



**Dolan Concrete**

## **Dolan Concrete Company Safety Program**

Assigned to: \_\_\_\_\_

Log Number: \_\_\_\_\_

Revision Date: January 1st, 2009



**Dolan Concrete**

## **Dolan Concrete Injury and Illness Prevention Program**

This Injury and Illness Prevention Program Has Been Prepared For Your  
Use As A Guide To Assist You in Implementing

**The Dolan Concrete Company Safety Program**

Assigned to: \_\_\_\_\_

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# Dolan Concrete Injury and Illness Program

To: All Dolan Concrete Construction Administrators, Safety Managers, Foremen and Supervisory Personnel.

Date: January 1st, 2009

You are charged with the direct responsibility of conducting your operations in a manner that will provide safe working conditions for all employees who will be working on any of your projects.

To help you in the discharge of this most important duty, we have prepared this Safety Program. It is not intended to be a comprehensive encyclopedia of safety. However, it does provide you with all the basic information necessary to comply with all Federal, State and Local requirements.

Please give us your best effort in helping us compile a safety record second to none. Should you have any questions regarding specifics of our safety program or suggestions for improvements, please contact the safety manager.

Very truly yours,

Dolan Concrete Construction

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Leo A. Gutierrez  
President/Chief Executive Officer

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## **Policy—Safety in the work place**

It is the policy of Dolan Concrete Construction that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection Health Preservation and Driver Safety.

The management concept of Dolan Concrete Construction is not production and safety, it is production with safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We at Dolan Concrete Construction will depend not only on sales and service, but also how safely each job is performed. There is no job so important - any service so urgent - that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I expect your full cooperation in making our program effective.

Sincerely,

---

Leo A. Gutierrez  
President/Chief Executive Officer  
January 1st, 2009

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## IDENTIFICATION OF PLAN ADMINISTRATORS

The following persons are responsible for implementing the accident prevention plan for DOLAN CONCRETE CONSTRUCTION:

<u>Name</u>	<u>Title</u>
Leo A. Gutierrez	President/Chief Executive Officer
Robert F. Dumesnil, Jr.	Vice President
Benjamin C. Newsom	Chief Financial Officer
Brian W. Mardis	Safety Manager
Willie Gutierrez	Operations Manager

## ASSIGNMENT OF RESPONSIBILITY

### Upper Level Management

The Management of Dolan Concrete Construction believes that injury prevention is the function of management and contributes to effective and safe operations.

To aid in the realization of a strong and effective safety program, management will do the following:

1. Include the discussion of safety at their staff meetings and at other appropriate occasions.
2. Oversee special safety emphasis programs
3. Oversee the development of policies and programs to meet the legal requirements of the Occupational Safety and Health act and various related state and local requirements.

### Safety Manager

The Safety Manager is responsible for facilitating and coordinating this injury and illness prevention program's development and implementation. Responsibilities are as follows:

1. To serve as an organizational resource for technical and management information that supports the program's development and organization.

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2. To be accountable for the quality and timelines of the information herein.
3. To develop policies and programs to meet the legal requirements of the Occupational Safety and Health Act and various State and local agencies.
4. To create and implement special emphasis safety programs.
5. To provide the Operations Manager and Foremen with the information and materials needed for effective training.
6. To insure that the company Injury and Illness Prevention Program is being implemented at all levels in the work Force.

### **Operations Manager/Foreman**

Since the Operations Manager oversees the Foremen and the Foreman works along side the employees. The employees look to both of these individuals for direction and guidance. They should reflect the attitude of management when dealing with safety issues. Their responsibilities are as follows:

1. Enforce the Injury and Illness Prevention Program at all work levels.
2. Ensure the use of proper personal protective equipment.
3. Instruct all employees in both safe working procedures and job safety requirements.
4. Correct unsafe work habits.
5. Correct unsafe work conditions, If the unsafe condition cannot be corrected immediately notify the job superintendent, and remove all employees from the area until corrected.
6. Assist in the investigation of all accidents and incidents that could have caused property damage or bodily injury.
7. Ensure that all injuries regardless of severity are reported and properly treated.

## **Individual Employee**

1. To abide by the Dolan Concrete Injury and Illness Prevention Program.
2. Refrain from any unsafe act that might harm himself or other employees.
3. Use all proper personal protection equipment as required by the task being performed.
4. Report any and all unsafe acts and conditions, injuries/ incidents to their supervisor immediately, regardless of its severity.

# SAFETY RULES

For the protection and safety of all employees, Dolan Concrete Construction has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

- 1) Proper footwear and clothing will be worn at all times.
- 2) Do not wear loose clothing, jewelry or keep long hair in a down position where there is a danger of catching such articles in moving machinery.
- 3) Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.
- 4) Eye protection is required when performing any task that could produce flying particles.
- 5) Operate all machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.
- 6) Do not operate any machine you are not familiar with.
- 7) Machines must never be cleaned, adjusted or repaired until the machine is turned off, the circuit is broken at the power source.
- 8) Any defects in materials, machinery, tools and equipment must be reported immediately to a supervisor.
- 9) Do not leave tools, materials or other objects on the floor as it might cause others to trip and fall.
- 10) Do not block exits, fire doors, aisles, fire extinguishers, gas meters electrical panels or traffic lanes.
- 11) Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If an object is too heavy to move without strain, ASK FOR HELP!

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- 12) Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.
- 13) Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be shocked or surprised.
- 14) Do not allow oil, water, or any other material to remain on the floor where others may slip. Report any spills to your supervisor.
- 15) When handling hazardous materials insure your fellow prescribed safety procedures and use safety equipment. When using secondary containers filled by others, insure that they are labeled as to their contents and hazards.
- 16) Use appropriate gloves when handling materials with sharp jagged edges which may result in lacerations.
- 17) Do not attempt to operate machinery for which you are not trained.
- 18) Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times. WALK—DO NOT RUN!
- 19) All work related injuries and accidents, no matter how minor, must be reported immediately to your supervisor.

It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with the safety rules or procedure, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

# Disciplinary Procedures

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

- 1) Verbal counseling - the first step. Must be documented in the employee personnel file.
- 2) Written warning - outlining the nature of the offense and necessary corrective action. (The employee and supervisor should both sign and date this warning).
- 3) Suspension without pay - the third step or a separate disciplinary action resulting from a serious violation.
- 4) Termination - if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

Supervisors will be subject to disciplinary action for the following reasons:

- 1) Repeated safety rule violation by their department employees.
- 2) Failure to provide adequate training prior to job assignment.
- 3) Failure to report accidents and provide medical attention to employees injured at work.
- 4) Failure to control unsafe conditions or work practices.
- 5) Failure to maintain good housekeeping standards and cleanliness on the job.
- 6) Failure to complete assigned safety courses or training.

Supervisors who fail to maintain high standards of safety on their jobs will be demoted or terminated after three documented warnings have been levied during any calendar year.

# NEW EMPLOYEE TRAINING

Each new employee, regardless of expected duration of employment, will be required to complete a new hire packet. It contains the following items:

- a. New Employee Registration
- b. U.S. Department of Justice Immigration and Naturalization Service – Employment Eligibility Verification I-9
- c. W-4
- d. **Code of Safe Practices/EEO Policy**
- e. Copy of “Employee’s Claim for Workers’ Compensation Benefits”
- f. Physician Predesignation Form
- g. Emergency Contact Information

Dolan Concrete Construction is a Union Contractor, therefore we will expect any employee who comes into employment with us, temporarily or permanently, to be aware of all safety procedures and equipment associated with the completion of their assigned work and to abide by Dolan Concrete Construction Companies **Code of Safe Practices** as well.

- a. Dolan Concrete Construction is concerned about each employee’s safety and health; there is an active Injury and Illness Prevention Program.
- b. Dolan Concrete Injury and Illness Prevention Program, including the Code of Safe Practices will be enforced.
- c. Dolan Concrete Foremen will be available and qualified to inform employees on hazards in the area where the work is performed.
- d. Protective equipment is available and shall be used when required.
- e. All injuries and near misses must be reported to the Foreman immediately. Foreman will then file “First Injury Report.”
- f. All employees in the field will be expected to attend Tool Box Safety Meetings weekly.
- g. All Foremen will be expected to attend monthly safety meetings.

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Weekly, the employee will attend an on-site training session. (Tool Box Safety Talks) The topics in these meetings will pertain to the work presently being done and future work that will be coming up. All employees must sign the training log after the meeting. Also, the Foreman giving the talk must sign the log and enter what language the meeting was conducted in, date, job name and number and general contractor. The forms will be returned to the office as soon as possible.

Monthly the Foremen will attend a general safety meeting to discuss general safety topics and review of our safety program progress to date.

All Foremen will read the companies IIPP and Code of Safe Practices and have a signed copy of both in their truck at all times.

All Foremen will complete Level 1 **Click Safety Training** (online safety training) dealing with specific major safety topics: i.e. Fall Protection, hazard communication, etc. **This training is mandatory.** Foremen will be paid hourly for additional Level 2 training as they complete the classes. Not mandatory.

## Click Level 1 Course Summaries

**\*Except where noted: English and Spanish Available-Courses are approximately 15 minutes**

### **1. Bloodborne Pathogens:**

This course offers training about types, sources, and routes of transmission of bloodborne infectious agents. Examples include Hepatitis and HIV. Special emphasis is paid to workplace precautions for preventing exposure, and on basic decontamination procedures for a workplace accident.

### **2. Cal-OSHA For Construction:**

This course reviews the basics of the Cal-OSHA organization, and comparisons to Federal OSHA. The course reviews some of the similarities and differences of the two agencies and requirements specific to several construction safety and health standards to include: ergonomics, fall protection, hazard communication and others. Identifies the major permits required when doing construction work in California, not required by Federal requirements. **20 Minutes \*English Only**

### **3. California Fall Protection Awareness:**

Every employer should have a written fall protection plan specific to any job site with fall hazards. This introductory course focuses on two kinds of fall protection - fall arrest and fall restraint systems - as well as equipment (body harness, lanyard, anchorage points) and competent person requirements. Course is based on Cal OSHA safety orders. **\*English Only**

### **4. California Fire Prevention Awareness:**

Basic fire prevention techniques are addressed in this course. How to assess fire risks, control of small fires, and the proper use of fire extinguishers are covered in detail. Knowing when and how to call for help, and evacuation procedures are included in this course as well. Course is based on Cal OSHA safety orders. **\*English Only**

### **5. California Scaffold Safety Awareness:**

Working from a scaffold presents clear and present hazards. This course covers worker training, scaffold pre-use inspection, and general safety principles. Rolling, suspended, and ladder jack scaffolds are also discussed. Course is based on Cal OSHA safety orders. **\*English Only**

### **6. California Personal Protective Equipment:**

An introduction to basic and essential worksite PPE, including hard hats and their classifications, protective eyewear, hearing protection, and protective gloves, footwear, and clothing. Course is based on Cal OSHA safety orders. **20-25 minutes \*English Only**

### **7. Confined Spaces – Awareness Training:**

This introductory course defines the various kinds of confined spaces, the potential hazards and basic permit requirements for worker entry. There is a focus on the special dangers of confined space operations, including lack of oxygen, explosive agents, and engulfment by material in the confined space.

### **8. Defensive Driver Awareness:**

This introductory course outlines basic strategies for safe driving and overall defensive driving awareness. The course focus is on high-risk road conditions and driving behavior, as well as on vehicle maintenance, and safe practices behind the wheel. **30 minutes \*English Only**

**9. Diversity in the Workplace:**

This course offers introductory training in workplace diversity issues. Special attention is paid to: the benefits of a diverse workforce, what constitutes discrimination, federal laws against workplace discrimination, and to the positive results of workplace sensitivity training.

**10. Electrical Safety:**

This course focuses on basic concepts of electrical safety—on how and why shock occurs, and on basic techniques for preventing it, including insulation, guarding, grounding, and ground fault circuit interrupters.

**11. Emergency Action Planning Awareness:**

This course offers an introductory overview to on-site worker emergency response: sounding/identifying alarms, assessing hazards, personnel roles, emergency equipment, and OSHA requirements.

**12. Employer and Employee Responsibilities:**

This course offers basic job site safety guidelines for both employers and employees. It outlines the employer's responsibility to provide safe working conditions and to comply with OSHA standards. In addition, it outlines the employee's responsibility to be mentally alert and to report any unsafe conditions.

**13. Ergonomics:**

This introductory course focuses on musculoskeletal disorders. The causes of musculoskeletal disorders and how to prevent them are explained in detail. Clarification of exposures on and off the job and common ergonomic risk factors are also described.

**14. Fall Protection:**

Every employer should have a written fall protection plan specific to any job site with fall hazards. This introductory course focuses on two kinds of fall protection—fall arrest and fall restraint systems—as well as equipment (body harness, lanyard, anchorage points) and competent person requirements. **California Specific Course Available**

**15. Fire Prevention Awareness:**

Basic fire prevention techniques are addressed in this course. How to assess fire risks, control of small fires, and the proper use of fire extinguishers are covered in detail. Knowing when and how to call for help, and evacuation procedures are included in this course as well. **California Specific Course Available**

**16. General Housekeeping On The Jobsite:**

This course focuses on the elements of good construction site housekeeping, important for safety and required by OSHA. Defined as the removal of any hazards, material, or equipment that prevents workers from doing their job safely or that otherwise poses a danger, good housekeeping involves various engineering controls, work practices, and flagging and barricade measures.

**17. Hazard Communication Awareness:**

This course is an introduction to Haz-Com – the OSHA-mandated program for all sites with potential chemical exposure. It identifies the employees right to know what chemicals they are working with and what a workers responsibility is on the job site. The need for workers to be aware of harmful short-term and long-term effects of chemical exposure and proper container labeling such as Material Data Safety Sheets (MSDS) is explained. **California specific issues: Substances covered by Haz-Com and reference to proposition 65 requirements.**

**18. Jobsite Safety Orientation:**

An introductory overview of jobsite safety issues which outlines the role of OSHA, the employer, and the worker. This course provides basic steps that can be taken to insure a safe work area. For their part on the “Safety Team,” workers are responsible for knowing their employer’s injury and illness prevention program, identifying common hazards, wearing personal protective equipment (PPE), taking appropriate housekeeping measures, and recognizing the value of diversity in the workplace.

**19. Ladder Safety Awareness:**

Ladder selection, set-up, and safe work practices, including load/duty ratings and accident prevention guidelines are the highlights of this course.

**20. Personal Protective Equipment:**

An introduction to basic and essential worksite PPE, including hard hats and their classifications, protective eyewear, hearing protection, and protective gloves, footwear, and clothing. **California Specific Course Available**

**21. Power Tool Awareness:**

This course is an introduction to power tools, safety guidelines for their use, and the most common causes of injury. Particular attention is paid to power saws, powder actuated tools, and pneumatic power tools.

**22. Scaffold Safety Awareness:**

Working from a scaffold presents clear and present hazards. This course covers worker training, scaffold pre-use inspection, and general safety principles. Rolling, suspended, and ladder jack scaffolds are also discussed. **California Specific Course Available**

**23. Trenching and Excavation:**

This introductory course focuses on general excavation requirements, common causes of cave-ins, underground surveys, soil types, protective systems, and competent person issues.

**24. Working Around Mobile Equipment:**

An overview of basic safety awareness principles when working on a job site with mobile equipment—whether it is moving or not.



# Dolan Concrete

## **SAFETY REQUIREMENTS**

Dolan Concrete Construction expects its employees to comply with the Federal Occupations Safety and Health Act of 1970, applicable state and local codes or standards, as well as the general requirements outlined below:

### **CODE OF SAFE PRACTICES**

1. No one under the influence of alcohol and/or drugs shall be allowed on the jobsite. Driving any company vehicle while under the influence of either alcohol or drugs shall be grounds for immediate dismissal.
2. No horseplay of any kind shall be allowed including, but not limited to, harassment based on race, color, religion, gender, national origin, age or disability.
3. No one shall be required or permitted to work who is ill.
4. No loose or frayed clothing, shorts, soft or badly worn shoes shall be worn.
5. Shirts shall be worn at all times. (appropriate for conditions) Supervisor will determine.
6. Hard Hats and Safety Vests and Leather Work Boots shall be worn at all times.
7. Protective equipment, face masks, face shields, goggles, toe guards, ear plugs, shall be used as needed.
8. Wear gloves, boots and safety glasses when working in concrete.
9. All nails or protruding tie wire shall be bent or removed.
10. The work area shall be kept clean at all times.
11. Wear proper clothing in damp weather.
12. Report guardrails or missing floor-opening covers to your Supervisor immediately.

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13. Report unsanitary conditions to the Superintendent or Foreman.
14. Do not descend into an un-shored trench five feet or more in depth.
15. Do not tamper with electrical equipment, machinery, air or water lines; report all defective equipment to the Foreman. Repairs will be made by Dolan Concrete Construction's mechanic.
16. All ladders shall be tied off and/or have proper bearing.
17. Report all accidents promptly to Foreman.
18. Keep away from the building perimeter unless necessary to the performance of the work.
19. Do not work above or below others.
20. Ask for instruction on proper lifting procedures.
21. Clean up all liquid spills immediately.
22. Follow no-smoking rules.
23. Report any unsafe condition to the Foreman. If possible correct the condition first, then report it. Do not work in the area until hazard has been corrected.
24. Do not throw material, tools or other objects from buildings or structures.
25. Report damage to scaffolds, false-work or other supporting structures immediately.
26. Know the location of all first aid kits.
27. Know where all emergency exits are located.
28. Comply with all regulations regarding hazardous materials. If any employee is unfamiliar with the proper use of and the precautions regarding the use of material at the job site, the Foreman should be contacted for a copy of the appropriate Hazardous Material Data Sheet. (M.S.D.S. Sheets)

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29. Full Body Harness must be worn and tied off with the appropriate lanyard while working outside the perimeter cable or where there are no appropriate barriers and there is a risk of falling 6 feet or more. Belts and rebar chains may be used as positioning devices, but not as fall protection.
30. Take care to prevent concrete spillage when working above first floor level.
31. Be alert to location of concrete hose and use proper lifting technique when moving it.
32. The articulating boom on the concrete pump truck may not approach within 15 feet of any electrical power lines. Everyone must monitor this.
33. All employees using backpack concrete vibrators are required to use an industrial back support during the course of work to be performed.
34. Should an employee encounter an object or piece of machinery that weighs more than 50lbs he/she should: (under 100 lbs) employ the assistance of another person to move the object (over 100 lbs) obtain a properly rated hand truck or forklift to move the object. Machine operators and riggers should be properly certified for the task to be accomplished.

Leo A. Gutierrez, President  
January 1, 2009

## WHAT YOU ARE AND WHAT YOU DO

You are the person who turns the plans into a concrete structure, highway, or patio slab, through the people you supervise. You are the key to the creation of a safe workplace and job site. You also are the key to maintaining a competitive level of productivity. Safety and productivity go hand-in-hand. A safe and productive workplace is absolutely necessary to the success of a concrete construction company.

### HOW YOU DO IT

- You provide the leadership that energizes your people, and much, much more!
- You translate the company's objectives into action plans and schedules.
- You teach your people how to do their jobs.
- You monitor results, praise success, and work to keep errors from happening again.
- You find ways to reduce waste and costs.
- You make reports and fill out the forms that provide needed information to others in the company

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- You look after the safety and well-being of your people.
- You respond quickly to situations which interfere with job schedules, equipment breakdown and employees who are working improperly. You initiate actions to correct such situations.
- In short, you manage a variety of activities that contribute to the success of your company.

### **WHERE DOES SAFETY FIT IN?**

When developing work schedules, you use your knowledge of both the tasks and the people to decide who will most efficiently and safely get the job done.

For example, one of your crew is recovering from an illness, or accident. You decide whether that person can physically and mentally meet the demands of the task safely – for both that person and those working with him/her.

You make sure that your people know how to do the work assigned. Perhaps all you have to do is talk to the person. At other times you may have to demonstrate how to do the job. Few people instinctively know how to properly lift a heavy object. Lower back pain is a major cause of lost time. Teaching people to lift with their legs, not their back is a service to the person and the company.

As you train people, you automatically teach the most efficient way with the least waste of time and material.

People will respond when they know that the prevention of accidents benefits them, their family and their company.

