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CT Mechanical, LLC. Safety Manual

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If you see something, say something.

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SAFETY POLICY STATEMENT AND COMMITMENT

It is the policy of CT Mechanical to strive for the highest safety standards on all our projects. Safety does not occur by chance. It is the result of careful attention to all company operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute CT Mechanical's policy of maintaining safety and occupational health.

Each individual has a responsibility to his/her own job safety and that of their fellow employees. No safety program can work without the complete and sincere commitment of those exposed to job hazards. All employees must be committed to the following:

- Know and follow all job safety and conduct rules.
- Perform all jobs in a safe manner.
- Seek out the advice of supervision on proper procedures in unfamiliar situations.
- Report to a supervisor all unsafe conditions and acts you observe.
- Communicate openly with other employees and share your knowledge of job safety.
- Support all activities which promote job safety.

This is your personal copy of CT Mechanical's Safety manual. In the manual, you will find the company's safety policies outlining our commitment to our employee's safety. You will also find a copy of our incident investigation report form which will be filled out for every incident and near miss regardless of how minor and returned to your supervisor immediately.

THE SAFETY COMMITTEE

The safety committee is comprised of representatives from each department. Regular meetings will be held to identify unsafe working conditions and practice and target corrective action.

TRAINING

All employees will be provided safety training on any equipment that they are assigned to operate. No one is permitted to operate equipment without proper training. If you are asked to operate any equipment or machinery you feel you have not been properly trained on, say so immediately. Responsibility lies with both employer and employee to educate and train effectively.

DRUG & ALCOHOL ABUSE POLICY

CT Mechanical has a long-standing commitment to its employees to provide a safe and healthy work environment. Consistent with this objective and Federal and State of Illinois Drug-Free workplace Acts, our goal is to maintain a productive environment that is free from the effects of alcohol and other drugs.

It is not our intent to intrude into the private lives of our employees. Our objective is to have all our employees report to work in a condition that allows them to perform their duties safely and efficiently. The presence of alcohol and other drugs on the job and the influences of these substances on employees during working hours are inconsistent with our objective.

- The illegal use, possession distribution or sale of any illegal drugs during working hours, on CT Mechanical property, including parking lots, grounds, job sites, assignments or company vehicles are strictly prohibited. Employees who engage in these acts shall be subject to discipline up to and including discharge. Any illegal substances found on CT Mechanical property, assignment or in company vehicles will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
- Alcohol may not be brought onto CT Mechanical property or job assignments, nor consumed during working hours including mealtime. Violation of this policy will subject employees to discipline up to and including discharge. In the usual event of a company sponsored activity at which alcoholic beverages may be served or allowed, employees are expected to conduct themselves in such a manner so they do not present a danger to themselves, to other employees, to the general public, or CT Mechanical's reputation. Prior approval by a CT Mechanical officer is required for any company-sponsored activity at which time alcohol will be served or allowed.
- Employees will not be permitted to work while under the influence of alcohol or with a detectable level of illegal drugs in their systems. Individuals who appear unfit for work may be subject to fitness-for-duty examination at a designated medical facility. Violations of this fitness-for-duty policy may result in discipline, including discharge.

DAILY SAFETY PRACTICES FOR ALL EMPLOYEES

Regardless of your location, whether you're in the shop, office, jobsite or on the road, **always** be aware of your surroundings and adhere to the following safety practices:

- Observe job site for safe entrances and exits, including emergency exits.
- Texting and driving is STRICTLY PROHIBITED. Only when safe conditions exist are hands free phone operations are allowed, in accordance with state and local laws.
- Understand job rules on reporting accidents and locate the proper communication device; cell phone or jobsite phone.
- Do not delay in calling 911 if necessary.
- Read all posted information in the trailer or on the site.
- When on a job, working alone, an employee must notify the Superintendent or Safety Director of their arrival and departure via email and / or text.
- Check all ladders, equipment, cords, and power tools daily.
- Survey your work environment and report any safety hazards or concerns *immediately* to your supervisor.
- Whenever you're using temporary power, always use CT Mechanical provided GFCI outlets and power cords.
- Return to the shop any tools, cords, ladders and equipment that look unsafe. Tag with information as to what is wrong and tag "Do Not Use".
- Stretch and flex before work starts allowing you to safely prepare for the day.
- Begin each shift with a full water bottle (issued by CT Mechanical) and refill it one to two times per shift. If there is no potable water available at the job site, notify either the Superintendent or the Safety Director.

SUPERVISORY STAFF GUIDELINES

It is the supervisor's job to insure that CT Mechanical's safety goals and employee needs are met on a day-to-day basis. The supervisor's responsibilities are:

- To insist that all recommended safe practices and job safety rules are followed at all times.
- To insure that employees understand job hazards, take corrective measures wherever possible, and recommend methods to avoid these hazards.
- To provide for the immediate medical needs of injured workers.
- To conduct investigations of all incidents and near misses immediately and provide corrective actions prior to resuming work.
- To maintain tools, equipment and work areas in a manner which is conducive to safe operations.
- To correct unsafe behavior or conditions by whatever measures may be necessary.
- To communicate openly with employees and advise them of safe work practices.
- To be supportive of employee input to the safety program.
- To actively support all activities which promote job safety.
- To conduct Toolbox Safety Talks as required and submit to the Safety Director at the end of each discussion.
- To provide a personal example of safe work practices and behavior at all times.

PERSONAL PROTECTIVE EQUIPMENT

1. General Information

This section defines the requirements for the use of personal protective equipment to control or eliminate hazards or exposure to illness or injury.

Unless otherwise noted, CT Mechanical will provide the required personal protective equipment and the training described in this section. CT Mechanical's Foreman will make regular field inspections to verify compliance.

CT Mechanical's designated Safety Director will review personal protective equipment to ensure that only equipment complying with OSHA, ANSI, NIOSH, and MSHA regulations is being worn.

Any employee who refuses to use the prescribed personal protective equipment or willfully damages this equipment will be subject to disciplinary procedures and possible termination.

CT Mechanical employees must be trained on the use, inspection, care, and storage of all personal protective equipment.

2. Definitions

A combination hard hat is a hard hat with a welding helmet attached.

A lanyard is a rope that is suitable for supporting one person when one end is fastened to a body harness and the other end secured to a substantial object or lifeline.

A body harness is comprised of straps that help distribute fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders and that can be attached to other components of a fall arrest system.

Safety shoes or protective footwear is footwear that contains protective toe box specially designed and manufactured to meet the requirements established in the ANSI Z41 standard. However, protective footwear (safety shoes) may also include other types of protection, including metatarsal guards and anti-static protection.

3. Head, Eye, and Face Protection

Wearing an approved, non-conductive safety hat is mandatory in construction areas at all times. Refer to ANSI Z89.1, *Safety Requirements for Industrial Head Protection*, and NIOSH standards.

Construction areas and designated areas require eye protection at all times. Minimum eye protection includes approved safety glasses with side shield or mono-goggles that meet the standards specified in ANSI Z87.1, *Practice for Occupational and Educational Eye and Face Protection*. Dark safety glasses are prohibited when working indoors.

Eye protection is required by OSHA to protect against flying particles, molten metal, hazardous material, gases, vapors, and light radiation. Employees must wear appropriate eye and face protection at all times, including but not limited to:

- Welding, burning, or cutting with torches
- Using abrasive wheels, grinders, circular saws, or files
- Chipping concrete, stone, or metal
- Working with materials subject to scaling, flaking, or chipping
- Drilling
- Working under dusty conditions
- Waterproofing
- Using powder-actuated or pneumatic tools
- Working with compressed air or gases
- Working with chemicals or hazardous materials
- Using chop saws, chain saws, masonry saws, or similar equipment
- Working in the immediate area of operations listed above
- Working in laboratories

4. Hearing Protection

Approved hearing protection must be worn by employees exposed to noise levels above 85 decibels and in designated areas. Hearing protection must attenuate noise levels to less than 85 decibels.

5. Footwear

Employees must wear shoes or boots. Sandals, open-toe shoes, and bare feet are prohibited in project and non-public areas.

