldozers, and the like.
  - Remember, keep all safety equipment running.
  - Close the roadway if necessary.
  - **Do not** perform rescue procedures unless specifically trained to do so. 50% of the fatalities in cave-ins are the would-be rescuers. **Do not sacrifice anyone else!!**
  - Never attempt to dig a victim out with motorized equipment.

19.10 Water

- Water in an excavation/trench is very dangerous and shall be controlled, and a Competent Person must evaluate the excavation/trench after water is controlled to determine if it is safety for workers to enter the excavation/trench to perform any task.

- Surface run off must be diverted so that it does not enter a trench.
- All workers shall vacate the excavation/trench during rainstorms and shall not re-enter the trench until approval is obtained from the Competent Person.
- Any water situation shall be constantly monitored by the Competent Person and all employees shall follow the directions of the Competent Person.

19.11 Weather

- Any changes in the ambient weather can adversely affect an excavation/trenching operation. Weather conditions such as rain, sleet, snow, freeze-thaw situations, the lack of rain, high winds and the like are situations that warrant close monitoring by the Competent Person.
- Excavation/trench operations may require frequent inspections by the designated Competent Person for the operation.

19.12 Adjacent Buildings & Other Surface Encumbrances

- Adjacent Buildings may need to be evaluated by a registered Professional Engineer to determine if the trenching/excavation activities will adversely affect the stability of the structure especially if the foundation footings have been exposed or undermined.
- Utility poles, trees, and the like shall be supported or removed from the vicinity of the trenching operation.

19.13 Trenches As Confined Space

- If the operation is in the vicinity of a hazardous dump site, landfill area, fuel farm, heavy traffic areas, industrial areas and other such areas, where there is the potential for a hazardous atmosphere, the trench could be considered a confined space.
- Any structures in the trench/excavation, such as sewer pipes, that may be entered are confined spaces. When this occurs, workers shall comply with the Confined Space Procedures as outlined in this manual, in addition to trenching and excavation requirements.

19.14 Competent Person

- A Competent person shall have the training, experience, and knowledge of soil analysis, use of protective systems, and the requirements of OSHA's Trenching Standard (29 CFR 1926 – Subpart P).
- A competent person as the ability to detect or anticipate conditions that could result in cave-ins, failures in protective systems, hazardous atmospheres and other hazards including those associated with confined spaces relative to the trenching/excavation operation.
- A Competent Person has the authority to take prompt corrective measures to eliminate and/or control any predictable hazards and to stop work when necessary.
- A Competent Person must be present for all trenching activities and shall determine if a trench is safe for workers to enter at the beginning of every work shift and when any change of conditions or soil

occurs.

19.15 Excavation & Trench Inspection

- Each trench/excavation must be inspected daily and before the start of each shift by a Competent Person.
- Each time a trench box is moved, a new trench has been created and must therefore be inspected.
- Frequency of the inspection could be dictated by the work being performed in the trench/excavation.
- A trench/excavation must be inspected after any inclement weather such as rain, sleet, snow, drought, wind, etc.
- Trenches/excavations must be inspected after other events that could increase the stability of the side walls such as freeze/thaw cycles, earthquakes, blasting activities, or the like.
- Inspections must be performed when fissures, tension cracks, sloughing, undercutting, water seepage, bulging at the bottom, or when similar adverse conditions occur that could adversely affect the stability of the trench or excavation.
- Safety Equipment Inspections - All safety systems and equipment shall be inspected daily or more often as the situation warrants by the Competent Person.
- Trench boxes and shoring systems must be inspected daily or after damage has occurred.
- Pumps must be inspected before each use for proper function.
- Access/egress ladders and systems must be inspected before each shift or before being used in each new trench.
- The stability of the sloping /benching system is used.

20.1 Policy Statement

It is the policy of All States Materials Group to protect employee hearing and effectively manage or eliminate hazardous noise exposures. In those areas where engineering controls cannot reduce noise below harmful levels or until engineering controls can be implemented, employees will take part in a Hearing Conservation Program (HCP). The Safety Manager has been designated to administer the overall HCP. This Hearing Conservation Program complies with requirements of OSHA 1910.95, OSHA 1926.52 and MSHA 62.150.

Employees are required to fully participate in the program outlined in this policy as a condition of employment. Employees must wear the ear protection devices provided when required.

20.1 Hearing Conservation Policy

- Each Construction, Plant & Quarry employee who was exposed to an 8 hour TWA of 90 dBA in the previous calendar year and one of their normal responsibilities of their position will be exposed to sound levels in excess of 90 dBA, will be:
    - Given a baseline audiogram prior to assignment, and a follow-up audiogram after one year, provided at no cost to the employee.
    - Provided with a choice of suitable hearing protectors, fitted, and encouraged to use them.
    - Wearing of ear protection is mandatory for employees working in areas where noise exposure exceeds 90 dBA (8hr TWA).
    - Notified of any abnormal audiogram indicating a standard threshold shift.
    - Provided annual training and information.
    - Required to wear hearing protection in environments with noise > 90 dBA, regardless of the duration of exposure.

20.2 Responsibilities

- **The Safety Manager** will:
    - Perform or coordinate noise exposure monitoring.
    - Identify employees to be included in the HCP.
    - Supervise hearing protector selection and provide assistance for employees who have problems with hearing protector fit.
    - Develop policies relating to the use of hearing protectors.
    - Supervise employee training programs.
    - Coordinate and supervise recordkeeping.

- Evaluate overall program at least annually.
- Review suggested options for noise control, and work with the Purchasing department to ensure noise levels are considered for new equipment purchases.

- **Foreman and Supervisors** will:
  - Monitor and ensure the wearing of hearing protection in all posted areas.
  - Wear and maintain hearing protection in all required areas.
  - Check the fit and condition of hearing protection and ensure replacement when necessary.
  - Ensure workers attend safety meetings/talks on hearing protection.
  - Ensure workers attend annual audiometric tests.
  - Notify the Safety Manager if any additional high noise areas are suspected.
  - Notify the Safety Manager if an employee is given a new task that exposes the employee to high noise (e.g. chipping).
  - Contact the Safety Manager if new procedures are implemented which may affect noise levels.
- **All Personnel** will:
  - Wear and maintain hearing protection when required, including areas of 85 dBA and greater when employee has been so informed.
  - Attend safety meetings and toolbox talks on hearing protection.
  - Participate in annual audiometric testing when required.
  - Bring any hearing protection or noise related problems to the attention of their Supervisor or the Safety Manager.
  - Report to their supervisor any changing conditions which may impact personnel noise exposures.
- **All States Materials Group** will:
  - Perform audiometric testing for employees at no cost to employee.
  - Keep confidential occupational medicine records for employees in the HCP.
  - Coordinate with occupational medicine providers for employees for testing and recordkeeping.
  - Utilize engineering controls when economically feasible to reduce noise exposure to personnel.

20.3 Program Requirements

Noise Monitoring

- There are noise levels recorded by All States Materials Group that exceed 85 dBA.
- The noise exposure levels for areas and sources that have been measured are available through the Safety Manager.
- Additional noise monitoring will be conducted whenever employee exposures are expected to change (equipment changes, plant modifications, engineering control installations, etc.). For employees working near or on steady and continuously operating noise sources, a sound level measurement made for a representative period at the employee's position will indicate his or her exposure level. The measurement interval should be of sufficient duration to encompass a reasonable number of operating cycles for the task or machinery being considered.
- Where work activities and resulting noise levels are variable, and particularly where individuals do not have fixed working locations, employee exposure levels are most accurately determined by means of a personal noise dosimeter.
- Affected employees or employee representatives will be notified of planned monitoring by the Safety Manager and permitted to observe. Employees will also be notified of monitoring results.
- Employees in the following areas or performing the following jobs will be included in the Hearing Conservation Program.
    - Construction – Jack Hammers, blowers, milling operations
    - Maintenance – Grinding, air tools, hammering
    - Quarry & Mix Plants – Heavy Equipment, Crushers
    - Emulsion Plants. – Emulsion Mill

Audiometric Testing

- Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace and off the job noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.
- Baseline and one follow-up audiometric testing will be performed for all employees working in areas with sound levels in excess of 85 dBA, except construction 90 dBA.
- Subsequent annual audiometric testing will be performed for employees with Time Weighted Average exposures which exceed 85 dBA, 90 dBA for construction.

- Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.
- Audiometric testing results will be reviewed to ensure the appropriate follow-up actions are taken. If a Standard Threshold Shift (STS) is identified (an average shift in either ear of 10 dB or more at 2,000, 3,000 or 4,000 Hz), the employee will be re-tested within 30 days, and the results of the re-test will be used as the annual audiogram.
- If STS is indicated, the employee will:
  - Be notified of the threshold shift in writing within 21 days of this determination.
  - Be informed of the need for further evaluation or retesting if a medical problem is suspected.
  - Be required to wear hearing protection if exposures equal or exceed 85 dBA.
  - Be refitted or retrained in the use of hearing protection.
  - Be referred for additional audiology or medical testing, if appropriate, and informed of the need for this testing.

20.4 Hearing Protection

- Until engineering and/or administrative controls reduce the amount of noise exposure to or below the allowed limits, appropriate personal hearing protective devices are made available and issued to employees working in jobs or areas where exposure may exceed a TWA of 85 dBA, with the exception of Construction (90 dBA). It is recognized that the use of these devices is considered a temporary solution to the problem of overexposure until feasible controls are provided.
  - The wearing of hearing protection in the following areas or jobs is mandatory:
    - Construction – Jack Hammers, blowers, milling operations
    - Maintenance – Grinding, air tools, hammering
    - Quarry & Mix Plants – Heavy Equipment, Crushers
    - Emulsion Plants. – Emulsion Mill
  - In addition, hearing protection is mandatory for any employee who has incurred a standard threshold shift as reported by the testing contractor. All supervisors will properly enforce hearing protection requirements. Continuing failure of an employee to properly wear the protection provided could result in the termination of employment with the company.

- All visitors, management or employees who may enter or pass through a hearing protection required area will also be required to wear hearing protection.
- A variety of hearing protection options, including ear plugs and muffs, will be made available so that employees can choose the type which is most comfortable for them.
- The procedure outlined in the NRR guide below will be used to ensure that selected hearing protection devices reduce noise exposures to an acceptable level.

20.5 Noise Signs

- All work areas where noise exposures may exceed 85 dBA will be posted with noise warning signs at entrances to these areas. All employees in the HCP will wear ear protection when working in posted areas. All other employees or visitors passing through these areas will also be required to wear hearing protection.
- Tools which generate sound levels in excess of 95 dBA will be labeled. Hearing protection must be used by operator when this equipment is used.

