



CALHOUN CONSTRUCTION INC.
FRAMING CONTRACTOR

License # 798629

(916) 434-8356

Calhoun Construction IIPP (Injury and Illness Prevention Program)

MANAGEMENT RESPONSIBILITY

The Management of Calhoun Construction Inc. is committed to providing employees with a safe and healthful workplace. Management participation is vital to the success of our safety efforts and has the following responsibility in our injury/illness prevention program.

1. Legally to comply with the California Occupational Health Act, both under the General Duty Clause and all applicable regulations, to comply with all other applicable State and local regulations covering our activities.
2. To be familiar with all applicable legal regulations related to employee safety and notify our affected key employees of their regulations.
3. To develop and implement safety rules designed for the protection of our employees and facilities.
4. Demonstrate a positive attitude and set the example for accident prevention.
5. To measure key employees for both production and safety achievement, and to reward the employee accordingly.
6. To develop company safety policies and activities for implementation.
7. To provide realistic amounts of time and money for safety items.
8. To monitor the overall accident prevention activities.
9. To keep our staff informed as to the final costs of job accidents and the overall impact upon our company.

SUPERVISOR RESPONSIBILITY

Supervisors are defined in this manual as those who supervise or direct other employees. They include supervisors, lead persons, and foremen. The duties of the supervisor are the key to accident prevention and have a vital role in creating and maintaining interest in our injury and illness prevention program. Their responsibilities include the following and shall:

1. Be held accountable for all accidents on their job or under their supervision.

2. Set the proper example for workers to follow. If you violate a company safety rule, then how can you expect those that you supervise to follow the rules?
3. Be responsible at all times to see that work is performed in a safe manner and that safety rules, regulations and instructions are complied with. Good supervision is the art of getting our people to do safe and productive work.
4. Take disciplinary action when necessary to enforce safety rules and practices. A rule breaker is an accident maker.
5. Be responsible for orientating new employees on safety aspects of the job and the proper method of doing the job. Nothing can take the place of persistence in trying to keep someone from being hurt.
6. Be responsible for the inspection of work areas, equipment and other potential accident producing conditions daily. Employees shall give prompt attention to needed repairs and to safety suggestion, and will submit a written list of all deficiencies for correction.
7. Not permit the use of intoxicating beverages on the job or allow on the job any employee under the influence of alcohol, drugs, or barbiturates.
8. Be responsible to see that all-personal injury accidents and property damage accidents are investigated and reported to the office immediately.
9. Determine that needed first aid, safety equipment and protective devices are provided wherever necessary.
10. Take prompt corrective action wherever unsafe conditions and unsafe acts are noted or reported.
11. See that emergency first aid and hospital phone numbers are readily available at each location.
12. Conduct safety meetings and job site safety inspections weekly.

EMPLOYEE RESPONSIBILITY

The management expects each employee, regardless of his/her position with the organization to cooperate in every respect with the company's safety program. Some of the major points of our safety program require that:

- ✓ All injuries and accidents must be reported immediately to your supervisor and to obtain medical aid without delay.
- ✓ All employees, where required, must wear personal protective equipment. Hard hats and eye protection are required on all job sites. There will be no exceptions to this requirement.
- ✓ Machine guards will be used and maintained in good condition.
- ✓ Machines without adequate guards or guards in questionable condition will not be used.
- ✓ Hazardous conditions and other safety concerns must be reported immediately to the job site foreman.
- ✓ Safety springs must be in pneumatic nail guns.
- ✓ The employee will follow all company safety rules. Failure to follow the safety rules will result in disciplinary action.

- ✓ Cooperate with your supervisor in preventing accidents and maintaining a clean and safe workplace.
- ✓ Attend all safety meetings conducted by supervisory personnel.

SAFETY INSPECTION

Formal periodic safety inspections are an important part of an accident prevention program. Safety inspections are a formal review of the work environment conducted to identify physical conditions or employee actions that may result in an injury prior to an accident occurring.

The inspection process provides a means to review the work progress performed by the employees to determine if the workers are effectively following the safety requirements of their work.

Inspections are performed to assist in the effective control of loss producing activity. The likelihood of a severe injury occurring or probability of a high frequency of minor injuries occurring would require a higher frequency of inspection.