Appropriate protective footwear must be worn by employees in areas where safety shoes signs are posted and in areas where workers are exposed to foot injuries due to falling or rolling objects, objects piercing the sole, or where workers' feet are exposed to electrical hazards. All personnel in construction and demolition areas are required at all times to wear safety footwear meeting the ANSI Standard Z41-1999 requirements for toecap protection. Appropriate foot protection must be worn for operating tamping equipment and when handling and carrying heavy tools or objects.

6. Hand and Skin Protection

Wear appropriate hand protection at all times including handling objects or substances that could cut, burn, injure the hand, or be absorbed into the skin, and when exposed to harmful temperature extremes.

When mandated or required wear fully buttoned lab coats, hairnets, and beard covers in designated areas (available at entries to these areas). Certain areas require a higher level of protection in the form of coveralls or air suits. Do not enter these areas without appropriate clearance, training, and protection.

Shirts with sleeves must be worn at all times.

Shorts are strictly prohibited.

7. Welding, Cutting, and Burning

Prior to the start of any welding, a CT Mechanical Hot Work Permit must be completed.

Wear a welding helmet with welding hood (combination hard hat) when welding. Soft caps are prohibited.

Face shields or goggles that fit on hard hats must be worn along with approved safety glasses during grinding operations.

For overhead work, wear fire-resistant hard hats and fire-resistant shoulder covers.

Keep clothing free of oil, grease, and flammable material. Button collars and cuffs, and turn pant cuffs inside pants. Pockets must be covered with flaps and buttoned, or removed from the front of vests, shirts, and aprons.

Welders and their helpers must wear gloves and proper infrared/ultraviolet eye protection in addition to safety glasses.

Workers engaged in oxy-acetylene welding or cutting must wear a welding helmet or safety goggles that are equipped with suitable filter lenses.

Workers who are engaged in electric arc welding must use shields or helmets that are equipped for such work.

Must have fire extinguisher within arm's reach and have a fire watch during the operation.

HOUSEKEEPING

CT Mechanical is committed to a clean jobsite as regular housekeeping is essential for maintaining a safe job site. CT Mechanical employees commit to the following:

- Each employee shall keep their work area clean at all times, cleared of tripping hazards, and all debris removed to a safe area for disposal.
- Scraps of lunch papers, waste materials, refuse, etc. shall be placed in a designated waste container.
- Clean up all spillage immediately.
- Protruding nails shall be removed, re-driven, or bent over whenever found.
- Walkways, exits, and access to fixed ladders, stairways, electrical switches, or any emergency equipment shall be kept free and clear of any and all debris at all times.
- Welding leads, compressed gas lines and electrical extension lines shall not be placed or strung through stairwells or walkways.
- All materials shall be stacked and stored in a manner that will prevent it from falling.
- Maintain a clean, operational, and fully supplied gang box at all times.

FIRE PROTECTION AND PREVENTION

We are all cognizant of the dangers associated with fire and CT Mechanical employees have a vested interest in a fire prevention program. The following is a guide, in no way complete, setting forth minimum standards to aid in preventing fires.

- Access to all available fire-fighting equipment shall be maintained at all times.
- Familiarize yourself with the location and use of all fire protection equipment.
- Obey all rules, regulations and signs for fire safety such as those controlling smoking, open flames and other sources of ignition.
- Practice good housekeeping. Without fuel, a fire cannot exist.
- All combustible material that may become ignited from sparks shall be removed from the area or covered with flame resistant tarpaulins or shields.
- Do not use gasoline (or similar flammable materials) or oxygen to start or increase the intensity of a fire.
- Do not clean clothing with oxygen, gasoline, or other flammable agents. A spark may ignite your clothing.
- Do not use oil or grease on any oxygen equipment, fittings, pipe or cylinders. Oxygen under pressure ignites with oil with explosive violence.
- If you use a fire extinguisher or any other fire equipment, notify your supervisor at once, so that it can be immediately restored to service.
- Areas surrounding fuel storage tanks shall be kept free of any type of combustible materials for a distance of 25 feet in all directions.
- Smoking permitted in approved smoking areas only.
- ABC type fire extinguishers shall be placed throughout the jobsite in accessible locations.

PORTABLE LADDERS, SCAFFOLDS, AND SCISSORS & MAN LIFTS

Employees must follow manufacturers requirements and documentations for use of all equipment as well as the following:

MANUFACTURED LADDERS

- Manufactured ladders, ladder maintenance and use must comply with OSHA, ANSI, manufacturer's specifications and job procedures.
- Only fiberglass ladders are allowed. Metal ladders are prohibited.
- Do not use wooden ladders except with special permission from a CT Mechanical supervisor.

EXTENSION LADDER TIE-DOWN PROCEDURES

All Extension ladders must be secured using the following methods:

NO EXCEPTIONS!!

- Make sure BEFORE erecting ladder you have a ground spike, concrete shell, I-Bolt, bungee cord, and an adjustable strap, all provided by CT Mechanical.
- If in grass, dirt or another soft surface, hammer the spike into the ground and secure the adjustable strap to the stake at the bottom of the ladder.
- If you are on concrete or asphalt; talk to the Owner/General Contractor and drill an anchor/shell into the surface. Attach the I-bolt to the anchor/shell and secure the adjustable strap to the I-bolt at the bottom of the ladder. If you cannot get permission to drill into the ground, call your supervisor before setting up the ladder.
- ALWAYS secure the top of the ladder to the roof before getting from the ladder to the roof.
- Equip portable ladders with non-skid safety feet and place on a stable base. Keep the access areas at the top and bottom of ladders clear. Stepladders must be fully opened when in use. Safety latches on extension ladders must be fully engaged.

- Always face the ladder when climbing or descending. When working, face the ladder with both feet securely on the rungs. Never stand on the top step or sit on the top of the ladder, straddle the ladder, fold up, lean stepladders, or work two people from the same ladder.
- Post warning signs when doing overhead work in traffic areas.
- Protection from falls is required when working from ladders above 6 feet.
- Keep ladders free of lines, ropes, hoses, wires, cables, oil, grease, and debris. Do not leave objects on ladders.
- Do not use single portable ladders over 30 feet in length. Use separate ladders with intermediate landing platforms to reach heights above 30 feet.
- Extend side rails 36 inches above the landing. When this is not practical, install a grab rail. Ladders in use must be tied, blocked, or otherwise secured.

SCAFFOLDS

- Only employees authorized by a competent person shall erect scaffolds, platforms and staging.
- Interior mobile scaffolds shall not be erected at a height greater than 4 times the minimum base width without being restrained from tipping. Follow scaffold manufacturers requirements for use and erection.
- When using interior mobile scaffolds, be sure the surface is level within 3 degrees, and free of pits, holes and obstructions.
- Be sure your shoes are not greasy, muddy or slippery before you climb a ladder or scaffold.
- A safe means of access shall be provided to all scaffolds.
- All scaffold platforms shall be kept clear of all debris and stumbling or slipping hazards.
- Scaffolding planks shall be marked as such and used only for working platforms.
- Both ends of a scaffold plank must be provided with cleats or similar devices to prevent the planks from slipping.
- Erect scaffolding on sound, rigid footing.
- Scaffolding greater than 6 feet in height must be equipped with handrails, midrails, toeboards and deckboards.

- Scaffold planks must extend a minimum of 6 inches over the end supports. All scaffold boards are to be cleated on each end and be of scaffold-grade lumber.
- Provide an access ladder or the equivalent for all scaffolds. Climbing the side of a scaffold is not permitted.
- Safety harnesses must be worn and personnel properly tied off on any scaffold platform greater than six feet in height and not equipped with standard handrails, midrails, or decking.

SCISSORS LIFTS AND MAN LIFTS

Operate scissors lifts and man lifts in accordance with the manufacturer's recommendations and the latest OSHA requirements. Operators should be trained in the safe operation of the equipment prior to use. The operator's manual shall be attached to the equipment.

TOOLS

Contractors must follow approved, site-specific procedures for using small tools. If no site-specific procedures exist, employees are to use the following procedures.

Power, air, and hand tools, etc., must be operated in accordance with the manufacturers' recommendations.

