



MARTIN HORN

**Safety & Health
Manual**

Revised 2022

Martin Horn, Inc. Safety & Health Manual

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Chapter 1

Safety & Health Policy & Program

	Introduction
Scope	Martin Horn has developed a comprehensive Safety and Health Program for the benefit of our employees, our construction partners, clients, and the surrounding environment. Our program is guided by “best safety & health practices” as found in commercial construction industries. The Martin Horn’s Safety & Health Program provides: • Concise safety & health instructions to employees, supervisors, and project managers • Safety & health procedures that will reduce accidents, thereby reducing our workers’ compensation claims, and other direct and indirect company costs. • Documentation of our corporate safety & health plans which are necessary to obtain and maintain our business contracts. In addition, Martin Horn’s Safety & Health Program ensures compliance with federal and state safety and health laws and regulations including those of the Virginia Department of Labor & Industry’s Occupational Safety & Health (VOSH) Program.
Best Practices Defined	The best safety and health practices are those management decisions and work procedures that have been found over time to most effectively and efficiently prevent and control company losses. The leading companies in the commercial construction industries set our “Best Practices.” The manufacturers and suppliers of the equipment, tools, and materials that we use in our work also define “Best Practices.”
Our Safety Policy	It is the policy of Martin Horn to furnish each of our employee’s employment and a place of employment that is free from recognized hazards that are likely to cause death or serious physical harm. It is the policy of Martin Horn to comply with all applicable federal, state, and local laws, regulations, standards, and rules governing occupational safety and health. It is the policy of Martin Horn to provide direction, guidance, and

	recordkeeping in support of these policies.
This Program Includes	Martin Horn's Safety & Health Program includes the following documents: • Employees' Safety & Health Basic Work Rules • Subcontractors' Safety Plan • Safety & Health Training Plan
	Responsibilities
Management's Responsibilities	Project Managers will: • Provide the resources and other means to support Martin Horn's safety and health policy and implement and manage the safety and health program. • Ensuring that all Martin Horn employees and subcontractor representatives have received a copy of the company policy and all procedures and rules applicable to their work. • Enforce this policy and the program's safety work rules using Martin Horn's disciplinary policy. Management will support supervisors, employees, and those designated to coordinate safety and health as they act to maintain a safe work environment.
Supervisor's Responsibilities	Superintendents, Job Foremen, and other Supervisors will: • Be responsible for on-site safety of all employees and the maintenance of safe working conditions in all areas of the job. • Be aware of safety and health regulations, as they are applicable to specific jobs and tasks. • Serve as safety role models for their employees. Supervisors will also: • Supervise the use of all required personal protective equipment and make sure it is safe and maintained properly. • Make sure that all company provided materials, tools, and equipment are safe and maintained in good condition. • Instruct individual employees regarding their safety responsibilities. • Require all subcontractors to adhere to all safety regulations in accordance with this policy. • Report accidents and incidents immediately and assist in the

	investigation of all accidents. • Conduct weekly safety talks, monthly safety meetings and more formal safety training, when required. • Support safety and health on the job as a regular part of the day's work.
Individual Employee's Responsibilities	Individual Martin Horn employees are to: • Work according to good safety practices as posted, instructed, and discussed. • Refrain from any unsafe act that might endanger themselves or their fellow workers. • Use all the required personal protective equipment. • Report any unsafe conditions or unsafe acts to their supervisor, immediately. • Assume their share of responsibility for thoughtless or deliberate acts that cause injury to the individual.
Safety & Health System Coordination	Safety Director will: • Ensure that the company safety and health policy, procedures, work practices, and emergency plans are up to date. • Working with management to develop strategy for lowering accidents and insurance costs. • Encourage supervisors to plan regularly scheduled safety talks and meetings. • Develop a safety training plan for company employees. • Evaluating the proper personal protective equipment to be used or supplied to employees. • Conducting pre-job visits to establish emergency plans and identifying job-specific safety and health hazards or issues. • Conducting periodic on-site safety visits. • Offering reports to management identifying hazards or potential hazards observed during pre-job and on-site visits. • Evaluating all accident reports; identifying negative and positive trends; and recommending changes, where appropriate. • While on site, communicating with individual workers and responding to their safety and health concerns. • Serving as one of the company representatives during any VOSH safety or health compliance visit conducted at Martin Horn work sites. • Assuming other safety and health duties as assigned.

Safety & Health Committee	Martin Horn’s Safety and Health Committee is made up of representatives from management and employees. The committee’s mission is to: • Help the company identify safety and health concerns. • Develop strategies and solutions to solve these concerns. • Become safety “role models” and “ambassadors.” The committee meets at least once a year to discuss safety and health issues, to review the current safety plans and to make suggestions for improvement. Membership on the committee includes: • Four members of the management team • Four members of the field crew • Others as assigned.
	Chapter Attachments
See the following:	1. Safety Rules for Workers & Subcontractors 2. Pre-Job Safety Check List



MARTIN HORN

Safety Rules For Employees & Subcontractors

1. Statement of Company Policy

The safety goal of Martin Horn is to be the best in our industry. As a company that interacts with contractors, we have a unique opportunity to support worker safety and health through our company practices and by encouraging our contractors to use safety practices.

OSHA tells us that we have the responsibility to provide our workers with a safe and healthy workplace, free from recognized hazards. We want to do this, and we also want to practice safety at the level of “best practices” in our industry. That means that we must insist that all workers on our job sites – our own or those of a subcontractor - are provided with safe equipment, tools and materials, safety supervision and training and are working in compliance with applicable OSHA/VOSH safety regulations.

The purpose of this plan is to outline basic work rules and practices for use by our employees and contractors. Thanks for watching out for each other and being safe out there!

2. Equipment and Work Subject to Safety Inspections

We conduct regular safety audits of our job sites. These audits are conducted by management as well as by our safety director.

Any equipment, tools, vehicles, or trailers brought onto our job site is subject to safety inspection. This includes any personally owned tools or equipment brought onto our job sites. In addition, all work practices will be subject to safety inspections.

Subcontractors will be notified immediately of any unsafe work practices or unsafe equipment noted during safety inspections.

3. OSHA & VOSH Compliance

We will follow all Federal OSHA requirements and will also follow any Virginia specific VOSH requirements that are more stringent than the federal regulations.

New administrative safety regulations adopted by the State of Virginia require all employers to “comply with the manufacturer’s specifications and limitations applicable to the operation, training, use, installation, inspection, testing, repair and maintenance of machinery, vehicles,

tools, materials, and equipment, unless specifically superseded by a more stringent corresponding requirement in Part 1926. (See VOSH Administrative Regulations Manual 16VAC25-60-130; effective September 21, 2006).

All workers are asked to review all manufacturers' safety manuals and safety requirements and follow explicit written or pictorial statements regarding safety.

4. Personal Protective Equipment

The following is a list of required PPEs that all workers must have and wear while on one of our job's sites.

Hard Hats – standard hard hats, in good condition, are to be worn always when working for us. They do not need to be worn when operating closed cab equipment but must be worn when leaving the equipment. Ball caps, wool caps or hoods are not to be worn under hard hats. Winter hard hat liners are acceptable if they are attached to the hard hat's suspension system.

Eye Protection – is to be worn whenever impact hand or power tools are in use as well as when saws and drills are in use and at other times when eye hazards are present.

Hearing Protection – should be worn when working around or working with loud equipment.

Work Gloves – gloves appropriate to the job should be worn, including when handling wood, glass, or chemicals.

Footwear - Work boots with good tread and ankle support should be worn.

Safety Vests – reflective and high visibility safety vests must be worn whenever anyone is on foot around moving equipment or vehicular traffic.

Seat Belts – seat belts shall be worn on all vehicles and equipment with manufacturer provided seatbelts.

The following may be used by workers on a voluntary basis:
Dust masks.

Proper professional dress for our construction sites includes:

Pants with full legs

Shirts with quarter sleeves

No inappropriate words or images on personal attire

5. Basic Safety Rules

We will use Conventional Fall Protection

Conventional Fall Protection Systems include, as appropriate:

Personal Fall Arrest Systems (harness, lanyard, anchor) or

Standard Guardrails

Standard Guardrails Systems for Structures

Standard guardrails consist of a top rail at the height of forty-two inches, plus or minus 3 inches; a mid rail, wall structure or parapet should be placed midway or at 21 inches from the walking surface. Toe boards or screens may also be appropriate if people are working below and could be

hit by falling objects. Open-sided floors, skylights, window openings, stair landings and balconies are all examples of open hazardous areas that are to be protected during construction.

Open-Sided Floors and Stairways

Open-sided floors or landings six feet or more above a lower level as well as stairs with more than four risers shall be protected by standard guardrails.

Guarding of Open Trenches or Excavations

Falls into open trenches or excavations six feet or more in depth shall be protected by guardrail systems, safety fences or barricades when the excavation is not readily seen because of plant growth or other visible barriers.

Fall Protection for Heavy Equipment Access

Access to heavy equipment will be by way of ladders, steps and handholds originally provided by the equipment manufacturer. These are to be maintained in good working order and not modified or removed. Workers will mount and dismount equipment always facing the equipment and using all hand holds.

Fall Protection for Personnel Lifting Devices

Personal Fall Arrest Systems will be used on all personnel hoists and powered scissor lifts where the manufacturer has provided anchor points. All such lifting devices must have adequate and stable footing for safe use.

Hand and Power Tool Safety

All hand and power tools used on our jobs are to comply with the manufacturers' requirements as well as OSHA standards.

All electrical tools except for battery chargers and safely maintained double-insulated tools shall be grounded.

All temporary electrical service, either from portable generators or from the construction site's temporary current, will be provided with Ground Fault Circuit Interrupters (GFCI).

GFCI must also be used when electrical equipment is plugged into a structure's permanent electrical system.

GFCI protection will also be used in our equipment yard and during equipment repair.

All electrical cords must be rated for Heavy or Extra Heavy outdoor service and must be at least 14-gauge or larger.

Ladder Safety

All ladders must be safe and used according to the manufacturer's requirements.

The legs of A-frame ladders must always be fully extended and placed on even surfaces prior to use.

Mobile Construction Equipment Safety

Only authorized and trained employees may operate mobile equipment. A pre-use safety check must be performed prior to engine start-up. Equipment must be in a safe position prior to leaving

the site. Traffic drums, cones and other safety devices will be used to mark the location of equipment and open excavations prior to leaving the site.

Back-up alarms are required on all our mobile construction equipment. Flaggers must be used when a driver cannot see to back up or move.

Reflective and high visibility safety vests must be worn whenever anyone is on foot around moving equipment or vehicular site or public traffic.

Safe Chemical Handling

All chemicals brought on site and used on site must remain in their original packaging with all manufacturers' warnings kept in place. Employees must be familiar with the hazards associated with the chemicals they are using. A Material Safety Data Sheet must be readily available for each chemical being used (a copy is available at our office for review).

Gasoline and other fuels must be stored in metal safety cans and clearly marked with the contents. Safety cans must be stored and not placed near fires or extreme heat.

Safe Work Around Overhead Lines, Underground Utilities & Ground Transformers

All mobile equipment is to maintain a safe distance of ten feet or more from all overhead power lines unless the lines have been de-energized or otherwise made safe. A spotter must be used if the equipment is to work under or near overhead power lines and has the possibility of coming within the 10-foot safety clearance.

No earthmoving or excavation work can occur until the area has been inspected for underground utilities.

Work around above-ground electrical transformers must proceed with caution. If possible, a 10-foot area around transformers will be maintained and marked. A spotter will be used if equipment operation must come within the 10-foot safety clearance.

Emergency & Fire Prevention Plans

Each job site we work at has its own Emergency Action Plan (a one-page list of instructions). This information is posted at the site's bulletin board or other designated location.

Each worker must know how to call for assistance in case of an emergency. A first aid kit and fire extinguisher are readily available on each of our company trucks.

Any workers on site trained in First Aid and CPR are encouraged to help each other during an injury or medical emergency.

Job site fire extinguishers are available for use by our employees and contractors' employees, but they are not required to use them. We required that all emergencies, including fires, be immediately reported by calling 911.

Smoking is not allowed near flammable liquids or during fueling or maintenance of equipment.

Excavation & Trench Safety

A company designated Competent Person must be on site to supervise excavation/trenching work whenever one of our employees or one of our subcontractors enters. Any excavation/trench entered must be either: sloped, benched, shored, or shielded in accordance with OSHA Excavation standards.

A ladder or ramp must be made available within twenty-five feet of any workers in the excavation. Moving equipment must be kept away from the excavation and all spoils or burdens must be two feet or more back from the edges of the excavation.

We will treat all excavations greater than four feet deep as Confined Spaces if there is the possibility that the space is oxygen deficient or contains a hazardous atmosphere or could be expected to contain such hazards (i.e.: digging near land fills or underground fuel storage, or near sewer or gas lines).

Confined Space Safety

It is our policy that workers will not enter a confined space (i.e.: excavations as noted above or utility holes, pipes, wells, pits, etc.). If our workers or our contractor must enter a confined space, then the atmospheres in the excavation shall be evaluated before workers enter. In addition, adequate precautions shall be taken to prevent exposure to oxygen deficient environments and other hazardous atmospheres.

A calibrated and ready to use four-gas monitor must be on hand if there is any possibility that workers will need to enter a potential confined space. Two or more workers will be trained to use the monitor.

Work Zone Safety

Reflective and high visibility safety vests must be worn whenever anyone is on foot around moving equipment or vehicular site or public traffic.

Flaggers directing public traffic must be certified. Work zone traffic control devices will be set up according to Virginia VDOT requirements.

Housekeeping and General Site Safety

Each employee as well as our subcontractors is required to “clean up as you work.” All material is to be stacked safely and located out of the path of equipment or foot traffic. All scrap is to be promptly removed from site. Any nails in scrap lumber are to be removed or hammered down. All tools and electrical cords are to be kept out of the path of foot traffic.

All personal and construction trash must be promptly put in containers and removed from site on a regular basis.