Each time you walk through the job site, keep your eye peeled for unsafe acts or physical hazards. Poor housekeeping causes falls. Scrap from lumber with nails protruding can penetrate the sole of a foot. Correct a person's unsafe act as it happens. There is no more effective way to reduce lost time accidents. If the situation is dangerous, take care of it now. If not, make a note for the next safety meeting or toolbox talk. When an accident occurs, investigate it while the incident is fresh in everyone's mind, and before evidence is disturbed or lost. Look for REAL causes. Don't automatically chalk it up to "carelessness". Your primary objective is to find out what caused the accident and what can be done to avoid it ever occurring again. Don't try to place blame unless there has been a deliberate violation of acceptable procedures. Even then, the real benefit is the elimination of this type of accident occurring again. Remember, you are the one who can make a difference. The most carefully crafted Safety Program is only as effective as you make it. Your crews are only as effective as the leadership you provide.

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## Code of Safe Practices and EEO Policy Statement

**I have read, understand and will comply with Dolan Concrete Construction's Code of Safe Practices and EEO Policy.**

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Upper Level Management	yes___	no___
Office	yes___	no___
Foreman	yes___	no___
Cement Mason	yes___	no___
Carpenter	yes___	no___
Laborer	yes___	no___
Other	yes___	no___

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# Dolan Concrete

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

Dolan Concrete Construction is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, status as a disabled veteran or veteran of the Vietnam Era, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, and pregnancy. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Dolan Concrete Construction is committed to compliance with all applicable laws providing equal opportunities. This commitment applies to all persons involved in the operations of Dolan Concrete Construction and prohibits unlawful discrimination by any employee of the Company, including supervisors and co-workers.

In addition, the company policy of nondiscrimination prevails throughout every aspect of the employment relationship, including: recruitment, selection, companies sponsored training/compensation, promotion, transfer, layoff, termination, and social and recreational programs.

The company further recognizes that the effective application of a policy of equal employment involves more than just a policy statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit. As well as encourage all persons to seek employment with the company and to strive for advancement on this basis.

Furthermore, to comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor, department head or the E.E.O. Officer and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Dolan Concrete Construction will make the accommodation.

In keeping with this policy, I have designated Gabriel V. Gutierrez as EEO officer with the overall responsibility for administrating our Affirmative Action Program and monitoring the result and reporting those results to me. If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or E.E.O. Officer. Your complaint should be specify and include the names of the individuals involved and the names of any witnesses. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. Dolan Concrete Construction will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers. All employees are expected to cooperate fully with the implementation of these policies. Any employee wishing to take advantage of our programs should contact Gabriel V. Gutierrez at 481 Auzerais Avenue San Jose, CA 95126 or by telephone at 408-869-3250.

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Leo A. Gutierrez  
President

January 01, 2009

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# INSPECTION

Inspection works because it is an essential part of hazard control. It is an important management tool, not a gimmick. We will view inspections as a fact finding process, not fault finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the work place. When uncovered, potentially hazardous conditions will be corrected immediately.

## Scheduled and Periodic Jobsite Inspections

“Scheduled and Periodic Jobsite Inspections” must be made on a regular basis by a Safety Manager, Foreman, or Designated Safety Person. Housekeeping, ladders, scaffolds, guardrails, hoisting operations, stairways, and temporary lighting are the types of things that need to be examined for unsafe conditions during the inspection. Special attention should be given to things that may have caused serious injury in the past or could cause injury or incident in the future.

The purpose of the inspection is to identify unsafe working conditions and practices:

1. Whenever substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard.
2. Whenever the Designated Safety Person is made aware of a new or previously unrecognized hazard.

A report of all unsafe conditions must be made on the “Daily Safety Check List” and “Hazard Assessment and Correction Record.”

### FOLLOW-UP

The items marked, as deficient (x) must be corrected in a “TIMELY MANNER”. Corrective action and date must be noted on the Hazard and Correction Record and kept on file in the Safety Managers office.

“**Scheduled Inspections**” will be done **semi-monthly** for each of the foremen by the Safety Manager – Brian W. Mardis and “**Periodically**” (Unscheduled) at least **monthly** for a total of three inspections per month per Foreman. Foremen will inspect each job daily when on site.

Section 8.1  
IIPP 2009

This is where the Hazard Assessment And Correction Record goes

Section 8.2  
IIPP 2009

This is where the Daily Safety Check List goes.

Section 8.3  
IIPP 2009

# SAFETY COMMITTEE & SAFETY MEETINGS

The Dolan Concrete Construction Safety Committee is composed of the following members:

Leo A. Gutierrez – President and C.E.O.  
Benjamin C. Newsom – C.F.O.  
Brian W. Mardis – Safety Manager

## Safety Meetings:

### **Annual Review of Dolan Concrete Company Safety Program**

The Safety Committee will meet annually to review the Dolan Concrete Construction IIPP. Some topics that will be covered are:

- 1) Complete the unfinished business of the previous meeting.
- 2) Review the accident history of the past year including discussion of accident trends, and corrective actions taken.
- 3) Review the Dolan Concrete Construction IIPP and update as necessary.
- 4) Review new and outstanding recommendations submitted by outside agencies (insurance carrier, fire department CAL-OSHA, etc.)

**Monthly Foreman Meetings** – Foreman and Management will meet on a monthly basis to discuss all aspects of safety and operations. Meetings must be signed and dated.

**Toolbox Safety Meetings** - are to be held weekly. The Foreman on each crew is responsible for reading the meeting to the crew. Meetings must be signed by every member of the crew and dated.

**Company Wide Meetings** – Are to be held semi-annually at the Dolan Concrete Construction office/yard for all employees. Meetings must be signed and dated.

Section 9.1  
IIPP 2009

# ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of Dolan Concrete Construction to carry out a thorough program of accident investigation. The Safety Manager will be primarily responsible for making an investigation of all accidents. Accidents involving fire, death, serious injury, or extensive property damage will be investigated jointly by the Safety Manager, the Operations Manager and Upper Level Management.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Federal and State law as well as the Worker's Compensation Carrier. These reports are critical in establishing the company's and the Safety Managers' liability under the law.

When an employee is injured at work, the foreman is responsible for taking emergency action to have First Aid administered, to obtain professional medical attention as soon as possible and protect other employees and equipment. The foreman must then contact the Safety Manager so he can begin to investigate the circumstances of the accident. The following procedures have been found to be effective when investigating accidents:

- 1) Go to the scene of the accident at once.
- 2) Talk with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
- 3) Listen for clues in the conversation around you. Unsolicited comments often have merit.
- 4) Encourage people to give their ideas for preventing a similar accident.
- 5) Study possible causes - unsafe conditions, unsafe practices.
- 6) Confer with interested persons about possible solutions.
- 7) Write your accident report giving a complete, accurate account of the accident.

- 8) Follow up to make sure conditions are corrected. If they cannot be corrected immediately, report this to supervisor.
- 9) Publicize corrective action taken so that all may benefit from the experience.

In order for the Safety Managers' report to be effective, it should contain as a minimum a detailed answer to the following questions:

- A) What was the employee doing? Explain in detail the activity of the employee at the time of the accident
- B) What happened? Indicate in detail what took place, describe the accident the type of injury, the part or parts of the body affected and whether the employee was wearing the appropriate safety equipment at the time of the accident.
- C) What caused the accident? - Explain in detail the condition, act malfunction, etc., that caused the accident Remember it is possible for more than one reason or cause for an accident.
- D) What can be done to prevent a similar accident? Indicate corrective action to prevent a recurrence.

The Foreman's Initial Accident Report must be submitted to the Safety Manager by the end of the business day.

Each Foreman must maintain an adequate supply of these forms:

- 1) Foreman's Initial Accident Report

These forms may be obtained from the Safety Managers Office.

# HAZARD COMMUNICATION PROGRAM & “RIGHT TO KNOW” ACT

Dolan Concrete Construction Company has a strong commitment to the safety and health of our employees. The State of California and the Federal Government have passed the “Employee Right to Know” Act. This law requires all employers to train their employees in how to handle hazardous substances and to make Material Safety Data Sheets (MSDS) available to their employees. Copies of all MSDS’s shall be kept in Dolan Concrete Construction Company’s Safety Office and site specific MSDS’s in all Foreman Truck Kits and other appropriate areas.

## RESPONSIBILITIES OF EMPLOYER’S, SAFETY MANAGERS, OPERATIONS MANAGERS AND FOREMEN

1. Employers are to explain the “Right to Know” act, the CAL/OSHA requirements, and the rights of employees and obligations of employers under the law.
2. Employers are to advise employees where to find the Company’s written Hazard Communication Program.
3. The Safety Manager, Operations Manager and or Foremen are to notify ALL employees of operations where hazardous chemicals are present. (Employees not working with the hazardous substance could nevertheless be exposed.)
4. The Safety Manager, Operations Manager and or Foremen are to explain the physical and health hazards of these chemicals to employees. (Use MSDS’s for this purpose.)
5. The Safety Manager, Operations Manager and or Foremen are to explain ways of detecting the presence of hazardous materials to employees. (Use MSDS’s for this purpose.)
6. The Safety Manager, Operations Manager and or Foremen are to inform employees of the location of MSDS’s at the job site.
7. The Safety Manager, Operations Manager and or Foremen are to instruct employees on how to recognize and use the information on container labels and MSDS’s.

8. The Safety Manager, Operations Manager and or Foremen are to instruct employees on the need for and the use of personal protective equipment. (Again the MSDS's contain this information.)
9. The Safety Manager, Operations Manager and or Foremen are to explain how to read and interpret the information on MSDS'.

The MSDS' are designed to give you detailed health and safety information, precautions for handling and emergency first aid procedures. The MSDS's for each hazardous material tells you how to use, handle and store the material safely.

These Material Safety Data Sheets are to be acquired by each Foreman from the Safety Manager for each new material that they carry on their truck to the jobsites. Copies of job specific MSDS sheets as well as all MSDS sheets are to be maintained by the Dolan Safety office in the MSDS binder. Any outdated MSDS' will be logged into our 30-year record retention system.

It is imperative that anyone that any one who orders materials requests the MSDS' be sent with the material shipment in order that the MSDS file is kept current and complete.

Each MSDS is to be carefully reviewed for completeness, up to date and emergency telephone numbers. Upon receipt of a duplicate MSDS the one more explicit is to be included in the files.

All employees are to be trained in how to read a MSDS. This is to be accomplished during the Tool Box Safety Meetings and the Monthly Safety Meetings. In the event of an emergency involving a hazardous substance, immediately see that first aid is administered to the injured, notify the Safety Manager and he will contact the manufacturer for further instructions. The telephone number is listed on the MSDS.

All hazardous materials must be labeled. The label must identify the substance, list hazard warnings and give the name and address of the manufacturer. If the product is taken out of the original container a label must be applied to the outside of the storage container if that container is larger than one gallon. All such small amounts of product must be returned to and stored near the original container at the end of each work shift. Never remove or deface the label on the original container. Containers that have held hazardous materials should never be reused for anything other than that product. The benefits of this Hazard Communication Program are to reduce accidents, illness and injury. With this information available to all, we will enjoy an improvement in productivity and moral.

# HAZARD COMMUNICATION

Chemical manufactures and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce, then report that Information to employers who purchase their product. In most cases, Dolan Concrete Construction will choose to rely on evaluations performed by our suppliers.

If for some reason, we do not trust the evaluations of the manufacturer, we will arrange for additional testing.

We will consider any chemicals listed in one of the following sources to be hazardous:

29 CFR 1910, Subpart Z, Toxic and Hazardous Substances  
Source: CAL-OSHA

Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment  
Source: ACGIH

Hazardous substances pursuant to Labor Code Section 6382.  
Source: State of California

## LABELS & OTHER FORMS OF WARNING

We will make certain that containers are adequately labeled to identify the hazardous chemicals contained therein, and we will show hazard warnings appropriate for employee protection. The warnings will utilize a combination of words, pictures and symbols, which will convey the hazards of the chemical(s) in the container. The labels will be legible and prominently displayed.

Exceptions to the rule are as follows:

- 1) We are permitted to post signs, which convey the hazard information. If there are a number of stationary containers in a given area which have a similar content and hazard.
- 2) Operating procedures, process sheets, batch tickets, blend tickets and similar written materials can be substituted for container labels on stationary process equipment if they contain the same information and are readily available to employees.
- 3) Portable containers must be labeled.

Our employee training program will include Instructions how to read and interpret label information and MSDS sheets. Tool Box Safety Meetings will used to address this training issue.

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**WHO MUST PROVIDE DOLAN CONCRETE CONSTRUCTION COMPANY WITH APPLICABLE MSDS?**

All suppliers and subcontractors.

**WHERE ARE MSDS TO BE LOCATED?**

In the Corporate Office: Safety Office/Red MSDS Binder/Top Shelf

In the Work Place: Foremen Truck Safety Box

In the Work Area: All other applicable areas

**HOW TO USE MSDS?**

Training of employees on how to use the material safely.

Purchasing proper personal protective equipment. (Clothing, boots respirators, etc.)

Spill /leak clean-up procedures.

Waste disposal.

Medical treatment by physician or hospital. (Emergency phone number)

Fire extinguishing and suppression equipment.

Reactive data.

Routs of exposure. (Respiratory, absorption through the skin, ingestion, etc.)

How to recognize the effects of over exposure.

**KNOW HOW TO USE YOUR MSDS!!!**

**IT MAY SAVE A LIFE!**

**TRAIN YOUR EMPLOYEES ON THE HAZARDS OF THE MATERIALS THEY ARE WORKING WITH!**

**PROVIDE THE PROPER PROTECTION!**

**IT CAN SAVE A LIFE!**

Form 174 has the following sections:

### **Chemical Identity**

The identity of the substance as it appears on the label.

### **Section I. Manufacturer's Name and Contact Information**

Manufacturer's name, address, telephone number and emergency telephone number. Date the MSDS was prepared and an optional signature of the preparer.

### **Section II. Hazardous Ingredients/Identity Information**

Lists the hazardous components by chemical identity and other common names. Includes OSHA PEL (Permissible Exposure Limit), ACGIH TLV (Threshold Level Value) and other recommended exposure limits. Percentage listings of the hazardous components is optional.

<>

### **Section III. Physical/Chemical Characteristics**

Boiling point, vapor pressure, vapor density, specific gravity, melting point, evaporation rate, solubility in water, physical appearance and odor.

### **Section IV. Fire and Explosion Hazard Data**

Flash point (and method used to determine it), flammability limits, extinguishing media, special firefighting procedures, unusual fire and explosion hazards.

### **Section V. Reactivity Data**

Stability, conditions to avoid, incompatibility (materials to avoid), hazardous decomposition or byproducts, hazardous polymerization (and conditions to avoid).

### **VI. Health Hazard Data**

Routes of entry (inhalation, skin, ingestion), health hazards (acute = immediate and chronic = build up over time), carcinogenicity (NTP, IARC monographs, OSHA regulated), signs and symptoms of exposure, medical conditions generally aggravated by exposure, emergency and first aid procedures.

Section 11.5  
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## VII. Precautions for Safe Handling and Use

Steps to be taken in case material is released or spilled, waste disposal method, precautions to be taken in handling or storage, other precautions.

## VIII. Control Measures

Respiratory protection (specify type [see [respirators](#)]), ventilation (local, mechanical exhaust, special or other), protective gloves, eye protection, other protective clothing or equipment, work/hygienic practices.



### Section III - Physical/Chemical Characteristics

Boiling Point		Specific Gravity (H <sub>2</sub> O = 1)	
Vapor Pressure (mm Hg.)		Melting Point	
Vapor Density (AIR = 1)		Evaporation Rate (Butyl Acetate = 1)	
Solubility in Water			
Appearance and Odor			

### Section IV - Fire and Explosion Hazard Data

Flash Point (Method Used)	Flammable Limits	LEL	UEL
Extinguishing Media			
Special Fire Fighting Procedures			
Unusual Fire and Explosion Hazards			

(Reproduce locally)

OSHA 174, Sept. 1985

### Section V - Reactivity Data

Stability	Unstable		Conditions to Avoid
	Stable		
Incompatibility ( <i>Materials to Avoid</i> )			
Hazardous Decomposition or Byproducts			
Hazardous Polymerization	May Occur		Conditions to Avoid
	Will Not Occur		

Section 11.8  
IIPP 2009

## Section VI - Health Hazard Data

Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
Health Hazards ( <i>Acute and Chronic</i> )			
Carcinogenicity:	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions Generally Aggravated by Exposure			
Emergency and First Aid Procedures			

## Section VII - Precautions for Safe Handling and Use

Steps to Be Taken in Case Material is Released or Spilled
Waste Disposal Method
Precautions to Be taken in Handling and Storing
Other Precautions

## Section VIII - Control Measures

Respiratory Protection ( <i>Specify Type</i> )		
Ventilation	Local Exhaust	Special
	Mechanical ( <i>General</i> )	Other
Protective Gloves		Eye Protection
Other Protective Clothing or Equipment		
Work/Hygienic Practices		

\* U.S.G.P.O.: 1986 - 491 - 529/45775

# EMERGENCY ACTION PLAN

Major disasters must be anticipated and procedures must be developed and mastered if the well being of our personnel is to be protected and if we are ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of a natural disaster, fire, or other major emergency.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers and other members of the community as well.

## GENERAL INFORMATION

Two important telephone calls need to be made and the building or job site is to be evacuated for any of the following reasons:

- 1) A fire or disaster at the building or job site.
- 2) An external hazardous condition threatening the building or job site.

Note: If either of these two situations occurs, notify these agencies:

### Dolan Concrete Construction Office and Yard

- 1) The local fire department: **(San Jose) 408-277-8950**
- 2) The local office of emergency services: **(San Jose) 408-277-4595**

### Job Site

- 1) The local fire department: **See Site Specific Safety Plan**
- 2) The local office of emergency services: **See Site Specific Safety Plan**

## EMERGENCY EVACUATION PROGRAM

If ordered to evacuate, the following action shall be taken:

- 1) Initiate the evacuation of employees, arrange transportation for personnel to a local emergency center. **(Red Cross Shelter)**.
- 2) Priority evacuation should be arranged for handicapped employees.
- 3) Materials and supplies to be evacuated.
  - A) First Aid Kits – **(In Safety Manager's Office)**
  - B) Personal roster – **(In Safety Manager's Office)**

# FIRE PROTECTION PROGRAM

Personnel have been assigned to:

- 1) Sound internal fire alarm. **(Any Employee)**
- 2) Assist in the evacuation of office employees to a predetermined meeting spot outside the building in a safe location. **(In front of grocery store across from Dolan Concrete Construction Office and Yard)**
- 3) Notify the fire department (only if safe to do so, while still in building).

The person notifying the fire department will provide the following information:

- 1) Company name.
- 2) Address.
- 3) What is burning?
- 4) Location of fire (roof plant, office. etc.).
- 5) Type of fire (electrical, chemical, wood structure, etc.).

Note: If safe to do so and proper equipment is accessible try to put out fire only if it is reasonable to do so.

Personnel will be assigned to direct fire-fighting officials to any known danger and or persons unaccounted for.

# EARTHQUAKE PROTECTION PROGRAM

- 1) In the event of an earthquake do not exit the building until safe to do so. (Find a doorway structure, a desk or any reinforced area to brace yourself under until the tremor ends).
- 2) When safe to do so assemble in the designated area and recap the employee count. Any persons unaccounted for should be brought to the attention of emergency workers.

## FIRE PREVENTION PROGRAM

1. Review the building or jobsite for combustible materials.
  - a. Volatiles, gasoline, paint thinner, etc.
  - b. Solids such as wood, paper, etc.
2. Establish proper handling and storage facilities for Volatiles. Remove combustible waste as soon as possible.
3. Establish and maintain adequate fire extinguishing equipment, fire access roads, aisles and egress ways for personnel.
4. Notify the Fire Department of the existence and location of Volatiles (if applicable).
5. Review access ways to containment facilities with the Fire Department (if applicable).
6. Post Fire Department telephone numbers at the telephones.
7. Establish a means of communication between the home office, job office and the field. **(Nextel Radios)**

**Emergencies Only – Life Threatening  
9-1-1**

**Llamadas De Emergencia Solamente**

**Non-Emergency Numbers**

**Llamadas Que No Sean De  
Emergencia**

**C.H.P. 408-467-5400**

**Police/Policia 408-277-8900 or 3-1-1**

Fire/Incendio 408-277-8950

Ambulance/Paramedics 408-977-0911  
Ambulancia/Paramedicos

Hospital/Clinic  
hospital/dispensario

Clinics U.S. Health Works 408-288-3800  
Medical Group  
1893 Monterey Road  
Suite 200  
San Jose, CA 95112

-----  
Hospitals Oconnor Hospital 408-947-2500  
2105 Forest Avenue  
San Jose, CA 95128

Kaiser Permanente Santa Teresa 408-972-3000  
250 Hospital Parkway  
San Jose, CA 95119



**Dolan Concrete**

## **Dolan Concrete Fall Protection Program**

This Fall Protection Program Has Been Prepared For Your Use As A Guide  
To Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_  
Log Number: \_\_\_\_\_  
Revision Date: January 1st, 2009

Section 13.1  
IIPP 2009

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Section 13.2  
IIPP 2009

# INTRODUCTION

**This Fall Protection Plan has been prepared for the prevention of injuries associated with falls at Dolan Concrete. It is designed according to components established by the Occupational Safety and Health Administration (OSHA) in 29 CFR 1926, Subpart M, Fall Protection.**

**While many of our operations are governed by OSHA part 1910, “General Industry,” most of our operations would come under the construction standard, part 1926. Thus it is essential that we understand and comply with this standard. This plan shall be implemented as a component of our company’s existing Injury and Illness Prevention Program. (IIPP)**

# STATEMENT OF COMPANY POLICY

Dolan Concrete is dedicated to the protection of its employees from on the job injuries. All employees of Dolan Concrete have the responsibility to work safely on the job.