POWER, AIR, AND HAND TOOLS

- Keep hand tools in a good condition, inspected, cleaned, sharpened, oiled, and not abused. Replace worn tools immediately.
- Inspect tools for damage and worn parts before use. Remove damaged or frayed cords from service. Do not hoist or lower tools by the cord or hose; use hand lines.
- A qualified person must inspect power tools before use and at least once per month.
- Do not force tools beyond their capacity by using "cheater bars" or other shortcuts.
- Do not use power tools if safety equipment such as shields, tool rests, hoods, and guards have been removed or rendered inoperative.
- Employees must wear the required personal protective equipment when using tools under conditions that exposes them to flying objects or harmful dust.
- Ground electrically powered tools. Protect outlets used for 110-volt tools by ground-fault-circuit-interruption devices throughout each phase of the work.
- Do not use gasoline-powered tools in unventilated areas, enclosed spaces, or outside of enclosed spaces. Dispense gasoline and other flammable liquids only from UL approved safety cans or equivalent.
- Use portable grinders with hood-type guards with side enclosures that cover the spindle and at least 50% of the wheel. Inspect wheels regularly for signs of fracture.
- Equip bench grinders with deflector shields and side-covers guards. Tool rests must have a maximum clearance of 1/8 inch from wheel.
- Secure couplings to hoses supply pneumatic tools to prevent accidental disconnection.

- Protect air-supply lines, inspect lines regularly, and maintain lines in good condition. Provide excess flow valves on supply hoses exceeding ½ inch in diameter.
- Reduce the operating pressure of compressed air used for cleaning purposes to 30 psi or less (except for cleaning of forms, etc.). Avoid operating pressure in excess of 30 psi.

POWDER ACTUATED TOOLS

- Powder-actuated tools must meet applicable requirements of ANSI-A10.3-1970 as stipulated by OSHA, and UL listed for FM approved.
- Post signs throughout the area warning of the use of powder-actuated tools whenever possible.
- Powder-actuated tools must be .22 or .25 caliber cushioned pistol grip design.
- Do not use loads, studs and nails in powder-actuated tools for any purpose other than what is recommended by the manufacturer.
- Do not use powder-actuated tools when adjacent areas are occupied by personnel.
- Powder-actuated tools must be designed so that discharging the powdering load can only be accomplished when the barrel of the tool is firmly depressed against the work surface.
- Powder-actuated tools must be piston-driven and designed so that the pistons always remain captive within the tool.
- Employees must not operate powder-actuated tools until they have satisfactorily completed the manufacturer's sponsored training for the tool and have evidence of this training readily available.
- Do not use powder-actuated tools in areas where hazardous accumulations of ignitable dust, gases or liquids could be present or collect until the area has been proven free from such hazards with appropriate instrumentation.
- Each person within 25 feet of the point of discharge must wear goggles, face shields, or substantial eye protection.
- Personnel not directly involved with the operation of powder-actuated tools must stay clear unless granted specific written permission by the contractor, and applicable provisions of the procedure regarding personal protective equipment have been met.

- Do not leave powder-actuated tools or loads unattended at any time. Powder-actuated tools, loads, studs, and nails must be stored in a locked box or otherwise secured when not in use. Do not load the tool until ready for use.
- Handle misfires in accordance with manufacturers training. Dispose of misfired loads safely. Misfired loads are considered to be ammunition.

FALL PROTECTION

Employees shall use personal fall arrest equipment anytime they are exposed to a fall of 6 feet or greater while working within 10 feet of perimeter edges, roof edges, floor openings, wall openings, vertical shafts, or stairwells that are not otherwise protected by guardrails, warning lines, or hole covers.

All employees operating articulating boom lifts shall wear personal fall arrest equipment.

A safety harness shall be accompanied with an attached safety line and secured to a fixed anchor point. The anchor point shall be at least waist high to the harness used to reduce the fall distance to the least possible amount. A safety harness shall be suitable for the particular task being performed for the hazard, which the employee is exposed.

Safety harnesses and safety lines shall be inspected before each use. If any part of the fall arrest system fails, DO NOT use the equipment. Notify your supervisor and it will be replaced. Use the following guideline when inspecting your equipment:

Fall Arrest System Inspection Checklist – Before Use

Body Harness

	<u>YES</u>	<u>NO</u>
<u>Is the Body Harness fully intact?</u>		<u>fail</u>
<u>Are there Tel-Tales visible?</u>	<u>fail</u>	
<u>Are there any unintended holes on the harness?</u>	<u>fail</u>	
<u>Are any of the straps on the harness discolored?</u>	<u>fail</u>	
<u>Is there any fraying on any of the harness components?</u>	<u>fail</u>	
<u>Are all the clips / attachment points present?</u>		<u>fail</u>
<u>Are there any cracked / bent clips or buckles?</u>	<u>fail</u>	
<u>Is the harness material for the job being performed?</u>		<u>fail</u>

Lanyards

	<u>YES</u>	<u>NO</u>
<u>Is the lanyard fully intact?</u>		<u>fail</u>
<u>Are there Tel-Tails visible?</u>	<u>fail</u>	
<u>Is there any discoloring / fraying or holes in the fabric?</u>	<u>fail</u>	
<u>Are there any links bent or stretched (if metal links)?</u>	<u>fail</u>	
<u>Are any cable lines snapped or frayed (if cable)?</u>	<u>fail</u>	
<u>Is the retracing feature working (if self-retracting)?</u>		<u>fail</u>
<u>Are any of the clips / attachments cracked or bent?</u>	<u>fail</u>	
<u>Is the lanyard appropriate for the job being performed?</u>		<u>fail</u>

Connectors & Anchor Straps

	<u>YES</u>	<u>NO</u>
<u>Are all hooks and carabineers intact?</u>		<u>fail</u>
<u>Is there a locking mechanism present?</u>		<u>fail</u>
<u>Are any connectors stretched, cracked or modified?</u>	<u>fail</u>	
<u>Has any of the stitching been ripped?</u>	<u>fail</u>	
<u>Are any Tel-Tales visible?</u>	<u>fail</u>	

Report any large unprotected openings in floors, outside walls, elevator shafts, etc. to your supervisor. Maintain a safe distance until protective measures are in place.

FLOOR AND WALL OPENINGS, AND STAIRWELLS

Erect barricades or other approved protection around any openings you make in the floor to indicate the hazard. When working at floor opening or slab edges that require temporary removal of the barricade, be sure to utilize the proper fall protection equipment and harnesses. Always replace barricades at any time when you leave the area.

When tools or equipment are not in use, place them away from openings or slab edges where they will not be a hazard. Do not store materials within 10 feet of floor openings or slab edges. Properly chock off materials that may roll to prevent rolling.

All floor openings including core holes exceeding 2 inches in diameter or diagonal dimension are to be covered in an appropriate manner so as not to create tripping hazards and properly protect the areas below from falling objects. Protection is to be designed to withstand twice the weight of workers, equipment, or materials and secured in place. Hole coverings must be identified.

Fasten and cleat protection to prevent slippage. Properly label all protections so as to prevent inadvertent removal. Larger openings are to be barricaded with the proper safety rails and toeboards.

ELECTRICAL SAFETY

1. General Information

This procedure applies to the installation of temporary and permanent electrical work and the use of electrical power to operate equipment and electrical power tools.

Approved, site-specific procedures must be allowed for work on electrically charged components.

2. Definitions

Ground is a conducting connection between an electrical circuit or equipment and earth, or to a conducting body that serves as earth.

A *ground fault circuit interrupter* is a device for the protection of personnel that de-energizes a circuit or portion of a circuit.

Outage approval is authorization from the appropriate maintenance organization to shut down electrical service to a facility or equipment.

3. Electrical Safety Procedures

Temporary and permanent electrical work, installation, and wire capacities must conform to the National Electrical Code, applicable federal, state, and local codes.

Only qualified electricians familiar with code requirements are allowed to perform electrical work.

Employees are not permitted to work near an unprotected electrical power circuit unless they are protected against electrical shock by de-energizing the circuit and grounding it, or are protected by effective insulation or other means, and are wearing required personal protective equipment. Work around energized systems must be done in accordance with the site-specific procedure.

Do not operate electrical tools or equipment in wet areas or areas where potentially flammable dusts, vapors, or liquids are present, unless specifically approved for the location.

Switches must be enclosed and grounded. Panel boards must have provisions for closing and locking the main switch and fuse box compartment. Avoid wearing rings, necklaces, or other conductive apparel.

