



## **Soper Companies Safety Policy**

### **SAFETY POLICY STATEMENT**

It is the policy of Soper Companies to provide a safe and healthful place to work for its employees, customers and visitors. In order to maintain a successful safety program, it must embody cooperation and the proper attitudes toward accident prevention on the part of all employees at Soper Companies.

All work activities will comply with regulations, protect against personal injury and property damage and limit the company's risk of unnecessary financial burdens or reduced efficiency due to accidents. Only through a cooperative effort can a safety record in the best interest of all be established and maintained.

### **Policy Objectives**

In keeping with Soper Companies commitment to safety, we have implemented this policy to meet the following objectives:

1. To provide for development and implementation of safety and health policies, programs and implementing procedures designed to provide a safe and healthful working environment for all employees, our customers, visitors, vendors, suppliers, subcontractors and members of the general public.
2. To reduce the potential of accidental injuries to persons and to protect the property of Soper Companies employees, customers, and general public, minimizing the occurrence of incidents, the consequences of which may drastically affect the safety and future of Soper Companies projects and facility operations.
3. To cooperate with subcontractors and other clients in their efforts to contribute to safe and efficient operations, and to comply with applicable federal, state and local statutes, standards and regulations.
4. Exercise good judgment in the application of Soper Companies Corporate Safety Policy.

### **Policy Applicability**

This policy will apply to all regular full-time, part-time, probationary, or contract employees of Soper Companies. Compliance with the policy will be required as a condition of employment or continued employment with Soper Companies. This policy also applies to all operations including but not limited to suppliers, owners' representatives, visitors, vendors, and invitees.

It is a condition of all subcontractors and purchase orders issued by Soper Companies that applicable Local, State, and Federal Codes be followed. Failure to comply is a breach of contract terms.

### **RESPONSIBILITIES**

An effective Safety and Health Program requires constant attention and each member of our company has a role to play in making this program a success. Listed below are the major responsibilities or duties that are assigned to each level of personnel within Soper Companies:

#### **Management**

Management shall be responsible and accountable for the overall administration of the Company Safety and Health Program. Examples of management responsibilities include:

1. Provide the leadership and resources to carry out the stated safety and health policy.
2. Support safety personnel in their requests for information, training, facilities, tools and equipment needed to conduct an effective program and to establish a safe and healthy workplace.
3. Assign and delegate clear authority to others under their supervision to expedite and facilitate the application of the Company Safety and Health Program.
4. Provide adequate budget approvals for the achievement of all approved safety and health objectives.
5. Approve safety policies as formulated by the safety staff or others.



6. Participates in the Safety and Health Program to show interest and set the proper example by following safety and health rules and safe work practices.
7. Ensure the safety and health program is revised as needed and at least annually.
8. Discipline any employee who willfully violates this policy.
9. Conduct job site visits and record results.

### **Foreman**

Each foreman is responsible for actively supporting the company's working safety and health program. Each foreman shall be responsible for the following:

1. Foreman are responsible and accountable for the safety of their jobsite. This includes the prompt correction of unsafe conditions, unsafe work practices, enforcement of established safety rules, laws and procedures and high housekeeping standards.
2. Foreman are also responsible and accountable to see that each employee is provided with, wears or uses any prescribed personal protective equipment that is deemed necessary for a particular job or operation, according to the safety and health program or appropriate safety regulations.
3. Enforces all safety rules and regulations on a fair and equitable basis.
4. Instill positive safety awareness in each employee through personal safety contracts and provides positive reinforcement and recognition to outstanding individuals and group performance.
5. Sets a good example by following safety and health rules and safe work practices.
6. Requires all vendors, customers, subcontractors and visitors to comply with the Company Safety and Health Policy.
7. Conducts and/or participates in weekly job site safety Toolbox meetings and provide continuous training for new, current or transferred employees as required.
8. Encourages employees to use systems for reporting hazards and making safety and health suggestions.
9. Thoroughly investigate all accidents and incidents in a timely manner and correct any unsafe practices or conditions that might cause recurrence.
10. Constantly observe work procedures in order to detect and correct unsafe practices and conditions as they are discovered.
11. Obtain and/or render prompt first aid to injured employees and maintain the jobsite medical kit, as required by OSHA regulations.

### **Workers**

The final responsibility for safety and health rests with each individual worker. Each worker shall be responsible and accountable for compliance with Soper Companies safety and health policies, programs, procedures and rules as issued by the Safety Director upon advice and recommendation of management. Safe practices on the part of employees must be part of all operations. Workers will follow safety precautions and rules to protect themselves and their fellow workers. Workers will be held accountable for their safety by obeying those rules that have been designed for their protection. Workers shall also be responsible and held accountable for obeying the following rules and safe work practices:

1. Not starting any work under conditions believed to be unsafe without first calling these conditions immediately to the attention of the area foreman.
2. Reporting all injuries and/or accidents to their foreman immediately after injury and/or accident happens, even if they seem to be minor.
3. Refraining from taking shortcuts in work practices or from violating established safety/health rules while working.
4. Attending all safety meetings, making recommendations and taking an active part in the discussions.
5. Being expected to read and take part in any of the company safety policies, programs or guidelines as implemented.

6. Carrying out their duties with such will, foresight, regularity, promptness, thoroughness, and care, as to eliminate accidental injury among employees, or to the public, and to avoid interruptions or impairment of services and damage to property.
7. Being expected to perform their jobs in the safest manner prescribed.
8. Being encouraged to report workplace hazards and make suggestions for control and/or elimination.
9. Being expected to conduct themselves in a way that enhances their personal safety and that of their fellow workers by working according to good safety practices as instructed, discussed or posted by supervision.
10. Keeping the work area of jobsite clean and organized.
11. Refraining from engaging in horseplay. Unsafe acts by employees or others may be the cause of a serious injury.
12. Cooperating during the investigation of any accidents or incidents that occur.

### **ABRASIVE GRINDING**

Abrasive wheel bench or stand grinders must have safety guards strong enough to withstand bursting wheels. Adjust work rests on grinders to a clearance not to exceed 1/8 inch between rest and tool surface. Inspect and ring test abrasive wheels before mounting. Always leave wheel in working condition for the next user.

### **ACCIDENT INVESTIGATION & REPORTING PROCEDURE**

This Accident Reporting & Investigation Plan prescribes methods and practices for reporting and investigating accidents at all work sites. This Accident Reporting & Investigation Plan provides a means to deal with jobsite accidents in a standardized way. In addition it is the policy of the company to comply with all workers' compensation laws and regulations.

#### **Accident Reporting Procedures**

1. Employees injured on the job are to report the injury to the area manager/foreman (if possible) as soon as possible after the incident/accident. "Near Miss" accidents or incidents should be reported as well i.e., when an employee nearly has an accident but is able to avoid it.
2. The foreman is to complete the company Accident Report with the employee, any witnesses, and/or other relevant people as soon as possible after the accident is reported.
3. The foreman is to immediately notify the office and to send a copy of the written Accident Report within 24 hours after the accident.
4. Any employee witnessing an accident at a jobsite is to call for emergency help or whatever appears to be necessary. In addition, the employee is immediately to report the accident to his or her foreman and take part in answering questions related to the Accident Report and Accident Investigation.

#### **Accident Investigation Procedures**

The purpose of the Accident Investigation is not to place blame, but to determine the cause, so corrective actions can be taken to prevent a recurrence.

- Any injury that occurs on the job, even a slight cut or strain, **must** be reported to your foreman. All injuries must be reported the **same day** for insurance reasons. Injuries not reported immediately may **NOT** be covered by insurance.

After an accident has occurred, it is the responsibility of the person injured and the foreman to perform an investigation and complete the accident report.



**Post Accident Alcohol & Controlled Substance Testing:** Any employee involved in an accident, as an injured employee, or anyone operating equipment that has caused a work-related accident, helping to operate machinery, equipment, or vehicles involved in a work related accident, will be required to submit to drug and/or alcohol test, as outlined in the Soper Companies Alcohol Policy for Drug Free Workplace.