When the process identifies substandard items, corrective action must be forthcoming or the credibility of the safety effort may come into question.

Inspections allow for the general review of operations to determine the effectiveness of the overall safety program. High numbers of substandard conditions or practices may be symptomatic of the need for management action.

FREQUENCY

1. Job site inspections will be performed on a weekly basis at each company location by the site Foreman. These inspections will be documented using the job site safety inspection form.
2. The Program Coordinator will perform job site inspections on a monthly basis.

HAZARD ABATEMENT PROCEDURE-Title 8, section 3203 a (6)

1. Managers, supervisors, and employees will report any hazardous conditions or activities noted:
 - a) As a result of the formal weekly and/or monthly inspections and/or
 - b) During daily routine operations, to the appropriate job site Foreman or Framing Superintendent. Hazards can be reported anonymously using the Employee Suggestion/Safety Hazard Notice. There will be a safety suggestion box at each location where notices can be deposited.
2. A record of hazard abatement will be kept at the main office to track the steps taken to correct the hazardous condition. The Safety Committee or the Program Coordinator will periodically review this record.

3. Appropriate action, (i.e.: training/retraining) will be taken by the supervisor in charge to address any noted hazardous activities. All hazards will be corrected as soon as they are identified.

ACCIDENT INVESTIGATION-Title 8, Sec 3203 a (5)

Accident investigation is a systematic method for collecting factual information that makes it possible to accurately reconstruct the accident and determine the underlying reasons for the accident. The investigation is fact finding, not fault finding. Once the primary causes for the accident have been determined, preventative measures can be identified and effectively instituted. Each supervisor/foreman has a prominent role in conducting an accident investigation. The responsibility for conducting an accident investigation includes collecting the facts, determining the sequence of events that resulted in the accident, identify action to prevent recurrence, and provide follow-up to ensure that corrective action was effective.

All accidents should be investigated promptly regardless of their severity. Promptness of the investigation is essential since conditions at the accident scene change. Moreover, witnesses are more likely to relate circumstances as they were without the added conjecture that comes late from discussions of the accident with other employees. Promptness in checking the scene assures employees that management is highly concerned for their well being. The type of investigation depends on the nature and magnitude of the accident.

Each site Foreman shall promptly investigate, thoroughly analyze, and report in writing to the Program Coordinator all accidents involving personal injury and/or property damage or the potential thereof, once they occur.

Accident investigation reports shall be submitted to the Program Coordinator within 24 hours of the first notice to the supervisor/foreman.

SAFETY RULES SECTION

- A. General Safety
- B. Housekeeping
- C. Slips and Falls
- D. Material Handling
- E. Fire Prevention Safety
- F. First Aid/Medical Services
- G. Emergency Evacuation Procedure
- H. Personal Protective Equipment/Personal Hygiene
- I. Electrical Safety
- J. Power Machinery/Mechanical Safety
- K. Hand Tools
- L. Portable Power Tools
- M. Fall Protection
- N. Office Safety
- O. Motorized Vehicles
- P. Forklift Trucks

CODE OF SAFE WORK PRACTICES

A. GENERAL SAFETY

1. Be alert for unsafe work methods or unsafe conditions. Either correct them or report them to your supervisor immediately.
2. Report every injury immediately, whether serious or not' to your supervisor.
3. Drinking alcohol, taking narcotics or habit-forming drugs in any form just before or during work hours is not permitted.
4. Horseplay, practical jokes and sparring cause accidents and are not permitted.
5. Obey warning tags and signs. They are posted to alert you to hazards.
6. Do not block fire fighting equipment, fire doors, exits, or stretchers with any material or equipment.
7. Obey all smoking rules. (Smoking is permitted in designated areas only.)
8. Only trained and authorized employees are to operate machines and/or equipment.
9. Hard hats and Eye protection are to be worn at all times.
10. Fall protection guidelines must be followed.

B. HOUSEKEEPING

Good housekeeping practices improve morale, provide a better working environment, and reduce accidents. Accidents can be avoided when everyone practices good housekeeping.

