SITE OPERATIONS SAFETY MANUAL

CITY CREEK
CONSTRUCTION

1.2023

Safety Policy Statement

City Creek Construction recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by City Creek's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

City Creek Construction is firmly committed to the safety of our employees. We are committed to providing a safe working environment for all employees and will do everything possible to prevent workplace accidents.

We value our employees not only as employees but also as human beings critical to the success of their families, the local community and City Creek Construction.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the superintendent on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and facility policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, City Creek Construction will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, City Creek Construction subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.

2. Safety and health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds City Creek Construction in higher regard with patients and increases productivity. This is why City Creek Construction will comply with all safety and health regulations that apply to the course and scope of operations.

4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of City Creek Construction is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

5. Employees are responsible for following safe work practices and facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.

6. Management and superintendents of City Creek Construction will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor facility health performance, safety, working environments and conditions to ensure that program objectives are achieved.

7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this facility. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at City Creek Construction must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries, keeping each other safe and healthy in the workplace.

President

Risk Manager

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Job Site Rules & Regulations

All employees will abide by the following rules and regulations. Violations of any of these rules may be cause for immediate disciplinary action, up to and including discharge. Each employee is expected to recognize what constitutes appropriate personal conduct and to act with reasonable and proper regard for the welfare and rights of the company and other employees.

1. Follow all federal, state, local and company safety rules, procedures and common safety practices.
2. Immediately report all accidents, injuries and unsafe conditions to your superintendent.
3. The sale, possession or use of alcoholic beverages and/or illegal substances will not be tolerated.
4. The possession of firearms and other weapons is prohibited.
5. Fighting, gambling, stealing and horseplay will not be tolerated.
6. Employees are not permitted to post, deface or remove notices, signs or writing on company posting areas or distribute literature of any type without authorization.
7. Use of profane, obscene, vile or abusive language in the presence of other employees is not permitted.
8. Do not smoke, eat or drink in prohibited areas.
9. Never operate any machine or rotating equipment unless all guards and safety devices are in place and in proper operating condition.
10. Compressed gas cylinders must have protective caps in place and cylinder valve closed when not in use. Cylinders must be properly secured to prevent falling.
11. A portable fire extinguisher is required to be within 50 feet and visible whenever flammable gases are used.
12. Gasoline and other flammable items must be stored and transported in approved safety cans.
13. Eye and face protection must be worn where there is a danger from flying objects or particles especially during grinding, chipping, burning and welding activities.
14. Appropriate work clothes, gloves and shoes are required. No loose clothing, tennis shoes or jewelry should be worn.
15. Good housekeeping must be practiced at all times. Work and break areas must be kept free of waste and debris.

Management's Responsibilities

The most important single element of effective loss control activity is the leadership and support of management. If management believes safety is worthwhile and supports a loss control program, accidents can be prevented. Directly and indirectly, management's attitude is conveyed to employees, who will follow the example.

Loss control should be built into business operations in the same manner as other business best practices. Management has the responsibility to provide a safe place of employment.

Management's responsibilities in loss control are to:

- Adopt an effective loss control safety plan.
- Announce to employees that a loss control plan has been adopted and strongly urge that all employees support the program to reduce accidents. This can be a letter or memo to all employees stating positively your support of loss control

- Actively support the plan by personally following safe practices and encouraging others to do so. Employees will follow the example set by management. For instance, in areas where smoking is prohibited, management should not smoke.

- Assume direct responsibility for loss control or appoint an individual who will be responsible for successful operation of the program.

- Provide employees with safe tools and equipment to do the required job.

- Periodically review accident records to determine if the loss control plan is effective.

- Periodically review progress and re-emphasize your support of the program.

Safety Director's Responsibilities

In order for safety programs to be effective, one person must be assigned full responsibility for safety activity. This person should be given the authority to carry out the safety program.

In a small organization, the president, owner or manager may assume that responsibility. In larger companies, it may be the superintendent, superintendent or safety director.

Accidents can happen at any time. There must be someone continually alert for hazardous conditions and able to correct them as soon as they appear.

The duties and responsibilities of the safety director are:

- Formulates, administers and makes necessary changes in the accident prevention program.

- Makes regular monthly reports to management of the safety process.

- Maintains accident record system, compiles accident reports, investigates accidents and checks to see corrective action is taken.

- Assists in training employees in safety.

- Makes personal safety inspections and supervises safety inspections made by safety committees and others for the purpose of discovering and correcting unsafe work practices before they cause accidents.

- Makes certain that federal, state and local laws or ordinances are followed.

- Initiates and conducts activities that will stimulate employee interest in safety.

- Works with safety committees.

Supervisor's Responsibilities

superintendents have an important role for loss control in their areas. They are indispensable to effective loss control because they have immediate contact and control in their areas.

In the final analysis, the program succeeds or fails according to the interest and efforts that the superintendents put forth. If the superintendents show attitudes and manner of conduct that they are in support of loss control, they will convince their employees that it is a necessary part of their work and will win their support for it. superintendents should understand their responsibility for safe working conditions and safe work practices in their departments.

Supervisor's loss control responsibilities and duties are to:

- Select employees who are mentally and physically qualified for the work they are to perform.

- Give detailed instructions as to job performance and explain hazards and safety precautions when assigning jobs.

- Provide workers with safe tools and equipment to perform their jobs.

- Ensure that protective equipment, such as eye protection, is used where required.
- Plan work to ensure that workers, materials and equipment are available to perform the job safely.
- Actively participate in loss control promotional activities.
- Personally supervise all hazardous work or work that is new and unusual.
- Regularly inspect and maintain physical property to ensure that good housekeeping practices are followed and that mechanical failures do not occur.
- Personally investigate all accidents and correct unsafe practices or conditions to prevent recurrence.
- Constantly observe work procedures in order to detect and correct any unsafe practices and conditions and develop improved methods.
- Promptly report accidents occurring in their departments.
- See that the injured workers promptly receive first aid or medical treatment.

Employee's Responsibilities

The Occupational Safety and Health Act of 1970 requires "that every employer covered under the Act furnish to his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his/her employees." The Act also requires "that employees comply with standards, rules, regulations and orders under the Act which are applicable to their own actions and conduct.

Employee responsibilities for safety include the following:

- Follow all safety rules and regulations.
- Wear appropriate safety equipment as required.
- Maintain equipment in good condition with all safety guards in place when in operation.
- Immediately report all injuries, no matter how minor, to a superintendent.
- Encourage co-workers to work safely.

Accident/Incident Investigation and Reporting Procedures

Employees are required to report all injuries to their superintendents and obtain proper first aid treatment. superintendents will complete an Accident Report for all accidents/incidents regardless of whether first aid is required.

The following forms and procedures shall be used:

Accident Report: All accidents/incidents must be recorded on the City Creek Construction Accident/Incident Report form. This report shall be forwarded to Human Resources.

First Report of Injury (State Workers' Compensation Report): For all cases requiring medical attention, this report shall be filed in accordance with applicable state laws. Human Resources will file appropriate state forms with the Workers' Compensation insurance carrier.

Accident investigation is of prime importance in the accident prevention program. Its chief purpose is to determine the cause of the accident so that recurrences can be prevented. An accident is an indication that some hazard, exposure or condition needs correction if a future accident is to be prevented.

Accident/Incident investigations shall be conducted as follows:

- The superintendent shall investigate all accident/incidents requiring doctor care or first aid.

- The investigation shall include a discussion with the employee and other employees who may have been witnesses.

- The superintendent shall determine the cause of the accident/incident, take corrective action and prepare a written report. The report should avoid general terms and clearly state the specific cause of the accident.

written

- The safety coordinator and superintendent shall review accident/incident reports and ensure that prompt corrective action has been taken.

- The superintendent shall follow up to ensure compliance with company policies and offer assistance.

EMERGENCY CONTACT LIST

EMERGENCY TELEPHONE NUMBERS:

FIRE DEPARTMENT: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

DOCTOR: _____

TELEPHONE: _____

JOBSITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

SITE SUPERINTENDENT: _____

HOME TELEPHONE: _____

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

HOME TELEPHONE: _____

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Emergency Response Procedures

1. Notification
    - Alert personnel to the emergency. Sound a site alarm to:
        - Notify personnel
        - Stop work activities, if necessary
        - Lower background noise to speed communication
        - Begin emergency procedures
    - Notify the client about the emergency and include essential information:
        - What happened
        - Where it happened
        - To whom it happened
        - When it happened
        - How it happened
        - Extent of damage
        - What aid is needed
2. Survey the Situation
    - Available information about the incident should be gathered in order to determine an appropriate response, including:
        - What happened:
            - Type of incident
            - Cause of incident
            - Extent of damage to structures, equipment and terrain
    - Casualties:
            - Victims (number, location and condition)
            - Treatment required
            - Missing personnel
    - What are potential risks? Consider:
            - Types of chemicals on the job site.
            - Potential for fire, explosion and release of hazardous substances.
            - Location of all personnel on site relative to hazardous areas.

        - Potential for danger to off-site population or environment.

