

Alshall Construction
Safety and Health Program
SAFETY POLICY STATEMENT

shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

Purpose

This manual is intended to help Alshall Construction Company employees understand the company's expectations with regard to safety and to explain their role in the company's safety program. It shall be implemented company-wide at all sites where Alshall Construction Company employees work.

Alshall Construction shall endeavor to maintain a safe and healthful work place. We shall provide safe working equipment, necessary personal protection, an emergency response plan, and in the event of injury, provide first aid and medical services as needed.

By: _____
President/CEO

SAFETY PROGRAM SUCCESS CRITERIA

The success of **Alshall Construction** safety program shall depend upon the stated and demonstrated interest of management, the sincere and consistent example set by supervisors, and the cooperative, concerted efforts of all employees.

MANAGEMENT COMMITMENT:

Management and designated supervisors of **Alshall Construction** shall set an exemplary example of the commitment to safety and health and shall make every effort to provide a working environment that is free from any recognized or potential hazard. Management is committed to allocating and providing the resources needed to promote and effectively implement the safety and health program. Management recognizes that the success of our safety and health program is contingent and dependent upon support from the executive levels of management as well as involvement of all employees.

SAFETY DIRECTOR:

The Safety Director shall oversee the development, implementation and administration of a safety program for all **Alshall Construction** employees. He shall coordinate all matters related to the safety program with the appropriate levels of management. The Safety Director has the authority to initiate and follow through on disciplinary actions against those that violate policies, procedures, or rules.

RESPONSIBILITIES:

Safety Director

1. Conducting inspections of **Alshall Construction** operations and providing necessary instructions and guidance to achieve successful occupational health and safety goals.
2. Maintaining comprehensive records of accident incidence and related cost; performing statistical analysis to determine trends, problem areas, and overall safety performance, and maintaining and evaluating all other safety data.
3. Conducting training of supervisors in safety supervision and coordinating the adequate job instruction procedures and safety training of all employees.
4. Making follow-up investigations, when necessary, of accidents and injuries occurring at **Alshall Construction** work sites to determine root cause and enable the establishment of preventive measures.
5. Receive accident reports and consolidate data into a corporate OSHA 300 summary.
6. Prepare **Alshall Construction** annual safety budget. Control expenditures of approved safety-related funds.
7. Develop a system of safety policies and procedures that establishes a framework for a safety culture that leads to the establishment and maintenance of a safe and healthful work environment for all employees.

Superintendents and Foreman

The full potential of effective accident prevention can only be realized when supervisors cooperate without reservation in all phases of the safety program. Their close contacts with the work environment and the people performing the work make them best qualified to translate safety principles into accident prevention on the job. They know the details of each job they supervise and recognize the hazardous situations. They shall constantly **SELL** to employees the wisdom of both observing safety procedures established for their work and using the prescribed protective equipment. They shall enforce the safety procedures and rules that apply to the work they supervise. Following is a list of safety obligations for supervisors. They shall:

1. Provide adequate basic job specific training and safety instruction to all employees.
2. Provide continuing safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions, or procedures, etc.
3. Actively support safety promotional measures.
4. Continuously observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
5. Promptly and completely investigate accidents and forward timely, completed and accurate required reports.
6. Be receptive to, and encourage employees to report unsafe practices and conditions, and to submit practical suggestions for correction.
7. Participate in training courses designed to increase their professional knowledge of safety supervision principles and techniques.
8. Insure that tools, equipment, and protective devices are properly maintained and properly utilized.
9. Become thoroughly familiar with and actively enforce all safety procedures applicable to the work they supervise.

Employee

All **Alshall Construction** employees are required as a condition of employment to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and accept the responsibility stated by section 5{b} of the OSHA act of 1970 which states. " Each employee shall comply with occupational safety and health standards and rules, regulations, and orders pursuant to this act which are applicable to his own actions and conduct." Also, each employee shall:

1. Obey all safety rules, policies, and procedures.
2. Promptly report all accidents and injuries occurring within the course of their employment to their supervisor.
3. Promptly report all unsafe practices or conditions they observe to their supervisor.
4. Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent recurrence.
5. Actively support and participate in safety, promotional, and educational measures utilized in **Alshall Construction** safety program.
6. Become familiar with and observe approved safe work procedures for their work activities.

DISCIPLINARY POLICY

Alshall Construction recognizes that it is essential to provide positive, affirmative action when employees of _____ fail to practice the safety policies, after all employees have been provided with documented safety awareness training, it shall be the responsibility of the employee to practice these safety standards. Employees, who fail to do so, not only endanger themselves, but fellow employees. Any employee who fully and flagrantly violates safety standards or company policies shall be reprimanded as follows.

A. First written violation - 2 days off

B. Second written violation - subject to dismissal

1. Any employee suspended for a safety violation shall not receive pay. Employees cannot use vacation days, sick days, holidays, or any other accumulated days while serving their suspension.
2. Documentation of all disciplinary actions regarding the safety and health program shall be maintained as part of an employee's record.

REPORTING OF JOB INJURIES / FIRST AID

POLICY:

It is the policy of **Alshall Construction** to create, maintain and file accident reports as required by law.

PURPOSE:

Federal and state laws require accident, injury and illness reports. Our insurance company also requires accident reports.

Reporting Of Job Injuries By Employees

1. All employees, as a condition of employment, are required to report all job injuries, no matter how minor, to their supervisor in writing as soon as possible after injury occurs.
2. Each employee is to fill out accident report within eight hours of an accident. The superintendent shall sign accident report and turn it into the Safety Director no later than twenty-four hours after the accident.