The purpose of the Fall Protection Plan is: (a) to supplement our Injury and Illness Prevention Program by providing safety standards specifically designed to cover fall protection and (b) to ensure that each employee is trained and made aware of the safety provisions which are to be implemented by this plan prior to the start of each job.

Safety policy and procedure on any one job or project cannot be administered, implemented, monitored and enforced by any one individual. The total objective of a safe, accident free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with the project. Each employee must understand his/her value to the company: the costs of accidents, both monetary, physical and emotional; the objective of the safety policy and procedures; the safety rules that apply; and the role each employee plays in the administration, implementation, monitoring and compliance with safety policy and procedures. This allows for a more personal approach to compliance through planning, training, understanding and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict enforcement will be implemented.

It is the responsibility of the Safety Manager to implement the plan. This person is responsible for continual observational safety checks of work operations and to enforce the safety policy and procedures. The Safety Manager is also responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to bring to management attention any unsafe or hazardous conditions or acts that may cause injury to either himself/herself or any other employees.

Any changes to the Dolan Concrete Fall Protection Program must be approved by the Safety Manager.

Very truly your,

Dolan Concrete

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Leo A. Gutierrez  
President/Chief Executive Officer  
January 1, 2009

Section 13.4  
IIPP 2009

# DUTY TO HAVE FALL PROTECTION

## A. Definitions

For the purpose of clarity and uniformity, the following terms are defined per 29 CFR 1926.500(b), definitions. (Please see: Appendix A part 1)

## B. Fall Protection Systems

Management will provide fall protection systems for employees in work areas where injury from a fall to a lower level is a recognized hazard.

### Management Responsibility

\* For the purposes of this section we will define “Competent Person” as: a person who is capable of recognizing and evaluating employee exposure to unsafe conditions and is capable of specifying the necessary protection and precautions to be taken to ensure the safety of the employees.

Through the Competent Person, whether that be Safety manager, foreman or immediate supervisor, management will determine if the walking/working surface on which its employees are to work have the strength and structural integrity to support employees safely. Employees are allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity as determined by the Competent Person.

### Walking/Working Surfaces

Each employee on a walking/working surface which is 6 feet (1.8 meters) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, safety monitoring systems, or personal fall arrest systems for the following exposures as determined by the Competent Person:

- \*unprotected sides and edges
- \*leading edges
- \*hoist areas
- \*ramps, runways and other walkways
- \*excavations
- \*holes
- \*roofing work on low-slope roofs
- \*steep roofs

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IIPP 2009

\*wall openings

\*walking/working surfaces not otherwise addressed

Specific details and exceptions to the OSHA standard can be found in 29 CFR 926.501, Duty to Have Fall Protection, in the Dolan Concrete Safety Office.

### **Protection From Falling Objects**

Employees potentially exposed to injury from falling objects are required to wear a hard hat and shall be protected by one of the following measures, designed and installed per OSHA 1926.502(j), as determined by the Competent Person:

1. Erect toeboards, screens or guardrail systems to prevent objects from falling from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced.
2. Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced.

### **C. Criteria and Practices**

As determined by the Competent Person, management shall provide and install fall protection systems meeting the following general criteria as well as specific criteria identified for each system in 29 CFR 1926.502, Fall Protection Systems Criteria and Practices. (Please see: Appendix A part 2)

# TRAINING

This plan outlines the training required for each employee who might be exposed to fall hazards. The plan enables each employee to recognize the hazards of falling and trains each employee in the procedures to be followed in order to minimize these hazards.

## A. Training Curriculum

The plan assures that each employee has been trained, as necessary, by a Competent Person covering the following curriculum:

1. The nature of fall hazards in the work area.
2. The correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
3. The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones and other protection to be used.
4. The role of each employee in the safety monitoring system when this system is used.
5. The limitations on the use of mechanical equipment during the performance of roofing work.
6. The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
7. The role of employees in the Dolan Concrete Fall Protection Program.
8. The standards contained in OSHA 29 CFR 1926, Subpart M, Fall Protection.

## B. Certification of Training

Management verifies compliance with the training requirements of this plan via various training records ie click safety, toolbox safety meetings, foreman safety meetings etc. The record contains the name or other identity of the employee trained the date(s) of the training and the signature of the person who conducted the training (i.e.,Competent Person)

A record of the latest training certification of each employee shall be maintained.

Section 13.7  
IIPP 2009

## **C. Retraining**

Appropriate training will be considered “retraining” under the following circumstances:

1. Changes to the workplace which renders the initial training.
2. Changes in the types of fall protection systems or equipment to be used which renders the previous training obsolete.
3. Inadequacies in an effected employee’s knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

# ENFORCEMENT

Constant awareness of and respect for fall hazards and compliance with this Plan (and all company safety rules) are considered conditions of employment.

Management reserves the right to issue disciplinary warnings to employees, up to and including, termination, for failure to follow the guidelines of this Plan.

# ACCIDENT INVESTIGATION, REPORTING AND ANALYSIS

The procedures for accident investigation and analysis outlined in this company's I.I.P.P. (Injury and Illness Prevention Program) have been adopted for the Fall Protection Plan.

## **A. Supervisor's Report of Injury Form** (Please see: Appendix B)

Every accident is investigated using the Supervisor's Report of Injury Form. The report provides management with a source of accident information for the three major areas of accident investigation: description, analysis and prevention. Management reviews each report and provides feedback to supervision regarding necessary corrective action.

All incidents falling under the parameters of this Plan are analyzed annually to determine trends and recurring problems and the need for further control measures.

# FALL PROTECTION PROGRAM REVIEW

Our Fall Protection Plan will undergo an annual review to evaluate the Plan's effectiveness and need for revision and upgrade.

The Safety Manager will evaluate the input of representatives of supervision along with feedback from the employees to gauge the effectiveness of the Plan and incorporate necessary improvements.

## **Appendix A**

Section 13.12  
IIPP 2009

This is where a copy of the 29cfr 1926 pg 301 subpart m (b) A1 – A2 goes.

This is where the copy of fall protection for the construction industry summary packet goes. A3

## **Appendix B**

Section 13.13  
IIPP 2009

This is where the preprinted supervisors report of injury B1 goes.



**Dolan Concrete**

## **Dolan Concrete Respiratory Protection Program**

This Respiratory Protection Program Has Been Prepared For Your Use As A  
Guide To Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_

Log Number: \_\_\_\_\_

Revision Date: January 1st, 2009

Section 14.1  
IIPP 2009

# Dolan Concrete Construction

## Respiratory Protection Program

### **RESPIRATORY PROTECTION POLICY**

Dolan Concrete Construction Company is committed to maintaining an Injury and Illness free workplace, and is making every effort to protect our employees from harmful airborne substances.

When it is feasible to do so, we accomplish this through engineering controls, such as ventilation or substitutions of less harmful substances; and/or through administrative controls, thus limiting the duration of the exposure. If these methods are inadequate, the exposure is brief and intermittent, or if the goal is to simply minimize employee exposure to hazardous substances, we provide respirators to our employees. The intent is to prevent exposure to potentially harmful atmospheres.

We recognize that respirators have limitations, and their successful use is dependent on an effective respiratory protection program. Our respiratory protection program is designed to identify, evaluate and control exposure to respiratory hazards, select and provide the appropriate respirator, and coordinate all aspects required for proper use, care and maintenance of the equipment.

Accomplishing these goals requires a cooperative effort on the part of employees and of management.

### **RESPONSIBILITY**

Management will provide leadership by example and demonstrate interest by ensuring that adequate resources are available for the effective implementation of this respiratory protection program.

We expect all employees to work conscientiously within the framework of this policy and program in order to maintain a safe and healthful work place.

To reinforce the Respiratory Protection Program, it will be administered by the Safety Manager of Dolan Concrete Construction. This administrator has the authority, responsibility and duty to do the following:

- Identify, locate and maintain an ongoing surveillance and evaluation of airborne exposures.

- Assist in selecting the appropriate respirator.

- Oversee and maintain medical screening and related record keeping.

- Conduct respirator fit testing and related record keeping.

- Train employees to be in compliance with the program.

To assist in the implementation of the program, certain aspects may be

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# Dolan Concrete Construction

## Respiratory Protection Program

delegated to a Competent Person i.e. (foreman), who will be trained in the proper use, maintenance, selection and fit test procedures. All supervisory personnel are charged with the responsibility of assuring that this Respiratory Protection Program is carried out by all employees under their direct supervision.

### Program Elements

#### PROGRAM ADMINISTRATION

This Respiratory Protection Program begins with this written plan describing the procedures required to implement the program.

This Respiratory Protection Program will be reviewed, adjusted and updated periodically.

### FIT TEST TRAINING PROGRAM

BEGIN BY reading and understanding the instruction manual that comes with your respirator.

## BE SURE YOU UNDERSTAND WHY A GOOD FIT IS NECESSARY SELECTION

Select the correct size respirator, which is one that fits your face securely and comfortably. Respirators come in various sizes to fit your face.

### FIT TESTING

EVERY TIME BEFORE ENTERING A CONTAMINATED ATMOSPHERE, you must do a positive pressure and negative pressure fit test of your respirator.

FOR A POSITIVE PRESSURE FIT TEST, block the exhaust port and exhale normally. If the face piece fits properly, it will bulge slightly and you will feel some resistance. If it does not fit properly, you will not feel resistance and may feel air escaping around the face piece.

FOR A NEGATIVE PRESSURE FIT TEST, block the filter cartridge ports and inhale. If the respirator fits properly, the face piece will collapse slightly and you will not be able to inhale. If the face piece fails to collapse, the face piece does not fit properly.

**Note:** To obtain a proper fit, it may only be necessary to reposition and or adjust the straps and then fit test again. If the fit test fails again, try a different size respirator and fit test again. It is important to remember that a good fit will result in a slight collapse of the respirator and difficulty in breathing when the inlet ports are blocked.

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## Respiratory Protection Program

Remember, a positive pressure and negative pressure fit test must be performed EACH TIME you put your respirator on before entering a contaminated area.

### QUANTITATIVE AND QUALITATIVE FIT TESTING

The Quantitative, Qualitative fit test is somewhat involved and thus not practical for every application. You may be asked to conduct a qualitative, quantitative fit test using the following procedures. For simplification the qualitative, quantitative fit test is one test which will be referred to as the QUALITATIVE fit test.

The qualitative fit test is accomplished by the use of a substance with a distinctive odor. The usual test material is Bitrex.

#### PROCEDURES

Begin with the usual positive pressure, negative pressure fit test.

Next have someone administer the Bitrex to all perimeter areas of the face piece-sealing portion of the face piece. If an odor is detected readjust the face piece and or straps, or replace the respirator with one that fits properly and retest until a proper seal is obtained.

During this test, you will be asked to go through a few simple motions such as turning your head and talking. If you at any time during this process are able to smell the odor, you know the face piece does not fit and needs to be adjusted.

### FIT TESTING IS FOR YOUR PROTECTION

FIT TESTING is one of the KEY elements in getting the best protection from your respirator.

AFTER THAT IT IS UP TO YOU to make sure that your respirator is functioning and is used properly. Your supervisor should always be consulted for direction on the proper cartridges to use.

It is up to you to regularly check and maintain you respirator. That means checking it every time you put it on.

#### **Take a good look at it!**

Check the face piece. Look for cracks, holes, tears or wrinkles. Is it dirty?

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# Dolan Concrete Construction

## Respiratory Protection Program

Are all valves, both inhalation and exhalation, clean and in good working Condition?

Are the sealing surfaces around the face piece clean and distortion free?

If you are using a full-face mask, check the lens for cracks, looseness and scratches.

Check the head straps. They should not be losing their elasticity or breaking. Are all buckles and attachments in good working order?

If any parts or parts of your respirator are damaged, missing or not working properly see your supervisor for repair or replacement.

## FILTERS AND CARTRIDGES

First and foremost, USE ONLY the filter or cartridge your supervisor has provided for you, and then wear them ONLY in the situations for which they were designed and intended for.

### FILTERS

Filters are designed to protect you only from GASES and VAPORS. Each cartridge protects you from a different kind of gas or vapor so be sure you are using the correct cartridge. All cartridges are color coded and marked so that you can tell at a glance if it is correct according to the chart.

Use only filters that were made by the manufacturer of your respirator. NEVER SUBSTITUTE BRANDS OR TYPES OF FILTERS OR CARTRIDGES. Use only the filters and cartridges your supervisor gives you and ONLY FOR THAT PARTICULAR JOB.

You however may be using various combinations of cartridges and filters together to protect against dust and gas. Again, never substitute or change the type of filter cartridge combination your supervisor gives you to use.

NEVER use cartridges or filters not manufactured for your respirator.

If you have any questions about whether your respirator, filter, or cartridge is correct for the job, see your supervisor.

## HOW TO DETERMINE WHEN TO REPLACE FILTERS AND CARTRIDGES

### FILTERS

Replace filters when it becomes difficult to breathe. That means that they are getting clogged up with dust or mists.

### CARTRIDGES

Replace your cartridge when you first begin to smell or taste the gas or vapor present in the area where you are working.

# Dolan Concrete Construction

## Respiratory Protection Plan

The reason that you need to change the cartridge is the special charcoal filter material gets used up, allowing the vapors or gasses to begin to pass through into your lungs.

### FILTER/CARTRIDGE COMBINATIONS

If you experience difficulty breathing while wearing both a filter and cartridge combination, you must replace the filter. The cartridge will probably be OK. This is normal. However, when you begin to smell the product you are working with, then it is best to change both filter and cartridge.

With the filter cartridge combination, any time the cartridge needs changing the filters will be clogged as well. Always change both when you begin to smell or taste the contaminate. Always change both sides of your dual filter respirator at the same time.

Always leave the contaminated area before removing your respirator to change filters.

At times, it may be wise to take the precaution of changing filters and/or cartridges on a predetermined schedule in order to prevent accidental exposures.



**Dolan Concrete**

## **Dolan Concrete Substance Abuse Testing Policy**

This Substance Abuse Testing Policy Has Been Prepared For Your Use As  
A Guide To Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_

Log Number: \_\_\_\_\_

Revision Date: January 1st, 2009

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# **Dolan Concrete Construction**

## **Substance Abuse Testing Policy**

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# Dolan Concrete Construction

## Substance Abuse Testing Policy

### I. General Statement

Dolan Concrete Construction is concerned about the health and safety of its employees and their families. For this reason, the Company adopted a Substance Abuse and Drug-Free Workplace Policy in 2003.

It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. At the same time, each employee bears the responsibility for his or her own job performance. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. If an employee's job performance deteriorates as a result of drug or alcohol abuse, the Company may have no choice but to take disciplinary action.

However, we would prefer that the employee seek treatment, and treatment is ultimately the employee's decision. We recognize drug and alcohol abuse as an illness which can be successfully treated. Employees who have this illness are urged to seek professional assistance. The Company can help employees to locate a professional program convenient to their home. Referral for diagnosis or acceptance for treatment will in no way jeopardize and employee's job security or promotional opportunities. Any such information will remain confidential, as well as any medical records.

We are prepared to help in any reasonable way we can, including approval of leaves of absence when appropriate. If employees need assistance, including assessment of a problem or referral to a treatment center, we encourage them to contact our Safety Manager at 408-869-3250 Ext. 107. All information will remain confidential.

In summary, the Company is committed to maintaining a drug-free workplace and to promoting the safety, security and well being of all its employees. We will work positively, if given the chance, to assist any employee who seeks treatment for a drug or alcohol dependency problem. Employees are urged to give this issue their serious attention.

For all of the above reasons and in furtherance of its ongoing efforts to maintain a safe, productive and drug-free workplace, effective January 1, 2003 the Company has adopted a Substance Abuse Testing Policy. Employees must, as a condition of employment, abide by the terms of this policy. Violations of this policy will result in disciplinary action, up to and including termination.

# **Dolan Concrete Construction**

## **Substance Abuse Testing Policy**

### **II. Employees Covered**

This policy is extended to all craft and administrative personnel and applicants of Dolan Concrete Construction to the fullest extent permitted by applicable law.

### **III. Terms/Definitions**

For purposes of this policy, the following terms/conditions shall apply:

#### **Company**

References to the Company refer to Dolan Concrete Construction.

#### **Conviction**

Conviction is a finding of guilt, including a plea of “nolo contendere”, imposition of a sentence, or both, by any judicial body charged with determining violations of federal, state or local criminal drug statutes.

#### **Criminal Drug Statute**

A criminal drug statute is any federal, state or local law that makes unlawful the manufacture, transportation, transfer, distribution, dispensation, sale, purchase, possession, or use of any illegal drug or controlled substance.

#### **Cut-Off Levels**

The Company has adopted the following testing cut-off levels recommended by U.S. HealthWorks Medical Group and Clinical Reference Laboratory, unless otherwise required by Owner, Client, or Awarding Agency, and to the extent permitted by law.

# **Dolan Concrete Construction**

## **Substance Abuse Testing Policy**

### **Fitness for Duty**

This refers to whether or not an individual is physically and mentally able to perform the essential functions of a job with or without work restrictions and with or without reasonable accommodation.

### **Illegal Drugs/Controlled Substances**

For purposes of this policy, the term “drugs” includes alcoholic beverages, illegal inhalants and illegal drugs, including marijuana and other controlled substances, and prescription drugs which were not specifically prescribed for the employee or which could adversely affect the employee’s mental or physical performance on the job.

The terms “illegal drugs” or “controlled substances” refer to Amphetamines, Barbiturates, benzodiazepines, Cocaine, Marijuana, Methadone, Methaqualone, Opiates, Phencyclidine (PCP), Propoxyphene, or any other category of drugs defined as illegal under state or federal law.

#### Medical Review Officer (MRO)

A Medical Review Officer is defined by the U.S. Department of Transportation as “a licensed physician responsible for receiving laboratory results generated by and employer’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history and any other relevant biomedical information”. MROs are required for Federally required drug testing programs and render medical opinions about whether results are truly positive or truly negative.

### **Positive Test Result and Under the Influence**

A positive test result means that a test performed on a breath or urine specimen provided by an employee detected a prohibited measure of alcohol or drugs. A positive test result means that the applicant or employee is “under the influence” of drugs or alcohol, and is further “unfit for duty”. A positive test result also constitutes “just cause” for discipline, up to and including termination. Testing standards/cut off levels for drug and alcohol will be in accordance with U.S. Department of Transportation Drug and Alcohol testing rules (DOT Standards) for those employees governed by such rules or as required by Owner, Client, or Awarding Agency, to the extent permitted by law. (Non-DOT) testing standards/cut-off levels for drugs and alcohol will be in accordance with U.S. HealthWorks Medical Group and Clinical Reference Laboratory recommended levels or as required by Owner, Client, or Awarding Agency, to the extent permitted by law. Results at or above any of the cut-off levels in both the initial test and a confirmation test or which have been determined to be adulterated, without acceptable medical explanation, will constitute a confirmed positive test.

#### Prescription Drugs

A drug is lawfully available for retail purchase only with a Physician’s prescription is a “prescription drug”. When an employee is given prescription drugs by a physician, the employee is required to ask the physician whether such drugs may adversely affect the employee’s ability to safely perform assigned duties, thereby endangering others him/herself or property. If the physician’s response is negative, the employee should

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# **Dolan Concrete Construction**

## **Substance Abuse Testing Policy**

be prepared to ask the physician to put his opinion in writing in the event of a positive drug test. If the physician's response is affirmative, the employee is required to advise the designated Safety Representative or his /her immediate supervisor that he or she is taking medication that could impact on his or her ability to perform assigned duties safely. The employee may be requested to provide a release from his/her physician to the Company that he or she is able to work safely while taking a prescription drug.