6. Accident Investigations

All accidents that result in injury to one of our workers or to a contractor’s workers, regardless of their nature, must be reported to our office as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

Chapter 2

Accident & Incident Investigation

	Overview
Introduction	Accidents, although unfortunate, do happen. Martin Horn cares about its employees and strives to provide a safe and healthy work environment. When accidents and other safety incidents occur, proper steps will be taken to ensure employees' health and safety.
Definitions	<u>Accidents</u> are unplanned events that cause injury to person(s), damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to property damage, etc. <u>Significant Near Misses</u> are unplanned events that do not cause injury or property damage but could do so. Examples include material being lifted overhead which feels close to a person, short-circuits on electrical equipment.
	Our Investigation Procedures
Accident Reports	The following steps will be taken to file an Accident Report: • The site supervisor (or shop supervisor if at the shop) will immediately notify the Safety Director. • The Safety Director will interview the supervisor, determine the extent of the investigation, and coordinate the investigation. • The Safety Director will fill out the proper insurance paperwork or instruct the appropriate person to do so. • The Safety Director will investigate of Significant Near Misses, Property Damage and Serious Injuries; an accident report will be written. The following paperwork will be filled out: • Accident Report

	• Medical Treatment Report (if accident required medical attention) • Accident Investigation Employee Statement if necessary • Accident Investigation Witness Statement, if necessary The Safety Director will submit accident forms along with a brief report of the accident to the President of Martin Horn and will file appropriate forms with Martin Horn's insurance carrier.
	Chapter Attachments
See the Following	1. Personal Injury Accident Report 2. Jobsite Injury – Office Reporting Procedure 3. Job Site Accident Reporting Procedure – Emergency Injury 4. Job Site Accident Reporting Procedure – Non-Emergency Injury 5. Medical Treatment Report 6. Accident Investigation – Employee Statement 7. Accident Investigation – Witness Statement 8. Company Panel of Physicians 9. VA Workers' Compensation Commission Report



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ACCIDENT REPORTING PROCEDURE

Emergency Injury

1. Call 911
2. Perform appropriate first aid.
3. Immediately call the office. Office will call insurance carrier and employee's family.
4. When possible, send someone to go to hospital with an employee. Bring the Medical Treatment Form.
5. Take photographs of the area where the injury occurred. If necessary, barricade off the area where injury occurred. (Example: wall collapse or trench cave-in)
6. Print the name of anyone who was with an employee when an injury occurs. Write down what witnesses said happened.
7. Fill out the Loss Investigation Report
8. Loss Investigation Report and Medical Treatment Form to the office.



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ACCIDENT REPORTING PROCEDURE

Non- Emergency Injury

1. Perform appropriate first aid.
2. If injury requires immediate medical care, take the employee to the nearest immediate care facility (Patient First), or hospital depending on the severity of the injury. Bring the Medical Treatment Form with you.
3. If an employee can drive himself to the facility, give the employee the Medical Treatment Form to take to the immediate care facility. Tell employees to have the physician fill out the Medical Treatment Form. The employee should return to the jobsite to give the Medical Treatment Form to the superintendent.
4. When an employee returns, ask what the doctor said about any work restrictions, write this down and tell the office.
5. Print the name of anyone who was with an employee when an injury occurs.
6. Fill out the Loss Investigation Report
7. Fax both the Loss Investigation Report and Medical Treatment Form to the office.
8. For follow-up treatment, the injured employee should select a doctor / medical practice from the Panel of Physicians. Please post this list on your bulletin board and have copies available to give to the employee. (Note: If the employee has a physician in the area that they have pleasant experience with, but is not on the Panel of Physicians, get the name of the doctor and call the office. We will contact our insurance carrier and try to have the doctor included on the Panel.)

JOB SITE INJURY

OFFICE REPORTING PROCEDURE

1. Make sure the superintendent has determined if the injury was job related.
2. Ask the superintendent if there were any witnesses to the injury. If so, get the names. If not, be sure to note under Item 42 of the Accident Report, that the employee alleges or claims to have injured himself doing....
3. If the injury is so severe to require 911 call, hospital visit or ambulance, immediately call Pam Haney at (434) 981-3332, Ted Horn at (434) 531-3705 or Office at (434) 293-6171 and advise them of injury.
4. Complete the Employer's Accident Report.



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MEDICAL TREATMENT REPORT

SUPERVISOR: Complete the following before sending employee to the doctor or emergency clinic for treatment.

Employee: _____ Date: _____

Supervisor: _____ Phone: _____

Accident: _____

(Briefly describe accident – fell off machine, bruised leg, cut finger with power saw, etc.)

STATEMENT TO TREATING AGENCY:

The person named above is an employee of Martin Horn, Inc. You are requested to treat this employee for the described work-related injury with First Aid – First Time – Emergency care only. Treat this injury as a worker's compensation claim. The employee has been provided with a panel of physicians should he require further care. Do not refer him/her to other doctors without authorization from one of the above-named employers.

BILLING INFORMATION: Please send all bills to the employer for handling. They will be forwarded to our insurance carrier. Please mail to the attention of Pam Haney.

STATEMENT TO THE TREATING PHYSICIAN:

The employer may offer an injured employee light duty. We will abide by any work restrictions imposed by the treating physician, but employees are expected to return to duty unless disabled. Please complete this report and return it to the employee.

Physician _____ Phone _____

Treatment Date _____ Return Appt. Date _____

Briefly describe treatment. _____

Diagnosis _____

Work Restrictions _____

WORK RESTRICTION STATUS:

Before releasing the injured employee, please have the attending physician call Pam Haney at (434) 981-3332 to advise her of the employee's injury status and any work restrictions.

MEDICAL INFORMATION RELEASE:

Please obtain a medical release form from the patient to provide the employer with the proper medical reports. The employer will require medical reports before paying for treatment of returning the employee to duty.



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Employee's Statement (use if requested)

This form is to be completed by the employee when he/she is injured on the job. This form is attached to the Employer's First Report of Accident to be submitted to the insurance company.

Name of Employee _____

Date and Time of Injury _____

What Happened _____

Type of Injury _____

Name(s) of Witness(es) if any. _____

Signed by _____

Date ____/____/____

Name of Employee



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Witness Statement (use if requested)

This form is to be completed by the employee who witnessed an on-the-job injury. This form is attached to the Employer's First Report of Accident form to be submitted to the insurance company.

Name of Injured Employee _____

Name of Witness _____

Date and Time of Injury _____

What Happened _____

Type of Injury _____

Signed by _____

Date ____/____/____

Name of Employee



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JOB SITE ACCIDENT REPORTING PROCEDURE To Be Posted on Site

Non- Emergency Injury

9. Perform appropriate first aid.
10. Immediately notify the Safety Director.
11. If injury requires immediate medical care, take the employee to the nearest immediate care facility (Patient First), or hospital depending on the severity of the injury. Bring the Medical Treatment Form with you.
12. If an employee can drive himself to the facility, give the employee the Medical Treatment Form to take to the immediate care facility. Tell employees to have the physician fill out the Medical Treatment Form. The employee should return to the jobsite to give the Medical Treatment Form to the superintendent.
13. When an employee returns, ask what the doctor said about any work restrictions, write this down and pass this information to the Safety Director.
14. Print the name of anyone who was with an employee when an injury occurs.
15. Fill out the Personal Injury Accident Report and Medical Treatment Form and submit it to the Safety Director.
16. For follow-up treatment, the injured employee should select a doctor / medical practice from Martin Horn's Panel of Physicians. Please post this list on your bulletin board and have copies available to give to the employee. (Note: If the employee has a physician in the area that they have pleasant experience with, but is not on the Panel of Physicians, get the name of the doctor and call the Safety Director. We will contact our insurance carrier and try to have the doctor included on the Panel.)



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JOB SITE ACCIDENT REPORTING PROCEDURE To Be Posted on Site

Emergency Injury

9. Call 911.
10. Perform appropriate first aid.
11. Immediately call the Safety Director. The Safety Director will call the employee's family and notify the insurance carrier.
12. When possible, send someone to go to hospital with an employee. Bring the Medical Treatment Form.
13. Take photographs of the area where the injury occurred. If necessary, barricade off the area where injury occurred. (Example: wall collapse or trench cave-in).
14. Print the name of anyone who was with an employee when an injury occurs. Write down what witnesses said happened.
15. Fill out the Personal Injury Accident Report.
16. Promptly submit the Personal Injury Accident Report and Medical Treatment Form to the Safety Director.



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EMPLOYEE NOTICE

CHARLOTTESVILLE, VA

ALL ACCIDENTS MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY!

FOR WORK RELATED INJURIES, MEDICAL SERVICES MAY BE OBTAINED FROM ONE OF THE MEDICAL FACILITIES LISTED BELOW. PLEASE CIRCLE YOUR CHOICE AND SIGN AND DATE THIS FORM AT THE BOTTOM.

Immediate Care –

MED Express
260 Pantops
Charlottesville, VA 22911

Hospital

Martha Jefferson Hospital ER
459 Locust Ave.
Charlottesville, VA 22902

UVA Hospital ER
1215 Lee St.
Charlottesville, VA 22901

EMPLOYEE _____ DATE _____

Chapter 3

Alcohol and Drug Testing Policy

	Overview
Introduction	It is the policy of Martin Horn that its employees be free of alcohol and controlled substances that could impair their judgment while working; for this reason, we have implemented an alcohol and drug-testing program.
Definitions	<u>Alcohol Use</u> means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. <u>Drugs</u>, interchangeable with controlled substances, refer to marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines).
Applicable Federal or State Regulations	• United States Department of Transportation (USDOT) has established an alcohol and controlled substance policy for all USDOT commercial motor vehicle drivers. • Federal Highway Administrator's controlled substance use and alcohol misuse rules for drivers of commercial motor vehicles (CMV)
	Policy
	Alcohol and Drug Testing will affect: • all drivers holding a commercial driver's license (CDL) while driving for Martin Horn • employees under DOT regulations who perform a safety-sensitive function for Martin Horn • All employees working for Martin Horn.

Prohibited Conduct	The following activities are PROHIBITED: • Reporting for duty or remaining on duty while having any measurable alcohol concentration • Being on duty or operating a CMV while possessing alcohol unless alcohol is part of the shipment. • Using alcohol while performing safety-sensitive functions • When required to take a post-accident alcohol test, using alcohol within 8 hours following an accident or prior to undergoing a post-accident alcohol test? • Refusing to submit to an alcohol or drug test required after an accident, at random, or because of reasonable suspicion. • Reporting for work or remaining on duty when the employee uses any controlled substance, except when instructed by a physician who has advised the employee that the drug does not adversely affect the employee's ability to operate a CMV. • Reporting for work or remaining on duty if the employee tests positive for controlled substances Violation of any of the above rules will result in termination of employment with Martin Horn
Testing Circumstances	All employees and new applicants will be subject to drug and alcohol screening under the following circumstances: 1. Pre-Employment 2. Post-Accident 3. Reasonable Cause
Testing Procedures	• All testing is performed at a certified laboratory strictly adhering to all federal standards and DOT rules. • All testing will be performed, and records will be released only to those authorized by DOT rules. • Upon notification by management that a test is required, the employee must proceed IMMEDIATELY to the testing site to have the test performed. • Failure to proceed promptly to the testing location will be regarded as a refusal to submit.
	See Also

	1. Martin Horn “Anti-drug & Alcohol Policy Statement 2. Martin Horn “Anti-drug & Alcohol Policy - Certification of Receipt” 3. Martin Horn “Anti-drug & Alcohol Policy – Consent Form”
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ANTI-DRUG & ALCOHOL POLICY

It is the policy of Martin Horn, Inc. that its employees should be free of substance abuse. Alcohol and drug use will not be tolerated under any circumstances on company property, company vehicles and equipment, customer property or at any time an employee is on duty.

For the purposes of assuring compliance with this policy, both employees and new applicants will be subject to drug screening as follows:

1. **Pre-employment**: All applicants for employment will be required to have a drug test as a condition for employment.
2. **Post-accident**: Any employee involved in any job-related accident will be required to undergo a drug and alcohol test.
3. **Reasonable cause**: Any employee whose actions or behavior causes suspicion of drug or alcohol abuse will be evaluated.

Any applicant who tests positive for the presence of illegal drugs will not be considered for employment. Furthermore, any existing employee who tests positive or refuses testing shall be subject to disciplinary action, which can include termination of employment.

Individual test results for employee applicants and employees will be released to Martin Horn, Inc. and will be kept strictly confidential. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely request.

Martin Horn, Inc. will not discriminate against employees because of past abuse of drugs or alcohol. It is the current use of drugs and alcohol that prevents employees from properly performing their jobs and which constitutes a direct threat to the property and safety of others.

This policy will be enforced firmly and uniformly. It applies to all employees. Martin Horn, Inc. believes that everyone will benefit from having a workplace free of alcohol and drug abuse. Any inconvenience is more than offset by the advantages of a healthy, safe workplace.



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ANTI-DRUG & ALCOHOL POLICY

Drug/Alcohol Testing Consent Form

I understand that as required by Martin Horn Inc., it is company policy that all current and prospective employees must submit to a drug or alcohol test.

I understand that if my test is positive for controlled substances, I will be suspended or terminated.

I further understand that a medical review officer (MRO) will evaluate the results of my test. This information will be released to my employer or prospective employer, but not to any other third party, without my prior written consent.

I hereby agree to submit to a drug screen test.

Date

Print Name

Signature

Witnessed By (Print Name)

Date

Signature



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ANTI-DRUG & ALCOHOL POLICY

Certification of Receipt Of Substance Abuse Policy

I hereby certify that on this date, _____,
I received a copy of the company policy on substance abuse.

I further agree to abide by the provisions of this policy.

NAME _____

SIGNED _____

WITNESSED _____

Chapter 4

Back Injury Prevention and Safe Lifting

	Overview
Introduction	Martin Horn has implemented safe lifting practices to ensure that employees are trained to protect themselves from the hazards of lifting improperly.
Applicable Federal or State Regulations	No Regulations
	Back Injury Factors
Lifting Tasks	The following tasks are considered potentially hazardous to the back: • Lifting awkward or extremely heavy loads without assistance • Using awkward lifting positions • Frequent, repetitive lifts • Pushing or pulling loads in an unsafe manner
High Risk Tasks	Any task involving the manual movement of materials has the inherent risk of causing injury to the back. The following tasks are considered potentially harmful to the back: • Unloading/loading of material by hand • Transporting heavy loads by hand
Other Back Injury Issues	Unrelated work factors may affect back safety. They include: • Physical condition- obesity, sedentary lifestyle, etc. • poor posture • stress

	Back Safety Plan
Safe Lifting Techniques	The following are basics of safe lifting: • Be aware of the size of the load before lifting. • Ask for lifting assistance when needed. • Bend the knees. • Keep object being lifted close to the body. • Lift with a straight, smooth motion • Avoid overreaching to set down the load. • Avoid twisting once the lift has been made.
Alternative Materials-Handling Techniques	Use the following items instead of carrying or moving loads to minimize lifting and bending requirements: • Hoists • Forklifts • Dollies • Carts
Safe Work Techniques	Other work-related tasks, besides lifting, can cause back pain or injury. To avoid injury, use the following techniques: • When catching items keep feet planted firmly and let the legs absorb the impact, keeping the back straight. • Do not remain in a seated or standing position for extended periods of time, stretch, or shift weight from side to side occasionally. • Maintain safe housekeeping techniques to reduce back injury due to a slip, trip, or fall. • Maintain a neutral posture when sitting and standing. • Do not rely on back belts to prevent back injuries. There is not enough evidence to show that the use of back belts aids in material handling tasks.

