

Accident Prevention Program

Rios Brick Pavers LLC

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1. Safety Policy

Rios Brick Pavers LLC has implemented this Accident Prevention Program in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses. This program details the procedures used to prevent occupational injuries and illnesses at Rios Brick Pavers LLC. All employees, supervisors, and managers must comply with the requirements of and perform their responsibilities defined in this program.

It is the intention of Rios Brick Pavers LLC to comply with all applicable Washington Industrial Safety and Health Administration (WISHA) regulations. This Accident Prevention Program describes the process and procedures used to manage occupational safety and health issues at Rios Brick Pavers LLC and identifies the most critical regulatory requirements. However, this Accident Prevention Program may not include every Washington Industrial Safety and Health Administration (WISHA) regulatory requirement that applies to Rios Brick Pavers LLC. Specific regulatory requirements that may apply but are beyond the scope of this Accident Prevention Program are listed on the "Additional Regulatory Requirements Checklist" in Appendix 4 .

No employee will be required to work in dangerous conditions. No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.

2. Accident Prevention Program Manager

The Accident Prevention Program Manager has authority and responsibility for the over-all implementation of this program. The Accident Prevention Program Manager is Javier Hernandez.

3. Responsibilities

This section identifies who is responsible for implementing each element of this Accident Prevention Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

3.1. All Managers and Supervisors

Read this Accident Prevention Program. - It is important that all managers and supervisors understand how this Accident Prevention Program operates.

Set A Good Example - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

Follow-up on Unsafe Condition Reports - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Accident Prevention Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Accident Prevention Program Manager.

Inform the Accident Prevention Program Manager in writing when appropriate corrective actions are implemented.

Enforce Code of Safe Practices - Discipline employees who do not comply with the Code of Safe Practices (Appendix 5) or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:

- 1) Verbal warning and retraining for first offense
- 2) Written warning for second offense (place copy in employee's personnel file)
- 3) Suspension without pay or termination for subsequent offenses

Refusal to Perform Dangerous Work and Reporting Dangerous Conditions - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program. Do not sanction employees who must rest because they are showing signs or symptoms of heat stress; make sure that employees know they can rest in a shady/cool area if they need to. It is important that employees who are experiencing heat stress cool off before the problem becomes a medical emergency.

Imminent Hazards - In the event of an imminent hazard which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Accident Prevention Program Manager.

Process Changes - Notify the Accident Prevention Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Accident Prevention Program may need to be updated to accommodate the process changes.

Engineering Controls for Noise Exposure - Always consider the impact of process changes on employee noise exposure. Whenever feasible, select lower noise alternatives when purchasing new equipment or modifying existing equipment. Install engineering controls (such as enclosures, sound absorbing foam, or noise barriers) whenever feasible. Note that effective noise reduction is difficult to achieve and often requires specialized engineering effort.

3.2. Accident Prevention Program Manager

Complete Start-Up Checklist - Perform all of the tasks identified on the start-up checklist.

Perform Formal Safety Inspections - Conduct Safety Inspections using the appropriate written checklist (see Appendix 4). The inspections must be performed periodically as described in Section 6 (page 13). Ensure any deficiencies identified are corrected. File the completed checklists in the [Safety Inspections] folder.

Track Corrective Actions to Completion - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for

completing each corrective action is clearly documented. Report to the Freddy Rios any required corrective actions that are not completed in a timely manner.

Injury Reporting and Recording - Notify Washington Industrial Safety and Health Administration (WISHA) of all fatalities and catastrophes as indicated in Section 10 (page 16). Contact your worker's compensation insurance carrier to determine if additional reporting and recording requirements apply.

Accident Investigations - Conduct accident investigations for work related injuries, illnesses, and near miss incidents. Ensure these investigations are performed in accordance with the requirements of this program (Section 10, page 16). Ensure that documentation of completed investigations is filed in the [Accident Investigations] folder of the Accident Prevention Program files. Additional guidance on how to perform accident investigations is provided in Appendix 11

Conduct Safety Meetings - Conduct safety meetings to discuss safety related topics. The meeting frequency is given in Section 4.1 (page 11). The meeting should include discussion of injuries and near misses that have occurred since the last meeting and how to prevent future incidents, a presentation from the safety committee, and a status report of any open safety issues.

Write down the agenda, date, names of the employees who attended, and notes of any discussions. Ensure that any safety issues that were brought up during the meeting are forwarded to the correct person for resolution. File documentation of all safety meetings in the [Safety Meeting] folder.

Publish Safety Newsletter - Ensure that the Safety Newsletter is published Quarterly. Place a copy of each Safety Newsletter in the [Safety Newsletters] folder in the Accident Prevention Program files.

Supervisor and Manager Safety Training - Ensure that all supervisors and managers are aware of their responsibilities under this Accident Prevention Program. Ensure that all supervisors and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

Supervisor Heat Stress Training - Train all supervisors with employees working in hot environments on the hazards of heat stress (see Appendix 5) and their responsibilities and the procedures for managing heat stress hazards listed in this section (Section 3, page 1) under their department name. Ensure that supervisors understand the procedures they are to follow if one of their employees develops a heat related illness. Document the training and file in the [Safety Training] folder.

New Employee Safety Training - Provide employees with a copy of the Code of Safe Practices (Appendix 5) and perform all of the training required in Appendix 6 . Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. File the completed form in the [Safety Training] folder.

Forklifts, Powered Industrial Trucks, and Heavy Equipments Refresher Training - Perform refresher training and evaluate every driver's performance in writing at least every three years. The refresher training does not need to include topics where the driving evaluation shows the operator remains competent. File the training documentation and evaluations as indicated in Section 5 (page 12).

Start-up Safety Training - Ensure that all employees receive initial safety training when this Accident Prevention Program is first established.

Provide Personal Protective Equipment - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices (Appendix 5) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Provide all equipment required to protect employees from exposure to potentially infectious materials. Ensure that personal protective equipment in appropriate sizes is readily accessible at no cost to employees when required. The equipment provided should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Ensure that the equipment is cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Ensure that hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are available for employees who are allergic to the standard gloves.

Ensure an adequate supply of hearing protectors is readily available for employees to use. Ensure employees can select from muff, roll-up, and push-in type hearing protectors. Hearing protectors are provided at no cost to the employees (except that employees may be charged for lost muff-type hearing protectors).

Annual Audiometric Testing - Ensure that all employees exposed to noise receive annual hearing tests.

Audiometric Testing Results - File audiometric testing results in the [Audiometric Testing Results] folder and provide employees with a copy of their testing results. If the testing provider reports an employee has a "Standard Threshold Shift", schedule a retest as described in Section 8 (page 13). Counsel employees with confirmed "Standard Threshold Shift". Inform them that they should take extra precautions because the test results indicate they are losing their hearing. Have employee show you how they wear their hearing protection to verify they are wearing it properly. In some cases it may be necessary to provide the employee with more effective (e.g. higher noise reduction rating or double protection such as plugs and muffs) hearing protection. Notify the employee's supervisor that they have a "Standard Threshold Shift" and the supervisor should verify they are properly wearing their hearing protection when exposed to noise.

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A "Standard Threshold Shift" which has been confirmed on 30 day retest, is greater than 25 dB averaged over 2,000, 3,000, and 4,000 Hz (without using age correction), and has been classified as work related by a qualified health care professional must be recorded on the OSHA 300 log (see "Injury Reporting and Recording") in this section.

Noise Monitoring - Perform noise exposure measurements whenever process changes may significantly change employee noise exposures. Measure the noise exposures for all employees who are potentially exposed to noise. Noise dosimetry generally gives the most accurate results but properly conducted sound level measurements are acceptable in some circumstances. Your workers compensation insurance company or the Washington Industrial Safety and Health Administration (WISHA) Consultation Service (http://www.osha.gov/dcsp/smallbusiness/consult_directory.html) may be able to provide free assistance. Inform all employees exposed over 85 dBA of the results, and file the results in the Accident Prevention Program documentation [Noise Monitoring Results] file. It may be desirable (but not required) to modify this Accident Prevention Program based on the monitoring results.

Bloodborne Pathogen Refresher Training - Ensure all employees who may be exposed to potentially infectious materials (see list of job classifications and tasks in Appendix 8) receive annual refresher training on the bloodborne pathogens training topics listed in Appendix 6 . Employees must also receive training when they are assigned new tasks or changes are made to their work procedures.

Hepatitis Vaccination and Exposure Incident Follow-Up - Ensure that all employees who elect to receive HBV Vaccinations receive the full initial course and all booster shots recommended by the U.S. Public Health Service and the physician.

Ensure that employees involved in a bloodborne pathogens exposure incident receive confidential medical follow-up as described in Section 9 (page 14). Ensure that the Physician who performs the medical follow-up receives the following information:

- 1) A copy of the Washington Industrial Safety and Health Administration (WISHA) Bloodborne Pathogens regulation (<http://www.lni.wa.gov/wisha/rules/bbpathogens/HTML/296-823-180.htm>).
- 2) A description of the exposed employee's duties as they relate to the exposure incident, the route(s) of exposure, and the circumstances under which the exposure occurred.
- 3) Results of the source individual's blood testing, if available.
- 4) All available medical records relevant to the appropriate treatment of the employee including vaccination status.

Obtain the evaluating health-care professional's written opinion within 15 days of the completion of the evaluation and give a copy to the affected employee. The opinion for Hepatitis B vaccination must be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. The written opinion should indicate that the employee has been informed of the results of the evaluation and that the employee has been informed about any additional evaluation or treatment that is required. All other findings or diagnoses must remain confidential between the employee and the Physician.

Hazard, Control and Personal Protective Equipment Changes - Update this Accident Prevention Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use. The program may be updated at <http://www.mysafetyprogram.com>.

Perform Annual Review - Review the effectiveness of this program every year by completing the Program Review Checklist (Appendix 4). Report the results of the review to the Freddy Rios, and place the completed checklist in the [Program Reviews] file.

Disseminate Internal Safety Inspections - Ensure that all safety inspections which are not performed by each safety committee are provided to each safety committee for review.

Disseminate External Safety Inspections - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to each safety committee for review.

Disseminate Accident Investigations - Provide each safety committee with the results of any accident/near miss investigations which weren't performed by the committee itself for review.

Maintain Accident Prevention Program Files - Ensure that all documentation generated by this program is properly filed.

3.3. Freddy Rios

Provide Adequate Resources - Provide sufficient resources to administer this Accident Prevention Program and control all occupational health and safety hazards identified by management and employees.