3. What can be done? Consider:

    - Equipment and personnel resources needed for victim rescue and hazard mitigation
    - Number of uninjured personnel available for response
    - Resources available on site
    - Resources available from outside groups and agencies
    - Time for outside resources to reach the site
    - Hazards involved in rescue and response

4. Rescue/Response Action

    - No one should attempt emergency response or rescue until roles and evacuation routes have been identified. Rescue and response actions include:
        - The buddy system. Do not enter a hazardous area without a partner. At all times, personnel in a hazardous area should be in sight of or in contact with a superintendent.
    - Survey Casualties
        - Locate all victims and assess their condition.
        - Determine resources needed for stabilization and transport.
    - Assess existing and potential hazards to site personnel and to the offsite population. Determine:
        - Whether and how to respond.
        - The need for evacuation of site personnel and offsite population.
        - The resources needed for evacuation and response.
    - Allocate resources. Allocate onsite personnel and equipment to rescue and incident response operations.
    - Request Aid. Contact the required offsite personnel or facilities, such as ambulance, fire department and police.
    - Control. Bring the hazardous situation under complete or temporary control; use measures to prevent the spread of the emergency.
    - Extricate. Remove or assist victims in the area.
    - Stabilize. Administer any medical procedures that are necessary before victims can be moved. Stabilize or permanently fix the hazardous condition.
    - Evacuate:
        - Move site personnel a safe distance from the incident.
        - Monitor the incident for significant changes. Hazards may diminish, permitting personnel to re-enter the site, or increase and require public evacuation.

- Inform public safety personnel when there is a potential or actual need to evacuate the offsite population. DO NOT attempt large-scale public evacuation. This is the responsibility of government authorities.

Evacuation Procedures

When an evacuation alarm is sounded, all employees not pre-assigned to the emergency force should evacuate the building/area following these rules.

1. Walk (do not run) to the nearest exit.
2. Assemble in area(s) pre-assigned by the superintendent for a head count.
3. Remain in the assembly areas until the head count is completed and your superintendent releases you or gives you further instructions.
4. The superintendent will notify the client or foreman when they have accounted for everyone under their jurisdiction.
5. No one is to interfere with the client or supervisor's emergency organization or with public emergency forces during the execution of their respective functions.
6. The superintendent will assign as needed all industrial contracting personnel duties.

Severe Weather Procedures

- In the event of a "tornado warning," (a tornado is imminent in the area), a decision will be made if and when a "take shelter" order will be given.
- When the "take shelter" order is sounded, all company personnel will move immediately and in an orderly manner to designated shelter areas.
- All company personnel will remain in the shelter areas until the "all clear" message is given.
- Each shelter area will be under the direct and complete authority of the superintendent. **First-Aid**

Emergency Response Procedures

In the event of an injury – to you or a fellow team member – always seek trained, certified assistance.

GENERAL DIRECTIONS FOR GIVING FIRST AID:

1. Keep the injured person lying down.
2. Do not give liquids to an unconscious person.
3. Control bleeding by pressing on the wound.
4. Restart breathing by giving mouth-to-mouth artificial respiration.
5. Dilute swallowed poisons by giving the person water.
6. Keep broken bones from moving.
7. Cover burns with thick layers of cloth.
8. If the person faints, keep head lower than heart.
9. Cover eye injuries with a gauze pad.
10. Always seek professional medical attention as soon as possible.

First-Aid Emergency Response Procedures

Most often, you'll come up against smaller injuries – burns, nicks, cuts and scratches. The danger here is that most people don't bother to get first aid for these minor injuries. But unless they are properly treated, these little injuries can develop into serious infection cases. Work carefully – but if you do get hurt or someone else gets hurt, get expert attention as soon as you can. Time is often very important.

When any injury occurs – whether it is serious or minor – be sure it receives the correct treatment as early as possible.

IN CASE OF A TRUE EMERGENCY:

1. SURVEY THE SCENE

- When you hear a call for help, there are certain things that you should do. As you approach the victim, take in the whole picture. Don't look only at the victim. Take a look all around the victim. This should take only a few seconds and should not delay your caring for the victim. Here are the things you should be looking for:

    - **Is the Scene Safe?** Is the area safe enough for you to approach the victim? For example, is there an exposed electrical wire? Are there harmful fumes? Is there danger from traffic? Once you reach the victim, decide if it is safe for you and the victim to stay where you are. Unless you or the victim is in immediate danger from a hazard at the scene, **don't move the victim.**

    - **What Happened?** What actually happened? Look around for clues that could tell you the type of injuries the victim might have. The scene itself often gives the answers. If a person were lying next to a ladder, you would suspect that he/she fell off the ladder and may have broken bones. An electrical wire on the ground next to the victim might mean electrocution.

    - **How Many People Are Injured?** Look beyond the victim you see at first glance. There may be other victims. Seriously injured victims must not go unnoticed because they are unconscious. In an auto accident, open car doors can mean there are more victims nearby who were thrown out of or walked from the car.

    - **Are There Bystanders Who Can Help?** If there are bystanders, use them to help you find out what happened. Maybe someone saw the victim fall. If the bystander knows the victim, ask if the victim has any medical problems. This information can help you understand what is wrong with the victim. Bystanders can also be used to call for help and control traffic.

2. DO A PRIMARY SURVEY OF THE VICTIM

- The primary survey is a series of checks to identify conditions that are an immediate threat to the victim's life. When you do a primary survey, you are checking the condition of the body's two most vital systems, - the respiratory system and the circulatory system.

- This is done by checking the ABC's:

    - A = Airway

    - B = Breathing

    - C = Circulation

3. PHONE THE EMERGENCY MEDICAL SERVICES (EMS) SYSTEM FOR HELP.

- DO A SECONDARY SURVEY

- The secondary survey of a victim is a series of checks for injuries or other problems that are not an immediate threat to life, but which could cause problems if not corrected. For example, during the secondary survey, the rescuer may find that the person has a broken bone. This may not be immediately life threatening, but could become a serious problem if ignored.

- The secondary survey has three parts:
    - Interviewing the victim.
    - Determining if breathing, pulse and body temperature are normal.
    - Checking the person for injuries.

Fire Protection & Prevention Procedures

Good housekeeping and fire prevention go hand-in-hand for obvious reasons, not only on jobsites but in the office as well. Fires can start anywhere, anytime.

Always obey smoking regulations. They are made for the protection of you and of others. Usually the "No Smoking" sign indicates that there are flammable materials or conditions in the area. You cannot see the vapors, but lighting a match could start a fire.

Dispose of all flammable wastes quickly and efficiently. Put flammable scraps, wiping rags or rubbish into metal containers. Gasoline, kerosene, oil or other flammable liquids must be disposed of in special containers – never pour down drains or sewers.

Know where and how to activate a fire alarm. Know where the fire extinguishers are kept and know what type of fire they are meant for. Know the fire exit to use in an emergency. Help fire fighters, but do not get in their way.

Change clothes immediately if they become soaked with oil, kerosene, naphtha or any other flammable liquid.

General Fire Safety:

- Dispose of debris in proper receptacles, and leave the area clean when finished.
- Use adequately sized electrical cords for power tools.
- Ground all electrical machinery.
- Store flammable liquids in approved containers and handle them in a safe manner.
- Adhere to all state and local fire codes.

Fire Extinguisher Classifications

Each class of fire requires the right type of extinguisher. Some types are designed to fight only one class of fire while others are effective on two or three common classes of fire. Therefore, it is essential that you select the right size and type for each class of fire. The wrong one could do more harm than good. For example, if a water extinguisher were used on a live electrical fire it could cause severe shock or death. The following table lists the types of fires and the recommended extinguisher for each.

TYPE OF FIRE	RECOMMENDED FIRE EXTINGUISHER	FIRE FIGHTING TECHNIQUES
Class "A" – Ordinary combustibles such as rubbish, paper, rags, scrap lumber, etc.	• Water (hose) • Pump-type water cans • Pressurized extinguishers Soda-acid extinguishers	• Requires a cooling agent. • Soak fire completely – even smoking embers.
Class "B" – Flammable liquids, oils and grease.	• ABC Dry Chemical extinguisher • Carbon Dioxide extinguisher • Foam extinguisher	• Requires a smothering effect. • Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.
Class "C" – Electrical Equipment	• ABC Dry Chemical extinguisher • Carbon Dioxide extinguisher • Halon extinguisher	• Requires a non-conducting extinguishing agent. • Use short bursts on the fire.

Fire Extinguisher Inspection and Maintenance

Study nameplate instructions and units carefully; familiarize yourself with the operating instructions. Most portable extinguishers operate by squeezing the lever. Each time the lever opens the valve, the stored pressure will force out some of the extinguishing agent. If lever is not released the entire contents will be discharged.

Monthly Inspection:

1. Ensure that the extinguisher is charged by checking the indicator on the pressure gauge, or weighing non-gauge models. On a gauge model, the gauge indicator MUST be in the green or white section. If non-gauge type, weigh unit to be sure it is pressurized (weight stamped on the cylinder). If either under-pressurized or underweight, the unit is not ready for use and requires service or replacement.

2. Check that extinguisher parts are intact (i.e. pull pin is seated, no cracks/holes in the nozzle or hose).

3. Make sure the nozzle is clean and not clogged.

Annual Inspection:

Recharge extinguisher. Contents will have a tendency to "clump together" over a long period of time. Recharge and service extinguisher **immediately after every use,** even if extinguisher has only been partially discharged. Disposable extinguishers must not be recharged.