Chapter 5

Bloodborne Pathogens

	Overview
Introduction	The bloodborne pathogens program serves to protect Martin Horn employees from workplace transmissions of infections caused by microorganisms sometimes found in blood and certain other potentially infectious materials.
Definitions	<u>Bloodborne Pathogens:</u> Microorganisms present in human blood that can cause disease in humans. These include: • Hepatitis B virus, HBV • Human Immunodeficiency virus, HIV (AIDS virus) <u>Potentially Infectious Fluids</u> include: • Blood • Semen and Vaginal secretions • Saliva • Any body fluid that visibly contains blood • Any body fluid that you cannot identify.
Applicable Federal or State Regulations	29 CFR 1910.1030
	Exposure
Forms of Exposure	Exposure can occur in the following forms: • Specific eye, mouth, nasal membrane, non-intact skin, or through the skin contact with the infectious fluids. • Contact from spraying or splashing of the infectious fluid.

Job Classifications with Occupational Exposure	OSHA does not consider personnel employed in non-health care positions to have occupational exposure to BBP. OSHA requires the employer to make this decision based upon job classification or specific tasks and procedures that might involve occupational exposure. Martin Horn has determined that employees trained and certified in first aid/CPR and designated by the company as medical emergency first responders may have a risk of exposure to BBP. All employees must be aware of the standard so that first aid and clean-up procedures are managed safely.
	Work Practices
Universal Precautions	This control approach treats all human blood and certain body fluids as if they were known to be infectious.
Safe Work Techniques	Use the following safe work techniques: • Use caution when managing sharp jagged objects! • Never remove a safety guard from any tool or machine • Always wear all the PPE needed for a task. • Wash hands immediately after removing gloves and after any hand contact with blood or other fluids! • Do not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in areas where there is a potential for exposure!
Personal Protective Equipment	Gloves are the first line of defense in potential exposure situations. Follow the following guidelines when using gloves: • Never re-use sole use gloves • Never use gloves that are cracked, peeled, or discolored. • Wear two pairs of gloves if necessary! • Avoid rubbing the eyes or face after the gloves are in place! • Use non-latex medical gloves! • To remove gloves: 1. Peel off one glove and hold it in the gloved hand! 2. With an uncovered finger, peel off the remaining glove from the inside. 3. Dispose of the gloves promptly and properly then wash your hands! A CPR mask or face shield is a potential line of defense during a cardiac

	emergency. Use the Following guidelines: • Use a mask or face shield if available! • Use the equipment following your training protocol! • Use eye protection! All PPE is considered disposable and is only to be used once. All PPE, hand wipes, dustpans, etc. can be found within the bloodborne pathogen protection kit provided by Martin Horn to each certified first responder designated in first aid and trained in bloodborne pathogen exposure control.
	Responding to Emergencies
Housekeeping	Use the following methods of decontamination during a medical or first aid emergency where blood might be involved: 1. Isolate the area to be cleaned by using a tape barrier and posting appropriate signs! 2. Protect yourself with appropriate PPE! 3. Scatter absorbent on the body fluid, then collect the debris and deposit in the plastic bag! 4. Use pliers, tongs, or a broom to pick up broken glass or metal. Dispose of sharp items in the containers provided. 5. Wash the floor with soap and water followed by disinfectant! 6. Leave tape barrier in place until disinfected area is completely dry! 7. Place all gowns, gloves, and materials used in cleaning and disinfecting into a biohazard bag or regular plastic bag according to Martin Horn procedures! 8. Report the accident to the Safety Director as soon as possible!
Hepatitis B Vaccine	Martin Horn employees are not designated as medical first responders and are considered by OSHA to have a low exposure to Hepatitis B if they do choose to assist during an emergency. Hepatitis B Vaccine is not offered now.
	See Also
See the following:	1 – List of Martin Horn workers holding current FA/CPR cards, posted at each job site.

Chapter 6

Chemical Spill Response

	Overview
Introduction	Workplace chemicals are potentially hazardous if not used, stored, and cleaned up in a safe manner. When chemical spills occur in the work environment, the spill must be managed properly to ensure the health and safety of all Martin Horn employees.
Applicable Federal or State Regulations	29 CFR 1926.1100- 1926.1152 (subpart Z)
	Chemical Spill Response
Hazard Determination	• Once a chemical has been spilled, the clean-up process should begin as soon as possible. • Refer to the hazard determination made by the chemical manufacturer as indicated on the Material Safety Data Sheet
Clean-Up	Each chemical spill clean-up procedure should be specific to the spilled chemical, using methods described on the chemical's Material Safety Data Sheet
Hazard Communication Program	See Martin Horn Hazard Communication Program for specific hazards or refer to chemical specific MSDS'S for more information.
	See Also
See the Following:	1. Written Hazard Communication Program Chapter 15

Chapter 7

Confined Space Entry

	Overview
Introduction	Martin Horn does not allow their employees to enter any confined space. The following Confined Space Entry program is designed to be used as a model for contractors who may need to do confined space entry work on a Martin Horn job site.
Definitions	<u>Confined Space</u>: an area that is large enough and so configured that an employee can bodily enter and perform assigned work; and has limited or restricted means for entry or exit; and is not designed for continuous employee occupancy. <u>Permit- Required Confined Space</u>: a confined space that has one or more of the following characteristics: 1. contains or has the potential to contain a hazardous atmosphere. 2. contains material that has the potential for engulfing an entrant. 3. has an internal configuration such that an entrant could be trapped by walls caving in or by a floor which slopes down and tapers to a smaller cross section. 4. contains any other recognized serious safety or health hazard, including welding, burning, grinding, or painting tasks. <u>Entry</u> occurs as soon as any part of the employees' body breaks the plane of an opening into the confined space whether the individual intends to fully enter the space or not.
Applicable Federal or State Regulations	29 CFR 1910.146

	Confined Space Entry Plan
Non- Permit-Required Spaces	The following requirements must be followed on any confined space entry: • Identify all potential hazards! • Evaluate the confined space atmosphere at time of entry. • Identify the isolation methods to be used! • Identify rescue personnel and rescue methods! • Verify the type of circulation needed! • Ensure the stand-by attendants are in constant communication with all employees inside the space!
Permit-Required Spaces	The following requirements must be followed on any permit-required confined space entry: • All requirements for Non- Permit-Required (see above) • All employees involved shall be trained in specific hazards of the space by a supervisor. • Continuous atmospheric monitoring may be required. • A documented rescue plan shall be developed and reviewed with all employees involved. • Communication must be in place to call the rescue service in the event of an emergency. • All employees entering or exiting the space must sign in and out on the Confined Space Permit
Training	• Subcontractors must provide proof of Confined Space Training and Certification prior to working in a confined space on a Martin Horn job site.
Duration	The maximum duration of the confined space work shall be specified on the Confined Space Pre-Entry Permit
	Isolation of the Confined Space When Necessary

Isolation Methods	When necessary, use the following Isolation Methods 1. Piping Systems Classified as Non-Hazardous Systems 2. Piping Systems Classified as Hazardous Systems 3. Cover or Guard Openings
Electrical Lockout/Tagout	Electrical lockout, where present must do before entry into any confined space. If the confined space is equipped with internal moving equipment, where the possibility of stored energy or unexpected movement is possible, in addition to locking out power supplies, physical disconnection or blocking of the drive must be done.
Review Procedure	All Confined Space permits must be kept on file for no less than one year or for the duration of the job.
	Responsibilities
Job Supervisor	Job Supervisors with confined spaces will: • If necessary, isolate the confined space by either blinding or removing all inlet and outlet piping. • Disconnect energy sources
Crew Supervisor	Supervisors will: • Guard each opened confined space against unauthorized entry using one of the following methods. a. Posting a sign at all openings which reads “DANGER-PERMIT REQUIRED CONFINED SPACE – DO NOT ENTER” b. Stationing a certified stand-by attendant at each opening to prevent unauthorized entry. • Have available any MSDS sheets that pertain to the space. • Ensure stand-by attendants guard all openings such that employees cannot accidentally fall through the openings. • Ensure that all members involved with the job have been trained. • Determine that the entry permit contains all required information. • Cancel the entry authorization and terminate entry whenever acceptable entry conditions are not met. • Know permit space hazards and monitor activities inside and outside space.

	• Ensure that the permit is posted at the confined space entry point. • Verify that rescue services are available for all permit entries. • Ensure that documented rescue plans have been developed. • Complete the Daily Permit for Permit-Required Spaces • Evaluate the atmosphere for oxygen content, flammable vapors, carbon monoxide, and any other potential contaminant. • Ensure that all other Permit-Required Space requirements are met
Attendant	The stand-by attendant will: • Monitor the entry, exit of entrants, and maintain a continuous count always. • Maintain communication with entrants during the operation. • Order evacuation when required. • Activate the emergency rescue plan when needed. • Perform no duties which might interfere with the assigned responsibilities of the confined space attendant.
Authorized Entrant	The authorized entrant will: • Sign in/out on the confined space entry log when a permit is required. • Know the hazards which may present during entry. • Notify the attendant when any symptoms of exposure are recognized. • Maintain contact with the stand-by attendant. • Exit the space when ordered to do so. • Can effectively use the required equipment for the confined space entry job.
	Equipment
Respiratory Protective Equipment	These devices will be used for protection against contaminant concentrations below established permissible exposure limits
Retrieval Equipment	Retrieval and fall protection equipment shall be used for personnel entering a confined space. When a permit is required, approved full body harnesses must be worn by all entrants. Retrieval lines shall be attached to the harness with the other end attached to an approved mechanical hoist installed at the entry

	site to retrieve personnel from spaces greater than five feet in depth.
Other Required Equipment	The following equipment is also required: • Emergency Horn- for stand-by attendant • Ladders- when space involved a drop of more than three feet. • Electrical equipment that is compatible with potential conditions in the confined space • Ventilation equipment capable of providing at least four exchanges of air per hour by volume. • Atmospheric testing equipment • Radio-when required as a means of direct communication.
	Chapter Attachments
See the Following	1.Confined Space Entry Permit



Date _____

Job Number

Location

Entry Purpose _____

Instrument/Calibration Date _____

ZERO

Oxygen (O ₂) = 19.5%-23%	<u>20.90%</u>
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Explosive (LEL) = 10% LEL	0
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Carbon Monoxide (CO) = 50 PPM 0

Hydrogen Sulfide (H₂S) = 10 PPM 0

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Chapter 8

Electrical Safety

	Overview
Introduction	Martin Horn requires all employees to work safely with their electrical equipment, to be observant and keep a safe distance when working around electrical installations, and to use safe work practices for electricity.
Applicable Federal or State Regulations	29 CFR 1910.331-335 (subpart S)
	Electrical Safety
Hazards	The following electrical hazards may be present on our jobs: • Shock • Burns • Arcing and sparking • Explosions • Fires
Electrical Accidents	Electrical accidents can occur because of the following reasons: • Unsafe equipment and or installation • Unsafe workplaces caused by environmental factors. • Unsafe work practices Electrical accidents can be prevented with the following: • Insulation on wires and tools • Circuit protective devices including fuses, circuit breakers, and Ground Fault Circuit Interrupters (GFCI) • Guarding • Grounding • Personal protective equipment

GFCI Use	All electrical equipment and extension cords must be protected by GFCI. GFCI'S can be temporary plug-ins or permanent outlets. GFCI'S will be used with generators as well as when using a building's permanent wiring or a job site's temporary wiring.
Safe Work Practices	The following are safe work practices that shall be followed when working with electricity: • Lockout/Tagout • Maintain electrical equipment according to manufacturer's standards. • Respect warning signs, fences, and cages. • Inspect tools and GFCI'S prior to use. • Only repair equipment which you are authorized to repair. • Use three prong plugs, double insulated tools, and safety switches. • Keep machine guards in place. • Keep electrical equipment clean. • Never carry electrical equipment by the cord • Never use worn or frayed cords • Never fasten cords with staples, hang from nails, or suspend from wire. • Never run cords through holes in walls, ceilings, doorways, or windows without proper protection • Do not wear metal objects when working with electricity.
Extension Cords	Extension cord sets used with portable electric tools and appliances shall be of three-wire type and shall be 10, 12 or 14 gauges. Extension cords must also be designed for hard or extra-hard usage in wet environments. Examples of these types of flexible cords include hard service cord with alphabet coding that includes the following: S, ST, SO, STO. Wet environment rated cords have a W on the alpha coding. All extension cords will be used with Ground Fault Circuit Interrupters (GFCI).

De-Energizing Equipment	The following procedures relate to De-Energizing Equipment: • Disconnect all electrical energy sources, all circuits and equipment. • Release stored electrical energy, by discharging capacitors and short-circuiting and grounding high capacitance elements. • Block electric circuit parts that could reenergize stored non-electrical energy.
10 Foot Safety Clearance	• If you are working near overhead power lines of 50 kV or less, you or any equipment you are using must not come any closer than ten feet from the lines. • Add four inches of distance for every 10 kV over 50 kV.
Lockout/Tagout	See chapter on lockout/tagout.