The Company, at all times, reserves the right to determine if a drug produces hazardous or non-safe effects and may restrict the use of any such drug on the Company premises. This may also include restricting the individual's work activity or presence at the work site.

Employees bringing prescribed drugs onto the Company's premises are required to retain the drug in its original container which identifies the drug, dosage, date of prescription and authorizing physician. It is recommended that employees taking a drug off site at the direction of a licensed physician maintain the drug in its original container with the information described above set forth on the pill bottle.

## **Safety-Sensitive Position**

Safety-Sensitive positions are those positions that require the performance of functions that would, if improperly performed, expose the individual, co-workers, customers, suppliers, or the general public to serious injury or death, or as otherwise defined by law. Safety-sensitive positions may include employees regularly assigned to work on construction sites and/or employees who are required to operate a motor vehicle as part of their regular job duties.

## **Substance Abuse**

Substance Abuse is the use of:

- \* illegal drugs or controlled substances
- \* alcohol and/or lawful drugs in quantities that render an individual "under the influence" as defined below.

## **Under the Influence**

Under the influence is defined as the use of alcohol, drugs, and /or controlled substances to the extent that the individual:

- \* is unable to perform work in a safe, productive manner, or
- \* is in a physical or mental condition that creates a risk to the safety/ security and well being of the individual, co-workers, customers, suppliers, general public, or to the Company or Client property (physical or intellectual), or
- \* tests positive for a prohibited measure of alcohol or drugs as defined by this policy.

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# Dolan Concrete Construction

## Substance Abuse Testing Policy

### IV. General Guidelines

#### A. Prohibited Drug-Related Activities

An employee shall not purchase, sell, transfer, furnish, manufacture, distribute, dispense, possess, use or be under the influence of illegal drugs or any controlled substance during working hours, while present on any Company jobsite or when operating any Company vehicle during work hours except as provided herein.

#### B. Prescription Drugs

The proper use of prescription drugs as part of a medical treatment program is not a violation of this policy. The improper use of prescription drugs is prohibited and is a violation of this policy. Employees who believe or have been informed that their use of any prescription drug may present a safety risk are to report such drug use to the designated safety representative or their immediate supervisor to insure the safety of themselves, other employees and protection of property.

#### C. Prohibited Alcohol-Related Activities

Prohibited alcohol-related activities include illegal manufacture, transportation, transfer, distribution, sale, purchase, or unauthorized possession, consumption or use during working hours, while present on any Company premises or jobsite or when operating any Company vehicle or while on job-related assignment.

#### D. Company Sponsored Functions

With Company President approval, the limited consumption of alcoholic beverages in designated areas of the Company facilities at company-sponsored, business-related functions, or at company-sponsored, off-premises activities may be authorized in accordance with operation unit procedures provided the:

- individual is not under the applicable state laws minimum drinking age; and
- personal safety of the individual and others is not endangered, and
- consumption doesn't interfere with the individual's effective performance of business activities. Operating a vehicle while under the influence of drugs or alcohol is prohibited.

Social drinking at company-sponsored or company-related events does not exempt employees from responsible conduct. The Company encourages employees to make the safety and welfare of themselves and others a priority at all times. Employees should not drink and drive. If necessary, employees should arrange for a designated driver after Company event.

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# Dolan Concrete Construction

## Substance Abuse Testing Policy

### E. Consequences

Any employee who is found in violation of this policy described above may be subject to discipline up to and including termination. Employees engaged in the sale or purchase of illegal drugs during working hours shall be subject to immediate termination and shall not be eligible for rehire. See Section IX.

### F. Voluntary Rehabilitation

Employees who voluntarily admit to having drug or alcohol problems that have not resulted in disciplinary action may be eligible for unpaid time off to participate in an approved drug assistance or rehabilitation program. Employees who seek voluntary assistance for alcohol and/or substance abuse may not be disciplined for seeking such assistance. However, voluntary disclosure does not shield an employee from disciplinary action due to previous or subsequent unsatisfactory conduct or performance, whether or not related to an alcohol or drug abuse problem.

Requests by employees for voluntary participation in an approved drug assistance or rehabilitation program where there has been no violation of policy shall be made to the Safety Manager or authorized representative. Employees requesting such leave are requested to do so at least (10) working days in advance of the date on which the leave is proposed to commence.

The Company will grant unpaid rehabilitation leave for participation in an approved substance abuse rehabilitation or treatment program if:

- the employee abstains from use of this substance while on leave, and
- has not violated any of the Company policies, rules, or prohibitions relating to conduct in the workplace, and
- the Company suffers no undue hardship as a consequence of granting the leave.

The rehabilitation shall be at no direct cost to the Company. Employees should check their health benefit plans to determine whether any portion of their rehabilitation is covered under the plan. Employees may use accrued vacation and/or sick leave during the rehabilitation leave.

# Dolan Concrete Construction

## Substance Abuse Testing Policy

### G. Reporting to Law Enforcement

Dolan Concrete Construction reserves the right to contact law enforcement whenever illegal drugs are found in possession of any employee during working hours or while on Company property or premises.

### H. Reporting a Conviction

Any employee who is convicted of a drug-related crime which occurred during working hours or at the employee's workplace, on or in Company property must notify in writing the employing company's designated Substance Abuse Communicator of such conviction within (5) days of the conviction. Failure to Notify will result in termination. Any such conviction may result in termination of Employment.

## **V. Types of Substance Abuse Testing**

The Company employs drug and alcohol testing as described herein to the extent permitted by law and, when applicable, its collective bargaining agreements and client mandated programs. An individual may be asked or required to submit to testing procedures designed to detect the presence of drugs and/or alcohol under the following conditions.

A. Applicant Testing – N/A This policy is undergoing revision.

~~Applicants for all positions must undergo and pass a drug and alcohol test as a pre-condition to employment. Tests shall be administered no later than five (5) working days of an applicant being placed on the payroll. Employment shall be conditional pending the results of the drug and alcohol test.~~

B. Return-To-Work/Follow-Up Testing

Applicants or employees who have violated the Company's substance abuse policy and are returning to work after completing a voluntary substance abuse or rehabilitation program pursuant to a written Return to Work Agreement will be tested periodically following their return to work (up to six unannounced random tests within a twelve-month period, or as determined by the MRO).

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## Substance Abuse Testing Policy

### C. Recall or Rehire

Recalled or rehired employees from layoff or discharge which occurred for reasons other than a positive test result, and who have not worked for the Company for more than (6) months, will be tested before being returned to active duty.

Recalled or rehired employees, who were previously discharged because of a positive test result and who are rehired under terms of this policy, will be tested upon re-employment.

### D. Periodic and Random Testing

The Company will not conduct periodic and random testing except in the following circumstances:

- where required by law, or
- where required by project, client or awarding agency, or
- where agreed to as part of a return-to-work agreement.

#### Where Required by Law

Employees in safety-sensitive positions that are required to be randomly tested by law will be tested for drugs and/or alcohol on a random, unannounced basis just before, during or after the performance of safety-sensitive functions.

Vehicle drivers holding a commercial driver's license must submit a specimen for drug testing as a part of his/her periodic medical examination (at least once every two (2) years). Drivers who have already undergone random drug testing during the applicable period are not subject to periodic testing.

Drivers holding commercial licenses will also be tested for drugs on a random, unannounced basis just before, during or after the performance of safety-sensitive functions. The Company is required by law to drug test at least 50% of its commercial drivers annually.

Drivers holding commercial licenses will also be tested for alcohol on a random, unannounced basis just before, during or after the performance of safety-sensitive functions. The Company shall randomly test at least 25% of its commercial drivers annually for alcohol.

# Dolan Concrete Construction

## Substance Abuse Testing Policy

### E. Project-Mandated Testing

To the extent that an owner, client, awarding agency or applicable law requires the Company to conduct drug and alcohol testing, the Company shall comply with said requirements to the extent permitted by law.

### F. Probable Cause Testing

To the fullest extent permitted by law, employees in safety-sensitive positions are subject to probable cause testing. Probable cause to test shall exist when a management representative substantiates in writing specific behavioral performance or on-the-spot physical indicators of being under the influence of drugs or alcohol on the job. The indicators shall be recognized and accepted symptoms of intoxication or impairment caused by drugs or alcohol, and shall be indicators not reasonably explained as resulting from causes other than the use of such controlled substances (such as, but not by way of limitation, fatigue, lack of sleep, side effects of proper use of prescription drugs, reaction to noxious fumes or smoke, etc.). The grounds for probable cause must be documented by the use of a Probable Cause Report Form (see Form "B" attached).

#### Procedures

1. Provide the employee with an opportunity to give an explanation of his/her condition, such as reaction to a prescribed drug, fatigue, lack of sleep, exposure to noxious fumes, reaction to over-the-counter medication or illness.
2. If the Management representative(s), after observing the employee, and hearing any explanation, concludes that there is in fact probable cause to believe that the employee is under the influence of drugs or alcohol, the employee may be directed to submit to a drug or alcohol test, and the employee shall be asked to sign the Consent for Drugs and/or Alcohol Test.
3. An employee who refuses to take a drug/alcohol test when the Company has probable cause to believe the employee is impaired on the job due to alcohol consumption or the use of illegal drugs, will have the option of resigning employment or being discharged.
4. An employee who has tested positive for illegal drugs or alcohol as a result of testing for probable cause shall be subject to disciplinary action up to and including termination. Disciplinary action may include giving the employee the option, at management's discretion, of taking an unpaid absence for voluntary participation in a substance abuse treatment program mutually agreed upon by

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## Substance Abuse Testing Policy

the Company, the employee, and if applicable, the Union. In this event, a written Return to Work Agreement will be signed by the Company and the employee.

If federal, state or local regulations contain provisions that are different than those in this policy, the applicable law will apply.

### G. Post-Accident Testing

1. The Company shall require employees in safety-sensitive positions whose behavior may have contributed either directly or indirectly to a work-related accident involving property damage which, in the supervisor's opinion, exceeds one thousand dollars (1,000.00), or bodily injury that requires referral to a physician for medical treatment other than first aid treatment as defined by OSHA, or work-related accidents which would likely result in property damage or bodily injury, to be subject to a test as provided herein. The Company shall complete a Post-Accident Report Form (see Form "D" attached) whenever an employee is tested under this section.
2. The innocent victims of an accident will not be subject to a test unless probable cause exists as defined herein. An innocent victim is one whose actions have not posed a safety risk to himself or others or where a safety risk to himself or others is not an issue.
3. An employee who refuses to take a post-accident drug/alcohol test under these policy guidelines will have the option of resigning employment or being discharged.
4. Post-accident testing will be conducted as soon as practicable following the accident.

If federal, state or local regulations contain provisions that are different than those in this policy, the applicable law will apply.

### VI. Prior Notice of Testing, Posting and Distribution

The following types of notice will be given by the Company:

#### A. Employees

The Company shall provide written notice of this policy to all employees covered by this policy where this policy is in effect, and make a copy of this policy available to all employees at the time a drug or alcohol test is requested.

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## Substance Abuse Testing Policy

### B. Unions

The Company shall provide copies of this policy to unions representing employees subject to this policy upon request.

### C. Applicants

The Company shall make a copy of this policy available to all applicants at the time a drug or alcohol test is requested.

The policy and procedures contained herein will be kept in the Dolan Concrete Construction Safety Office and available for review at any time by any employee of Dolan Concrete Construction..

## **VII. Consent Procedures**

### A. New Employee Testing – N/A This policy is under review.

~~———— The Company will require applicants for all positions to sign the Consent for  
———— Drugs and/or Alcohol Test form prior to submitting to testing. The Company  
———— Will refuse to hire any applicant who refuses to submit a urine/breath sample.~~

### B. Recall, Rehire

The Company will require employees to sign the Consent for Drugs and/or Alcohol Test form prior to submitting to testing under the following circumstances:

1. Upon being recalled or rehired after a layoff or discharge of more than (6) months and therefore subject to testing as a new applicant.

### C. Testing Required by Owner, Contractor or Agency

The Company will require designated employees to sign the Consent for Drugs and/or Alcohol Test form prior to submitting to owner, contractor, or agency required testing.

### D. Probable Cause or Post-Accident Testing

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## Substance Abuse Testing Policy

The Company will require employees to sign the Consent for Drugs and/or Alcohol Test form prior to submitting to probable cause or post-accident testing as well as the other types of testing listed under Section VII.

### E. Return to Work Agreement Testing

The Company will require applicants or employees, who have signed a Return to Work Agreement, upon returning to work after completing an approved substance abuse rehabilitation and treatment program, to sign a consent form prior to submitting to each follow-up test.

## **VIII. Drug/Alcohol Testing Procedures**

### A. SAMHSA Standards

The testing shall be done at NIDA certified laboratories. All testing shall be done in accordance with the standards established by the Substance Abuse and Mental Health Service Administration (SAMHSA), any successor agency, or any other agency of the federal government, which has responsibility for establishing standards for drug testing. All such agencies shall be collectively referred to as "SAMHSA." The laboratories will test only for ethyl alcohol and the illegal drugs listed in the Definition Section of this policy and other drugs listed under the U.S. Department of Transportation Drug and Alcohol testing rules. All testing will be at the Company's expense. At the time any urine, breath or blood specimens are collected, separate samples shall be maintained in appropriate containers in accordance with appropriate laboratory procedures. These samples shall be made available to the employee, upon request, for testing by a NIDA certified laboratory selected by the employee at the employee's expense.

### B. On-Site Testing

Applicants and employees assigned to a project where testing is mandated may be subject to a test administered on site. If the test registers a positive result, the individual will not be permitted to work on the project pending the results of a confirmatory test analysis conducted in accordance with SAMSHA standards.

### C. Confirming and Reporting Results

#### 1. Medical Review Officer (MRO)

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## Substance Abuse Testing Policy

All positive drug test results shall be confirmed by a Medical Review Officer (“MRO”). The MRO is a licensed physician responsible for receiving laboratory results who has a knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s positive test result together with his or her medical history, and any other relevant biomedical information. The MRO reviews laboratory results upon receipt. With laboratory confirmed negative results the MRO reviews the chain of custody documentation, and contacts the employee to discuss possible legitimate reasons for the result. The MRO may ask for additional documentation from the employee, from his or her Physician, and may physically examine the employee for signs of drug abuse and intoxication. If the MRO confirms the positive test result, the MRO shall refer the individual to available assessment and treatment facilities, and shall notify the Company of the positive result.

### 2. Employee Notification

If the testing procedures confirm a positive result, as described above, the employee may request the results in writing. If requested by the employee, the laboratory will provide copies of all laboratory reports, forensic opinions, laboratory work sheets, procedure sheets, acceptance criteria and laboratory procedures.

### 3. Specimen Storage

All specimens confirmed positive shall be retained and placed in properly secured long-term frozen storage for a minimum of one (1) year, and be made available for retest as part of any administrative proceedings.

### 4. Confidential Results

All information from an employee’s drug and alcohol test is confidential for purposes other than determining whether the Company policy has been violated and the appropriate personnel action to be taken. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee, unless otherwise required by law or unless placed at issue by the tested individual in any dispute with the Company. The results of a positive drug or alcohol test shall not be released until the results are confirmed.

### 5. Confidential Substance Identification

The MRO may identify to the Company the substance(s) for which the individual

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## Substance Abuse Testing Policy

tested positive. To ensure confidentiality, all test results shall be provided only to Company officials specifically designated and who are responsible for taking action or providing advice based upon the results of the testing. The Company will limit access to those persons.

### 6. Supervisor Confidentiality

Management and supervisors are to restrict conversations concerning possible violations of this policy to those persons who are participating in any questioning, evaluation, investigation or disciplinary action and who have a need to know about the details of the drug/alcohol investigation.

Employee issues related to this policy will be discussed discreetly and disclosure of testing information by the Company will be made only as required by the Company in furtherance of its lawful business policies, applicable law, or as authorized by the affected individual.

### 7. No laboratory or medical test information will appear in the employee's personnel file. However, the employee's personnel file will reflect whether there has been a positive or negative test result, and if positive, may include the substance for which the employee tested positive.

### 8. Civil, Administrative or Criminal Legal Proceedings or Complaints

Should any employee institute or join arbitration or any legal proceeding or any other complaint that is raised concerning any aspect of this policy, including, but not limited to, testing or adverse employment actions undertaken in response to testing, the above confidentiality protection shall not apply. The Company reserves the right to use any information obtained as a result of testing or otherwise pursuant to this policy or defend against any civil, administrative or criminal legal proceedings or complaints.

## **IX. Consequences**

Among the factors to be considered in determining the appropriate disciplinary response for a violation of this policy are the nature and requirements of the employee's work, length of employment, current job performance, the specific results of the test, and the history of past discipline.

### A. Prohibited Activities

The unlawful or unauthorized manufacture, distribution, dispensation,

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# Dolan Concrete Construction

## Substance Abuse Testing Policy

possession, or use of a controlled substance on Company premises, while conducting Company business off Company premises, or while operating a Company vehicle is absolutely prohibited. Violations of this policy will result in Disciplinary action, up to and including termination, and may have legal consequences.

An employee shall not work while impaired, intoxicated or under the influence of alcohol and/or any controlled substance. An employee who uses medication prescribed by a physician will not violate these rules by using such medication as prescribed if the employee's physician has released the employee to work. However, the Company may prohibit an employee who is impaired as a result of proper use of prescription or over-the-counter medication from working while the employee is impaired but may not discipline such an employee. An employee who is impaired by misuse of a prescription or over-the counter medication violates the policy and is subject to discipline.

### B. Refusal to take a Drug/Alcohol Test

An employee who refuses to take a required drug/alcohol test when mandated by the owner, client, awarding agency or applicable law may continue to work for the company. However, this employment provision is subject to the availability of work not requiring alcohol/drug testing to the extent permitted by Dolan Concrete Construction's substance abuse policy.

### C. Positive Test Results

Applicants who test positive for illegal drugs or alcohol will not be employed. They may either reapply for employment after a period of (12) months from the date of the positive test results, or they may reapply after providing evidence of successfully completing an approved substance abuse rehabilitation or treatment program if they have previously signed a Return to Work Agreement.

Upon reapplying for employment, the applicant must be retested. If the retest is positive, the applicant will not be hired and will not be eligible for hire in the future.

Employees who have tested positive for illegal drugs or alcohol as a result of required testing will be subject to disciplinary action, up to and including termination of employment. Disciplinary action may include giving the employee

# **Dolan Concrete Construction**

## **Substance Abuse Testing Policy**

the option, at management's discretion, of taking an unpaid absence for voluntary participation in a substance abuse treatment program mutually agreed upon by the Company, the employee, and if applicable, the Union. In this event, a written Return to Work Agreement will be signed by the Company and the employee.

The employee may return to work, if work is available, after showing successful completion of an approved treatment program. The Company will not be required to lay-off any current employee in order to re-employ the employee.

The Company may discipline the employee for not complying with the Return to Work Agreement. As a condition of re-employment following the Return to Work, the employee must agree to submit to a periodic follow-up testing as Described in Section V "Return-To-Work/Follow-Up Testing". A subsequent Positive test result will be cause for termination of employment without eligibility for rehire.

### **X. Searches**

The Company does not conduct searches for illegal drugs or alcohol.

### **XI. Non Discrimination**

The Company will not discriminate against any employee who is receiving treatment for substance abuse and/or chemical dependency. All employees who are undergoing or have undergone treatment and rehabilitation pursuant to this policy shall be subject to the same rules, working conditions, and discipline procedures in effect for all employees. Employees cannot escape discipline for future infractions by undergoing treatment and rehabilitation.

### **XII. Grievance Procedures**

All disputes concerning the interpretation or application of this policy shall be subject to the grievance and arbitration procedures of the applicable Master Labor Agreement, or where there is none, grievances may be submitted in writing to the Safety Manager's office. The Company will evaluate the circumstances surrounding an employee grievance and arrive at a decision within a reasonable period of time.

# **Dolan Concrete Construction**

## **Substance Abuse Testing Policy**

The results of a positive drug test shall not be released until the results are confirmed. Every effort will be made to insure that all employee issues related to this policy will be discussed in private and actions taken will not be made known to anyone other than those directly involved in taking the action, or who are required to be involved in the disciplinary procedure. Disclosure of information by the Company will only be made as authorized by the individual or as required by law.

### **XIII. Savings Clause**

The establishment or operation of this policy shall not curtail any right of any employee found in any law, rule or regulation. Should any part of this policy be determined contrary to law, such invalidation of that part or portion of this policy shall not invalidate the remaining portions.

### **XIV. Education Program**

At this time the management of Dolan Concrete Construction does not maintain a drug and alcohol awareness and education program.