Corrective Actions - Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by the Accident Prevention Program Manager) are implemented promptly.

Management Representation at Safety Meetings - Ensure that an authorized representative of management attends every safety meeting. Attend safety meetings whenever possible.

Management and Supervision Changes - Ensure that the Accident Prevention Program Manager is notified of all changes in company organization or management/supervisor assignments so that this Accident Prevention Program can be updated (if necessary) and new managers/supervisors informed of their responsibilities under this program.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

3.4. PRODUCTION Supervisor

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

Report all Injuries and Illnesses - Report all work related injuries or illnesses to employees under your supervision to the Accident Prevention Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Accident Prevention Program Manager immediately because Rios Brick Pavers LLC may be required to notify Washington Industrial Safety and Health Administration (WISHA) within eight (8) hours. If the Accident Prevention Program Manager is not available, see Section 10 (page 16) for the specific reporting requirements. Contact the Freddy Rios immediately to determine who should make any required reports.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

Hazards Created by Other Companies - Tell your employees how to protect themselves from the hazard or instruct them to stop working near the hazard until it is corrected. For serious hazards, immediately notify all personnel (regardless of company affiliation) in the vicinity of the hazard.

Inform Trainer of New Employees - Notify the individual responsible for training new employees (Section 5, page 12) whenever new employees that require initial training are hired. Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional training when employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

Forklifts, Powered Industrial Trucks, and Heavy Equipments Refresher Training - Ensure that any driver who has been observed to operate their vehicle in an unsafe manner or has been involved in an accident or near-miss incident receives refresher training.

Additional Personal Protective Equipment Training - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

Hazard and Control Changes - Notify the Accident Prevention Program Manager whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Accident Prevention Program can be updated to reflect the changes.

Management of Heat Stress - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Encourage employees to drink small amounts of water frequently (up to 4 cups per hour). Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

Competent Person; Excavations - Ensure that underground installations and utilities are properly located before work begins. Ensure that a competent person is present whenever Rios

Brick Pavers LLC employees are in or near an excavation. If Rios Brick Pavers LLC dug the excavation, the competent person must be present whenever any personnel are working in or near the excavation. The competent person must be capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and have authorization to take prompt corrective measures (including stop work) to eliminate them.

When employees are working in or near an excavation, ensure that the competent person performs daily inspections of the excavation, the adjacent areas, and protective systems for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. Inspections must be conducted by the competent person prior to the start of work, after rainstorms, after any event which may increase risk, and as needed throughout the shift. Additional guidance for competent persons on the evaluation of excavation hazards and selection of protective systems is available at http://www.lni.wa.gov/wisha/rules/construction/HTML/296-155N_1.htm.

Changes in Noise Levels - Inform the Accident Prevention Program Manager) of process changes that increase employee noise exposure. Additional noise exposure measurements may be required.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

3.5. ADMINISTRATION Supervisor

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

Report all Injuries and Illnesses - Report all work related injuries or illnesses to employees under your supervision to the Accident Prevention Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Accident Prevention Program Manager immediately because Rios Brick Pavers LLC may be required to notify Washington Industrial Safety and Health Administration (WISHA) within eight (8) hours. If the Accident Prevention Program Manager is not available, see Section 10 (page 16) for the specific reporting requirements. Contact the Freddy Rios immediately to determine who should make any required reports.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

Hazards Created by Other Companies - Tell your employees how to protect themselves from the hazard or instruct them to stop working near the hazard until it is corrected. For serious hazards, immediately notify all personnel (regardless of company affiliation) in the vicinity of the hazard.

Inform Trainer of New Employees - Notify the individual responsible for training new employees (Section 5, page 12) whenever new employees that require initial training are hired. Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional training when employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

Potentially Infectious Material Contamination - Ensure that equipment contaminated with potentially infectious material is decontaminated when possible. Ensure that all employees and contractors who must use, service, handle, or clean equipment or laundry which is contaminated with blood or potentially infectious materials are notified so that they can take appropriate precautions. Ensure that all contaminated equipment which cannot be properly decontaminated is properly labeled.

Bloodborne Pathogens Decontamination Schedule - Maintain a written schedule detailing the methods and frequencies of bloodborne pathogens decontamination in your work area.

Bloodborne Pathogens Exposure Incident Notification - Notify the person responsible for hepatitis vaccination and exposure incident follow-up (Section 9, page 14) and the person responsible for accident and near miss investigations (Section 10, page 16) of all bloodborne pathogen exposure incidents or bloodborne pathogen related personal protective equipment failures.

Employee Suggestions: Bloodborne Pathogen Control - Periodically solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Incorporate employee suggestions into the work procedures when appropriate.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

3.6. Safety Committees

Make Safety Recommendations - Recommend safety and health related improvements to management as appropriate.

Investigate Issues Reported by Employees or Management - Investigate hazard reports or other safety related issues reported to any safety committee member. Document the progress and results of all investigations in the meeting minutes and track issues to closure.

Review Third Party Inspections - Review all inspection reports generated by government, insurance company, or other third party inspectors. Verify abatement actions when appropriate.

Review Workplace Safety Inspections - Review workplace safety inspections performed by others within the company. When necessary, the committee may perform their own walk-through inspections.

Review Accident Investigations - Review all workplace accidents and near miss investigations performed by others. Review workplace injury and illness records.

Program Review - Review the effectiveness of this Accident Prevention Program and the accountability system used by Rios Brick Pavers LLC to ensure that all necessary safety related activities are completed. When appropriate, give the Accident Prevention Program Manager written findings for inclusion with the annual program review documentation.

3.7. Safety Committee Chairpersons

Conduct Safety Committee Meetings - Schedule, prepare agendas for, and conduct safety committee meetings. Ensure that the committee meets often enough to perform all of the functions described in this Accident Prevention Program (at least once per quarter).

Ensure that a written agenda is distributed to all members before each Safety Committee meeting. The Agenda must include the minutes of the previous Safety Committee meeting, any issues identified by management or employees since the previous meeting, discussion of any accident or near miss investigations completed since the previous meeting, and a status report on any open issues.

Ensure that minutes for each safety committee meeting are prepared. The minutes should include the meeting date, the name of each person that attended, a summary of the issues discussed at the meeting, and the results of any decisions made by the committee. Action items should include the name of the person who has been assigned responsibility for completing the item.

Document Election Procedures - Ensure that the safety committee file includes documentation of how and when all employee representatives on the committee were elected.

Replacement Elections - Arrange for elections when employee safety committee members leave the committee, their terms expire, or they fail to perform their responsibilities as a committee member.

Management Representatives - Request management to designate a replacement safety committee representatives when one of their representatives leaves the committee or fails to perform their responsibilities as a committee member. The committee must always have at least one management representative.

Safety Committee Coordination - Coordinate the activity of the safety committee with the Accident Prevention Program Manager.

Maintain Safety Committee Documentation - Ensure that all Safety Committee documentation (e.g. agendas, meeting minutes, the current list of member names, and written documentation of any committee activities such as inspections or investigations) is prepared and properly filed. Ensure that Safety Committee documentation is kept for at least five years.

3.8. Safety Committee Members

Attend Safety Committee Meetings - Attend safety committee meetings and complete all assignments given by the committee.

Communicate With Employees - Safety committee members should go out of their way to communicate with employees about safety related issues. If an employee raises an issue with a safety committee member, that member must take the issue to the committee and keep the employee informed of its status until the issue is closed.

4. Safety Communication

Rios Brick Pavers LLC uses the following methods to communicate with employees regarding safety related issues. Safety communication will be in a form that is understandable to every employee. When necessary, Rios Brick Pavers LLC will provide language translation of safety communications.

4.1. Safety Meetings

All employees attend regular meetings where safety related topics are presented and discussed. Safety meetings are conducted by the Accident Prevention Program Manager; their frequencies are given in Table 1. An initial Safety Meeting must be conducted at the start of each job.

Department/Crew	Frequency
PRODUCTION	Weekly
ADMINISTRATION	Monthly

Table 1 Safety Meetings

A written agenda describing the topics to be covered in the meeting may be prepared prior to the meeting. A list of all employees who attend each meeting is prepared during the meeting. Safety meetings include discussion of all injuries and near misses that have occurred since the last meeting and how to prevent future incidents. Safety meetings also include a report from the safety committee on their activities. Every safety meeting includes an Open Forum where employees may raise and discuss safety related issues. The discussion that occurs during the open forum is recorded by a note-taker. If a safety issue is raised that cannot be resolved during the meeting, the meeting coordinator will ensure that a status report (on the open issue) is included in every subsequent meeting until the issue is resolved. The meeting coordinator is responsible for ensuring that any open issues are forwarded to the appropriate individual for resolution.

The agenda (or a brief description of the topics covered), attendee list, and notes (if any) for each safety meeting are filed by the Accident Prevention Program Manager.

4.2. Safety Committee

Rios Brick Pavers LLC operates safety committees chartered to help maintain a safe and healthy workplace. Each safety committee chairperson is elected by the committee members. Each safety

committee will meet in accordance with a schedule determined by vote of the committee members (at least once per quarter). The responsibilities of the safety committee chairperson, individual safety committee members and each safety committee are listed in Section 3 (page 1).

All employees who participate in safety committee activities are paid their normal wage and salary as if they were performing their normally assigned work duties. Each safety committee will include both employee and management representatives. At least half of each safety committee members will be employee representatives, and each safety committee will include at least one management representative. The employee members must agree if more than half of each safety committee will be employees. Reasonable efforts will be made so that every part of the company is represented by members on a safety committee. The jurisdiction of each safety committee is shown in Table 2 . Each safety committee will include at least 2 members.

Safety Committee 1
PRODUCTION

Safety Committee 2
ADMINISTRATION

Table 2 Safety Committee Jurisdiction

Employee representatives on each safety committee are elected by an employee vote. Employee safety committee members serve for terms of one year, and their terms are staggered to maintain committee continuity. There is no limit to the number of terms an employee safety committee member may serve. Each safety committee Chairperson is responsible for ensuring that the safety committee file includes documentation describing how and when the committee members were selected.

4.3. Safety Newsletter

Rios Brick Pavers LLC publishes a safety newsletter Quarterly. This newsletter includes articles on safety and health related topics. An archive of all newsletters published to date is available in the Accident Prevention Program files.