3. If employee is unable to fill out an accident report than the superintendent shall make arrangements with the employee to fill out report together.
4. Employees who make false statements concerning job injuries are subject to dismissal from their jobs and are liable for any compensation received or medical payments that were made.
5. First aid kits and the supplies in them are intended to be used for minor on the job injuries. Any one caught taking supplies home is subject to termination.
6. Superintendent / Foreman shall be notified prior to an employee leaving the jobsite because of injury or illness, whether personal or work related.
7. First aid shall be provided for any on the job injury, if further medical treatment is necessary than employee shall be sent to company doctor for medical treatment and drug screen.

Superintendent/Foreman Accident Investigation / Reporting Responsibility

Investigation:

In case of an accident on the job; the following must be done:

1. See that the injured are cared for.
2. Protect other employee's and property.
3. Call main office to notify Management of accident.
4. Preserve the scene as it was after the accident.
5. Obtain the identity of all employee's having information about the accident.
6. Examine evidence.
7. Photograph all evidence / scene
8. Make diagram of accident site.
9. Interview and obtain statements from all witnesses.
10. Sent reports to main office.

Reporting

1. Superintendents shall immediately report accidents to the Safety Director. This also includes vehicle accidents.
2. Superintendents shall sign the accident report and turn it into Safety Director no later than twenty - four (24) hours after the accident.
3. When the supervisor is not an actual eyewitness to an accident resulting in an injury, he shall make every effort to verify the statements of the injured employee to assure that: {1} the injury occurred on the job; {2} circumstances described by the injured employee are correct.
4. If the injured employee does not return to work at the time the attending physician stated, than a report shall be given to the Safety Director by telephone. Also, a verbal report shall be given to the Safety Director at each stage of the injured employee's recuperation, i.e., light duty, and therapy, etc.
5. A telephone report shall also be required when an employee who returned to work after the injury, later had to leave because he was to disabled to work.
{Both 4 and 5 shall be followed up in writing and sent to Safety Director.}
6. When the injured employee is released to return to work , he shall have a signed release from his/her treating physician before returning to his/her duties.

No job should be considered so important that it cannot be done safely

CONFINED SPACE

A. POLICY:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when work in or around confined spaces. Training shall be provided for anyone asked to work in a confined space prior to his or her working in that environment.

OSHA requirements for confined space are found in 29 CFR 1910.146. It can also be found in 29 CFR 1926.21 {6}{i}{ii}.

B. PURPOSE:

To eliminate injuries to **Alshall Construction** employees working in and around confined spaces.

Confined space is defined as space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work.
2. Has limited or restricted means for entry or exit {for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry}.
3. Is not designed for continuous employee occupancy.

Permit required confined space is defined as space having one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere;
2. Contains a material that has the potential to contain a hazardous atmosphere:

Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or

Contains any other recognized serious safety or health hazard.

Training

Alshall Construction shall provide training so that all employees whose work requires them to work in a confined space shall acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned.

Training shall be provided to each affected employee:

Before the employee is first assigned to work in a confined space.

Before there is a change in assigned work.

Whenever there is a change in permit space operation that presents a hazard about which an employee has not previously been trained.

Whenever the employer has reason to believe that there are deviations from the space procedures or that there are inadequacies in the employee's knowledge.

CONTROL OF HAZARDOUS ENERGY {LOCKOUT - TAGOUT}

Introduction:

The objective of lockout - tag-out is to protect employees from the risk of injury associated with unexpected energy sources. It shall be used to ensure that the machine or piece of equipment is isolated from all potentially hazardous energy and locked out and/or tagged out, and freed of all residual or accumulated energy before employees perform any servicing or maintenance activities where the unexpected energizing, startup or release of stored energy could cause injury.

A. POLICY:

The Hazardous Energy Control Policy has been developed to ensure the safety and health of each employee, by requiring isolation of all energy sources prior to performing service or maintenance on equipment or machinery. This program has been developed in compliance with guidelines and requirements of 29 CFR 1910.147.

B. PURPOSE:

To eliminate injuries to **Alshall Construction** employees associated with unexpected energy sources.

Lockout/Tag-Out Requirements

Protect yourself and your co-workers by following these lockout/tag-out procedures any time you repair, service, or inspect electrical equipment or machinery.

1. Authorized employees shall notify all affected employees that a lockout/tag-out system is going to be utilized and the reason for the lockout/tag-out.
2. Shut down the equipment by normal stopping procedures. Attempt to operate the equipment to be sure it is off.
3. Operate the switch, valve, or other energy-isolating device so that the equipment is isolated from its energy source.
4. Stored energy shall be released or restrained by methods such as repositioning, blocking, bleeding down, etc.

5. Lock out and/or tag-out the energy isolating devices with assigned individual locks or tags.

6. After ensuring that no personal are exposed, and as a check on having disconnected the energy source, operate the push-button or other controls to make certain the equipment shall not operate.

Restoring Equipment to Normal Production Operation

1. After servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area to ensure that no one is exposed.

2. Ensure that all tools have been removed from the equipment and that all guards have been reinstalled.

3. Remove lockout/tag-out devices and operate the energy isolating devices to restore energy to the machine or equipment.

ELECTRICAL

Introduction:

The objective of the electrical program is to protect employees from the risk of injury associated with electricity. This section establishes standards for most operations. Training shall be provided to all employees exposed to electrical hazards.

A. POLICY:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when using electrical equipment. All electrical work shall be conducted in a manner consistent with existing regulations and with good standard practices. OSHA requirements for electricity are found in Subpart K CFR 1926.400.

B. PURPOSE:

To eliminate injuries to **Alshall Construction** employees by the safe use of electrical equipment.