Chapter 9

Emergency Plans, Medical Emergency Response & First Aid

	Overview
Introduction	Emergency Action Plans serve to communicate emergency policies and procedures to employees and to communicate to VOSH what Martin Horn does in emergencies.
Definitions	<u>Emergency Action Plan</u> (EAP) is a written plan that covers incident reporting, rescue and evacuation procedures, communications and alarms, responsibilities of designated personnel during emergencies, and required training for those with such responsibilities.
Applicable Federal or State Regulations	29 CFR 1910.38 (a)
	Emergency Action Plan
EAP	The following requirements must be followed regarding the Martin Horn Emergency Action Plan: • EAP must be in writing and posted at all Martin Horn jobs, no matter how many employees are on site. • All employees must receive training on the EAP, and copies of the EAP must be made available to employees. • Emergency phone numbers must be properly posted on the site and must be easy to read. • Local emergency responders must know how to access the site and where the head office is, to obtain directions to the location of an emergency.
First Aid and Medical Services	The following requirements must be followed regarding emergency services:

	• A suitable number of appropriately trained personnel are to be available to provide first aid/CPR, or there must be a designated medical clinic nearby (within 4 minutes) • All supervisors and employees must know the identity of the first aid providers and the local hospital and clinic. • First aid kits are available and are well stocked, clean, and easily accessible. There is a portable kit for use at the scene of an emergency. •
Emergency Equipment	• There must be at least one fire extinguisher for every 3,000 square feet. In multistory buildings there must be at least one for each floor. • Extinguishers must be located near areas where flammables or combustibles are stored, transported, or used. • Extinguishers must be inspected monthly and serviced annually by licensed personnel. Annual maintenance tags must be attached. • Other fire control devices (such as fire blankets, sand for extinguishing fires, sprinklers, and standpipes) must be available if necessary. • Emergency eye washes and showers must be available if workers may be exposed to hazardous or corrosive materials. These facilities must be readily accessible and in good working order. • Effective communication procedures and means of communication must exist to notify supervisors and medical personnel of an emergency anywhere on the site. Emergency communication devices (telephones, intercoms, megaphones, radios, alarms, etc.) must be available. • There must be proper equipment for prompt transportation of injured workers to the nearest appropriate medical facility. • All emergency equipment must be properly and clearly marked.
Types of Evacuations	On site: • An evacuation route should be determined in case of a fire, severe weather, or other unsafe conditions. • Employees will be notified either in person by radio, cell phone or another agreed-upon form of communications. At the office: • Evacuation route maps should be posted in all permanent structures. • Employees will be notified of evacuation either by alarm, in

	person, or by other pre-determined means.
	Chapter Attachments
See the Following	1. Site Emergency Action Plan Poster



MARTIN HORN

Emergency Action & Fire Prevention Plans for

This site address is: _____

Fill out street address of this site to be used if 911 must be called. If there is no street address fill out the "911 Script" below...

Here is how to find this site: _____

Write in a "911 Script" which caller can use when calling 911 to explain how to get to this site.

For Rescue Squad/Fire Department, call _____

**Local Hospital or immediate care clinic
to use if transporting person for non-emergency care** _____

Address _____

**If job site is evacuated due to emergency, all employees.
are to report to this location for further instructions** _____

**If Drug Testing is required due to an accident
on the job, we will use this facility** _____

FIRE PLAN: Immediately call fire department for all fires. Only use provided fire extinguisher if you have had fire extinguisher training. And only use provided fire extinguisher for smoldering fires.

The Company responsible for this site is _____

The Supervisor responsible for this site is _____

Chapter 10

Employee Corrective Action & Discipline

	Overview
Introduction	The Standards of Conduct are designed to protect the well-being and the rights of all Martin Horn employees; to assure safe, efficient operation, and to assure compliance with public law.
Applicable Federal or State Regulations	No Regulations
	Standards of Conduct
Attendance	Timely and regular attendance is expected of all Martin Horn employees. Planned lost time should be arranged with supervision in advance. Unexpected lost time should be reported as promptly as possible to supervision at the beginning of the employees' work schedule.
Application of Time	Martin Horn employees are expected to apply themselves to their assigned duties the full schedule for which they are being paid, except for reasonable time provided to take care of personal needs.
Work Performance	Martin Horn employees are expected to meet established performance standards.
	Offenses
First Group Offenses	Includes those types of behavior less severe in nature, but which require correction. These include: • Unsatisfactory attendance or tardiness

	• Abuse of company time • Conviction of a moving traffic violation while using company vehicles • Harassment and bullying • Inadequate or unsatisfactory job performance, including that related to safety and health issues.
Second Group Offenses	Includes acts and behavior which are more severe. These acts include: • Failures to follow supervisor's instructions, or to comply with established policy. • Violating safety rules where there is no threat to life. • Leaving the work site without permission during working hours • Failure to report to work. • Unauthorized use of or misuse of company property
Third Group Offenses	Includes acts of such a serious nature that a first occurrence should normally warrant termination. These acts include: • Excessive absences without satisfactory explanation • Use of alcohol or the unlawful manufacture, distribution, possession, or use of any controlled substance in the workplace during working hours • Falsifying any record, such as time sheets, reports, or vouchers • Willfully damaging or defacing company property • Theft or unauthorized removal of company property • Acts of physical violence or fighting • Violating safety rules where there is a threat to life. • Sleeping during working hours • Participating in any work slowdown, sit-down, or similar interference with operations • Unauthorized possession or use of firearms, dangerous weapons, or explosives • Threatening employees or supervision • Criminal convictions for acts of conduct on or off the job that are plainly related to job performance. • In subornation
	Corrective Action Procedures
Purpose	Corrective Action Procedures were designed to: • Establish a fair and objective process for correcting or treating

	unacceptable conduct. • Distinguish between less serious actions of misconduct and provide corrective action accordingly. • Limit corrective action to employees conduct occurring only when employees are at work or when otherwise representing the company.
First Group	The following actions will be taken for a First Group offense: • A supervisor should first discuss the offense situation and advise the employee of the need for correction with written warning. • If not corrected, the employee shall be given a second. written notice, the employee will be suspended without pay. for no more than three working days. • A third notice will result in termination.
Second Group	The following actions will be taken for a Second Group offense: • Written notice and suspension without pay for no more than three workdays. • A Second notice will result in removal. • A single offense, coupled with two active First Group offenses will result in removal.
Third Group	The following actions will be taken for a Third Group offense: • A first occurrence will normally warrant termination.
	Other Disciplinary Issues
Notice	Prior to suspension or removal an employee may be informed of the reasons for the actions to be taken and may be given an opportunity to respond to these reasons.
Suspension	Suspension in lieu of removal shall not exceed 3 working days.
Probation	• All Martin Horn employees are on probationary for the first thirty working days. • The failure of the probationary employee to meet conduct standards is grounds for immediate termination.

	Chapter Attachments
See the Following:	1. Disciplinary Action Notice

Chapter 11

Excavation and Trenching Safety

	Overview
Introduction	All open excavations and trenches can be dangerous and must be managed safely by all Martin Horn employees.
Definitions	<u>Excavation</u> means any human-caused cut, cavity, trench, or depression in an earth surface, formed by earth removal. <u>Protective System</u> means a method of protecting employees from cave-ins, collapses and materials falling or rolling into the excavation. Protective systems include metal hydraulic, mechanical, or timber shoring systems, sloping, and benching systems, shields or trench boxes and other systems of protection. <u>Sloping</u> means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation to prevent cave-ins. <u>Trench</u> means a narrow excavation made below the surface of the ground, the depth is greater than the width, but the width is not greater than fifteen feet.
Applicable Federal or State Regulations	29 CFR 1926.650-1926.652 (Subpart P)
	Excavation Safety Plan
Work Practices	All excavations will have a designated competent person. The Competent person will insure the following: • Prior to excavations, determine the location of utility lines, telephone lines, electric, and water lines that may be expected to

	be encountered during the excavation. • Determine soil type, proper safeguarding, evaluate potential hazards in the vicinity or in the work zone. • Ensure a proper means of egress from the excavation, either through ramps, stairways, or ladders • When excavation takes place close to vehicular traffic, employees shall wear warning vests made of reflective material. • Daily inspections of excavations, adjacent areas, and protective systems must be performed. In the case that the daily inspections result in evidence of a hazardous situation, employees shall be removed from the area until necessary precautions have been taken.
Hazards	• Precautions must be taken to prevent employee exposure to atmospheres containing not enough oxygen, or other hazardous atmospheres, this includes the use of proper ventilation and breathing apparatus as needed. • Employees shall not work in excavations where there is water accumulation. • When water accumulation is an issue, water removal equipment shall be used, as well as other equipment used to prevent surface water from entering the excavation.
Employee Protection	Martin Horn employees in an excavation must be protected from cave-ins and loose rock or soil that could pose a hazard by falling from the face of the excavation. The following measures, if designed in accordance with applicable requirements, are suitable protective systems: • Sloping and benching systems • Support systems. • Shield systems.
	Chapter Attachments
See the Following	1.Subcontractor Soil Analysis Checklist 2. Excavation Checklist 3. Daily Trenching Log

Subcontractor's Soil Analysis Checklist

This checklist must be completed when soil analysis is made to determine the soil type(s) present in the excavation. A separate analysis must be performed if the excavation (trench) is stretched over a distance where soil type changes.

Site Location _____		
Date _____	Time _____	Competent Person _____
Where was the sample taken from? _____		
Excavation Depth _____	Excavation Width _____	Excavation length _____

Visual Test	
Particle Type:	Fine Grained (cohesive) _____ Granular (sand/silt or gravel) _____
Water conditions:	Wet _____ Dry _____ Seeping Water _____ Surface water present _____ Submerged _____
Previously disturbed soils	Yes _____ No _____
Underground Utilities	Yes _____ No _____
If yes, what type	_____
Layered Soils	Yes _____ No _____
Layered Soils dipping into excavation	Yes, _____ No _____ Unknown _____
Excavation exposed to vibration	Yes _____ No _____
If yes, from what	_____
Crack like opening or spalling observed	Yes _____ No _____
Conditions that may create a hazardous atmosphere	Yes _____ No _____
If yes, identify condition and source.	_____
Surface encumbrances	Yes _____ No _____
If yes, what type	_____
Work to be performed near public vehicular traffic	Yes _____ No _____
Possible confined space exposure	Yes _____ No _____

Subcontractor's Soil Analysis Checklist

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Manual Test

Plasticity: Cohesive _____ non-cohesive _____

Dry Strength: Granular (crumbles easily) _____ Cohesive (broken with difficulty) _____

Wet Shake: Water comes to surface (granular material) _____ Surface remains dry (clay material) _____

NOTE: The following unconfined compressive strength tests should be performed on undisturbed soils.

Thumb Test: used to estimate unconfined compressive strength of cohesive soil.

Test Performed Yes _____ No _____

_____ Type A- Soil indented by thumb with incredibly significant effort.

_____ Type B- Soil indented by thumb with effort.

_____ Type C – Soil easily penetrated several inches by thumb with little or no effort.

(If soil is submerged, seeping water, subjected to surface water, runoff, exposed to wetting)

Penetrometer or Shearvane: used to estimate unconfined compressive strength or cohesive soils.

Test Performed Yes, _____ No _____ Device Used: _____

_____ Type A- Soil with unconfined compressive strength of 1.5 tsf or greater.

_____ Type B- Soil with unconfined compressive strength greater than 0.5 tsf and less than 1.5 tsf.

_____ Type C – Soil with unconfined compressive strength of 0.5 tsf or less.

(If soil is submerged, seeping water, subjected to surface water, runoff, exposed to wetting)

Subcontractor's Soil Analysis Checklist
Page 3 of 3

Soil Classification

Stable Rock _____ Type A _____ Type B _____ Type C _____

Selection of Protective System

Protective System: _____ Sloping Specify Angle _____
_____ Timber shoring.
_____ Aluminum Hydraulic Shoring
_____ Trench Shield Maximum depth in this soil _____

Excavation Checklist

(To be completed by Subcontractor's "Competent Person")

Site Location _____
Date _____ Time _____ Competent Person _____
Soil Type _____
Soil Classification _____ Excavation Depth _____ Excavation Width _____
Type of Protective System Used _____

For Each Item indicate YES, NO, or N/A for not applicable.

General Inspection of Jobsite	
Excavations, adjacent areas, and protective systems inspected by a competent person daily prior to the start of work	
Competent person has the authority to remove employees from the excavation immediately	
Surface encumbrances removed or supported	
Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation	
Hard hats worn by all employees	
Spoils, materials, and equipment set back at least 2 feet from the edge of the excavation	
Barriers provided at all remotely located excavations, wells, pits, shafts, etc.	
Walkways and bridges over excavations 4 feet or more in depth are equipped with standard guardrails and toeboards	
Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic	
Employees required to stand away from vehicles being loaded and unloaded	
Warning system established and utilized when mobile equipment is operating near the edge of the excavation	
Employees prohibited from going under suspended loads	
Employees prohibited from working on the faces of sloped or benched excavations above other employees	
Utilities	
Utility companies contacted and/or utilities located	
Exact location of utilities marked	
Underground installations protected, supported, or removed when excavation is open	
Means of Access and Egress	
Lateral travel to means of egress no greater than 25 feet in excavations 4 feet or more in depth	
Ladders used in excavations secured and extended 3 feet above the edge of the trench	
Structural ramps used by employees designed by a competent person	
Structural ramps used for equipment design by a registered professional engineer (RPE)	
Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surface	
Employees protected from cave-ins when entering or exiting the excavation	

Excavation Checklist

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Wet Conditions	
Precautions taken to protect employees from the accumulation of water	
Water removal equipment monitored by a competent person	
Surface water or runoff diverted or controlled to prevent accumulation in the excavation	
Inspections made after every rainstorm or other hazard increasing occurrence	
Hazardous Atmosphere	
Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible, or other harmful contaminant exposing employees to a hazard	
Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres	
Ventilation provided to prevent employee exposure to an atmospheres containing flammable gas in excess of 10% of the lower explosive limit of the gas	
Testing conducted often to ensure that the atmosphere remains safe	
Emergency equipment, such as breathing apparatus, safety harness, etc. exist	
Employees trained to use personal protective and other rescue equipment	
Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavation	
Support Systems	
Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads	
Material and equipment used for protective systems inspected and in good condition	
Materials and equipment not in good condition have been removed from service	
Damaged materials and equipment used for protective systems inspected by a registered professional engineer after repairs and before being placed back into service	
Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment	
Members of support system securely fastened to prevent failure	
Support systems provided to ensure stability of adjacent structures, buildings, roadways, walls, etc.	
Excavations below the level of the base or footing supported, approved by an RPE	
Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure	
Backfilling progresses with removal of support system	
Excavation of material to a level no greater than 2 feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth	
Shield system placed to prevent lateral movement	
Employees are prohibited from remaining in shield system during vertical movement	

Daily Trenching Log

Date _____ Signature _____

Weather _____ Project _____

Was One Call System contacted Yes _____ No _____

Protective System Trench Shield _____ Wood Shoring _____

Sloping _____ Other _____

Purpose of trenching Drainage _____ Water _____

Sewer _____ Gas _____

Other _____

Were visual soil tests made Yes _____ No? _____

If yes, what type? _____

Were manual soil tests made Yes _____ No? _____

If yes, what type? _____

Type of soil Stable Rock _____ Type A _____ Type B _____ Type C _____

Surface encumbrances Yes _____ No _____

If yes, what type? _____

Water Conditions Wet _____ Dry _____ Submerged _____

Hazardous atmosphere exists Yes _____ No _____

Is trenching or excavation exposed to public vehicular traffic Yes _____ No _____