5. Safety Training

All employees will receive safety training prior to starting work, whenever the hazards in their work area change, and when they are given new work assignments with different hazards. Refresher training may be conducted from time to time to ensure all employees retain the necessary safety related information. Training will also be conducted when a new workplace hazard is recognized. Safety training for all employees will be conducted when this Accident Prevention Program is first established. Initial safety training will include the topics given in Appendix 6 . New employees will be given a copy of the Code of Safe Practices. The completed training certification forms are filed with the Accident Prevention Program documentation. Initial safety training is performed by the Accident Prevention Program Manager.

All forklift, powered industrial truck, or heavy equipment drivers receive refresher training at least once every three years. The training includes a field evaluation of their driving

performance. Refresher training is also provided if a driver is observed operating their vehicle in an unsafe manner or is involved in an accident or near miss incident while driving. Written documentation of the training and evaluations is filed with the training documentation. The refresher training is performed by the Accident Prevention Program Manager.

6. Safety Inspection

All supervisors must continuously observe their work areas for unsafe actions or conditions and correct any deficiencies noted. Supervisors must walk around their work area regularly (i.e. daily) in order to perform these observations. Unsafe condition reports received from supervisors or employees are filed in the [Accident Investigations] folder.

Formal safety inspections using the checklists provided in Appendix 4 are conducted regularly. The completed checklists are filed by the Accident Prevention Program Manager. The formal inspections are performed Accident Prevention Program Manager; their frequencies are indicated in Table 3 .

Department/Crew	Frequency
PRODUCTION	Monthly
ADMINISTRATION	Annually

Table 3 Safety Inspections

7. Personal Protective Equipment

Employees are trained on the proper use of all personal protective equipment (PPE) they use when they are first given an assignment that requires the PPE and if they are observed using the equipment incorrectly. Additional guidance on the proper selection of PPE is available at <http://www.nclabor.com/osha/etta/indguide/ig25.pdf>. Personal protective equipment supplies are managed by the Accident Prevention Program Manager. The workplace hazard assessment, a list of the PPE used, and written certification are provided in Appendix 9 .

8. Hearing Protection Program

This Hearing Protection Program (also called a Hearing Conservation Program) is intended to prevent noise induced hearing loss among Rios Brick Pavers LLC employees exposed to occupational noise. All feasible methods for reducing employee noise exposure will be implemented.

All employees exposed to noise must wear appropriate hearing protection. Employees may select the hearing protectors they find most comfortable as long as their selection provides enough noise reduction. An adequate supply of muff, roll-up foam, and push-in type hearing protectors will be provided for employees to choose from. Hearing protectors are provided at no cost to the employee except that employees may be charged to replace lost muff-type hearing protectors. All employees are trained on the correct usage and limitations of the hearing protectors they use.

All employees exposed to noise receive baseline hearing tests (audiograms) within six months of first noise exposure (within one year if a mobile test van is used). Employees are instructed to

avoid noise exposure for 14 hours before their baseline hearing test. Hearing protectors may be used as a substitute for avoiding noise exposure prior to the test.

All employees exposed to noise receive annual audiograms. The Accident Prevention Program Manager files the audiogram results and also provides each employee with a copy of their results. The audiometric testing provider compares the annual and baseline audiograms and informs the Accident Prevention Program Manager if a "Standard Threshold Shift" has occurred. If a "Standard Threshold Shift" is reported, the Accident Prevention Program Manager arranges for a retest within 30 days. The retest should be performed at the beginning of the work shift when the employee has not been exposed to noise for at least 14 hours. If the retest confirms the "Standard Threshold Shift", the Accident Prevention Program Manager provides special counseling for the employee and notifies their supervisor.

Noise exposure measurements of employees whose noise exposure may exceed 85 dBA are made using calibrated sound level meters or noise dosimeters. All employees whose noise exposure exceeds 85 dBA are informed of the monitoring results. Noise monitoring is repeated whenever there is a change in production, process, equipment or controls that may significantly increase noise exposures.

9. Bloodborne Pathogens Exposure Control Program

The purpose of this exposure control program is to prevent employee exposure to bloodborne pathogens which may be present in human blood or other potentially infectious materials. The job classifications of the employees included in this exposure control program and the tasks they perform which may expose them to bloodborne pathogens are provided in Appendix 8 , "Bloodborne Pathogens Exposure Determination".

Readily accessible hand washing facilities are provided. When this is not feasible, antiseptic hand cleansers or towelettes are provided.

Contaminated needles and other contaminated sharps will not be bent, recapped, or removed except when required by a specific medical or dental procedure. If recapping or bending a sharp is required, it will be done using a mechanical device or one-handed technique. Contaminated sharps will be placed in closable, labeled, puncture resistant, and leak proof containers immediately or as soon as possible after use.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where potentially infectious materials are stored or handled. Food and drink is not kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are stored or handled.

All procedures involving blood or other potentially infectious materials are performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

Specimens of blood or other potentially infectious materials are placed in a labeled or color-coded containers which prevent leakage during collection, handling, processing, storage,

Accident Prevention Program Rios Brick Pavers LLC

transport, or shipping. If outside contamination of the primary container occurs or the specimen could puncture the primary container, the primary container is placed within a second labeled or color-coded container to prevent leakage.

Equipment which may become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping and will be decontaminated as necessary, unless decontamination is not feasible. If complete decontamination is not feasible, a readily observable label will be attached to the machine indicating which portions remain contaminated. All employees and contractors who are impacted will be notified of the contaminated equipment.

Personal protective equipment in appropriate sizes will be readily accessible at no cost to employees when required. The equipment provided will not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be provided to employees who are allergic to the standard gloves.

Employees will always wear personal protective equipment when required except under rare and extraordinary circumstances when it is the employee's professional judgment that in the specific instance its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to the safety to the worker or a co-worker. When the employee makes this judgment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. Gloves must be worn when:

- 1) it can be reasonably anticipated that the employee may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin,
- 2) the employee will be performing vascular access procedures (e.g. phlebotomy), and
- 3) when employees handle or touch contaminated items or surfaces.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, must be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Appropriate protective clothing (e.g. gowns, aprons, lab coats, clinic jackets, etc.) will be provided. The type and characteristics will depend upon the task and degree of exposure anticipated. Surgical caps or hoods and/or shoe covers or boots will be worn when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery, etc.).

All work areas will be maintained in a clean and sanitary condition. Supervisors will create a written schedule detailing the methods and frequencies of decontamination within their work areas. All equipment and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. Decontamination will be performed immediately

or as soon as possible and at the end of the work shift if the surface may have become contaminated since the last cleaning.

Supervisors will regularly solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Supervisor will incorporate employee suggestions into their work procedures when appropriate.

All employees potentially exposed to bloodborne pathogens are offered Hepatitis B Vaccination within ten days of assignment. The vaccination is provided at no cost to the employee.

All bloodborne pathogen exposure incidents are investigated as described in Section 10 (page 16). Employees who are involved in a potentially infectious materials exposure incident are offered confidential medical follow-up including:

- 1) Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- 2) Identification, documentation, and testing of the source individual's blood to determine HBV and HIV infectivity unless this is not possible or prohibited by state or local law. Additional testing is not required if the HBV and HIV status is already known.
- 3) The exposed employee will be informed of the HBV and HIV status of the source individual when possible and legally permissible. The exposed employee will also be informed of applicable laws and regulations regarding disclosure of this information.
- 4) Collection and testing of the exposed employees blood for HBV and HIV serological status unless the employee does not provide consent.
- 5) Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service or the Physician.
- 6) Counseling and evaluation of any subsequently reported illnesses.

The health care professional's written opinion documenting their evaluation will be limited to indicating whether Hepatitis B vaccination is indicated for the employee, whether the employee received the vaccination, and confirmation that the Physician provided the employee with any additional information relevant to the proper treatment of their case. It is the responsibility of the Accident Prevention Program Manager to ensure that employees receive all necessary post exposure incident follow-up and booster shots.

Employees will be trained on the provisions of this Exposure Control Program before being assigned tasks which involve exposure to potentially infectious materials and at least annually thereafter. The annual refresher training is performed by the Accident Prevention Program Manager.

10. Accident Investigation and Reporting

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of each investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future. Accident and near miss investigations are performed by the Accident Prevention Program Manager.

Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective actions to prevent similar accidents from happening in the future. All bloodborne pathogens exposure incidents or personal protective equipment failures must be fully investigated. Additional information on accident and near miss investigation is provided in Appendix 11 .

The death of any employee from a work-related incident or the in-patient hospitalization of one or more employees as a result of a work-related incident will be reported within eight (8) hours to WISHA (800/4BE-SAFE) or OSHA (800/321-6742). All injuries which result in amputation or the loss of an eye must be reported within 24 hours. Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone. All injuries and illnesses will also be reported in accordance with the requirements of applicable workers compensation laws as specified by the insurance carrier.

11. Annual Review

The Accident Prevention Program Manager will review the effectiveness of this Accident Prevention Program at least annually and correct any deficiencies noted during the review. Each safety committee will participate in this review and may submit written comments which will be included in the documentation for the annual review.

12. Records Retention

Records documenting the administration of this Accident Prevention Program will be retained for at least three (3) years.

- 1) Training documentation will be retained for at least five (5) years.
- 2) Accident investigation records will be retained for at least five (5) years.
- 3) Safety inspection records will be retained for at least five (5) years.
- 4) All safety committee records will be retained at least five (5) years.
- 5) Noise monitoring records will be retained for at thirty (30) years. Audiometric test records will be retained for at least duration of employment plus 30 years.
- 6) Vaccination and post-exposure follow up records will be retained for duration of employment plus 30 years. All records containing employee medical information will be kept strictly confidential.

