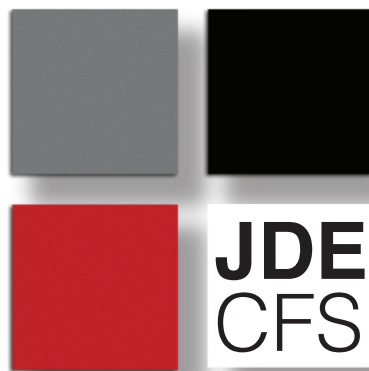


# **JDE CONSTRUCTION & FACILITIES SOLUTIONS**

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## **INJURY AND ILLNESS PREVENTION PROGRAM**

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**Updated: 04/10/2023**

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## Section 1

### Management Commitment and Policy Statement

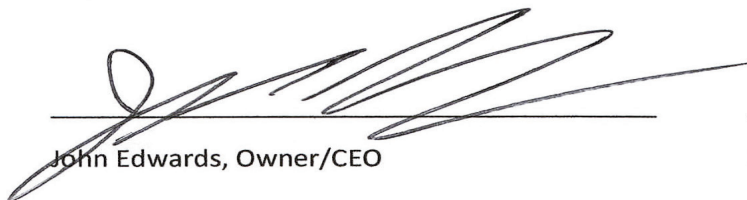
It is the policy of JDE Construction, Inc. to provide a safe and healthy work environment for all employees to minimize the risk of work-related injuries and illnesses. This will be achieved through the application of appropriate safeguards to processes, equipment, methods, and procedures, and by providing employees with the training necessary to perform their jobs safely. We will take all necessary and responsible steps to comply with applicable safety and health regulations affecting our organization.

We, at JDE Construction, Inc., have a basic responsibility to make the safety of human beings a part of our hourly and daily concern. We will be counting on you to do your part in making our program an effective one.

JDE Construction, Inc. believes that **NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY**. If a job represents a potential safety or health threat, every effort will be made to mitigate risk and complete the task. Every procedure must be conducted with safety in mind. Shortcuts in safe procedures by either forepersons or workers will not be tolerated. If a worker observes any unprotected job, which may pose a potential threat to their health or safety, he or she must inform management and management must take adequate precautions. **IF A JOB CANNOT BE DONE SAFELY, IT WILL NOT BE DONE.**

The successful operation of JDE Construction, Inc. will depend not only on sales and service, but also on how safely each job is performed. There is no job as important---or any service so urgent---that we cannot take time to work safely. We consider the safety of our personnel to be of prime importance, and we expect your full cooperation in making our program effective. To help assure the safety and health of our associates, we have established this written Injury and Illness Prevention Program (IIPP). The overall authority and responsibility to develop and maintain the Safety Program is delegated to Joshua Edwards. However, it is everyone's responsibility to work safely and adhere to their responsibilities contained herein. We thank you for your cooperation and commitment to maintaining a safe work environment for our employees.

**OUR FUTURES ARE BUILT THROUGH OUR PEOPLE. WE AIM TO PROTECT THEM.**



John Edwards, Owner/CEO

4/24/2023  
Date:

## Section 2

### Program Authority and Responsibilities

#### Program Authority

Joshua Edwards, Project Managers and Facilities Coordinators will carry the responsibility of Safety Coordinators and are responsible for overall implementation of the IIPP.

#### Responsibilities

Key responsibilities necessary to maintain an effective IIPP are as follows.

##### Safety Coordinators

- ◆ Manages documentation and recordkeeping of IIPP implementation, including safety orientation; safety meetings; safety inspections; accident investigations; disciplinary action.
- ◆ Verifies that corrective measures on hazards identified by safety inspections, employee reports, accident investigations, etc. are taken in a timely fashion.
- ◆ Performs documented accident investigations with assistance of the project managers.
- ◆ Maintain an Open-Door policy for all employees for discussion of safety concerns and follow-up on items in need of attention/resolve in coordination with the Safety Coordinator.