Protect fire extinguishers from exposure to severe weather conditions. Extinguishers are approved for temperature range –40 degrees to +120 degrees F. Extinguishers are pressurized vessels, which if exposed to excessively high temperature could rupture, and result in injury or damage. **Water-type extinguishers must be protected from freezing.**

Maintain fire extinguishers in accordance with the NFPA portable fire extinguisher standard, available from the National Fire Protection Association, 470 Battery March Park, Quincy, MA.

A qualified distributor should service fire extinguishers. Service by inexperienced persons can be dangerous.

In Case of Fire:

1. Warn everyone. Be sure everyone clears the area immediately and stays safely outside.

2. Have someone call the Fire Department no matter how small the fire seems to be. (Post the phone number near each telephone.)

3. Evacuate the area.

4. Plan your evacuation and stay near an exit so you can escape in case the fire gets out of control.

5. Stay low to avoid inhaling smoke heated fumes and poisonous gases.

6. Use the proper extinguisher for class of fire involved.

7. Grasp the extinguisher firmly and pull out locking pin (operating procedures are marked on extinguisher).

8. Stand 6 to 10 feet from the fire (contents of extinguisher are under pressure).

9. Hold the extinguisher upright, point nozzle toward base of flames and squeeze the handle.

10. Discharge contents into base of flames, sweeping back and forth across underside of flames. For wall fires, start at the bottom and work your way up and for floor fires, sweep side to side and move forward as fire is extinguished.

11. After your initial effort, move progressively closer to the fire, enabling the discharge stream or cloud to reach the furthest burning sections. Keep your back to the wind. If extinguisher discharge scatters the fire, you are too close. Move back until scattering action ceases.

12. After the fire is out, survey area for several minutes for “flashback” or small recurrences or flame. Check the rubble for smoke, which can indicate fire. Clean up area immediately after you have confirmed that the fire is extinguished. Some dry chemical agents may corrode property if not cleaned up directly after the fire is extinguished. Shut off power if you suspect fire was of electrical origin.

13. It is our policy to only attempt to extinguish fires in their early stages. Our primary function in a fire emergency is to facilitate evacuation and minimize damage.

Safety Procedures

- Do not point an extinguisher at a person’s face.
- Avoid inhaling chemical contents, which can cause temporary irritation and vomiting. If this occurs, contact a physician immediately.
- When using carbon dioxide extinguishers, avoid enclosed areas, which present a suffocation hazard. Should a person be overcome, they should be removed immediately from the space containing the gas. Call a physician and apply artificial respiration.
- Carbon Dioxide (snow) can inflict cold burns if it touches skin.
- Never enter an area where a fire was burning, even if it appears to be out. Fire may reflash, resulting in entrapment and burns.
- Never use water on electrical fires.
- Never throw an extinguisher into a fire.

Hazardous Material Spill Clean-Up Procedure

To be prepared for all possible spills/releases, the following information is provided for guidance.

Employees routinely using hazardous materials (especially large quantities) should anticipate the types of spills that can occur, and have on hand the proper equipment and materials to clean up a spill. Hazardous Spill Kits are available. They contain absorbent-filled “pillows”, towels, waste bags, personal protective equipment (PPE), etc. appropriate for all liquid spills except hydrofluoric acid.

Each chemical has a Safety Data Sheet (SDS) that contains special clean-up information.

If a spill occurs, immediately alert personnel in the area. Use absorbent material to confine the spill if possible and prevent the material from volatilizing (becoming airborne). Follow the guidelines in this section according to the type of hazard.

If the spill is too large to confine, a threat to life or health or involves a high-hazard material, immediately call the superintendent for assistance

Spill Clean-up Guidelines

1. Low Hazard Material Spills: No fire hazard, not particularly volatile, toxic or corrosive (e.g. salt solutions).
    - Use an absorbent material that will neutralize the spill. Typical absorbent materials include sand, sodium bicarbonate for acids, clay-type absorbent (e.g., spill kit “pillows”) and paper towels.
    - Use a dustpan and brush.
    - Wear rubber gloves and goggles.
    - Decontaminate the area with soap and water after clean up.
    - Place residue in a container, label the container and call the superintendent for disposal information.
2. High-Hazard Material or Significant Spills of Volatile, Flammable or Toxic Materials
    - Notify all personnel in the area to vacate.

- Extinguish any open flames and shut off all sources of ignition such as brush-type motors.
- Immediately notify the superintendent and emergency response personnel.

In the event of petroleum products, petroleum by-products, hazardous materials or hazardous waste spills threatening the environment or people, notify your superintendent.

PERSONAL PROTECTIVE EQUIPMENT

Clothing and equipment referred to as personal protective equipment (PPE) is designed to shield or isolate workers from chemical or physical hazards. Such clothing and equipment must be selected, tested and approved for a specified purpose and shall provide the required protection in compliance with company policies, the Occupational Safety & Health Act and other governmental regulatory agencies. The proper selection and use of PPE combined with safe work practices and procedures is paramount to maintaining the health and safety of all employees.

At each jobsite, it shall be the responsibility of the superintendent to establish requirements for the use of specific protective equipment and devices in those areas where corporate policies have not been established. The superintendent shall strictly enforce established rules regarding use of protective apparel and devices. The superintendent must approve any substitution of PPE. Any employee who fails to observe an established protective standard shall be subject to disciplinary action as determined by existing policy.

PPE encompasses all types of gear, which may be used for increased safety and comfort. PPE includes common equipment like safety glasses, hard hats or gloves, as well as fully enclosing hazardous chemical spill clean-up suits with Self Contained Breathing Apparatus (SCBA).

Between these two extremes, there exists a range of gear that is specialized enough to require training and experience, and may be used only in certain workplaces. These include: air purifying respirators or gas masks worn for protection against common solvent vapors and dusts, cut-resistant gloves, special chemical resistant gloves, lab coats and chemical aprons, face shields, air or ice cooled clothing for hot workplaces, disposable coveralls for painting, lineman's gloves for "hot" electrical work and a vast array of hearing protection for use in noisy environments. The list goes on and grows longer as new hazards are discovered and as better-designed PPE becomes available.

Employees will use the provided PPE in accordance with defined policies, instructions and training received. Any defects or malfunctions should be reported to a superintendent immediately.

Fingers, Hands and Wrists

Cloth gloves should be worn as general protection from dirt, chafing, abrasions, wood slivers and low-heat situations.

Leather gloves should be worn as protection from sparks, chips, rough materials and moderate-heat situations.

Plastic or rubber-coated gloves are required when handling solvents, acids or chemically treated materials.

Di-electrically tested and approved Rubber Gloves must be worn on all power line work or wherever contact with energized circuits in excess of 600 volts is possible.

Other special purpose hand protection which may be required includes arm and wrist guards.

Feet and Toes

Specialized foot protection may be required in certain areas or for activities that present a particular hazard. For example, rubber boots on wet floors where an acid or caustic agent is present or thermal and temperature resistant boots for use in cold environment.

Other special purpose foot protection that may be required includes shin or metatarsal guards, puncture-proof soles and rubber overshoes.

Head

Employees will be provided with, and are required to wear, head protection whenever they are engaged in jobs in which there is a reasonable probability of injury that can be prevented by head protection.

Protective headgear is defined as helmets, hard hats or caps used to prevent injury to the head when there is a chance of exposure to falling or flying objects or bumps to the head or if hair length is a potential hazard around moving equipment.

The use of head protection is mandated by OSHA's General Industry Standards, 29 CFR 1910.132 and 1910.135 Subpart I – Personal Protective Equipment. It must conform with American National Standards Institute (ANSI) Standard Z89.1 for protection from falling or flying objects. When protection from possible electrical shock is required, the hard hat shall also conform to ANSI Standard Z89.2.

Respiratory Protection

In occupational settings, the most common route for entry of chemicals into the body is by inhalation. In some cases, the chemical, like many mineral dusts, may directly damage the lungs; for others, the lungs act as the route of chemical entry into the blood stream, where it can then spread to other parts of the body. This is why most occupational exposure limits, like the OSHA Permissible Exposure Limits (PELs) or the recommended Threshold Limit Values (TLVs) of the American Conference of Governmental Industrial Hygienists (ACGIH) list workplace exposures in terms of airborne concentrations.

Usually, engineering methods can help you avoid breathing harmful materials. One of the best ways to control harmful airborne substances is by local exhaust ventilation. But if ventilation hasn't yet been installed or there is an emergency, using the correct respirator can provide excellent protection.

At the same time, using the wrong respirator can cause more problems. The correct respirator must fit properly and be well cared for to be dependable.

Other factors are important for safe use of any respirator. First and foremost, the selection of the respirator must match the hazard. The respirator must fit the face of the person using it – no beards. The person wearing the respirator must be medically approved for respirator use. The person must be properly trained and the respirator must be routinely cleaned, maintained and properly stored.

The superintendent will be responsible for determining the need for specific respiratory protection. Consult the corporate compliance office for assistance.

Any corporate or local policy regarding the enforced use of personal protective equipment must not contradict any code or standard specified by federal, state or local law.

Eye Protection

Industrial eye protection differs greatly from eyewear designed for general usage. These differences include passing the lens impact test, lens thickness and shape requirements and sturdy frame construction. Therefore general use glasses will not protect the eyes from the hazards that may occur and are not approved for industrial wear. Contact lenses do not provide adequate eye protection, may cause additional safety concerns and therefore should not be worn.

The American National Standards Institute (ANSI) standard "Personnel Protection" (Z87.1) is a comprehensive document that sets protective equipment performance standards, including detailed tests, for a broad area of hazards.