1. Keep your working environment clean and in order at all times. Put things where they belong when you have finished with them
2. Do not place material or equipment in aisles, stairways, in front of exits, emergency showers or electrical control panels.
3. Tools, equipment, and chemicals shall be stored in designated spaces when not in use.
4. Do not place or stack material or equipment in such a manner that they constitute a falling hazard.
5. Do not drop cigarettes or matches on the floor. Put paper, Styrofoam cups and other waste materials in trash containers.
6. If anything is spilled in the work area, it should be cleaned up as soon as possible after it has been determined that the spilled substance is not hazardous. If it is hazardous call your supervisor.

C. SLIPS AND FALLS

1. Wear safe, strong shoes, which are in good repair.
2. Watch where you step. Be sure your footing is secure.
3. Don't get in an awkward position. Keep control of your body movements at all times.
4. Pick up litter. Don't let tripping hazards exist.

5. Install cables, extension cords, and hoses so they don't trip you or anyone else.
6. If you must climb to reach something, use a sound ladder, set up and properly secured-top and bottom. Chairs are not ladders. Household duty ladders are not allowed.
7. When climbing face the ladder and use both hands.
8. When reaching from a ladder, keep your shoulder inside the vertical stringer. If you must reach further than this, move the ladder first.
9. Walk while on the job site do not run.
10. Use caution when working in wet conditions.
11. Never stand on the top three rungs of a ladder.
12. When setting up a ladder, make sure it is straight and sitting on firm ground.

D. MATERIAL HANDLING

Material handling is a job everyone does. It is easier and faster to do it the safe way. The following safe practices will help you.

1. Don't move it twice if once will do. Plan your work!
2. Don't try to lift objects, which may be beyond your physical capacity and training. Get help or use a machine.
3. Use gloves when handling materials, which are rough, sharp, hot, or which are covered with hazardous substances.
4. When moving a load, be sure you can see where you are going. Check for obstructions or tripping hazards in the direction you will be moving.
5. When carrying long objects like pipe or lumber, keep the leading end just above head height.
6. When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up. Use the reverse procedure to set a load down. Your back is not made of steel.
7. Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll.

E. FIRE PREVENTION SAFETY

One of the most common and serious emergencies anyone faces is fire. Regardless of how a fire starts, it can destroy an entire job site and endanger the lives of numerous employees. Therefore, you must know what to do in all emergencies involving fire.

1. Fire fighting equipment and emergency exits must be kept clear and ready for immediate use. Do not block them with equipment or material. All personnel should be familiar with the position of fire fighting equipment.

2. FIRST AID AND MEDICAL SERVICES

1. Employees must clear through their foreman and/or manager:

- a. When leaving work prior to the end of the working day for illness or injury.
 - b. When returning from any absence due to occupational illness or injury.
 - c. When returning from any absence due to non-occupational illness or three days or more. A release from the treating physician may be required.
 - d. When wearing a bandage or dressing which obscures vision.
 - e. When wearing a cast, splint or crutch.
- 2) Be sure to notify your foreman of any change in your name or address. This is important in order to maintain necessary contact with you and your family.
 - 3) In case of accident, sickness or inability to report to work, phone your supervisor/foreman before 7:00am. Failure to properly notify your supervisor/foreman is grounds for termination.

G. EMERGENCY EVACUATION PROCEDURES

In the event of fire, earthquake or any other emergency, it may be necessary to quickly evacuate the building and/or job site in a safe and orderly manner. The evacuation procedure to be followed by all personnel under these circumstances is:

1. The instruction to evacuate a job site will be given by the individual job site foreman.
2. Immediately stop work, switch off all tools and equipment and leave the building by the nearest exit.
3. Foreman are to have employees meet at a safe location to conduct head count and report to office.

H. PERSONAL PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE

1. Protective equipment must be worn when required. Your supervisor will advise you as to what equipment is necessary for a particular job.
2. Eye Protection and Hard-hats are required on all job sites.
3. Always wear protective clothing when working with chemicals. Clothing which has become contaminated must be removed immediately.
4. Avoid handling chemicals or immersing your hands in chemical solutions without wearing rubber gloves.
5. A welder's helmet or goggles with the correct tint to protect the eyes from ultraviolet or infrared radiation shall be worn when welding.
6. If you are cut or if you receive puncture wound from a fish spine, personal hygiene becomes extremely important. Always keep cuts and puncture wound clean to avoid unnecessary infections. Report any such minor injuries to your supervisor.
7. If skin contact with chemicals occurs, immediately rinse the exposed area with running water. The important factor is always to remove chemical material as quickly as possible.