1. Soper Companies has a policy to conduct “reasonable suspicion” testing, in situations where the employee’s behavior is changed under measurable and quantifiable. See Soper Companies Alcohol & Controlled Substance Policy.

Thorough accident investigations will help the company determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents at work sites.

## **ALCOHOL & CONTROLLED SUBSTANCE USE**

Soper Companies has always been committed to providing the most productive, efficient, and safe environment for its employees and the safe operation and maintenance of its facilities. Consistent with the intent and spirit of this commitment, it is necessary and appropriate for the company to state its policy with respect to alcohol and drug use by Soper Companies employees. The policy, which applies to all Soper Companies temporary, full-time and part-time employees, is as follows:

**PRE-EMPLOYMENT DRUG TESTING IS A CONDITION OF EMPLOYMENT.**

### **Using or Abusing**

1. Any employee determined to be using, possessing, distributing, selling, receiving, or under the influence of a detectable amount of alcohol during working hours (including lunch or other break periods), while on a job site, while on company property, or while operating or riding in a company truck or van, shall be subject to termination.  
The only exceptions to this policy are as follows:
  - a. The use, possession, distribution, and/or receipt of alcoholic beverage during non-working hours at formally planned business, recreational or social events with the prior written authorization of a member of Soper Companies senior management.
  - b. The possessions of unopened and /or sealed alcoholic beverage may be permitted in personal vehicles of employees parked in the company’s lot.
2. Any employee determined to be using (at work or off work), possessing, distributing, selling, or receiving illegal drugs or drug paraphernalia, or under the influence of a detectable amount of an illegal drug during working hours (including lunch or other break periods), while on a job site, while on Company property, or while operating or riding in a company vehicle, except as noted below, shall be subject to termination. Illegal drugs include any “controlled substance” as defined by state and federal laws. The only exception to this policy is as follows:
  - a. The use of a “controlled substance” as prescribed by a medical or dental practitioner licensed to prescribe “controlled substances” shall not subject an employee to disciplinary action unless the amounts used do not match the dosage in the prescription.
  - b. Employees using a prescribed or over-the-counter medication that may cause drowsiness or other side effects impairing their safe, efficient and high quality performance, are required to notify their foreman upon reporting to work.

### **Reason to Believe**

1. The determination of reason to believe that an employee is using and/or under the influence of alcohol or an illegal drug is left to the discretion of management of Soper Companies. “Reason to believe” may be founded in circumstances including, but not limited to an employee who may exhibit any one or a combination of the following behavior patterns, such as: erratic behavior,

- unpredictable mood swings, shortened attention span, poor performance, inability to concentrate, defiance or any other behavior which leads the manager of the area to suspect that the employee is under the influence of alcohol or other controlled substances.
2. Whenever Soper Companies has reason to believe that an employee is using and/or under the influence of alcohol or an illegal drug during working hours (including lunch or other break periods), while on a job site, while on company property, or while operating or riding in a company truck or van, the employee will be asked to submit to a medical examination which may include a urinalysis, sobriety, and /or an evidential breath test. Reasonable cause possibly exists if an employee is involved in an accident or incident where negligence or an unsafe work practice of the employee leads to or could have led to a personal injury of employee, other employee, or damage of property. Any employee who refuses to submit to a medical examination shall be considered insubordinate and his/her employment will be terminated.
  3. In the event Soper Companies determines there is "reasonable cause" to have the employee submit to a drug/alcohol test, the employee will be asked to sign a consent form permitting this testing. Failure to agree to the test or to sign the form will result in the employee's immediate termination. If testing is consented to, the employee will be taken to a lab or an evidential breath test could be performed on site. Detectable alcohol will result in termination. For the drug test, the employee will be placed on suspension pending the results of the test. Management is to be called if the employee cannot provide someone to get them home. If the test results are "negative", the employee will be paid for all scheduled work time that was missed during the suspension. If the test results have been confirmed as "positive", the employee will be terminated. The tested individual may request retesting of the original sample by the same or another Soper Companies approved laboratory. Such tests would be at the employee's expense and must be by means of gas chromatography/mass spectrometry. The company will reimburse the employee for the costs of this second test if the retest is negative.
  4. An employee bringing a personal substance abuse problem to management, prior to 'reason-to-believe' determination, will be directed to the Employee Assistance Program.

### **Work Injury/Property Damage Drug Testing**

1. Any employee suffering a work-related injury or illness, which requires any medical care beyond what is available at Soper Companies, may be asked to submit at management's discretion to drug testing as a part of that medical care. The drug test will be required when medical care is solicited, even if not immediately after the accident or reaction.
2. If determined by Management, any employee(s) who could have contributed to an accident or incident will also be required to submit to drug testing, whether or not they are injured.
3. Any employee causing property damage, or an amount determined by management to be sufficient, will be required to submit to a drug test if asked, possibly, but not exclusively, immediately after the incident.
4. In the case of work injury or property damage testing, not involving "reason to believe", the employee(s) need not wait for results, but can return to work when it is appropriate. However, all other steps in the above process will apply.
5. An employee driver of any Company-owned vehicle which is involved in an accident will be required to take a drug and/or alcohol test within one hour of the accident, if possible.

### **Job Specific Testing**

If a customer requires pre-project substance testing, Soper Companies reserves the right to request each employee on that project to be tested prior to departure for the project.



## **Results**

All results will be reported to the Drug and Alcohol Testing Administrator and be held in confidence. Test results will only be accessible to the person tested, company physicians, and company personnel involved with human resource decisions. Positive tests for drugs other than alcohol will be confirmed. Limits for each substance will be according to appropriate federal, state and DOT regulations as updated.

If an employee tests positive for substance abuse enters any required or recommended aftercare program, a negative test within 30 days will make the employee eligible for immediate reinstatement provided Soper Companies has work available and the employee continues in any recommended aftercare program. In the event an employee enters but fails to complete a required aftercare program or he/she tests positive a second time, he/she may be subject to discharge.

If an employee refuses to be tested for substance abuse, he or she will remain on suspension for thirty days. Continued refusal to submit to drug screening after the 30-day period, will subject the employee to disciplinary action up to and including termination.

## **CLOTHING**

Proper clothing will consist of a minimum of sturdy steel toed work boots, long leg pants (free from holes) and a work shirt. Employees reporting to work not dressed properly may be sent home.

## **COMPANY SAFETY RULES**

The purpose of safety rules is to acquaint each employee with a set of safe working rules and procedures that will help you to provide a safe workplace. It is well understood that employees and their families are the beneficiaries of a good safety and health program.

No safety and health program can cover all conditions that might arise; therefore, it is necessary for employees to use their best judgment along with the observance of established job safety practices. It is necessary to have the cooperation of employees in order to promote workplace safety and health. If employees do not completely understand all of the job procedures and safety rules, they should ask their foreman for an explanation prior to starting work. It is management's responsibility to provide employees with equipment and methods that result in safe work performance. However, it is the employee's responsibility to work according to established procedures.

## **General Construction Rules**

Compliance with the following safety rules and guidelines are required of all employees as a condition of continued employment with Soper Companies. These rules are minimum requirements and are only intended to cover average conditions. Employees shall use good judgment in dealing with conditions not covered in these rules and when in doubt should consult their foreman.

1. Employees shall use care in the performance of their duties and act in a manner that will assure maximum safety to themselves, fellow employees, other contractors and the general public.
2. On-the-job illness, excessive fatigue and any other impairment shall be reported to the foreman, so possible accident situations can be avoided.
3. Work areas, vehicles and the inside and outside access ways of buildings shall be kept clean. Waste materials shall be disposed of properly and not be allowed to accumulate in work areas.
4. If employees see something unsafe, they should immediately report this to their foreman and if they can safely do so, correct it. Do not wait for an accident to happen and then be told to correct the problem.
5. Employees shall follow any and all company written and oral instructions to safely perform their jobs.
6. Authorized employees shall give special instructions and assistance to new employees who are not familiar with the work.