20.6 Employee Training

- Participation in an annual training program is required for employees exposed to noise at or above 85 dBA, including construction personnel. The training will be conducted by the employees' supervisor and include information on:
  - Purpose and use of hearing protectors, advantages and disadvantages of various types.
  - Instructions in selection, fitting, use and care of hearing protectors.
  - Purpose of audiometric testing and an explanation of test procedures.
  - Contents of OSHA's Occupational Noise Exposure standard (29cfr 1910.95) or MSHA Noise Exposure Regulations (30 CFR § 62.150), or the OSHA Construction Standard (29 CFR 1926.52).
  - A copy of the noise standards and the written training and instructional materials are available to employees upon request.
- The OSHA Hearing Conservation Standard for general industry is posted in each of our facilities that have employees in the ASMG hearing conservation plan.
  - Records of training will be maintained.

20.7 Recordkeeping

- Audiometric program records are maintained in the employee's personnel file and will be provided to employees upon request. Records applicable to employee monitoring and exposure records will be retained as follows:
  - Employee audiometric test records (baseline and annual audiogram, retests, test room

background levels, and audiometer calibration records) are maintained for the duration of affected employee's employment.

- Noise exposure measurement records are maintained for 2 years.
- Program audit records will be maintained for 3 years.

20.8 Program Evaluation

- The success of the hearing conservation program with regard to each individual employee is evaluated by comparing annual audiograms to the baseline audiogram. This procedure, among others, helps to determine the effectiveness of the hearing protection program, and, as a result, ensures the protection of employees' hearing.
- The Safety Manager is responsible for reviewing the recommendations of the audiologist or physician.
- All States Materials Group will make an effort to address employee concerns about hearing protection fit, comfort, or overprotection. However, it is the responsibility of the employee to bring those concerns to the attention of their supervisor.

20.9 Engineering & Administrative Controls

- All States Materials Group recognizes the desirability of controlling the existing noise levels by engineering and/or administrative controls. Therefore, the feasibility of such controls is carefully considered including possible redesign of existing machinery, the building of partial or total enclosures, and other engineering noise control procedures for reducing the existing noise levels.
- Due to the complexity of some equipment used at All States Materials Group and in view of economic limitations, some noise levels cannot be reduced to below acceptable limits. Within the limitation of work schedules and employee skills, administrative controls have also been considered. On a continuing basis, engineering and administrative controls will be considered and implemented where feasible.
- All States Materials Group also recognizes the desirability of considering noise levels prior to the purchase of new or rebuilt equipment. It is our policy to evaluate noise levels prior to equipment purchase.

20.10 Computation of Actual Noise Reduction Ratings (NRR)

- The degree of protection that a hearing protection device provides is referred to as the Noise Reduction Rating or NRR. Because the listed NRR is established for C-weighted noise measurements, and our measurements have been collected using an A-scale, 7 dB will be subtracted from the NRR to take this into account.
- NRRs for ear protection are established in laboratory settings under ideal conditions, and it is unlikely that the noise reduction in industrial areas will be as substantial as that recorded in the lab. Because of

these differences between laboratory and "real world" performance, the following NIOSH derating scale will be used when calculating noise reduction:

Hearing Protection Device	Derating scale
Earmuffs	25% reduction
Formable ear plugs	25% reduction
All other earplugs or semi-aural devices	25% reduction

- Using this method, a formable earplug with a NRR of 30 dB provides:
  - 30 dB (listed NRR) - 7 (A-scale to C-scale adjustment) = 23 dBA reduction - laboratory measurement
  - 23 dBA x 75% = **17.3 dB** of "real-world" noise reduction.
- Products with the highest NRR are not always the best choice for hearing protection. Too much noise reduction, when not necessary, can lead to degradation of communication, especially in individuals who have some degree of hearing loss.
  - Communication problems associated with maximum NRR devices may lead to accidents and poor employee acceptance of the hearing conservation program.
  - The following general guide to protection levels will be used:

If the device reduces the noise to:	Then the protection is:
> 85 dB	Insufficient
80 - 85 dB	Acceptable
75 - 80 dB	Good
70 - 75 dB	Acceptable

21.1 Policy Statement

- All States Materials Group is committed to providing a safe and healthy work environment for our employees. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize potential occupational exposure to Bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

21.2 Exposure Determination

- At All States Materials Group, there are occasional construction job site locations where an emergency facility is not nearby, and the response time of the local emergency medical personnel may not be within the acceptable OSHA response times. In these instances, the assigned ASMG jobsite supervisor will be designated as the First Aid provider.

- Those personnel who are designated as a site First Aid provider and those personnel who work in Wastewater Treatment Plants have been determined to have occupational exposure and will be provided with appropriate training in Bloodborne Pathogens and issued personal protection equipment.

21.3 Methods of Implementation & Control

- **Universal Precautions**
  - Universal precautions will be observed by all employees in order to prevent contact with blood or other potentially infectious materials (OPIM).
  - All blood and OPIM will be considered infectious regardless of the perceived status of the source individual.

- **Exposure Control Plan**
  - Universal precautions will be observed by all employees in order to prevent contact with blood or other potentially infectious materials (OPIM).
  - All blood and OPIM will be considered infectious regardless of the perceived status of the source individual.

- **Personal Protective Equipment**
  - All personal protective equipment (PPE) (except boots) used at ASMG will be provided without cost to employees.
  - PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials (OPIM).
  - Protective latex gloves shall be worn where it is reasonably anticipated the employees will have hand contact with blood, other potentially infectious materials, non-intact skin and mucous membranes. Latex gloves, eye and face protection, and other PPE are available in the First Aid Kits assigned to supervisors.

- Wash hands immediately or as soon as feasible after removing gloves or other PPE. In accordance with OSHA and CDC guidelines, where handwashing facilities are not feasible, an alcohol-based hand sanitizer containing at least 60% alcohol will be provided and maintained in a readily accessible location for employee use.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in a way to avoid contact with the outer surface.
- Warning labels must be affixed to blood and OPIM waste containers, and other containers used to store, transport or ship blood or other potentially infectious materials.
- These labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color:

Decontamination

- Sharps (needles, broken glass, etc.) must not be picked up with hands (gloved or not). Tweezers, dustpans and sweepers or other tools must be used.
- Decontamination will be accomplished using a bleach solution of 1 part household bleach to 10 parts water.
- All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any contamination with blood or OPIM.

Hepatitis B Vaccine

- All employees who have been designated in section the Exposure Determination section above will be offered the Hepatitis B vaccine, at no cost to the employee.
- The vaccine will be offered within 10 working days of their initial assignment, unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.
- Employees who decline the Hepatitis B vaccine must sign an ASMG waiver form that uses the same wording that is found in Appendix A of the OSHA standard.
- Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided to them at no cost.

Post-Exposure Evaluation & Follow Up

- If an employee incurs an exposure incident, it should be reported to the employees' immediate Supervisor who shall make notification to the Human Resources Manager.
- Any employee who incurs an exposure incident will be offered post-exposure healthcare evaluation and follow-up in accordance with the OSHA standard.
    - The confidential follow-up will include the following:
        - Documentation of the route of exposure and the circumstances related to the incident.
        - If possible, the identification and status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
        - Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed as to the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
        - The employee will be offered the option of having blood collected for testing the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted, the appropriate action can be taken and the blood sample discarded.
        - The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Services. These recommendations are currently as follows.
        - The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
    - The Safety Manager has been designated to ensure that the policy outlined here is effectively carried out as well as maintain training records related to this policy.

Interaction with Health Care Professionals

- A confidential written opinion shall be obtained from the health care professional who evaluates employees of ASMG.
- Whenever the employee is sent to a health care professional following an exposure incident.
- Health care professionals shall be instructed to limit their confidential opinions to:

- Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
- That the employee has been informed of the results of the evaluation; and
- That the employee has been told about any medical conditions resulting from exposure to blood or other potential infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

21.4 Training

- Training for all employees is conducted during the initial assignment to tasks where occupational exposure may occur. Training for employees will include the following: an explanation of:
  - The OSHA standard for Bloodborne Pathogens.
  - Modes of transmission of Bloodborne pathogens.
  - This Exposure Control Plan (e.g., points of the plan, lines of responsibility, how the plan will be implemented, etc.) and how to obtain a copy.
  - Scenarios and tasks that might cause exposure to blood or other potentially infectious materials at this facility.
  - Personal Protective Equipment available at this facility and who should be contacted concerning PPE.
  - Post-exposure evaluation and follow-up.
  - Hepatitis B vaccine program.
  - All covered employees receive annual refresher training.

21.5 Record Keeping

- As required by this standard, the following confidential records will be maintained by The Human Resources Manager.
  - Medical Record
  - Training Record
  - Confidential Records will be maintained in accordance with 29 CFR 1910.1020 and 29 CFR 1904.

22.1 Policy Statement

All States Materials Group (ASMG) is dedicated to the protection of our employees from occupational injuries and illnesses. ASMG is responsible for providing a safe working environment, and the employees have and must assume the responsibility of working safely.

The objective of this program is to provide specific standards regarding welding, cutting, and other hot work safety and to ensure that each employee is adequately trained and fully aware of safety procedures associated with welding and cutting.

This policy serves as a tool to increase employee protection, and to reduce jobsite hazards. Hot Work presents a significant opportunity for fire and injury. Employees and contractors must apply all precautions of this program prior to commencing any welding or hot work. Reference: OSHA 29 CFR 1910.252 and 1926 Subpart J. and MSHA 30CFR56.4600-4604.

22.1 Definitions

- **Authorized Employee:** An employee who is trained and authorized to perform hot work.
- **Fire Watch:** A person who is qualified to monitor hot work for fire or other hazardous conditions, use fire extinguishers and notify an emergency.
- **Hot Work:** Hot work is any task that involves open flames or producing heat and/or sparks or generates enough heat to create an ignition source of building components or contents. Hot work includes, but is not limited to, oxyacetylene torch cutting, grinding metal and welding. The Hot Work Procedure does not apply to cooking and smoking in authorized areas.
- **Hot Work Permit:** The attached permit that identifies the type of hot work, location, procedures, fire precautions, and authorization to perform hot work. The Hot Work Permit is located at the end of this Section.