Electrical Safety Requirements

1. Electrical cords shall have the three-wire scheme to allow for proper grounding.
2. Adapters that allow for bypass of the ground prong shall not be allowed.
3. All electrical cords shall be routinely inspected daily to ensure they are properly insulated, ground prongs are in place, and they are in safe working condition.
4. Electrical equipment shall be used only for the intended purpose.
5. All electrical tools shall be grounded or double insulated.
6. Extension cords shall not be fastened with staples, hung from nails or suspended by wire.
7. Electrical cords shall never be run through water or be used in wet or damp locations.
8. Metal outlet boxes intended for installation in a wall or other surface shall not be used at the end of an extension cord.
9. Suspected electrical hazards shall be reported to a supervisor immediately.

EQUIPMENT OPERATIONS

Introduction:

The objective of the equipment program is to protect employees from the risk of injury associated with equipment. Employees authorized to operate equipment shall be adequately trained in safe operating procedures.

A. POLICY:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when operating equipment. Authorized equipment operators shall have the knowledge and understanding of all correct operating practices and procedures for equipment operations.

C. PURPOSE:

To eliminate injuries to **Alshall Construction** employees associated with equipment use.

EQUIPMENT OPERATIONS REQUIREMENTS

1. Only designated and trained employees are authorized to operate equipment.
2. Always adjust the seat belt and fasten the seat belt securely before you start the engine.
3. Employees shall visually inspect equipment prior to the beginning of use.
4. The operator shall never allow additional passengers or riders on the equipment.
5. If equipment has a horn, operator shall sound horn when traveling in areas where vision is obstructed, such as around corners and through bay doors.
6. Equipment shall never be overloaded.
7. Guards on equipment shall be kept in place.
8. Operator's responsibility is to follow all manufacture's recommendations and OSHA standards 1910 and 1926 to insure safe operation of equipment.
9. Operator shall visual inspect both **Alshall Construction** and rental equipment before use.
10. Equipment shall be secured in such a fashion that bodily harm or property damage could not result due to unauthorized use.
11. Equipment with swing hazard shall be guarded.

FALL PROTECTION/PREVENTION

Introduction:

Alshall Construction is firmly committed to providing each of its employees a safe and healthy working environment. This program has been prepared to comply with the requirements of the Federal OSHA Standard 1926.500 Subpart M Fall Protection. This program includes guidelines on the identification of potential fall hazards found on the jobsite. Training shall be provided for any employee exposed to a fall 6 feet or more.

A. POLICY:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when using fall protection equipment. All fall protection work shall be conducted in a manner consistent with existing regulations and with good standard practices. OSHA requirements for fall protection are found in Subpart M CFR 1926.500.

B. PURPOSE:

To eliminate injuries to **Alshall Construction** employees by the safe use of fall protection equipment.

Fall Protection Training Requirements

OSHA requires that each employee who might be exposed to a fall hazard of 6 feet or more receive training on fall protection requirements, and that trainers and trainees shall sign training records. OSHA further requires that employees shall be trained when there are changes in fall arrest equipment, the workplace, or when employee knowledge and understanding appear inadequate.

1. Employees working in areas unprotected by fall protection systems where the danger exists for a fall of 6 feet or greater, shall use a fall arrest system meeting OSHA standards.
2. All fall protection equipment shall be visually inspected for defects prior to each use. If there is evidence of excessive equipment deterioration or if mechanical malfunction is detected, the item shall be removed from service. It shall not be used again for employee protection until inspected by a competent person to be undamaged and suitable for reuse.
3. Employees working near leading edges at 6 feet or higher above a lower level shall be protected from falls by railings, nets or fall arrest systems.
4. Employees shall be protected from falling more than 6 feet through holes by hole covers, railings, or fall arrest system.

5. Employees on the leading edge of excavations deeper than 6 feet, which cannot be readily seen by employees, shall be protected from falls by railings, fences or barricades.

6. Lifelines shall be protected against being cut or abraded.

7. Anchorage's used for attachments of personal fall arrest equipment shall be capable of supporting at least 5,000 pounds per employee attached.

8. Personal fall arrest system shall not be attached to guardrail system.

9. Only employees who have been trained in proper use, wearing, application limitations and inspection procedures of personal fall protection equipment shall be allowed to work in locations where such equipment shall be worn.

FIRE PROTECTION/PREVENTION

A. POLICY:

It is the policy of **Alshall Construction** employees to follow the fire protection/prevention standard. This standard is found in 29 CFR 1926.150.

B. PURPOSE:

To eliminate personal injury and property damage due to fires.

Training

OSHA requires that the employer shall provided an educational program to familiarize employees with general principles of fire extinguisher use and the hazards involved.

Procedures:

In case of fire, **DO NOT PANIC... KEEP CALM**. It is extremely important to know the following information:

1. In the event evacuation of the building or work area becomes necessary, go promptly to the designated meeting area {defined by job superintendent} and remain there until further instructions are given.
2. Know where and how to use fire extinguishers located in your area.
3. All no smoking signs are to be obeyed.
4. Store oily rags in covered metal containers.
5. Never take chances with flammable liquids or other materials capable of burning or starting fires.
6. Flammable liquids shall be dispensed from approved safety cans.
7. Flammable liquids shall be used only for the purpose for which they were intended.
8. Elevators are not emergency exits and shall not be used in case of fire.
9. Do not re-enter the building until fire officials declare it safe to do so.

HAZARD COMMUNICATION PROGRAM

POLICY:

Alshall Construction is committed to providing its employees with a safe and healthy work environment. This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to insure that information necessary for safe use, handling and storage of chemicals is provided to and made available to employees. This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, Material Safety Data Sheets {MSDS}, Training, placards and other types of warning devices.

PURPOSE:

Alshall Construction hazard communication program provides detailed safety guidelines and instructions for receipt, use storage of chemicals at all jobsites.