##### Project Managers

The Project Managers are the designated people to administer the safety and health program for this organization. The responsibilities for this position are as follows:

- ◆ Overall responsibility for IIPP implementation.
- ◆ Monitor changes or introduction of new equipment or processes that effect safety and health of employees and ensure adequate controls are in place to protect employees from injury.
- ◆ Assists in establishing minimum safety standards, safe work procedures, safety rules and regulations.
- ◆ Regularly inspect areas under their supervision for workplace hazards and initiate corrective actions immediately, to include jobsites, fabrication shop and offices.
- ◆ Maintain an Open-Door policy for all employees for discussion of safety concerns and follow-up on items in need of attention/resolution in coordination with the Safety Coordinator.
- ◆ Directing foreperson(s) to establish safe work practices and to comply with the IIPP.
- ◆ Holding foreperson(s) accountable for safety.
- ◆ Immediately report all workplace accidents, injuries, incidents, or illnesses to Project Coordinator.
- ◆ Participate in completion of accident investigations on workplace injuries and illnesses.
- ◆ Monitor employee behavior and enforce compliance with Code of Safe Practices.
- ◆ Encourage employees to report unsafe conditions or work practices and initiate corrective action.

- ◆ Being knowledgeable and foresee potential job hazards.
- ◆ Assuring compliance with ALL Cal/OSHA Construction safety and health standard requirements.
- ◆ Making regular safety inspections.
- ◆ Establishing safety procedures.
- ◆ Correlating regular safety training with lead persons.
- ◆ Maintaining safety records.

### **Forepersons/Field Supervisors**

Forepersons/Field Supervisors can anticipate hazards and play a key role in preventing safety problems before they occur. They have direct contact with the Project Managers and working crews. They will know and enforce the safety requirements for each job they are assigned. Safety responsibilities for Forepersons/Field Supervisors include:

- ◆ Being the safety model for all employees, setting the example and enforcing safety standards.
- ◆ Assisting with the development and implementation of the IIPP.
- ◆ Regularly inspecting areas under their supervision for workplace hazards and initiating corrective actions immediately, to include jobsites, fabrication shop and offices.
- ◆ Enforcing safe work practices among all employees and disciplining employees that do not comply with safety rules, procedures, and policies.
- ◆ Anticipating job hazards prior to the commencement of work on any site and relaying them to the Project Managers and the COO.
- ◆ Continuously observing and evaluating work conditions and procedures to detect and correct unsafe conditions and practices, and the use of personal protective equipment.
- ◆ Ensuring that all injuries, no matter how minor, are treated immediately and reporting all workplace accidents, injuries, incidents, or illnesses to Project Managers, Human Resources Manager and COO.
- ◆ Assisting in the Investigation of all injuries and accidents to determine their cause and potential corrective action.
- ◆ Informing all subcontractors of the need to comply with applicable local, state, and federal safety regulations as well as company safety rules, procedures, and policies.

### **Employees**

It is the responsibility of all employees to comply with all applicable health and safety regulations, the policies of JDE Construction, Inc. and established labor practices. This includes, but is not limited to, the following:

- ◆ Immediately report any injury, accident, or property damage to their Foreperson or Project Manager immediately, no matter how minor.
- ◆ Never undertake a job unless you have been trained and understand how to do it safely and are authorized to perform the job.

- ◆ Immediately report any unsafe conditions or work practices to your Foreperson or Project Manager.
- ◆ Attend and participate in safety training classes.
- ◆ Comply with all company safety rules, policies and instructions given regarding performance of their job.

## Section 3

### Safety and Health Training

#### Safety and Health Orientation

JDE Construction, Inc. is committed to instructing employees in safe and healthful work practices. To achieve this goal, we will provide training to employees on general and specific safety procedures for each employee's job. The following employee training and instruction shall be provided:

- ◆ To all new employees.
- ◆ To all employees given new job assignments for which training has not previously been received.
- ◆ Tailgate or toolbox safety training will be conducted every ten (10) working days.
- ◆ Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- ◆ Whenever the employer is made aware of a new or previously unrecognized hazard(s).
- ◆ For Supervisors/Managers to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- ◆ The Employee Safety Orientation Checklist (See Appendix.) shall be used to guide and document the training process. The form must be signed by both the supervisor and employee upon completion. Training shall be delivered in the following manner:
  - ◆ A review of the employee "Code of Safe Work Practices" and any other supplemental safety information applicable to their job duties.
  - ◆ Observation of employees performing their work under the guidance of a qualified person. When necessary, the instructor will provide a demonstration using safe work practices, or remedial instructions to correct training deficiencies before an employee is permitted to do the work without supervision. Training will address hazards considered unique to the employee's position. Examples include equipment operation; chemical exposures; personal protective equipment requirements; recognition of safety and health risks; etc.
  - ◆ Individual employees will be retrained after the occurrence of a work-related injury when deemed necessary by management.