7. No jewelry should be worn during work to avoid snags on objects. Loose or ragged clothing shall not be worn while working around machinery, moving parts or belts.
8. Observe and obey all posted "No Smoking" areas, offices, and buildings.
9. Learn the location of emergency phone numbers, first aid kits, fire extinguishers, emergency equipment, fire alarms, and emergency evacuation routes.
10. Use good manners and common sense. Avoid distracting others.
11. Use the sanitation facilities, keep them clean and do not abuse them.
12. Lift correctly – with the legs, not the back. If the load is heavy, GET HELP.
13. Running on the job is prohibited, except in obvious emergencies.
14. Employees shall observe and obey all caution and danger signs, barricades, and safety permit tags that are placed on the job site or in the shop.
15. Gasoline, kerosene or diesel shall not be used for cleaning purposes. Contact your foreman for an approved safety solvent.
16. Unauthorized tampering with any machinery or equipment is not allowed.
17. Carrying firearms, explosives or unlawful weapons on company property or in company vehicles is prohibited and grounds for dismissal.
18. Sabotage, theft or willful destruction of company property is grounds for immediate dismissal and prosecution.
19. Horseplay or practical jokes shall not be permitted in company vehicles or on company property before, during or after work hours and can result in disciplinary action. Fighting on the job is grounds for dismissal.
20. All workers are required to follow specific safety rules and regulations which are prescribed for employee safety in the Occupational Safety and Health Act of 1970 and other applicable federal, state and local statutes, standards and regulations.
21. Gasoline shall be stored and transported in labeled, self-closing; safety cans filled with spark arrestor screens in the spout. Engines must be shut off when refueling. No smoking, near flammable liquids.
22. Tools shall only be used for the purposes for which they are designed. The employee is responsible for checking the tool's general condition prior to use. All employee owned tools and extension cords must be inspected and approved by the foreman prior to use.
23. Wear the proper personal protective equipment for the job and conditions. This includes approved hard hats, eye and face protection, hearing protection, gloves, hard-soled work boots or safety shoes and comfortable clothes in good repair.
24. Employees shall not operate any machine unless they are trained and authorized to use the equipment. All guards and safety devices must be in place and in operating condition.
25. Riding on loads, fenders, running boards, sideboards and gates with legs dangling over the sides of trucks will not be tolerated.
26. Be sure that all guards are in place. Do not remove, displace, damage or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
27. Do not enter an area which has been roped off or barricaded.
28. Soper Companies safety rules, regulations and procedures are illustrative and should not be viewed as an exclusive listing to encompass situations not specifically mentioned. Management reserves the right at all times, when circumstances warrant it, to promulgate new rules or modify existing ones in order to ensure a safe, healthy and productive work environment for all employees, contractors or visitors. In addition, any similar guidelines provided and required by the owner or by specifications are to be observed. Any conflict between these guidelines and those of any applicable state regulations will mean that the applicable state regulation will supersede.



## DISCIPLINARY PROCEDURES

The purpose of a disciplinary program is to provide a method for ensuring compliance with rules concerning operation, personnel, safety, security and other regulations adopted by Soper Excavating. All employees will be subject to this program.

All of Soper Companies written policies, guidelines; procedures and safety rules shall be strictly enforced. Employees who refuse or otherwise fail to comply with established safety and health policies, programs and implementing procedures shall be subject to constructive disciplinary action anywhere from a written warning, suspension, up to and including termination of employment. Violations of this policy or its procedures by non-employees will subject those individuals to being removed from Company properties or work areas.

### How Safe Work Practices will be Enforced

Enforcement of workplace safety and health rules are essential for all to clearly understand that following safety regulations is the law. Everyone associated with Soper Companies whether an employee, subcontractor, supplier, visitor or customer needs to understand that safety rules and regulations will be enforced.

It should be clearly understood that the following procedures will be used to enforce these policies:

1. **First Violation:** Employees found in violation of any of the safety policies and procedures for the first time will be given verbal warning. The employee will be provided with training (or retraining) on the safe procedures for performing the task in question.
2. **Second Violation:** If an employee is found to have violated safety policies for a second time will receive a formal written warning explaining the seriousness of not following Soper Excavating safety policies. The employee will also be provided with retraining on safe work practices.
3. **Third Violation:** A third violation will result in the employee receiving a suspension without pay. The duration of the suspension will be determine based upon the nature and severity of the safety violation.
4. **Fourth Violation:** The fourth time that a Soper Companies employee is found to have violated company safety policies, that employee will be terminated.

It should be noted that if any act by an employee is deemed to be a willful or gross violation of these policies, (for example: violating the Lockout/Tagout or Fall Protection policies and procedures), which could result in an injury to him/herself, or other employees, such action could result in any state of disciplinary action, up to and including **immediate termination**.

The foreman and top management are responsible for enforcement of these policies.

Note: If after receiving a formal reprimand for violation of these safety policies, and the employee has worked safely over a period of one year without any further safety violations, all previous records for such reprimands shall become removed from the employee's personnel record.

## COMPRESSED GAS CYLINDERS

Put valve protection in place before compressed gas cylinders are transported, moved or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or are being moved. Cylinders shall not be hoisted by the caps. They should be secured on a lifting rack.

Compressed gas cylinders will be secured in an upright position at all times. Keep cylinders a safe distance from welding and cutting operations and placed where they cannot become part of an electrical circuit. Oxygen and acetylene must not be stored together (20 foot minimum spacing) or a firewall rated



½ hour shall be constructed between the cylinders. Oxygen and fuel regulators must be in proper working order while in use.

## **ELECTRICAL SAFETY**

1. All extension cords must be 3-wire type, protected from damage, and not fastened with staples, hung from nails, or suspended from wires. Extension cords will be designed for hard or extra hard usage (types S, ST, and SO).
2. Receptacles for attachment plugs will be of approved, concealed contact type. Where different voltages, frequencies, or types of current are applied, receptacles must be such that attachment plugs are not interchangeable.
3. Cable passing through work areas will be covered or elevated to protect from damage. Boxes with covers for disconnecting means must be securely and rigidly fastened to mounting surface.

## **Assured Equipment Grounding**

The purpose of this policy is to establish an electrical equipment grounding program to provide protection for employees. This policy covers all cord sets and receptacles which are not part of the building or structure. Also, it covers all equipment connected by a cord and plug.

1. The company designates the foremen as the people responsible to implement the policy.
2. Equipment grounding conductors must be installed and maintained in accordance with this procedure.
3. Equipment grounding conductors must be installed as follows:
  - a. All 120-volt, single-phase, 15 and 20 amp receptacles must be of the grounding type and their contacts must be grounded by connection to the equipment grounding conductor of the circuit supplying the receptacles in accordance with the applicable requirements of the National Electrical Code.
  - b. All 120-volt cord sets (extension cords) must have an equipment grounding conductor which must be connected to the grounding contacts of the connector(s) on each end of the cord.
  - c. The exposed non-current-carrying metal parts of 120-volt cord and plug connected tools and equipment, for example metal encased power tools, must be grounded in accordance with the applicable requirements of the National Electrical Code.
4. Before each days use, all cord sets, attachment caps, plugs, receptacles and equipment must be visually inspected for damage or defects, missing pins or insulation damage.
5. All damaged or defective equipment must not be used until repaired or retested.
6. All equipment must be tested:
  - a. Before it is first used.
  - b. Before equipment is returned for use after repairs.
  - c. Before equipment is used after an incident where damage could have occurred.
7. Double-insulated tools are not required to be grounded; however, they still must be checked.
8. Cord sets and tools can be taken to a shop or other location for testing.
9. The company is responsible to assure that tools and equipment used on the job do provide secure ground fault protection. This is required even if a tool is owned by an employee but used at work.
10. For assuring this, two (2) options exist.
  - a. Use a Ground Fault Interrupter (GFI). It is now possible to wire it directly onto an extension cord so that it becomes a permanent part.
  - b. Have the cords color coded quarterly.

NOTE: even if a GFI is used, it is still necessary to test each individual power tool's ability to provide grounding.