22.3 Responsibilities

- The Supervisor or Manager of each ASMG facility that conducts hot work shall be responsible for enforcing this policy.
- Outside contractors performing work on Company property or job sites are required to follow the regulations and this policy.
- The Safety Manager shall ensure that each ASMG facility that conducts hot work has provided a list of designated hot work areas, that Fire Watch designated employees receive annual fire extinguisher training, and make periodic inspections to ensure compliance with the program.

22.4 Hazards

- There are several hazards to consider when performing hot work. These hazards include fires, explosions, electrocution, burns, welder's flash, oxygen depletion, and toxic fumes and gases.

- Each ASMG Supervisor or Manager will be responsible to ensure their personnel are aware of these hazards and have taken adequate steps to prevent such an occurrence.
    - All flammable and combustible materials will be removed 35 feet or more from the Hot Work location. If this is not feasible, other means shall be utilized to shield such materials from ignition.
    - All wall, floor, walkways (below) and openings are covered or protected.
    - Confirm atmosphere in the immediate area is not combustible using an LEL% meter.
    - Hot work on walls and/or ceilings require that combustibles be moved away from the other side of the wall and/or ceiling.
    - Hot work in confined spaces requires that the ASMG Confined Space Program be followed in addition to hot work requirements. Confined spaces must be cleaned of all combustibles, containers purged of flammable liquids and vapors
- The employee shall report any equipment defect or safety hazard to his/her supervisor and the use of the equipment shall be discontinued until the equipment I rendered safe for you by a qualified person.
- **Electrical Arc Welding:** Electrical arc welding presents serious burn, eye, electrical, and fire hazards. Employees performing electrical arc welding shall comply with the following safety requirements to reduce the risk of burns, eye injury, electrical shock, and fire:
    - Always obey all signs posted in the welding area.
    - Use the welding screen to shield other employees from flying slag and intense light.
    - Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long pants when welding.
    - Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
    - Do not change electrodes with bare hands; use dry welder's gloves.
    - Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

22.5 Personal Protective Equipment

- It is the responsibility of the Facility Supervisor or Manager to ensure each employee utilizes the appropriate equipment required to safely perform hot work. This includes personal protective equipment listed below:
    - Respirators should be used when welding or torch cutting on stainless steel, and when ventilation is less than adequate.
    - Flame retardant clothing should be worn to prevent clothing from catching on fire.
    - Gloves are required to prevent hand burns.

- All personnel are required to use adequately shielded welding helmets or eye and face protection.
- All eye and face protection must be ANSI approved and the proper shade for the type of operation being performed.

22.6 Compressed Gas Cylinders

- Transporting, Moving, and Storing (also see Section Material Handling Section):
  - Valves shall be closed when welding is completed. Valve protection caps shall be in place on gas cylinders that are in storage or not in use.
  - When hoisted, they shall be secured on a cradle, sling board or pallet.
  - Never hoisted by magnets or choker slings.
  - Valve protection caps shall not be used for lifting.
  - Shall be moved by tilting and rolling on bottom edges.
  - Shall not be allowed to strike each other violently or intentionally dropped or struck.
  - Do not handle oxygen cylinders if your gloves are greasy or oily.
  - When transported in vehicles, they shall be secured in vertical position.
  - Bars shall not be used to pry cylinder caps loose.
  - If not firmly secured on special carrier, regulators shall be removed and caps secured.
  - Shall be secured upright at all times.
  - Inside buildings, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials, and away from exit routes.
  - Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
  - Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
  - Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
  - If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
  - Gauges and Regulators shall be kept clean and free of oil and grease.

22.7 Fire Watch

- Fire watchers are required whenever hot work operations are performed in non-designated locations.
- Fire extinguishing media will be immediately available to extinguish fires.
- Fire Watch shall be conducted during hot work and for 30-minutes after completion of hot work.
- Fire Watch may be required for opposite side of walls, above and below floors and ceilings.

22.8 Training

- Supervisors and Managers are required to ensure personnel who perform hot work have received proper training. They are also responsible to ensure personnel are trained in the following areas:
    - This Hot Work procedure.
    - Fire extinguisher use.
    - Inclusion in the ASMG Respiratory Protection Program if they are required to use a respirator.
    - How to respond to emergencies (emergency numbers and alarm locations).
    - Confined space training, if personnel are required to work in confined spaces.
    - Personal protective equipment required for hot work tasks.

22.9 Permits

- A Hot Work permit is required for each hot work project that is being conducted outside of an approved area at any ASMG facility.
    - Each Facility Manager may inspect and designate locations within their site where welding may be safely conducted.
    - The Facility Manager or designee shall inspect these sites on a regular basis to ensure there are no changes in conditions.
    - A list of all approved hot work locations shall be kept with the Facility copy of the ASMG Safety Manual and a copy shall be forwarded to the Safety Manager to be kept on file.
    - If welding is to occur outside of an approved site, a Supervisor or Manager shall formalize their approval by utilizing an ASMG Hot Work Permit.
    - The permits shall be filed with the Facility Supervisor or Manager and kept on file for one year.
    - Outside contractors are required to obtain permits from the Facility Supervisor or Manager BEFORE the beginning of any project.
    - During this process, the contractor will be made aware of any flammable or combustible materials they may encounter and relevant sections of the ASMG Safety Manual.
    - The contractor is required to complete a Hot Work permit before any work begins.

- If hot work is to occur in a confined space, a Confined Space Permit must be obtained from the Facility Supervisor or Manager prior to the start of any work.
- Such permit and any required Hot Work Permit shall be forwarded to the Safety Manager to be kept on file for one year.

23.1 Policy Statement

The purpose of this Powered Industrial Truck (PIT) program is to protect employees and properties from the hazards of PITs. This program has been developed to meet the requirements of OSHA's Powered Industrial Truck standard 29 CFR 1910.178. This program applies to all ASMG employees that may operate PITs, and pedestrians that work in areas where PITs are operated. The ASMG forklift trucks and powered pallet jacks are within the scope of this PIT program.

23.2 Responsibilities

- The following ASMG employees are responsible for assuring that the following segments of the program are properly administered:
    - **Safety Manager**
        - Develop and maintain a Powered Industrial Truck program that informs ASMG employees of the hazards of PITs and meets the various regulatory requirements.
        - Provide PIT training to PIT operators and pedestrians, including documenting that the training is being completed, and periodically evaluating its effectiveness.
        - Periodically evaluate the program's overall effectiveness by observing employees operating PITs. Any areas for improvement will be included in future program upgrades.
    - **Department Supervisors**
        - Have a working knowledge of the Powered Industrial Truck Standard and this PIT program.
        - Do not allow any unauthorized use of PITs.
    - **PIT Operators**
        - Do not operate any PIT unless trained and authorized.
        - Follow all ASMG PIT use requirements.
        - Give employees the right of way.

23.3 PIT Training

- OSHA requires that the following topics be presented to employees during initial PIT training. The training needs to involve formal instruction, practical instruction (i.e., demonstration by qualified PIT Operator) and "hands-on" evaluation training methods.

- **Truck-Related Training Topics:**
  - Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
  - Differences between the truck and the automobile.
  - Truck controls and instrumentation: where they are located, what they do, and how they work.
  - Engine or motor operation;
  - Steering and maneuvering;
  - Visibility (including restrictions due to loading);
  - Fork and attachment adaptation, operation, and use limitations;
  - Vehicle capacity;
  - Vehicle stability;
  - Any vehicle inspection and maintenance that the operator will be required to perform;
  - Refueling and/or charging and recharging of batteries;
  - Operating limitations;
  - 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:**
  - Surface conditions where the vehicle will be operated;
  - Composition of loads to be carried and load stability;
  - Load manipulation, stacking, and unstacking;
  - Pedestrian traffic in areas where the vehicle will be operated;
  - Narrow aisles and other restricted places where the vehicle will be operated;
  - Hazardous (classified) locations where the vehicle will be operated;
  - Lamps and other sloped surfaces that could affect the vehicle's stability;
  - Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust;

- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
- The requirements of OSHA Powered Industrial Truck standard.

23.4 Refresher training and evaluation

- Refresher training is required when:
  - The operator has been observed to operate the vehicle in an unsafe manner;
  - The operator has been involved in an accident or near-miss incident;
  - The operator has received an evaluation that reveals that the operator is not operating the truck safely;
  - The operator is assigned to drive a different type of truck; or
  - A condition in the workplace changes in a manner that could affect safe operation of the truck.
  - An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

23.5 Training Certification

- Each operator needs to receive a training certification. The certification needs to include the name of the operator, the date of the training, the date of the evaluation, and who performed the training or evaluation.

23.5 OSHA PIT Operational Requirements

- The following are OSHA requirements specific to the safe operation of PIT's.
  - Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
  - No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
  - Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.
  - The employer shall prohibit arms or legs from being placed between the uprights of the mast or outside the running lines of the truck.
  - Seat belts are required to be worn when operating sit down PITs.
  - When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.

- A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle, and it is not in his view.
- When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Trucks shall not be used for opening or closing freight doors.
- Brakes shall be set, and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- Cages are not allowed on PITs to raise persons.
- Fire aisles, access to stairways, and fire equipment shall be kept clear.
- All traffic regulations shall be observed, including authorized plant speed limits. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
- The right of way shall be yielded to ambulances, fire trucks, or other vehicles in emergency situations.
- Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
- The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

- The driver shall be required to look in the direction of and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.
- When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
- On all grades the load and load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
- Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay shall not be permitted.
- The driver shall be required to slow down for wet and slippery floors.
- Dock board or bridge plates shall be properly secured before they are driven over. Dock board or bridge plates shall be driven over carefully and slowly, and their rated capacity never exceeded.
- Elevators shall be approached slowly, and then entered squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set.
- Motorized hand trucks must enter elevator or other confined areas with load end forward.
- Running over loose objects on the roadway surface shall be avoided.
- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
- Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
- Only loads within the rated capacity of the truck shall be handled.
- The long or high (including multiple-tiered) loads which may affect capacity shall be adjusted.
- Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
- A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.

- Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.
- If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
- Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
- Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- No truck shall be operated with a leak in the fuel system until the leak has been corrected.
- Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- Any power-operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
- Those repairs to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repairs.
- Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- All parts of any such industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
- Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts, except as provided in paragraph (q)(12) of this section. Additional counterweighting of fork trucks shall not be done unless approved by the truck manufacturer.
- Industrial trucks shall be examined before being placed in service and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. Defects when found shall be immediately reported and corrected.