### **XV. Affect of Other Agreements**

In the event that a collective bargaining agreement to which the Company is signatory, or a Project Labor Agreement to which the Company becomes signatory, contain different and/or additional provisions than contained herein, those provisions will apply to employees represented by the union(s) who are signatory to such agreements and are hereby made a part of the policy.

If client/owner agreements contain provisions that are different those in this policy, the more stringent provisions will apply.

### **XVI. Amendments to Policy**

This policy may not be altered or amended without the approval of the President/Chief Executive Officer of Dolan Concrete Construction. Amendments to this policy may be issued to comply with local, state, or federal law, or as determined by Company management.

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# **Dolan Concrete Construction**

## **Substance Abuse Testing Policy**

### **XVII. Administration**

The management of this policy will be the responsibility of Dolan Concrete Construction.

### **XVIII. APPENDIX**

Refer to the following pages for forms referenced in the Table of Contents.



# Dolan Concrete

## CONFIDENTIAL

### FORM "A" CONSENT FOR DRUGS AND/OR ALCOHOL TEST

I, (name) \_\_\_\_\_ understand that Dolan Concrete Construction has adopted a Substance Abuse and Testing Policy which allows for drug and alcohol testing. I have been directed to give a drug/alcohol (urine specimen for drug, breath for alcohol) which will be tested for the presence of Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Methaqualone, Opiates, Phencyclidine (PCP), Propoxyphene and Alcohol or any other drugs specified by the U.S. Department of Transportation Standards, or specified by Owner, Client, Awarding Agency, or Collective Bargaining Agreement.

I consent to the following:

1. The facility which collects a specimen from me may do so; and
2. The laboratory which performs the test may submit the results of the test to the designated Medical Review Officer and, if negative, as defined by the policy, to my employer; and
3. The Medical Review Officer may verify the test and report to my employer whether the test was positive or negative as defined by the policy.
4. The company will pay for all charges for the test.
5. I may request a retest of the original sample at my own cost.

I have read and understood the above. By signing this Agreement I am not acknowledging that I have violated any provisions of the substance abuse policy.

I hereby consent to testing for drugs and/or alcohol.  Yes  No

I am currently an employee.  I am a new applicant.

Print: \_\_\_\_\_ SSN: \_\_\_\_\_

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

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

Phone No. (day) \_\_\_\_\_ (eve) \_\_\_\_\_

- PLEASE RETURN TO DOLAN CONCRETE OFFICE \*

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**PROBABLE CAUSE REPORT FORM**

FORM "B"

Employee Involved: \_\_\_\_\_

(Complete separate form for each employee involved.)

Employee's Job Assignment/Position: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident of accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Note: Two certified witnesses required for DOT regulated projects.)

Witness to Incident:	
Witness Observations (attach additional sheets if necessary):	
Witness signature:	Date:

Witness to Incident:	
Witness Observations (attach additional sheets if necessary):	
Witness signature:	Date:
If there are additional witnesses attach statements.	

Employee's Explanation (attach additional sheets if necessary):	
Employee Signature:	

Action Recommended by Supervisor/Company Representative:	
Supervisor/Company Representative Signature:	Date:



# Dolan Concrete

CONFIDENTIAL

## RETURN TO WORK AGREEMENT

FORM "C"

As a condition of returning to active employment with the company, the undersigned Employee agrees to the following terms:

- Employee will comply with all rules and polices of the company including, but not limited to, its Substance Abuse and Testing Policy.
- Employee shall provide evidence of successful completion of an approved substance abuse rehabilitation or treatment program.
- Employee shall consent to up to six (6) unannounced random tests for drugs and/or alcohol during the twelve-month (12) period following Employee's return to active employment, or as recommended by the MRO. Refusal to be tested pursuant to the provision and/or a positive test result will result in immediate termination.

To be signed prior to start of an approved Substance Abuse Rehabilitation/Treatment Program.

I voluntarily agree to the terms set forth above:

Employee Name (please print)		Company Job Assignment/Position	
Employee's Signature		Date	
Supervisor/Company Representative's Signature		Date	
Union Officials Signature, where applicable		Date	

To be signed upon return to active employment:

I have completed an approved Substance Abuse Rehabilitation/Treatment program and have provided evidence of completion of this program.

Employee Name		Program name and Date of Completion	
Employee Signature		Date	
Supervisor's Signature		Date	
Union Official's Signature		Date	

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# Dolan Concrete

## CONFIDENTIAL

### POST-ACCIDENT REPORT FORM

FORM "D"

Employee Involved: \_\_\_\_\_

(Complete separate form for each employee involved.)

Employee's Job Assignment/Position: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident of accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Note: Two certified witnesses required for DOT regulated projects.)

Witness to Incident:
Witness Observations (attach additional sheets if necessary):
Witness signature: _____ Date: _____

Witness to Incident:
Witness Observations (attach additional sheets if necessary):
Witness signature: _____ Date: _____
If there are additional witnesses attach statements.

Employee's Explanation (attach additional sheets if necessary):
Employee Signature: _____

Action Recommended by Supervisor/Company Representative:
Supervisor/Company Representative Signature: _____ Date: _____

# Dolan Substance Abuse Testing Policy

I have read, understand and will comply with the “Dolan Substance Abuse Testing Policy”.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Upper Level Management yes\_\_\_ no\_\_\_

Manager yes\_\_\_ no\_\_\_

Foreman yes\_\_\_ no\_\_\_

Laborer yes\_\_\_ no\_\_\_



**Dolan Concrete**

## Dolan Concrete Harassment Policy

This Harassment Policy Has Been Prepared For Your Use As A Guide To  
Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_  
Log Number: \_\_\_\_\_  
Revision Date: January 1<sup>st</sup>, 2009

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# Dolan Concrete

## Harassment Policy

1. For sound business reasons, as well as compliance with federal, California or local law, Dolan Concrete prohibits the sexual harassment of any employee either in the workplace or in any work-related setting. The company also prohibits any other harassment based on race, ethnicity, religion, gender, national origin, age, sexual orientation or disability.

2. It is sexual harassment for a manager or supervisor to promise a job benefit to another employee, or to threaten another employee with some kind of adverse action, in an effort to obtain sexual favors from that employee.

In addition, it is harassment for any employee to engage in any conduct or activity, or to display any graphic material, that fits either of the following descriptions.

- (a) it is sexual in nature, (b) it is unwelcome and (c) it unreasonably interferes with an employee's work performance, or creates a hostile or offensive work environment; or
- (a) it is based on an employee's race, ethnicity, religion, gender, national origin, sexual orientation, age or disability, (b) it denigrates or shows hostility toward an employee, and (c) it unreasonably interferes with an employee's work performance, or creates a hostile or offensive work environment.

The conduct, activity and graphic materials that frequently cause harassment include, but are not limited to, abusive and vulgar comments; epithets, slurs and off-color jokes; sexual advances, invitations and inquiries; physically threatening acts; and sexual and /or denigrating pin-ups, photographs or cartoons.

3. Dolan Concrete not only insists on a work environment free of all such harassment, but also urges all employees actively to support the company's effort to create and maintain a positive work environment. In particular, the company encourages any employee who believes that he or she is being harassed to report that fact to his or her immediate superior or to the Safety Manager.

4. Dolan Concrete will promptly investigate and attempt to resolve all reports of harassment. The scope and other details of each investigation will depend on the nature of the report and the related circumstances. In each instance, however, the company will handle the matter with as much discretion as the circumstances permit, in an effort to protect the privacy of the persons involved.

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5. Dolan Concrete will provide a prompt and effective remedy for any harassment that it can verify. In addition, the company will take disciplinary action against any employee that it finds guilty of violating this policy, up to and including discharge.

6. No manager, supervisor or other employee may in any way retaliate against any other employee for making either a good faith report of sexual harassment or a good faith report of any other harassment based on race, ethnicity, religion, gender, national origin, age, sexual orientation or disability. Dolan Concrete will treat any retaliation as a separate and independent violation of this policy.

7. If an investigation leads the company to conclude an employee has knowingly made false accusations of harassment, Dolan Concrete may also take disciplinary action against that employee.

**A more detailed description of these summary policies are contained in the Long Form Harassment Policy. This policy is available to all employees, upon request, from the Dolan Concrete Safety Office.**

# Dolan Concrete Harassment Policy

**\*\*\*I have read, understand and will comply with the “Dolan Concrete Harassment Policy”.**

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Upper Level Management yes\_\_\_ no\_\_\_

Manager yes\_\_\_ no\_\_\_

Foreman yes\_\_\_ no\_\_\_

Laborer yes\_\_\_ no\_\_\_

# DOLAN CONCRETE

## HARASSMENT POLICY (Long Form)

For sound business reasons, as well as compliance with Federal, California and Local Law , **Dolan Concrete Construction** prohibits the sexual harassment of any employee either in the workplace or in any work related setting. The company also prohibits any other harassment based on race, ethnicity, religion, gender national origin, age, sexual orientation or disability.

**Dolan Concrete** will not tolerate any employee regardless of position in the company to conduct, activity or display of graphic material that has the purpose or effect of violating this policy. In addition, within the limits of the company's power and control, the company will attempt to prevent any non-employee (including but not limited to anyone working for another contractor or a supplier) from repeating any reported conduct or activity, or display of graphic material, that has the purpose or effect of causing harassment either in the workplace or in any work-related setting.

### 1. DEFINITION OF HARASSMENT

It is sexual harassment for any manager or supervisor (or any other employee with the power to affect another employee's terms or conditions of employment) to promise a raise, a promotion or any other job benefit to another employee, or to threaten another employee with some kind of adverse action, in an effort to obtain sexual favors from that employee.

In addition, it is harassment for any employee to engage in any conduct or activity, or to display any graphic material, that fits either of the following descriptions:

- (1) it is sexual in nature, (2) it is unwelcome and (3) it unreasonably interferes with an employee's work performance, or creates a hostile or offensive work environment; or
- (1) it is based on an employee's race, ethnicity, religion, gender, national origin, age, sexual orientation or disability, (2) it denigrates or shows hostility toward an employee, and (3) it unreasonably interferes with an employee's work performance, or creates a hostile or offensive work environment.

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The conduct, activity and graphic materials that frequently cause harassment include, but are not limited to the following:

- a) abusive and vulgar comments;
- b) insults;
- c) obscene name calling;
- d) epithets, slurs and off-color jokes;
- e) sexual advances, invitations and inquiries;
- f) obscene gestures;
- g) physically threatening acts, such as blocking an individual's movement;
- h) unwelcome physical contact; and
- I) sexual and/or denigrating pin-ups, poster, photographs, calendars, cartoons, drawing or graffiti.

All such conduct, activity and graphic material can cause harassment. They violate this policy if they have the purpose or effect of unreasonably interfering with another employee's work performance or they create an intimidating, hostile or offensive work environment.

*Note: Dolan Concrete has no desire to intrude upon the personal lives of its employees. The fact remains that romantic relationships between manager or supervisor and any subordinate, while not expressly forbidden, is generally considered unwise. Such relationships can erode the respect and trust that a manager or supervisor must expect of a subordinate, and they may also raise questions about authority that a manager or supervisor often has to exercise in evaluating and otherwise supervising a subordinate. The difference in the authority of the two individuals increases the risk of misunderstandings, complaints of favoritism and other problems of supervision, security and morale. Any manager or supervisor entering into such a relationship should be aware that any subsequent claim of sexual harassment may be difficult to defend on the grounds of mutual consent.*

## **2. PROCEDURE FOR REPORTING HARASSMENT**

**Dolan Concrete** not only insists on a work environment free of all harassment, but also urges all employees actively to support the company's effort to create and maintain a positive work environment.

Dolan Concrete encourages any employee who believes that he or she is being harassed promptly to tell the harasser to stop. At the same time, however, the company recognizes that individual employees may find it difficult to take that step and/or that it may be ineffective. As a result, the company also encourages any employee who believes that he or she is being harassed to report the objectionable conduct, activity and/or graphic material to his or her immediate superior or to the following individual: Safety Manager of Dolan Concrete.

Dolan Concrete also encourages all employees to report harassment promptly so that the company can respond in a timely fashion. Given the often sensitive nature of sexual and other harassment, the company has set no deadline for any employee to make a report. However, a company investigator may take a significant delay into account in evaluating the merits of a specific report.

Either the employee or the person to whom the employee reports harassment should put the employee's description of the problem in writing. If possible, the employee should make his or her own written notes at the time of the problem or shortly thereafter, in order to help the employee prepare and support the report.

Any manager or supervisor who either receives a report of harassment or who suspects harassment for other reasons shall have an affirmative duty to contact one of the company officials responsible for investigating and determining whether harassment is occurring.

### 3. COVERED INDIVIDUALS

This policy applies to all of the company's employees. Although it has limited power and control over individuals working for other employers and an equally limited ability to discipline such persons, Dolan Concrete also intends this policy to apply to anyone else who may be in a position to harass one or more of the company's employees either in the workplace or in any work-related setting.

Dolan Concrete encourages any employee who believes that he or she is being harassed by a non-employee to report that fact to his or her immediate superior or to one of the designated individuals.

Dolan Concrete will also apply this policy to any outside complaints, from other employers or their employees, about the conduct or activity of any one or more of the company's employees, either in the workplace or in any work-related setting.

### 4. INVESTIGATIONS

Dolan Concrete will promptly investigate and attempt to resolve all reports of harassment. The scope and other details of each investigation will depend on the nature of the report and the related circumstances. In each instance, however, the company will handle the matter with as much discretion as the circumstances permit in an effort to protect the privacy of the persons involved.

All managers and supervisors, including but not limited to the company's investigators, shall keep all reports of harassment confidential except as necessary to investigate and resolve such matters and/or to respond to any related legal or administrative proceedings. Because of sensitive nature of these matters, the company also encourages all employees to help keep all reports, investigations and related matters confidential.

One of the company's designated persons will normally conduct the investigation. That individual will take an employee's wishes into consideration, but he or she has an independent duty to conduct a thorough investigation as he or she sees fit.

In any event, the investigator will keep the reporting employee and the alleged harasser informed of the progress of the investigation, and the investigator will notify both parties of any final decisions.

Among the first steps that an investigator will normally take are the following:

- 1) inform the reporting employee of his or her rights under this policy;
- 2) inform the reporting employee of the company's procedures for investigating
- 3) confirm the reporting employee's name and position;
- 4) confirm the alleged harasser's name and position;
- 5) check the company's records to determine whether the reporting employee or the alleged harasser has complained of harassment or been charged with harassment in the past; and
- 6) upon interviewing the alleged harasser, remind him or her of the company's policy on any retaliation against an employee for reporting harassment.

Among the facts that the investigator will normally try to gather are these:

- 1) the frequency and type of the alleged harassment and, if possible, the exact dates, times and locations;
- 2) whether there were witnesses to the alleged harassment, and if so, what they observed;
- 3) how the reporting employee responded to the alleged harassment;
- 4) whether the reporting employee has talked to any other employee about the alleged harassment – and in particular, whether the employee has talked to any other manager or supervisor, and if so, how that individual responded;
- 5) whether the alleged harasser has made ( or carried out ) any threats against the reporting employee; and
- 6) whether the reporting employee knows or suspects that other employees have been harassed by the same individual.

## 5. RESULT

Once the investigator finishes looking into the matter, he or she will communicate the results of the investigation and any related decisions to the reporting employee and the alleged harasser.

If the investigator finds a violation of this policy, he or she will communicate the finding to the reporting employee (and, if someone else, to the victim of harassment). The investigator will also inform the victim of the remedial steps and the disciplinary action that the company intends to take. The investigator will similarly inform the harasser of the results of the investigation. Unless it terminates the harasser, the company will, in addition to any disciplinary action, direct a letter to the harasser informing that individual that the company is likely to terminate his or her employment if he or she is later found to have engaged in any further harassment.

If the investigator cannot determine that there was a violation of this policy, he or she will communicate that fact to the reporting employee and to the alleged harasser but remind both parties that this policy remains in full force and effect and that the company will continue to investigate reports of harassment. In addition, the investigator will inform the parties that the company will retain a record of this investigation, and the record may be used in any future investigations involving the same individuals.

As necessary, investigators will weight the credibility of different employees. Investigators will not automatically decline to find a violation of this policy because there were no witnesses to the alleged conduct or activity and/or the alleged harasser denies any wrongdoing.

## 6. REMEDIES

Dolan Concrete will provide an effective remedy for any harassment that it can verify. Among other things, the company may order the harasser to apologize to the victim of the harassment, or forbid the harasser to have any contact with the victim either in the workplace or in any work-related setting. The company may also make a special effort to remind other employees of its commitment to this policy.

## 7. DISCIPLINARY ACTION

Dolan Concrete will take disciplinary action against any employee that it finds guilty of violating this policy. At a minimum, the company will reprimand such an employee. Additional discipline may include, but not be limited to:

- a) denial of promotion;
- b) reassignment;
- c) temporary suspension without pay; or
- d) discharge

Dolan Concrete may discharge a first offender, depending on the nature and severity of the harassment. The penalty for a second offense will be more severe than the penalty for a first offense, and discharge is a likely result.

## 8. RETALIATION

No manager, supervisor or other employee may in any way retaliate against any other employee for making a good faith report of sexual harassment, or a good faith report of any other harassment based on race, ethnicity, religion, gender, national origin, age, sexual orientation or disability. The company will treat retaliation – by the alleged harasser or any other employee – as a separate and independent violation of this policy. If the company finds that an employee is guilty of retaliation, the company will take disciplinary action against that employee.

The procedure for reporting retaliation is the same as the procedure for reporting harassment. The company strongly encourages employees to report any retaliation immediately.

## 9. FALSE ACCUSATIONS

Dolan Concrete recognizes that false accusations of harassment can have serious effects on innocent persons. If an investigation leads the company to conclude that an employee has knowingly made false accusations of harassment, the company may also take disciplinary action against that employee.



**Dolan Concrete**

## **Dolan Concrete Incentive Program**

This Incentive Program Has Been Prepared For Your Use As A Guide To  
Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_

Log Number: \_\_\_\_\_

Revision Date: January 1st, 2009

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# Incentive Program

The purpose of this incentive program is to express our thanks for a job well and safely done. We wish to encourage every member of every job site, staff and crew to make production with safety a way of life, and to invite each person to recognize hazards, unsafe acts, near misses and to correct them. We wish to advocate that ALL live by this Dolan Concrete Construction safety culture.

The distribution of safety incentive items will be as follows.

## **Dolan Concrete Construction Foremen:**

Dolan Concrete Construction foremen will be involved in a comprehensive safety incentive program that includes a \$150.00 bonus for every 3,000 man hours worked on their respective crews without a lost time accident. An additional 100 man hours will be added for every Click Safety Level II module completed and a 200 man hour bonus for every 10 completed.

Guidelines for inclusion in this program include:

- a.) A minimum 70% rate of return on “Tool Box Safety Talks.”
- b.) Zero non-reported accidents or incidents. In addition, any non-reported accident that results in a verifiable lost time injury will result in the forfeit of 6000 man hours.
- c.) All accident/incident reports turned in to the Safety Manager within 24 hours.
- d.) Maximum P.P.E. crew violation limited to 1 per month.
- e.) Timely completion of all modules assigned in the Dolan Concrete Construction online safety program “Click Safety.”

## **Dolan Concrete Construction Crews:**

Dolan Concrete Construction crewmembers will be involved in a comprehensive non-supervisory safety incentive program for Cement Masons, Laborers and Carpenters which includes two annual safety awards of \$1,000.00 each and will have their names engraved on the company safety plaque.

Guidelines for inclusion in this program include:

- a.) No lost time incidents.

- b.) Zero non-reported accidents or incidents.
- c.) All accident/incidents reported immediately to the Forman on the job.
- d.) Zero P.P.E. violations in previous 12 months.
- e.) Healthy and constructive attitude toward their personal safety and the safety of others.

In addition to these programs - All Dolan Concrete Construction employees are also eligible to win one of three \$60.00 bonuses distributed to randomly drawn employees at every Company Wide Safety Meeting.



**Dolan Concrete**

## **Dolan Concrete Rest and Meal Period Policy**

This Incentive Program Has Been Prepared For Your Use As A Guide To  
Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_

Log Number: \_\_\_\_\_

Revision Date: January 1st, 2009

Section 18.1  
IIPP 2009

# Dolan Concrete Construction

## Rest and Meal Period Policy

Effective January 2001, the Industrial Welfare Commission imposed Wage Order No. 16 regulations that affects the construction industry by requiring 2 (two) ten-minute rest breaks per 8-hour day.