11. Color Code by quarters.

- a. Cords will be tested and coded each quarter, as stated below:

<b>January 1 to March 31</b>	<b>White</b>
<b>April 1 to June 30</b>	<b>Green</b>
<b>July 1 to September 30</b>	<b>Red</b>
<b>October 1 to December 31</b>	<b>Orange</b>

- b. Color identification can be either a two inch (2") length of colored tape which will adhere to the ends of cord sets as well as cord and plug-connected equipment, or use a paint spray bomb instead of tape.

- c. Colors should be located on cord sets and equipment as follows:

i. Cord sets – next to each end of the set.

ii. Cord/plug-connected equipment – on cord adjacent to the base of the equipment

NOTE: At the beginning of a new quarter, the previous quarter's color must be removed, if tape, and the new color affixed. If spray paint is used, the new color must be applied over the previous color. To insure uniformity, cord sets and receptacles which are fixed and not exposed to damage, must be checked quarterly and also color-coded.

### Ground Fault Protection

The purpose of this policy is to establish guidelines for the proper use of a Ground Fault Interrupter (GFI) at all work sites. The GFI will sense a small imbalance of current in the system and act as a circuit breaker which shuts off the electricity. The company is required to have all electrical equipment free from recognized hazards that are likely to cause death or serious physical injury to all employees.

1. A GFI is the best method used to overcome a deficiency in the grounding system or insulation.
2. A second method to protect workers at construction sites is an Assured Equipment Grounding Conductor Program.
3. The wide use of portable tools and extension cords at construction sites are necessary but can present a problem when not maintained or improperly used.
4. Extension cords must be round and of three-wire grounded construction in good condition (no worn or frayed parts or missing grounding pins).
5. If the Assured Equipment Grounding Conductor Program (color coding) is not being utilized, Ground Fault Interrupters which are not part of the permanent wiring of the building must be used on construction sites in receptacle outlets in use. This applies only to the receptacle the employee is using.
6. If necessary, the company will provide a GFCI on all 120v, single-phase, 15 and 20 amp receptacle outlets on construction sites that they are using.
7. Receptacles on the ends of extension cords are not part of the permanent wiring. When an uncolor-coded extension cord is plugged into permanent wiring, it must be protected by a GFI.
8. Flexible electrical cords that are connected to tools, equipment and fittings must be connected so as to prevent tension at joints and terminal screws.
9. The employee may use a portable GFI while using the equipment and unplug it and take it with him/her to use again.
10. When inspecting electrical equipment, utilize the following guidelines.
  - a. Look for loose conduit and box connections. Are they adequately supported? Is excessive vibration present? Is the equipment corroded?
  - b. Make certain that all equipment requiring an equipment ground is provided with the appropriate grounding plug.
  - c. If the equipment is defective – if it gives the user a “tingle” – remove it from service immediately, tag it, and have it repaired.
  - d. Check all equipment and extension cords every time they are returned to the tool crib. Use good test equipment and keep records on each item.

- e. Check receptacle grounding and polarity periodically.
- f. Check grounding of enclosures, cages, and other large metal structures that are likely to become energized.

## **EXCAVATIONS AND TRENCHING**

1. Before opening any excavation, efforts including contact with the utility/Diggers Hotline must be made to determine the presence/location of underground utilities/installations in the area. Underground facilities must be located and supported during excavation activities.
2. A Competent Person must make daily inspection of the trench support systems daily at a minimum. Inspection will also be made after natural and/or man made occurrences such as heavy rain or blasting. If evidence of possible cave in or protection system failure is found, all work will stop and no one will be allowed to enter the trench until proper/necessary precautions have been taken.
3. Excavated material must be stored at least 2 feet from excavation edge.
4. Trenches 4 feet deep or deeper require adequate means of egress such as ladders, steps, or ramps located as to require not more than 25 feet of lateral travel to reach the ladder/steps/ramp.
5. If a hazardous atmosphere is, or is suspected to be present, the Competent Person must conduct appropriate air sampling. Entry to the excavation will not be allowed until the excavation is properly ventilated and/or proper personal protective, communication, and rescue equipment is in place. A look out with no other duties must be posted.
6. The competent person shall inspect and classify the soil to determine the appropriate protective measures. The attached Excavation checklist can be used as a guide when inspecting the site.
7. All workers in a trench greater than five (5) feet in depth must be protected by sloping, a trench box, or shoring.

## **FIRE PROTECTION**

The foreman is responsible for developing procedures for the use and care of fire extinguishers. The foreman shall ensure that all flammable liquids and combustibles are stored properly and ignition sources are controlled.

### **Selection and Distribution**

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of the hazard which would affect their use. Fire extinguishers used by this company are for four classes of fires:

- Class A Fire Extinguishers. Use on ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics. Travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.
- Class B Fire Extinguishers. Use on flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane. Travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.
- Class C Fire Extinguishers. Use on energized electrical equipment, such as appliances, switches, panel boxes and power tools. Travel distance from the Class C hazard area to any extinguishing agent is 50 feet (15.2 m) or less.

### **Use**

In the event of a fire, one employee will get the nearest fire extinguisher and use it to attempt to put the fire out, if they are trained and comfortable using an extinguisher. All other employees in the immediate area will prepare to evacuate if needed.



The employee attempting to extinguish the fire will break the safety seal on the handle and pull the pin. He will then aim his extinguisher at the base of the fire and discharge it with a sweeping motion from side to side; continuing until the fire is out or the extinguisher is emptied.

Remember that a standard fire extinguisher will be emptied in about 10 to 15 seconds. If the fire is not out when the extinguisher has been completely discharged, the employees must evacuate the area.

## **FIRST AID**

### **Purpose**

The purpose of this program is to establish the minimum first aid supplies, equipment and actions to properly respond to injuries. This program is applicable to all employees while engaged in work at Soper Companies facilities and/or facilities operated by others.

### **Responsibilities**

- It is the responsibility of the site manager to ensure that first aid kits are provided and maintained.
- All employees are responsible for using first aid materials in a safe and responsible manner.

### **Medical Response**

All minor first aid is to be self-rendered. Because of the risks presented by certain bloodborne pathogens, no one is allowed to tend the minor injuries of another unless they are properly protected by use of gloves, at a minimum.

If 911 is not available refer to the list of posted phone numbers for prearranged medical response providers.

### **Supplies and Equipment**

First aid supplies shall be provided in easily accessed and posted locations. Always follow the manufacturer's instructions when using the materials in the first aid kit.

All first aid kits contain appropriate items determined to be adequate for the environment in which they are used and are stored in a weather proof container with individual contents sealed from the manufacturer for each type of item.

Soper Companies is responsible to ensure the availability of adequate first aid supplies and to periodically reassess the demand for supplies and to adjust its inventories. First Aid kits are to be inspected first working day of each week to verify that they are fully stocked and that no expiration dates have been exceeded.

- Before being sent out to each job, and
- Replace any items that have exceeded their expiration dates or that have been depleted.

## **FLAG MEN**

When signs, signals, and barricades do not afford adequate protection on, or adjacent to, a highway or street, flag men or other appropriate traffic controls may be used. Flagmen will wear an orange or yellow reflectorized vest at a minimum. Also, a slow/stop sign shall be used at all times when directing traffic.



## **FLAMMABLE & COMBUSTIBLE MATERIALS**

Only approved containers and portable tanks will be used for the storage and handling of flammable and combustible liquids.

1. Locate storage areas at 20 feet away from buildings and keep free from debris, weeds, and other combustible materials.
2. Keep flammable liquids in closed containers when not in use.
3. Post conspicuous and legible signs prohibiting smoking in service and refueling areas.

## **HAND TOOLS**

1. Examine all hand tools prior to each use. Use the tools **only** for their designed and intended use.
2. Employees will not use unsafe hand tools.
3. Wrenches may not be used when jaws are sprung to the point slippage occurs. Keep impact tools from mushroomed heads. Keep wooden tool handles free from splinters or cracks and tight in the tool.
4. Electric power operated tools will either be double insulated, properly grounded, or be used with ground fault interrupters.
5. Do not use power tools and equipment until employees have been properly instructed in safe work methods and become authorized to use them.