Chemical Inventory

1. **Alshall Construction** maintains an inventory of all known chemicals in use at each worksite. A chemical inventory list is available from the superintendent, project manager or safety director.
2. Chemicals brought onto the worksite by **Alshall Construction** shall be included on the chemical inventory list.

Container Labeling

1. All chemicals on-site shall be stored in their original approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled shall be given immediately to the superintendent or project manager for labeling or proper disposal.
2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed shall be returned to the original container or to the superintendent or the project manager for proper handling or disposal.
3. No unmarked containers of any size containing chemicals are to be left in the work area unattended.
4. **Alshall Construction** shall rely on manufacturer applied labels whenever possible, and shall insure that these labels are maintained by superintendent or project manager.

Containers that are not labeled or on which the manufacturer's label has been removed shall be re-labeled.

5 Alshall Construction shall insure that each container is labeled with the identity of the chemical contained and any appropriate hazard warnings.

Material Safety Data Sheets {MSDSs}

1. Employees working with a Chemical may request a copy of the Material Safety Data Sheet {MSDS}. Requests for MSDSs shall be made to the superintendent or project manager.
2. MSDSs shall be available and standard chemical reference may also be available on the site to provide immediate reference to chemical safety information.

Emergency Response

1. Any incident of over exposure or spill of a chemical substance shall be reported to the superintendent or project manager at once.
2. The superintendent or project manager shall be responsible for insuring that proper emergency response actions are taken in leak / spill situations.

Hazards of Non - Routine Tasks

1. Supervisors shall inform employees of any special tasks that may arise which would involve possible exposure to chemicals.
2. Review of safe work procedures and use of required PPE shall be conducted prior to the start of such tasks. Where necessary, signs shall be posted in work areas to indicate the nature of the hazard involved.

Training

Employees shall be trained to work safely with chemicals. Employee training shall include:

1. An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the Regulation.
2. Informing employees of any operation in their work area where chemicals are present.
3. Location and availability of the written Hazard Communication Program.

4. Physical and health effects of the chemicals.

5. Methods and observation techniques used to determine the presence of, or the release of chemical in the work area.

6. How to lessen or prevent exposure to these hazardous substances through usage of safe work practices, and/or the work area.

7. Emergency and first aid procedures to follow if employees are exposed to hazardous substance{s}

Training Session on Hazard Communication

I know where the Material Safety Data Sheets for my work are kept.

I understand the safe work procedures and precautions to be taken when working with these products including use of protective equipment and / or apparel.

I know where emergency supplies are kept.

I know where the emergency phone number and Hazard Communication Information is posted.

I am aware that I may review copies of the hazardous chemical list, the company's written program, and MSDS's.

Date _____

Employee Signature _____

Job Location or Name _____

CHEMICAL FAMILY

Corrosives

Definition: Acid or alkali. A material that can attack metal and human tissue, such as mucus membrane, ect. Can be found as a liquid and as a solid. Chemical names include "acid" or "hydroxide"

Examples:

Muriatic Acid {masons}
Hydrochloric acid {wood workers and plumbers}
Oxalic Acid {wood workers}
Potassium Hydroxide {painters}
Sodium Hydroxide {plumbers}

Uses: Cleans finishes, bleaches.

Dangers: Very irritating to the skin and eyes. Can cause severe burns. Toxic vapors can be given off when mixing a corrosive with an incompatible material. Fumes may be irritating to breathe.

Handling: May require gloves, apron, goggles, and respirator. Special ventilation may be required.

Storage: Cool dry place out of sun. Separate acid from alkalis.

First Aid: Wash contacted area for 15 minutes with cold water and seek medical aid.

Solvents

Definition: A liquid capable of dissolving one or more materials without undergoing a chemical reaction. Can be identified by its paint - like, sweet odor. Solvents are liquids.

Examples:

Perchloroethylene {degreaser}
Toluene {paint thinner}
Dichloroethane {adhesive}
Xylenes {paints}
Methylene Chloride {paint stripper}

Uses: Cleaning oils, greases and resins. Found in paints, varnishes, polishes and adhesives.

Dangers: Inhaling the vapor may cause lack of coordination or damage to the liver, kidneys, and nervous system. Solvents may irritate the skin or be adsorbed through the skin. Solvents may be flammable.

Handling: May require gloves, apron, goggles, and respirator. Special ventilation may be required. Be sure that proper protective equipment is used.

Storage: Cool dry place out of the sun. Separate corrosives from solvents. May require special ventilation and grounding.

First Aid: Wash the contacted area for 15 minutes with cold water and seek medical aid. If ingested or inhaled, seek medical aid.

CRANES, HOISTING, RIGGING

A. POLICY:

Alshall Construction policy is to maintain a safe workplace for its employees when working with cranes, hoist and rigging.

B. PURPOSE:

To eliminate or minimize damage to equipment; and to eliminate injuries to **Alshall Construction** employees.

1. Operation of cranes and hoists shall be restricted to those qualified and designated to safely operate the equipment.
2. The use of a crane to hoist employees for completion of work activities is prohibited.
3. Restrict the area where cranes and hoists are being used.
4. Areas which could be accessed by the general public during a lifting operation, shall be secured by appropriate barricades, warning signs and flagman, if necessary.
5. Hoists shall be visually inspected prior to each use to ensure that the entire mechanism is in safe working condition.
6. Never exceed the posted load rating on a hoist.
7. Never leave an unattended load suspended. Always lower any load before leaving the area for any reason.
8. Never walk under a suspended load for any reason.
9. Management shall designate a competent person who shall inspect all machinery and equipment prior to each use, and during use, to ensure safe operating condition. Any defects shall be repaired prior to further use.
10. All nylon slings shall be inspected before each use and only used for their intended purpose. Worn or frayed slings shall be taken out of service.