8. Employees must not clean hands by washing in oils or solvents. Soap and water is the best and safest to use.
9. Wash hands after using any chemicals or solvents and before smoking, eating or contacting sensitive body areas, such as eyes to prevent contamination.
10. When cutting Hardie Board siding an NIOSH approved dust mask is required.
11. Contact lenses increase the danger of eye damage when used in areas of potential eye injury. Contact lenses shall not be worn in any area where chemicals are used.
12. Wear appropriate clothing for the work that you do. No loose clothing around machinery.
13. Appropriate footwear shall be worn. No open toed shoes or slippery-soled shoes are to be worn on job sites.
14. Respiratory equipment will be required for any work where a suspect health hazard may exist due to the accumulation of harmful fumes, vapors or dust.
15. Employees shall wear hearing protection when required as well as any other safety equipment specified for the work assigned.

I. ELECTRICAL SAFETY

The attitudes and habits of workers relating to electricity and the precautions they routinely take are extremely important. The following guidelines will reduce the hazards of working with and around electrical equipment.

1. Only competent and responsible people may work on electrical equipment.
2. While working on electrical equipment, clothing and jewelry that could create a hazard should be removed. Personal protection devices such as face shields, eye protection, insulating gloves and mats should be used when necessary.
3. All repairs and tests must be made with the equipment in a de-energized state employing good lockout procedures. Only those workers who placed the lockout or tag out should remove them before energizing the circuit.
4. Never work on equipment with interlock defeated or barriers removed and equipment fully energized.
5. All cases of electrical shock must be reported to job site foreman.
6. Energized and unshielded soldering irons, hot plates, and coffee pots and similar fire hazards must not be left unattended.
7. All electrical control panels, switch panels and circuit breaker panels must be kept free of obstruction and remain easily accessible at all times
8. All portable and stationary power tools shall be properly grounded during use and shall be equipped with a three-pronged plug.
9. Permanent extension cords cannot be used as an alternative to permanent wiring.

10. No extension cords or tools that have frayed, worn or exposed wires are to be used.

J. HAND TOOLS

1. Cutting tools must be dressed at the proper angle and kept sharp. Keep them in a scabbard, not in your pocket. Store them in a safe place.
2. The heads of striking tools must be dressed square (with a few exceptions) and without burrs.
3. Use the right kind of tool. Use the right sized tool.
4. Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or a miss, you will not be hurt.
5. Do not use a file without a handle.
6. The proper tool for the job in the hands of a craftsman does not require a lot of muscle power.

K. PORTABLE POWER TOOLS

1. Every electric power tool must be electrically grounded before it can be used.
2. Check the insulation on the wires and the condition of the plugs and sockets every day. If they are frayed, worn, cut, or broken, repair them before using.
3. String temporary extension cords and power lines so they will not create a tripping hazard and so they are protected from physical damage.
4. Before using a drill on a wall, floor or ceiling ensure electrical wires, gas lines and high-pressure lines are not in the way.
5. Skill saws shall not be used without the guard in safe working condition. **DO NOT PIN THE GUARD BACK!!**
6. Do not use air tools for driving nails or spikes in walls, ceilings or floors when people are working on the other side.
7. Disconnect all tools when not in use.
8. Do not attempt to use any tool you have not been trained and authorized to use.
9. Nail guns must have safety spring in place.
10. You must have a valid operator license to use a Powder Actuated Tool.
11. A hand-line will be used to hoist or lower small tool. Never use a cord or hose for hoisting.

L. FALL PROTECTION

The following guidelines are designed for routine, daily practices. Falls from elevated work surfaces is a primary hazard associated with new construction.

1. Prior to starting any work if you are uncomfortable working at elevated heights notify the job site foreman.
2. Stairs to a second or higher floor must be installed prior to raising studs for the next higher floor.
3. Handrails must be installed immediately following completion of the stairs.