#### Job Safety Training

- ◆ After inspecting a job site, the safety person or other designated person will identify and evaluate all potential hazards for:
  - Injury Severity potential.
  - Probability of an accident.
- ◆ This person will also appraise the skill and knowledge level of exposed workers.
- ◆ Appropriate Training will be given.
  - Hazards will be pointed out.
  - Necessary precautions will be explained

- ◆ The higher the hazard the more detailed the training will be.
- ◆ Records will be maintained for all training sessions with descriptions of topics covered and names of workers trained.

## Section 4

### Employee Communications

Effective communication of safety and health concerns will take place between workers and management. Communicating with employees on matters of safety and health shall be accomplished via the following methods.

All managers, supervisors, and forepersons are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following methods:

- ◆ New worker orientation including a discussion of safety and health policies and procedures.
- ◆ Annual review and revision of our IIPP.
- ◆ Training programs.
- ◆ Regularly scheduled weekly safety meetings.
- ◆ Regularly scheduled monthly leadership and safety meetings.
- ◆ Posted or distributed safety information.
- ◆ A system for workers to anonymously inform management about workplace hazards.
- ◆ Open Door Policy---We support informal communications through an open-door policy with management. This policy encourages employees to report hazards, safety concerns or ideas for improvement without fear of reprisal.
- ◆ Safety related posters or other communication methods will be displayed to maintain safety awareness and reinforce key safety and health issues.
- ◆ Joshua Edwards, Project Managers and Facilities Coordinators will conduct periodic safety meetings and inspections. The purpose of these meetings is to offer training and communicate matters of safety and health throughout the organization. The meetings will also address employee safety concerns and suggestions. Meetings will be documented using the Safety Meeting Minutes Form (See Appendix.).

***No employee shall be discriminated or retaliated against for reporting hazards or potential hazards, or for making safety suggestions.***

## Section 5

### Safety Policy Compliance

Our commitment to provide a safe work environment requires that our safety program include methods of ensuring compliance with safety policies. To protect our staff and visitors from injury or illness, we

take various approaches to ensure employees know, understand, and apply safe work practices to their daily activities. These methods include the following.

- ◆ Employees who violate or fail to comply with safety policies and standards will be subject to disciplinary action as per company progressive disciplinary and corrective actions policies. JDE Construction, Inc. at its' sole discretion, administer disciplinary actions deemed appropriate based upon the severity of the offense---up to and including termination of employment.
- ◆ Recognizing workers who perform safe and healthful work practices or submitting safety ideas or suggestions.
- ◆ Training and monitoring of employees whose safety performance is deficient.

#### **Disciplinary Procedures:**

Violation of JDE Construction, Inc. safety policies, procedures and rules may warrant disciplinary action. The Company has a system of progressive discipline that may include verbal warnings, written warnings, suspension, and termination. The system is formal, and JDE Construction, Inc. may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. JDE Construction, Inc. policy of progressive discipline in no way limits or alters the at-will employment relationship.

Department Manager(s) or Supervisor(s) will work closely with Joshua Edwards to correct unsafe conditions in a timely manner. Department Manager(s) or Supervisor(s) will be subject to disciplinary action for the following reasons:

- ◆ Repeated safety rule violation by their department / project employees.
- ◆ Failure to provide adequate training prior to job assignment.
- ◆ Failure to report accidents and / or provide medical attention to employees injured at work.
- ◆ Failure to control unsafe conditions or work practices.
- ◆ Failure to maintain good housekeeping standards and cleanliness in their departments.