Physical hazards are common things like metal particles from grinding, wood splinters from wood-working, and so forth, that may be driven into the eye by force or enter the eye by accident. A blow to the eye is also a physical hazard. Here again, the protection is meant to prevent the physical object or force from reaching the eye. The first line of defense here is always to wear well-fitting safety glasses, usually with side shields, when on the job. Sometimes additional protection, like goggles or a face shield, may also be appropriate.

Chemical hazards are substances that injure the eye by chemical reaction. Most often, these are liquid hazards, like corrosive acids or caustic substances that can burn the eyes if splashed into the face. Some gases like ammonia and reactive mists or dusts can also injure the eyes by chemical means. Protection against these hazards involves the use of eye protection that prevents the hazardous chemical from reaching the eye. These include chemical splash goggles, and face shields in combination with safety glasses. In cases of corrosive gases, like ammonia, full-face self-contained breathing apparatus (SCBA) masks may be used to provide protection both for breathing and the eyes.

Radiation hazards are types of light that can cause eye damage. A nasty side of radiation damage is that usually the damage causes no immediate pain, thus the victim has little warning of the injury. Sources of radiation hazards include ultraviolet (UV) light from lamps or are welding; infrared (IR) light or heat radiation from hot materials, and intense visible and invisible light from laser beams. UV and IR light can be both acutely and chronically hazardous to the eyes. The common "welder's flash" is a UV sunburn to the outer surface of the eyes. Both UV and IR can cause long-term eye damage including clouding of the lens (cataracts). Depending upon the color, or wavelength, of light produced, lasers can cause damage to any part of the eye. One problem with visible light lasers is the possibility of burns to the retina. The retina is the inner rear part of the eye where light is converted into nerve impulses.

Protection against radiation hazards requires the use of eye protection specific for the type and intensity of the radiation. Devices include welding hoods, tinted goggles or specific safety spectacles.

Safety eye protection must be fitted properly. Not everyone can wear the same size glasses or goggles. If you require corrective lenses, wear prescription safety glasses. Leading optical companies offer corrective prescription services.

Seventy percent of eye injuries happen to people who are wearing no eye protection, and 94 percent of the rest of eye injuries happen to people who are wearing the wrong kind of eye protection. So, follow the guidelines that specify the use of eye protection, and correct yours accordingly. Keep your protection the entire time you are in the hazardous area.

Noise Protection

An excessively loud environment is not only annoying; it also reduces efficiency, causes stress and can cause irreparable damage to hearing. Hearing loss due to noise exposure is a permanent, disabling condition. Fortunately, through the use of proper ear protection, noise induced hearing loss (NIHL) can be reduced or even completely eliminated.

In the United States alone, about 20 million people are affected by NIHL from their jobs. NIHL has several causes. Common causes include chronic noise exposure, injury to the ear from a blow to the head, explosive noises, rapid pressure changes and ear infection.

For people with NIHL, sounds, music and conversation sound flat. Higher pitched voices, like women and children, become much harder to understand because of this distortion. Another problem that occurs with persons with NIHL is something called the “cocktail party effect.” People with NIHL have real difficulty hearing a conversation against background noise.

Employees must take the responsibility for hearing protection by wearing their hearing protection correctly at all times, seeking replacements as necessary and communicating problems to their superintendents.

Types of Ear Protection

Earplugs

Earplugs reduce noise when properly fitted in the outer part of the ear canal. There are three kinds:

- Formable Earplugs fit all ears. They may be made of waxed cotton or acoustical fibers and thrown away after one use (disposable) or made of molded sponge or foam material (semi-disposable). The semi-disposable earplugs are rolled tightly and inserted into the ear canal. The plug expands to fit and can be used for up to one week.

- Pre-molded Earplugs are reusable and are available in multi-size types.

- Custom-molded Earplugs are molded to the exact shape of the ear.

Canal Caps

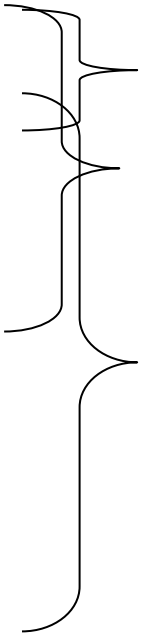
Canal caps close off the ear canals at the opening. Caps are made of a soft, rubberlike substance. Canal caps are effective protection for many jobs. They’re a possible choice for people who can’t wear earplugs and are useful for people who enter and leave high noise areas frequently.

Earmuffs

Earmuffs fit over the whole ear to seal out noise. Earmuffs can protect against severe, high frequency noise and are recommended for people who can’t use earplugs.

DECIBLES

Rocket launching pad	180
Jet plane	140
Gunshot blast	140
Riveting steel tank	130
Automobile horn	120
Sandblasting	112
Woodworking shop	100
Punch press	100
Pneumatic drill	100
Boiler shop	100
Hydraulic press	100
Can manufacturing plant	100
Subway	90
Average factory	80-90
Computer card verifier	85
Noisy restaurant	80
Office tabulator	80
Busy traffic	75
Conversational speech	66
Average home	50
Quiet office	40
Soft whisper	30



Noises over 140 dB may cause <u>PAIN</u>

CONTINUED EXPOSURE to noises over 90 dB during the average workday may eventually harm hearing.

Depending on individual sensitivity, length of exposure, etc., lower noise levels may affect hearing in some people.

Measuring noise exposure requires the use of complex measuring instruments.

Ergonomics

Ergonomics is the study of the interaction of humans with their work environment. While it can extend to things like extremes of temperature and lightning levels, most workplace ergonomic issues relate to the strengths and structure of the human body and how it can be injured – sometimes permanently – from the organization of a person's workplace and their use of tools.

Repetitive Trauma Injuries (RTI) occur a little at a time. Unless stopped or corrected, these injuries can become painfully debilitating. RTI is sometimes called "overuse syndrome" because it arises from overuse of the body in ways that cause an accumulation of injury to the point of disability. Almost anyone can get RTI. Some examples include: construction workers, janitors, maintenance personnel, assembly line workers, health care workers, food servers, professional athletes, computer operators and secretaries.

RTI results from injuries to joints, ligaments, muscles and tendons from repeated overuse in certain work situations. Wrists, elbows, shoulders, neck and back are common sites of RTI. The injuries are usually related to incorrect job posture, uneven load carrying, working at extremes of reach or strength and tools that are improper for the job. Typically, workstation design is the culprit.

Some guidelines to follow to reduce your chances of becoming a victim of ergonomic injury include:

- Avoid working repeatedly at extremes of reach or strength.
- Avoid placing constant loads on muscles. For example, avoid constant overhead work; it loads the muscles of the neck and shoulder.
- Stop at least once an hour for a stretch break. Shake out your tight muscles and take a few deep breaths.
- If you work at a desk, get an adjustable desk chair that provides a firm back and leg support.
- Avoid repeated hand motions or grasping with the wrist flexed. Try to work with the hand in a neutral position.
- Learn to lift items properly. Most bad backs are the result of repeated injury over time. One incorrect lift throws your back out, but the injury began long before.
- If you are getting recurring limb or joint pain from your work, inform your superintendent so ergonomic problems can be

corrected. – Seek medical attention if your pain does not improve.

Bad backs make up the majority of disabling chronic worker injuries. Be realistic about what you can lift. Don't try to lift or carry a load that's beyond your physical ability. Because they are so awkward to carry, moving large, bulky items can also increase the risk for injuries like sprains or falls. Check the path you'll be walking before you pick up the object. Don't try to balance a load and open a door at the same time. Ether prop it open or get help.

The most important rules to remember for safe lifting are these:

1. Footing is as important. Keep feet close to the object, far enough apart for good balance (about shoulder-width). One foot slightly ahead of the other seems best for many.
2. Bend knees; go down to a crouch, but not a full squat. It takes double the effort to straighten up from a full squat as it does from a crouch.
3. Keep back as straight and upright as possible; don't arch it.
4. Get a good, firm grip; no lifting until your hold is strong and slip-proof. Wear gloves when handling rough equipment or material.
5. Lift object gradually by straightening your legs, keeping load close to you as you come up. (Tip: Don't strain your body by trying to keep your clothes clean. A dirty shirt is better than a sprained back.)
6. When lifting with a helper, plan your actions ahead of time so you can work together. Discuss who is going first and what route you will take. Consider enlisting the help of another to guide and direct you both. Don't suddenly drop your end without alerting your partner.

7. If you have to change direction, don't twist your body. Lift the object to carrying position, and then turn your whole body by changing the position of your feet.

8. Lifting a load from a low position to over shoulder-high is difficult because a change in hand position is generally called for. Find a surface to rest the load on at chest height to permit the change. Use bent knees to lift the load the second time. Lifting objects to shoulder-and head-height becomes hazardous because the load is less stable. Also, most individuals have much less usable strength in that position (the lifting is now being done with arms instead of the legs), and the load can be more hazardous if permitted to fall from the greater height.

9. Besides straining your back, placing the load back down can be hazardous for fingers. If possible, put boards or spacers under the load to leave room for you to remove your fingers. Reverse the body motion of the lifting action. If you're placing the load on a bench, first rest it on the edge, and then slide it onto the surface.