4. Guardrails are required to guard the open sides of all working surfaces that are 15' or higher with support post occurring every 8'.
5. Before work starts, inspect top plates for protruding nails and other surface damage that could cause loss of footing.
6. When using Bracket scaffolding they must be fully planked using 2 2"x10" planks. Minimum platform width is 20"
7. Completely plank scaffolding platforms between uprights and overlap planks by at least 6".
8. All bracing and supports shall be adequately nailed to support the intended load.
9. Windows and doors of exterior second story construction must be blocked.
10. Use ladders to safely gain access to elevated work areas. Ladders need to be secured.
11. Inspect all scaffolding parts and fall arrest systems for proper installation and/or damage. Report any unsafe condition and correct before use.

M. OFFICE SAFETY

The office environment is generally considered to be a safe area, serious accidents can occur if safety rules are not followed.

1. Never leave desk, file or cabinet drawers open since they can create a tripping or bumping hazard.
2. Never open more than one drawer on a file cabinet at the same time. If it is necessary to keep books or other objects in a file cabinet, use the bottom drawer.
3. Do not extend electrical cord, telephone and equipment cables across aisles or walkways where they create tripping hazards.
4. Do not climb on chairs, up-turned wastepaper baskets, or other improvised/hazardous supports.
5. Do not attempt to repair any electrical equipment. Report faults to your supervisor or manager.
6. Do not store materials on top of filing cabinets or open shelf units where they are likely to fall and injure someone.
7. This is a non-smoking office.

N. MOTORIZED VEHICLES

1. Only trained and authorized employees will operate company vehicles, including autos, trucks, forklifts, and other equipment requiring a driver.
2. All drivers shall possess a valid California Driver's License where necessary.
3. Drivers required to have a special class license shall possess their endorsements.
4. Any driver known to be under the influence of drugs or intoxicating substances is subject to immediate termination.
5. Passengers are forbidden to ride on vehicles that are not equipped with seats for passengers.
6. Do not get on or off a vehicle while it is in motion, even slow motion.

7. Overloading a vehicle with passengers or materials is forbidden.
8. All vehicles will be maintained in a safe operating condition. It is the responsibility of the driver to report any defective conditions immediately.
9. No vehicle shall be driven in a fast or reckless manner. The maximum speed any vehicle shall be driven at any time shall be such that the driver can stop the vehicle within a clear unobstructed distance ahead of him giving due regard for possible unforeseen obstructions and the conditions of the road surface and the vehicle.
10. All vehicle accidents, whether involving injury or not, shall be reported to your supervisor immediately.
11. Seat belts must be worn.
12. It is against company policy to use a cell phone while driving a vehicle.
13. Absolutely no one is to ride in the bed and/or on the tailgate of a truck.

O. FORKLIFT TRUCKS-SAFETY RULES

1. Proper operating rules and signals will be observed when hoisting equipment or materials.
2. Employees shall keep clear of suspended loads, traffic areas, or other possible hazardous areas.
3. It is the responsibility of all supervisors to ensure the safety of all employees during hoisting operations. If unsafe practices are observed, it is imperative that immediate action is taken including notification to the Program Coordinator.
4. Due to the severity of an accident if one should occur, it is highly recommended that the supervisor and/or manager take any and all precautions with weight given to the situation at hand.
5. Do not operate forklift unless certified and authorized to do so.
6. Avoid hitting or lifting anything if it appears it could fall on the operator or a bystander. A lift truck equipped with an overhead guard and load backrest extensions provides reasonable protection to the operator, but cannot protect against every possible impact.
7. When lifting someone up, make sure that they are standing in the safe cage. Shut the motor off and set emergency brake while they are off the ground. Never leave the vehicle unattended.
8. Keep head, arms, legs and/or any other appendage inside the compartment.
9. Keep yourself and all others clear of hoisting mechanism.
10. Never allow anyone to walk under a load or the carriage area.
11. Report damage or faulty operation immediately to a supervisor.
12. Avoid bumps, holes, slick spots, and loose materials that may cause lift to swerve or tip.