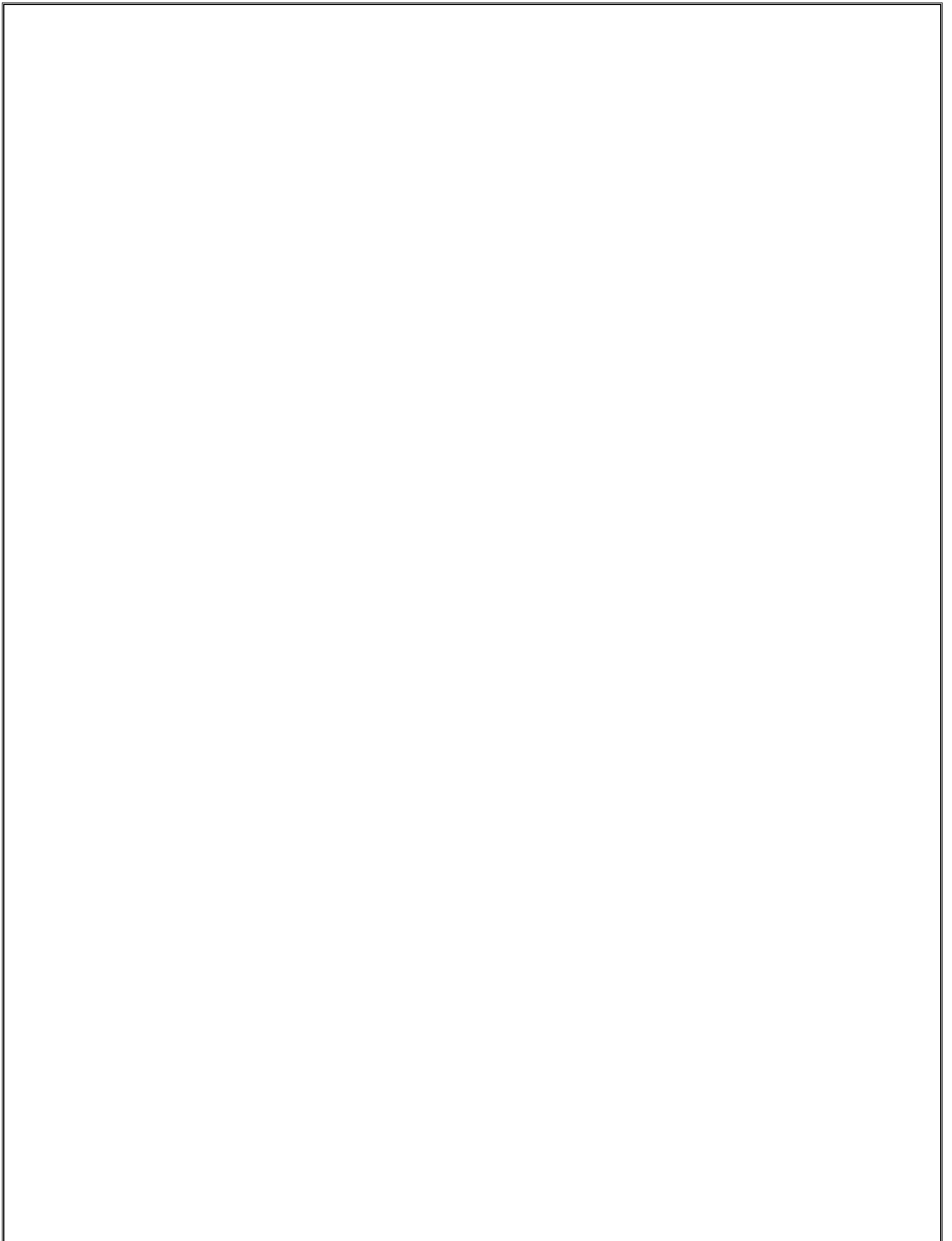
Wire rope shall be taken out of service when any of the following conditions exist:

1. In running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand in one lay.

2. Wear of 1/3 the original diameter of outside individual wires. Kinking, crushing, bird caging or any other damage resulting in distortion of the rope structure.

3. Evidence of heat damage.

4. Chain (except chain falls) shall not be used for vertical lift.



HOUSEKEEPING PRACTICES

POLICY:

It is the policy of **Alshall Construction** that all employees maintain general cleanliness, storage of material and good housekeeping on all jobsites.

PURPOSE:

Cleanliness, material storage and good housekeeping shall prevent accidents.

Good housekeeping shall be of primary concern to all supervisors and employees. The following rules shall be followed by all employees.

1. Housekeeping shall be part of the daily routine, with cleanup being a continuous procedure.
2. The work place shall be maintained in a clean and sanitary condition free from accumulating trash and debris.
3. Aisles, passageways, and walkways shall be maintained free from obstruction.
4. Floors shall be maintained in as dry a condition as possible, considering the nature of the work performed. Spilled liquids shall be cleaned up immediately.
5. Hazardous materials shall be identified and stored in a manner that minimizes the risk of exposure to any associated or potential hazards.
6. Combustible scrap and debris shall be removed at regular intervals during the course of construction. Safe means shall be provided to facilitate such removal.
7. Spills of oil, grease or other liquid shall be removed immediately or sprinkled with sand to prevent slips and / or falls.
8. All trailer interiors, steps and porches shall be kept free from mud and other slip hazards.
9. Protruding nails shall either be removed or bent over.
10. All materials shall be maintained in neat stockpiles for easy access.
11. The work areas shall be kept free of waste and loose materials. This is especially true in the vicinity of ladders, ramps, stairs, and passageways.