EXTENSION CORDS

- Limit the use of extension cords as much as possible.
- Extension cords used with portable electric tools and appliances must be extra hard usage as defined in ANSI/NFPA 70 Article 400 (Table 400-4), heavy duty (no less than 12 gauge conductors for construction work) and of the three-wire grounding type conforming to the type and configuration required by OSHA standards. Acceptable types of flexible cords include hard service cord (types S, ST, SO, and STO) and junior hard service cord (types SJ, SJO, SJT, and SJTO).
- Flat electrical extension cords are prohibited.
- Elevate (at least 7 feet) or otherwise protect from damage electrical cords and trailing cables that could create a hazard to people in the area.
- Do not repair electrical cords!
- Protect portable electric tools and cords by a ground fault circuit interrupter (GFCI) throughout each phase of the work. GFCI protection for temporary wiring is mandated on construction sites at all times.
- Plugs must be of the dead front type.

In areas where water or moisture is present or likely to be present, always use ground fault circuit interrupters on power circuits. If permanent power circuits are not GFCI, use a portable GFCI box with electrical tools and equipment. Test interrupters on a regular basis.

Should a circuit breaker or other protective device “trip”, ensure that a qualified electrician checks the circuit and equipment and corrects problems before resetting the breaker.

Provide suitable means for identifying electrical equipment and circuits, especially when two or more voltages are used on the same job. Mark circuits for the voltage and the area of service they provide.

OSHA regulations governing the operation of heavy equipment in proximity to high-voltage power lines are very specific. Wide loads over 10 feet require a specified escort. An outage approval must be obtained before heavy equipment, which can reach within arcing distance and is to be located within 50 feet of high-voltage lines or equipment, may be brought on site.

Do not leave electrical boxes, switchgear, cabinets, and electrical rooms open when not directly attended. Insulate energized parts when covers have been removed or doors are ajar. Do not use cardboard, plywood, or other flammable material to cover energized circuits.

The designated safety inspector should perform monthly inspections on drop cords, GFCI, electrical tools and equipment.

LOCKOUT AND TAGGING

1. General Information

This section provides standard procedures for rendering inactive any electrical equipment or operating systems (stored energy systems) when equipment is down for repair, removal, replacement, or installation of new equipment.

2. Lockout and Tagging Procedures

Do not work on equipment until it is de-energized and tested using this procedure.

Approved, site-specific procedures for lockout and tagging must be followed. Lockout and tagging must include the following elements:

- Use only standard construction danger tags and single-key locks. "Danger – Do Not Operate" tags must be used with locks.
- When tags are used, fill only the spaces provided to indicate a description of the equipment, circuit number involved, date, signature, company name and contact number.
- Attach tags securely. Do not use tags without locks.
- Never alter tags. Destroy dedicated tags immediately upon removal.
- Do not operate equipment with a tag or lock attached regardless of the circumstances.
- Operating a valve or switch to which danger tags are attached, or removing a lock without authorization may result in disciplinary action or termination.
- If the tag originator is off the site, the originator's supervisor may remove the lock and tag, or authorize its removal after verifying the system or device is safe and clearing it with the appropriate trade(s).

MOTOR VEHICLE AND MOBILE PHONE USE AND SAFETY POLICY

To ensure the safe operation of company-owned vehicles, personally owned vehicles used for company business, and vehicles rented at company expense, employees of CT Mechanical are to adhere to the following policy, which applies under those circumstances. Failure to do so may result in disciplinary action, up to and including immediate termination:

COMPLIANCE WITH APPLICABLE LAWS

All employees must comply with all traffic and other applicable laws at all times. While operating a CT Mechanical vehicle or while driving on behalf of CT Mechanical, speeding is strictly prohibited. Employees will be solely responsible for any traffic violations resulting from speeding while driving.

SEAT BELTS/SHOULDER HARNESSSES

All employees will use seat belts/shoulder harnesses at all times. All vehicles will be equipped with seat belts/shoulder harnesses. All passengers are to use the seat belts/shoulder harnesses.

INTOXICATION

Employees will be physically fit at all times when operating any vehicle. Employees may not operate a vehicle within eight hours of consuming alcohol. Employees taking a prescription or over-the-counter medication, which may affect their ability to drive, should not drive. Employees may never take illegal drugs and operate a vehicle.

CURRENT LICENSE

All employees will maintain a current, valid driver's license. All commercial drivers will maintain a current, valid commercial driver's license. All employees will comply with any restrictions on their driver's license.

EXAMINATION OF DRIVING RECORD

Employees' driving records will be examined annually.

ACCIDENT REPORTS

A complete, accurate, written accident report will be submitted within two hours of any accident, unless the employee is physically or mentally unable to do so.

INSURANCE

Employees operating their personal vehicles for company business are to obtain and maintain motor vehicle insurance as required by applicable state law.

INSPECTION OF VEHICLES

Employees are to conduct visual inspections of vehicles prior to operation.

COORDINATION WITH OTHER POLICIES AND APPLICABLE LAW

Employees are subject to obey company's disciplinary policies and its alcohol and drug policy, while operating a company vehicle on or off duty or while operating a rental vehicle at company expense on or off duty or while operating personal vehicle for company business.

Driving records and any medical information (e.g., part of a driving restriction or from an accident report) will be maintained in confidence in accordance with applicable law. This policy will be interpreted and applied in accordance with state and federal laws.

MOBILE PHONE USE

Employees should be aware that CT Mechanical does not promote the use of mobile phones while operating a vehicle. Safety must come before all concerns; under no circumstances should employees place themselves or others at risk to fulfill business needs. Employees whose job responsibilities include driving, and who may use a mobile phone for business purpose, are expected to refrain from using their mobile phone while driving. Employees should plan calls to allow placement either prior to driving or while on rest breaks. Employees are expected to pull off to the side of the road and safely stop their vehicle before accepting calls. If acceptance of a call while driving is unavoidable, and pulling over is not an option, employees are expected to keep the call short and use a hands-free device, so that their eyes remain focused on the road, and both hands remain on the steering wheel, at all times. Employees will be solely responsible for any traffic violations resulting from the use of a phone while driving.

EXPOSURE CONTROL PLAN

PURPOSE

CT Mechanical is committed to providing a safe and healthful work environment. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposures to blood borne pathogens.

The basis of this Plan is the OSHA Blood Borne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030. It will provide protection for employees through the use of “Universal Precautions.” Universal Precautions assume that all blood and body fluids are infectious for blood borne pathogens, and must be treated accordingly. All employees will have an opportunity to review this plan at any time during their work shifts by contacting the Safety Director or designated employee. **A copy of the Plan is included in your Safety Policy.** The Safety Director or designated employee will also be responsible for reviewing and updating the ECP annually or sooner if necessary to reflect any new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

EMPLOYEE EXPOSURE DETERMINATION

Occupational exposure to blood and bodily fluids is limited to our designated first-aid responders.

CT Mechanical will provide the hepatitis B vaccine and vaccination series to all employees who an occupational exposure, and post-exposure evaluation and follow-up to all employees who have an exposure incident.

The Safety Director, or designated employee, will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability. Hepatitis B vaccine and vaccination series is available at no cost after training, an employee request or occupational exposure, and within 10 days of initial assignment

Vaccination will be provided by CT Mechanical’s designated clinic, unless the clinic determines, there are contraindications present, prohibiting the employee from receiving them.

Vaccination is encouraged unless:

1. Documentation exists that the employee has previously received the series,
2. Antibody testing reveals that the employee is immune, or
3. Medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline the vaccination, the employee must sign a form stating their refusal. Employees who decline may request and obtain the vaccination, at a later date, at no cost. Documentation of refusal of the vaccination is kept in your employee file.

LABELING

Biohazard warning labels will be placed on all containers for wastes, which may be contaminated with blood or body fluids, or red bags will be used as required. Since the biohazard bags must be disposed of properly, the Safety Director or designated employee will advise on its disposal on per incident basis.

HOUSEKEEPING

If a first-aid incident occurs, the first-aid responders will take precautions to decontaminate work surfaces, tools and equipment. Personal protective equipment will be used during cleanup.

Mechanical means such as tongs, forceps or a brush and a dustpan will be used to pick up contaminated broken glassware. The waste will be treated as regulated waste and disposed of in closable and labeled containers. When storing, handling, or transporting place other regulated waste in containers that are constructed to prevent leakage. The waste will be discarded according to Federal, State, and local regulations.