## **HAZARD COMMUNICATION PROGRAM**

### **Purpose**

The purpose of this program is to ensure that the hazards of all chemicals and substances are evaluated and the information concerning their hazards is communicated to employees, including emergency response organizations, state and federal agencies, other employers and contractors, as necessary. It is recognized that workers may use chemicals or substances that have potentially hazardous properties. When using these substances, workers must be aware of the identity, toxicity or hazardous properties of a chemical or substance, since an informed employee is more likely to be a safe employee. To this end, Soper Companies has established a written Hazard Communication Program.

### **Scope**

This program is applicable to all employees who may be exposed to hazardous chemicals. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

### **Responsibilities**

A written hazard communication program shall be developed, implemented and maintained at each Soper Companies site. The program shall describe how labels, other forms of warning and material safety data sheets shall be communicated to employees.

The Administrator is responsible for developing and implementing the Hazard Communications Program and maintaining Safety Data Sheets and the Chemical Inventory List. The Administrator reviews the SDS files and Chemical Inventory List to ensure that they are complete and up to date.

Employees are responsible for following the requirements in the Hazard Communication Program, to use proper personal protective equipment, to report containers without labels immediately and to not deface any label. Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.

## **Requirements**

### **List of Hazardous Chemicals**

Soper Companies maintains a listing of all known hazardous chemicals known to be present used at, or by this facility by using the identity that is referenced on the safety data sheet (SDS). This identity is often a common name, such as the product or trade name (i.e., Lime-A-Way).

The Chemical Inventory List is updated as necessary and at least annually by the Hazard Communication Program Coordinator or their designee. The facility Chemical Inventory List must be available for review upon request.

### **Safety Data Sheets**

Chemical manufacturers are responsible for developing SDSs. Soper Companies shall have a SDS for each chemical used with the exception of consumer products.

Safety Data Sheets, shall be maintained, readily accessible in each work area and be made available, upon request, to employees, their designated representatives and regulatory officials in accordance with the requirements of 29 CFR 1910.1020(e). The SDS are available in the tool trucks and pickup trucks and at the office

SDS' must be obtained for each required chemical from the chemical manufacturer, supplier or vendor. The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is prohibited.

The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility. Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain SDS libraries and archives.

The Administrator is responsible for seeing that the Chemical Inventory List inventory is maintained, is current and is complete. He/She will review the inventory and the SDS Book at least annually. When a hazardous material has been permanently removed from the work place, its SDS is to be removed from the SDS Book and the Chemical Inventory List. A file copy is to be maintained in a "dead file".

SDS' for hazardous materials to which employees have been exposed must be maintained after the employee leaves the employment of Soper Companies. Before any non-routine task is performed, employees will be advised of special precautions and the hazards associated with chemicals contained in unlabeled pipes in their work areas, if present. In the unlikely event that such tasks are required, the Administrator will provide SDS for involved chemical. Employees have the right to request SDS on any chemical and it must be provided without any issues.

### **Labels, Labeling and Warnings**

The foreman will ensure that all hazardous chemicals used are properly labeled.

- Damaged labels or labels with incomplete information shall be reported immediately.
- Damaged labels on incoming containers of chemicals shall not be removed.
- New labels shall be provided as needed so that all containers are properly labeled.
- Only containers into which an employee transfers a chemical for their own immediate use will not require labeling.
- Employees who are unsure of the contents of any container must contact their foreman for information regarding the substance including:
  - The name of the substance



- The hazards related to the substance
- The safety precautions required for working with the substance.

Labels, tags or markings on containers shall list as a minimum:

- Words, pictograms, symbols or combinations thereof may be used.
- The trade name of the product as listed on the Safety Data Sheet.
- Appropriate hazard warnings to help employees protect themselves from the hazards of the substance.
- Labels provided by chemical manufacturers, distributors, and importers must also list the name and address of the manufacturer, importer, or vendor responsible for the chemical, and from whom more information about the chemical can be obtained.
- Labels shall be legible, in English. However, for non-English speaking employees, information shall be presented in their language as well.
- Soper Companies or employees shall not remove or deface labels on incoming containers of hazardous chemicals.

All containers must be labeled. When an employee transfers the contents of one container to another, he must label the new container with all required information. This information can be obtained from the labeling of the original container or from the material's SDS. Any container of a potentially hazardous material that will not be emptied during one shift must be labeled, without exception.

### **Training**

Soper Excavating shall provide employees and new hires at their initial assignment effective information and training on hazardous chemicals in their work area.

Additional training will be provided whenever a new chemical hazard is introduced into the work area. To reinforce the importance of handling chemicals properly when performing new or non-routine tasks, Supervision will conduct supplementary training as needed.

The Administrator shall ensure records of employee training are maintained.










The Hazard Communication Program documented training shall, as a minimum, include:

- Requirements, details and rights of the employee as contained in the Hazard Communication regulation
- Operations and work areas where hazardous chemicals are present.
- Location of the written Hazard Communication Program, SDSs and the Chemical Inventory List.
- How to access SDS' or SDS information.
- How to read and an explanation of labels and Safety Data Sheets for pertinent hazard information and how employees can obtain and use the appropriate hazard information.
- Methods and observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance or odor.
- The physical & health hazards of chemicals in the work area.
- Protection measures to be utilized to prevent exposure.
- Appropriate work practices.
- Emergency procedures.
- Proper PPE to be used.

## Hazard Warnings / NFPA 704/Pictograms

At least one of two labeling methods must be used to identify all containers. Containers must be labeled with either the appropriate pictogram (shown below) or the NFPA 704 Diamond. The NFPA 704 Diamond is a means of disseminating hazard warning and information for a material. The diamond is divided into four sections. Each of the first three colored sections has a number in it associated with a particular hazard. The higher the number is, the more hazardous a material is for that characteristic. The fourth section includes special hazard information. The four sections and an explanation of the numbers in them are provided below:

NFPA Rating Explanation Guide					
RATING NUMBER	HEALTH HAZARD	FLAMMABILITY HAZARD	INSTABILITY HAZARD	RATING SYMBOL	SPECIAL HAZARD
4	Can be lethal	Will vaporize and readily burn at normal temperatures	May explode at normal temperatures and pressures	ALK	Alkaline
3	Can cause serious or permanent injury	Can be ignited under almost all ambient temperatures	May explode at high temperature or shock	ACID	Acidic
2	Can cause temporary incapacitation or residual injury	Must be heated or high ambient temperature to burn	Violent chemical change at high temperatures or pressures	COR	Corrosive
1	Can cause significant irritation	Must be preheated before ignition can occur	Normally stable. High temperatures make unstable	OX	Oxidizing
0	No hazard	Will not burn	Stable	Radioactive Symbol	Radioactive
				W	Reacts violently or explosively with water
				W OX	Reacts violently or explosively with water and oxidizing

<b>Health Hazard</b>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<b>Flame</b>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Exclamation Mark</b>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<b>Gas Cylinder</b>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<b>Corrosion</b>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<b>Exploding Bomb</b>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<b>Flame Over Circle</b>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<b>Environment (Non-Mandatory)</b>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<b>Skull and Crossbones</b>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