10. In setting the load down, go down with back straight and knees bent to a crouch.

BEWARE WHEN YOU'VE BEEN AWAY – Even if you're a rugged, seasoned lifter, remember that muscles quickly get out of shape during vacation or a spell of illness. Be doubly careful those first few days back on the job; ease into it gradually. REMEMBER – Whenever conveyors, hand trucks or other mechanical devices can do the job, let it take the strain and spare your spine.

Permit Required Confined Space Procedure

Permit Required Confined Space Entry procedures are imperative to protecting the health and welfare of employees.

"Confined space," is a space that:

1. Is large enough and configured so an employee can enter and perform assigned work
2. Has limited or restricted means for entry or exit
3. Is not designed for continuous employee occupancy

"Permit-required confined space (permit space)" means a confined space that has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere
2. Contains a material that has the potential for engulfing an entrant
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
4. Contains any other recognized serious safety or health hazard

"Hazardous atmosphere" means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury or acute illness from one or more of the following causes:

1. Flammable gas, vapor or mist in excess of 10 percent of its lower flammable limit (LFL)
2. Airborne combustible dust at a concentration that meets or exceeds its LFL
3. This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less
4. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent
5. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this Part and which could result in employee exposure in excess of its dose or permissible exposure limit
    - NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury or acute illness due to its health effects is not covered by this provision.
6. Any other atmospheric condition that is immediately dangerous to life or health.
    - NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard section 1910.1200, published information and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Entry Procedures

1. When it is determined that entry into a "permit space" is required, the superintendent should call the safety director for additional information.
2. Before entry can take place, the space must be isolated from all other systems. This includes the following: (1) All mechanical equipment must be blocked, chocked and disengaged, (2) all electrical equipment must be locked and tagged out and (3) any lines under pressure must be blanked and bled.

All physical hazards must be evaluated. These include temperature extremes, noise, slick/wet surfaces, falling objects, working elevation of and in the space and the possible presence of toxic, flammable or oxygen-displacing gases/vapors.

A device used to determine oxygen concentrations and explosive limits shall be preset by the manufacturer or be "zeroed" and checked for accuracy in ambient air immediately prior to each use. The manufacturer's recommendation shall be followed in making accuracy checks.

Immediately prior to entry, and continuously thereafter, the permit space will be checked to verify the presence of at least 19.5 percent but not more than 23.5 percent oxygen concentration and have an explosive limit not to exceed zero percent. Remember, it is necessary to test all areas of a permit space – top, middle and bottom.

Should the oxygen concentration be below 19.5 percent or above 23.5 percent, explosive limit exceed zero percent or if welding, cutting or burning is to be done, mechanical ventilation must be provided. The ventilation equipment should be placed so as not to interfere with entry, exit or rescue operations. Such ventilation shall be at a minimum of 2,000 cfm. The air intake should be placed in an area that will draw in fresh air only. Caution must be exercised to prevent dead space pocketing and air channeling.

Access to the permit space may occur only after oxygen concentrations are between 19.5 percent and 23.5 percent, explosive limits are zero percent and proper ventilation has been established.

If the job is interrupted for two or more hours, all tests must be repeated.

The employee(s) designated to enter the permit space shall put on a harness with a rescue/lifeline attached. The lifeline shall be of sufficient length to allow the employee(s) free movement to accomplish the assigned task with the free end remaining anchored outside the permit space.

At least one watchperson should be assigned to remain on the outside of the permit space and be in constant (visual or verbal) contact with the worker(s) inside. The watchperson should not have any other duties but to serve as a watch and know what procedures should be followed in case of emergency.

WATCH PERSONNEL ARE NOT TO ENTER A CONFINED SPACE AT ANY TIME.

Should the watchperson be unsuccessful in establishing contact at any point (visually or vocally), they shall immediately make a series of three light but distinctive pulls on the appropriate lifelines. These pulls should be at approximately one-second intervals. The employee(s) inside the permit space shall signify a satisfactory condition by answering with an identical signal. If no answering signal is received, the watchperson shall take immediate appropriate action as outlined in the Rescue Procedure.

Rescue Procedure

If the watchperson has been unsuccessful in contacting the workers inside the permit space, or have reason to suspect that assistance is required, the watchperson must notify the superintendent immediately, who will notify the emergency safety and medical personnel.

PERSONNEL ARE NOT TO ENTER A PERMIT REQUIRED CONFINED SPACE UNTIL HELP ARRIVES, AND THEN ONLY WITH PROPER PROTECTIVE EQUIPMENT, LIFE LINES AND SELF CONTAINED BREATHING UNITS.

This procedure requires employee training and logged attendance.

Forklift Safety Procedure

This procedure contains the safety precautions and requirements as indicated in Volume 29 of the Code of Federal Regulations (29 CFR), Section 1910.178 for powered industrial trucks.

It is the policy of City Creek Construction that only trained and licensed personnel shall be permitted to operate forklift trucks. For employees who need to be licensed, contact the Safety Director or your superintendent.

Lockout/Tagout Procedure

OSHA issued a final rule on the control of Hazardous Energy (Lockout/Tagout) in Volume 29 of the Code of Federal Regulations (29 CFR), Section 1910.147. This standard helps safeguard employees from hazardous energy while they are performing servicing, installation or maintenance on machines and equipment. The standard identifies the practices and procedures necessary to shut down and lock or tag out machines and equipment. It requires that employees receive training in their role in the lockout/tagout program, and mandates that periodic inspections be conducted to maintain or enhance the energy control program.

City Creek Construction recognizes that Lockout/Tagout is the preferred method of isolating machines or equipment from energy sources.

Shutdown Procedures

1. Notify the client contact and all employees affected that a lockout/tagout system is going to be utilized on a piece of equipment, as well as the reason lockout/tagout is being performed.

2. Shut down the equipment through the normal stopping procedure.

3. Operate the appropriate switches, valves or other energy isolating devices so that the equipment is isolated from its energy sources. Main disconnect switches should be turned off and locked in the off position only after the electrical power is shut off at the point of operation control. Failure to follow this procedure may cause arcing or an explosion. Stored energy must be dissipated or restrained. This can be accomplished by methods such as repositioning, blocking, bleeding down, grounding, etc.

4. Install the appropriate locks and tags on the energy isolating devices.

5. Check the effectiveness of the lockout/tagout by operating the start button or other normal operating controls to make sure the equipment will not operate. (CAUTION: RETURN OPERATING CONTROLS TO THE “NEUTRAL” OR “OFF” POSITIONS AFTER TESTING.)

6. Notify the client contact and all employees affected that the equipment has been disabled.

Troubleshooting

In order to pin point the trouble in various machines, it will be necessary, on occasion to have the power on. When the source of the trouble has been isolated, the machine will be shut down, locked out and repaired. All of the rules pertaining to removing locks and tags and restoring power will be followed. The equipment, machine or process will again be locked out if it is necessary to continue work after completing the test or adjustments.

Release and Restart Procedures

1. Notify the client contact and all affected employees of the impending restart.

2. Inspect the work area and remove tools and other non-essential items.

3. Inspect the equipment and components to confirm the equipment is ready to be restarted.

4. Make sure the area is clear of employees.

5. Remove the lockout/tagout devices and operate the energy isolating devices to restore energy to the equipment. Restart the equipment.

   This procedure requires employee training and logged attendance.

Welding/Cutting/Burning Procedure

This procedure applies to all project locations where welding/cutting/burning tasks are conducted.

1. The individual(s) planning to conduct welding/cutting/burning operations shall contact the superintendent for a Welding/Cutting/ Burning Permit.

2. The superintendent and individual(s) will examine the proposed work area(s) to see that it meets all the safety precautions as outlined on the “Welding/Cutting/Burning Permit”.

3. When all necessary precautions have been taken, the permit shall be issued by the superintendent. This permit constitutes permission to perform the work in the specified area(s) for one (1) day. If the work continues in a specific location, the same permit may be used for up to one (1) week; but it must be updated, site inspected and re-authored by the superintendent daily.

4. The permit must be conspicuously posted at the primary work location.

5. After the completion of the job or work shift, the superintendent will make a final check of the work area and all the adjacent areas to verify that the area is fire safe and to collect the permit.

General

- NEVER USE OXYGEN TO VENTILATE A CONFINED SPACE.

- Do not weld or cut containers or materials, which previously had been in contact with hazardous substances unless they have been properly cleaned.

- Do not weld or cut painted or plated parts unless special precautions with ventilation have been taken. They can release highly toxic fumes or gases.

- Whenever practical, all welding, cutting and burning operations are to be shielded by fire-resistant curtains or screens to protect employees and other persons in the vicinity. If persons working nearby are unprotected by the shield, advise them to wear protective goggles.

- Keep all equipment safety guards, covers and devices in position and in good repair. Keep hands, hair, clothing and tools away from V-belts, gears, fans and all other moving parts when starting, operating or repairing equipment.

Cutting/Burning/Welding Operations

1. Prior to commencing any welding, cutting or burning operation, thoroughly inspect the area to make sure that there are no combustible or flammable materials within 35 feet. Keep an appropriate fire extinguisher on hand at all times

2. Insulate all body parts from work and ground using dry insulation. When welding in damp locations, on metal framework such as floors, gratings or scaffolds, or when in positions such as sitting or lying, make certain the insulation is large enough to cover the full area of physical contact with work and ground.

3. Welding leads and hoses should not be run through doorways. If there is no alternative, the door should be blocked open and the hoses and leads protected from damage.