Appendix 4 Forms

Inspector:	Date:
<p>Instructions: Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Accident Prevention Program Manager for filing.</p>	

Item	OK	Needs Work	N/I	N/A
<p>Required Postings Displayed - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at http://www.lni.wa.gov/IPUB/101-054-000.asp.</p>				
<p>Housekeeping - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are as dry as possible and drainage is OK. False floors, platforms, mats, and/or other dry standing areas are provided where practicable. Scrap lumber, waste material, and rubbish are removed of the immediate work area as the work progresses. Solvent waste, oily rags, and flammable liquids are kept in labeled, fire resistant covered containers until removed from the work-site.</p>				
<p>First Aid - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items (http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22). Supervisor has received first aid training; a trained first aid provider is readily available on site.</p> <p>The kit is in a waterproof container with individual sealed packages for each type of item.</p>				
<p>Drinking Water - Cool drinking water is available. Employees do not use a common cup for drinking.</p>				
<p>Shade or Cooling Areas - Shade or cooling areas are available for employees who experience heat stress.</p>				
<p>Sanitation - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.</p>				
<p>Illumination - There is enough light for employees to perform their assigned duties.</p>				
<p>PPE Worn and in Good Condition - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.</p>				

Item	OK	Needs Work	N/I	N/A
Hearing Protection - Employees wear hearing protection properly when exposed to noise. All feasible engineering controls to reduce noise exposure have been implemented.				
Fire Extinguishers OK - A fire extinguisher (rated class 2A or better), is available for every 3,000 square feet of the protected building area; travel distance from any point of the protected area to the nearest fire extinguisher does not exceed 100 feet. Note: A garden hose may substitute for a fire extinguisher providing it can reach the entire protected area and still provide at least five gallons per minute of water. Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year.				
Company Vehicles - Company vehicles, if any, are in good repair.				
Floor Openings - All floor openings (size over one inch) are covered, protected by standard railings (a top rail 42 inches high, an intermediate rail, and posts) or constantly attended by a person. Bridge plates are strong enough to support the intended load and secured from slipping.				
Hand Tools in Good Condition - All hand tools (company and employee owned) are in good condition. No mushroomed shafts or loose hammer heads or shafts. Tools are reasonably free from grease. Cutting tools are sharp.				
Electrical Equipment - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide). All electrical cords and wiring are dry. Ground Fault Interrupters (GFI) are installed on all electrical circuits or equipment used in wet areas.				
Machine and Tool Guarding OK - All required guards are in place on power operated hand tools. Masonry saws are guarded with a semicircular enclosure over the blade with a method for retaining blade fragments.				

Item	OK	Needs Work	N/I	N/A
<p>Hand-Held Power Tool Switches - Hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools are equipped with a momentary contact "on-off" control. They may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.</p> <p>Note: Hand-held powered platen sanders, grinders with wheels 2-inch diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks one-fourth of an inch wide or less may be equipped with only a positive "on-off" control.</p> <p>All other hand-held powered tools (e.g. circular saws, chain saws, and percussion tools without positive accessory holding means) are equipped with a constant pressure switch that will shut off the power when the pressure is released.</p> <p>Note: These requirements do not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.</p>				
<p>Compressed Air - All air hoses, fittings, and receivers are in good condition. Air pressure is reduced to 30 p.s.i in areas where compressed air is used for cleaning (except for concrete form, mill scale and similar cleaning purposes). All hoses exceeding 1/2-inch inside diameter have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.</p>				

Item	OK	Needs Work	N/I	N/A
<p>Welding - Welding equipment is in good condition. All electrical cords and conductors intact. Where appropriate, welding screens are in place and do not interfere with ventilation. A disconnecting switch or controller is provided at or near each welding machine which is not equipped with such a switch or controller mounted as an integral part of the machine. For individual welding machines, the rated current carrying capacity of the supply conductors equals or exceeds the rated primary current of the welding machines.</p> <p>Ventilation is adequate. For indoor welding, local exhaust ventilation or 2,000 CFM of general ventilation per welder is provided in spaces with less than 10,000 cubic feet per welder, with ceilings lower than 16 feet, or in areas where structural barriers restrict cross ventilation.</p>				
<p>Guardrails - Standard guardrails (a top rail 42 inches high, an intermediate rail, and posts) are in place wherever employees work on an open sided floor or platform at least 10 feet above adjacent work surfaces, or employees wear appropriate fall protection when required. Toe-boards are installed if personnel or equipment are may be present below the upper surface.</p>				
<p>Portable Ladders - All portable ladders are in good condition (check all rungs, uprights, bases, hinges, and spreaders).</p>				
<p>Heavy Equipment - Roll over protective structure (ROPS) is present (ROPS required on most heavy equipment). Seat belts installed on all equipment with ROPS. Dump trucks have permanently attached support for use during servicing. Dump levers have latches or other mechanism to prevent accidental activation. All equipment is inspected in accordance with the manufacturer's recommendations.</p>				
<p>Material Storage - Material storage is OK.</p>				

Item	OK	Needs Work	N/I	N/A
<p>Excavations - Competent person is on site when employees are in excavation and performs all required inspections. Ladders or other safe access method is provided (employees must never be more than 25 50 feet from a ladder in trenches over four feet deep). Water accumulation is well controlled. Emergency rescue equipment, (e.g. self contained breathing apparatus, safety harness and line, basket stretcher) are readily available if a hazardous atmosphere exists or can reasonably be expected to develop. Employees entering bell-bottom pier holes or deep and confined footing excavations wear a retrieval harness attached to an individually and continuously attended life line. Excavation entrants are protected from surrounding hazards (e.g. vehicle traffic). Walkways are provided where employees or equipment must cross over excavations (standard guardrails where walkways are over six feet high).</p>				
<p>Rebar Safety Caps - Rebar caps (or equivalent) are installed on all protruding reinforcing steel which employees could fall onto.</p>				

Item	OK	Needs Work	N/I	N/A
<p>Cement and Concrete - Cement storage bins, containers, and silos are equipped with conical or tapered bottoms and mechanical or pneumatic means of starting the flow of material. Concrete mixers with one cubic yard or larger loading skips are equipped with a mechanical device to clear the skip of materials and guardrails installed on each side of the skip. Manually guided powered and rotating concrete troweling machines are equipped with a control switch that will automatically shut off the power whenever operator's hands are removed from the equipment handles. Concrete buggy handles do not extend beyond the wheels on either side of the buggy. Concrete pumping systems using discharge pipes have pipe supports designed for 100 percent overload. Compressed air hoses used on concrete pumping systems are provided with positive fail-safe joint connectors to prevent separation of sections when pressurized. Concrete buckets equipped with hydraulic or pneumatic gates have positive safety latches or similar safety devices installed to prevent premature or accidental dumping. Concrete buckets are designed to prevent concrete from hanging up on top and the sides. Sections of tremies and similar concrete conveyances are secured with wire rope (or equivalent materials) in addition to the regular couplings or connections. Bull float handles used where they might contact energized electrical conductors are constructed of non-conductive material or insulated with a non-conductive sheath whose electrical and mechanical characteristics provide the equivalent protection of a handle constructed of non-conductive material.</p>				

Item	OK	Needs Work	N/I	N/A
<p>Form-work - Form-work is designed, fabricated, erected, supported, braced and maintained so that it is capable of supporting without failure all vertical and lateral loads that may reasonably be anticipated to be applied to the form-work. Plans (including all revisions) for the jack layout, form-work, shoring equipment, working decks, and scaffolds are available at the job-site. The sills for shoring are sound, rigid, and capable of carrying the maximum intended load. Tiered single post shores have been inspected by an engineer qualified in structural design.</p> <p>All vertical slip forms are provided with scaffolds or work platforms where employees are required to work. The jacks or other lifting devices are provided with mechanical dogs or other automatic holding devices to support the slip forms should failure of the power supply or lifting mechanism occur.</p>				

Item	OK	Needs Work	N/I	N/A
<p>Pre-Cast Concrete - Lifting inserts which are embedded or otherwise attached to tilt-up pre-cast concrete members are capable of supporting at least two times the maximum intended load applied or transmitted to them. Lifting inserts which are embedded or otherwise attached to pre-cast concrete members, other than the tilt-up members, are capable of supporting at least four times the maximum intended load applied or transmitted to them. Lifting hardware is capable of supporting at least five times the maximum intended load applied transmitted to the lifting hardware.</p> <p>Lift-slab operations are designed and planned by a registered professional engineer with experience in lift-slab construction. The plans and designs include provisions for ensuring lateral stability of the building/structure during construction. Jacks/lifting units are marked to indicate their rated capacity as established by the manufacturer. Jacks/lifting units are designed and installed so that they will neither lift nor continue to lift when they are loaded in excess of their rated capacity. Jacks/lifting units have a safety device installed which will cause the jacks/lifting units to support the load in any position in the event any jack-lifting unit malfunctions or loses its lifting ability. If leveling is automatically controlled, a device is installed that will stop the operation when the slab is more than 1/2 inch out of level. Jacking controls are attended by a competent person experienced in the lifting operation. All welding on temporary and permanent connections is performed by a certified welder familiar with the welding requirements specified in the plans and specifications for the lift-slab operation. Lifting rods are designed so they cannot slip out of position or locking/blocking devices which provide positive connection between the lifting rods and attachments are used to prevent components from disengaging during lifting operations.</p>				
<p>Additional Hazards - No other hazards were noted during this walk-through.</p>				

Inspector:	Date:
<p>Instructions: Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Accident Prevention Program Manager for filing.</p>	

Item	OK	Needs Work	N/I	N/A
Required Postings Displayed - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at http://www.lni.wa.gov/IPUB/101-054-000.asp .				
Emergency Exits - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
Housekeeping - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry.				
First Aid - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items (http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22). A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on site.				
Drinking Water - Cool drinking water is available. Employees do not use a common cup for drinking.				
Sanitation - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available. If it is not feasible to provide hand-washing facilities, antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes are provided.				
Specimens Containers are Available - Labeled or color-coded specimen containers are available if required.				

Item	OK	Needs Work	N/I	N/A
<p>Bloodborne Pathogen Exposure Controls - All feasible engineering controls to reduce or eliminate potential employee exposure to blood or other potentially infectious materials have been implemented. Appropriate protective equipment is available at no cost to employees. Facilities for disposing or cleaning of contaminated protective equipment are in place. Work area is decontaminated in accordance with written schedule. Equipment for cleaning up contaminated broken glassware is available if required. All containers containing potentially infectious materials are properly labeled.</p>				
<p>Fire Extinguishers OK - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.</p>				
<p>File Drawers Closed - All file drawers are closed when not in use.</p>				
<p>Computer Workstation Ergonomics OK - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.</p>				
<p>Electrical Equipment - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).</p>				
<p>Additional Hazards - No other hazards were noted during this walk-through.</p>				

Each safety committee should follow the following steps in order to get starting carrying out their responsibilities under this Accident Prevention Program.

Safety Committee Start-Up Checklist

Item	Date Completed
Create Safety Committee File - Label a file folder [Safety Committee] and place it with the Accident Prevention Program files. Use this folder to keep an archive of all of the documentation generated by the Safety Committee.	
Select Management Representatives - Select the management representatives who will serve on the committee.	
Elect Employee Members - Conduct an election to select employee safety committee members in accordance with the requirements of this program. Document the election date and election procedures used and file. Extend the initial terms of some members so that they expire at evenly staggered intervals.	
Elect Chairperson - The committee must elect the individual who will serve as the first chairperson. The new chairperson must be aware of their responsibilities under this Accident Prevention Program.	
Committee Member Training - All safety committee members must read the Accident Prevention Program and understand their responsibilities listed in Section 3 (page 1).	