In the event of a first-aid incident in which the first-aid responder's clothes become contaminated, the following actions will be taken:

- Contaminated laundry will be handled as little as possible and with a minimum of agitation.
- Appropriate personal protective equipment will be worn when handling contaminated laundry.
- Contaminated laundry will be placed in color-coded bags at its location of use, and taken by a commercial launderer. The launderer will be given the appropriate warnings.

TRAINING

All foremen will receive training conducted by the Safety Director. The training program will cover, at a minimum, the following elements:

- A copy and explanation of the standard.

- Epidemiology and symptoms of blood borne pathogens.
- Modes of transmission.
- Use and limitations of Engineering Controls, Work Practices, and PPE.
- PPE types, use, location, removal, handling, decontamination, disposal and basis for selection.
- Hepatitis B Vaccine – offered free of charge. Training will be given prior to vaccination on its safety, effectiveness, benefits, and method of administration.
- Emergency procedures for blood and other potentially infectious materials.
- Exposure incident procedures.
- Post-Exposure evaluation and follow-up.
- Question and answer session.

POST EXPOSURE EVALUATION AND FOLLOW-UP

If an exposure incident occurs, contact the Safety Director immediately. A confidential medical evaluation and follow-up will be conducted by the appropriate health care provider. The following will be performed:

- Document the routes of exposure and how exposure occurred.
- Identify and document source individual, unless infeasible or prohibited by State or local law.
- Obtain consent and test source individual's blood; document the source's blood test results.
- If the source individual is known to be infected, testing need not be repeated.
- Provide the exposed employee with the source individual's test results, and information about applicable disclosure laws and regulations concerning the source identity and infectious status.
- After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days.
- The circumstances of exposure incidents will be reviewed to determine if procedures, protocols and/or training need to be revised.

SAFETY PROGRAM OUTLINE

The following outlines the steps taken by all CT Mechanical employees to ensure Safety is top of mind at all times.

At the Start of Employment with CT Mechanical:

Within the first week of employment, the Safety Director reviews the safety manual with the new employee one-on-one and obtains signed Employee Acknowledgement from the new employee.

At the Start of every project:

- Project Manager provides all applicable safety policies and current SDS (previously known as MSDS) information for the project to the Safety Director and the Field Foreman.
- Project Manager provides the name and contact information for the project safety personnel for the project to the Safety Director and the Field Foreman.
- Field Foreman to identify and alert all field personnel of the following:
 - Hazardous Communication Plan
 - All safe entrances and exits, including emergency exits.
 - Locate the nearest telephone
 - Read all posted information on the site
 - Look for and identify fire protection equipment

Daily, On-Site Safety Tasks:

- Wear job specific PPE.
- Inspect all equipment; including, ladders, cords, power tools, harnesses, and ANY equipment for safe operation before using.
- Housekeeping.

Weekly, On-Site Safety Tasks:

- Tool box Safety Talk
- Jobsite "Safety Checklist"

Quarterly:

There is a quarterly safety meeting that all field personal are required to attend. Various topics are discussed and documented. The next working day, the Foremen are to relay the safety information to all field personnel who were not in attendance at the meeting.

Since safety is an individual responsibility and a team effort, CT Mechanical has an incentive in place for meeting safety goals every quarter.

First, a foremen that models outstanding safety in the workplace every quarter, will be awarded special recognition. The determination will be made based on the following criteria: consistently reviewing weekly toolbox talks, submitting weekly jobsite safety checklists, and/or recommendations determined by the management.

In addition to a focus on safety at each quarterly meeting, CT Mechanical is providing health and wellness education. CT Mechanical's Wellness Director, Nick Tojaga, will introduce topics to help keep us safe, healthy and injury free. He will be available to every employee for consultation. Nick practices strict client confidentiality; therefore, all concerns will be held with the utmost discretion.

Random Site Safety Inspections:

Protective Personal Equipment (PPE) is a basic building block to jobsite safety. To reinforce the importance of "all the gear – all the time," random site safety inspections will be conducted. During these random safety walk-throughs, employees found in compliance, wearing their PPE, will immediately be recognized with a gift card.

Annually:

- In January, the safety program is reviewed and updated.
- Review the Hazardous Communication Plan.
- All hard hat suspensions will be replaced, per manufacturer's guidelines.

PROCEDURES AFTER AN INCIDENT

Shall an incident occur, the first priority is to provide necessary medical treatment to the injured, including if necessary, bringing the injured to the nearest medical facility or hospital for treatment. CT Mechanical has partnered with Physicians Immediate Care (PIC) to provide non-life threatening care for our occupational healthcare needs.

The CT Mechanical employee who witnesses the incident or who is with the injured party may escort the injured employee to the nearest medical facility or hospital, unless another person takes responsibility. If another person takes responsibility, a name and phone number of the responsible party must be documented.

Incidents include; but are not limited to: near misses, injuries even if no medical attention is being requested, and/or accidents not requiring medical assistance.

All incidents shall be reported immediately to the following, in the order listed:

- CT Mechanicals' Safety Director.
- General Contractor or Site Superintendent.

An Incident Report shall be filed within 24 hours. If an injury has occurred, as soon as reasonably expected, the injured employee is required to meet at the office with the President, Superintendent, and/or Safety Director.

CT Mechanical keeps detailed records of each incident and maintains OSHA 300 logs for all recordable injuries.

Any employees involved in a work-related or near miss incident must inform a supervisor immediately. If the incident involved property damage or requires medical attention, and where there is a reasonable basis to believe alcohol or drug use contributed to the incident, the employee will be directed to have the injury taken care of and to provide a breath and urine sample as soon as possible following the accident. If possible, this testing will be in conjunction with medical treatment.

Return to work

It is the intent of CT Mechanical's Return-To-Work (RTW) Program to provide temporary modified-duty for employees who are partially disabled due to illness or injuries. This modified duty program aids to limit the number of lost workdays an injured or ill employee may incur by providing meaningful work of a restricted or limited nature.

CT Mechanical shall make every effort to bring ill or injured employees back to work as long as this will not cause any harm to the employee, others, or company property. CT Mechanical shall strive to assist the employee to return to his or her former position, and to cooperate in the employee's rehabilitation.

The injured will communicate with the Superintendent, Safety Director or designated employee to discuss the injuries and limitations and if there any job modifications that may be required for the employee to come back to work.

The Safety Director will inform the doctor in writing what the work duties are of the injured employee and will communicate with the doctor the status of the injured employee in writing for the duration of the employees' recovery process.

The Safety Director, in conjunction with the doctor and the CT Mechanical's workers' compensation company, manages follow-up care of the injured employee.

The incident and lessons learned will be reviewed and discussed at the next quarterly meeting.

APPENDIX – Heat Illness Prevention

CT Mechanical, LLC

Heat Illness Prevention Program

What is heat illness?

The body normally cools itself by sweating. During hot weather, especially with high humidity, sweating isn't enough. Body temperature can rise to dangerous levels if precautions are not taken, such as drinking water frequently and resting in the shade or air conditioning. Heat illnesses range from heat rash and heat cramps to heat exhaustion and heat stroke. Heat stroke requires **immediate medical attention** and can result in **death**.

How can heat illness be prevented?

CT Mechanical has established a complete heat illness prevention program to prevent heat illness. This includes:

- providing workers with a CTM water bottle and water
- education regarding where and when to take proper breaks from the heat, (i.e. rest and shade);
- gradually increasing workloads and allowing more frequent breaks for new workers or workers who have been away for a week or more to build a tolerance for working in the heat (**acclimatization**);
- modifying work schedules as necessary;
- planning for emergencies
- training workers about the symptoms of heat-related illnesses and their prevention
- monitoring workers for signs of illness

Workers new to the heat or those that have been away from work and are returning can be most vulnerable to heat stress and they must be acclimatized.

To prevent heat related illness and fatalities:

- Drink water every 15 minutes, even if you are not thirsty.
- Rest in the shade to cool down.
- Wear a hat and light-colored clothing.
- Learn the signs of heat illness and what to do in an emergency.
- Keep an eye on fellow workers.
- "Easy does it" on your first days of work in the heat. You need to get used to it.