- Water mufflers shall be filled daily or as frequently as is necessary to prevent depletion of the supply of water below 75 percent of the filled capacity. Vehicles with mufflers having screens or other parts that may become clogged shall not be operated while such screens or parts are clogged. Any vehicle that emits hazardous sparks or flames from the exhaust system shall immediately be removed from service, and not returned to service until the cause for the emission of such sparks and flames has been eliminated.
- When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100 deg. F.) solvents shall not be used. High flash point (at or above 100 deg. F.) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent or solvent used.

24.1 Policy Statement

The purpose of this Silica Exposure Control Policy (hereinafter "Policy") is to formalize the controls used by All States Materials Group (ASMG) to prevent exposure to respirable crystalline silica (here in after "silica") and maintain levels below the MSHA and OSHA Action Level. This policy also fulfills the OSHA requirement for a written exposure control Policy. This Policy applies to all ASMG operations involving the potential for respirable crystalline silica exposure.

24.2 Definitions

- **Action Level:** A concentration of airborne respirable crystalline silica of 25 µg/m3,calculated as an 8 hour time weighted average (TWA).
- **Competent Person:** An individual who is capable of identifying existing and foreseeable respirable crystalline silica hazards in the workplace and has the authorization to take prompt corrective action measures to eliminate or minimize them.
- **Crystalline Silica:** Naturally occurring substance in the earth soils, sand, gravel, granite, and other minerals resulting in many building materials containing silica.
- **Exposure Assessment:** The initial determination to find if any employee may be exposed at or above action level. Until the assessment is completed, employees shall take all precautions necessary to maintain exposures below the action level.
- **HEPA:** High Efficiency Particulate Air. A filtering system capable of trapping and retaining at least 99.97% of all particles of 0.3 micron in diameter and larger.
- **Permissible Exposure Level:** (PEL) the MSHA and OSHA limit for silica dust exposure. It is set at 50µg/m3, averaging over an 8 hour time weighted average (TWA).
- **Silicosis:** A lung disease caused by inhalation of silica dust. Silica dust can cause fluid buildup and scar tissue in the lungs that reduces the ability for the lungs to fully function. The disease is not curable but can be prevented through the use of protective systems.

24.3 Methods of Compliance

- ASMG strives to maintain respirable crystalline silica exposure levels below the Action Level. The following methods shall be used:
    - Cab air filtration systems shall be maintained to effectively capture silica dust and minimize operator exposures. It will be important for operators to keep the cab windows closed to the extent reasonable for minimizing the entry of silica dust.
    - **Housekeeping:** Equipment cabs are to be maintained in a clean condition to minimize the entrainment of silica dust into the air.

- HEPA vacuums shall be used for this purpose.

- Operation of stationary processing equipment shall take place in enclosures, to the extent possible, to isolate employees from silica dust exposures.
- When deemed necessary by onsite supervision, a water spray shall be applied to roadways to suppress silica dust from entering the air.
- **Housekeeping:** When work is to be done on equipment that is visibly coated with silica dust, then a HEPA vacuum or water spray must be used to minimize the entrainment of dust into the air.
- In the event that a fixed location is known to have exposures above the Action Level on a temporary or consistent basis, then a **"Regulated Area"** must be established to effectively prevent the entry of employees.
    - A sign with the following information must be posted at all access points:

DANGER, RESPIRABLE CRYSTALLINE SILICA, MAY CAUSE CANCER, CAUSES DAMAGE TO LUNGS, DO NOT ENTER, AUTHROIZED PERSONNEL ONLY

- **Walk Behind Saws:** The walk behind saws used to cut concrete and asphalt are wet saws. The wet saws are only used outdoors. Water is applied to the sawing area at a flow rate that is sufficient to minimize release of visible dust. The wet saws have an integrated water delivery system that continuously feeds water to the blade. The wet saws are operated and maintained in accordance with the manufacturer's instructions to minimize dust emissions. Employees authorized to use the saws receive training in how to properly use the wet saws.
- **Handheld Cut Off Saws, Jackhammers/Handheld Chipping Tools:** Jackhammers and handheld chipping tools will be either retrofitted to utilize a water delivery system or the work area will be constantly wetted (by an employee dedicated to this task) to keep dust from becoming airborne. These tools will be operated in accordance with the manufacturer's recommendation and the criteria in this Policy. Employees authorized to use these tools have received training in their proper use.
- **Skid Steer Milling Machine:** Skid Steer milling machines are operated outdoors only and are equipped with a constant water delivery system. All water used in the water delivery system will contain a surfactant (such as dish washing liquid) to increase the liquid's dust suppression capabilities. These tools will be operated in accordance with the manufacturer's

recommendation and the criteria of this exposure Policy. Employees authorized to use these tools have received training in their proper use.

24.4 Responsibilities

- **Safety Manager:**
  - Ensure that all ASMG employees that perform tasks or work adjacent to tasks that may generate silica dust receive information and training.
  - Audit this Policy at least annually, documenting that the audit was completed, and taking actions necessary to replace deficiencies identified.
  - Ensure that only employees that have been medically evaluated, trained, and fit tested as explained in the ASMG Respiratory Protection Program are allowed to wear respiratory protection for silica. Any employee wearing a respirator 30 days or more per year for protection from silica are required to receive medical surveillance. .
    - Voluntary use of respiratory protection (N95 Filtering Facepieces) is permitted where exposures have been determined to be below the Action Level.
    - Employees must be provided with (and signed for) a copy of OSHA 1910.134 Appendix D.
- **Policy Manager or Competent Person**
  - Periodic evaluations will be required every 6 months to determine if any additional exposures to silica are present or, whenever there is a change in production, processes installation or maintenance of engineering controls, installation or maintenance of equipment, administrative controls, or geological conditions.
  - Evaluation shall include a determination of whether the change may reasonably be expected to result in new or increased respirable crystalline exposure.
  - If changes are determined, post–evaluation sampling must be done. Engineering controls shall be re-evaluated to ensure that exposures are maintained below the Action Level.
    - A log (See Appendix) must be maintained and posted (bulletin board and/or electronically) for periodic evaluations, for 31 days.
    - Ensure that records required by the MSHA and OSHA Silica standards are being properly maintained.
      - **Note:** An OSHA "competent person" is defined as a person who is capable of identifying existing and predictable safety and health hazards at worksites, and who has authorization to take prompt corrective measures to eliminate them.

        - The applicable controls are available and in good working order prior to allowing work activities to begin.
    - Conduct frequent and regular inspections of job sites, materials, and equipment to implement this Policy.
    - Ensuring that all the tools, equipment, PPE, and materials, including water, are available to employees for controlling to exposures to silica.
    - Report to the Safety Manager any deviations from this Policy, and/or need to update the Policy.

- **Employees**
    - Employees must receive silica hazard training and demonstrate knowledge and understanding of the training topics.
    - Employees must be informed on how to use the necessary and appropriate controls to reduce exposure to silica utilizing the protocols in this Policy.
    - Employees must report to supervision any silica exposure concerns, such as exposures that are not covered in the Policy and controls that are not effectively reducing airborne silica concentrations.
    - Employees must be informed that respiratory protection may only be used as an interim solution by employees that are included in the ASMG respiratory protection program, have been medically approved to wear a respirator, have received training and fit testing, and are achieving a good seal to their faces. NIOSH-approved air-purifying respirators (APR) with P100 filters with a protection factor of 10 or greater are the only types of respirators allowed for silica.

24.5 Tasks Involving Potential Exposure to Silica

- **Cutting Concrete and Asphalt:** Selected employees occasionally use walk behind wet saws outdoors to cut concrete and asphalt.
    - The engineering control to prevent airborne silica is to only use the saws when water is being sprayed onto the cutting area during cutting operations.
    - The walk behind wet saws have an integral water container reservoir that needs to be full before cutting operations begin, stop sawing before the water runs out, and refill the water container as necessary to only cut using wet methods.
    - In accordance with 1926.1153 Table 1 respiratory protection is not required for the use of walk behind wet saws outdoors, however employees in the ASMG respiratory protection program may elect to wear the brand, model and size respirator that they have been fit tested with.

- **Handheld Cut- Off Saws:** Handheld cut- off saws are used occasionally to cut concrete and hot mix asphalt.
    - In accordance with 1926.1153 Table 1, and when these are used for less than 4 hours in non-enclosed outdoor areas, no respiratory protection is required.
    - Employees in the ASMG respiratory protection program may elect to wear the respirator brand, model, and size respirator that they have been fit tested with.
- **Jackhammers/Handheld Chipping Tools:** Jackhammers and handheld chipping tools may be used to chip concrete and hot mix asphalt.
    - This task may be for short duration, or full shift.
    - This task is listed in the 1926.1153 in Table 1. Respiratory protection is required when jackhammers and handheld chipping tools are used for longer than 4 hours per shift outdoors.
- **Skid Steer Milling Machine:** Skid Steer Milling Machines may be used occasionally or up to an entire work shift to cut/mill hot mix asphalt.
    - This task is listed in 1926.1153 Table 1.
    - In accordance with Table 1, no respiratory protection is required for this activity as long as the skid steer's wet cutting or local exhaust ventilation system is being used.

24.6 Housekeeping

- **Walk Behind Saws:** Housekeeping is conducted where the wet saw is used.
    - Any residual wet particulate generated during wet saw cutting operations is typically washed away with a water hose.
    - The wet saw is washed off after use to remove any residual particulate that may have accumulated on it. Using compressed air, dry sweeping and dry brushing are prohibited.
- **Handheld Cut Off Saws:** Any residual wet particulate generated during wet saw cutting operations is typically washed away with a water hose at the work location.
    - The wet saw is washed off utilizing water after use to remove any residual particulate that may have accumulated on it. Using compressed air, dry sweeping and dry brushing are prohibited.
- **Jackhammers/Handheld Chipping Tools:** Cleanup is conducted at the work location.
    - All debris generated from this activity will be cleaned up utilizing manual methods or by vacuum truck.
    - All debris will be sufficiently wet so that visible airborne dust will not be allowed.

- Using compressed air, dry sweeping and dry brushing are prohibited.
- The tools will be washed off utilizing water to remove any residual particulate that may have accumulated on it.

- **Skid Steer Milling Machine:** Cleanup is conducted at the work location.
  - All debris generated from this activity will be cleaned up utilizing manual methods ruck.
  - All debris will be sufficiently wet that no visible airborne dust will be allowed and no blowing down of dry material will be allowed, nor dry sweeping or brushing.
  - The machine will be washed off utilizing water to remove any residual particulate that may have accumulated on it.