Accident Prevention Program Review Checklist

Reviewer:	Date:
<p>Instructions: This checklist identifies items that should be reviewed periodically to ensure that the Accident Prevention Program is functioning as intended. The Accident Prevention Program Manager must perform this review of the Accident Prevention Program at least Annually. When the review has been completed and any deficiencies corrected, this checklist should be filed in the [Program Review] folder.</p>	

Item	OK	Needs Work	N/I	N/A
<p>Accident Investigations - The [Accident Investigations] folder contains documentation showing that all injuries and illnesses that have occurred since the last review were properly investigated, recorded, and reported. Unsafe condition reports were investigated and the conditions corrected when necessary.</p>				
<p>Safety Meetings are Conducted - The [Safety Meetings] folder contains documentation showing that the Safety meetings are being conducted in accordance with the frequency described in Section 4.1 (page 11).</p>				
<p>Safety Newsletters - The [Safety Newsletters] file contains newsletters which were published in accordance with the schedule given in Section 4.3 (page 12). The newsletters published contained safety related information of interest to the employees, and the newsletters are an effective vehicle for providing safety related information to the employees.</p>				
<p>Safety Inspections are Performed - The [Safety Inspections] folder contains documentation showing that Safety Inspections are being performed as required in Section 6 (page 13). Issues identified during inspections were corrected in a timely manner.</p>				
<p>Hearing Tests - Baseline hearing tests (audiograms) were obtained for all noise exposed employees hired this year. Annual audiograms were obtained for all existing employees exposed to noise. Corrective action was completed for all "Standard Threshold Shifts" identified on annual audiograms.</p>				

Accident Prevention Program Review Checklist

Item	OK	Needs Work	N/I	N/A
<p>Bloodborne Pathogens - The Exposure Determination in Appendix 8 has been updated if necessary. New commercially available technologies for reducing exposure to bloodborne pathogens have been considered and implemented if appropriate. Training records document that employees exposed to bloodborne pathogens have received initial and annual refresher training. Employees exposed to bloodborne pathogens have been consulted about possible ways to reduce or eliminate their exposures.</p>				
<p>Company Profile and Hazard Assessment - I have reviewed the Company Profile contained in Appendix 10 and the personal protective equipment (PPE) hazard assessment in Appendix 9 . If there have been any significant changes to the profile or hazard assessment, I have updated the program. Note: The program may be updated at http://www.mysafetyprogram.com.</p>				
<p>General Program Effectiveness - I have considered the overall effectiveness of this Accident Prevention Program and discussed the program with others at Rios Brick Pavers LLC. Each safety committee has also reviewed the program and their written comments (if any) have been attached to this checklist. I have concluded this program is effectively achieving the goal of reducing occupational injuries and illnesses at Rios Brick Pavers LLC, or I have implemented changes in the program to make it more effective. I have discussed my findings with the Freddy Rios.</p>				

Rios Brick Pavers LLC
Accident and Near Miss Incident Investigation Form

Accident Investigator

Date and Time

Location

Employees and Managers Involved

Description of Incident; Controls and Personal Protective Equipment in Use/Not in Use

Causal Factors (including underlying problems) Involved

Corrective Actions

Rios Brick Pavers LLC
Witness Statement Form

Accident Investigator	Date and Time
Witness Name	Supervisor

What Happened?

What do you think caused this incident? Are there any underlying problems which helped cause this incident?

How do you think similar incidents could be prevented in the future?

Additional Regulatory Requirements Checklist
 The hazard assessment conducted during the development of this Accident Prevention Program identified additional regulations that may apply to Rios Brick Pavers LLC. The Accident Prevention Program Manager should review the regulations listed below to determine which, if any, requirements actually apply to Rios Brick Pavers LLC.

This is not a comprehensive list of all Washington Industrial Safety and Health Administration (WISHA) requirements that apply to Rios Brick Pavers LLC. It contains only the most common and important regulatory requirements that are not addressed by this Accident Prevention Program.

Additional Regulatory Requirements Checklist

Item	Date Completed
<p>Bloodborne Pathogens Contaminated Material Disposal - Additional environmental regulations may apply to the disposal of materials contaminated with potentially infectious materials. These requirements are beyond the scope of this Accident Prevention Program.</p>	

Appendix 5 Code of Safe Practices

Code of Safe Practices
PRODUCTION

Follow All Safety Rules - All employees must work safely and follow all safety rules.

Accident Prevention Program Available - Rios Brick Pavers LLC has a written Accident Prevention Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Accident Prevention Program Manager, at any safety meeting, or any safety committee member. The Accident Prevention Program Manager is Javier Hernandez.

Report Unsafe Conditions or Actions - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Accident Prevention Program Manager, at any safety meeting, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

Report all Injuries - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs is strictly prohibited.

Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible. Remove scrap lumber, waste material, and rubbish from the immediate work area as the work progresses. Keep solvent waste, oily rags, and flammable liquids in labeled fire resistant covered containers until removed from the work-site.

No Horseplay - Horseplay is forbidden.

Threats and Violence are Prohibited - Violence, threats of violence, and physical intimidation are prohibited.

Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Accident Prevention Program Manager, at any safety meeting, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that Rios Brick Pavers LLC communicates safety information to employees and provides a place where employees may discuss safety issues with management.

Code of Safe Practices PRODUCTION

Read Safety Newsletter - Rios Brick Pavers LLC publishes a safety newsletter Quarterly. All employees must read this newsletter within one week of receiving it.

Safety Committee Records Available Upon Request - Rios Brick Pavers LLC operates safety committees chartered to help maintain a safe and healthy workplace. Any employee may obtain a list of the Safety Committee members or the minutes of Safety Committee meetings by asking the Accident Prevention Program Manager. Employees may contact any safety committee member to discuss safety related issues. The safety committee member will forward your concerns to the safety committee and let you know what they decide to do about them.

Fire Extinguishers - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Personal Protective Equipment - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment.

- Hearing protection (when exposed to noise)
- Knee pads (available but not required)
- High visibility (reflective) vest (available but not required)
- Safety glasses (ANSI Z87.1) with side protection (always required)
- Safety goggles meeting ANSI Z87.1 (available but not required)
- Natural rubber gloves (available but not required)
- Steel mesh gloves (available but not required)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- Boots: Steel toe meeting ASTM F2413-05 (available but not required)
- Unapproved Dust Mask (available but not required)

Dust and Surgical Masks - Dust and surgical masks without a "NIOSH Approval Number" do not filter the air you breath in very well. Using a dust or surgical mask is fine if all you need is to keep material off of your face and for patient or product protection.

Eyesight is Precious - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

Protect Your Hearing - Noise exposure can cause permanent hearing loss. Your hearing is precious; protect it. Always wear hearing protection when it is noisy. Make sure to wear your hearing protection properly or it won't stop the noise from getting to your ears.

Hearing protectors all have a Noise Reduction Rating (NRR). A higher NRR means better protection. Always select the hearing protector with the highest NRR that you find comfortable. Muff type hearing protectors are easy to put on and take off but can be uncomfortably hot. Muff type hearing protectors are often a good choice if the noise in your work area starts and stops a lot or if you move frequently between noisy and quiet areas. Many (but not all) people find insert

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type protectors more comfortable for long periods of time, but insert type protectors are more of a hassle to put in and take out. Insert type protectors are often a good choice if you are exposed to noise for long periods of time.

Modern hearing protectors are designed to block out harmful noise but still allow you to hear speech. However, people wearing hearing protection tend to speak softer and faster than people who aren't wearing hearing protection. If someone has trouble understanding you, speak louder and slower. If you have trouble understanding someone else, ask them to speak louder and slower. Do not remove your hearing protection to speak with someone in a noisy area; this will expose your ears to the noise.

Difficulty hearing or ringing in your ears is a warning signal that your ears got too much noise exposure. At first your ears will recover, but over time the hearing loss and ringing becomes permanent. If you experience difficulty hearing or ringing in your ears after work it means that you didn't wear your hearing protection properly or that you need hearing protectors with a higher Noise Reduction Rating. Discuss this problem with your supervisor or the Accident Prevention Program Manager.

Chemical Protective Gloves - Each kind of glove only provides protection against certain chemicals; always make sure that the chemicals you are using can't go through the kind of gloves you are wearing. No glove provides a perfect chemical barrier; always try to minimize the amount of chemical that gets on your gloves. Avoid touching your skin or clothes with contaminated gloves. Never touch or allow others to touch objects with bare hands after handling them with contaminated gloves. Decontaminate objects which you have handled with contaminated gloves as soon as possible. Decontaminate re-usable gloves as soon as possible after each use. This will minimize the amount of chemical that continues to soak through the glove after you have finished using them. Replace re-usable gloves when necessary.

Lockout/Tagout - Never open electrical circuits or turn on equipment which has been locked/tagged out by someone else. Only the person who put on a lock or "Do Not Operate" tag or their supervisor may remove it and turn on the circuits or equipment.

Use the following procedure when working on equipment or structures which are connected to energy sources (i.e. electricity, hydraulics) or may retain stored energy after being disconnected from their source of energy. Sources of stored energy include, but are not limited to batteries, capacitors, compressed gas (air) buffers, pressurized hydraulic systems, hot materials, cold materials, springs, flywheels, magnets, reactive chemicals, and elevated machine parts or material (gravity).

- 1) Notify anyone else working in the area and their supervisor that you will be disconnecting the circuits or equipment.
- 2) Identify the types of energy used and stored in the equipment. Make sure you understand all of the hazards of the energy and the methods used to control and/or dissipate the energy.
- 3) If equipment is operating, shut it down using the normal stopping procedure.

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- 4) Isolate the machine from all sources of energy using the appropriate switches, valves, and other energy isolating devices. Put your lock and/or a "Do Not Operate" tag on each switch, valve or energy isolating device. Make sure the reason the equipment was turned off, the date and time the tag was applied, and your name are on the tag. It is better use a lock and tag instead of just a tag. It is better if each person who is servicing a machine puts on their own lock and tag.
- 5) Dissipate or block all stored energy within the equipment.
- 6) Make sure that all personnel are clear and then verify that the equipment is in a zero energy state using appropriate tests. Make sure to return the operating controls to the "off" position after testing.
- 7) Perform the required work.
- 8) Verify your tools and any items used to do the work have been removed. Make sure that all personnel are clear, and that any controls are in neutral. Reinstall all guards.
- 9) Remove your locks and tags and re-energize the circuits or equipment. Verify it equipment working properly using the normal start-up procedure.
- 10) Notify all affected employees and their supervisor that you have completed your work.