## **Section 6**

### **Hazard Identification and Correction**

#### **Safety and Health Inspection Policy**

Effective identification and correction of workplace hazards is imperative to the success of our IIPP. Our program does not limit hazard identification responsibilities to the management/supervisory level but encourages and requires employee involvement to help maintain a safe work environment by reporting hazards to management. SAFETY IS EVERYONE'S RESPONSIBILITY no matter the position or seniority in the organization. Our definition of workplace hazard(s) includes unsafe conditions or processes that create unsafe work practices and places for employees.

Safety Inspection procedures include:

- ◆ Shop and office safety inspections will be performed periodically.
- ◆ On larger lengthy jobs sites, management will perform a documented safety inspection at the beginning of a job and a minimum of monthly thereafter. The Safety Inspection Checklist (See Appendix.) will be used for documentation of site inspections. Periodic jobsite inspections will also be made by management.
- ◆ Monthly documented vehicle safety inspections are completed by the driver and submitted to Joshua Edwards or the Fleet Manager for follow-up on needed repairs or service. Quarterly vehicle maintenance will be scheduled and performed.

- ◆ Management will continually monitor site conditions and employee practices for hazards and demonstration of safe work behaviors. Every employee is responsible for on-going safety and health monitoring and inspection of their work area. Any potential safety or health concern should be reported immediately to management.
- ◆ When workplace conditions warrant an inspection – such as when an injury occurs.
- ◆ Whenever new substances, processes, procedures, or equipment are introduced to the workplace.
- ◆ When new, previously unrecognized hazards are identified.
- ◆ Whenever substances, processes, procedures, or equipment are introduced to the workplace; or whenever management is made aware of a new or previously unrecognized hazard, an assessment will be performed by the Safety Coordinator, Project Managers, or the facilities Coordinators to ensure adequate hazard controls are in place. Examples include engineering controls, personal protective equipment, and/or employee training modification. The IIPP should be updated when necessary.

The Safety Coordinator, Project Managers or Facilities Coordinators will tour each job site and observe potential safety/health hazards, including the potential hazards of confined spaces and develop a plan for safeguarding JDE Construction, Inc.'s workers which may include the following:

1. Removing the hazard.
2. Guarding or mitigating against the hazard as required by Cal/OSHA.
3. Providing personal protective equipment, training, and enforcing its proper use.
4. Training workers in safe work practices and specific practices for safely completing tasks.
5. Coordinating protection of workers through other contractors.

A record of all safety inspections and correctional steps will be kept on the server for historical archiving.

### **Hazard Abatement**

It is the intention of our IIPP to abate all hazards and unsafe work practices, immediately, if possible. During an inspection, when the corrective action for a workplace hazard involves multiple steps or cannot be completed promptly, a corrective action plan will be noted at the end of the Safety Inspection Checklist.

Information provided should include:

- ◆ A description of the hazard and action needed to correct it.
- ◆ The name of person responsible for correction.
- ◆ The date the hazard was corrected.

When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

### **Hazard Reporting**

Every employee has the right and responsibility to report unsafe conditions or work practices which represent an exposure to injury or illness to themselves or fellow employees. Such reports, by an employee, should normally be made to the Immediate Supervisor who will review with the Safety Coordinator. Employees can also report anonymously to company Leadership or Safety Coordinator in a manner they so choose. (See Appendix.)

## Section 7

### Accident Investigation and Regulatory Agency Reporting

#### Accident Investigation and Reporting Procedures

Project Managers or Facilities Coordinators will perform a documented accident investigation using the Employee and Supervisor Report of Injury or Illness Form (See Appendix.) immediately and not later than 24 hours after the accident.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking action to prevent accident recurrence.
6. Recording findings and corrective actions on the BBSI Accident Investigation form.

#### Regulatory Agency Reporting

In the event of a serious injury, John Edwards and Joshua Edwards should be informed immediately so that notification can be made to the local Cal/OSHA office **within 8 hours of the accident**.

The Cal/OSHA definition of "Serious Injury or Illness" is any death, injury or illness occurring in a place of employment or in connection with any employment, which requires inpatient hospitalization for other than medical observation or diagnostic testing. Serious Injury or Illness is when an employee suffers an amputation or suffers any serious degree of permanent disfigurement including loss of an eye. Injury, Illness, or death within a construction zone also needs to be reported to Cal/OSHA.