LADDERS/STAIRWAYS/SCAFFOLDING

Introduction:

The objective of the Ladder/Stairways and Scaffolding program is to protect employees from the risk of injury associated with ladders/stairways and scaffolds. Training shall be provided to all employees exposed to hazards created by work activities related to stairways/ladders and scaffolds, which shall enable each employee to recognize and minimize these hazards.

A. POLICY:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when using ladders/stairways and scaffolds. OSHA requirements for ladders and stairways are found in Subpart X 29 CFR 1926.1050. OSHA requirements for scaffolds are found in Subpart L 29 CFR 1926.450.

B. PURPOSE:

To eliminate injuries to **Alshall Construction** employees by the safe use of ladders/stairways and scaffolding

Ladder Safety Requirements

1. A stairway or ladder shall be provided when there is a break in elevation of 19 inches or more.
2. Not more than one person shall be on a ladder at any time.
3. The two highest steps shall never be used to work from.
4. Ladders shall not be moved, shifted or extended while occupied. Do not walk ladders.
5. Use the right length ladder so you won't have to reach or work from an unsafe position.
6. Check for cracked or damaged side rails. Check for cracked, loose, or missing rungs, steps, or cleats.
7. Inspect daily for rough or splintered surfaces and loose, bent, or broken hardware, such as hinges, spreaders, or extension locks.
8. Make sure the feet are firmly and evenly supported.

9. Set the ladder so that the side rails extend 3 feet above the top landing. Ladder shall be tied off and secure. Secure at top and bottom were possible.
10. Don't try to increase the height of a ladder by standing it on boxes, barrels, or other materials.
11. Step ladders shall not be used as straight ladders.
12. Metal ladders or ladders with metal components shall not be allowed for use near or around electrical wiring or installations.
13. Ladders may not be painted except for identification.
14. Clean mud or greasy substances from your shoes before climbing up to work.
15. It is dangerous to reach out too far from a ladder in any direction; move the ladder as the work may require.

Scaffolds

1. Scaffolds shall be erected in accordance with design and/or manufactures recommendations.
2. Scaffolds and their components shall be constructed with the capability of supporting, without failure, at least four times the maximum intended load.
3. Scaffolds shall be placed on solid footing. No barrels, blocks, or boxes shall be allowed as supports for scaffolds.
4. Guardrails, midrails and toeboards shall be used on all open sides and ends of scaffolds platforms that are more than 10 feet above the ground or floor.
5. All scaffolds planks shall extend over the end supports not less than six inches or more than 12 inches.
6. Scaffold platforms shall not be cluttered with tools, materials or other loose objects.
7. The height of mobile scaffolds shall not exceed four times the narrowest base dimension, and the casters shall be equipped with positive locking devices.
8. Secure or remove all loose materials and equipment before moving scaffold.
9. Get help when moving a rolling scaffold. Make certain that the route is clear. Watch for holes and overhead obstructions.

10. No employee shall be permitted to ride a mobile scaffold while it is being moved.
11. The work platform of a mobile scaffold shall be completely planked.
12. An access ladder or equivalent shall be provided for safe access to and from the work level of the scaffold.
13. Do not erect scaffold near electrical power lines unless proper precautions are taken.
14. Workers shall not stand on guard rails at any time.
15. Platforms shall not be placed on guard rails at any time.
16. All scaffolds shall have a diagonal brace which extends horizontally from corner to corner, running parallel to the ground on the lowest section of scaffold.

Stairs

1. Slippery conditions on stairways shall be corrected.
2. Stairways with metal pan landings shall not be used until landings have been filled with concrete or other material.
3. All stairways shall be free of dangerous projections such as protruding nails.

LIFTING SAFELY

Introduction:

The Occupational Safety and Health Administration (OSHA) has called back injuries the nation's number one work place safety problem. Many back injuries are extremely painful and can result in long - lasting disability or loss of work. Medical bills incurred by back injuries can be very expensive. Fortunately, many spinal injuries are avoidable.

A. POLICY

It is the policy of **Alshall Construction** that all employees use the lifting technique's set forth in this policy.

B. PURPOSE

To reduce injuries to **Alshall Construction** employees.

There are three things you need consider before you lift.

1. Prepare for the lift
2. Performing the lift
3. Carrying and lowering the load.

Preparing for the lift

- * Before starting to lift or carry anything, check your entire walkway to make sure your footing shall be solid.
- * Clear any movable obstacles out of your way.
- * Cautiously lift the object you'll be moving, to check its weight and center of gravity.
- * Get help if you can't lift the load alone

Performing the lift

This is the part that causes most on the job back injuries. Follow these keys to safe and easy lifting.

- * Face the object squarely and get as close to it as you can.
- * Balance yourself solidly, with your feet slightly apart.
- * Squat down, bending your knees. Keep your back as straight and upright as possible.
- * Grip the object firmly.
- * Keep the load close to your body.
- * Tighten your abdomen.
- * Lift with your legs not with your back.
- * Make the lift smoothly and under control.

Carrying and Lowering

- * When carrying or lowering an object, grip it firmly and hold it as close to your body as possibly.
- * Keep your back straight.
- * Tighten your abdomen.
- * Bend at the knees.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM (PPE)

Introduction:

The objective of the Personal Protective Equipment {PPE} Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment shall be provided, used, and maintained when it has been determined that its use is required and that such use shall lessen the likelihood of occupational injury and /or illness.

A. POLICY

It is the policy of **Alshall Construction** that all personal protective equipment shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective equipment that meet NIOSH or ANSI {American National Standards Institute} standards shall be procured or accepted for use. The company provides all PPE unless other wise noted. Newly purchased PPE shall conform to the updated ANSI standards, which have been incorporated into the OSHA PPE regulations, as follows:

- a. Eye and Face Protection ANSI Z87.1-1989
- b. Head Protection ANSI Z89.1-1986
- c. Foot Protection ANSI Z41.1 - 1991
- d. Hand Protection there are no ANSI standards for gloves; however, selection shall be based on the performance characteristics of the glove in relation to the tasks to be performed.