## **HEAT/COLD STRESS**

### **Heat Stress Protocol**

- Drink cool water. Anyone working in a hot environment should drink cool water in small amounts frequently--one cup every 20 minutes. Employers should make water available. Avoid alcohol, coffee, tea and caffeinated soft drinks, which cause dehydration.
- Dress appropriately. Wear lightweight, light-colored, loose-fitting clothing and change clothing if it gets completely saturated. Use sunscreen and wear a hat when working outdoors. Avoid getting sunburn.
- Work in ventilated areas. All workplaces should have good general ventilation as well as spot cooling in work areas of high heat production. Good airflow increases evaporation of sweat, which cools the skin.
- Work less, rest more. Foremen should assign a lighter workload and longer rest periods during days of intense heat. Short, frequent work-rest cycles are best. Alternate work and rest periods with longer rest periods in a cooler area, and schedule heavy work for cooler parts of the day.
- Ask how workers are feeling. Foremen should monitor workplace temperature and humidity and check workers' responses to heat at least hourly. Allow a large margin of safety for workers. Be alert to early signs of heat-related illness and allow workers to stop their work for a rest break if they become extremely uncomfortable.
- Know the signs and take prompt action. Employees and employers should learn to spot the signs of heat stroke, which can be fatal. Get emergency medical attention immediately if someone has one or more of the following symptoms: mental confusion or loss of consciousness, flushed face, hot, dry skin or has stopped sweating.
- Train first-aid workers. First-aid workers should be able to recognize and treat the signs of heat stress. First aid workers should also be able to recognize the signs and symptoms of heat exhaustion, heat cramps and other heat-related illness. Be sure that all workers know who is trained to give first aid.
- Reduce work for anyone at risk. Employers should use common sense when determining fitness for work in hot environments. Lack of acclimatization, age, obesity, poor conditioning, pregnancy, inadequate rest, previous heat injuries, certain medical conditions and medications are some factors that increase susceptibility to heat stress.
- Check with your doctor. Certain medical conditions such as heart conditions and diabetes, and some medications can increase the risk of injury from heat exposure. Employees with medical conditions or those who take medications should ask their doctors before working in hot environments.
- Watch out for other hazards. Use common sense and monitor other environmental hazards that often accompany hot weather, such as smog and ozone.

### **Cold Stress Protocol**

- Dress appropriately. Wear layers of clothing with inner garments that will absorb perspiration.
- Provide temporary heating if practicable, like inside a building.
- Work less, rest more. The Foreman should assign a lighter workload and longer rest periods during days of intense cold. Short, frequent work-rest cycles are best. Alternate work and rest periods with longer rest periods in a warmer area, and schedule heavy work for the warmer parts of the day, when applicable.
- Ask how workers are feeling. The Foreman should monitor workplace temperature and check workers' responses to cold at least hourly. Allow a large margin of safety for workers. Be alert to early signs of cold-related illness and allow workers to stop their work for a rest break if they become extremely uncomfortable.

- Know the signs and take prompt action. Employees and employers should learn to spot the signs of frostbite, which can be very serious.
- Train first-aid workers. First-aid workers should be able to recognize and treat the signs of cold stress. Be sure that all workers know who is trained to give first aid.
- Reduce work for anyone at risk. Employers should use common sense when determining fitness for work in cold environments.
- Check with your doctor. Certain medical conditions such as heart conditions and diabetes, and some medications can increase the risk of injury from freezing temperatures. Employees with medical conditions or those who take medications should ask their doctors before working in cold environments.
- Watch out for other hazards. Use common sense and monitor other environmental hazards that often accompany cold weather, such as slip and fall conditions from ice and snow accumulation.

### **Confined Space**

- A space that is large enough and so configured that an employee can bodily enter and perform assigned work;
- Has limited or restricted means for entry or exit (for example, tanks, vessels, coolers, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
- Is not designed for continuous occupancy.

Ventilation is a prerequisite to work in confined spaces.

When an employee must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of an emergency.

When safety belts and lifelines are used for this purpose, they shall be so attached to the worker's body that it cannot be jammed in a small exit opening.

Air quality shall be monitored on a continuous basis while entry is ongoing.

An attendant with a preplanned rescue procedure shall be stationed outside to observe the worker at all times and be capable of putting rescue operations into effect.

### **HOUSEKEEPING**

Scrap materials and other forms of debris will be kept clear of work areas to help prevent slips/trips/falls. Containers will be provided for refuse collection. At the end of each work phase, return all tools and unused materials to proper storage areas and clean up all debris before moving on to the next phase. The jobsite must be cleaned at a minimum on a daily basis.

### **LADDER SAFETY**

- The employee shall inspect all ladders prior to use.
- No defective ladders shall be used.
- Straight ladders shall be placed on secure footing at a 4 to 1 pitch (75-degree angle) with a least 3 feet extending above the work surface. The ladder shall also be tied off at the top.
- Folding ladders shall be used only in the open and locked position and the last step prior to the top shall never be used.
- Do not use the top step of ordinary stepladders as a step.
- Only non-conductive ladders should be used when working on or near electrical equipment.

- Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil.
- Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment.
- Stored ladders must be easily accessible for inspection and service, kept out of the weather and away from excessive heat, and well supported when stored horizontally.
- Ladders are to be used only for their intended purposes. Employees are to use only the fiberglass ladders provided by Soper Excavating.
- Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder).
- Rungs of ladders should be uniformly spaced at 12 inches, center to center.
- A portable ladder is not to be used in a horizontal position as a platform or runway or by more than one person at a time.
- All portable metal ladders must be legibly marked with signs reading "CAUTION" - "Do Not Use Around Electrical Equipment."
- It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height.
- When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface.
- Face the ladder when ascending or descending.
- Each employee shall use at least one hand to grasp the ladder when progressing up and/or down the ladder.
- Be careful when you climb a ladder.
- Tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder.

## **MOTORIZED EQUIPMENT**

- Check all vehicles in use at beginning of each shift to assure that all parts, equipment, and accessories affecting safe operation are in proper working condition and free from defects. All defects shall be corrected before placing vehicle in service.
- No employee shall use any motor vehicles, earth moving, or compacting equipment having an obstructed view to the rear unless the vehicle has a reverse signal alarm distinguishable from surrounding noise level, or vehicle is backed up only when an observer signals it safe to do so.
- Heavy machinery, equipment, or parts thereof which are suspended or held aloft will be substantially blocked to prevent falling or shifting work under or between them.
- No person shall operate a motor vehicle on a public highway without a valid driver's license.
- If the equipment is equipped with a safety belt, it must be worn.

## **NOISE EXPOSURE/HEARING CONSERVATION**

The purpose of this program is to provide a process to minimize employee-hearing loss caused by excessive occupational exposure to noise. This program is applicable to all employees who may be exposed to noise in excess of 85 decibels (decibels). When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

### **Key Responsibilities Managers and Foremans**



Ensure requirements of this program are established and maintained. Ensure employees are trained and comply with the requirements of this program.





## Employees

Wear hearing protection when required, attend the training, and cooperate with testing and sampling.

## Procedure

Occupational hearing loss is a cumulative result of repeated or continued absorption of sound energy by the ear; employee protection is based on reduction of the noise level at the ear or limiting the employee's exposure time. Soper Excavating shall offer hearing protection to all employees exposed to potential high noise levels in working areas and to those employees requesting hearing protection.

All employees, who work in areas where the exposure to noise levels are 85 decibels or greater for the 8 hour time- weighted average of 85 decibels, must wear hearing protection and Soper Excavating shall implement a monitoring program to identify employees to be included in the hearing conservation program.

## PERSONAL PROTECTIVE EQUIPMENT

The objective of the Personal Protective Equipment (PPE) program is to protect employees from risk of injury or death by creating a barrier against workplace hazards.

Soper Excavating will provide suitable equipment to protect employees from hazards in the workplace. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls and practices to ensure the safety and health of employees.

Personal Protective Equipment	Operation(s)
Hard hats	At all times
Safety Glasses	When sawing/exposed to flying debris
High Vis/high vis shirts	At all times
Steel toed shoes	At all times
Welding//torch	Welding helmet
Faceshield	Sawing
Class III high vis	When working during low light/night
Hearing protection	While using power equipment

## Responsibilities

Foreman have the primary responsibility for implementation of the PPE Program in their work area, including:

- Providing appropriate personal protective equipment and making it available to employees;
- Ensuring employees are trained on the proper use, care, and cleaning of personal protective equipment;
- Supervising staff to ensure that the PPE Program elements are followed and that employees properly use and care for personal protective equipment;
- Seeking assistance from the Safety Coordinator to analyze hazards; and
- Notifying the Safety Coordinator when new hazards are introduced or when processes are added or changed.

The personal protective equipment user is responsible for following the requirements of the PPE program by:

- Wearing personal protective equipment as required;
- Attending required training sessions;

- Caring for, cleaning, and maintaining personal protective equipment as required; and
- Informing the foreman of the need to repair or replace personal protective equipment.