**When making such report, the reporting party shall include the following information, if available:**

<input type="checkbox"/> Time and date of accident;	<input type="checkbox"/> Nature of injury;
<input type="checkbox"/> Employer's name, address, and telephone number;	<input type="checkbox"/> Location where injured employee(s) was (were) moved to
<input type="checkbox"/> Name and job title;	<input type="checkbox"/> List and identity of other law enforcement agencies present at the site of accident;
<input type="checkbox"/> Address of site of accident or event;	<input type="checkbox"/> Description of accident
<input type="checkbox"/> Name of person to contact at site of accident;	<input type="checkbox"/> Whether the accident scene or instrumentality
<input type="checkbox"/> Name and address of injured	<b>Timely Cal/OSHA Reporting is key!!</b>

**Cal-OSHA office contact information is as follows:**

<b>Los Angeles</b> 320 West 4th Street, Suite 820 Los Angeles, 90013 (213) 576-7451 fax: (213) 576-7461 e-mail: <a href="mailto:DOSHILA@dir.ca.gov">DOSHILA@dir.ca.gov</a>	<b>Monrovia/West Covina</b> 750 Royal Oaks Drive, Suite 104 Monrovia, 91016 (626) 256-7913 fax: (626) 359-4291 e-mail: <a href="mailto:DOSHMRV@dir.ca.gov">DOSHMRV@dir.ca.gov</a>	<b>San Bernardino</b> 464 W. 4th St., Suite 332 San Bernardino, 92401 (909) 383-4321 fax: (909) 383-6789 e-mail: <a href="mailto:DOSHSD@dir.ca.gov">DOSHSD@dir.ca.gov</a>
<b>Santa Ana</b> 2 MacArthur Place, Suite 720 Santa Ana, 92707 (714) 558-4451 fax: (714) 558-2035 e-mail: <a href="mailto:DOSHSA@dir.ca.gov">DOSHSA@dir.ca.gov</a>	<b>Long Beach/Torrance</b> 3939 Atlantic Avenue, Suite 212 Long Beach, CA 90807 (562) 506-0810 fax: (562) 426-8340 e-mail: <a href="mailto:DOSHLBO@dir.ca.gov">DOSHLBO@dir.ca.gov</a>	<b>Van Nuys/Ventura reports to VN</b> 6150 Van Nuys Blvd., Suite 405 Van Nuys, 91401 (818) 901-5403 fax: (818) 901-5578 e-mail: <a href="mailto:DOSHVN@dir.ca.gov">DOSHVN@dir.ca.gov</a>
<b>Bakersfield</b> 7718 Meany Avenue Bakersfield, CA 93308 (661) 588-6400 fax: (661) 588-6428 e-mail: <a href="mailto:DOSHBAK@dir.ca.gov">DOSHBAK@dir.ca.gov</a>	<b>San Diego</b> 7575 Metropolitan Drive, Ste 207 San Diego, 92108 (619) 767-2280 fax: (619) 767-2299 e-mail: <a href="mailto:DOSHSD@dir.ca.gov">DOSHSD@dir.ca.gov</a>	

## Section 8

### Employee Access to the IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

We will communicate the right and procedure to access the Program to all employees on the first day of hire or at scheduled safety meetings.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIPP.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP.

The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## Section 9

### Recordkeeping Requirements

Regulations require that records be kept of the steps to establish and maintain the Injury and Illness Prevention Program. The Safety Coordinator will retain the following records on file for at least three (3) years:

1. Master Copy of the IIPP (with all changes and revisions). A copy of the current IIPP will be available to all employees within each facility.
2. Documents that verify that JDE Construction, Inc. has maintained on-going two-way communication with employees, i.e., memos, letters, etc. to employees on safety and health issues; employee safety training; employee suggestions and responses.
3. All records of inspection/investigations; including date, name of person who performed the inspection/investigation, the unsafe conditions and work practices identified, and the corrective action(s) taken and date(s) of correction. Forms covered under this section include Report of Safety Hazard; Safety and Health Inspection Report; Accident Investigation Report.
4. Records reflecting the safety and health training received by employees. These records should contain the employee's name, training date, type of training and identification of the trainer. Examples include Employee Safety Meeting Minutes, Employee Safety Orientation Checklist.