If workers are new to working in the heat or returning from more than a week off, and for all workers on the first day of a sudden heat wave, implement a work schedule to allow them to get used to the heat gradually. Working in full sunlight can increase heat index values by 15 degrees Fahrenheit. Keep this in mind and plan additional precautions for working in these conditions.

Who is affected?

Any worker exposed to hot and humid conditions is at risk of heat illness, especially those doing heavy work tasks or using bulky protective clothing and equipment. Some workers might be at greater risk than others if they have not built up a tolerance to hot conditions, **including new workers, temporary workers, or those returning to work after a week or more off**. This also includes everyone during a heat wave.

Factors That Increase Risk to Workers

- High temperature and humidity
- Direct sun exposure (with no shade)
- Indoor exposure to other sources of radiant heat (ovens, furnaces)
- Limited air movement (no breeze)
- Low fluid consumption
- Physical exertion
- Heavy personal protective clothing and equipment
- Poor physical condition or health problems
- Some medications, for example, different kinds of blood pressure pills or antihistamines
- Pregnancy
- Lack of recent exposure to hot working conditions
- Previous heat-related illness
- Advanced age (65+)

Preventing & Responding to Heat Illnesses

Effective Communication

When working in warm or hot weather an effective communication system is a critical part of your program to be successful in preventing heat illness. This is because as temperatures increase and other environmental factors change throughout the workday, employees' physical and/or mental state can rapidly change into a serious medical condition. Therefore it is important that you stay alert to the weather and with employees input from the field use this information to quickly make the proper adjustments in your work practices and activities, or summon emergency response personnel if necessary. The goal is to make appropriate adjustments in work practices and activities before problems arise or become serious or summon help if it is needed. In order to do this you need to maintain effective communication with employees and supervisors in the workplace.

Some "tools" for effective real time communication in remote locations include the use of cell phones, walkie-talkies, two way radios, satellite phones, and other devices.

Guidance, Best Practices, & Warnings

CT Mechanical monitors any individual employee who takes a preventative cool-down rest and ask if he/she is experiencing symptoms of heat illness. CT Mechanical also encourages employees to remain in the shade, and not order back to work until they do not have signs or symptoms of heat illness. The preventative cool down rest period shall not be less than 5 minutes in addition to the time needed to access the shade.

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, CT Mechanical shall provide appropriate first aid or emergency response.

Best Practices

During warm or hot weather, high heat or a heat wave, it is necessary for supervisors and employees to be particularly attentive to each other and communicate on a frequent basis about how they are feeling. It is important to encourage employees not to discount any discomfort or symptoms they are

experiencing and to report these problems immediately to their supervisor and coworkers. Employees and supervisors should be fully trained on effective modes of communication for the prevention of heat illness during warm or hot weather, and high heat or a heat wave.

Using an effective communication system allows employees to report to supervisors, co-workers or other designated persons how they are feeling on a real time basis.

CT Mechanical

- Designates a supervisor or an employee to closely monitor and frequently report on all employees' physical and mental condition.
- Trains and encourages employees to inform others if they start to feel any discomfort or something out of the ordinary during the work shift.
- Encourages employees to report anything they hear about someone having discomfort or feeling something out of the ordinary with their supervisors.
- Accounts for the whereabouts of their team at appropriate intervals throughout the work shift and at the end of the work shift.
- Requires employees who work alone to "check-in" periodically with the superintendent, safety director or other designated persons.
- Also requires frequent "check-ins" by the supervisors or safety director.
- Always knows the whereabouts of the employees who are working in the field by themselves.
- Holds short, frequent meetings (e.g., before and during work) not only during high heat but also during warm or hot weather conditions and a heat wave.

Heat Stroke - Heat stroke is a life-threatening emergency!

Heat Stroke is the most serious heat-related health problem. Heat stroke occurs when the body's temperature regulating system fails and body temperature rises to critical levels. Heat stroke is a medical emergency that may rapidly result in death.

Symptoms of heat stroke include:

- Confusion, disorientation, staggering
- Throbbing headache
- Nausea/Vomiting
- Loss of consciousness
- Seizures
- Very high body temperature
- Hot and dry skin

If a worker shows signs of possible heat stroke, call 911 while first aid measures are being implemented.

- Make sure that someone stays with the worker until help arrives.
- If possible, send another coworker to wait for and direct the emergency responders.
- Move the worker to a shaded, cool area and remove unnecessary clothing.
- Wet the worker with cool water and circulate the air to speed cooling.
- Place cold wet clothes or ice packs to the workers armpits, groin, neck, and back.

Heat Exhaustion

Symptoms of heat exhaustion:

- Headache
- Nausea
- Dizziness
- Weakness
- Irritability
- Thirst
- Heavy sweating
- Elevated body temperature
- Decreased urine output

If a worker shows signs of possible heat exhaustion:

- Workers with signs or symptoms of heat exhaustion should be taken to a clinic or emergency room for medical evaluation and treatment.
- If medical care is not available, call 911 immediately.
- Make sure that someone stays with the worker until help arrives.
- Workers should be removed from the hot area and given liquids to drink.
- Remove unnecessary clothing including shoes and socks.
- Cool the worker with cold compresses to the head, neck, and face or have the worker wash his or her head, face, and neck with cold water.
- Encourage frequent sips of cool water. If the worker is unable to drink, get emergency medical help immediately.

Heat Cramps

Muscle pains usually caused by physical labor in a hot work environment. Heat cramps are caused by the loss of body salts and fluid during sweating.

If a worker shows signs of possible heat cramps:

- Workers should replace fluid loss by drinking water and having a snack, and/or carbohydrate electrolyte replacement liquids (e.g., sports drinks) every 15 to 20 minutes.
- Workers should avoid salt tablets.
- Get medical help if the worker has heart problems, is on a low sodium diet, or if cramps do not subside within one hour.

Heat Rash

Heat Rash is the most common problem in hot work environments. Heat rash is caused by sweating and looks like a red cluster of pimples or small blisters. Heat rash usually appears on the neck, upper chest, armpits, in the groin, under the breasts and in elbow creases.

If a worker shows signs of possible heat rash:

- The best treatment for heat rash is to provide a cooler, less humid work environment.
- The rash area should be kept dry and the use of calamine lotion or cool compresses should be used to calm itchy, irritated skin.
- In severe cases of heat rash, a doctor may require topical steroids or anhydrous lanolin to treat the symptoms.

TRAINING

Workers with the potential exposure to heat illnesses must receive annual training.

APPENDIX – Incident Report

CT Mechanical, LLC

Incident Report

Incident Report

Name _____
Last First Middle

Home Address _____

City _____ State _____ Zip _____

Home Phone () _____ Cell Phone() _____

Sex _____ Job Title _____ Date of Birth _____

Date of Hire _____ Supervisor _____

Date of Injury _____ Time _____ Date Reported _____

Incident Description

Please complete the following description of the incident. Fill-in all blanks and be specific. If it does not apply, mark it "DNA" and indicate why.

WHERE? Indicate the location of the incident - project number/job name, unit # area, etc. Be exact. Use the backside of this form if you need additional space.

WHAT? What were you doing at the time? What equipment, tools or materials were involved? Was the task/job something you have done before? Was training provided/needed?

WHO? Who was working with you or in the area at the time (CTM, co-workers, other contractors)?

WHY? Why were you doing this particular task? Was it typical work or unusual? Were there any special circumstances?

CT Mechanical, LLC

Safety Manual

HOW? How do you think the incident happened (slip, trip, fall sprain, strain, struck-by, struck- against, etc.)?

WHY? What may have caused or contributed to the incident (housekeeping, weather, poor lighting, hear/cold, tools/equipment condition or availability, bad work position, lack of help, etc.)?

DAMAGE? If you were hurt, how were you hurt and where (cut to the first digit of left index finger, muscle stain to lower right back, twisted/sprain to right ankle, etc.)? List all damage to other property and/or people.

WHEN? Date of Injury _____ Time _____

SOLUTIONS? How do you think we can prevent this from happening again?

ADDITIONAL COMMENTS? Use the backside of this form if necessary.