Measurements of trench Depth _____ Length _____ Width _____

Is ladder within twenty-five feet of all workers ~~Yes~~ ~~No~~

Is excavated material stored two feet or more from edge of excavation Yes _____ No _____

Are employees exposed to public vehicular traffic Yes _____ No? _____

Are other utilities protected Yes _____ No? _____

Are sewer or natural gas lines exposed Yes _____ No _____

Periodic inspection Yes, _____ No _____ Last Date _____

Did employees receive training in excavation Yes _____ No _____

Chapter 12

Fall Protection

	Overview
Introduction	Employee working surfaces must have the strength and support to allow employees to work safely. Martin Horn employees working over six feet high will have one or more means of fall protection unless they are working on scaffolds where fall protection needs (by means of guardrails) to be provided ten feet or higher.
Definitions	<u>Walking/working surface</u> means any surface, horizontal or vertical, on which an employee walks or works, including roofs, ramps, and bridges, not including ladders.
Applicable Federal or State Regulations	29 CFR 1926.501-1926.503 (subpart M) 29 CFR 1926.1053 29 CFR 1926.450-1926.454 (subpart L)
	Fall Factors
Walking and Working Surfaces	The following are common walking/working surface problems: • Inclement weather • Wet indoor surfaces • Traction and footwear • Poor housekeeping • Changing work surfaces
Ladders	The following are common ladder problems: • Not inspecting the ladder before each use • Using the top level or top step of an A-frame ladder • “Walking” a ladder to move it into place. • Placing a ladder in front of a doorway • Not maintaining three points of contact with the ladder

	• Two or more people on ladder at same time • Using an A-frame ladder without fully extending the legs • Not securing an extension ladder at the top and bottom • Not providing thirty-six inches of any ladder above a landing • Using any ladder while not following manufacturer's safety rules
Scaffolds	The following are common scaffolding problems: • Unsound footing including use of unstable material to raise scaffolding. • Lack of base plates secured to mud sills. • Incomplete components or bad connections between components • Lack of complete or safe planking at all work levels • Exceeding the recommended load • Lack of toe boards or not guarding area below scaffold • Moving rolling scaffold while occupied • Working too close to power lines • Lack of proper guardrails, including end rails • Lack of proper ladder access • Snow and or ice on exposed scaffold surfaces • Lack of proper uplift pins at all connections
Motor Vehicles and Heavy Equipment	Falls can occur when entering and exiting cabs and seats of motor vehicles and other heavy equipment.
	Fall Protection Plan
Housekeeping	For walking/working surfaces: • Conduct hazard audits, looking for the above factors. • Keep aisles, walkways, and stairs clear. • Get rid of clutter. • Provide and maintain adequate lighting. For ladders: • Perform a ladder inspection prior to each use. • Ensure that ladder rungs are free of dirt, grease, or oil. • Store ladders laying flat on the ground. For scaffolding:

	• Inspect scaffolding for sound footing, and locked positions. • Ensure that all exposed surfaces are free of dirt, oil, ice etc. • Ensure a safe means of entry. For stairs under construction: • Only use if pans are filled solid with safe temporary material. • Use only with adequate light. • Use only if it is clear of materials and debris.
Safe Work Techniques	For walking/working surfaces: • Clean up your messes. • Slow down when walking, being aware of hazards. • Use short steady steps on slippery areas. • Use handrails on stairs. • Report hazards immediately, marking the area to notify others. • Guard floor holes and openings. For ladders: • Do not use step ladders longer than twenty feet. • Do not use single ladders longer than thirty feet. • Do not use extension ladders longer than sixty feet. • Select the correct ladder for the load. • Inspect the ladder before each use. • Use step ladders on an even surface with legs fully extended and locked. • Maintain three points of contact between the ladder and yourself. For scaffolding: • Do not exceed the recommended load. • Do not move while occupied. • Provide guardrails, and toe boards at 10 ft. • Anchor the scaffolding when necessary. For motor vehicles and heavy equipment: • Always use handrails. • Face the ladder or steps always • Maintain three points of contact when climbing up or down. • Always use anti-slip surfaces for climbing or stepping • Never jump from or to ladders, steps, or walkways • Always wear Seatbelts while operating equipment
Personal Fall Arrest Systems	Employees are assigned Personal Fall Arrest Systems (PFAS) when needed due to the nature of the exposure. PFAS is to be inspected prior

	to use by the employee and is to be put on following manufacturer's guidelines. PFAS is to be used with an appropriate and safe lanyard system, anchor point and any other necessary and safe connection systems (such as a horizontal or vertical lifeline). PFAS is to be used in the following conditions: • When working from a personnel hoist • When working from an approved basket rigged to a crane • When at the edge of a walking/working surface more than six feet below another surface • When at the edge of a walking/working surface less than 6 feet below another surface and above dangerous equipment or environment • When working outside of a guard rail system • When working under or through or over a guard rail system (such as when on a ladder above an open window frame or above a guard rail) • When working on high pitched roofs • When working on low pitched roofs outside of a safety zone set up fifteen feet from the roof edge
Inspection Tags	Martin Horn job sites will use inspection tags for the following equipment: • Extension and A-Frame Ladders • Built scaffolding and stair scaffolds.
	Chapter Attachments 1. Extension Ladder Inspection Tag 2. A-Frame Inspection Tag

Chapter 13

Fire Protection

	Overview
Introduction	Martin Horn's fire prevention plan is in place to control and reduce the possibility of fire and to specify the type of equipment and procedures to use in case of fire.
Applicable Federal or State Regulations	29 CFR 1926.150-1926.155 (subpart F) 29 CFR 1926.24
	Fire Safety Plan
Fire Protection	Martin Horn requires that: • All fire fighting equipment be maintained in usable condition and in a conspicuous location. • Ready and safe access shall be maintained all firefighting equipment. • Employees designated to fight fires will attend fire extinguisher training when scheduled. • Employees be aware of potential fire hazards or inoperable fire fighting equipment, and report conditions to their supervisor when noticed.
Fire Extinguishers	The following regulations apply to fire extinguishers: • Fire extinguishers rated no less than 2A must be provided for each 3,000 square feet. • Travel distance from any point of the protected area to the nearest extinguisher must not exceed one hundred feet. • One 55-gallon open drum of water with two fire buckets may be substituted for a fire extinguisher having a 2A rating. • Additional requirements must be met when storing flammable or

	combustible liquids. • Fire extinguishers must be inspected and maintained. • Only trained employees are to use fire-fighting equipment. • Fires are only to be fought if they are just starting. • Before attempting to fight any fire, 911 must be called so that the fire department is dispatched. The following information is to be used as a reminder for how to operate a fire extinguisher: • Hold the extinguisher and break the seal on the pin. • Pull the pin, standing 3- feet away from the fire. • Aim the nozzle towards the base of the fire. • Activate the extinguisher by pushing the handle and sweeping the nozzle back and forth over the base of the fire.
Fire Prevention	The following methods may be used to prevent fire: • Minimize ignition hazards like poor electrical wiring and smoking in prohibited areas. • Do not store, handle, or use flammable or combustible liquids in temporary buildings. • Obey OSHA regulations when storing combustible liquids in open yards. • Immediately report all fire hazards when first observed. • Promptly call 911 when a fire starts and before attempting to use fire extinguishing equipment.
Training & Manufacturer's Safety Instructions	• Only professionally trained employees should use fire extinguishers. • This training is to be provided to designated employees upon initial assignment and at least annually thereafter. • All equipment manufacturers' safety instructions will be followed and will be used as a part of this periodic training.
	Chapter Attachments
See also:	1. Fire Extinguisher Monthly Inspection Tag

 MARTIN HORN
MONTHLY INSPECTION

Date	By	Condition

**Remove from service after 12 months &
have inspected/recharged by fire
extinguisher service company.**

Chapter 14

Flammable & Combustible Liquids Control

	Overview
Introduction	Martin Horn requires that care be taken when employees are storing, handling, and or using flammable and combustible liquids.
Definitions	<u>Flammable</u> means capable of being easily ignited, burning intensely, or having a rapid rate of flame speed. <u>Combustible liquids</u> mean any liquid having a flash point at or above 140 °F and below two hundred °F
Applicable Federal or State Regulations	29 CFR 1926.152
	Flammable & Combustible Liquids
Storage	• Only approved containers and portable tanks may be used for storage and handling of flammable and combustible liquids. • All compressed gas cylinders must be secured always. If not in use, valve caps must be in place. • Flammable and combustible liquids must not be stored in areas used for exits or stairways. • Flammable and combustible liquids must be contained in UL listed metal safety cans and appropriately labeled. • No more than twenty-five gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet. • Storage cabinets must be approved wooden or metal cabinets, labeled in conspicuous lettering, “Flammable – Keep Fire Away.” • Appropriate fire protection must be readily available.

Chapter 15

Hazard Communication

	Overview
Introduction	The Martin Horn Hazard Communication complies with the requirements of the OSHA's HCS 2012 using the Globally Harmonized System.
Definitions	<u>Safety Data Sheet</u> (SDS) means written or printed material concerning a hazardous chemical.
Applicable Federal or State Regulations	29 CFR 1910.1200
	Hazard Communication Program
Manufacturers and Importers	Martin Horn will use information provided by chemical manufacturers and importers. This includes: • Evaluation of chemicals to determine if they are hazardous. • Assurance that each chemical container is properly labeled when it leaves the manufacturer's premises. • Provision of SDS when requested.
Written Program	Martin Horn Hazard Communication program includes the following requirements: • Labeling and other forms of warning • List of hazardous chemicals on-site • SDS'S for all chemicals on-site • Employee training program
Labeling	Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

	Labels must contain the following information about the chemical: • Product identifier • Signal Word • Hazard Statements • Pictograms • Name, address, and telephone number of chemical manuf. or importer or other responsible party on the label as needed. Labels must: • Be in English • Be legible. • Be visible. • Identity of the hazardous chemical(s) as listed on the SDS. • Appropriate hazard warnings to help employees protect themselves from the hazards of the substance.
SDS'S	SDS'S must be provided to any employee who requests the information, either formally or informally.
Training	Hazard training is required: • At the time of initial assignment, usually when the new employee is hired. • Whenever a new hazard is introduced into the work area Training must include: • Methods and observations used to determine the presence of the material. • The physical and health hazards of the material • Measures employees can take to protect themselves from exposure. • Tasks that could result in the release of hazardous chemicals. • The components of the company's Hazard Communication Program • How to request an SDS. This training is the responsibility of Martin Horn, job site superintendent or other designated management representative.
	Special Issues

Occupancy Exposures	Provisions will be taken to reduce exposure to excessive vapors, fumes, overspray, and smells associated with chemical use which could affect workers, the public and any building occupants.
Non-Routine Tasks	Employees must be made aware of the methods used for non-routine tasks, such as the cleaning of tanks, or other non-routine tasks. Martin Horn management is responsible for ensuring that their affected employees are trained on the proper methods for non-routine tasks.
Contractors	When contractors and others are working at multi-employer worksites all parties must: • Provide access to SDS'S for all applicable chemicals. • Inform others of methods of protection • Inform others of methods of labeling. • Make available their company's written hazard communication program.
	Chapter Attachments
See the Following:	1. Hazardous Chemical Inventory List



Martin Horn Safety & Health Manual
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Chapter 16

Hearing Conservation

	Overview
Introduction	Noise is a widespread problem in industrial settings and carries the health hazard of permanent hearing loss. To ensure the safety of all Martin Horn employees hearing, the following plan has been created.
Definitions	<u>Decibel</u> (dB) is a unit of measurement of sound level.
Applicable Federal or State Regulations	29 CFR 1910.95
	Hearing Conservation Plan
Hearing Conservation Program	A hearing conservation program is required whenever noise exposures equal or exceed an 8-hour time-weighted average sound level of eighty-five dBA
Monitoring	Martin Horn employee monitoring is needed: • When employee exposure is equal to or exceeds an 8-hour time-weighted average sound level of eighty-five dBA • Whenever a change in production, process, equipment, or controls increases noise exposure.
Testing	• Audiometric testing must be made available to all employees who are exposed to an 8-hour time-weighted average of 85 dB or more. • The testing must be provided at no cost to employees. • Testing must be used to establish a baseline hearing level, and subsequent annual test may be performed

Hearing Protection	• Martin Horn will provide hearing protectors to all employees exposed to an 8-hour time-weighted average of 85 dB or more. • Training must be provided prior to providing hearing protection. • Martin Horn will provide initial fitting of the hearing protection.
Training & Manufacturer's Safety Instructions	A hearing conservation training program must: • Be repeated annually for all exposed employees. • Include the effects of noise on hearing. • Describe the effects of hearing protectors, as well as the use and care of these items. • Include the purpose of audiometric testing and an explanation of testing procedures. • Review the PPE manufacturer's safety instructions
Recordkeeping	Martin Horn will retain exposure measurement records for the required period of 2 years. Martin Horn for the duration of the affected employee's employment will retain audiometric test results.

Chapter 17

Heavy Equipment Safety

	Overview
Introduction	Martin Horn expects heavy equipment to be operated by trained individuals in a safe and efficient manner to ensure the safety of the operator as well as the safety of those around the equipment.
Definitions	<u>Heavy Equipment</u> is to include the following: • Motor vehicles • Material handling equipment • Haulage trucks • Powered industrial trucks including rough terrain vehicles (Lull Lifts) • Earth moving and site clearing equipment. • Personnel hoists • Bob Cats and similar equipment
Applicable Federal or State Regulations	29 CFR 1926.600-1926.606 (subpart O)
	Heavy Equipment
Equipment Requirements	The following are general heavy equipment requirements: • All heavy equipment must be inspected by a competent person before each shift. • Must have suitable means of stopping. • All heavy equipment left unattended at night must have appropriate lights or reflectors to identify the location of the equipment. • Heavy equipment which is suspended shall be blocked or cribbed to prevent falling before employees can work under them. • Bulldozer blades and other similar equipment must be lowered

	and blocked when not in use. • Whenever the equipment is parked, the parking brake shall be set. • All cab glass must be safety glass with free of obstruction, with no visible distortion and without any sort of damage (i.e., cracks) • No employee shall ride heavy equipment unless it is equipped with seating for each passenger. • Seat belts must be provided and used on all seating material, handling equipment and motor vehicles. • Equipment specific safety requirements must be met as set forth by OSHA standards
Training & Certification	No Martin Horn employee can operate heavy equipment without being certified. All operators of heavy equipment will receive certification training that includes: • Equipment manufacturer's safety guidelines • Pre-operation safety measures • Proper operating safety procedures • Post-operation safety measures • Equipment maintenance safety measures All operators of Powered Industrial Trucks must receive safety training in compliance with 29 CFR1926.602 (1910.178).
Manufacturer's Safety Instructions	All equipment manufacturers' safety instructions will be followed and will be used as a part of initial training and certification. All equipment manufacturers' safety instructions will be followed always when equipment is in use.