PLEASE SEE NEXT PAGE FOR SPECIFIC RECORD RETENTION TIMEFRAMES.

RECORD TYPE	RETENTION PERIOD
1. New Employee Orientation Training	1. Course of Employment – File in Personnel
2. On-going Safety Training	2. 2-Years
3. Safety Inspection Reports	3. 2-Years
4. Certification Training (Forklift, Aerial Lift, special equipment/tools, CDL, etc.)	4. Course of Employment, or until new certification training is conducted
5. Accident/Incident Investigations	5. 5-Years
6. OSHA 300 Logs	6. 5-Years
7. Employee Exposure Records	7. 30-Years plus length of employment

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## APPENDIX

### Code of Safe Practices

## Code of Safe Practices

## General Safety

- Know the safe way to perform any job given to you, follow safe work practices and use required personal protective equipment. If unsure, contact your supervisor for instructions prior to starting the job.

- Immediately report any unsafe equipment, condition, practices, or procedure to your supervisor.
- Report all accidents, injuries, or incidents to your supervisor immediately, regardless of how minor you may believe them to be.
- Horseplay, practical jokes, scuffling and other acts which tend to have an adverse influence on the safety or well-being of employees or others is prohibited.
- Any employee who attempts to report to work under the influence of alcohol or drugs is dangerous and, if detected, will be prevented from working and will be subject to immediate disciplinary action up to and including termination.
- Comply with all safety-related warning signs and tags. They are posted to alert you to hazards.
- Keep aisles, doors, exits, electrical panels and fire extinguisher clear and unobstructed.
- Do not tamper with any safety equipment.
- Attendance at safety meetings, training sessions and other activities is mandatory.
- Always maintain good housekeeping. Discard trash and debris properly. Store tools and equipment out of aisle or traffic paths. Keep exits clear and unobstructed.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

#### **Powered Equipment and Machinery**

- Never use or operate powered equipment or machinery of any type unless you have been trained and authorized by your supervisor. Always ask your supervisor if you have any questions regarding the proper or safe operation of powered equipment or machinery.
- Damaged tools or equipment shall be removed from service.
- Inspect equipment and machinery daily prior to use and never operate machinery without guarding in place.
- Never wear loose clothing, jewelry, or long hair not bound around machinery where it could get entangled.
- Do not leave machinery running unattended.
- Ensure required machine guarding is in place and replace any machine guarding immediately. Never remove guards from any tools or equipment. It is there to protect you.

#### **Hazardous Substances**

- Know the location and understand the contents of Safety Data Sheets for hazardous substances you work with.
- Do not eat or smoke in areas where hazardous substances are stored or handled.
- Understand and follow emergency procedures necessary if there is a hazardous material spill.
- Do not transfer hazardous substances into unlabeled containers.
- Do not use any hazardous substance unless you have been trained how to use it safely.
- Personal protective equipment issued by your supervisor must be worn when instructed to do so. Employee is responsible for maintaining PPE in good condition.

#### **Workplace Violence/Security**

- A verbal threat or physical assault against another person is considered an act of violence and offenders are subject to disciplinary action.

- Physical damage caused to company property is considered a violent act and offenders are subject to disciplinary action.
- Report suspicious persons whenever you have a concern over your personal safety/security when performing your job.
- Avoid physical conflict and report any observation of a violent act to your supervisor.
- Report threats or concerns over potential for violence from spouses, acquaintances, etc. that might affect you or co-workers in the workplace or during the performance of your job.
- Make sure a portable fire extinguisher is nearby to put out any potential fires.