Dolan Concrete Construction Policy with respect to rest and meal periods shall be as follows:

### **Rest Periods**

Each non-supervisory employee is entitled to a ten-minute break for each four (4) hours worked or major fraction thereof (“work period”). Breaks should not exceed a total of ten minutes time during each work period. Breaks should be taken insofar as practicable in the middle of the work shift. A supervisor, however, may stagger the breaks to avoid interrupting the flow of work or may schedule the breaks to coincide with breaks in the flow of work. A supervisor may restrict the location of any break provided the employee is relieved of all work duties and responsibilities during break time. Breaks may be combined with a meal period with approval of an employee’s supervisor, but an employee may not leave work early in lieu of taking a break. Meal periods must be recorded accurately on time records. Breaks are not to be recorded on time records as part of a lunch period.

It is every employee’s responsibility to take his/her authorized breaks within the allotted time. If an employee is directed by his/her supervisor not to take a break(s) on a given day due to the nature of the work in progress, the employee will be compensated for any missed break at his/her straight-time hourly rate.

### **Meal Periods**

Each employee working five (5) or more hours per workday shall receive an uninterrupted meal period of at least (30) minutes or as otherwise provided by the employer’s union agreement. The employee shall be relieved of all duty during his/her meal period. Each employee will accurately record his/her meal period on time records.

### **Acknowledgement**

By signing below I acknowledge my obligation to abide by the company’s safety practices, work rules, and meal and rest period requirements.

**Dated:** \_\_\_\_\_

**Signature** \_\_\_\_\_

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**Dolan Concrete**

## **Dolan Concrete Excavation and Trenching Policy**

This Excavation and Trenching Policy Has Been Prepared For Your Use As  
A Guide To Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_

Log Number: \_\_\_\_\_

Revision Date: January 1st, 2009

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IIPP 2009

## **Excavation and Trenching**

- Intrusive soil activities are defined as “any man made disturbance of the ground such as a cut, cavity, excavation, trench or depression in the earth’s surface formed by earth removal, regardless of dimensions, which produces unsupported soil conditions.” All intrusive soil activities shall be conducted in accordance with CAL/OSHA, Title 8, Article 6, Section 1539 – 1547.
- Dolan Concrete Construction will ensure that all personnel scheduled to perform work in an excavation have awareness training. At a minimum, this training shall include a discussion of the hazards and control measures associated with underground utilities, cave-ins, access and egress, use of protective systems (benching, shoring, sloping, trench boxes), potential atmospheric hazards, equipment operations hazards, water accumulation hazards, potential destabilizing forces, and the stability of adjacent structures.
- Before excavating, trenching, boring or pile driving, you must know the location of underground utilities. Locate utilities via U.S.A. Underground Service Alert two working days before digging @ 1-800-227-2600. Pipelines should be depressurized and hand digging completed around pipelines and cables before machine excavation begins. Use caution when excavating around lines that may be severely corroded.
- A permit issued by CAL-OSHA is required to start working on excavation, trenches or bell holes which are 5’ deep or more and into which any employee may be required to enter.
- The competent person for site excavation will ensure that the integrity of the trench or excavation meets CAL-OSHA standards including but not limited to the following.
- The walls and face of excavations 5’ or more in depth must be shored or sloped in accordance with article 6 of CAL-OSHA Construction Safety Orders, section 1540 through 1547.
- Spoils shall be set back, no closer than 2’ from the edge of the excavation to prevent sliding off in to the excavation.
- Excavations or trenches will be inspected daily by a competent person before entry to insure integrity.
- Ladders, stairways or ramps shall be located at intervals of 50’ in running
- trenches.



**Dolan Concrete**

## Dolan Concrete Mold Action Plan

This Mold Action Plan Has Been Prepared For Your Use As A Guide To  
Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_  
Log Number: \_\_\_\_\_  
Revision Date: January 1<sup>st</sup>, 2009

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# Mold Action Plan

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## Response

### **CONTENTS – RESPONSE TO MOLD PROBLEMS**

1. Introduction To Response Plans
2. Pre-Event Preparation
3. Response During Construction
4. Response Post-Construction
5. Reference Internet Links
6. Reference Documents
  - a) Checklist For Mold Remediation, From Epa Guidelines
  - b) Water Damage Response Guidelines (Table 1) From Epa Guidelines
  - c) Sample Record Document

# 1. INTRODUCTION TO RESPONSE PLANS

There are two distinct situations where a response plan is required. The situations are:

1. **During Construction**
2. **Post Construction**

Given the unique conditions existing in each situation, we have produced two distinct response plans. The response plan during construction is much more general beyond the point of cleaning up the excess moisture and documentation. In this plan, we have stayed away from specific recommendations for every conceivable scenario and suggested “guiding principles.”

In the post construction situation, our response plan is more specific and driven by the degree of water/mold intrusion. We have utilized a flow chart with references to documents and links that cite specific government guidelines.

## 2. PRE-EVENT PREPARATION

By definition, water intrusion events need to be addressed as quickly as possible to minimize damage and possible mold growth. Below is a list of suggested equipment that may be purchased in order to prepare for potential water intrusions. Preparation may also include the identification of potential resources, i.e. water cleanup/restoration specialists, certified industrial hygienists, mold remediation specialists, etc. that may be called upon to assist in all aspects of a response plan. These resources may be able to assist in all phases of the plan from the initial water intrusion to the final report.

### **SUGGESTED LIST OF OWNED EQUIPMENT**

- Moisture Meter
- Dehumidifiers
- Floor blowers/dryers
- Wet/Dry Vacuum

## **NOTIFICATION PROCEDURES**

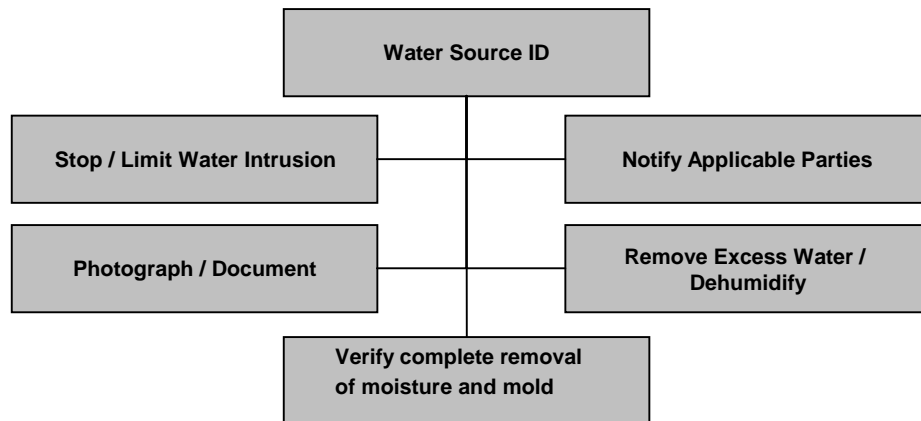
Notification to one or more of the following parties should be seriously considered:

1. Insurer
2. Attorney
3. All parties affected by the water intrusion

### **3. During Construction**

The flow chart below shows suggested steps for responding to a water intrusion event that takes place “during construction

Figure 1: Water Intrusion Response Plan Flow Chart – During Construction



### **GUIDING PRINCIPLES**

If large-scale water intrusion occurs, it may be beneficial to hire an outside Restoration Contractor to assist in the drying and cleanup if the General Contractor does not have the necessary resources. Emphasis should be to dry salvageable materials and remove other materials immediately after water intrusion, prior to any potential mold growth. Refer to Table 1 of EPA Guidelines for reference (attached)

After drying, cleanup, and repair of leak, affected areas should be periodically checked for moisture or mold to ensure problem does not reappear.

## 4. Post construction

The response plan for a finished structure (post construction) has three governing parameters, listed below:

1. How long since the water intrusion occurred?
2. Has visible mold growth occurred?
3. Size of the water damage or mold growth.

The attached flow chart addresses these issues. While the flow chart is a basic blue print for managing a response plan, judgment will be required for some decisions, such as whether to obtain a Hygienist or Remediation Contractor for relatively minor damage.

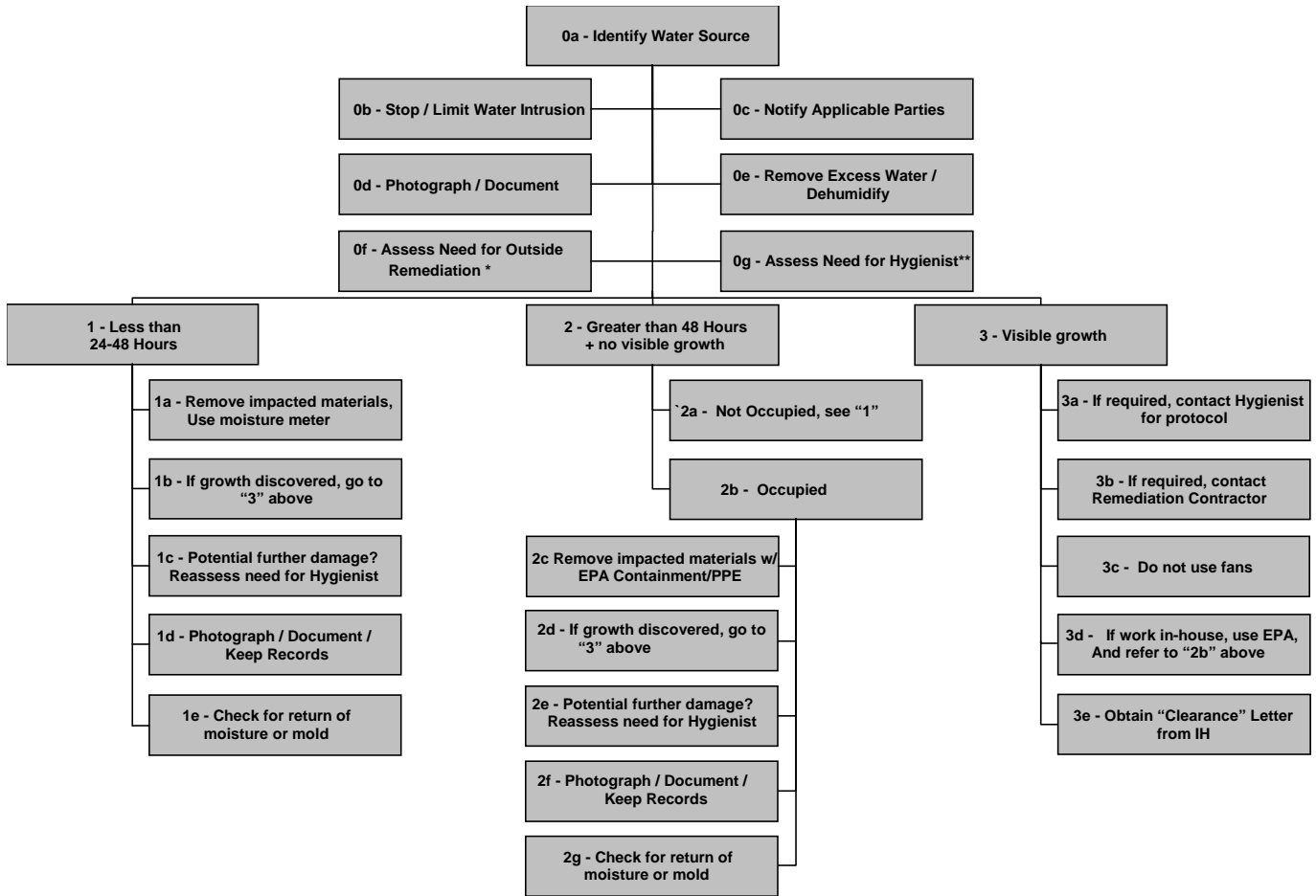
**Specific instructions for remediation work are detailed in the EPA guidelines (web link below).** Section 20.4

The response plan flowchart has also been linked to Checklist for Mold Remediation, from EPA 402-K-01-001: Mold Remediation in Schools and Commercial Buildings. The numbers noted at the end of each checklist item correlate to a box in the flowchart.

Figure 2: Water Intrusion Response Plan Flow Chart – Post Construction

\* Requirement for Remediation Contractor varies by case and by General Contractor’s capabilities. N.Y. Protocols recommend areas of 30+ S.F. mold damage to be handled by Remediation Contractors. For early water damage, outside specialists may be necessary for larger events, where G.C. may not have resources to completely dry the building materials quickly.

\*\* Requirement varies by size and occupancy. N.Y. Protocols recommend hygienists at areas greater than 30 S.F., but in occupied buildings should be considered at 10 S.F. or smaller, depending on sensitivity of locations and occupants.



## 5. reference links

EPA: Mold Remediation in Schools and Commercial Buildings (EPA 402-K-01-001, March 2001):

PDF Format: <http://www.epa.gov/iaq/molds/graphics/moldremediation.pdf>

HTML: <http://www.epa.gov/iaq/molds/>

New York City Department of Health and Mental Hygiene: Guidelines on Assessment and Remediation of Fungi in Indoor Environments:

<http://nyc.gov/html/doh/html/epi/moldrpt1.html>

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## 6. Reference Documents

### Checklist for Mold Remediation, from EPA 402-K-01-001: Mold Remediation in Schools and Commercial Buildings:

#### CHECKLIST FOR MOLD REMEDIATION\*

## Investigate and Evaluate Moisture and Mold Problems

- Assess size of moldy area (square feet). FLOWCHART 0f, 0g
- Consider the possibility of hidden mold. FLOWCHART 1c, 2e
- Clean up small mold problems and fix moisture problems before they become large problems. FLOWCHART 0b, 0e
- Select remediation manager for medium or large size mold problem. FLOWCHART 0f, 0g
- Investigate areas associated with occupant complaints. FLOWCHART 3
- Identify source(s) or cause of water or moisture problem(s). FLOWCHART 0a
- Note type of water-damaged materials (wallboard, carpet, etc.). FLOWCHART 0f, 0g, 1a, 2c, 3D
- Check inside air ducts and air handling unit. FLOWCHART 0a
- Throughout process, consult qualified professional if necessary or desired. FLOWCHART 0f, 0g

#### **Communicate with Building Occupants at All Stages of Process, as Appropriate**

Designate contact person for questions and comments about medium or large-scale remediation as needed. FLOWCHART 0c

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## Plan Remediation

- Adapt or modify remediation guidelines to fit your situation; use professional judgment. FLOWCHART 0f, 0g
- Plan to dry wet, non-moldy materials within 48 hours to prevent mold growth (see Table 1 and text) FLOWCHART 1
- Select cleanup methods for moldy items (see Table 2 and text). FLOWCHART 3d
- Select Personal Protection Equipment – protect remediators (see Table 2 and text). FLOWCHART 2c, 3d.
- Select Containment Equipment – protect building occupants (see Table and text). FLOWCHART 2c, 3d.
- Select remediation personnel who have the experience and training needed to implement the remediation plan and use Personal Protection Equipment and containment as appropriate. FLOWCHART 0f, 0g

## Remediate Moisture and Mold Problems

- Fix moisture problem, implement repair plan and/or maintenance plan. FLOWCHART 0b
- Dry wet, non-moldy materials within 48 hours to prevent mold growth. FLOWCHART 1
- Clean and dry moldy materials (see Table 2 and text). FLOWCHART 3
- Discard moldy porous items that can't be cleaned (see Table 2 and text). FLOWCHART 3

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\* For details, see main text of this publication. Please note that this checklist was designed to highlight key parts of a school or commercial building remediation and does not list all potential steps or problems.

\* See pocket on inside back cover for an additional copy of this checklist.

**WATER DAMAGE RESPONSE GUIDELINES, FROM EPA 402-K-01-001:  
MOLD REMEDIATION IN SCHOOLS AND COMMERCIAL BUILDINGS:**

<b>Table 1: Water Damage – Cleanup and Mold Prevention</b>	
Guidelines for Response to Clean Water Damage Within 24-48 Hours to Prevent Mold Growth*	
<b>Water-Damaged Material<sup>1</sup></b>	<b>Actions</b>
Books and papers	<ul style="list-style-type: none"> <li>• For non-valuable items, discard books and papers.</li> <li>• Photocopy valuable/important items; discard originals.</li> <li>• Freeze (in frost-free freezer or meat locker) or freeze-dry.</li> </ul>
Carpet and backing – dry within 24-48 hours <sup>2</sup>	<ul style="list-style-type: none"> <li>• Remove water with water extraction vacuum.</li> <li>• Reduce ambient humidity levels with dehumidifier.</li> <li>• Accelerate drying process with fans.</li> </ul>
Ceiling tiles	<ul style="list-style-type: none"> <li>• Discard and replace.</li> </ul>
Cellulose insulation	<ul style="list-style-type: none"> <li>• Discard and replace.</li> </ul>
Concrete or cinder block surfaces	<ul style="list-style-type: none"> <li>• Remove water with water extraction vacuum.</li> <li>• Accelerate drying process dehumidifiers, fans, and/or heaters.</li> </ul>
Fiberglass insulation	<ul style="list-style-type: none"> <li>• Discard and replace.</li> </ul>
Hard surface, porous flooring <sup>2</sup> (Linoleum, ceramic tile, vinyl)	<ul style="list-style-type: none"> <li>• Vacuum or damp wipe with water and mild detergent and allow to dry; scrub if necessary.</li> <li>• Check to make sure underflooring is dry; dry underflooring if necessary.</li> </ul>
Non-porous, hard surfaces (Plastics, metals)	<ul style="list-style-type: none"> <li>• Vacuum or damp wipe with water and mild detergent and allow to dry; scrub if necessary.</li> </ul>
Upholstered furniture	<ul style="list-style-type: none"> <li>• Remove water with water extraction vacuum.</li> <li>• Accelerate drying process dehumidifiers, fans, and/or heaters.</li> <li>• May be difficult to completely dry within 48 hours. If the piece is valuable, you may wish to consult a restoration/water damage professional who specializes in furniture.</li> </ul>

**Table 1: Water Damage – Cleanup and Mold Prevention**

Guidelines for Response to Clean Water Damage Within 24-48 Hours to Prevent Mold Growth*	
Water-Damaged Material <sup>1</sup>	Actions
Wallboard (Drywall and gypsum board)	<ul style="list-style-type: none"> <li>• May be dried in place if there is no obvious swelling and the seams are intact. If not, remove, discard, and replace.</li> <li>• Ventilate the wall cavity, if possible.</li> </ul>
Window drapes	<ul style="list-style-type: none"> <li>• Follow laundering or cleaning instructions recommended by the manufacturer.</li> </ul>
Wood surfaces	<ul style="list-style-type: none"> <li>• Remove moisture immediately and use dehumidifiers, gentle heat, and fans for drying. (Use caution when applying heat to hardwood floors.)</li> <li>• Treated or finished wood surfaces may be cleaned with mild detergent and clean water and allowed to dry.</li> <li>• Wet paneling should be pried away from wall for drying.</li> </ul>

\* If mold growth has occurred or materials have been wet for more than 48 hours, consult Table 2 guidelines. Even if materials are dried within 48 hours, mold growth may have occurred. Items may be tested by professionals if there is doubt. Note that mold growth will not always occur after 48 hours; this is only a guideline.

These guidelines are for damage caused by clean water. If you know or suspect that the water source is contaminated with sewage, or chemical or biological pollutants, then Personal Protective Equipment and containment are required by OSHA. An experienced professional should be consulted if you and/or your remediators do not have expertise remediating in contaminated water situations. Do not use fans before determining that the water is clean or sanitary.

<sup>1</sup> If a particular item(s) has high monetary or sentimental value, you may wish to consult a restoration/water damage specialist.

<sup>2</sup> The subfloor under the carpet or other flooring material must also be cleaned and dried. See the appropriate section of this table for recommended actions depending on the composition of the subfloor.





**Dolan Concrete**

**DOLAN CONCRETE LOCKOUT/TAGOUT PROGRAM**

This Lockout/Tagout Has Been Prepared For Your Use As A Guide To  
Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_  
Log Number: \_\_\_\_\_  
Revision Date: January 1st, 2009

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# DOLAN CONCRETE LOCKOUT/TAGOUT PROGRAM

## HAZARDOUS ENERGY CONTROL And EMPLOYEE TRAINING GUIDELINES

This Dolan Concrete Construction Lockout/Tagout Program (Hazardous Energy Control Program) is written to ensure compliance with Cal/OSHA and Federal OSHA's 29 CFR 1910.147.

### SCOPE OF THE RULES:

### PURPOSE:

For the employees of Dolan Concrete Construction who are required to perform hazardous maintenance and/or servicing of machines and equipment, a formal, written Lockout/Tagout Program has been developed and implemented. The program addresses practices and procedures which are necessary to disable machinery or equipment and to prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed.

These rules apply to all sources of hazardous energy at Dolan Concrete Construction, including, but not limited to, electrical, hydraulic, pneumatic, mechanical, thermal and chemical.