Release of Medical Information: *I certify that the above information is true to the best of my knowledge and I authorize the release, to my employer and workers' compensation company, all records relevant to my disability and my claim for disability or worker' compensation benefits, including but not limited to, medical diagnosis, prognosis, treatment, and periods of hospitalization. It is understood that the company will use the information to verify my disability and determine my eligibility of appropriate benefits. This authorization applies to physicians and other health care providers, hospitals, clinics, insurance companies, workers' compensation carriers, and organizations administering benefit programs. This authorization will remain in effect throughout my claim for workers' compensation benefits. I understand that I have the right to revoke this authorization in writing. A photocopy of this authorization will be as valid as the original.*

To the best of my knowledge, all of the above statements are true and correct:

Signature _____ Today's Date _____

APPENDIX – HazCom / GHS Program

CT Mechanical, LLC

Hazard Communication Program

**HazCom
GHS**

1. Introduction

The management of **CT Mechanical, LLC** is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related. This written hazard communication plan is available at the following locations for review by all employees: Job Site, Office and On-Line.

2. Identifying Hazardous Chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure within the work performed by CT Mechanical. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet. In the event the SDS has not been received by the manufacturer, the MSDS will remain in effect until it is received.

3. Identifying Containers of Hazardous Chemicals

The labeling system to be used by **CT Mechanical, LLC** will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at this workplace will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party
2. A label with the appropriate label elements just described
3. Workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals.

The Safety Director will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is available at the home office.

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or

properly disposed of at the end of the work day. However, the container should be marked with its contents.

4. Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser. There may be instances where the MSDS has not yet been updated to the SDS. Be advised, it has been requested but not received. The MSDS will remain until it can be updated properly.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used at this workplace. An SDS Binder will be stored at every job site in the gang box until which time the gang box is removed. At all times, the SDS sheets will be accessible via DropBox where they will be stored electronically. All employees will have the proper access to retrieve these documents.

The SDS's are updated and managed by the Safety Director. If a SDS is not immediately available for a hazardous chemical, employees can obtain the required information by calling the safety director, superintendent or service manager.

When notified, the safety director will also obtain a Safety Data Sheet from any sub-contractor for any additional hazardous chemical that is brought into the workplace.

5. Training Employees about Chemical Hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace.

- What are pictograms?
 - What are the signal words?
 - What are the hazard statements?
 - What are the precautionary statements?
- Emergency procedures to follow if an employee is exposed to these chemicals.

The safety director is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Prior to introducing a new chemical hazard into any division, each employee in that department will be given information and training as outlined above for the new chemical hazard.

6. Informing Employees who do Special Tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

7. Informing contractors and other employers about our hazardous chemicals

If employees of other contractors may be exposed to hazardous chemicals at our jobsite, it is the responsibility of the onsite competent person, superintendent, service manager and/or safety director to provide contractors and their employees with a CT Mechanical's HCP and obtain signature verification they understand the HazCom / GHS program and its materials.

HCS Pictograms and Hazards

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.



CORROSION

- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals



EXCLAMATION MARK

- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)



EXPLODING BOMB

- Explosives
- Self-Reactives
- Organic Peroxides



SKULLS & CROSSBONES

- Acute Toxicity (fatal or toxic)



FLAME

- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides



GAS CYLINDER

- Gases Under Pressure



ENVIRONMENT

- Aquatic Toxicity



HEALTH HAZARDS

- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity



FLAME OVER CIRCLE

- Oxidizers

APPENDIX – Silica Program

CT Mechanical, LLC

**Silica Exposure Plan
Including Table 1**

Scope and Application

CT Mechanical has instituted this Silicosis Prevention Program to protect the health of its employees.

What Is Crystalline Silica (Quartz)?

The terms “crystalline silica” and “quartz” refer to the same thing. They are both natural components of the earth’s surface and are abundant in materials such as sand, quartz and granite rock.

Hazards from Exposure

Occupational exposure to crystalline silica dust is known to cause silicosis, pneumoconiosis, or dust disease of the lungs. The particles that cause the damage are too small to be seen with the naked eye.

What Is Silicosis?

Silicosis is a disease of the lungs caused by breathing dust containing crystalline silica particles. This dust can cause fibrosis or scar tissue formations in the lungs that reduce the lungs’ ability to effectively extract oxygen from the air. There is no cure for silicosis. Prevention is the only answer.

What Are the Symptoms Of Silicosis?

There are several stages of silicosis. Early stages may go completely unnoticed. Continued exposure may result in shortness of breath while exercising, possible fever and occasional bluish skin at the ear lobes or lips. Silicosis makes a person more susceptible to infectious diseases of the lungs like tuberculosis. Progression of the disease leads to fatigue, extreme shortness of breath, loss of appetite, pain in the chest area, and respiratory failure, which all may lead eventually to death. Acute silicosis may develop after short periods of exposure. Chronic silicosis usually occurs after 10 or more years of exposure to lower levels of quartz.

Potential for Exposure During Construction

Concrete products contain silica sand and rock containing silica. Since these products are primary materials for construction, construction workers may be easily exposed to respirable crystalline silica during activities such as the following:

- Sawing, hammering, drilling, grinding, and chipping of concrete or masonry.
- Abrasive blasting of concrete (regardless of abrasive used).
- Demolition of concrete and masonry structures.
- Dry sweeping or pressurized air blowing of concrete, rock or sand dust.
- Even material containing small amounts of crystalline silica may be hazardous if they are used in ways that produce high dust concentrations.

Prevention Recommendations:

CT Mechanical recommends the following measure to reduce exposure to respirable crystalline silica in the workplace and to prevent silicosis and deaths in construction workers:

- Recognize when silica dust may be generated and plan ahead to eliminate or control the dust at the source. Awareness and planning are keys to prevention of silicosis.

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- Use engineering controls and containment methods such as, wet drilling, or wet sawing of silica-containing materials to control the hazard and protect adjacent workers from exposure.
- Routinely maintain dust control systems to keep them in good working order.
- Wear disposable or washable protective clothes at the worksite.
- Use adequate respiratory protection when source controls cannot keep silica exposures below the NIOSH REL.
- Periodic medical examinations will be provided for all workers who may be exposed to respirable crystalline silica.
- Post warning signs to mark the boundaries of work areas contaminated with respirable crystalline silica.
- Provide workers with training that includes information about health effects, work practices, and protective equipment for respirable crystalline silica.
- Report all cases of silicosis to State health departments and OSHA.

Dust Control

The key to preventing silicosis is to keep dust out of the air. Dust controls can be as simple as a water hose to wet the dust before it becomes airborne. Use the following methods to control respirable crystalline silica:

- When sawing concrete or masonry, use saws that provide water to the blade. If this equipment is not available, use a water hose or spray can to provide water.
- Use good work practices to minimize exposures and to prevent nearby workers from being exposed. For example, remove dust from equipment with a water hose rather than with compressed air. Use vacuums with high-efficiency particulate air (HEPA) filters, or use wet sweeping instead of dry sweeping.
- During concrete demolition use water to reduce dust potential, take advantage of the prevailing wind to blow dust away from employees, or use exhaust fans for dust control. Use caution to prevent all workers from airborne dust.
- Use the dust collection systems available for many types of dust-generating equipment. Do not use equipment if the dust control system is not working properly.

Personal Hygiene

The following personal hygiene practices are essential for protecting workers from respirable crystalline:

- Do not eat, drink, or use tobacco products in dusty areas.
- Wash hands and face before eating, drinking, or smoking outside dusty areas.
- Park cars where they will not be contaminated with silica and other substances such as lead.

Air Monitoring

Air monitoring is needed to measure worker exposure to respirable crystalline silica and to select appropriate engineering controls and respiratory protection. Air monitoring will be performed as needed to measure the effectiveness of controls.

Respiratory Protection

Use of respirators: Do not use respirators as the primal of preventing or minimizing exposures to airborne contaminants. Instead, use effective source controls such as substitution, automation, enclosed systems, local exhaust ventilation, and good work practices. Such measures should be the primary means of protecting workers. However, when source controls cannot keep exposure below the NIOSH REL, controls should be supplemented with the use of respirators. See Respirator Program.