B. PURPOSE :

To eliminate damage to the eye, head, feet, or hands of any **Alshall Construction** employee by the use of approved protective equipment when there is a probability of a hazardous or injurious exposure.

RESPONSIBILITIES:

Supervisor/Foreman

Supervisors have the primary responsibility for implementation of the PPE program in their work area. This involves:

1. Providing appropriate PPE and making it available to employees.
2. Ensuring employees are trained on the proper use, care, and cleaning of PPE.

3. Ensure defective or damaged equipment is immediately replaced.
4. Maintain records on PPE Training.

Employee

1. Wear PPE as required.
2. Attending required training sessions.
3. Caring for, cleaning, and maintaining PPE as required.
4. Informing the supervisor of the need to repair or replace PPE.

NO JOB SHOULD BE CONSIDERED SO IMPORTANT THAT IT CAN NOT BE DONE SAFELY

Safety Glasses

All safety eyewear shall meet the ANSI Z87.1 standard specification. If the eyewear meets the specifications, it shall be imprinted on the lens and/or frame. Adding side shields to non-approved "every day" eyewear does not provide adequate protection. The type of eyewear required is dictated by the conditions of the job.

1. All safety glasses with clear lenses are identified with the marking "Z - 87".
2. Shaded lenses are prohibited inside building, except in welding operations.
3. Face shields shall be worn over glasses when applicable. Sawing, grinding, using chemicals and chipping are such examples.
4. Safety Glasses shall be worn at all times on all jobs.

Foot Protection

In order to maintain a safe working environment all employees shall be required to wear shoes or boots that are constructed of sturdy, impact - resistant substance. Safety toe footwear for employees shall meet the requirements Z41.1 - 1967. All employees are required to purchase protective footwear at their expense.

1. Protective work shoes or boots are mandatory.
2. Boots or shoes made of canvas or vinyl materials are not acceptable.
3. Shoes or boots shall be in good repair - no holes or open seams.
4. No athletic, moccasins, or Hush Puppy shoes of any kind may be worn.

Head Protection

All hard hats shall meet the specifications of the American National Standards Institute {ANSI} standards Z89.1 1969 Safety requirements.

1. Hard hats are mandatory on all jobs.
2. All hard hats shall be worn with the bill forward.
3. Hard hats shall not be altered by drilling holes, painting, or any other alteration.
4. Don't wear a hard hat over another hat or any other piece of clothing.

Hand Protection

1. Gloves shall be worn when there is a potential for a hand injury such as loading, unloading or moving material.
2. Cotton jersey gloves shall not be used for material handling.

Hearing Protection

1. Hearing protection is available when noise levels exceed 85 decibel's. Noise levels that exceed 85 decibels are jack hammering, grinding, and powder actuated tools.

RESPIRATORY PROTECTION

Introduction:

OSHA Standard 29 CFR 1910.134 covers respiratory protection. Any employee exposed to a hazard associated with the Respiratory Protection Program shall be provided with respiratory equipment to do their job safely.

A. POLICY:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when using respiratory equipment. Authorized employees of respiratory equipment shall have the knowledge and understanding of correct operating practices and procedures for respiratory equipment.

B. PURPOSE:

The purpose of this operating procedure is to ensure the protection of all employees from respiratory hazards through proper use of respirators.

RESPONSIBILITY:

Alshall Construction safety director is solely responsible for all facets of this program and has full authority to make decisions to ensure the success of this program.

Respiratory Requirements:

1. Respirators shall be selected on the basis of hazards to which the worker may be exposed. Only MSHA/NIOSH certified respirators shall be selected and used.
2. Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be growth of a beard sideburns or temple piece on glasses.
3. Where practicable, the respirator shall be assigned to individual workers for their exclusive use.
4. Respirators shall be regularly cleaned and disinfected. Those issued for exclusive use of one worker shall be cleaned after each day's use, or more often if necessary, by that employee. Those used by more than one employee shall be thoroughly cleaned and disinfected after each use.
5. Respirators used routinely shall be inspected during cleaning. Report deteriorated parts to your supervisor for replacement.

6. Store respirators in a clean and sanitary location.

7. Employees assigned to jobs or tasks requiring the use of respirators shall be afforded a medical review by a physician, prior to the initial assignment, to ensure that the employee is physically capable of using the respirator and performing the job or task.

8. Employees shall be trained in the use and limitations of any respiratory protection equipment they are using.

HAND and POWER TOOLS

Introduction:

The objective of the hand tools / power tools program is to protect employees from the risk of injury associated with hand tools / power tools. Training shall be provided to all employees exposed to hazards created by work activities related to hand tools / power tools, which shall enable each employee to recognize and minimize these hazards.

A. POLICY:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when using hand tools / power tools. OSHA requirements for hand and power tools are found in Subpart I 29 CFR 1926.300.

B. PURPOSE:

To eliminate injuries to **Alshall Construction** employees by the safe use of hand and power tools.

Hand Tools

1. Inspect all tools for defects or unsafe conditions prior to use.
2. Tools are to be used only for the purpose for which they are intended.
3. Pull, don't push, when using a wrench.
4. Do not use tools beyond their rated limits, or try to increase their capacity with bypasses, cheaters or other modifications.
5. Screwdrivers shall not be used as pry bars.
6. Do not use impact tools if they have mushroomed heads.
7. Do not use worn or damaged tools.
8. Do not use tools with cracked, broken or loose heads
9. Eye protection is required when using hand tools.
10. Report all worn or damaged hand tools to your supervisor immediately.