24.7 Restricted Work Areas

- **General:** As a general policy, any work area or task in which silica dust may be generated will be restricted to employees that have received silica safety training and utilizing the appropriate controls.
  - If potential silica exposures are generated by other employers on the worksite, ASMG will institute appropriate controls or stop their work until the exposures and controls can be determined.
- **Walk Behind Saws:** In the area where the wet saw is used, the area is restricted to nonauthorized personnel.
  - In some work site situations this may involve taping the area off with Caution tape or other means.
- **Handheld Cut Off Saws:** In the area where this tool is used, the area is restricted to nonauthorized personnel.
  - In some work site situations this may involve taping the area off with Caution tape or other means.
- **Jackhammer/Handheld Chipping Tools:** In the area where these tools are used, the area is restricted to non-authorized personnel.
  - In some work site situations this may involve taping the area off with Caution tape or other means.
- **Skid Steer Milling Machine:** In the area where this tool is used, the area is restricted to nonauthorized personnel.
  - In some work site situations this may involve taping the area off with Caution tape or other means.

24.8Information & Training

- Employees that may be exposed to silica at or above the OSHA Silica Action Level of 25 ug/M^3 need to be trained on the following topics on initial hire or before using or working adjacent to the tasks that may generate airborne silica as explained in this Plan, and annually thereafter.
    - Include silica information in the ASMG Hazard Communication Program, including that each employee has access to labels on containers of silica and safety data sheets.
    - The health hazards, including cancer, lung effects, immune system effects, and kidney effects, associated with exposure to silica;
    - Specific tasks in the workplace that could result in exposure to silica;
    - Specific measures ASMG has implemented to protect employees from exposure to silica, including engineering controls, work practices, and respirators to be used;
    - The contents of the OSHA Silica construction standard, and that a copy will be provided to any employee requesting it;
    - The identity of ASMG competent persons; and
    - The purpose and a description of the OSHA silica medical surveillance program.

24.8. Respiratory Protection

- Only employees in the ASMG Respiratory Protection Program may wear respirators during performance of the tasks that may generate airborne silica.
- Refer to the ASMG Respiratory Protection Program for specific requirements and program elements.
- Any employee that wears a respirator for 30 or more days per year for silica protection needs to be provided medical surveillance as explained in the section below.

24.9 Medical Surveillance

- ASMG needs to make medical surveillance available at no cost to any employees who will be required to use a respirator for 30 or more days per year.
- The medical examinations need to be conducted by a physician and/or other licensed health care practitioners (PLHCP) as defined by OSHA.
- ASMG need to make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of this section within the last three years.
- The examination shall consist of:

- A medical and work history, with emphasis on past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system;
- Any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history;
- A physical examination with special emphasis on the respiratory system;
- A chest X-ray (a single posteroanterior radiographic projection or radiograph of the chest at full inspiration recorded on either film (no less than 14 x 17 inches and no more than 16 x 17 inches) or digital radiography systems), interpreted and classified according to the International Labor Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader;
- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course;
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.
- **Periodic examinations:** ASMG needs to make available medical examinations that include the procedures listed above at least every three years, or more frequently if recommended by the PLHCP.

- ASMG needs to provide the PLHCP the following:
  - A copy of the OSHA Silica standard,
  - A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to e silica;
  - The employee's former, current, and anticipated levels of occupational exposure to silica;
  - A description of any personal protective equipment used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and
  - Information from records of employment-related medical examinations previously provided to the employee and currently within the control of the employer.
  - ASMG needs to provide each employee with a copy of their written medical opinion within 30 days of each medical examination performed.

- If the PLHCP's written medical opinion indicates that an employee should be examined by a specialist, the employer shall make available a medical examination by a specialist within 30 days after receiving the PLHCP's written opinion.

24.10 Records

- The following records, if generated, need to be maintained. Exposure and medical records need to be maintained and made available to employees in accordance with 29 CFR 1910.1020.
  - **Air monitoring data:** The following air monitoring data must be generated and maintained:
    - The date of measurement for each sample taken.
    - The task monitored.
    - Sampling and analytical methods used.
    - Number, duration, and results of samples taken.
    - Identity of the laboratory that performed the analysis.
    - Type of personal protective equipment, such as respirators, worn by the employees monitored; and
    - Name, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.
  - **Objective data(OSHA):** Make and maintain an accurate record of all objective data relied upon to comply with the requirements of this section.
    - This record shall include at least the following information:
      - The crystalline silica-containing material in question.
      - The source of the objective data.
      - The testing protocol and results of testing.
        - A description of the process, task, or activity on which the objective data were based; and
    - Other data relevant to the process, task, activity, material, or exposures on which the objective data were based.
  - **Medical surveillance:** Make and maintain an accurate record for each employee covered by the medical surveillance requirements including the following:
    - Name and social security number.

- A copy of the PLHCPs' and specialists' written medical opinions; and
- A copy of the information provided to the PLHCPs and specialists.

25.1 Policy Statement

This policy applies to all ASMG personnel, contractors and visitors when on company owned or operated property or job sites.

This Heat Stress Prevention Program has been developed with oversight by Kevin Labas, CSP & Owner of The Safety Collective (Per OSHA recommendation) and shall be used as a guide to provide workers with the training and equipment necessary to protect them from heat-related exposures and illnesses.

25.2 Heat Priority Days

- A heat priority day is defined by the OSHA National Emphasis Program (CPL 03-00-024) dated 04/08/22 as any day with a heat index greater than 80 (as detailed in the chart below).

National Weather Service
Heat Index Chart

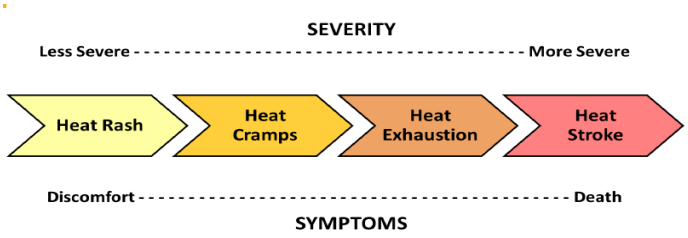
Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure and/or Strenuous Activity
Caution | Extreme Caution | Danger | Extreme Danger

25.3 Heat Exposure Hazards & Risk Factors

- There is an increased risk to heat related illnesses when body temperature is greater than 100.4F These hazards range from general fatigue to heavy sweating, nausea, elevated body temperature and could even result in death if proper measures are not adhered to. The path from heat stress/exhaustion to heat stroke is referred to as a “continuum” because there is no sharp demarcation between the two.



- Employees must be aware that personal health conditions or risk factors may contribute to heat stress/exhaustion and the warning signs attributed to those risk factors. Personal risk factors may have different impacts on everyone.

- The following are all personal factors that could elevate the likelihood that an individual experiences a heat-related illness:
    - Age, poor diet, poor physical fitness, alcohol use, fatigue and sleep deprivation, diabetes, smoking and tobacco use, pregnancy, insufficient acclimatization, obesity and high body mass index (BMI), excessive caffeine use (coffee, caffeinated soft drinks, energy drinks, etc.), asthma and other respiratory issues, cardiac conditions, high blood pressure, prior heat illness episodes, use of certain prescriptions or non-prescription and over the counter drugs, medications, or supplements.

25.4 Acclimatization

- The term "acclimatization" means that the body gradually adapts and tolerates higher levels of heat stress over time.
    - **A large majority of heat-related illnesses and deaths take place during a worker's first week.**
- New employees and employees returning to work environments with potential exposure to heat hazards after an absence of one week or more must adhere to acclimatization protocol, limiting exposure with extended breaks, and be under close observation by supervisors.
- This also applies to workers returning from any kind of extended leave; workers who continue working through seasonal changes when temperatures first begin to increase in the spring or early summer; and workers who work on days when the weather is significantly warmer than on previous days (i.e., heat wave).
- During these periods, supervisors will implement a **"buddy system"** and pay close attention to one another, observing for symptoms referenced Heat Illness Symptoms section of this program, or on the NIOSH application explained in the next section.
    - The buddy system ensures that first aid and emergency responses can be provided in a timely manner when needed.

25.5 Measuring Heat Index

- Workers and Supervisors will refer to the **OSHA-NIOSH Heat Safety Tool App** on their devices (Apple or Android) for real time location-based conditions.
    - Special care will be shown to plan and prepare when in remote areas with limited access to cellular functions.
        - In these cases, the crew supervisor will obtain the forecast immediately prior to the shift and will be required to periodically check throughout the shift.
    - Precautions will be followed based on the risk level identified either by the NIOSH app or the Heat Index Chart provided in Section 2 of this program.
    - These precautions are covered in the next section.

25.6 Risk Levels & Precautions

- Risk level is determined by the NIOSH heat application or NOAA Heat Index Table above.
    - The supervisor will categorize the day's risk and implement the precautions outlined in the table below:

CONDITIONS	PRECAUTIONS
Potentially Dangerous **"Caution"**	Alert workers to the heat index for the day, provide adequate amounts of potable water & electrolytes near the work area, drink 1 cup (8 oz) water every 15-20 minutes, set up cool shaded areas, provide tools to assist with heat illness prevention (hats, fans, cooling towels, etc.)
Hazardous **"Warning" / "Extreme Caution"**	In addition to Potentially Dangerous Conditions: Alert everyone on site of hazardous conditions, supervisor should modify work activities & set break schedules, establish buddy system for symptom monitoring, actively encourage workers to drink often
Dangerous **"Danger" / "Extreme Danger"**	In addition to Hazardous Conditions: Start earlier, re-schedule all non-essential work, move essential work to coolest part of day, strenuous tasks and those requiring use of non-breathable protective equipment and clothing should not be conducted.

25.7 Provisions of Water & Electrolytes

- All employees shall have access to potable water in all places of employment as defined in 29 CFR 1926.51 Sanitation Standard.
    - Water shall be provided in sufficient quantity at the beginning of the work shift.
    - Portable containers used to dispense drinking water shall be capable of being tightly closed and equipped with a tap.
    - Water shall not be dipped from containers.
    - Any container used to distribute drinking water shall be clearly marked as to the nature of its contents and not used for any other purpose.
    - The common drinking cup is prohibited.
    - Where single service cups (to be used but once) are supplied, both a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

- Potable water means water that meets the standards for drinking purposes of the State or local authority having jurisdiction, or water that meets the quality standards prescribed by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations (40 CFR part 141).
- The company will also make efforts to provide employees with electrolyte beverages or powders to be added to water.
- Electrolytes are an essential preventative and recovery tool when the body is exposed to high temperatures.