Training

Workers should receive safety training and education that includes the following:

- Information about the potential health effects of exposure to respirable crystalline silica.
- Material safety data sheets for silica, masonry products, alternative abrasives, and other hazardous materials (29 CFR 1926.59).
- Instruction about the purpose and set-up of regulated areas marking the boundaries of work areas containing crystalline silica.
- Discussion about the important of substitution, engineering controls, work practices, and personal hygiene in reducing crystalline silica exposure.
- Instructions about Table 1 to indicate when the use and care of appropriate protective equipment (including protective clothing and respiratory protection) is needed.
- Information about safe handling, labeling, and storage of toxic materials.

APPENDIX – EMPLOYEE ACKNOWLEDGEMENT

As a CT Mechanical employee, I hereby agree that I have carefully read and understand the company's safety policy including the Hazardous Communication Plan. I understand it is my responsibility to conform to the safety procedures contained within this policy. Failure to do so may result in disciplinary action, up to and including termination.

Date (First day on job) _____ Today's Date _____

Date of Latest Issue of Safety Manual Reviewed 2019 _____

Employee Name (Printed) _____

Employee Signature _____

Note: Keep this copy in your safety manual for your reference.

APPENDIX – EMPLOYEE ACKNOWLEDGEMENT

As a CT Mechanical employee, I hereby agree that I have carefully read and understand the company's safety policy including the Hazardous Communication Plan. I understand it is my responsibility to conform to the safety procedures contained within this policy. Failure to do so may result in disciplinary action, up to and including termination.

Date (First day on job) _____ Today's Date _____

Date of Latest Issue of Safety Manual Reviewed 2019 _____

Employee Name (Printed) _____

Employee Signature _____

Note: This copy will be retained in your employee file.



COVID-19 Safety Policy

This plan is based on currently available information from the Center for Disease Control (CDC), OSHA and other public and medical experts and subject to change based on further information provided by such above entities. You will be provided updated policies as warranted.

EMPLOYEE WILL NOTIFY THEIR SUPERVISOR, SAFETY DIRECTOR OR BUSINESS OPERATIONS MANAGER IF THEY TEST POSITIVE FOR COVID-19, HAVE BEEN EXPOSED TO A KNOWN CASE OF COVID-19 OR HAVE TRAVELED TO A COUNTRY THE CDC HAS RESTRICTED, DUE TO COVID-19.

Signs and symptoms of COVID-19:

- Fever
- Dry Cough
- Shortness of Breath or difficulty breathing
- Early symptoms such as, but not limited to:
 - Chills
 - Body aches
 - Sore throat
 - Headache
 - Diarrhea
 - Nausea and vomiting
 - Sudden loss of taste or smell

Directives

1. All employees who have symptoms of acute respiratory illness are expected to stay home and not come to work, until:
 - a. They are free of a fever (greater than 100.4* F (37.8* C) using an oral thermometer, or any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-reducing medicines, and at least seven (7) days have passed since the symptoms first began.
 - b. Communication from a doctor (telemedicine approved) will be required.
 - c. If you have a positive COVID-19 test, CTM will require two negative tests before reporting back to work per CDC guidelines.
2. All employees who have been in contact with a family member who exhibits fever or respiratory symptoms consistent with COVID-19 or had contact with a confirmed COVID-19 case or had direct contact with infectious secretions of a COVID-19 case, even if the worker is asymptomatic, must not report to work for 14 days after the last potential exposure.
 - a. Documentation verifying exposure will be required.
3. Personal protective equipment dos and don'ts
 - a. Wear a face covering when you are in "exposure" zones (mainly places with other people)



- b. Be on high alert on what you are doing with your hands when you are in the “danger zones” – THIS IS WHEN YOU **MUST NOT TOUCH YOUR FACE**
 - c. Consider wearing gloves (even winter gloves or work gloves can be helpful) but only for short periods of time and only when in “touch exposure” danger zones
 - d. Treat your home, car and yard as safe places (no mask or gloves)
 - e. Remove your gloves and mask when you return to your safe place
 - f. Wash your hands *every single time* you take off your gloves or mask or move from a danger zone back to a safe zone
4. Face covering requirement:
- a. CDC recommends wearing cloth face coverings in public setting where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.
 - b. Types of approved face coverings:
 - i. Cloth face mask
 - 1. ARE NOT A SUBSTITUE FOR SOCIAL DISTANCING
 - 2. Fit snugly but comfortably against the side of the face
 - 3. Be secured with ties or ear loops
 - 4. Includes multiple layers of fabric
 - 5. Allows for breathing without restriction
 - 6. Be able to be laundered and machine dried without damage or change to shape
 - 7. Discourages touching one’s face
 - ii. Surgical mask and/or N95 respirators (or allowable equivalent)
 - 1. ARE NOT A SUBSTITUE FOR SOCIAL DISTANCING
 - 2. Should be reserved for healthcare workers or other medical first responders
 - 3. Respirators are worn on a voluntary basis
 - a. Read and heed all instruction provided by the manufacturer on use
 - b. Follow all CDC recommendations on the temporary exemptions regarding reuse, storage, decontamination, etc.
 - c. Keep track of your respirator
 - iii. **Do** the following when using a face covering
 - 1. Use it to cover your mouth and nose
 - 2. Read the directions provided to you on the mask (or instructions provided for using a cloth face covering)
 - 3. Wear it properly, adjusting as necessary throughout the day
 - 4. Wash your hand and face after removing the mask before touching your face
 - 5. Keep it clean



6. Keep it away from running machinery or equipment that could entangle the mask
7. Request a new one if it becomes damaged or in any way unsanitary
- iv. **WARNINGS** when wearing a face covering
 1. Do not let it obstruct your vision
 2. Do not wear it if you have difficulty breathing
 - a. Contact the safety director or supervisor for alternate safety measures
 3. Do not let it hang down around your neck
 4. Do not put it down on a contaminated surface or leave it where it can be contaminated
 5. Do not use it if it is damaged
 6. Only dispose of disposable masks at the workplace
5. Face coverings are one part of an overall strategy to provide a barrier between you and the coronavirus.
6. Follow frequent strict hand sanitation guidelines either washing with soap for 20 seconds or using an alcohol-based sanitizer (only when handwashing is not available)
 - a. Sanitize hands before and after eating, smoking or using your phone
 - b. Sanitize your hands before leaving the jobsite at the end of the day
7. Avoid touching your face, mouth, nose, eyes, etc.
8. Do not share personal protective equipment or tools
9. Disinfect tools per cleaning agents' directions

Jobsite

1. All jobsites will provide hand washing stations and hand sanitizer.
 - a. Handwashing is the preferred method of disinfecting and cleaning your hands
 - b. Wash hands for at least 20 seconds, with soap, under warm water
 - c. Hand sanitizer is NOT a substitute for hand washing
2. If a worker develops fever or respiratory symptoms consistent with COVID-19
 - a. Isolate the worker and have them don a face covering
 - b. Identify close contacts
 - c. Send worker home via the exit that minimizes additional exposure to workforce and frequently touched surfaces
 - d. Notify GC, Superintendent, and/or safety personnel
 - a. Worker must not be allowed on the jobsite without a physician's note stating when the worker may return to work, and at least 72 hours after a fever has broken without the use of fever-reducing and at least TEN (10) days have passed since the symptoms first began. (updated 5/8/20)
3. Reinforce the importance of social distancing and maintaining a 6' separation with other people



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- a. If a job task requires being closer than 6', complete a job hazard analysis
 - i. if there is no other way to safely complete the task and maintain social distance:
 - 1. Limit the number of employees engaged in the task, but do not sacrifice safety
 - 2. Wear appropriate face covering
 - 3. Resume social distancing immediately after task is completed
- 4. Stagger break and lunch times to limit exposure.
- 5. If the general contractor or building management have a COVID-19 plan that is different from this directive, follow the guidelines that provide the highest level of protection.

Testing

- 1. Physician's Immediate Care (PIC) may provide COVID-19 rapid testing on approval and authorization by CT Mechanical
 - a. Testing protocol is provided by PIC
 - b. Results will be given to employee and safety director

Reporting

According to the CDC, close contact is an exposure for a prolonged period of time (such as 6' of a COVID-19 case for between for between 10-30 min); keeping in mind, brief interactions are less likely to result in transmission. Symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important factors.

Employees that have had close contact with the COVID-19 individual will be notified as soon as possible, and within 24 hours of CT Mechanical's notification.

I understand the information presented in this supplemental policy.

Print Name

Date

Signature