### **PPE Training**

Any worker required to wear personal protective equipment must receive training in the proper use and care of personal protective equipment. Periodic retraining must be offered to both employees and foremen, as needed.

The training must include, but not necessarily be limited to, the following subjects:

- When personal protective equipment must be worn;
- What personal protective equipment is necessary;
- How to properly adjust and wear personal protective equipment;
- What are the limitations of the personal protective equipment; and
- What are the proper procedures for care, maintenance, useful life, and disposal of the personal protective equipment.

### **Eye And Face Protection**

Suitable protectors must be used when employees are exposed to hazards from flying particles, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Side protectors must be used when a hazard from flying objects exists.

Goggles must be used when a hazard from chemical splash exists.

For employees who wear prescription lenses, eye protectors must either incorporate the prescription in the design or fit properly over the prescription lenses.

### **Hand Protection**

Suitable gloves must be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, and harmful temperature extremes are present.

Glove selection must be based on performance characteristics, conditions, durability, and hazards present.

### **Hearing Protection**

Hearing protection will be worn when sound levels in the work area exceed and eight-hour TWA of 90dBA.

### **ROLLOVER PROTECTIVE STRUCTURES (ROPS)**

Rollover protective devices (ROPS) standards apply to the following types of material handling equipment: all rubber tired, self-propelled scrapers, front end loaders, dozers, etc., that are used in construction work.

### **SAFETY INSPECTIONS**

Jobsite safety inspections are visible signals to company employees that safety is working and shall be conducted on a daily basis. They also provide for the identification of areas of potential loss and can be used to monitor the effectiveness of our safety and health program.



The purpose of jobsite inspections includes the following:

1. To maintain a safe and healthful working environment for employees to work.
2. To evaluate compliance with company, state and federal regulations.
3. To control and correct the unsafe actions and behaviors of people.
4. To maintain operational profitability and measure our program's effectiveness.

## **SAWS**

1. All portions of band saws will be enclosed or guarded, except for the working portion of the blade between bottom or guide rolls and table.
2. Portable, power driven circular saws will be equipped with guards above and below the base plate or shoe.
3. The lower guard will cover the saw to the depth of the teeth except for minimum arc required to allow proper retraction and contact with the work, and will automatically return to the covering position when the blade is removed from the work.
4. Inverted sliding cut off saws will be provided with a hood that will cover the part of the saw that protrudes above the top of the table or material being cut.

## **TOILETS**

Toilets will be provided according to the following:

- 20 or fewer people – 1 facility
- 20 or more people – 1 toilet seat and 1 urinal per 40 people
- 200 or more people – 1 toilet seat and 1 urinal per 50 people.

## **TRAFFIC AND TRANSPORTATION**

### Official Vehicle Use

Soper Companies requires that the operator hold a valid driver's license for the class of vehicle that he/she is authorized to operate. We expect our employees to operate the vehicle in accordance with all state and federal laws and in a safe manner. Employees operating or riding in company-furnished vehicles or personal vehicles on official company business are required to wear safety belts at all times. Company furnished vehicles are to be used only for official company business. Use of an official vehicle for an employee's personal convenience or benefit constitutes misuse and is prohibited. Passengers other than our employees are not allowed in company vehicles. Soper Companies and the Wisconsin Department of Transportation forbid vehicles to be operated in such condition as that there operation would be hazardous or likely to result in an accident or breakdown

Drive safely. Vehicles must be locked when unattended to avoid criminal misconduct. Do not exceed the speed limit. Vehicles must be parked in legal spaces and must not obstruct traffic. All employees must practice defensive driving. Employees should park their vehicles in well-lighted areas at/or near entrances to avoid criminal misconduct.

## **DEPARTMENT OF MOTOR VEHICLES MVR EVALUATION REQUIREMENTS**

The safe operation of company vehicles is critical to the success of Soper Companies. For this reason, Soper Companies has established the following Motor Vehicle Record criteria:

### Class A Violations

An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles which issued the license. Examples of Class A violations are as follows:

- Driving while intoxicated or under the influence
- Negligent homicide arising out of the use of a motor vehicle (gross negligence)

- Operating during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without owner's authority
- Permitting an unlicensed person to drive
- Reckless driving
- Suspension of driving privileges for anyone convicted of a Class A violation for a period of eighteen (18) months. Additionally, any of these individuals would also be required to be re-certified to operate emergency vehicles through successful completion of the organizations driver training program.

### Class B Violations

Class B violations are any moving violation or Point carrying violation, not considered a Class A violation. Speeding, unlawful lane change and traveling too fast for conditions are all examples of Class B violations.

Any individual who has a combination of two (2) Class B moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter.

Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension of driving department vehicles for a period of ninety (90) days.

Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly stated violations in a three (3) year period will be issued a suspension of driving department vehicles for a period of one (1) year. In addition, the same individual would be required to complete an approved driver improvement program and be re-certified to operate company vehicles.

Note: Unusual circumstances with individual cases would be evaluated on a one-on-one basis.

### Accidents

Any accident involving Company vehicles (included private, rented, or leased vehicles used on official Company business) must be reported to the driver's foreman. If the driver is unable to make a report, another employee who knows the details of the accident must make the report (see attachment). It is Soper Companies policy that employees should not admit to responsibility for vehicle accidents occurring while on official business. It is important that such admissions, when appropriate, be reserved for the company and its insurance carrier. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party. Be sure to obtain adequate information on the drivers involved as well as on the owner of the vehicles. Names, addresses, driver's license numbers, vehicle descriptions, and registration information are essential. In addition, a description of damages is needed for completion of accident reports. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to Soper Companies, or obtain the name and department of the investigating officer. In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number. The Safety Coordinator will receive copies of all accident reports and will prepare any required OSHA reports.

# EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE

**Fatal Injuries:** Employers subject to ch.102, Wis. Stats., must report injuries resulting in death to the Department and to their insurance carrier, if insured, within one day after the death of the employee.

**Non-Fatal Injuries:** If the injury or occupational illness results in disability beyond the three-day waiting period, the employer, if insured, must notify its insurance carrier within 7 days after the injury or beginning of disability. Medical-only claims are to be reported to the insurance carrier only, not the Department.

**Electronic Reporting Requirement:** All work-related injuries and illnesses resulting in compensable lost time, with the exception of fatalities, must be reported electronically to the Department via EDI or Internet by the insurance carrier or self-insured employer within 14 days of the date of injury or beginning of disability. Employer may fax claims for fatal injuries to (608) 267-0394.

**Department of Workforce Development  
Worker's Compensation Division**  
201 E. Washington Ave., Rm. C100  
P.O. Box 7901  
Madison, WI 53707  
Imaging Server Fax: (608) 260-2503  
Telephone: (608) 266-1340  
<http://www.dwd.wisconsin.gov/wc>  
e-mail: [DWDDWC@dwd.wisconsin.gov](mailto:DWDDWC@dwd.wisconsin.gov)

\*Provision of your Social Security Number (SSN) is voluntary. Failure to provide it may result in an information processing delay.  
Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].  
(Please read the instructions on page 2 for completing this form)