13. Be extra careful when driving around machinery and moving vehicles.
14. Always drive at a safe operating speed never exceeding 5mph. Riders are **NOT** permitted.
15. Do not fill fuel tank while engine is running.
16. Avoid sudden stops or starts.
17. Travel with forks close to but not on the ground. Point them slightly upward.
18. Watch overhead clearances, especially top of boom.
19. Observe the following load handling procedures:
 - a) Handle loads within rated capacity of lift.
 - b) Center weight of load between forks.
 - c) Be extra careful with unstable loads.
 - d) When stacking bins and pallets, make sure stack is stable and will not fall on someone.
 - e) Watch "swing" when handling long loads.
 - f) Do not travel with load raised unless it is necessary to clear an obstruction.
 - g) For better vision with bulky loads, travel in reverse, but always keep a proper lookout in the direction of travel.
20. When driving always be on the lookout for people walking and other vehicles, especially when rounding corners.
21. When moving stacks of pallets off stack, make sure stack does not get hung up on stack next to it; otherwise, top pallet may fall off.
22. When forklift is not in use, park in authorized areas only, leave forks on the ground and set parking brake.
23. A vehicle inspection is to be performed daily.

P. HAZARD COMMUNICATION PROGRAM

1. All material safety data sheets (MSDS) are available for your review; the information is kept in the office and on every job site.
2. You must be informed of the hazardous properties of all chemicals you work with.
3. Read the label on the containers and follow the manufacturer's instructions to the letter.
4. Know what first aid treatment is and be prepared to carry it out immediately if need be.
5. Store chemicals in a safe manner and in accordance with the manufacturer's recommendation.
6. Keep containers closed when not in use.
7. If using corrosive material, know where the closest shower and eyewash are located. Keep emergency facilities unobstructed and in working condition at all times.
8. Use goggles, gloves, masks, and other protective equipment as required.
9. Do not smoke, eat, or drink in areas where chemicals are used.
10. Use appropriate disposal methods for chemicals.

Q. SAFETY COMMUNICATION

It is our company policy to maintain open communication between management and employees on matters pertaining to safety, your thoughts regarding safety are considered important, and we encourage your active participation in our company safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor or in writing on the employee suggestion form. (This will allow you to remain anonymous if you so desire; however; this will make it difficult to provide you special recognition if your suggestion is put into action.) Be assured that all safety suggestions will be given serious consideration, and that each will receive a response.

In turn, the company will provide current safety news and activities, safety reading materials, signs, posters, and/or a bulletin board. Also, regular safety meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety.

R. SAFETY AND HEALTH TRAINING (NEW HIRES)

All new employees must undergo an initial orientation in order to be instructed in:

- ✓ General company rules and policies
- ✓ Job site safety rules.
- ✓ Code of safe work practices
- ✓ MSDS

In addition, other work related education will be included in the orientation process.

The Safety Training Program for all new employees consists of:

- ✓ An initial training period that will include individual instruction on the safe use of equipment to be used and operated, work site and safe work practices and accident reporting procedures (to include the **EMPLOYEE REPORT OF "ON THE JOB INJURY"**)
- ✓ Routine reinforcement of safe performance of individual work assignments.
- ✓ Proper use and care of required protective equipment (such as gloves, boots, safety glasses, hard hats, hearing protection, etc.)
- ✓ Hazard communication when hazardous chemicals are to be used.
- ✓ Hearing conversation when harmful noise levels exist.
- ✓ Lock out/tag out procedures
- ✓ Safe lifting techniques.

- ✓ Other specific safety information pertinent to the employees' job.
- ✓ The orientation checklist will be used to document the training.

The Safety Training Program is also intended to provide general and specific job safety training to existing company personnel. To insure that all employees receive appropriate job safety training, all company employees will participate in:

- ✓ Scheduled safety meetings, which are conducted weekly by the site foreman on all job sites.
- ✓ Additional training as job duties or work assignments are expanded or changed.
- ✓ Defensive driving when company vehicles are to be used.

Further training will be provided whenever employees are exposed to new processes, machinery, or when previously unrecognized hazards will have an effect on their safety and health.

All employee-training records will be kept at the main office.

Program Coordinator, David W. Calhoun Reviewed 9/22/05