Always Wear Seat-belts - Always wear seat-belts when driving or riding in a car or truck. Ensure that everyone else in the vehicle is also wearing seat belts.

Drive Safely - Leave plenty of time to get to your destination. Avoid aggressive driving, and do not engage with another driver who is driving aggressively. Keep your eyes constantly moving up and down the road, to the sides, and to the rear view mirrors. Be aware of your vehicle's blind spots. Try to maintain space cushions around your vehicle so that you have some place to go if the unexpected happens. Stay at least three seconds behind the car in front. Use turn signals. Maintain average traffic speed on multi-lane roads and on-ramps, but do not speed. Respect the weather, and be aware that reaction time and general driving skills get worse when you are tired.. Always set the parking brake when leaving the vehicle. Never drink and drive.

Heavy Equipment - Be careful around heavy equipment. Assume the driver does not see you unless you have made eye contact with the driver. Do not ride or allow riders on a vehicle unless it is designed to carry passengers. Inspect your vehicle daily before use (brakes, trailer brake connections, parking brakes, tires, horn, steering mechanism, coupling devices, seat belts, operating controls; backup alarms, safety devices, glass, slights, reflectors, windshield wipers, defrosters, fire extinguishers, etc.). Do not operate a vehicle that needs repairs. Use seat belts when they are installed on your vehicle. Use a ground guide when necessary. Set the parking brake when leaving vehicle; chock wheels when parked on an hill. Lower blades, buckets and similar equipment when not in use and before repair.

Safe Lifting - Use mechanical devices, such as cranes and carts, to lift and carry heavy objects whenever possible. If necessary, have another person help lift a heavy item. Bend your legs (instead of your back) and avoid twisting your neck and back when lifting. Store heavy objects at about waist level, not on the floor or overhead.

Keep Floor Openings Covered - Keep floor openings covered by a cover or guardrails when not in use. When a floor opening is in use, ensure it is well marked and protected with a barrier.

Keep Hand Tools in Good Condition - Replace chisels, punches and other impact tools with mushroomed shafts. Replace hammers with loose heads and any tool with loose handles. Keep tools reasonably clean to prevent your hands from slipping while using them. Do not use wrenches when the jaws are worn to the point that slippage occurs. Wooden handles should be free of splinters and cracks. Keep cutting tools sharp.

Inspect Power Cords - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor. Do not use electrical equipment while standing in water. Do not run an electrical or extension cord through water. A Ground Fault Interrupter (GFI) should be installed on all electrical circuits or equipment that are used near water.

Guarding - Never use portable power-operated tool unless all guards are in place and fully operational.

Welding Safety - Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder's flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days.

Never perform any welding operation in a sprinklered building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of exposed, readily ignitable materials. Relocate or cover combustible materials within 35 feet of a welding operation. Post a fire watcher if welding must occur within 35 feet of combustible materials. The fire watcher must have an extinguisher and must continue watching for 30 minutes after welding operations have finished.

Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction, extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and that special precautions are used to avoid sparking at connection of the work-lead cable. Chains, wire ropes, cranes, hoists, and elevators may not be used to carry welding current. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current.

Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

Excavations - Do not enter an excavation unless the designated competent person is on site, has inspected the excavation and approved the excavation for entry. Do not enter an excavation without a ladder or suitable method for safe entry. In trenches over four feet deep, there must be a ladder every fifty (50) feet. If you notice any signs of a hazardous atmosphere (such as rapid breathing), observe any sign of instability in the excavation walls, or see any indication that the protective systems are failing; get out right away, tell others to get out, and inform the competent person.

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Always wear a retrieval harness with securely attached lifeline when entering bell-bottom pier holes or deep and confined footing excavations. The lifeline may not be used to handle materials and must be individually and continuously attended by another employee outside the excavation.

Rebar Caps - Always install rebar caps on all protruding reinforcing steel which employees could fall onto.

Post Tensioning - Only essential personnel are allowed behind the jack during post tensioning operations. Post signs and barriers to limit the access of non-essential personnel.

Form-work - Inspect all shoring equipment (including equipment used in re-shoring operations) prior to erection to verify that it meets the requirements specified in the form-work drawings. Inspect erected shoring equipment immediately prior to, during, and immediately after concrete placement. Do not use damaged or weakened shoring equipment. Base plates, shore heads, extension devices, and adjustment screws must be in firm contact (and secured when necessary) with the foundation and the form. Eccentric loads on shore heads and similar members is prohibited unless these members have been designed for such loading.

Single post shores must be vertically aligned and spliced to prevent misalignment. The single post shores must be adequately braced in two mutually perpendicular directions at the splice level. Each tier must also be diagonally braced in the same two directions. Do not adjust single post shores to raise form-work after the placement of concrete. Use re-shoring as the original forms and shores are removed whenever the concrete is required to support loads in excess of its capacity.

Do not exceed the rated capacity of jacks and vertical supports used for slip-forms. Make sure the slip-form structure is maintained within all design tolerances specified for plumbness during the jacking operation. Do not exceed the predetermined safe lift rate. Turn wire mesh rolls over or secure each end to keep the roll from recoiling. Do not remove forms, shores, and re-shores (except those used for slabs on grade and slip forms) until the concrete has gained sufficient strength to support its weight and superimposed loads.

Pre-Cast Concrete - Make sure that pre-cast concrete wall units, structural framing, and tilt-up wall panels are adequately supported to prevent overturning or collapse until permanent connections are completed. Employees are not permitted in the structure during jacking operations unless approved by a registered professional engineer. Do not stand under pre-cast concrete members being lifted or tilted into position unless you are required to be there for the erection of those members.

All jacking equipment must be capable of supporting at least two and one-half times the load being lifted during jacking operations. Synchronize jacking operations so that all points from which the slab is supported are kept within 1/2 inch of level. Do not use more than 14 jacks on a slab. Secure jacks/lifting equipment to building columns so that they do not become dislodged or dislocated. When making temporary connections to support slabs, support wedges by tack welding (or equivalent) to prevent them from falling out of position. Lifting rods may not be released until the wedges at that column have been secured. All welding on temporary and permanent connections must be performed by a certified welder who is familiar with the welding

requirements specified in the plans and specifications for the lift-slab operation. Do not transfer load from jacks/lifting units to building columns until the welds on the column shear plates (weld blocks) are cooled to air temperature.

Masonry Wall Construction - For masonry walls under construction, do not get closer than the height of the wall plus four feet on the unscaffolded side of the wall unless you are actively engaged in constructing the wall. Brace all masonry walls over eight feet high unless the wall is adequately supported so that it will not overturn or collapse. The bracing must remain in place until permanent supporting elements of the structure are in place.

Heat Stress - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. If shade is not available, ask your supervisor and they will provide shade. You will not be punished in any way if you experience heat stress and must rest. Watch out for your co-workers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

Confined Space Safety - A confined space is any space that is difficult to enter and exit and is not designed for continuous employee occupancy. Tanks, vessels, silos, storage bins, hoppers, vaults, pits, and trenches are all examples of possible confined spaces. Do not enter any confined spaces in your work area for any reason. Additional precautions are required in order to work in confined spaces safely.

Ladder Safety - Always inspect a ladder before use. Do not use a ladder that is not in good condition.

Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about 1/4 of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping.

Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

Compressed Air Safety - Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposes except where reduced to less than 30 p.s.i (except for

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concrete form, mill scale and similar cleaning purposes). Always use chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower, pull or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

Sun Safety - Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

Silica Awareness – Silica is the chemical name for beach sand. Breathing very fine silica dust can damage your lungs and cause a serious disease called silicosis. However, regular sand grains are too large to get deep in to your lungs so they are less dangerous. The pavers and bulk sand both contain silica. Always apply water to keep the dust down when cutting pavers because cutting can generate very small dust particles. Avoid kicking up and breathing the dust when working with bulk sand. The dust masks provided by Rios Brick Pavers LLC will help keep dust and dirt out of your mouth, but they will not protect against the very tiny silica dust particles which can cause silicosis. Tell your supervisor if you are unable to avoid breathing silica dust while working on a job.

Additional Information - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

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Follow All Safety Rules - All employees must work safely and follow all safety rules.

Accident Prevention Program Available - Rios Brick Pavers LLC has a written Accident Prevention Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Accident Prevention Program Manager, at any safety meeting, or any safety committee member. The Accident Prevention Program Manager is Javier Hernandez.

Report Unsafe Conditions or Actions - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Accident Prevention Program Manager, at any safety meeting, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

Report all Injuries - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Contact of your broken skin or mucous membranes with potentially infectious materials counts as an "injury" which must be reported.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs is strictly prohibited.

Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards.

No Horseplay - Horseplay is forbidden.

Threats and Violence are Prohibited - Violence, threats of violence, and physical intimidation are prohibited.

Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Accident Prevention Program Manager, at any safety meeting, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that Rios Brick Pavers LLC communicates safety information to employees and provides a place where employees may discuss safety issues with management.

Read Safety Newsletter - Rios Brick Pavers LLC publishes a safety newsletter Quarterly. All employees must read this newsletter within one week of receiving it.

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Safety Committee Records Available Upon Request - Rios Brick Pavers LLC operates safety committees chartered to help maintain a safe and healthy workplace. Any employee may obtain a list of the Safety Committee members or the minutes of Safety Committee meetings by asking the Accident Prevention Program Manager. Employees may contact any safety committee member to discuss safety related issues. The safety committee member will forward your concerns to the safety committee and let you know what they decide to do about them.

Fire Extinguishers - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Filing Drawer Safety - Keep filing cabinet and desk drawers closed when not in use. Open only one drawer of a filing cabinet at a time. Keep frequently used files in drawers that are about waist high. Do not fill upper drawers before the lower drawers are filled or the cabinet may tip over when opened.

Organize Your Desk - Employees should organize their desks so that the items they use more frequently are nearby and items they use rarely are farther away. Heavy items should be stored at about waist height.

Telephone Headsets - Employees who must frequently use the computer or write while on the telephone should request a telephone headset, speaker phone or shoulder rest.

Stretch Breaks - Employees who work at their desk all day should take short (1-2 minute) stretch breaks every hour or two. During these breaks, employees should get out of their seats, walk around a bit, and stretch their muscles.