EMPLOYEE	Employee Name (First, Middle, Last)		Social Security Number* - -		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Employee Home Telephone No. ( ) -	
	Employee Street Address		City	State	Zip Code -	Occupation	
	Birthdate	Date of Hire	County and State Where Accident or Exposure Occurred?				
EMPLOYER	Employer Name		WI Unemployment Ins. Acct No.	Self-Insured? <input type="checkbox"/> Yes <input type="checkbox"/> No		Nature of Business (Specific Product)	
	Employer Mailing Address		City	State	Zip Code -	Employer FEIN -	
	Name of Worker's Compensation Insurance Co. or Self-Insured Employer					Insurer FEIN -	
	Name and Address of Third Party Administrator (TPA) Used by the Insurance Company or Self-Insured Employer					TPA FEIN -	
WAGE INFORMATION	Wage at Time of Injury \$	Specify per hr., wk., mo., yr., etc. Per:	In Addition to Wages, Check Box(es) if Employee Received:		<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Tips	No. of Meals/wk. No. of Days/wk Avg. Weekly Amt. \$	
	Is Worker Paid for Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, After How Many Hours of Work Per Week?						
	For the 52 Week Period Prior to the Week the Injury Occurred, Report Below the Number of Weeks Worked in the Same Kind of Work, and the Total Wages, Salary, Commission and Bonus or Premium Earned for Such Weeks.						
	No. of Weeks:	Gross Amount Excluding Tips: \$		If Piece-Work, No. of Hrs. Excluding Overtime:			
			Start Time	Hours Per Day	Hours Per Week	Days Per Week	
	Employee's Usual Work Schedule When Injured:		: <input type="checkbox"/> AM <input type="checkbox"/> PM				
	Employer's Usual Full-Time Schedule for This Type of Work at Time of Employee's Injury:						
	Part-Time Employment Information:	Are there Other Part-Time Workers Doing the Same Work With the Same Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?			Number of Full-Time Employees Doing The Same Type Of Work:		
	Injury Date	Time of Injury : AM : PM	Last Day Worked	Date Employer Notified	<input type="checkbox"/> Date Returned to Work <input type="checkbox"/> Estimated Date of Return		
	Did Injury Cause Death? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Death	Was This a Lost Time or Other Compensable Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did Injury Occur Because of: <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Failure to Use Safety Devices <input type="checkbox"/> Failure to Obey Rules			
Was Employee Treated in an Emergency Room? <input type="checkbox"/> Yes <input type="checkbox"/> No Was Employee Hospitalized Overnight as an In-Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Name and Address of Treating Practitioner and Hospital:							
Case Number from the OSHA Log:							
INJURY INFORMATION	Injury Description - Describe Activities of Employee When Injury or Illness Occurred and What Tools, Machinery, Objects, Chemicals, Etc. Were Involved.						
	What Happened to Cause This Injury or Illness? (Describe How The Injury Occurred)						
	What Was The Injury or Illness? (State the Part of Body Affected and How It Was Affected)						
Report Prepared By		Work Phone Number ( ) -	Position			Date Signed	

## EMPLOYER AND INSURANCE CARRIER INSTRUCTIONS

The employer must complete all relevant sections on this form and submit it to the employer's worker's compensation insurance carrier or third party claim administrator within seven (7) days after the date of a work-related injury which causes permanent or temporary disability resulting in compensation for lost time. The employer's insurance carrier or the third-party claim's administrator may request that this form also be used to immediately report any injury requiring medical treatment, even though it does not involve lost work time.

For any work injury resulting in a **fatality**, the employer must also submit this form directly to the Department of Workforce Development **within 24 hours of the fatality**.

An employer exempt from the duty to insure under s. 102.28, Wis. Stats., and an insurance carrier administering claims for an insured employer are required to submit this form to the Department of Workforce Development within 14 days of the date of work injury.

### MANDATORY INFORMATION

**In order to accurately administer claims, each of the following sections of this form must be completed.** The First Report of Injury will be returned to the sender if the mandatory information is not provided.

**Employee Section:** Provide all requested information to identify the injured employee. If an employee has multiple dates of employment, the "Date of Hire" is the date the employee was hired for the job on which he or she was injured.

**Employer Section:** Provide all requested information to identify the injured worker's employer at the time of injury. Provide the name and Federal Employer Identification Number (FEIN) for the insurance carrier or self-insured employer responsible for the worker's compensation expenses for this injury. Also identify the third party claim administrator, if one is used for this claim.

**Wage Information Section:** Provide the information requested regarding the injured employee's wage and hours worked for the job being performed at the time of injury.

**Injury Information Section:** Provide information regarding the date and time of injury. Provide a detailed description of the injury, including part of the body injured, the specific nature of the injury (i.e., fracture, strain, concussion, burn, etc.) and the use of any objects or tools (i.e., saw, ladder, vehicle, etc.) that may have caused the injury. Provide the name of the person preparing this report and the telephone number at which they may be reached, if additional information is needed. This form was designed to include information required by OSHA on form 301. If this section is completed and retained, the employer will not have to complete the OSHA 301 form.





## Job Site Incident Report

Date \_\_\_\_\_

Employee

Name \_\_\_\_\_  
Title/position \_\_\_\_\_

Manager

Name \_\_\_\_\_  
Title/position \_\_\_\_\_

Incident

Date \_\_\_\_\_  
Time \_\_\_\_\_  
Location \_\_\_\_\_

Description of incident (including any tools, machinery, materials involved)

---

---

---

---

Witnesses

---

---

---

Injuries

---

---

---

Follow up actions

---

---

---

**By signing this document, you acknowledge that you have read and understood the information contained herein**

Employee

Manager

\_\_\_\_\_

\_\_\_\_\_

Date

Date



## EXCAVATION CHECKLIST (to be utilized by the Competent Person)

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

**Indicate for each item: YES – NO – or N/A (for not applicable)**

1. General Inspection of Jobsite:	Mon	Tue	Wed	Thu	Fri
A. Excavations, adjacent areas, and protective systems inspected by a competent person daily before the start of work.					
B. Competent person has the authority to remove employees from the excavation immediately.					
C. Surface encumbrances removed or supported.					
D. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.					
E. Hard hats worn by all employees.					
F. Spoils, materials, and equipment set back at least two feet from the edge of the excavation.					
G. Barriers provided at all remotely located excavations, wells, pits, shafts, etc.					
H. Walkways and bridges over excavations four feet or more in depth are equipped with standard guardrails and toeboards.					
I. Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic.					
J. Employees required to stand away from vehicles being loaded or unloaded.					
K. Warning system established and utilized when mobile equipment is operating near the edge of the excavation.					
L. Employees prohibited from going under suspended loads.					
M. Employees prohibited from working on the faces of slopes or benched excavations above other employees.					

2. Utilities:	Mon	Tue	Wed	Thu	Fri
A. Utility companies contacted and/or utilities located.					
B. Exact location of utilities marked.					
C. Underground installations protected, supported, or removed when excavation is open.					

3. Means of Access and Egress:	Mon	Tue	Wed	Thu	Fri
A. Lateral travel to means of egress no greater than 25 feet in excavations four feet or more in depth.					
B. Ladders used in excavations secured and extended three feet above the edge of the trench.					
C. Employees protected from cave-ins when entering or exiting the excavation.					

4. Wet Conditions:	Mon	Tue	Wed	Thu	Fri
A. Precautions take to protect employees from the accumulation of water.					
B. Water removal equipment monitored by a competent person.					
C. Surface water or runoff diverted or controlled to prevent accumulation in the excavation.					
D. Inspections made after every rainstorm or other hazard-increasing occurrence.					

### 5. Hazardous Atmosphere:

	Mon	Tue	Wed	Thu	Fri
A. 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.					
B. Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres.					
C. Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas.					
D. Testing conducted often to ensure that the atmosphere remains safe.					
E. Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres could or do exist.					
F. Employees trained to use personal protective and other rescue equipment.					
G. Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavations.					

### 6. Support Systems:

A. Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads.					
B. Materials and equipment used for protective systems inspected and in good condition.					
C. Materials and equipment not in good condition have been removed from service.					
D. Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service.					
E. Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.					
F. Members of support system securely fastened to prevent failure.					
G. Support systems provided to ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.					
H. Excavations below the level of the base or footing supported, approved by an RPE.					
I. Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure.					
J. Backfilling progresses with removal of support system.					
K. Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth.					
L. Shield system placed to prevent lateral movement.					
M. Employees are prohibited from remaining in shield system during vertical movement.					

### CORRECTIVE ACTIONS AND REMARKS:

--



I have read the foregoing Company Policy and Safety Handbook and understand that the safety program is an integral part of all our operations. I agree to abide by the rules and regulations contained in the safety program as well as other company policies.

Furthermore, I understand that any violation of non-compliance with Company Safety Regulations or State Safety Codes could result in disciplinary action including termination.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_