Chapter 18

Housekeeping & General Safe Work Practices

	Overview
Introduction	Good housekeeping contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills and trip hazards. Good housekeeping practices are expected of all Martin Horn employees.
Applicable Federal or State Regulations	29 CFR 1926.25
	Housekeeping Procedures
Office	Proper office housekeeping methods must be used to prevent fires, as described in Chapter 15 of this safety manual. The following are good office housekeeping work methods: • Avoid clutter. • Keep walkways clear.
Construction Areas	Housekeeping is a critical issue on all Martin Horn construction sites. The following methods should be used: • Form and scrap lumber with protruding nails, and all other debris must be kept cleared from work areas, passageways, and stairs. • Combustible scrap and debris should be removed from the construction site in a safe manner. • Containers must be provided for the collection and separation of waste, trash, oily rags, and other refuse. • Dispose of garbage and other waste at frequent regular intervals • Each site should have a daily clean-up plan to ensure proper site clean-up each day.

Chapter 19

Lockout/Tagout

	Overview
Introduction	Unexpected energization or start up of machines or equipment during servicing is potentially dangerous to employees. To control this hazard, lockout/tagout procedures must be followed by all Martin Horn employees working with electrical systems. Martin Horn will use electrical subcontractors to perform hot work and major repairs.
Definitions	<u>Lockout</u> means the placing of a locking device to physically prevent the re-energization of a device so long as the device is present. <u>Tagout</u> means placing a tag on the energy disconnect device indicating that the equipment is being worked on and that the equipment should not be switched on.
Applicable Federal or State Regulations	29 CFR 1910.147 29 CFR 1926.417
	Lockout/Tagout Procedures-General
Preparation	Energy control procedures must be in place to ensure that before work begins on a machine or equipment it shall be isolated from the energy source and rendered inoperative. They are as follows: • Make a survey to locate and identify all isolating devices that apply to the equipment to be worked on • Check for more than one energy source involved.
Rules	Lockout/Tagout devices must: • Be the only devices used for controlling energy. • Not be used for other purposes. • Be appropriate to the environment in which they are used. • Be standardized within the facility by color, shape, or size.

	• Be substantial enough to prevent unauthorized removal. • Identify the employee applying the device. Energy control procedures must: • Be inspected periodically to ensure proper compliance. • Be communicated to all affected employees. • Include application techniques for control devices as well as release techniques.
Lockout/Tagout Procedures	The following sequence must be followed when performing a lockout/tagout: • Notify all affected employees. • Shut down the equipment to be worked on by the normal stopping procedure. • Operate the energy isolating device so that the equipment is isolated from the energy source. • Dissipate any stored energy by repositioning, blocking, or bleeding down. • Lockout and or tagout the energy isolating devices with individual locks or tags by doing the following: a. deactivate the equipment at the main power source. b. have each authorized employee affix a personal lock to the device. • After ensuring that no employees are exposed, operate the normal operating controls to be sure that the equipment will not operate. • After a successful test of no operation, again turn the equipment off. • The equipment is now locked out or tagged out.
Restoring Operations	After servicing is complete perform the following tasks to restore energy: • Check the area to ensure that no employees are exposed. • Remove all tools from the equipment. • Reinstall guards. • Remove all lockout/tagout devices. • Operate energy isolating devices to restore energy to the machine.

Chapter 20

Office Safety & Ergonomics

	Overview
Introduction	Office safety encompasses all aspects of safety, including good housekeeping and ergonomics. Ergonomics matches the workplace to the worker, making jobs more comfortable for Martin Horn employees, thus reducing musculoskeletal disorders.
Applicable Federal or State Regulations	1910 applicable to office environments OSHA Ergonomic Guidelines
	Office Safety
Ergonomics	Handling materials manually, including lifting and lowering items can lead to injury if not done correctly. When deciding if a lift is safe, consider the following factors: • Weight of load being lifted. • Distance material is being moved. • Awkward postures • Frequency of lift When manually moving materials consider the following controls to lessen or eliminate the risk of injury: • Reduce the weight being lifted. • Decrease the distance the object is traveling. • Use handles on boxes. • Use lifting and carrying aids like hoists and carts. • Train employees in proper lifting techniques
Housekeeping	See the Housekeeping chapter for more details regarding office housekeeping.

Security	All Martin Horn employees must be aware of their own personal safety and security as well as that of their co-workers. Direct all unknown people to the front desk. Report suspicious behavior. Keep side and back-office doors locked if others are not around.
Dress Code	• Proper dress is expected of all employees to ensure safe working conditions in office environments. • When visiting our construction sites, safety boots, hard hats, and other protective equipment must be worn.
First Aid	For more detail see the chapter on Emergency Plans
Weather Related Emergencies	In the case of a weather-related emergency, all Martin Horn employees must follow proper safety and evacuation procedures as described in chapter on Emergency Plans.
Fire Safety	For more detail see the chapter on Fire Protection
Use of Small Appliances	The use of small appliances, such as toasters, coffee pots, etc. is restricted to kitchen areas of the office, and must be turned off and unplugged when not in use.

Chapter 21

Personal Protective Equipment

	Overview
Introduction	All Martin Horn employees exposed to hazardous conditions must be protected from harm. Personal protective equipment is used to shield employees from hazards they may face on the job.
Applicable Federal or State Regulations	29 CFR 1910.132- 1910.140 (subpart I) 29 CFR 1926.95- 1926.104 (subpart E)
	PPE Program
Standard Required PPE	The following PPE is required on all job sites: • Hard Hat • Work boots with appropriate tread/soles. • Safety glasses • Gloves appropriate to the task • Hearing protection if over eighty-five dBL • High visibility/Reflective vest if near moving equipment
Hazard Analysis & PPE Certification	Unusual chemical, physical, and biological hazards may be encountered on the job. The Safety Director will conduct a preliminary hazard analysis prior to each job starting. It will be determined if PPE other than that normally required will be necessary. The Safety Director will document the hazard analysis and unusual PPE requirements in a written certification or notice that will be posted on the job. No PPE certification is necessary if the standard PPE is all that is required. Martin Horn supervisors will communicate job specific hazards and required PPE to employees and subcontractors before beginning work on that job.

Maintenance	All company provided and employee-owned personal protective equipment must be maintained according to the manufacturer's guidelines.
	PPE – Specific Information
Eye and Face Protection	• Eye and face protection must be provided when machines or operations present potential eye or face injury. • Eye and face protection must meet ANSI requirements. • Proper eyewear must be provided for employees who require corrective lenses
Hard Hats	Martin Horn will provide head protection for employees working in areas where there is a potential danger of head injury from impact or falling objects.
Foot Protection	Safety-toe footwear worn by employees must meet ANSI requirements.
Respiratory Protection	See Respiratory Protection chapter for more detail.
Other Equipment	The proper use of other personal protective equipment, such as rubber gloves and gowns, may be found in the bloodborne pathogens section of this safety manual.
Training	Training must be provided for all affected employees on the possible hazards of a job, the proper personal protective equipment to use, and the proper use and care of that equipment.

PPE Decision Table

The following PPE is required to be readily available on all job sites:

- Hard Hat – must be worn always when on the job.
- Work boots with appropriate tread/soles – must be worn always when on the job.
- Safety glasses
- Gloves appropriate to the task
- Hearing protection if over eighty-five dBL
- High visibility/Reflective vest if near moving equipment

Use this table to help you determine when you need to wear PPE under special conditions.

PPE TASK	Eye Protection Face Protection	Gloves	Respiratory Protection	Hi Visibility Vest	Other
Hammering or pulling nails	Safety glasses	Leather	-	-	
Impact tools & Powder Actuated	Safety glasses	Leather	-	-	
Pneumatic tools	Safety glasses	Leather	-	-	Hearing protection if Eighty-five dBL
Power drill	Safety glasses	Leather	-	-	
Cutting wood or soft materials	Safety glasses	Leather	Voluntary Dust mask	-	
Cutting masonry or metal	Face shield & glasses	Leather	Voluntary Dust Mask	-	
Using chemicals	Safety glasses	Appropriate Gloves	Check SDS		Check SDS
Sweeping	Safety glasses	Leather	Voluntary Dust Mask		

Chapter 22

Respiratory Protection

	Overview
Introduction	To reduce the exposure to potential hazards in the air, respiratory protection may be needed for affected Martin Horn employees.
Definitions	<u>Fit test</u> means the use of a protocol to evaluate the fit of a respirator on an individual. <u>Voluntary Use Respirators</u> are disposable filtering face piece (dust) masks that are available for use by employees on an “as needed” basis when no respiratory hazard exists.
Applicable Federal or State Regulations	29 CFR 1910.134 29 CFR 1926.103
	Respirators
Selection and Use	Proper respirator selection must be based on the work environment being used in, the potential hazards in that environment, and the user of the respirator. The following rules should be followed regarding selection and use: • Only those employees certified by a physician as fit to do so are permitted to use respirators. • Certified employees shall use only those respirators issued by Martin Horn’s Safety Director • Every respirator wearer shall receive fitting instructions from a qualified person. • Respirators shall not be worn when conditions prevent a good face seal. Such as: a. beard b. sideburns

	c. the absence of dentures d. temple pieces of glasses prevent seal. • The face piece shall be checked by the wearer each time the respirator is used.
Maintenance	• Respirators must be clean, sanitary, and in working condition. • All respirators shall be inspected routinely before and after each use. • All respirators will be collected, cleaned, and disinfected as often as necessary.
Storage	Respirators must be: • Stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, and excessive moisture. • Stored so as not to deform the face piece and exhalation valve. • Kept accessible to the work area. • Stored in compartments or in covers that are clearly marked.
Training	Martin Horn will provide effective training to all employees who are required to wear respirators. Training will include: • Limitations and capabilities of the respirator • Proper use and care of respirator • Maintenance and storage procedures As part of training, prior to initial respirator use, employees must be fit tested, using the respirator that they will be expected to use on the job. Fit testing should then be repeated annually to ensure a proper respirator fit.
Voluntary Use Respirators	Martin Horn makes available filtering face piece/dust masks for employees' voluntary use. Employees who chose to voluntarily use respirators are directed to review Appendix D of 29 CFR 1910.134. Employees who have respiratory illnesses or difficulty breathing should notify the Safety Director and should not use a voluntary use respirator until the use has been reviewed. If a voluntary use respirator is to be stored between uses, it must be stored in a clean zip-lock bag and tagged with the user's name.

	Employees must follow all manufacturers' safety guidelines when using required respirators or when using voluntary use respirators.
	See Also
See also:	1. Appendix D of 29 CFR 1910.134

(Mandatory) Information for Employees Using Respirators When Not Required Under Standard. - 1910.134 App D

 [Regulations \(Standards - 29 CFR\) - Table of Contents](#)

● Part Number:	1910
● Part Title:	Occupational Safety and Health Standards
● Subpart:	I
● Subpart Title:	Personal Protective Equipment
● Standard Number:	1910.134 App D
● Title:	(Mandatory) Information for Employees Using Respirators When Not Required Under Standard.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when carefully selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposure to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

one. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator in atmospheres containing contaminants which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or exceedingly small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Chapter 23

Safety & Health Recordkeeping

	Overview
Introduction	Martin Horn employee medical records, exposure records, and other important records must be kept on file in accordance with OSHA requirements.
Definitions	<u>Access</u> means the right and opportunity to examine and copy. <u>Safety Data Sheet</u> (SDS) means written or printed material concerning a hazardous chemical.
Applicable Federal or State Regulations	29 CFR 1910.1020 29 CFR 1926.33
	Safety & Health Recordkeeping
Employee Exposure Records	The following Employee Exposure records must be kept on file: • Workplace monitoring or measuring of toxic substances. • Biological monitoring results • SDS'S • Chemical inventory list
Employee Medical Records	The following Employee Medical records must be kept on file: • Medical and employment questionnaires or histories • Medical examination results • Medical opinions, diagnoses • First aid records • Descriptions of prescriptions • Employee medical complaints

Procedures	Records must be kept on file for specific periods of time based on the type of record, as specified by OSHA.
Access	All employees or designated representatives requesting access to a record must be given access within a reasonable time following the request, within fifteen working days of the request.
Injury/Illness Recordkeeping	Requirements: • OSHA 300 log • OSHA 300 A log • OSHA 301 Incident Form • All must be kept on record for five years. • The previous year's 300 A log must be posted February 1 through April 30

Chapter 24

Safety Communication & Training

	Overview
Introduction	To communicate important safety information to all Martin Horn employees, a Safety Training plan has been created.
Applicable Federal or State Regulations	OSHA 29 CFR 1926.21
	Safety Training Program
Purpose	The Martin Horn Safety Training program will educate and train employees in the recognition, avoidance, and prevention of unsafe conditions in the workplace.
The Plan	Each Safety Training Program shall contain the following: • Information about known potential hazards. • How to avoid injury from the hazard • Safe handling and use of harmful substances • Information about personal protective equipment needed, including care, use, and maintenance of the equipment. Each Safety Training program shall: • be administered by a trained, competent person. • be made available to all affected employees.
Frequency	Training shall be administered at the following times: • Upon initial employment • Annually as required by OSHA at specific and applicable standards or by Martin Horn • After an incident • When new hazards are introduced into the work environment

	Training Schedule
Required Training	The following training programs are required for employees designated by Martin Horn: • Fire Extinguisher Training • OSHA Construction Training for Supervisors • Respirator Fit Test (prior to assignment) • First Aid (every 2 years) • CPR (every 2 years) • Competent Person- Excavation (prior to assignment) • Traffic Control- Flaggers (every 2 years) • Forklift and other Heavy Equipment operation (prior to assignment) • CDL training (prior to assignment)
Retraining	Retraining will occur whenever: • certifications need to be renewed. • employee participates in an accident and retraining appears necessary. • supervisor notices behavior that indicates the employee has forgotten their training. • work conditions and equipment have changed to the point that new training is needed.
	See Also
See the Following:	1. Individual Safety Training Plan



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Individual Safety Training Plan

Employee:
Hire Date:
Position:

Each employee's training plan is based upon current exposure and job duties. All training topics listed below may not apply.