Eyesight is Precious - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

Bloodborne Pathogens Safety - Blood and other bodily fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, or any body fluid that is visibly contaminated with blood may be contaminated with viruses or other disease causing pathogens. Urine is not considered a potentially infectious material unless it is visibly contaminated with blood. If these infectious materials get into your body you can get AIDS, hepatitis and other serious diseases. Employees who may be exposed to potentially infectious materials or provide first aid must observe the following precautions:

- 1) Always wash your hands immediately or as soon as possible after removing gloves or other personal protective equipment. Always wash your hands or any other skin with soap and water, or flush mucous membranes (e.g. eyes, mouth, nose) with water immediately or as soon as possible following contact with blood or other potentially infectious materials. If you can't wash or flush immediately, use antiseptic hand cleaners or towelettes and wash as soon as possible.

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- 2) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where you may be exposed to potentially infectious materials and while providing first aid. Never place food or drink in or on refrigerators, freezers, shelves, cabinets, or counter-tops where potentially infectious materials are stored or handled.
- 3) Always minimize splashing, spraying, spattering, and generation of droplets when performing procedures involving potentially infectious materials. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- 4) Always place specimens of potentially infectious materials in closable, puncture resistant, labeled or color-coded containers. If the outside of the primary container becomes contaminated or the specimen may puncture the primary container, place the primary container in a second, labeled or color-coded container.
- 5) Always decontaminate equipment you have used with potentially infectious materials before giving it to another employee or releasing it for servicing. If it is not possible to decontaminate the equipment, put an easily visible label that describes what parts remain contaminated on the equipment.
- 6) Always wear personal protective equipment when required except under rare and extraordinary circumstances when it is your professional judgment that its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to your safety or the safety of a co-worker. When you make this judgment, you must report the circumstances to your supervisor so they can be investigated and documented in order to determine whether changes can be instituted to prevent the problem in the future. Always tell your supervisor if there is any problem using your personal protective equipment. All personal protective equipment will be provided to you at no cost.
- 7) Gloves must be worn when it can be reasonably anticipated that you may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin, are drawing blood, if you will be handling or touching contaminated items or surfaces, or if you are handling potentially contaminated laundry.
- 8) Masks in combination with eye protection devices, such as goggles, glasses with solid side shields, or chin-length face shields, are required whenever you may be exposed to splashes, spray, spatter, or droplets of potentially infectious materials and eye, nose, or mouth contamination can be reasonably anticipated.
- 9) Appropriate protective clothing (e.g. gowns, aprons, lab coats, clinic jackets, etc.) may be required depending on the task and degree of exposure anticipated.
- 10) Surgical caps or hoods and/or shoe covers or boots are required when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery).
- 11) Change disposable gloves immediately or as soon as possible if they are contaminated with potentially infectious materials, are torn or punctured, or lose the ability to function as an effective barrier. Remove and replace equipment that has been penetrated by blood or other potentially infectious materials immediately or as soon as possible. Remove all personal protective equipment before leaving the work area. Place personal protective equipment in the designated area or container for storage, washing, decontamination or disposal. Never wash or reuse disposable gloves or any disposable equipment. Do not sort or rinse contaminated laundry at the location of use.
- 12) Clean equipment or surfaces which are overtly contaminated with potentially infectious materials immediately or as soon as possible.

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- 13) Never clean up broken glassware by hand; use a brush and dust pan, tongs, forceps or other mechanical means.
- 14) Inform your supervisor immediately if potentially infectious material contacts your eyes, gets in your nose or mouth, or gets on your skin where there is a cut, rash, or any other skin problem. The incident must be documented and you are entitled to receive confidential medical follow-up at no cost.

Computer Ergonomics - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front of them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground.

Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.

Employees should arrange their work space so that there is not excessive glare on their monitor screen from lights or windows.

Visit non-Office Areas Safely - Office employees may visit non-office areas of the workplace only when required by their work assignment. Speak to the supervisor the first time you enter a new department. Wear all Personal Protective Equipment (such as eye, head, and hearing protection) required for visitors. Stay away from all machinery, material, and work in progress. Do not interrupt employees from their work. Watch and listen for moving trucks or forklifts. Never walk under a suspended load or an active construction activity.

Inspect Power Cords - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

Additional Information - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Appendix 6 Training Requirements

This checklist includes the safety training requirements for employees. When all applicable items have been finished, give the completed form to the Accident Prevention Program Manager for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, PRODUCTION

Primary Trainer:	Date Completed:
Item	Date Completed
Code of Safe Practices - Provide the employee with a copy of the Code of Safe Practices (Appendix 5). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Accident Prevention Program Manager.	
First Aid - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to the people with first aid training who are on site.	
Evacuation Plan - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan (Appendix 7) with the employee.	
Fire Extinguisher Training - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
Machines and Power Tools - Show the employee how to use all power tools they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any power tool.	

Employee Training Requirements, PRODUCTION

Primary Trainer:	Date Completed:	
Item	Date Completed	
<p>Forklifts, Powered Industrial Trucks, and Heavy Equipments Driver Training - Demonstrate proper techniques using same kind of vehicle the driver will use and then let the employee practice. Verify that the employee has the necessary driving skills by giving them a behind the wheel driving test. Train drivers on the following topics:</p> <ol style="list-style-type: none"> 1) The driving rules listed in the Code of Safe Practices (Appendix 5) 2) Operating instructions, warnings, and precautions for all types of truck the operator will be authorized to operate. 3) Differences between the truck and the automobile 4) Truck controls and instrumentation; engine or motor operation; steering and maneuvering; visibility (including restrictions due to loading); fork and attachment adaptation, operation, and use limitations; vehicle capacity and stability; operator inspection and maintenance; operating limitations; and refueling and/or battery recharging 5) Any operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate 6) Surface conditions where the vehicle will be operated 7) Composition of loads to be carried and load stability; load manipulation, stacking, and unstacking 8) Pedestrian traffic in areas where the vehicle will be operated 9) Narrow aisles and other restricted places where the vehicle will be operated 10) Hazardous (classified) locations where the vehicle will be operated 11) Ramps and other sloped surfaces that could affect the vehicle's stability 12) Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust 13) Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation <p>List the name of the person who does the driver training/evaluation if it is not the same as the person who completes this checklist. This document serves as the required employer certification of driver training and evaluation.</p>		
<p>Lockout/Tagout - Show the employee where lockout/tagout supplies (e.g. tags, hasps, electric plug locks, etc) are located. Explain the energy control procedures to them. Show the employee where they can obtain an electric plug lock in case they need to put one on a machine they are servicing.</p>		

Employee Training Requirements, PRODUCTION

Primary Trainer:	Date Completed:	
Item	Date Completed	
<p>Personal Protective Equipment - Show the employee how obtain the personal protective equipment that they will use (see Appendix 5). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away.</p> <ol style="list-style-type: none"> 1) Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses. Alternatively, provide employees who wear prescription eyeglasses with prescription safety glasses. 2) Tell the employee the specific type of gloves to use for each material they work with. Show them the techniques they can use to minimize chemical contact with their gloves. Show the employee how to decontaminate any re-usable gloves they must use and explain when the should replace the gloves. 		
<p>Baseline Hearing Test - All employees exposed to noise must receive an initial hearing test within 6 months (one year if a mobile test van is used). Future hearing tests will be compared to this baseline to determine if workplace noise exposure is causing hearing loss. The baseline test also provides documentation of pre-existing hearing loss due to noise exposure at previous employers.</p> <p>Tell the employee it is very important that they avoid noise exposure or wear hearing protectors for 14 hours before the test.</p>		
<p>Heat Stress Training - Train employees on the following topics:</p> <ol style="list-style-type: none"> 1) The environmental and personal risk factors for heat illness; 2) The procedures used to ensure that cool drinking water, shade or cool rest areas, and emergency medical services are available; 3) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties; 4) The importance of acclimatization; 5) The different types of heat illness and the common signs and symptoms of heat illness; 6) The importance of immediately reporting symptoms or signs of heat illness in themselves, or in co-workers; and 7) The procedures for responding to heat illness including how emergency services will be provided if necessary. 		

Employee Training Requirements, PRODUCTION

Primary Trainer:	Date Completed:	
Item		Date Completed
Assignment Specific Hazards and Safety Procedures - Train employee on any additional hazards and safety procedures required for their specific work assignment.		

This checklist includes the safety training requirements for employees. When all applicable items have been finished, give the completed form to the Accident Prevention Program Manager for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, ADMINISTRATION

Primary Trainer:	Date Completed:
Item	Date Completed
Code of Safe Practices - Provide the employee with a copy of the Code of Safe Practices (Appendix 5). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Accident Prevention Program Manager.	
First Aid - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
Evacuation Plan - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan (Appendix 7) with the employee.	
Fire Extinguisher Training - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced.	
Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	

Employee Training Requirements, ADMINISTRATION

Primary Trainer:	Date Completed:	
Item	Date Completed	
<p>Bloodborne Pathogens - Show the employee the "Biohazard" labels and color codes used to designate potentially contaminated materials. Show employee where the hand washing facilities and antiseptic lotion (if required) are located. Provide the following additional training for employees who may be exposed to potentially infectious materials. Train all employees who may be exposed to potentially infectious materials including individuals who provide first aid as part of their assigned work duties. Tell the employee the specific personal protective equipment they are required to wear for each task they will be performing. Show the employee where to get protective equipment and where to place equipment they have removed for cleaning or disposal. Show the employee the decontamination methods used in their work area. Explain the epidemiology and symptoms of bloodborne diseases and how bloodborne pathogens are transmitted. Tell the employee how to obtain a copy of the Exposure Control Plan (contained in the Accident Prevention Program). Explain the efficacy, safety, method of administration, and benefits of the hepatitis B vaccine; tell the employee the vaccine will be offered free of charge. Additional information suitable for use as training material is available at http://www.osha.gov/OshDoc/data_BloodborneFacts.</p>		
<p>HBV Vaccination - For employees who may be exposed to potentially infectious materials, have the person responsible for Hepatitis B vaccinations (Section 9, page 14) arrange for them to receive a Hepatitis B vaccination within ten (10) days of initial assignment. This vaccination must be provided at a reasonable time and place at no cost to the employee. The vaccination is not required if the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. If the employee declines the vaccination inform the person responsible for Hepatitis B vaccination, write "Declined" in the "Date Completed" column and have the employee sign and date next to the following statement:</p> <p>"I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."</p>		

Employee Training Requirements, ADMINISTRATION

Primary Trainer:	Date Completed:	
Item		Date Completed
Assignment Specific Hazards and Safety Procedures - Train employee on any additional hazards and safety procedures required for their specific work assignment.		