Excluded from the rules are servicing and maintenance when employees are not exposed to the unexpected release of hazardous energy (i.e., machine guarding provides full protection during the activities) **and plug-and-cord-connected electrical equipment when the equipment is unplugged and the plug is under the exclusive control of the employee performing the servicing and/or maintenance. (NOTE; The plug is under the exclusive control of the employee if it is physically in the possession of the employee or within arm's reach and in line of sight of the employee or if the employee has affixed a lockout/tagout device on the plug.)**

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**All Dolan Concrete Construction employees shall comply with the requirements of this program. At no time and under no circumstances shall hazardous servicing or maintenance be performed without strict adherence to these procedures. If these procedures are not followed, all employees involved (including supervisors and managers) shall be subject to the company's progressive disciplinary program.**

#### **POLICY:**

All energy isolating devices which are capable of being locked out, shall be locked out in accordance with these procedures. If the energy isolating device is not capable of being locked out, the device shall be tagged out in accordance with these procedures.

If major replacement, repair, renovation or modification of machines or equipment is performed or if new machines or equipment are installed, energy isolating devices for such machines or equipment must be designed to accept a lockout device.

#### **DEFINITIONS:**

***Affected employees:*** An employee whose job requires him or her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him or her to work in an area in which such servicing or maintenance is being performed.

1. Instructed in the purpose and use of the energy control procedures

***Authorized employees:*** A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person if the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or a tagout system implemented.

1. Recognition of hazardous energy sources
2. Type and magnitude of energy sources found in the workplace
3. The means and method of isolating and/or controlling energy
4. The means of verification of effective energy control and the purpose of the procedures to be used

***All other employees:***

1. Instructed about the procedure and the prohibition relating to attempt to restart or re-energize such machines or equipment

***Capable of Being Locked Out:*** An energy isolating device will be considered to be capable of being locked out if it is either designed with a hasp or other attachment or

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integral part to which, or through which, a lock can be affixed, or has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

***Energized:*** Connected to an energy source or containing residual or stored energy.

***Energy Isolating Device:*** A mechanical device that physically prevents the transmission or release of energy, including the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector switch or other control circuit type 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 uses a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

***Normal Production Operations:*** The utilization of a machine or equipment to perform its intended production function.

***Servicing and Maintenance:*** Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, if the employee might be exposed to the unexpected energization or startup of the machine or equipment or release of hazardous energy.

***Setting Up.*** Any work performed to prepare a machine or equipment to perform its normal production operation.

***Tagout:*** The placement of a tagout device on 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.

***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.

## **AUTHORIZED PERSONNEL**

The following employees of Dolan Concrete Construction are authorized and qualified to perform lockout/tagout functions:

### **JOB TITLES THAT MAY BE CONSIDERED AS "AUTHORIZED" EMPLOYEES**

**Safety Manager – Brian W. Mardis  
Operations Manager – Willie Gutierrez  
Carpenter Foremen – All classified as such  
Laborer Foremen – All classified as such  
Cement Mason Foremen – All classified as such  
Mechanic – Cruz Guerro  
Assistant Mechanic – Segerio Contreras  
Yard Personnel – All classified as such**

### **JOB TITLES THAT ARE LIMITED TO BEING ONLY "AFFECTED" EMPLOYEES**

**Carpenter – All classified as such  
Laborer – All classified as such  
Cement Mason – All classified as such  
Operating Engineer – All Classified as such**

### **JOB TITLES THAT ARE LIMITED TO BEING ONLY "OTHER" EMPLOYEES**

**All employees of Dolan Concrete Construction not classified as “authorized or  
“affected”**

## **INVENTORY OF HAZARDOUS ENERGY SOURCES:**

The following machines and equipment, listed by location and department, are subject to compliance with the Dolan Concrete Construction lockout/tagout procedures:

1. Dolan Concrete Garage/Repair Facility – Behind the Dolan Concrete Construction offices. *All Machines and Equipment*

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## **EXEMPTIONS FROM LOCKOUT/TAGOUT PROCEDURES**

Excluded from this program are servicing and maintenance when employees are not exposed to the unexpected release of hazardous energy (i.e., machine guarding provides full protection during the activities) and plug-and-cord-connected electrical equipment

**when the equipment is unplugged and the plug is under the exclusive control of the employee performing the servicing and/or maintenance.**

**(NOTE: The plug shall be considered under the exclusive control of the employee if it is physically in the possession of the employee or within arm's reach and in line of sight of the employee or if the employee has affixed a lockout/tagout device on the plug attachment.)**

### **GENERIC PROCEDURE:**

Dolan Concrete Construction has determined that certain machines and equipment affected by this procedure are exempted from the requirement for a specific lockout/tagout procedure because they meet the following criteria:

- The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shutdown which could endanger employees
- The machine or equipment has a single energy source which can be readily identified and isolated
- The isolation and blocking out of that energy source will completely de-energize and deactivate the machine or equipment
- The machine or equipment is isolated from that energy source and locked out during servicing or maintenance
- A single lockout device will achieve a locked-out condition
- The servicing or maintenance does not create hazards for other employees
- Dolan Concrete Construction employees have experienced no accidents involving the unexpected activation or re-energization of these machines or equipment during servicing or maintenance

***(NOTE: Plug and cord attached machines and equipment are not required to be locked out so long as the person doing the servicing/maintenance has disconnected the plug from the electrical outlet and maintains control of the plug.***

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## **GENERIC MACHINES AND EQUIPMENT:**

- A. Wheel Grinder
- B. Single Trowel Machines
- C. Backpack Vibrators (Gas)
- D. Electric Vibrators
- E. Small Hand Tools
- F. Vibrator Tamper
- G. Band Saw
- H. Drill Press
- I. Wet Dry Vacuums
- J. Saw-Cut Machines
- K. Power Washers
- L. Roto Hammers
- M. Jack Hammers
- N. Skill Saws
- O. Arc Welder

## **PROCEDURES FOR SPECIFIC MACHINES AND EQUIPMENT:**

Specific procedures have been developed for the following machines and equipment:

- A Double Trowel Machines **(See Appendix A)**

## **GENERAL PROCEDURES:**

Padlocks or other locking devices shall be used to lock out all energy sources whenever there is a possibility of injury to employees caused by the unexpected release of hazardous energy. Energy sources include, but are not limited to, electrical, hydraulic, pneumatic, mechanical, thermal and chemical.

Each authorized employee shall be provided with his/her own lock and key. Only the authorized employee and his/her supervisor shall have keys to the employee's locking device. The supervisor's key shall be secured against unauthorized use. The supervisor shall use his/her key only after implementing the company's policy relating to release of a locking device in the absence of the authorized employee the supervisor shall maintain a master list of key numbers and their assignments.

All energy sources shall also be tagged with a "DANGER, DO NOT OPERATE" tag which states the name of the person applying the lockout device and the date and time applied.

Tags shall not be relied upon as the sole means of preventing unexpected release of hazardous energy and shall only be used in conjunction with a locking device or, in the case of machines or equipment which are not capable of being locked out, with an additional safety measure.

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**(NOTE:** Only standard tags available from the Dolan Concrete Construction Mechanic – Cruz Guerrero shall be used for lockout/tag out. They must be standardized in shape, color and size and be easily distinguishable. Tags shall be durable and remain legible when exposed to weather and environmental conditions.

The authorized employee involved in the lockout procedure will test the control button or switch after locking the main disconnect device to ensure the equipment is deactivated. Before activating any switch, all personnel must be clear of the machine or equipment in case of switch malfunction.

A lock shall not be removed by anyone but the person who applied it except that the **Safety Manager – Brian W. Mardis or Mechanic – Cruz Guerrero** may remove a lock after ensuring it can be removed safely, signing the tag, and complying with the following steps:

- Verify the authorized employee who applied the lock is not in the facilities.
- Make a reasonable effort to contact the employee who applied the lock to inform him/her that the lock is being removed.
- Make sure the employee who applied the lock knows the lock has been removed before he/she resumes work at the facilities.

**(See Appendix B)**

Contractors brought into the facilities to perform work which requires lockout/tag out will be required to adhere to these lockout/tag out procedures. Contractor authorized personnel will provide their own locks and keys, or obtain them from the **Safety Manager – Brian W. Mardis or Mechanic – Cruz Guerrero**. The employee who is responsible for bringing the contractor into the facilities is also responsible for ensuring compliance with these lockout/tag out procedures.

All electrical repairs shall be performed by a certified electrician.

No one shall attempt to operate any switch, valve or other energy isolating device when it is locked/tagged out.

#### **TAGOUT PROCEDURES:**

A tag out system will only be used on machines and equipment which are not capable of being physically locked out and only if the level of safety is equivalent to that which is obtained using the company lockout program.

In order to ensure an equivalent level of safety, in conjunction with tagging out the machine or equipment, an additional safety measure will be implemented such as:

- Removal of an isolating circuit element – ex. Spark plug on machines

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- Blocking of a controlling switch
- Opening of an extra disconnecting device
- Removal of a valve handle to reduce the likelihood of inadvertent energization

The tag out device must be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

Tags may not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

All tags used at Dolan Concrete Construction shall be:

- Standardized within the facility in color, shape, size, print and format.
- Substantial enough to prevent inadvertent or accidental removal.
- Non-reusable, attachable by hand, self locking and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all-environment-tolerant nylon cable tie.
- Tag out devices shall indicate the identity of the employee applying the devices.
- Tag out devices shall warn against hazardous conditions if the machine or equipment is energized and must include a legend such as the following: **Do Not Start, Do Not Open, Do Not Close, Do Not Energize, Do Not Operate.**

#### **TRAINING AND COMMUNICATION:**

Dolan Concrete Construction will provide training sufficient to ensure that the purpose and function of the energy control program is understood and that the employees possess the required knowledge and skills for the safe application, usage, and removal of energy controls. The training will include the following:

***Authorized Employees:*** The recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

***Affected Employees:*** Instruction in the purpose and use of the energy control procedure.

***Other Employees:*** Instruction in the procedures and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

***Additional Training Required if Tag out program is used:***

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### **Tag out systems have the following limitations:**

Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint on those devices that is provided by a lock.

If a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or might be in the area, in order to be effective.

Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

Tags may evoke a false sense of security and their meaning needs to be understood as part of the overall energy control program.

Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

**(NOTE: Whenever there is a change in a job assignment, a change in machines, equipment or processes that presents a new hazard, when there is a change in the energy control procedures or whenever a periodic inspection reveals deficiencies in the lockout/tag out procedures retraining shall be provided for all authorized and affected employees.**

## **GENERIC LOCKOUT/TAGOUT PROCEDURES**

### **LOCKOUT/TAGOUT PROCEDURE**

Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

If the machine or equipment is operating, shut it down by the normal stopping procedure (i.e., depress the stop button, open the switch, close the valve, etc.).

Deactivate the energy isolating device so that the machine or equipment is isolated from the energy source.

If electricity is the only energy source, and unplugging is the method of isolation, the employee doing the servicing or maintenance shall maintain control of the plug attachment at all times or a lockout device shall be attached to the plug.

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Lockout the energy isolating device with your assigned individual lock, complete an approved tag with your name, the date and time applied and attach the tag at the same location as the lock.

Dissipate or restrain stored or residual energy (i.e., found in capacitors, springs, elevated machine parts, rotation flywheels, hydraulic, pneumatic, gas, steam or water systems) by methods such as grounding, repositioning, blocking, blanking, bleeding down or other effective means.

Ensure that the equipment is disconnected from the energy source by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the normal operating controls or by testing to make certain the equipment will not operate.

Return operating controls to the neutral or off position after verifying the isolation of the equipment.

Complete the servicing or maintenance activity.

### **RESTORING THE MACHINE OR EQUIPMENT TO NORMAL OPERATION**

Inspect 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 are safely positioned or removed from the area.

Verify that the controls are in neutral.

Remove the lockout device and tag and energize the machine or equipment.

Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

### **PROCEDURES INVOLVING MORE THAN ONE AUTHORIZED PERSON**

When more than one person will be performing maintenance or servicing where the machine or equipment is required to be locked out to protect employees, each person shall attach and remove their own individual lockout devices in accordance with these procedures. If the energy isolating device is not capable of accepting multiple lockout devices, a lockout hasp shall be used to accommodate more than one lock.

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## APPENDIX

### A

#### LOCKOUT/TAGOUT PROCEDURES FOR SPECIFIC MACHINES AND EQUIPMENT

##### 1. Double Trowel Machines

1. Notify the appropriate supervisor and all affected employees that servicing or maintenance is required on the double trowel machine, that it will be shut down and locked out to carry out this activity.
2. The sources of hazardous energy on this double trowel machine are:
3. 12 Volt Battery
4. If the Double Trowel Machine is operating, shut it down by turning off the key.
5. Energy sources listed above shall be de-energized as follows:
6. Disconnect the wires on both battery terminals.
7. Each energy isolating device shall be isolated as follows:
8. Removal of an isolating circuit element – ex. battery
9. Attach an approved tag on the control handle after entering your name, the date and time.
10. Ensure the machine or equipment is de-energized from all energy sources by first checking that no personnel are exposed, then verify the isolation of the equipment by turning the key to the on position to make certain the equipment will not operate.
11. Return all operating controls to the OFF' position after verifying the isolation of the machine or equipment.
12. Complete the maintenance or servicing activities.

##### RESTORING THE (*IDENTIFY THE MACHINE OR EQUIPMENT*) TO NORMAL OPERATION

1. 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.

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2. Check the work area to ensure that all employees are safely positioned or removed from the area.
3. Replace all guards and other safety devices.
4. Verify that the controls are in neutral.
5. Reconnect the battery and remove the tag and reenergize the machine.
6. Notify the supervisor and affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

## **APPENDIX B**

### **PROCEDURES FOR REMOVAL OF LOCKOUT/TAGOUT DEVICES BY THE SUPERVISOR**

In the event of the absence of the person who applied the lockout/tag out devices, the supervisor may remove the devices through the following procedure:

The supervisor shall visually verify that the employee who applied the device is not physically present in the facilities.

The supervisor shall make a reasonable attempt to contact the employee. If the employee is located and communication can be accomplished, the employee shall be informed that the supervisor is removing the lockout/tag out device. If the employee cannot be contacted, the supervisor shall remove the devices as follows:

1. 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.
2. Check the work area to ensure that all employees are safely positioned or removed from the area.
3. Replace all guards and other safety devices.
4. Verify that the controls are in neutral.
5. Remove the lockout devices and tags and reenergize the machine or equipment.
6. Notify the supervisor and affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

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**Dolan Concrete**

## **Dolan Concrete Heat Illness Prevention Program**

This Heat Illness Prevention Program Has Been Prepared For Your Use As  
A Guide To Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_

Log Number: \_\_\_\_\_

Revision Date: January 1st, 2009

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**STANDARDS PRESENTATION** Attachment No. 1 **TO** Page 1 of 3 **CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH STANDARDS BOARD PROPOSED STATE STANDARD, TITLE 8, CHAPTER 4 §3395. Heat Illness Prevention in Outdoor Places of Employment.**

(a) Scope and Application. This section applies to the control of risk of occurrence of heat illness. This section is not intended to exclude the application of other sections of Title 8, including, but not necessarily limited to, sections 1230(a), 1512, 1524, 3203, 3363, 3400, 3439, 3457, 6251, 6512, 6969, 6975, 8420 and 8602(e). This section applies to all outdoor places of employment.

Note No. 1: The measures required here may be integrated into the employer's Injury and Illness Program required by section 3203.

Note No. 2: This standard is enforceable by the Division of Occupational Safety and Health pursuant to Labor Code sections 6308 and 6317 and any other statutes conferring enforcement powers upon the Division. It is a violation of Labor Code sections 6310, 6311, and 6312 to discharge or discriminate in any other manner against employees for exercising their rights under this or any other provision offering occupational safety and health protection to employees.

(b) Definitions.

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Environmental risk factors for heat illness" means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

"Personal risk factors for heat illness" means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

**OSHSB-98(2/98) STANDARDS PRESENTATION** Attachment No. 1 **TO** Page 2 of 3  
**CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH STANDARDS**  
**BOARD PROPOSED STATE STANDARD, TITLE 8, CHAPTER 4**

“Shade” means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

(c) Provision of Water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in (e), shall be encouraged.

(d) 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 permitted at all times. Except for employers in the agriculture industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

(e) Training.

(1) Employee training. Training in the following topics shall be provided to all supervisory and non-supervisory employees.

(A) The environmental and personal risk factors for heat illness;

(B) The employer's procedures for complying with the requirements of this standard;

(C) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;

(D) The importance of acclimatization;

(E) The different types of heat illness and the common signs and symptoms of heat illness;

(F) The importance to employees 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;

(G) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;

(H) The employer's 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;

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**OSHSB-98(2/98) STANDARDS PRESENTATION** Attachment No. 1 **TO** Page 3 of 3  
**CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH STANDARDS**  
**BOARD PROPOSED STATE STANDARD, TITLE 8, CHAPTER 4**

(1) The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

(2) Supervisor training. Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

(A) The information required to be provided by section (e)(1) above.

(B) The procedures the supervisor is to follow to implement the applicable provisions in this section.

(C) The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

(3) The employer's procedures required by subsections (e)(1)(B), (G), (H), and (I) shall be in writing and shall be made available to employees and to representatives of the Division upon request.

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

OSHSB-98(2/98)

# **DOLAN CONCRETE HEAT ILLNESS PREVENTION PROGRAM**

## **Purpose**

To provide a safe and healthful working environment and protect Dolan Concrete Construction employees who are exposed to temperature extremes, radiant heat, humidity, or limited air movement while working from heat related illnesses.

## **Policy**

The workplace will be evaluated to determine if Dolan Concrete Construction employees are at risk from heat related illnesses during temperature extremes and hot weather while working. If it is determined that employees are at risk they will be trained to be aware of heat related illnesses, how to prevent heat related illnesses, the symptoms of heat related illnesses, and procedures to take if symptoms are present.

## **Implementation of Dolan Concrete Heat Illness Prevention program:**

Dolan Concrete Construction will implement this Heat Illness Prevention Program when employees are at risk of heat related illnesses while they are working and are exposed to a combination of environmental risk factors such as temperature extremes, radiant heat, humidity, limited air movement, protective clothing, workload severity and duration.

Dolan Concrete Construction may use a pre-determined temperature, heat index graph or any other appropriate method keeping in mind the different environmental risk factors such as temperature, humidity, level of exertion, clothing or PPE, other sources of heat and individual risk factors or susceptibility for heat illness.

## **Training:**

Training will be provided prior to job assignment.

Employee training: Training in the following topics will be provided to all supervisory and non-supervisory employees:

- environmental and personal risk factors for heat illness
- procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness
- the importance of frequent consumption of water
- 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 or designee symptoms or signs of heat illness

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- 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 medical service personnel
- how to provide clear and precise directions to the work site

Supervisor training: Prior to assignment to supervision of employees working in the heat, training on the following topics will occur:

- the information provided for employee training
- procedures the supervisor will follow to implement controls as determined by the employer
- procedures the supervisor will follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

**Controls for reducing heat exposure:**

Dolan Concrete Construction will also reduce the potential for heat stress to occur. Various methods will include: a work/rest regimen, starting jobs earlier and ending earlier to avoid the hot times of the day, provisions for gaining access to shade, identifying the onset of heat related symptoms and the methods used to cool an employee off, etc.

**Provisions for water:**

An adequate supply of potable drinking water will be supplied to employees per safety standards. Employees will be notified of the location of potable drinking water and encouraged to drink. Additional water will be supplied throughout the work day by calling the yard dispatcher or Safety Manager at 408-869-3250.

**First Aid awareness and actions in the event of a heat related illness:**

The following chart helps employees recognize the main types of heat related illnesses, symptoms, and the appropriate treatment to reduce the effects of the heat related illness.