25.8 Access to Shade

- Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes.
  - Such access to shade shall be always permitted.
  - Shade areas can include trees, buildings, canopies, lean-tos, or other partial and/or temporary structures that are either ventilated or open to air movement.
  - The interior of cars or trucks are not considered shade unless the vehicles are air conditioned or kept from heating up in the sun in some other way.
  - Where possible, crews should consider shading operator seats / stands where this would not create a greater hazard given the high stationery-exposure to sunlight in these areas.

25.9 Safe Work Practices

- In addition to the precautions listed earlier in the program, Supervisors are responsible for performing the following as part of this program as needed:
  - Give workers frequent breaks in a cool area away from heat.
  - Adjust work practices as necessary when workers complain of heat stress.
  - Implement buddy system when conditions are deemed Hazardous.
  - Oversee heat stress training and acclimatization for new workers and for workers who have been off work for a period of time.
  - Monitor the workplace to determine when hot conditions arise.
  - Increase air movement by using fans where possible.
  - Provide potable water in required quantities.
  - Determine whether workers are drinking enough water.
  - Make allowances for workers who must wear personal protective clothing (welders, etc.) and

equipment that retains heat and restricts the evaporation of sweat.

- Schedule hot jobs for the cooler part of the day; schedule routine maintenance and repair work in hot areas for the cooler times of the day.
- Make available to all workers, cooling devices (hard hat liners/bibs/neck bands) to help rid bodies of excessive heat.

- Workers are responsible for performing the following:
  - Follow instructions and training for controlling heat stress.
  - Be alert to symptoms in yourself and others.
  - Participate in buddy system with co-worker on site to monitor one another.
  - Determine if any prescription medications you're required to take can increase heat stress.
  - Wear light, loose-fitting clothing that permits the evaporation of sweat.
  - Wear light colored garments that absorb less heat from the sun.
  - Drink small amounts of water – approximately 1 cup every 15 minutes.
  - Avoid beverages such as tea or coffee.
  - Avoid eating hot, heavy meals.
  - Do not take salt tablets unless prescribed by a physician.

25.10 Heat Stress Illnesses & Symptoms

- Several heat-related illnesses can affect workers. Some of the symptoms are non-specific.
  - This means that when a worker is performing physical labor in a warm environment, any unusual symptom can be a sign of overheating.
    - **Heat stroke**: Confusion, Slurred speech, Unconsciousness, Seizures, Heavy sweating or hot, dry skin, Very high body temperature, Rapid heart rate.
    - **Heat exhaustion:** Fatigue, Irritability, Thirst, Nausea or vomiting, Dizziness or lightheadedness, Heavy sweating, Elevated body temperature or fast heart rate.
    - **Heat Cramps:** Muscle spasms or pain, usually in legs, arms, or trunk
    - **Heat Syncope:** Fainting and Dizziness.
    - **Heat rash:** Clusters of red bumps on skin, often appears on neck, upper chest, and skin folds.
    - **Rhabdomyolysis (muscle breakdown):** Muscle pain, Dark urine or reduced urine output, Weakness.

25.11 First Aid Measures & Emergency Response

- When symptoms are present the victim and first aid trained personnel must act promptly.
    - The National Safety Council recommends the following immediate first aid steps for heat exhaustion and heat stroke:

HEAT EXHAUSTION	HEAT STROKE
1. Move the victim out of the heat to lie down in a cool place; loosen or remove outer clothing. 2. Cool the victim with a cool water spray or wet cloths on the forehead and body. 3. Give the victim carbohydrate-electrolyte drinks such as sports drink, milk, coconut water to promote rehydration. Give water if carbohydrate-electrolyte drink is not available.	1. Call 9-1-1 2. Move the victim to a cool place. 3. Remove outer clothing. 4. Immediately cool the victim with any means possible (immersing the victim up to cold water up to the neck), or a cold shower, or cover as much of the victim with cool, wet towels. 5. Do not try to force the victim to drink liquids. 6. Monitor the victim and be ready to perform CPR.

25.12 Training

- All employees who are or may be exposed to potential heat related illnesses will receive training on the following:
    - The environmental and personal risk factors that cause heat related illnesses;
    - The employer's procedures for identifying, evaluating and controlling exposures to the environmental and personal risk factors for heat illness;
    - The importance of frequent consumption of small quantities of water, up to 4 cups per hour under extreme conditions of work and heat;
    - The importance of acclimatization;
    - The different types of heat illness and the common signs and symptoms of heat illness;
    - The importance of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
    - The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
    - Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
    - How to provide clear and precise directions to the work site.

25.13 Heat Stress Checklist

- Heat conditions can change rapidly throughout the day, therefore a competent individual at the worksite must be responsible for monitoring conditions and implementing the employer's heat plan throughout the workday.
    - A checklist is provided as a separate attachment to the program to assist in this duty.
    - Supervisors shall utilize Job Hazard Assessments and other planning tools to adequately plan for the day.

25.14 *Cold Weather Exposure*

- Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F, and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
- Watch for the following signs of cold-related illnesses:
    - Uncontrollable shivering
    - Slurred speech
    - Clumsy movements
    - Fatigue
    - Confused behavior
- Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
    - Inner layer – synthetic weave to keep perspiration away from the body.
    - Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
    - Outer layer – material designed to break the wind and allow for ventilation.
- Wear a hat to avoid losing almost 40 percent of your body heat.
- Place heat packets in gloves, vests, boots and hats to add heat to the body.
- Watch out for the effects of cold temperatures on common body functions such as:
    - Reduced dexterity and hand usage
    - Cold tool handles reducing your grip force
    - The skin’s reduced ability to feel pain in cold temperatures
    - Reduced muscle power and time to exhaustion

25.15 Program Review

- Safety Managers will periodically review this program for compliance with all applicable regulatory standards.
    - Updates will be provided to all employees.

26.1 Purpose

ASMG is committed to providing safe, compliant, and reliable transportation for employees, customers, and the public. This policy establishes minimum requirements and best practices for all employees who drive company-owned, leased, or personal vehicles on company business. CDL drivers should review the CDL Policy including detailed requirements for all CDL drivers. This policy applies to all employees who drive as part of their job duties or operate company vehicles. Our goals are to:

- Prevent crashes, injuries, and fatalities.
- Maintain compliance with OSHA, DOT, and FMCSA regulations.
- Promote a safe driving culture across the organization.
- Reduce costs associated with incidents and vehicle damage.
- Hire, attract and retain the most highly skilled drivers in the industry.

26.2 Responsibilities

- **Management**
  - Provide and document required driver training in compliance with OSHA, DOT, and FMCSA regulations.
  - Train drivers on proper procedures and best practices on maintaining vehicles in safe, roadworthy conditions, with inspections and preventive maintenance per manufacturer's schedules.
  - Ensure appropriate licensing, medical certifications, and background/MVR checks are completed as required.
  - Maintain vehicle registration, insurance, and inspection records.
  - Ensure CDL drivers are enrolled in a DOT drug/alcohol testing program.
  - Collect and analyze incidents, collision, and violation data for continuous improvement.
- **Authorized Drivers**
  - Only authorized, qualified employees may drive company vehicles or use personal vehicles for company business.
  - Must hold a valid license appropriate to the vehicle being operated.
  - Must report suspension, revocation, or restriction of their driver's license.
  - Report any defects or unsafe conditions immediately.

26.3 Vehicle Use & Safe Practices

- **General Driving Rules & Safe Practices**
  - Employees are responsible for possessing and maintaining a valid driver's license for the type of motor vehicle they operate.
  - Employees are expected to follow all traffic laws and rules of the road while on company business, including but not limited to obeying posted speed limits and maintaining safe following distances.
  - Employees should minimize distractions while operating a vehicle. Distractions include, but are not limited to, eating food requiring utensils or significant effort, grooming, handling handheld radios, or using other portable electronic devices.

- **Seat Belts**
  - Seat belts must be worn at all times by the driver and all passengers while the vehicle is in motion, without exception.
  - Seat belts must be worn as intended; shoulder straps should fit snugly across the chest and must never be worn behind the back, across the lap, or behind the seat.
- **Cell phone Use**
  - The use of handheld mobile devices while driving is restricted to hands-free devices only as permitted by law. This includes making calls, texting, or any activity that requires holding the device. Instead, drivers can use hands-free devices that are voice-activated or designed for single touch or swipe operation, allowing them to keep their hands on the steering wheel.
- **Prohibited Substances**
  - The use, possession, or influence of alcohol, drugs, or controlled substances while operating a vehicle is strictly prohibited (49 CFR Part 382).
  - Prescription or over-the-counter medications that impair safe driving must be reported to a supervisor before driving.
  - Refer to the ASMG Drug Free Workplace Policies.
- **Parking and Security**
  - Vehicles should be parked only in designated areas, locked when unattended, and keys properly secured.
  - Hazard lights, cones, or other warning devices should be used when vehicles are stopped roadside.
- **Safe Backing**
  - Before backing, drivers must conduct a walk-around inspection to check for pedestrians, vehicles, obstacles, or blind spots.
  - Special attention must be given to pedestrians, traffic, and construction equipment in active work zones.
  - Use spotters when appropriate and avoid unnecessary backing whenever possible.
  - Utilize all available mirrors, backup cameras, and proximity sensors when backing.
  - Back in a controlled slow manner, allowing enough time to stop if a hazard appears.
  - Utilize horns/alarms to signal and warn others. Windows should be down, and radio volumes lowered to enhance awareness.
  - Park in a way that minimizes backing when exiting.
- **Load Securement**
  - Any cargo on or in motor vehicles must be adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to the operator.
  - Materials, tools, and equipment must be secured to withstand acceleration, braking, turning, and road vibration in accordance with DOT standards. Loose items (e.g., cones, shovels, tools) must be stored in toolboxes, racks, or otherwise secured.
- **Hazardous Weather Driving**

  - Drivers must use extreme caution in hazardous conditions such as snow, ice, fog, heavy rain, or reduced visibility.
  - Drivers must slow down and increase following distance when driving in hazardous conditions.
  - If conditions become unsafe such as when visibility is severely reduced, road surfaces are unsafe, or winds make control difficult; drivers should safety pull over and stop driving until weather conditions improve. Use hazard/warning lights when pulled over.
- **Fatigue Management**
  - Drivers should not be operating a vehicle when too fatigued or ill to drive safely, in accordance with 49 CFR 392.3.
  - Take breaks from driving and seek overnight lodging to prevent fatigue-related incidents.

26.4 Vehicle Inspection & Maintenance

All company vehicles must be inspected, repaired, and maintained in safe operating condition at all times.