4. Welding cable is subjected to severe abuse as it is dragged over work under construction and across sharp corners. Special cable with high quality insulation should be used and suspended overhead where possible. Frequent inspections should be made to keep welding cables in good repair. Defective cables are to be replaced or repaired immediately.

5. Use fully insulated electrode holders (stingers). Never dip hot electrode holders in water.

6. Be sure the work cable makes a good electrical connection with the metal being welded. The connection should be as close as possible to the area being welded. Ground the work or metal to be welded to a good electrical (earth) ground. When not welding, make certain no part of the electrode circuit is touching the work or ground. Accidental contact can cause overheating and create a fire hazard.

7. When electrode holders are to be left unattended, the electrodes should be removed and the holders placed or protected so that no electrical contact with employees or conducting objects can be made. Discard the stub end properly.

8. Electric welders should be turned off at the end of each shift or when not in use for extended periods of time. All burning rigs must be broken down at the completion of work, with regulators removed and protective caps screwed down hand-tight. Any faulty or defective equipment must be reported to the superintendent immediately.

Personal Protective Equipment

1. Wear oil free protective garments such as leather gloves, heavy wool or cotton shirts, shoes that extend above the ankles or spats and cuffless trousers extending below the tops of shoes, which will protect the body from the rays of the arc and from hot metal sparks.

2. Test for sufficient ventilation. Natural air ventilation must be supplemented by mechanical ventilation if any of the following conditions exist: ceiling is less than 16 feet high; there is less than 10,000 cubic feet per welder; the welding space is confined; or cross ventilation is obstructed by balconies, partitions or other structural barriers.

3. Proper respirators or air-supplied masks must be worn when welding metals containing or coated with hazardous materials.

4. Wear earplugs when welding in confined areas.

5. Always wear safety glasses when in the welding area. Use safety glasses with side shields when near slag chipping operations.

6. Be sure the hood is in place before striking an arc, and at all times while welding. Wear hardened filter lens goggles under the hood or shield.

7. The greatest hazard of welding and burning operations is the possibility of eye injuries. Ultraviolet radiation is generated during these operations. After exposure to excessive ultraviolet radiation, eyes may develop sharp pains and/or become red and irritated. Without proper protection, it is possible to damage the eyes permanently.

Cranes, Hoists & Rigging

Many types of cranes, hoists and rigging devices are used for lifting and moving materials. It cannot be overemphasized that only qualified and licensed individuals shall operate these devices. The safety rules and guidance in this chapter apply to all operations that involve the use of cranes and hoists installed in or attached to buildings and to all our employees, supplemental labor and subcontractor personnel who use such devices.

Cranes or hoists shall not be loaded beyond their rated capacity for normal operations. Any crane or hoist suspected of having been overloaded shall be removed from service by locking open and tagging the main disconnect switch. Additionally, overloaded cranes shall be inspected, repaired, load tested and approved for use before being returned to service.

General Safety Rules

1. Do not engage in any practice that will divert your attention while operating the crane.

2. Respond to signals only from the person who is directing the lift, or any appointed signal person.

3. Obey a stop signal at all times, no matter who gives it.

4. Do not move a load over people. People shall not be placed in jeopardy by being under a suspended load. Also, do not work under a suspended load unless the load is supported by blocks, jacks or a solid footing that will safely support the entire weight. Have a crane or hoist operator remain at the controls or lock open and tag the main electrical disconnect switch.

5. Ensure that the rated load capacity of a crane's bridge, individual hoist or any sling or fitting is not exceeded. Know the weight of the object being lifted, or use a dynamometer or load cell to determine the weight.

6. Check that all controls are in the OFF position before closing the main line disconnect switch.

7. If spring-loaded reels are provided to lift pendants clear off the work area, ease the pendant up into the stop to prevent damage to the wire.

8. Avoid side pulls. These can cause the hoist rope to slip out of the drum groove, damaging the rope or destabilizing the crane or hoist.

9. To prevent shock loading, avoid sudden stops or starts. Shock loading can overload the crane or hoist and can occur when a suspended load is quickly accelerated or decelerated creating a burst of momentum. When completing an upward or downward motion, ease the load slowly to a stop.

Moving a Load

1. Center the hook over the load to keep the cables from slipping out of the drum grooves and overlapping, and to prevent the load from swinging when it is lifted. Inspect the drum to verify that the cable is in the grooves.

2. Use a tag line when loads must traverse long distances or must otherwise be controlled. Manila rope may be used for tag lines.

3. Plan and check the travel path to avoid personnel and obstructions.

4. Lift the load only high enough to clear the tallest obstruction in the travel path.

5. Start and stop slowly.

6. Land the load when the move is finished. Choose a safe landing.

7. *Never* leave suspended loads unattended. In an emergency where the crane or hoist has become inoperative, if a load must be left suspended, barricade the post signs in the surrounding area, under the load and on all four sides. Lock open and tag the crane or hoist's main electrical disconnect switch.

Rigging

General Rigging Safety Requirements

Only select rigging equipment that is in good condition. All rigging equipment shall be inspected annually; defective equipment is to be removed from service and destroyed to prevent inadvertent reuse. The load capacity limits shall be stamped or affixed to all rigging components.

The following types of slings shall be rejected or destroyed:

- Nylon sling with
    - Abnormal wear.
    - Torn stitching.
    - Broken or cut fibers.
    - Discoloration or deterioration.
- Wire-rope slings with
    - Kinking, crushing, bird caging or other distortions.
    - Evidence of heat damage.
    - Cracks, deformation or worn end attachments.
    - Six randomly broken wires in a single rope lay.
    - Three broken wires in one strand of rope.
    - Hooks opened more than 15% at the throat.
    - Hooks twisted sideways more than 10deg. from the plane of the unbent hook.
- Alloy steel chain slings with
    - Cracked, bent or elongated links or components.
    - Cracked hooks.
- Shackles, eyebolts, turnbuckles or other components that are damaged or deformed.

Rigging a Load

- Determine the weight of the load. Do not guess.
- Determine the proper size for slings and components.
- Do not use manila rope for rigging.

- Make sure that shackle pins and shouldered eyebolts are installed in accordance with the manufacturer's recommendations.
- Make sure that ordinary (shoulderless) eyebolts are threaded in at least 1.5 times the bolt diameter.
- Use safety hoist rings (swivel eyes) as a preferred substitute for eyebolts wherever possible.
- Pad sharp edges to protect slings. Remember that machinery foundations or angle-iron edges may not feel sharp to the touch but could cut into rigging when under several tons of load. Wood, tire rubber or other pliable materials may be suitable for padding.
- Do not use slings, eyebolts, shackles or hooks that have been cut, welded or brazed.
- Install wire-rope clips with the base only on the live end and the U-bolt only on the dead end. Follow the manufacturer's recommendations for the spacing for each specific wire size.
- Determine the center of gravity and balance the load before moving it.
- Initially lift the load only a few inches to test the rigging and balance.

Powered Aerial Work Platforms

All employees who work with aerial lifts, vehicle-mounted work platforms or powered platforms are responsible for following all safe procedures established by this procedure as well as those established by the manufacturer of the equipment being used.

Inspection of aerial lifts, vehicle mounted elevated and rotation work platforms and power platforms will be made in accordance with manufacturer recommendations and company, state and federal inspection requirements and regulations.

Operation

No employee will be permitted to use or operate lifts or platforms unless they have been instructed, trained and certified by a competent person in the use and operation of such equipment.

Equipment will not be moved when the boom is elevated in a working position with workers in the basket or on the platform unless equipment was manufactured to perform these functions.

Manufacturer's specifications and limitations shall be observed.

Safety harnesses will be worn by employees working from the basket, with the lanyard being attached to the basket. Under no circumstances will the lanyard be attached to a pole, the structure or other equipment outside the basket.

Employees who tamper with controls and/or bypass safety devices, such as deadman switches, are subject to termination.

Avoid using mobile and self-propelled lifts and platforms in outside work activities where exposure to severe wind conditions exists.

Extended boom aerial lifts or work platforms are prohibited outdoors during electrical storms.

If equipment is equipped with outriggers, they must be used.

Operator Training and Certification

The operator's knowledge of operating and safety procedures and requirements for this equipment must be verified by a manipulative test, and by observation of their performance during the first month of operation.

A competent person designated at each project by the superintendent, will conduct the manipulative test to determine an applicant's operating ability.

A manipulative test will be used to determine an applicant's ability on each type and model of equipment to be operated.

Training will be provided for each operator in the compliance with Equipment Operator Training Procedures specified by the company.

Records

A training and testing record of each employee designated as an operator of equipment specified in this section will be maintained in a file by the Site Superintendent.

Fall Protection

Fall Restraint, Fall Arrest Systems

When employees are exposed to a hazard of falling from a location six (6) feet or more in height, superintendents shall ensure that fall restraint or fall arrest systems are provided, installed and implemented according to the following requirements.

Fall restraint protection shall consist of:

- Standard guardrails as described in applicable OSHA or state regulations.
- Safety harness attached to securely rigged restraint lines.
- Safety harness up to ANSI Standard: Class III- full body harness
- Safety harness and lanyard hardware assemblies capable of withstanding a tensile loading of 4,000 pounds without cracking, breaking or taking a permanent deformation.
- Rope grab devices only if they are part of a fall restraint system designed specifically for the purpose by the manufacturer and used in strict accordance with the manufacturer's recommendations and instructions.