Power Tools

1. Employees shall utilize approved safety glasses or face shield when using or operating power tools.
2. Do not use electric cords for hoisting or lowering tools or other materials.
3. Be sure safety guards are in working order and in place before operating any power tool.
4. All electric tools shall be grounded or protected by a manufactured system of double insulation.
5. Do not use electric tools with frayed or damaged cords.
6. Do not use electric tools while standing on damp or wet surfaces.
7. Be sure that a power tool is unplugged and motion has stopped before changing blades or bits or attempting repair or adjustment.
8. Only trained and qualified employees shall be allowed to use or operate power tools.
9. All tools shall be maintained in a safe operating condition including employee owned tools. Tools and accessories shall be kept clean and sharp for best performance.
10. Tools and equipment shall be daily inspected to ensure that they are maintained in safe working condition.
11. Report all worn or damaged power tools to your supervisor immediately.

Powder Actuated Tools

1. Do not operate an explosive powder-actuated tool unless you have been trained and are qualified to do so.
2. Never point a powder-actuated tool at anybody.
3. Before using a powder-actuated tool, inspect it to make sure it is clean, that all moving parts operate freely, and that the barrel is free from obstruction.
4. Do not load a powder-actuated tool unless it shall be used immediately. Never leave a loaded tool unattended.
5. Proper P.P.E shall be worn, such as safety glasses and hearing protection.

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DONE SAFELY**

TRENCHING AND EXCAVATIONS

Introduction:

OSHA Standard 29 CFR 1926 - Subpart P standard covers most trenches and excavations. A trench or excavation shall be defined as a narrow excavation made below the surface of the ground where the depth is greater than the width, but the width of a trench {measured at the bottom} is not greater than 15 feet. There shall be a trained "competent" person on all jobsites where a trench or excavation is underway.

A. POLICY:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when working in and around excavations. OSHA requirements for excavations are found in Subpart P 1926.650

B. PURPOSE:

This program outlines procedures and guidelines for the protection of employees working in and around excavations and trenches.

Competent Person Responsibilities

A "competent person" as defined by OSHA's excavation standard, means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard the employees. Listed below are some of the duties of the competent person:

- * Conduct test for soil classification
- * Understand standards and any data provided
- * Determine proper sloping / shoring systems
- * Recognize and reclassify soil after changing conditions

- * Determine if damaged shoring/shielding equipment/systems is adequate for employee protection
- * Perform daily inspections of excavations and adjacent areas
- * Locate underground utilities

Project Manager / Superintendent

Prior to opening an excavation, it shall be determined whether underground installations such as sewer, telephone, water, fuel, electric lines, ect., exist, and if so, where such underground installations are located.

Excavations, Trenching and Shoring

1. Ladders, ramps, stairways or other safe means shall be used for getting in and out of trenches four feet or more in depth. The mode of egress shall be no more than 25 feet of lateral travel from the work area.
2. When removing bracing, always remove the lower braces first leaving the upper ones until last for your protection. In unstable soil, ropes shall be used to pull jacks and braces from above.
3. Shoring systems shall be inspected daily. If dangerous ground movement is apparent, all work in the excavation shall be stopped until the problem has been corrected.
4. Diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation. Water shall not be allowed to accumulate in an excavation.
5. Materials shall be placed 2 feet or more from the edge of the excavation. Precautions shall be taken to prevent such material from falling into the excavation.
6. Trenches 4 feet or deeper shall be shored with hydraulic shoring or trench box. You may also slope back trench as required.
7. Vibration caused by backhoes, dump trucks and traffic shall be guarded.
8. When trench is left open after working hours barrier tape shall be used.
9. Sloping or shoring for excavation greater than 20 feet deep shall be designed by a registered professional engineer.
10. Excavation shall be inspected daily by the "COMPETENT PERSON."
11. No employee may be under any load handled by power shovels, derricks or hoists. Employees shall also stay out of the swing radius of backhoes, etc.

WELDING and CUTTING

A. Policy:

It is the policy of **Alshall Construction** that all employees exercise appropriate safety precautions when welding/cutting. OSHA requirements for welding/cutting are found in Subpart J 29 CFR 1926.350.

B. PURPOSE:

Welding and hot work, such as brazing or grinding present a significant opportunity for fire and injury. All precautions of this policy must be applied prior to any welding or hot work by company employees.

Requirements

1. Compressed gas cylinders shall be supported at all times to prevent them from falling.
2. Compressed gas cylinders shall have the protective cap in place when not attached to a gauge.
3. Compressed gas cylinders shall always be stored in an upright position.
4. Compressed gasses that are flammable shall be kept away from those that are oxidizers {usually oxygen} when being stored. This is most easily accomplished by ensuring that flammables are stored at least 20 feet away from oxidizers.
5. Compressed gasses shall be kept at least 20 feet away from flammable or combustible materials.
6. Ensure that all compressed gas cylinders are handled and treated as if they were full.
7. Proper shielding to isolate the welding operation and protect other workers shall be provided.
8. All welders and fitters shall wear eye and head (hard hat) protection.
9. Hand protection in the form of flame resistant cotton or leather gloves shall be provided and required for all welding and cutting operation.
10. Cylinders shall not be used as rollers.

11. Welding and cutting hoses, leads, gauges, and equipment shall be routinely inspected to ensure safe operating condition. Equipment displaying defects or hazards shall be removed from service until repaired or replaced.

12. Fire extinguishers shall be provided in the work area at all times.

**** Alshall Construction Company and its employees acknowledges and abides by ALL OSHA Standard Safety Program requirements.**

Rabie Hashem