Appendix 7 Emergency Action Plan

Appendix 8 Bloodborne Pathogens Exposure Determination

Appendix 9 PPE Hazard Assessment and Written Certification

PPE Written Certification
Rios Brick Pavers LLC

I certify that the following workplace hazard assessment was performed for Rios Brick Pavers LLC. This workplace hazard assessment lists the hazards which are not completely controlled using engineering controls and the personal protective equipment (PPE) which is used to protect employees from those incompletely controlled hazards. The hazards have been carefully considered and I have determined that the PPE listed is adequate to protect employees from those hazards. Additional information about the hazards to which employees are exposed is available in Appendix 10 (Company Profile).

Signature

Printed Name

Date

Applies To: PRODUCTION

Hazards Noted:

- Noise levels are loud enough interfere with normal conversation for less than half the work day.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharps objects, or suffer mechanical abrasion.
- Inhalation of dust, mist or chemical vapors.
- Objects may pierce shoes.
- Employees may work while kneeling.
- Employees may be exposed to hand/arm vibration.

Personal Protective Equipment:

- Hearing protection (required whenever noise in the work area is loud enough to interfere with normal conversation)
- Knee pads (available but not required)
- High visibility (reflective) vest (available but not required)
- Safety glasses (ANSI Z87.1) with side protection (always required)
- Safety goggles meeting ANSI Z87.1 (available but not required)
- Natural rubber gloves (available but not required)
- Steel mesh gloves (available but not required)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- Boots: Steel toe meeting ASTM F2413-05 (available but not required)
- Unapproved Dust Mask (available but not required)

PPE Hazard Assessment
Rios Brick Pavers LLC

Applies To: ADMINISTRATION

No hazards were noted during the hazard assessment.

No personal protective equipment (PPE) is required.

Appendix 10 Company Profile

Company Profile

Rios Brick Pavers LLC

Rios Brick Pavers LLC
22824 NE Union Hill Rd
Redmond, WA 98053

Accident Prevention Program Manager: Javier Hernandez

Number of Employees: 6

Type of Business: Construction

Description of Rios Brick Pavers LLC

- The company is not engaged in the culture, production, concentration, experimentation, or manipulation of HIV or HBV.
- Company had ten or fewer employees for all of the last calendar year.
- Washington Industrial Safety and Health Administration (WISHA) has not specifically mandated injury and illness record keeping for this company.
- The company does not provide temporary help or leased employees to other companies.
- Individuals are not hired through temporary agencies or labor leasing companies.
- Employees may work at multi-employer work-sites.
- Does not sell or distribute chemicals.
- Very large quantities of certain specific chemicals are not present on site.
- Does not remediate hazardous waste sites, operate a TSD facility, or conduct hazardous substance emergency response operations.

Description of PRODUCTION

Activity: Construction

- No computer workstations are in use.
- Employees may provide first aid as part of their assigned job duties.
- Employees drive cars or trucks on public roads during their work day.
- Work involves manual material handling.
- Floors may have holes or openings.
- Stairways are present in the work area.
- Employees use hand tools.
- Employees use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are not present in the work area.
- Employees do not work in hot environments
- Employees do not work in cold environments
- Employees work with machines, equipment or machine tools.
- Portable and/or bench grinders are not used in the work area.
- Employees service/maintain machines, equipment or machine tools.
- Welding, brazing or cutting is performed in the work area.
- Combustible dust is not present.

Company Profile

Rios Brick Pavers LLC

- Noise levels are loud enough interfere with normal conversation for less than half the work day.
- Noise monitoring data are not available.
- Powered industrial trucks (e.g. forklifts) are not present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are not present.
- There are no confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- Employees are not exposed to ionizing radiation.
- Employees may work on elevated work surfaces.
- Employees may use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are not present in the work area.
- Employees do not work on scaffolding.
- Heavy equipment is used at work site.
- Employees dig, enter or work around excavations.
- Employees do not work on telecommunications equipment.
- Employees perform concrete or masonry construction or work on sites where concrete or masonry construction is performed.
- Employees do not perform steel erection and do not work on sites where steel erection is performed.
- Employees do not perform demolition work and do not work at sites where demolition is performed.
- Explosives are not used in the work area.
- Employees do not perform underground construction.
- Employees do not work on electrical transmission and distribution equipment.
- Employees do not use vehicle-mounted elevating and rotating work platforms.
- Employees may use compressed air.
- Employees may work out of doors.
- No portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- Wet processes make it impractical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is not present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.

Company Profile

Rios Brick Pavers LLC

- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- No air monitoring data are available.
- It is not reasonable to suspect that employees may be exposed to chemicals or materials in the air above the applicable permissible exposure limits.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Chemical/material do not splash on body.
- No overhead hazards.
- There is no risk that employees may bump heads on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are not exposed to falls of over 10 feet.
- There are no heavy objects which may fall or roll on feet.
- Objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.
- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees may work while kneeling.
- Employees do not work in a prone position.
- Employees may be exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)

Description of ADMINISTRATION

Activity: Office Work

- Employees work at computer workstations.
- Employees sometimes visit non-office areas.
- Employees may provide first aid as part of their assigned job duties.
- Employees do not exchange cash with members of the general public.
- There is no contact with potentially dangerous clients.
- Employees do not drive on public roads during their work day.

Company Profile
Rios Brick Pavers LLC

- There are no stairways in the work area.
- Steam pipes are not present in the work area.
- Employees do not use portable ladders or stepladders.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

Appendix 11 Accident and Near Miss Investigation

Accident and Near Miss Investigation

Rios Brick Pavers LLC

Accident and near miss incident investigation is a critical part of every Accident Prevention Program. The purpose of these investigations is to determine why an incident occurred and then prevent similar incidents in the future.

Definitions	
Accident	An unintended injury, illness, death or property damage.
Near Miss Incident	An event which could have resulted in an accident but didn't (e.g. "that was a close one...")

It is important to report and investigate **every** accident and incident **especially** minor accidents and near miss incidents. Often, many minor incidents occur before a major accident; investigating and preventing minor incidents can also prevent major accidents. For example, many people may slip on an oil puddle before someone falls and hurts themselves. By finding and fixing the oil leak after someone slips (the "near miss incident") we also prevent someone from falling (the "accident").

Accident Causation

Most accidents have more than one cause; the accident occurs because of a combination of factors which by themselves might not have caused an accident. Sometimes, the most obvious causes of an accident are in fact symptoms of underlying problems. When conducting an accident or near miss investigation it is important to understand all of the causal factors in order to identify the most effective corrective actions. For example, an investigation into an injury which occurred when an employee slipped on an oil puddle might find the following factors contributed to (caused) the accident:

- 1) Several employees slipped on the puddle but did not report it.

Underlying problem: The employees in this part of the company accept slippery floors as "normal".

- 2) The operator of the leaky machine failed to clean up the puddle as required by standard operating procedures because the clean up materials are located quite far from their work area.
- 3) The supervisor failed to discipline the operator for not cleaning up the spill as required by procedure.

Underlying problem: The management in this part of the company accepts slippery floors as "normal".

Accident and Near Miss Investigation Rios Brick Pavers LLC

- 4) The leak was not repaired even though the supervisor reported it to the maintenance department.

Underlying problems: an unfilled mechanics position in maintenance has produced a backlog of maintenance issues. Maintenance does not have a system for prioritizing safety related issues.

Once the accident investigator understands all of the causes which contributed to the accident, they can devise corrective actions to prevent the accident from happening again and also prevent similar accidents elsewhere in the company. For this example:

- 1) Clean up the spilled oil immediately.
- 2) Provide training to employees and management to remind them that slippery floors are not "normal" and are not acceptable.
- 3) Provide additional clean up materials near all locations where small spills are likely. Ensure that they are restocked as necessary.
- 4) Have maintenance fix the leak so the puddle does not recur.
- 5) Fully staff the maintenance department and eliminate the backlog of open maintenance issues.
- 6) Add prioritization to the maintenance request system so that safety related issues are corrected before non-safety related issues.

Accident and Near Miss Incident Investigation Step by Step

This section describes the major activities performed during an accident investigation. Some activities may not apply to all investigations. The specific steps required and how far in depth to take each step depends on the individual circumstances of the incident and the resources available to perform the investigation. The forms provided in this Appendix may be used to help the investigator with specific portions of the investigation. Specific procedures for documenting an Accident or Near Miss Investigation are provided in Section 10 (page 16) of the Accident Prevention Program.

- 1) **Make the area safe**

If necessary, evacuate the area until it can be made safe.

- 2) **Care for the injured**

- 3) **Cordon off the accident area**

Avoid further disturbing the area (except for what is necessary to accomplish steps 1 and 2 above) until the investigation is complete.

4) **Assemble the investigation team (if necessary)**

For complex investigations it may be advisable to obtain help from outside experts. Your worker's compensation insurance carrier may provide assistance.

5) **Investigate**

- Examine the area and physical evidence. Take measurements of equipment involved in the accident. Take photographs including close-ups. When taking close-ups include a reference object such as a ruler to provide scale. Label the photographs as soon as possible.
- Describe engineering controls (e.g. machine guards, ventilation systems, etc.) and personal protective equipment (e.g. gloves, safety glasses, etc.) in use during the incident. Identify controls and protective equipment that should have been used but were not in use.
- Interview witnesses and/or have them complete written statements. Take notes of each interview. Perform the interviews as soon as possible while memories are still fresh. Each witness should be interviewed separately so they don't influence each other. It is sometimes helpful to interview individuals who are familiar with the activity/equipment involved in the accident for background even if they didn't witness the actual accident. Tell the witness that the purpose of the investigation is to find and correct the causes of the accident and not to "fix blame". Ask the witness what happened and why it happened. Ask the witness if they think there are any underlying problems which contributed to the accident. Summarize the witnesses main points and repeat them back to verify you understood the witness correctly.

6) **Analyze the evidence**

Identify all of the unsafe acts or conditions which contributed to the accident. Then identify all of the underlying problems which contributed to the unsafe acts or conditions. Keep asking "why" each problem occurred and write down the findings.

7) **Devise corrective actions**

Identify changes to policies, procedures or equipment that would eliminate the unsafe acts or conditions identified in Step Six. Include other parts of the company not directly affected by a particular accident. Create an action plan to implement these changes.

8) **Follow-up**

Implementation of specific corrective actions may be delegated to various individuals, but the original accident investigator should follow-up on all corrective actions to closure.