The superintendent shall ensure component compatibility.

- Components of fall restraint systems shall be inspected prior to each use for mildew, wear, damage and other deterioration. Defective components shall be removed from service if their function or strength has been adversely affected.
- Anchorage points used for fall restraining shall be capable of supporting four (4) times the intended load.
- Restraint protection shall be rigged to allow the movement of employees only as far as the sides and edges of the walking/working surface.
- A warning line system will be used, as prescribed in OSHA 1926.5001, to protect worker engaged in duties between the forward edge of the warning line and the unprotected sides and edges, including the leading edge, of a low-pitched roof or walking/working surface.
- Warning line system as described in OSHA 1926.500 are prohibited on surfaces exceeding a 4 in 12 pitch, and on any surface whose dimensions are less than 45 inches in all directions.

Full Body Harness

- Body harness systems, or their components, subject to impact loading shall be immediately removed from service and shall not be used again for employee protection.
- All safety lines and lanyards shall be protected against being cut or abraded.
- Body harness systems shall be rigged to minimize free fall distance with a maximum free fall distance allowed of 6 feet, and such that the employee will not contact any lower lever.
- Hardware shall be drop forged, pressed or formed steel or made of materials equivalent in strengths.
- Hardware shall have a corrosion-restraint finish, and all surfaces and edges shall be smooth to prevent damage to the attached body harness or lanyard.
- When vertical lifelines (droplines) are used, not more than one employee shall be attached to any one lifeline.

- Independent lifelines (droplines) shall have a minimum tensile strength of 5,000 pounds, except the self-retracting lifelines and lanyards that automatically limit free fall distance to two feet or less shall have a minimum tensile strength of 3,000 pounds.

- Horizontal lifelines shall have a tensile strength capable of supporting a fall impact load of at least 5,000 pounds per employee using the lifeline, applied anywhere along the lifeline.

- Lanyards shall have a minimum tensile strength of 5,000 pounds.

- All components of body harness systems whose strength is not otherwise specified shall be capable of supporting a minimum fall impact load of 5,000 pounds applied at the lanyard point of connection.

- Snap-hooks shall not be connected to loops made in webbing-type lanyards.

- Snap-hooks shall not be connected to each other.

- Full body harness systems shall be inspected prior to each use for mildew, wear, damage and other deterioration. Defective components shall be removed from service if their function or strength has been adversely affected.

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TRANSITIONAL DUTY

Statement of Policy

It is the policy of our company to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to work-related or non-work-related injury or illness. By providing temporary restricted work activity, injured employees remain an active and vital part of the company. Transitional duty may be in the form of either changed duties within the scope of their current position, other available duties for which they may be qualified or through a reduced work-hours schedule.

Eligibility and Application:

All active employees who become temporarily unable to perform their regular job due to a compensable work-related or non-work-related injury or illness may be eligible for temporary transitional duty within the provisions of this program.

If work is available which meets the limitations/restrictions set forth by the attending practitioner, the employee may be assigned transitional work for a period not to exceed six (6) months, with review every thirty (30) calendar days. Transitional duty is a temporary program and an employee's eligibility in a temporary assignment will be based on medical documentation and continued recovery.

An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to disciplinary action, up to and including termination.

Transitional duty will be available to all employees on a fair and equitable basis, with temporary assignments being based on skill and abilities. Eligibility will be based upon completion of a Transitional Duty Evaluation form by the employee's attending practitioner. An employee on transitional duty will be considered part of the regular shift staffing, with recognition of the employee's limitations in the department.

The Transitional Duty Evaluation must be used to document restrictions/limitations for both work-related and non-work-related injuries and illnesses.

Restricted Work Schedule:

Transitional duty shall consist of the employee's normal work schedule; however, every effort will be made to coordinate a restricted work schedule with the employee's normal work schedule. Dependent upon the employee's limitations/restrictions, it may be necessary to design a temporary schedule to accommodate the restrictions.

Payment of Wages during Transitional Duty:

Work-related injury or illness

If an employee on Transitional Duty is unable to report to work to perform Transitional Duty, the employee will then be charged for up to eight (8) hours of sick leave per shift. Employees performing transitional duty on a restricted work week (during the first 6 months of a worker's compensation leave) will receive payment for hours worked from the company and the hours not worked will be reimbursed according to state Worker's Compensation guidelines.

Non-Work-related injury or illness

An employee performing transitional duty for their normal work schedule shall receive their regular hourly rate for all hours worked. Employees performing transitional duty on a restricted workweek, following a period of Short Term Disability, may receive a combination of regular pay and Partial Disability benefits. The combination will be worked out between the employee and Human Resources.

Vacation/Holiday

If an employee has a vacation, or there is a holiday, while on transitional duty, they shall be entitled to their regular vacation selection or holiday pay as if they normally would have had it.

Medical Appointments

Medical appointments that conflict with working hours must be coordinated, in advance, with the employee's superintendent. Appointments are to be scheduled as to not interfere with working hours. Non-emergency medical appointments NOT scheduled in advance may be cause for denial of the time off and subsequently ineligible for payment.

A Transitional Duty Evaluation form must be completed for each practitioner visit to evaluate the impairment, for both work-related and non-work related injuries and illnesses. The company **will not** accept a general note that states the employee is to be off of work. Failure to submit the Transitional Duty Evaluation form may result in reduced or lost compensation.

It is the employee's responsibility to keep the company informed of their status after each physician visit.

Refusal to Participate in the Transitional Duty Program:

If an employee is able to participate in the Transitional Duty program but chooses not to do so, they will become ineligible for Worker's Compensation benefits.

Family Medical Leave:

In the case of reduced work hours, Family Medical Leave and Partial Disability may be applied to the hours not worked. Contact Human Resources for further details.

In the case of an employee choosing not to participate in the Transitional Duty Evaluation Program, unpaid Family Medical Leave will be applied and Disability benefits will cease.

Worker's Compensation

Notice to Employees

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both our company and the employee. We want the injured employee to get the best possible medical treatment immediately, to assure the earliest possible recovery and return to work.

We have a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Employee Procedures for Workplace Injuries

- All work-related injuries must be reported to your superintendent as soon as practicable. Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your superintendent to discuss your progress. You must also give your superintendent any paperwork that you received at the appointment.
- Any work-related injury or suspected injury must be reported to your superintendent, Job Site Foreman and to Human Resource. A form must be completed. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.

- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.

- Where medical treatment is sought, you must advise your superintendent that you are seeking such treatment and obtain a Transitional Duty Evaluation form. Regardless of your choice of physicians, the Transitional Duty Evaluation form must be completed for each

- Under this program, temporary transitional work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional duty beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.

- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits and in some cases be a basis for termination.

- Employees who are unable to work and whose absences the company approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.

- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Transitional Duty Evaluation and Medical Certification form.

- Employees who are not eligible for leave under the Family Medical Leave Act must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.

- Employees must provide a Transitional Duty Evaluation form indicating they are capable of returning to full-duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

- Cooperate with our third party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the Human Resources Department.

Appendices

City Creek Construction

NEW EMPLOYEE ORIENTATION GUIDELINE

The superintendent will review the Site Operations Safety Manual with each new employee as a condition of employment. Failure to adhere to these programs as presented may result in disciplinary actions and possible dismissal.

_____ Safety Responsibility

_____ General Rules and Regulations

_____ Personal Protective Clothing and Equipment

_____ Housekeeping

_____ Fire Protection

_____ Excavation and Trenching

_____ Fall Protection

_____ Signs, Signals and Barricades

_____ Rigging Equipment

_____ Hand and Power Tools

_____ Compressed Gas Cylinders

_____ Ladders

_____ Scaffolds

_____ Cranes and Derricks

_____ Equipment and Motor Vehicles

_____ Steel Erection

_____ Electrical

_____ Floor and Wall Openings and Stairways

_____ Confined Areas or Spaces

_____ First Aid Medical Procedures

City Creek Construction

ACCIDENT & INJURY INVESTIGATION REPORT

Date:_____

Employee Name: _____

Clock # _____

Occupation: _____

Date of Occurrence: _____

Time of Occurrence:_____ a.m. / p.m.

Date Reported:_____ To: _____

Location of accident (dept, city, state, jobsite):_____

In what area did the accident happen _____

List any witnesses:_____

What was the employee doing:_____

How did the accident occur?_____

Describe the injury:_____

Treatment given:_____

Disposition:_____

Exposed employees:_____

Root cause of accident:_____

_____

_____

Corrective action taken:_____
_____
_____

Superintendent:_____

Safety Director:_____

Production Manager:_____

Comments:_____
_____
_____

City Creek Construction

SAFETY INSPECTION

_____ _____

Client's Name Project Manager

_____ _____

Project Number Site Superintendent

_____ _____

Jobsite Address Date of Inspection

The following items are found to be in satisfactory condition:	YES	NO	N/A
Housekeeping			
Personal Protective Equipment			
Fire Protection and Prevention			
Materials Storage, Handling and Disposal			
Fall Protection			
Ladders and Scaffolding			
Cranes, Hoists and Elevators			
Mechanized Equipment			
Electrical			
Walking/Working Surfaces			
Welding and Cutting			
Floor and Wall Openings			
Hand and Power Tools			
Excavations, Trenching and Shoring			
Other			

COMMENTS:_____

_____

_____

City Creek Construction

CONFINED SPACE ENTRY PERMIT

PROJECT NAME/NUMBER:_____ **DATE:**_____

DATE SUPERINTENDENT:_____ **TIME:**_____

AREA/LOCATION:_____

CHECKLIST:

The following Checklist must be completed **BEFORE** any personnel enters a confined space.