- **Daily Inspections:**
  - Pre-use inspections should be conducted before operating any vehicle. This includes a walk-around visual inspection to identify defects and ensure the travel path is clear.
  - CDL drivers are required to conduct and document a pre-trip inspection before driving and a post-trip inspection at the end of the day. Any safety defects identified must be documented and corrected before the vehicle is placed back into service. Refer to the CMV Operation Policy for additional details.
- **State Inspections:**
  - Vehicles must meet annual state DMV inspection requirements and display valid inspection decals or stickers.
- **Preventive Maintenance:**
  - Company owned vehicles must follow a preventive maintenance program that meets or exceeds manufacturer recommendations.
- **Safety Equipment:**
  - Each company vehicle transporting flammable materials will be equipped with required safety equipment, including a properly secured fire extinguisher, reflective triangles, and a high-visibility vest.
  - First aid kits and/or spill kits will be provided in company fleet vehicles as required.
  - Anyone tampering with safety equipment is subject to the Progressive Discipline Policy, up to and including termination.

26.5 Vehicle Cameras

Cameras installed in company-owned vehicles are used to enhance safety, provide training opportunities, and protect both drivers and company assets. Footage may be used for incident review, driver coaching, or compliance purposes. Cameras are not used for continuous surveillance.

- **Operation**
  - Drivers should not tamper with, disable, or obstruct any company-installed camera equipment. Vehicle cameras are safety equipment.

  - Keep Cameras Unobstructed – Dashcams must remain free of obstructions such as but not limited to visors, stickers, or hanging items.
- **Privacy**
  - Cameras are not installed or used for constant personal surveillance.
  - Footage is only retained when triggered by a safety event, alert, or manual save.
  - Retained footage is used solely for incident review, compliance investigations, or coaching.

26.6 Incident Procedures

- All incidents, regardless of severity, should follow the guidance below:
  - Set Reflectors, Cones, or Flags as needed.
  - Identify injured persons, provide aid within the limits of your training and comfort level, and request medical assistance.
  - As needed, call 911 to report incidents and request emergency medical services.
  - Call ASMG dispatch to report incidents. If a supervisor is not present, notify them as soon as possible.
  - Collect detailed information at the scene, including names, contact information, driver's license and insurance details, police officer information, and witness statements.
  - Take photos from all angles if it is safe to do so. Try to capture as many details as possible in the photos.
  - Be polite and non-opinionated when speaking with law enforcement or others involved in the incident. Do not admit fault or responsibility and do not sign statements other than official police or company reports. Do not speak with the news media.
  - Complete an Incident Report within 24 hours, including photos and an accident scene sketch, and cooperate with any subsequent investigations.
- For hazardous materials incidents, follow all applicable emergency and containment procedures and notify appropriate authorities immediately.

26.7 Driver Training Requirements

All employees authorized to drive for company business must complete driver safety training including but not limited to:

- **Defensive Driving & General Safety** – Required for all authorized drivers.
- **Accident/Incident Reporting** – Required for all authorized drivers, including emergency response.
- **Targeted Risk Training** – Periodic training on key risk areas such as hazardous weather driving, cell phone use, cargo securement, hazardous materials, fatigue management, and safe backing.
- **Remedial Training** – Additional training may be required following incidents, motor vehicle record reviews, or as a condition of reinstating driving privileges.

26.8 Policy Review

This policy will be reviewed as needed to ensure alignment with company operations, applicable federal and state regulations, and industry best practices. Revisions may be made at any time due to regulatory changes, operational updates, or identified improvement opportunities. Employees will be notified of significant updates and are expected to comply with the most current version of this policy.

Appendix

Commonly Used Forms

ASMG Health & Safety
Confined Space Entry Permit
Revised: April 2025

***Obtain an entry number from Safety Manager 48 hours prior to entry**

Confined Space Information

Nature & Location of Space:		Entry #:	Purpose of Entry:	
Entry Date:	**Entry Time:**	**Entry Duration:**	**Entry Completion:**	**Entry Supervisor:**
Attendants:		**Entrants:**		

Rescue Information

***Attach appropriate emergency information to this permit**

Type of Rescue to be Followed (check one): ☐ Nonentry rescue ☐ Entry rescue by company employees ☐ Entry rescue by non-employees		Person to Initiate Rescue Procedures:	
Rescue Team Member:	**Rescue Team Member:**	**Rescue Team Member:**	**Rescue Team Member:**

Hazard Information

Hazards Identified	Yes	No	Hazard Controls Required	Yes	No	Check When Provided	Equipment Required	Yes	No	Check When Provided
Oxygen	☐	☐	Isolate the space	☐	☐	☐	Air-monitoring	☐	☐	☐
Toxic	☐	☐	Preform LOTO Procedures	☐	☐	☐	Ventilation	☐	☐	☐
Flammable/Explosive	☐	☐	Empty, clean/purge space	☐	☐	☐	PPE	☐	☐	☐
Engulfment	☐	☐	Ventilate space	☐	☐	☐	Communication	☐	☐	☐
Configuration	☐	☐	Eliminate energy hazards	☐	☐	☐	Rescue	☐	☐	☐
Energy	☐	☐	Eliminate chemical hazards	☐	☐	☐	Other Equipment	☐	☐	☐
Slip & Fall	☐	☐	Other Controls	☐	☐	☐	**Specific Equipment Required:**			
Other (Specify) ↓	☐	☐	**Specific Hazard Controls Identified:**							

Air Monitoring Results

Element Tested	Acceptable Level	Levels Measured						
		Primary	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6
Oxygen	Min: 19.5% Max: 23.5%							
Flammability	10% LEL							
H2S	10 PPM							
CO	25 PPM							
Other (Specify) ↓								
For each time, check AM or PM:		☐AM☐PM	☐AM☐PM	☐AM☐PM	☐AM☐PM	☐AM☐PM	☐AM☐PM	☐AM☐PM

Air Monitoring Equipment Used

Additional Instruction

Are additional instructions required for this entry? ☐Yes ☐No **If yes, specify below:**

Additional Permits

Are additional permits required for this entry? ☐Yes ☐No **If yes, specify below and attach to this entry permit:**

Signatures

_____	_____	_____	_____
Entry Supervisor's Name (Authorizing Entry)	***Entry Supervisor's Signature***	***Entry Supervisor's Cell Phone #***	***Date***

***Return form to Safety Manager after entry is completed**

ASMG Health & Safety
Full Body Harness Annual Evaluation
Revised: April 2025

Harness Information

Harness Model/Name: **Serial Number:**

Lot Number: **Manufactured Date:** **Date of Purchase:**

Comments:

Evaluation

		☑ Accepted	☑ Rejected
Hardware	Includes D-rings, buckles, keepers, and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion	☐	☐
Webbing	Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.	☐	☐
Stitching	Inspect for pulled or cut stitches.	☐	☐
Labels	Inspect all labels and verify they are securely held in place and are legible.	☐	☐
Other		☐	☐
Other		☐	☐
Overall Disposition:		☐	☐

***Any evaluation criteria marked "Rejected" shall be discarded.**

Signature

_____ _____ _____

Name of Person Conducting Evaluation ***Signature*** ***Date***

ASMG Health & Safety
Heat Stress Checklist
Revised: April 2025

*When you are working in the heat, **safety comes first**. With the NIOSH/OSHA Heat Safety Tool, you have vital safety information available whenever and wherever you need it – right on your mobile device.*

Apple Download Link

Android Download Link

Checklist ☑

Water	Is there plenty of fresh, cool drinking water located as close as possible to the workers?	☐
	Are water coolers refilled throughout the day?	☐
Shade	Is there shade available for breaks and if workers need to recover?	☐
Training	**Do workers know the:**	
	Common signs and symptoms of heat illness?	☐
	Proper precautions to prevent heat illness?	☐
	Importance of acclimatization?	☐
	Importance of drinking water frequently (even when they are not thirsty)?	☐
	Steps to take if someone has symptoms?	☐
Emergencies	Does everyone know who to notify if there is an emergency?	☐
	Can workers explain their location if they need to call an ambulance?	☐
	Does everyone know who will provide first aid?	☐
Worker Reminders	Drink water often	☐
	Rest in the shade	☐
	Report heat symptoms early	☐
	Know what to do in an emergency	☐

ASMG Health & Safety
Welding & Cutting (Hot Work) Permit

Revised: April 2025

All temporary operations involving open flames or producing heat and/or sparks that are ***not being performed in an Authorized Area require a Hot Work Permit****. Please refer to the Hot Work Safety section of the ASMG H&S Manual.*

Instructions For Supervisor

1. Verify precautions listed on the right.
2. Complete and retain for local facility files.

Date: **Job #:**

Location/Building & Floor (Be Specific):

Description of Work Being Performed:

Name of Person(s) Doing Hot Work:

Signatures

The above location has been examined, the precautions checked on the Hot Work Checklist have been taken into account and permission is authorized for this work.

Signed: _____
Facility Manager

Signed: _____
Person(s) Doing Hot Work

Signed: _____
Fire Watch (If Need)

Time

Started:

Date: _____ ***Time:*** _____ ☐ AM ☐ PM

Expires:

Date: _____ ***Time:*** _____ ☐ AM ☐ PM

Hot Work Checklist

- ☐ Hot work equipment in good condition (e.g. power source, welding leads, torches, etc.)
- ☐ Multi-purpose fire extinguisher and/or water pump can.
- ☐ Proper Personal Protective Equipment utilized.

Area of Work Requirements

- ☐ Debris, flammables, combustibles, and oily deposits removed.
- ☐ Otherwise protected with fire blankets, guards, metal shields.
- ☐ Combustible floors (e.g. wood, tile, carpeting) wet down, covered with damp sand or with fire blankets.
- ☐ All walls, floors, walkways (below) and openings are covered/protected.
- ☐ **Confirm atmosphere in the immediate area is not combustible (LEL meter)**

Work on Walls or Ceilings

- ☐ All combustibles moved away from the other side of wall.

Work in Confined Spaces

- ☐ Confined space cleaned of all combustibles (e.g. grease, oil, flammable vapors, etc.).
- ☐ Containers purged of flammable liquids/vapors.
- ☐ Confined space permit issued (Per Confined Space Section of ASMG H&S Manual).

Fire Watch Monitoring

Required whenever welding or cutting are performed in locations where other than a minor fire might develop or an indoor location where appreciable combustibles are less than 35' from welding area and not otherwise protected from ignition.

- ☐ Fire watch will be provided during and for 30 minutes after work, including and coffee or lunch breaks.
- ☐ Fire watch is supplied with an extinguisher, and/or water pump can, also making use of other extinguishers located throughout work area.
- ☐ Fire watch is trained in use of this equipment and familiar with location of sounding alarm.
- ☐ Fire watch may be required for opposite side of walls, above, and below floors and ceilings.