Required Training	Date	Refresher
Electrical Safety – General Awareness		
Fall Protection-General Awareness		
Fire Extinguisher Use		
Hazard Communications		
PPE Use & Maintenance		
New Employee Orientation		

Recommended Safety Training

OSHA 10 or 30		
Supervising Safety		
1 st Aid & CPR		

Chapter 25

Shop Safety

	Overview
Introduction	Housekeeping and tool safety are important components to overall shop safety. Good housekeeping keeps shops clean and free of known hazards, and safe tool use reduces the risk of injury or death from hand and powered tools. All Martin Horn shops should be maintained according to the following safety methods.
Applicable Federal or State Regulations	29 CFR 1926.300-1926.307 29 CFR 1910.211-219
	Shop Safety Plan
Housekeeping	When working in a shop, the following are good housekeeping techniques: • Keep work areas well lit. • Keep work areas clean, and free of trash and debris. See chapter 20 of this safety manual for more detail concerning proper housekeeping techniques.
Tool Safety	The following are best work practices to ensure safe tool use: • Use the right tool for the job. • Use tools that are in good working condition. • Only use tools that you have been trained to use. • Wear proper personal protective equipment as needed when using tools. • Regularly inspect tools for wear • Dress properly to avoid clothing, jewelry, and hair from getting in the way of the tool. • Be aware of those around you or working with you. • Turn off powered tools when not in use.

	Avoid the following hazardous tool activities: • Using a screwdriver device as a chisel • Using tools with mushroomed heads or loose handles • Exposing power tool cords to heat, oil, or sharp edges • Carrying power tools by their cords
Machine Guarding	Machine guarding should protect the user from the following: • Point of operation hazards • In-running nip points • Rotating parts • Flying chips or sparks Machine Guards should: • Only be removed for servicing, and then must be replaced. • Be secure. • Protect objects from falling in. • Not create new hazards
Powered Industrial Truck/Forklift	See the chapter on Heavy Equipment Safety. In addition: • All operators shall be certified users. • The shop forklift shall be inspected daily and before each use. • The seatbelt will be used.

Chapter 26

Site Clearing

	Overview
Introduction	When clearing land for a construction site, Martin Horn employees may be exposed to specific hazards. It is important to recognize these hazards and be prepared to deal with them if they are present.
Applicable Federal or State Regulations	29 CFR 1926.604
	Site Clearing Plan
Hazards	The following hazards may be present when working outdoors clearing sites: <u>Irritant and toxic plants</u> • Poison ivy. • Poison oak. • Poison sumac. • Ragweed • Sagebrush <u>Harmful insects and animals</u> • Snakes • Ticks • Poisonous spiders • Bees/hornets/wasps • Mosquitoes • Dogs/cats
Safety Requirements	When performing site clearing work Martin Horn employees must be trained in first aid for plant and insect hazards

	Site clearing equipment must meet the following requirements: • Must be equipped with rollover guards. • Rider-operated equipment must be equipped with an overhead and rear canopy guard. • Overhead canopy guard must not be less than one-eighth- inch steel or ¼ inch woven wire mesh with openings no larger than 1 inch. • Rear canopy guard must be covered with not less than ¼ inch woven wire mesh with openings no larger than 1 inch. In addition: • All equipment, workers and their tools must keep a safe distance of ten feet or more from all overhead utility lines. • Underground utilities must be marked prior to beginning site clearing or earthmoving.
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Chapter 27

Site Safety Inspections

	Overview
Introduction	Martin Horn construction sites are subject to inspections by Virginia OSHA representatives. The purpose of these inspections is to ensure compliance with safety regulations. Site safety, however, should be an issue always, even without the weight of OSHA inspections. For this reason, the Martin Horn supervisors should perform informal site safety inspections.
Applicable Federal or State Regulations	29 CFR 1926.3
	Safety Inspections
Frequency	Company regulated site safety inspections should occur regularly to ensure safety regulations are being followed. Martin Horn Supervisors will conduct regular site safety audits: • Prior to beginning a new job • At the start of each shift • After breaks in work due to extreme weather • After an accident • Whenever safety hazards become apparent
Safety Director's Audits	The Safety Director will conduct unannounced safety audits: • On a regular basis • Prior to a job starting or prior to the start of critical phases. • After an accident • When asked to assist in problem solving by the site superintendent/supervisor? Superintendents will receive feedback in the form of: • On site post-audit meetings • Written site audit reports Monthly "Safety Report Cards"

See the following:	1. New Job Safety Check List 2. Site Safety Audit Report 3. Site Safety Report Card
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New Job Site: _____ **Date:** _____

Have you provided the following? Check if yes. Explain below if not checked.

	Government Notices / OSHA Notice		Adequate entrance, parking, storage areas
	Emergency Action Plan for Site		Coordination of safety with Subs
	Lavatory with sink/water		Safe building entrances and stairways
	Fire Extinguishers		Perimeter fall protection when over 6 ft
	First Aid Kit		Protection of wall & floor openings

Deficiencies? _____

Actions Taken? _____

Have you made the following available at this site?

	Copy of MH Safety Manual & Plans		First Aid Kit with weekly inspection record
	MH Emergency Action Plan for this site		Posted List of Competent Persons i.e.: Scaffolding, Fall Protection, Trenching
	Chemical List & MSDS collection for this site		Posted List of Designated Persons i.e.: Forklift, Rigging, Hot Electrical
	Fire Extinguishers at storage & work areas		OSHA 301 Posted (2/1 through 4/30)

Deficiencies? _____

Actions Taken? _____

Is the following safety training documented for workers at this site?

	First Aid/CPR Training (1 or more with Martin Horn)		Emergency Action Plan
	Weekly Safety Meetings or Toolbox Talks		Fall Protection Training for PFAS
	Emergency Action Plan Training or Drill		Safe Use of Ladders & Scaffold (if applicable)
	Fire Extinguisher Training		Forklift Training (if applicable)

Deficiencies? _____

Actions Taken? _____

NOTES:

Do You Have a Plan to Review the Following on A Weekly Basis?

Use this as a weekly check list to monitor your job...

Potential Safety Issues:	SAFE	UNSAFE	Not Applicable
General Site Safety:			
1. Emergency equipment (fire, first aid) available & ready for use			
2. PPE safely stored, maintained & ready for use			
3. Good housekeeping throughout D&G storage & work areas			
4. Adequate & safe lighting in storage & work areas			
5. Safe walking & working surfaces including stairs			
6. Proper & safe storage of materials & chemicals			
7. Segregation & safety of chemicals & compressed gas			
8. Our electrical systems/work is safe for other trades to be near			
Gang Box Safety:			
9. Gang Box safely located & kept orderly			
10. Electrical tools/cords stored away from sharp/heavy equipment			
Fall Protection at 6 feet or more:			
11. Other protection of walking/working edges & wall or window openings if perimeter protection is not at least thirty-nine inches high			
12. Safe stairways with guardrails/handrails on landings & whenever there are four steps or more			
13. Protection of elevator, mechanical shafts & skylights			
14. Covers on floor holes, covers secured & marked			
15. Safe ladders, rolling scaffold & built scaffold			
16. Fall protection when ladders/scaffold used above guardrail			
Work Practice & Equipment Safety			
17. Heavy equipment (lifts, material handling, generators) safe			

Potential Safety Issues:	SAFE	UNSAFE	Not Applicable
18. Hand & electrical tools safe to use			
19. PFAS & PFAS & another PPE safe to use			
20. Safe electrical work practices in use			



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Site Safety Audit Report

JOB NO. _____ JOB NAME _____

SUPERINTENDENT _____ DATE _____

PERSON(S) MAKING INSPECTION _____

Subcontractors Onsite (List Name and Trade)

COLUMN A = Adequate at time of inspection
 B = Needs consideration
 C = Needs immediate attention
 N/A= Not applicable

	A	B	C	N/A	Action Taken
1. Job Information					
• OSHA 300 forms posted and completed.					
• OSHA poster posted.					
• Phone no. for the nearest medical center posted.					
• Toolbox talks up to date?					
• Work areas properly signed and barricaded?					
2. Housekeeping					
• General neatness of work area?					
• Projecting nails removed or bent over?					
• Waste containers provided and used?					
• Passageways and walkways clear?					
• Cords and leads off the floor?					
3. Fire Prevention					
• Adequate fire extinguishers, checked and accessible?					
• Phone no. of fire department posted.					
• “No Smoking” posted and enforced near flammables?					
4. Electrical					
• Extension cords with bare wires or missing ground prongs taken out of service?					
• Ground fault circuit interrupters being used.					
• Terminal boxes equipped with required covers?					
5. Hand, Power & Powder Actuated Tools					
• Hand tools inspected regularly.					

• Guards in place on machines?					
• Right tool being used for job at hand?					
• Operators of powder actuated tools are licensed?					
6. Fall Protection					
• Safety rails and cables are secured properly?					
• Employees have D-ring belts in the center of the back.					
• Employees exposed to fall hazards are tied off?					
• Employees below protected from falling objects.					
7. Ladders					
• Ladders extend at least thirty-six" above the landing?					
• Ladders are secured to prevent slipping, sliding, or falling?					
• Ladders with split or missing rungs taken out of service?					
• Stepladders used in fully open position?					
• No step at top two rungs of stepladder?					
8. Scaffolding					
• All scaffolding inspected daily?					
• Erected on sound rigid footing?					
• Tied to structure as required?					
• Guardrails, intermediate rails, toe boards and screens in place?					
• Planking is sound and sturdy?					
• Proper access provided?					
• Employees below protected from falling objects.					
9. Floor & Wall Openings					
• All floor or deck openings are planked over or barricaded?					
• Perimeter protection is in place.					
• Deck planks are secured.					
• Materials stored away from edge?					
10. Trenches, Excavation & Shoring					
• Competent person on hand?					
• Excavations are shored or sloped back?					
• Materials are stored at least two feet from trench?					
• Ladders were provided every twenty-five feet in the trench.					
• Equipment is a safe distance from the edge of trench or excavation.					
11. Material Handling					
• Materials are safely stored or stacked?					
• Employees are using proper lifting methods					
• Tag lines are used to guide loads.					
• Proper number of workers for each operation?					
12. Welding & Burning					
• Gas cylinders stored upright?					
• Proper separating distance between fuels and oxygen?					

• Burning/welding goggles or shields are used?					
• Fire extinguishers are nearby.					
• The horses are in good condition.					
13. Cranes					
• Outriggers are extended and swing radius barricade in place?					
• The operator is familiar with load charts.					
• Hand signal charts are on crane.					
• Crane operator's logs are up to date?					
• Employees kept from under suspended loads?					
• Chains and slings inspected and tagged as required?					
14. Concrete Construction					
• Employees are protected from cement dust?					
• Exposed skin is covered?					
• Runways are adequate.					
15. Personal Protective Equipment					
• Hard hats are being worn?					
• Safety glasses are being worn.					
• Respirators are used when required?					
• Hearing protection being worn when required?					
• Traffic vests being worn.					
16. Unsafe Acts or Practices Observed (List): _____					

Comments _____

Signature _____ Date _____

Chapter 28

Specific Site Safety Plans

	Overview
Introduction	Certain projects will require specific site safety plans due to the nature of the work or the requirements of the customer. When needed, these plans will be founded upon Martin Horn's Safety & Health Manual as well as responding to the special needs of the project.
Applicable Federal or State Regulations	29 CFR 1926.35 29 CFR 1926.150 29 CFR 1910.1200
	Specific Site Safety Plans
Location	A copy of the site's specific safety plans will be kept on site, readily available. One or more copies of the emergency action plan, evacuation routes, assembly locations, and fire protection locations will be posted at the job site in a place readily seen by all workers.

Chapter 29

Subcontractor Safety & Multi-employer Jobsites

	Overview
Introduction	Whenever subcontractors are used, Martin Horn aims to provide a safe working environment for all by contracting with companies that have a safety program, good safety record and have trained their employees to protect themselves and others from harm. Special safety issues may appear when work sites contain multiple employees. Martin Horn wishes to provide a safe working environment by coordinating safety with their subcontractors and any other employers they may be working on a site.
Definitions	<u>Multi-employer job site</u> means a job site, typically a construction site, where multiple contractors and or sub-contractors are all working on the same site.
Applicable Federal or State Regulations	OSHA's multi-employer job site policy applies. All contractors are to follow all OSHA standards applicable to their job duties.
	Company Responsibilities
As Controlling Employer	Martin Horn will: • Take steps to protect subcontract workers. • Obtain and evaluate information regarding the subcontract employer's safety performance and programs. • Inform the subcontractor of known hazards related to the contractor's work. • Explain applicable parts of the emergency action plan to subcontract employees. • Develop and implement safe work practices to control subcontract employees' entry into hazardous work areas. • Maintain a subcontract employee injury and illness log.

	- Periodically evaluate the subcontract employer's fulfillment of their responsibilities - Hire and use only subcontractors who meet Subcontractor Selection Criteria as listed below
Subcontractor Selection	The following steps will be used for evaluating and choosing subcontractors: - Obtain and evaluate information regarding a contract employer's safety performance and programs. Including employee injury records, OSHA log, Incidence rates for lost-time accidents, and written safety program and training system. - Evaluate contractor work methods and experience. - Can acquire the contractor's certificate of insurance for worker's compensation and general liability coverage with the contracting company. - Ensure contractor's past compliance with safety regulations.
Information Exchange	Martin Horn will: - Designate a representative to coordinate and communicate all safety and health issues with the subcontractor and all other employees on the site. - Provide a copy of the facility's written safety policies to the subcontractor. - Inform the contractor of any emergency signals and procedures that may be put into operation where the contractor is working. - Conduct an inspection of the proposed worksite to gain information regarding known hazards on site. - Communicate with and collaborate directly with the contractor's designated representative. - Conduct a pre-start up meeting with the contractor's designated representative. - Ensure that all affected employees at Martin Horn receive training on all hazards to which they will be introduced by a contractor. - Limit the entry of company employees into contractor work areas. - Monitor contractor's compliance with the contract. - Approve the contractor beginning work each day. - Do not allow the loaning of tools and equipment to outside contractors.
Training Requirements	Martin Horn will: Ensure that affected employees receive training on all hazards to

	which they will be introduced by a subcontractor or other employer on site. • Emphasize to the subcontractor that it is their responsibility to convey to its employees any safety information provided by Martin Horn to the contractor.
Recordkeeping	The designated Martin Horn representative will: • Have a copy of the contract on file and be familiar with its contents. • Keep records of all training done with the company workers regarding hazards caused by the contractor's work. • Keep an OSHA recordable injury log for the project. • Keep a daily log regarding pre-work start-up inspection findings. • Keep records of all documentation given to you by the contractor, and all documents given to the contractor by Martin Horn regarding safety issues • Document all discussions, memos, etc. made to the contractor regarding safety issues.
	Subcontractor and other On-Site Employer Responsibilities
Subcontractor	The subcontractor and other on-site employers will: • Assure that the contract employees are trained in the work practices necessary to perform his or her job safely. • Instruct the contract employees in the potential hazards related to his or her job. • Document contract employee training. • Inform contract employees of and then enforce safety rules of the facility.
Information Exchange	The subcontractor and other on-site employers will: • Designate a representative to coordinate and communicate all safety and health issues with the company. • Provide documentation of any necessary safety training • Inform Martin Horn of any hazards that may arise where the contractor is working. • Communicate with and collaborate directly with the company's designated representative.