	YES/NO/NA		YES/NO/NA
Have pressurized lines been blanked and bled?		Is the Oxygen Concentration at least 19.5% but not more than 23.5%?	
Has the space been isolated from other systems?		Are the Explosive Meter results 0.0%	
Has electrical equipment been locked/tagged out?		Are there any physical hazards?	
Have the entry personnel donned the proper protective equipment? (harness/lifeline/etc.)		Have all emergency procedures and numbers been checked for accuracy and reviewed with the affected personnel?	
Has mechanical equipment been blocked, chocked and disengaged where necessary?		Is there air intake placed in an area that will draw in fresh air only?	
Is special equipment or clothing required? If so, specify:		Are the watchpersons aware of their responsibilities?	
		Has the space been ventilated?	

Physical Hazards include temperature extremes, engulfment hazards, noise, slick/wet surfaces or falling objects.

AFFECTED EMPLOYEES:

NAME	ASSIGNMENT SIGNATURE	(ENTRY/WATCH/ETC)	DATE/TIME

I hereby certify that all the above information has been verified and all precautions taken prior to the entry to any personnel into the confined space.

SIGNATURE OF SUPERINTENDENT: _____

City Creek Construction

LOCKOUT/TAGOUT DEVICE LOG

PROJECT NAME/NUMBER: _____

DATE:_____

JOB TITLE: _____

TIME:_____

EQUIPMENT LOCATION: _____

EQUIPMENT DESCRIPTION: _____

General Description: _____

Manufacturer: _____

Model #_____

Serial #_____

CONTROLS:

The following controls, including "start/stop" buttons, toggle switches, emergency stop buttons, shut-off valves, etc. have been identified for this equipment.

DESCRIPTION OF CONTROL	**LOCATION ON EQUIPMENT**
_____	_____
_____	_____
_____	_____
_____	_____

ENERGY SOURCES/ISOLATION DEVICES:

The following Energy Sources and Energy Isolation Devices supporting this equipment have been identified and disabled.

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The following Energy Sources and Energy Isolation Devices supporting this equipment have been identified and disabled.

ENERGY TYPES: (CHECK ALL THAT APPLY)

Electrical: _____

Pneumatic:_____

Hydraulic: _____

Steam:_____

Chemical: _____

Thermal:_____

Stored Energy:_____

Other:_____

DESCRIPTION OF SOURCE/DEVICE LOCATION ON EQUIPMENT

_____ _____

_____ _____

_____ _____

_____ _____

City Creek Construction

WELDING/CUTTING/BURNING PERMIT

PROJECT NAME/NUMBER: _____

DATE:_____

JOB TITLE:_____

TIME: _____

AREA/LOCATION:_____

CHECKLIST:

Before authorizing any cutting, burning or welding operations, the superintendent shall inspect the proposed work area and complete the following checklist:

SAFETY PRECAUTION	YES/NO/NA
All welding/cutting/burning equipment (leads, grounds, clamps, welding machines, hoses, gauges, torches, cylinders, etc.) has been inspected and is in good working order.	
Employees have been provided with all appropriate PPE required and trained in its correct usage.	
All fire hazards including flammable or combustible materials located in or around the proposed work area have been removed or covered with fire-resistive tarpaulins.	
Exposed wall or floor openings, cracks, ducts or other openings within 35 feet of the proposed work area have been covered to prevent the passage of sparks, fumes, etc.	
At least one 5 lb. CO2 fire extinguisher is located within 30 feet of any welding, cutting, burning or open flame work.	
Items to be welded/cut/burned have been properly cleaned and/or vented to prevent flammable or toxic vapors from forming.	
Ventilation and/or exhaust are sufficient to keep fumes and gases away from breathing air.	
Proposed work area has been inspected for chlorinated degreasing solvents or other phosgene forming agents.	
Rained Fire Watchperson(s) with approved fire extinguisher(s) have been assigned and will be present in the area during and at least 30 minutes after any welding, cutting or burning operations.	

I hereby certify that all the above information has been verified and all precautions taken prior to the start of any cutting, burning or welding operations.

SIGNATURE OF SUPERINTENDENT:_____

City Creek Construction

HOIST INSPECTION CHECKLIST

Hoist No. _____

Capacity _____

Hoist Model _____

Hoist S/N _____

HOOKS	YES	NO	CABLE	YES	NO	CHAIN	YES	NO
Cracks			Frayed			Bent		
Wear			Smashed			Cracked		
Twisted			Kinked			Twisted		
Spread			Corroded			Stretched		
Free Rotation			Worn			Weld Marks		
BRAKES	**YES**	**NO**	**WIRING**	**YES**	**NO**	**DRUM & SHEAVES**	**YES**	**NO**
Slip Under Load			Loose Connections			Worn		
Excessive Drift			Frayed Cord			Cracked		
			Cut Cord			Scored		
LIMIT SWITCHES	**YES**	**NO**	**COLLECTORS**	**YES**	**NO**	**HOUSING**	**YES**	**NO**
Operating Properly			Binding			Cracks		
			Excessive Wear			Loose Hardware		
CONTROLS	**YES**	**NO**	**SAFETY ITEMS**	**YES**	**NO**	**JIB BOOM**	**YES**	**NO**
Operating Properly			Safety Latch on Hook			Swings Smoothly		
Cracked Push Button Housing			Safety Cable on Hoist			Stops Operate		
			Chain Bucket			Twist		
						Distortion		
						Base Bolts Secure		
TROLLEY	**YES**	**NO**	**BRIDGE**	**YES**	**NO**			
Wheels Tight			Wheels Tight					
Wheels Worn			Wheels Worn					

Hoist Pin Tight		
Hoist Pin Worn		

REMARKS: _____

_____

_____

INSPECTED BY: _____ DATE: _____

City Creek Construction

Transitional Duty Evaluation Form

(To be completed by your practitioner)

Employee: _____

D.O.B.: _____ Date of impairment: _____

Diagnosis: _____

Prognosis: _____

Please complete the following items based on your estimated clinical evaluation. Any item that you do not believe you can answer should be marked N/A. Our company has a transitional duty program for eligible employees. This evaluation form will assist us in determining return to work availability.

In an eight-hour workday, patient can: (circle full capacity of each activity)

A.	Sit	1	2	3	4	5	6	7	8(hours)
B.	Stand	1	2	3	4	5	6	7	8(hours)
C.	Walk	1	2	3	4	5	6	7	8(hours)

Note: In terms of an 8 hour workday – Occasionally = 1% - 33%

Frequently = 34% - 66%

Continuously = 67% - 100%

Posture:		Not At All	Occasionally	Frequently	Continuously
A.	Bend/Stoop	_____	_____	_____	_____
B.	Squat	_____	_____	_____	_____
C.	Crawl	_____	_____	_____	_____
D.	Climb	_____	_____	_____	_____
E.	Reach Above Shoulder Level	_____	_____	_____	_____
F.	Crouch	_____	_____	_____	_____
G.	Kneel	_____	_____	_____	_____
H.	Balance	_____	_____	_____	_____

I.	Push/Pull	_____	_____	_____	_____

Carry:

A.	Up to 10 lbs.	_____	_____	_____	_____
B.	11 – 24 lbs.	_____	_____	_____	_____
C.	25 – 34 lbs.	_____	_____	_____	_____
D.	35 – 50 lbs.	_____	_____	_____	_____
E.	51 + lbs.	_____	_____	_____	_____

Lift:		Not At All	Occasionally	Frequently	**Continuously**
A.	Up to 10 lbs.	_____	_____	_____	_____
B.	11 – 24 lbs.	_____	_____	_____	_____
C.	25 – 34 lbs.	_____	_____	_____	_____
D.	35 – 50 lbs.	_____	_____	_____	_____
E.	51 + lbs.	_____	_____	_____	_____

Patient can use hands for repetitive action such as: (circle "Yes" or "No")

		Simple Grasping		Firm Grasping		Fine Manipulation	
A.	Right	Yes	No	Yes	No	Yes	No
B.	Left	Yes	No	Yes	No	Yes	No

Patient can use feet for repetitive movements as in operating foot controls, walking, etc.: (circle "Yes" or "No" and "Total Hours")

	Right		Left		Both	
	Yes	No	Yes	No	Yes	No
Hours:	1 2 3 4 5 6 7 8		1 2 3 4 5 6 7 8		1 2 3 4 5 6 7 8	

Restriction of Activities Involving:

	None	Mild	Moderate	Total
Unprotected Heights	_____	_____	_____	_____
Operate Moving Machinery.....	_____	_____	_____	_____
Temperature Changes	_____	_____	_____	_____
Operating Forklifts.....	_____	_____	_____	_____
Driving Automobiles	_____	_____	_____	_____
Dust, Fumes & Gas Exposure.....	_____	_____	_____	_____

Can Patient perform some type of work? _____

If so, how many hours per day? _____

What type of work?_____

How long is the patient's impairment expected to last:_____

Do these restrictions apply to activities outside of working hours? _____

In no, explain. _____

Physician Name: _____ Date Completed: _____

Please print

Physician Signature: _____ Phone # _____