Other Precautions Taken

- ☐

All States Materials Group

Safety, Quality, Production...In That Order!

Please complete this form for any incident, accident, injury or near miss. The Safety Department will follow up with all involved parties to finalize the investigation.

Please Note: We have light duty work available and will accommodate

Select company associated with incident:

- ☐ 01-ASC
- ☐ 06-Killingly
- ☐ 07-Johnston
- ☐ 15-Trew Stone
- ☐ 16-Warner Bros
- ☐ 17-WT Terminal (Deerfield)
- ☐ 18-Management Group
- ☐ 20-Auburn
- ☐ 21-Down East
- ☐ 23-NEE
- ☐ 27-Carroll
- ☐ 29-ASA
- ☐ 30-Mitchel
- ☐ 31-WT Terminal (Oswego)
- ☐ 35-ASMG Services
- ☐ 36-WT Terminal (Providence)
- ☐ 37-All States Emulsions

Enter Your Full Name (First & Last):

Enter your phone #:

Are you the direct supervisor of employee(s) Involved?

☐ Yes ☐ No

Direct Supervisor Name (If not you):

Incident Location:

Date & Time of Incident:

Location of Incident

Other Location:

Job Detail (Location & Job #):

Road(s) or Intersection(s):

State:

Please note the specific area of the work zone or facility where the incident occurred. Include descriptive items such as mile markers, landmarks, signage, etc.

Was proper PPE being worn by involved person(s) at time of incident?

☐ Yes ☐ No

Were All Safety Policies Followed? If "No", elaborate in Incident Detail section below.

☐ Yes ☐ No

Incident Detail:

Provide an overview of the incident, including any factors that might have contributed.

Incident Type:

Incident Type(s)

Other:

Person(s) involved:

First and Last Name	Relationship to ASMG	Employee ID (if employee)	Medical Attention Needed?	Injury Type	Injury Type (Other)

Injury Details:

Were any of the above employees taken to a medical facility?

☐ Yes ☐ No

Were any of the above employees treated in an emergency room?

☐ Yes ☐ No

If any of the employees above were taken to a medical facility or emergency room, and you have access to that information at the time of completing this incident form, please complete the fields below. Follow the order in which the employees were entered above for the treatment facilities they were taken to.

Medical Facility Name:

Physician Name:

Phone:

City:

State:

Zip Code:

Medical Facility Name:

Physician Name:

Phone:

City:

State:

Zip Code:

Medical Facility Name:

Physician Name:

Phone:

City:

State:

Zip Code:

Medical Facility Name:

Physician Name:

Phone:

City:

State:

Zip Code:

ASMG Equipment And Property: **EQ# Required for any incidents involving ASMG Equipment**

Equipment 1 (#)	Equip Description 1	Damage Detail 1
Equipment 2 (#)	Equip Description 2	Damage Detail 2
Equipment 3 (#)	Equip Description 3	Damage Detail 3

Non ASMG Equipment & Property:

Was Non-ASMG equipment or property damaged? ☐ Yes ☐ No

If Yes, was a police report obtained? ☐ Yes ☐ No

Police Report #

Non-ASMG Equipment

Vehicle Year	Vehicle Make	Vehicle Model/Description	Vehicle VIN	Detail Damage

If there was damage to physical property, describe below:

Non-ASMG Contacts:

Non-ASMG Contacts and/or Witness Information

First and Last Name	Phone Number	Email	Street Address, City, State

Provide Additional Contact Information Here (If Needed):

Summary (Note steps taken after incident):

Please attach photos of the incident including: damage to ASMG and Non-ASMG equipment, work zone, scene, facility, etc. as well as any other documents pertaining to the incident.

*Click red SUBMIT button below to email completed Form

Submit

(0 of 0)

Name:	
File Type:	
Description:	

By signing and submitting this form, you acknowledge the information provided is honest and factual.

Signature: ****Place Digital Signature Below***

Name:	
Date:	

Form Filler:

Created On:

Form ID:

ASMG Health & Safety
Lanyard Annual Evaluation
Revised: April 2025

Lanyard Information

Lanyard Model/Name: **Serial Number:**

Lot Number: **Manufactured Date:** **Date of Purchase:**

Comments:

Evaluation

		☑ Accepted	☑ Rejected
Hardware	Includes snap hooks, carabineers, adjusters, keepers, thimbles, and D -rings. Inspect for damage, distortion, sharp edges, burrs, cracks, corrosion, and proper operation.	☐	☐
Webbing	Inspect for cuts, burs, tears, abrasions, frays, excessive soiling, and discoloration.	☐	☐
Stitching	Inspect for pulled or cut stitches	☐	☐
Synthetic Rope	Inspect for pulled or cut yarns, burns, abrasions, knots, excessive soiling and discoloration.	☐	☐
Energy Absorbing Component	Inspect for elongation, tears, and excessive soiling.	☐	☐
Labels	Inspect all labels and verify they are securely held in place and are legible.	☐	☐
Overall Disposition:		☐	☐

***Any evaluation criteria marked "Rejected" shall be discarded.**

Signature

_____ _____ _____

Name of Person Conducting Evaluation ***Signature*** ***Date***

All States Materials Group

LOTO Integrity Worksheet

Description of Work:		Procedure Followed (#):	

Energy Source	Action Taken	LOTO? (Y/N)	Name	Date & Time

LOTO Removed? (Y/N)	Action Taken	Name	Date & Time

Comments

Appendix D to § 1910.134: (Mandatory) Information for Employees Using Respirators When Not Required Under Standard:

- Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.
- Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.
- **You should do the following:**

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear you respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

☐ **I have read and understand the provisions of Appendix D to OSHA Standard § 1910.134.**

Signature

_____	_____	_____
Printed Name	***Signature***	***Date***

ASMG Health & Safety
H&S Suggestion Form

Revised: April 2025

To help the ASMG achieve a healthier and safer work environment, use this form to make suggestions for improving the health and safety of your work environment. The form can be used to report unsafe acts, to suggest ideas for performing tasks safer, or to report safety hazards. We suggest including your name so we can seek clarifying information about your suggestion, and you will receive a response to your suggestion. Return the completed form to your local Safety Manager.

Suggestion Detail

Thoroughly explain your suggestion below:

What benefit will be achieved if the suggestion is implemented? (Explain below):

Immediate Need

In your opinion, is there an immediate health or safety concern? Please explain:

☐ Yes ☐ No ☐ Unsure

Cost

Is there a cost associated with suggestion?

☐ Yes ☐ No ☐ Unsure

Estimated cost if know:

Contact

Name:

Email Address:

Date:

Periodic evaluations will be **required every six months** to determine if there have been any changes to silica exposures.

Evaluation

	Yes ☑	No ☑
Change in production?	☐	☐
Change in processes?	☐	☐
Change in maintenance or engineering controls?	☐	☐
Installation of new equipment?	☐	☐
Change in administrative controls?	☐	☐
Change in geological conditions?	☐	☐
Will any changes increase or create a new respirable crystalline exposure?	☐	☐

- **If <u>YES</u> was selected for any of these questions, a post-evaluation sampling must be done.**
- Engineering controls shall be re-evaluated to ensure the exposures are below the Action Level.
- This log must be properly maintained and posted (bulletin board and or electronically) for 31 days.

Signature

_____	_____	_____
Name of Person Conducting Evaluation	***Signature***	***Date***

Check Yes to all that apply:

Evaluation ☑

	Yes	Supervisor Initials	Employee Initials
I am aware of the health hazards associated with respirable crystalline silica (RCS) exposure. These include silicosis, lung cancer, immune system effects, and kidney effects.	☐		
I am aware of specific workplace tasks that could expose employees and others to RCS; such as cutting, sawing, or drilling concrete, stone, or other masonry building products.	☐		
I have been trained on the site-specific measures my employer is implementing to protect me from RCS. These include engineering controls (wet methods, local exhaust, etc.) they also include work practices and personal protective equipment (PPE).	☐		
My supervisor has provided the identity of the designated silica control programs competent person.	☐		
My supervisor has informed me of the requirements, location and availability of the ASMG Silica Exposure Control Policy.	☐		

☐ **I certify that the above-listed training was provided to me and that I understand the Silica Hazard Control Plan and I agree to abide by this policy.**

Signatures

_____	_____	_____
Name of Employee	***Employee Signature***	***Date***
_____	_____	_____
Name of Supervisor	***Supervisor Signature***	***Date***

Snap Hook/Carabineer Information

Snap Hook/Carabineer Model/Name: **Serial Number:**

Lot Number: **Manufactured Date:** **Date of Purchase:**

Comments:

Evaluation

		☑ Accepted	☑ Rejected
Physical Damage	Inspect for cracks, sharp edges, burrs, deformities, and locking operations.	☐	☐
Corrosion	Inspect for corrosion, which affects the operation and/or the strength.	☐	☐
Markings	Inspect and make certain marking(s) are legible.	☐	☐
Other		☐	☐
Other		☐	☐
Other		☐	☐
Overall Disposition:		☐	☐

***Any evaluation criteria marked "Rejected" shall be discarded.**

Signature

_____ _____ _____

Name of Person Conducting Evaluation ***Signature*** ***Date***

Toolbox Talk Attendance Record

Supervisor / Project Manager: _____

Date: _____ **Topic Covered**: _____

Print Name	Signature

Trenching and excavation work are some of the most hazardous activities in construction. Cave-ins can occur without warning and are often fatal within seconds. OSHA's Excavation Standard (29 CFR 1926 Subpart P) establishes minimum requirements for trench protection, inspections, and safe access to prevent serious injuries and fatalities. Below is an abbreviated summary of the compliant trenching conditions.

Trenching by the Numbers

1 Foot Trench box away from the side of the excavation
18 Inches Must sit up off sloped surface or grade
2 Feet Distance away soils piles and equipment must be
3 Feet A ladder must extend above the trench box/excavation
4 Feet Requires a means of egress
5 Feet Requires a protective system
6 Feet Must provide fall protection
10 Feet Start to be considered a confined space
15 Feet If it is wider than this – It is not considered a trench
20 Feet If it is deeper than this - Protective system must be designed by engineer
25 Feet Maximum distance to travel to a ladder
50 Feet Maximum distance between egress points

NOTE: Unless tested by an authorized 3rd party prior to excavation of soils, field personnel will assume soils are of the **Class C Standard** and will follow such guidelines accordingly.