Training Requirements	The subcontractor and other on-site employers will: • Train all workers on all safety and health hazards applicable to the type of work being performed. • Train employees on where to obtain first-aid and medical services while at the Martin Horn facilities.
Recordkeeping	The contractor will: • Keep records of all training done with contract workers • Keep copies on the file of all forms related to the contract. • Have on file the telephone numbers of the nearest hospital, ambulance service, and fire department. • Have copies of all MSDS sheets relevant to on-site work • Keep an OSHA recordable injury log for the project.

Chapter 30

Transportation Safety: Safe Operation of Heavy Equipment & Vehicles

	Overview
Introduction	Accidents and unwanted events related to operation of vehicles and heavy equipment is a significant risk at Martin Horn We require safe operations to: • Protect our workers. • Protect the public. • Reduce property damage. • Reduce business losses.
Definitions	<u>Vehicles</u> include company-provided cars or pick-up trucks used during business hours, as well as private vehicles used during business. <u>Heavy equipment</u> includes: • Haulage trucks – both over the road and on work sites • Heavy equipment such as scrapers, loaders, tractors, bulldozers, graders, loaders, forklifts, and other off-highway motorized equipment.
Applicable Federal or State Regulations	29 CFR 1926.600-1926.606 (Subpart O) 2006 OSHA Guidelines for Employers to Reduce Motor Vehicle Crashes
	Our Transportation Safety Rules
Seatbelts are Required	Seatbelt use is the law in Virginia! It is also our company policy to use seatbelts 100% of the time. This applies to drivers and their passengers. Seatbelts are required to be used always on the following: • Company cars or trucks and rentals • Personal vehicles while on company time

	• Haulage trucks • Any heavy equipment with Roll Over Protection System (ROPS).
General Safety Requirements	No matter what type of vehicle you operate, there are basic safety rules: • Become fully familiar with the vehicle or equipment you are about to operate. • Know where all controls and gauges are and how to use them. • Do a pre-shift or pre-trip inspection (see below)? • Circle the vehicle or equipment all the way around prior to getting in and starting. • Adjust mirrors, seats, seatbelts, and other adjustable equipment, prior to starting. • Remove trash and large objects from the cab area. • Check for the presence of a fire extinguisher and other required safety equipment. • Always look to the rear and honk your horn before backing up – do not depend upon back-up alarms. • Use a Flagger if you can not see to your rear when backing. • Always use turn signals when turning or changing lanes. • Always use headlights whenever you operate the windshield wipers. • Go through traffic lights and intersections with caution and attention to all vehicles. Never assume other drivers are going to give you the right-of-way. • All posted speed limits and other traffic control devices are to be strictly obeyed. • Vehicles are to be maintained on a regular schedule and are to be immediately turned in for maintenance if they are not operating properly or safely.
Inspection Procedures for Heavy Equipment	All operators of heavy equipment on work sites will start their shift with a Pre-Use Safety Inspection of the equipment they will use. Copies of the completed checklist are to be kept with the equipment and turned into the mechanic whenever the equipment goes in for emergency or periodic maintenance.
Inspection Procedures for Motor Vehicles	All operators of over-the-road motor vehicles will start their shift or trip with a safety inspection of their vehicles.

	Special Transportation Safety Issues
Circle Around Your Vehicle for Safety	All operators of Motor Vehicles and Heavy Equipment are to perform a full “walk around” or circle of their vehicle or equipment prior to getting in it at the beginning of a shift, trip, or whenever they have left it. Operators are to observe the vehicle or equipment and its surrounding area for hidden hazards and situations that could cause accidents.
Passenger Safety	Workers will not be transported in the back of pick-up trucks or given rides on heavy equipment. Vehicles used to transport workers will have appropriate seats and seatbelts for each passenger. All passengers will use their seatbelts.
Cell Phone Use	Cell phones – personal or company owned – are to be restricted to emergency and business use. Hands-free devices should only be used with cell phones in limited cases and only after a safety check of the set-up or placement of the equipment by Martin Horn’s Safety Director. Managers and Supervisors should use the following guidelines: • Try to make all outgoing calls while stopped and in a safe location or area of the road. • Do not answer a cell phone’s incoming call unless you can do so safely. Try to be stopped and in a safe location before you answer. CDL drivers are especially cautioned due to changing DOT regulations. Pull off roads and immediate rights-of-way to use the cell phone. Specifically, do not use cell phones while driving on: • Interstates • State highways. • Local roads
	Safety Training

Defensive Drivers' Training	All CDL drivers will receive a defensive driving class within the first 3 months of their employment with Martin Horn. Each driver will receive refresher training every other year or sooner if needed. Need for immediate refresher training will be based upon: • Significant changes in transportation laws • Significant changes in equipment used. • Situations where a previously trained driver shows evidence of poor or unsafe driving behavior. • Situations where a previously trained driver receives a citation.
	Accident/Incident Investigation
At the Accident Scene	If you are involved in a transportation accident, you should do the following things: 1- Check your own safety before you do anything else, including getting out of your vehicle. 2- Be sure that police, fire, and rescue are being called. Ask others to do this or use your radio or cell phone to call if no one else is available. 3- Immediately call your supervisor or Martin Horn head office. 4- Assist others but only if you have the appropriate first aid training. 5- Do not move vehicles unless it is a small “fender bender” – then only move to get out of the way of traffic. 6- If possible, mark the approach to the accident with flares or reflective markers but check for the presence of gas or other flammables first. 7- Act quickly to document the events leading up to the accident. Draw diagrams; take down location and vehicle information. Ask for names, telephone numbers, and insurance company information from other drivers. Get the names and contact information for any witnesses. 8- Get a copy of the police report while still on the scene. If this is not available, be sure to get the officer’s name and jurisdiction.
Contact the Supervisor for more directions.	Be sure that your supervisor or a manager at Martin Horn knows of the accident as soon as possible. Turn in your on-site accident notes to the Safety Director as soon as

	possible. Follow any other directions given for documentation, reporting and investigation.
Fill out investigation forms.	You will be expected to help your supervisor or Martin Horn's Safety Director fill out insurance forms.

Chapter 31

Virginia OSHA Inspections

	Overview
Introduction	Martin Horn construction sites are subject to inspections by representatives of the Virginia Department of Labor and Industry's Virginia Occupational Safety and Health (VOSH) program. The purpose of these inspections is to ensure compliance with state and federal safety regulations.
Applicable Federal or State Regulations	29 CFR 1926.3
	Safety Inspections
Frequency	VOSH safety inspections can occur at any time and are often unannounced. These inspections can occur for the following reasons: • When imminent danger is expected • Following a fatality or catastrophe • Following an employee complaint • Scheduled visits • Follow-up inspections • Outside Complaints These inspections can be comprehensive or hazard specific.
Procedures	When a site inspection occurs, the following steps will take place: • Opening conference • Walk through inspection. • Closing conference • Research, report, citations. Company and Site representatives do have the right to deny entry to the VOSH site inspector. However, it is not Martin Horn's policy to deny entry.

Citations	Citations may go to: • Employer who has created a hazard. • Employer who has exposed employees • Employer who has responsibility to correct the hazard. • Employer who has controlling responsibility of the site
What to do if an inspector enters our site	Martin Horn’s policy is to allow the VOSH inspector immediate entry to our work sites with proper identification. Notify your Safety Director immediately and ask the Inspector to wait for their arrival. The senior supervisor on site at the time of entry should do the following: • Greet the inspector and ask for credentials, a business card and for the visit. • Immediately upon receiving this information, take a minute to contact Martin Horn’s Safety Director. Our Safety Director may wish to come to the site to attend the opening conference and be present for the walk-through inspection. • Provide the inspector with the information that he or she asks. • Take notes of all questions and information they wish. If there is a walk through of the site, Martin Horn’s representatives are to: • Be helpful and courteous. • Take notes of all the information asked. • Take notes of all situations that the inspector identifies as hazardous. • Take measurements and samples in just the same way that the inspector does and make note of your own findings, as well as those of the inspector. During the closing conference, Martin Horn’s representatives are to: • Collaborate with the inspector to agree upon reasonable “abatement times” for any potentially hazardous situations that might be cited. • Ask questions if you do not understand what the inspector is telling you. • Immediately after the inspector leaves, contact the Martin Horn Safety Director, if she is not on site, and offer your notes.

Chapter 32

Welding, Cutting & Hot Work

	Overview
Introduction	Welding, cutting, and hot work pose unique hazards to Martin Horn employees who perform these types of operations.
Definitions	<u>Welding</u> is to include the following types of operations: • Oxygen-fuel gas welding • Resistance welding • Arc welding. • Other (friction, lasers, ultrasonic)
Applicable Federal or State Regulations	29 CFR 1926.350-1926.354 (subpart J)
	Welding, Cutting, and Hot work.
Hazards	The following hazards are associated with welding, cutting, and hot work: • Gases • Fumes • Radiation • Electric shock • Fire and explosion. • Confined spaces • Lead poisoning. • Metal splatter and sparks • Noise • Compressed gas

Protective Measures	The following are ways to protect against the hazards of welding, cutting, and hot work: • Adequate ventilation • Avoiding the fume plume • Personal protective equipment - flame resistant aprons - safety shoes - ear plugs. - safety helmets - eye shields • Respirators • Electrical precautions • Fire precaution. • Proper clothing • Avoid welding on lead-painted surfaces.
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Chapter 33

Wet Work

	Overview
Introduction	Water damage losses caused by work involving water piping, pumping, drainage, or mechanical building systems can be prevented or minimized by developing and implementing an effective water damage prevention plan that can include among other things a wet work inspection, monitoring, and permit program.
Definitions	Any work involving water or non-flammable liquid carrying pipe and mechanical systems where escape of such liquids can cause damage to any portion of the project, structure, building or materials. This can include. • Wet taps • Pipe network extensions. • Fire sprinkler. • Domestic water • Chilled water • Hot water • Sump pump systems • Storm water and drainage • Water infiltrations from exterior work • Pressure testing operations.

Wet Work Permit

Instructions: The designated wet work person must complete this form and meet all requirements included in the pre-work evaluation and wet work job site inspection prior to permit approval. Following approval, the designated wet work person must display this form at the job site for the duration of the project. When the wet work is complete, the designated wet work person must consult the construction site supervisor for a post-work inspection to ensure no water damage has occurred.

Designated Wet Work Person:
Project:

Date(s) and Time(s) of

--	--

Construction Site Supervisor:

--

Designated Water Watch/Watchers:

--

Location of Project:

--

Description of the Wet Work and Controls in Place to Prevent Water Damage:

--

Does the wet work project meet all standards included in the pre-work evaluation and wet work job site inspection? If not, has the construction site supervisor consulted the designated wet work person to fix potential hazards or concerns?

☐ Yes

☐ No

Does the designated wet work person agree to remedy any problems that arise during daily job site inspections?

☐ Yes

☐ No

At the conclusion of the project, did the job site pass a final inspection from the construction site supervisor? If not, please outline any issues that were found on the back of this form.

☐ Yes

☐ No

Designated Wet Work Person Signature:

Date:

--	--

NOTE: This signature entails that the designated wet work person agrees to uphold proper water damage prevention practices throughout the duration of the project. The designated wet work person understands that this permit—once signed by the construction site supervisor—is only valid for this specific project, for the date(s), time(s) and location of the project. Future wet work projects require the application and approval of a new permit.

Construction Site Supervisor Signature:

Date:

--	--

NOTE: This signature entails that the construction site supervisor conducted a pre-work evaluation and wet work job site inspection for the project at hand, and permission has been authorized for this project. If any issues occurred during the final job site inspection, they have been outlined on the back of this form.

Chapter 34

Work Zone Safety & Traffic Control

	Overview
Introduction	Construction performed on or near roadways has the potential to be hazardous to Martin Horn employees due to vehicle traffic, and construction equipment.
Definitions	<u>Work zone</u> means any area where roadwork is going on and traffic is affected. Work zone activities include building a new bridge, adding travel lanes, extending existing roadways, and repairing utility lines within the roadway.
Applicable Federal or State Regulations	29 CFR 1926.200-1926.203 DOT Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) VDOT Virginia Work Area Protection Manual
	Work Zone
Work Zone Training	Martin Horn uses the standards and guidelines set forth in VDOT'S Work Area Protection Manual. Martin Horn's flaggers must receive Flagger Certification training prior to work zone assignments.
Recognized Hazards	The following are potential work zone hazards: • Being struck by motorists • Being struck by heavy equipment • Heavy equipment rollover • Overhead power lines • Underground electrical lines • Poorly maintained tools

	• Falling hazards • Excavation cave-ins • Vibrating tools • Carbon monoxide from vehicle exhaust • Asphalt fumes. • Extreme heat or cold • Rain or fog
Traffic Control	The following tools should be used for traffic control: <u>Signs</u> • Regulatory signs • Warning signs • Guide signs. <u>Signals</u> • Sign paddles or flags held by flaggers. • Changeable message boards • Flashing arrow displays. <u>Channeling Devices</u> • Cones • Drums • Barricades • Temporary raised islands
Safe Work Practices	The following practices should be used when working near traffic: • Wear highly visible, reflective clothing. • Wear a vest, shirt, or jacket that is fluorescent orange, yellow, or yellow green. • Work where drivers can see you. • Stay alert. • Do not wear a radio headset. • Increase visibility at night by lighting the work zone.