	<b>Symptoms</b>	<b>Treatment</b>
<b>Heat cramps</b>	<ul style="list-style-type: none"> <li>• muscle spasms in legs or abdomen</li> </ul>	<ul style="list-style-type: none"> <li>• move person to a cooler location</li> <li>• stretch muscles for cramps</li> <li>• give cool water or electrolyte-containing fluid to drink</li> </ul>
<b>Heat exhaustion</b>	<ul style="list-style-type: none"> <li>• headaches</li> <li>• clumsiness</li> <li>• dizziness/lightheadedness/fainting</li> <li>• weakness/exhaustion</li> <li>• heavy sweating/clammy/moist skin</li> <li>• irritability/confusion</li> <li>• nausea/vomiting</li> <li>• paleness</li> </ul>	<ul style="list-style-type: none"> <li>• move person to a cooler place (do not leave alone)</li> <li>• loosen and remove heavy clothing that restricts evaporative cooling</li> <li>• if conscious, provide small amounts of cool water to drink</li> <li>• fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling</li> <li>• call 911 if not feeling better within a few minutes</li> </ul>
<b>Heat stroke</b>	<ul style="list-style-type: none"> <li>• sweating may or may not be present</li> <li>• red or flushed, hot dry skin</li> <li>• bizarre behavior</li> <li>• mental confusion or losing consciousness</li> <li>• panting/rapid breathing</li> <li>• rapid, weak pulse</li> <li>• seizures or fits.</li> </ul>	<ul style="list-style-type: none"> <li>• call 911</li> <li>• move person to a cooler place (do not leave alone)</li> <li>• cool worker rapidly</li> <li>• loosen and remove heavy clothing that restricts evaporative cooling</li> <li>• fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling</li> </ul>

### **Definitions**

“Heat Related Illness” (HRI) - means a serious medical condition resulting from the body’s inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

“Environmental risk factors for heat illness” - means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. These conditions will be considered when determining that Dolan Concrete Construction is implementing controls and methods to reduce the potential for heat related illness.

“Personal risk factors for heat illness” - means factors such as an individual’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine

consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

“Shade” - means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Some shade producing areas are not adequate to cool the body; for instance, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

### **Important Note:**

**It is the Dolan Concrete Construction policy that all employees shall have access to 1 quart of water per employee per hour. A typical employee should have access to 2 gallons of water each 8 hour work day. Should the work day become longer the total water accessible by that employee should be at a rate of 1 quart per hour.**

### **Replenishment of water:**

**Water shall be ordered from the Dolan Concrete Yard far enough in advance so as to not run out totally. Should the yard not respond to water requests, the Dolan Concrete Safety Manager should be contacted at 408-869-3250 Ext 107. Water shall be kept in an area that maintains the water at a temperature that is cool to the touch. Cups shall be provided for employees who do not wish to use their own drinking cups. All garbage should immediately be thrown away into a proper garbage dispenser to be provided by the company.**

**It is the responsibility of the Dolan Concrete Foremen to keep their drinking dispenser on their truck clean and sterile at all times. Replacement containers are available from the Dolan Concrete Safety Manager. Drinking containers should be inspected daily for cleanliness.**

Handouts 1-11B go here

# Job Start Up/Job Hazard Assessments

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**Job Hazard Assessment**

Section 1

Priority:    Normal        Urgent        Construction        Maintenance   

<b>Name</b>	<b>Company</b>	<b>Contact Number</b>	<b>E Mail</b>
<b>Dolan Concrete Project Manager</b>	<b>Contact Number</b>	<b>E Mail</b>	<b>SIPP Tracking # (EHS Use Only)</b>
<b>Submittal Date</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Extended to</b>

<b>Description of Work to be Performed</b> <b>Dolan Job #</b>	
<b>Specific Area of Work</b>	

**Summary of Work to be Performed**

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**List Any Required Permits or Special Circumstances (i.e. Hot Work, Confined Space, System Bypass Forms)**

---

**Check All That Apply (Note specific information in comments section. Use additional sheet if necessary)**

- |                               |                          |                               |                          |                           |                          |                                 |                          |                                  |                          |
|-------------------------------|--------------------------|-------------------------------|--------------------------|---------------------------|--------------------------|---------------------------------|--------------------------|----------------------------------|--------------------------|
| Hot Work                      | <input type="checkbox"/> | Electrical                    | <input type="checkbox"/> | Energized Electrical Work | <input type="checkbox"/> | Confined Space Entry            | <input type="checkbox"/> | Crane Lifts                      | <input type="checkbox"/> |
| Fall Protection               | <input type="checkbox"/> | Lock Out Tag Out              | <input type="checkbox"/> | Work on Fire Systems      | <input type="checkbox"/> | Discharge to Storm or Sanitary? | <input type="checkbox"/> | Scaffolds Elevated Work          | <input type="checkbox"/> |
| Process/Gas Line Break        | <input type="checkbox"/> | Generation of Hazardous Waste | <input type="checkbox"/> | Chemicals                 | <input type="checkbox"/> | Disabling of Life Safety System | <input type="checkbox"/> | Security Access/Work in Fab      | <input type="checkbox"/> |
| Barricading of Areas Required | <input type="checkbox"/> | Security Notification         | <input type="checkbox"/> | Odor Producing Work       | <input type="checkbox"/> | Blocking Aisles                 | <input type="checkbox"/> | Other: Explain on separate sheet | <input type="checkbox"/> |



**Fill out attached Work Plan work sheet**

**Section 1: Work Plan**

Write as detailed as possible a description of the task, the potential hazard, and action or equipment that will be used to perform task. Use additional sheets if necessary.

Steps to Take to Complete Work	Hazards	Required Actions to Eliminate or Control the Hazard
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**Section 3 (Approval to perform SIPP work)**

Approval signatures required prior to beginning work.

Title	Name	Signature	Contact Number	Date

Insert English Pre-Task Plan here.

Insert Spanish Pre-Task Plan here.



**Dolan Concrete**

## **Dolan Concrete Personal Protective Equipment Program**

This Personal Protective Equipment Program Has Been Prepared For Your Use As A  
Guide To Assist You in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_  
Log Number: \_\_\_\_\_  
Revision Date: January 1st, 2009

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**Personal protective equipment (PPE) shall be selected, used, maintained and stored in accordance with Cal/OSHA Title 8, Subchapter 7, article 10; and the manufacturers recommendations. Engineering, administrative, and/or work practice controls shall be implemented where feasible, rather than relying exclusively on PPE.**

**Eye Protection/Head Protection/Visibility Protection/Foot Protection:**

The Dolan Concrete Construction policy on **safety glasses, hard hats and safety vests/shirts** is as follows:

Safety glasses that are OSHA approved must be worn when:

1. working in and around the concrete pour area.
2. using powered and/or cutting tools.
3. **working on any Dolan Concrete Construction job where the General Contractor requires 100% eye protection.**
4. there is a danger to the eyes of any type.

Please remember that Heavy Duty Work Shoes (No Athletic Shoes), Hard Hat (OSHA APPROVED) and Safety Vest (OSHA APPROVED) must be worn at all times. Safety shirts may be worn but a Safety Vest must also be worn.

**Ear Protection: (OSHA APPROVED)**

Exposure to high noise levels is a potential hazard associated with the operation of heavy equipment, power tools, generators, compressors, pumps and similar activities that may be executed by the employees onsite. Exposure to intermittent high noise levels exceeding accepted standards might result in hearing loss. Whenever noise levels are measured or anticipated to exceed a time weighted average (TWA) action level of 90 decibels as measured on the A scale (dBA), worker protection against the effects of noise exposure shall be provided in accordance with CAL/OSHA Title 8, Subchapter 7, article 105, section 5096 (b) as appropriate. Administrative or engineering controls shall be provided where feasible. If such controls fail to reduce exposure to below 90 dBA TWA, appropriate hearing protection shall be provided and the work area or equipment shall be posted with warning signs to alert workers to the requirement for hearing protection use.

**Fall Protection Equipment: (See Fall Protection Section)**

Dolan Concrete Construction shall fully comply with the fall protection measures described in Cal/OSHA, title 8, Article 24. Occasionally, project/facility owners may have additional site-specific rules that will need to be implemented.

In performing the elevated work Dolan Concrete Construction shall be responsible for the evaluation of the project and for the decision as to which protective measures are appropriate for the scope of work. Consultation with the General Contractor, Cal/OSHA, or experts may be necessary before making this decision. Operations with potential exposure may include high-rise buildings, formwork, excavations, ramps, walkways, reinforcing steel and dangerous equipment. Whenever feasible, fall hazards such as wall or floor openings shall be protected by proper covers or guardrail systems. All interior floor openings protected with guardrails, shall have midrails and toe boards.

When covers or guardrail systems are not feasible, all other fall protection systems such as safety nets,

personal fall arrest, warning line or safety monitoring shall be used to protect workers. When using fall arrest systems, all connectors, wire rope, or other hardware shall meet OSHA strength requirements. Frequent inspections should be made for damage or corrosion. Workers shall be trained in the safe use, inspection, and limitations of personal fall arrest equipment. Any defective equipment shall be immediately removed from service. A full body harness should be used to minimize injury in the event of a fall. The safety harness must be ANSI approved. Safety Belts shall not be allowed. All employees working at grade or at the same surface level as exposed to protruding rebar onto and into which employees could fall, shall be protected against impalement in accordance with Cal OSHA standards CCR Title 8, section 1712 (c) by guarding exposed ends with appropriate protective covers, caps or troughs. Employees who work above grade or above any surface and who are exposed to protruding rebar or similar projections shall be protected from impalement by the use of guardrails, approved fall protection systems or approved troughs or covers. Employees shall not be permitted to place or tie reinforcing steel in walls, piers, columns, etc., more than 6 feet above an adjacent surface unless a personal fall arrest system is used. Personal fall arrest system shall consist of a full body harness, self retracting lanyards or lifelines which automatically limit free fall distance to 2 feet or less and shall be capable of sustaining a minimum tensile load of 3,000 pounds. Personal fall protection is not required for point to point horizontal or vertical travel on rebar.

**General Body Protection:**

- Appropriate work clothing is to be worn at all times. No sweatpants, baggy or torn clothing.

**Respiratory Protection:**

- Appropriate respiratory protection for the task being performed (See Respiratory Protection Program)

**Hand Protection:**

- Protective gloves appropriate for the task being performed

Should there be a violation of the above policy, the employee will be subject to the following disciplinary measures:

1<sup>st</sup> Incident – Verbal Warning

2<sup>nd</sup> Incident – Written Warning

3<sup>rd</sup> Incident – Within 6 months – The employee will be removed from the jobsite and required to attend a disciplinary review

and may be subject to termination.

Should an employee have an infraction of this policy and shows a good faith effort in maintaining safe working practices related to eye safety for a six month period, then the employee's record shall be cleared of that infraction.



**Dolan Concrete**

## Dolan Concrete Fleet Safety Program

This Fleet Safety Program Has Been Prepared For Your Use As A Guide To Assist You  
in Implementing

The Dolan Concrete Company Safety Program

Assigned to: \_\_\_\_\_  
Log Number: \_\_\_\_\_  
Revision Date: \_\_\_\_\_

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# **Dolan Concrete Fleet Safety Program**

## Table of Contents

- Section A. General Policy Statement
- Section B. Driver Selection Policy
- Section C. Personal Use Policy
- Section D. Driver Orientation Review
- Section E. Employer Pull Notice Program

# Dolan Concrete Fleet Safety Program

## Section A

### I. Policy Statement

Dolan Concrete Construction has a strong commitment to providing a safe work environment for all employees. As a part of the Dolan Concrete Company Safety Program, we have developed this Comprehensive Fleet Safety Program. This program will promote safety for all employees, it will server to protect the general public, and control costs by reducing the frequency and severity of vehicle accidents.

This program also complies with Department of Transportation (DOT) regulations 49 CFR, Part 382, providing controlled substance and alcohol use testing and training for positions requiring a Commercial Driver's License (CDL).

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# Dolan Concrete Fleet Safety Program

## Section B

### DRIVER SELECTION

Dolan Concrete Construction strongly supports the principles of equal opportunity, and it is our intention to comply with all laws relating to those principles. We treat employees and candidates for employment with fairness and without regard to any factor not related to the ability to perform the essential functions of the job. Nothing in this section is intended to deviate from this position.

It is the policy of Dolan Concrete Construction that only qualified individuals who have the skills and knowledge necessary to operate motor vehicles safely be allowed to drive as a part of their job duties with our company. To help ensure this, the following standards and procedures apply to hiring persons for driving positions or to transferring existing employees to driving positions:

#### **Selection Criteria**

All candidates for driving positions must meet the following criteria:

1. Valid driver's license for type(s) of vehicle(s) to be driven.
2. Current California Driver's License (CDL) with appropriate endorsements appropriate for the class of vehicle. Satisfactory results of reference checks with past employers.
3. Acceptable driving record, verified by Motor Vehicle Reports (MVR) from all states in which a driver's license has been held for the past 3 years. An acceptable driving record is one where there are:
  - No record of any of the following in the past 3 years:
    - Driving under the influence of alcohol or a controlled substance
    - Leaving the scene of an accident
    - Committing a felony with a motor vehicle
    - Reckless driving
  - Not more than two violations in past 3 years in the following:
    - Excessive speed: 15 mph or more above limit
    - Improper lane change
    - Following too closely
    - Preventable accidents

#### **Selection Criteria – Program Performance Expectation**

- 100% of drivers meet the above criteria at the time of assignment to a driving position.

#### **Hiring Process**

In order that the driver selection process provide for fair selection and comparison of qualifications between candidates, it is important that the hiring process be consistently applied.

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**NO EMPLOYEE SHALL BE PERMITTED TO DRIVE A COMPANY-OWNED VEHICLE UNLESS THE HIRING PROCESS IS COMPLETE. FURTHERMORE, NO EMPLOYEE, WHO HAS NOT YET BEEN APPROVED AND ADDED TO THE SCHEDULE OF DRIVERS BY THE AUTOMOBILE LIABILITY INSURANCE CARRIER SHALL BE PERMITTED TO DRIVE A COMPANY VEHICLE.**

Accordingly, each employee given the privilege of operating a vehicle in our company will be subject to the following:

1. Applicant shall furnish documentation that provides information on the applicant's:
  - Driver's license(s);
  - Signed authorization to investigate the candidate's background.This information will be forwarded to the automobile liability insurance carrier for its use in conducting a review.
2. A visual check should be made of the applicant's driver's license(s) to verify that the license is current and valid for the types of vehicles to be driven.
3. A current MVR will be obtained from the state in which the applicant holds a driver's license and reviewed by the automobile insurance liability carrier. MVRs from prior states will also be obtained when needed to provide a three-year history.

### **Driver Qualification Files**

A Driver Qualification File will be maintained on each employee who drives regularly on company business. This file will contain:

- **Application for Employment** – A completed and signed application for employment, dated prior to the driver's first trip.
- **Authorization to investigate candidate's background.**
- **Annual Driver's Certification of Violations** – Compiled from **Pull Notice Reports**, a list of all violations of motor vehicle traffic laws and ordinances by the driver, during the previous 12 months.
- **Copy of signed Driver Safety Orientation/Training Review.**

### **Hiring Process – Program Performance Expectation**

- 100% of driver files have the required items as described above.

# Dolan Concrete Fleet Safety Program

## Section C

### PERSONAL USE POLICY

#### PERSONAL USE OF COMPANY OWNED OR LEASED VEHICLES

Personal use of vehicles owned or leased by Dolan Concrete Construction may be permitted under the following circumstances:

##### Automobiles or pick-up trucks

Automobiles or pick-up trucks assigned to executives, foremen, or project managers may be used for limited personal business. These uses are limited to:

- Commuting between the employee's home and company offices or job sites.
- Other personal business as approved on a case-by-case basis by the Leo A. Gutierrez, President or Benjamin C. Newsom, CFO.

No one other than the assigned employee or his/her spouse (applies to spouses of Executives/Managers only), when approved, may drive a company owned or leased vehicle.

Spouses of Executives/Managers assigned these vehicles may drive them provided that:

- Use is only occasional.
- Use is approved by Benjamin C. Newsom or Leo A. Gutierrez.
  - Spouse meets same criteria for number of accidents or traffic citations, verified by Motor Vehicle Report (MVR), as required for company drivers.
  - The spouse must submit his or her name, driver's license number, and any other information required to obtain an MVR along with a signed authorization for the company to obtain an MVR.
  - Spouse is approved by the automobile liability insurance carrier and listed on the Named Individual for Drive Other Car Coverage Endorsement to the automobile liability insurance policy.

Any accident to a company vehicle or traffic citation issued while operating a company vehicle, regardless of who was driving the vehicle, must be reported immediately to Brian W. Mardis, Safety Manager by the employee to whom the vehicle is assigned.

##### Other vehicles

Personal use of company owned/leased vehicles other than as described above is prohibited unless approved on a one-time/case-by-case basis by Leo A. Gutierrez, President or Benjamin C. Newsom, CFO.

#### **Vehicles not owned by Dolan Concrete Construction**

Operation on company business of vehicles owned by employees can result in our being held liable for damages or injuries as result of accidents while on company business.

To help reduce our liability for such accidents, Brian W. Mardis, Safety Manager, will ensure that the following measures are taken:

- Require that employees acquire liability insurance on their own vehicles used for company business.
- Require and maintain file of proof of insurance.
- Follow-up each 6 months to ensure that coverage remains in force.

I have read, understand and will comply with Dolan Concrete Construction's **PERSONAL USE OF COMPANY OWNED OR LEASED VEHICLES** program.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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# Dolan Concrete Fleet Safety Program

## Section D

### DRIVER ORIENTATION REVIEW

<b>Employee Name:</b>	Date of Hire:	Signature
<b>Driver Trainer:</b>	Date Training Completed:	Signature

**Instructions:** The driver trainer should complete this guide on the last day of training to reinforce company vehicle use policies, safe driving behaviors and key defensive driving tactics

**Instructions:** A copy of this document should be maintained in the drivers file.

= Check the box for each Vehicle Use Policy discussed during the end the training period.

= Check the box for each Defensive Driving Tactic discussed during the end the training period.

- MVRs (Motor Vehicle Reports) will be reviewed annually by the automobile insurance carrier for all employees who are authorized to drive a company vehicle. In addition, all approved drivers will be enrolled in the DMV pull notice program, which will notify the company of any points assessed against a driver's record. It is the responsibility of the employee to maintain a good driving record in order to be permitted to operate a company vehicle.
- All employees are required to wear their seat belt when operating a company vehicle.
- Speeding is not necessary and will not be tolerated. Obey all traffic laws.
- Drugs and alcohol are never to be used while operating a company vehicle.
- It is your responsibility to report any vehicle problems to maintenance. Pre-trip inspections must be completed daily.

- Maintain a safe following distance with the vehicle in front of you. Use the **4 Second Rule**. Pick out a landmark the vehicle in front of you will pass (road sign, telephone pole, etc.) When the vehicle in front of you passes the landmark count out 4 seconds (1000-1, etc.). If you pass the landmark before the 4<sup>th</sup> second, you are following too close. Increase following distance with adverse conditions (rain, fog, glare, darkness, etc.).
- When approaching an intersection, always cover your brake and slow down to be prepared to stop. When you are stopped at the light and you are the lead vehicle at an intersection, use the **Delayed Acceleration Technique** before you move into the intersection at the green light.
- Always maintain a **Cushion of Safety** around your truck to allow space to move in the event of an emergency. By scanning the roadway up ahead and checking your mirrors and blind spots every 3 to 5 seconds, this will allow you to slow down, change lanes, etc. in the event of a sudden change in flow of traffic.
- Follow proper **Safe Backing Procedures**. At the collection location, make note of any obstructions, clearances or people who may move into your backing zone. Be sure to include overhead obstructions and utility lines that may be struck by a raised container bed. Back slowly, check mirrors and blind spots and look for reflections and shadows of objects in your path.
-

# **Dolan Concrete Fleet Safety Program**

## **Section E**

### **EMPLOYER PULL NOTICE PROGRAM**

- 1. COMMERCIAL EMPLOYER PULL NOTICE  
ENROLLMENT OR DELETION OF DRIVERS DMV Form 1100**
- 2. AUTHORIZATION FOR RELEASE OF DRIVER RECORD  
INFORMATION DMV Form 1101**

Insert DMV Form 1100 Here (Pull Notice Sign Up)

Insert DMV Form 1101 Here (Release)

# Dolan Concrete Injury and Illness Prevention Program

I have read, understand and will comply with Dolan Concrete Construction's Injury and Illness Prevention Program and all attached employee protection programs within.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Upper Level Management yes\_\_\_ no\_\_\_  
Manager yes\_\_\_ no\_\_\_  
Foreman yes\_\_\_ no\_\_\_  
Laborer yes\_\_\_ no\_\_\_

Please **Keep Attached**, Signed and Dated Form in your **Foreman's Truck Safety Box**.

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IIPP 2009

# Dolan Concrete Injury and Illness Prevention Program

I have read, understand and will comply with Dolan Concrete Construction's Injury and Illness Prevention Program and all attached employee protection programs within.

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Print Name)

Upper Level Management yes\_\_\_ no\_\_\_  
Manager yes\_\_\_ no\_\_\_  
Foreman yes\_\_\_ no\_\_\_  
Laborer yes\_\_\_ no\_\_\_

Please **Return** Signed and Dated Form to the **Safety Office**

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