### **Accident Procedures**

- Employees are required to familiarize themselves with the emergency action plan established for the company. Emergency action plan is posted at the company headquarters.
- For severe accidents and any other situation requiring emergency services, call 911.
- Employees must report all work-related injuries to their supervisor immediately---even if they do not feel that it requires medical attention. Failure to do so may result in disciplinary action.
- Telling a co-worker does not constitute reporting a work-related injury; you must tell a supervisor.
- If you are injured on the job, you must see a doctor immediately. You will not be permitted to return to work until you have a doctor's release.
- If the employee cannot transport themselves for any reason, transportation will be provided.
- If an injured employee refuses medical attention, let the HR Department know immediately.
- If you are involved in or witness an accident, cooperation in the accident investigation is imperative in determining cause and abatement of an unsafe condition. Your input and ideas as to the cause of an accident may help prevent a similar occurrence.
- Accident investigations will be conducted immediately by a Supervisor, HR Department, or other Management, as applicable. Investigation documentation will be completed as applicable.
- In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, contact must be made with the nearest Cal/OSHA office within 8 hours.

### **Driving Safety & Company Vehicles**

- Always remember you represent JDE Construction, Inc. when operating a JDE Construction, Inc. vehicle. The vehicle is branded with company logos and contact numbers. (Delete if this does not apply.) All public complaints against JDE Construction, Inc. drivers will be investigated and may result in corrective actions up to and including termination.
- JDE Construction, Inc. will perform pull notices annually to check authorized drivers' records. Any serious driving infractions are automatically reported to JDE Construction, Inc. Human Resources through our driver monitoring program.
- If your driver's license is expired or revoked, immediately notify the HR Department, and do not drive any company vehicle.
- Only authorized employees are permitted to operate company vehicles. Do not let anyone else drive JDE Construction vehicle. (A company approved driver's list is in the main office with Human Resources.)

- Company Vehicles are to be used for company business only. Personal, off duty and family use, are prohibited.
- Non-employee passengers are not permitted in JDE Construction vehicle at any time unless they are on company business.
- No employee is permitted to drive a company vehicle while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
- All employees must always wear your seat belts. Refer to the vehicle owner's manual for the manufacturer's seatbelt instructions. This includes any vehicle that has a seat belt provided (example- ATV or Golf cart) for both drivers and passengers.
- No smoking in any company owned or rented vehicles---or when refueling.
- Keys must be removed from all unattended vehicles and vehicles must be locked.
- If you are involved in a traffic accident, report it immediately to the HR Department and call the police or 911 if you or someone else is injured.
- Employees with one or more preventable accidents in a three-year period, or who obtain two points on their driving record, may be subject to a loss of their driving privileges or have their driving privileges restricted. All tickets in your personal vehicle must be reported to HR.
- Regular maintenance will be performed on all vehicles. Please report any issues with your vehicle to the Joshua Edwards or to the Fleet Manager.
- Inspect your vehicle for mechanical defects prior to each trip. Check the tires, lights and signals and run a brake test as soon as you start out. Report any defects or operating problems to the Joshua Edwards or to the Fleet Manager so that repairs can be arranged.
- Never drive faster than road conditions warrant and do not exceed the company wide maximum 75mph or the posted speed limit.
- Always signal when changing lanes or turning. Follow all state and federal laws when driving a company vehicle.
- Do not drive aggressively. Avoid tailgating, rapid lane changes, speeding, and hand gestures to bad drivers. If you are being tailgated, change lanes, and let them pass.
- Use caution when passing any stopped vehicle, especially near intersections and crosswalks.
- Avoid passing on two lane roads. Turn on your headlights while driving on two lane roads. Never pass another vehicle on curves or hills.
- You are forbidden to talk on the phone without an earpiece. You are also forbidden to read maps, text or engage in any other distracting activities while driving. Pull over in a safe parking area before conducting any of the above activities.

### **Electrical Safety**

- Only trained and authorized employees can repair or service electrical equipment.
- Confirm with your supervisor before commencing work on electrical systems and ensure appropriate de-energization safeguards have been taken.
- Avoid working in or around water when using powered tools or equipment.
- Maintain a 36" in. clearance around electrical panels and shut-off switches.

- Portable powered equipment shall be double insulated or equipped with a 3-prong plug.
- Never match up a two-prong outlet with a three-prong plug. You are bypassing the ground and are subject to potential electrical shock.
- Never overload an electrical outlet.
- Ensure equipment is protected by a Ground Fault Circuit Interrupter (GFCI) when working in wet environments.
- Ground Fault Circuit Interrupters (GFCI's) shall be installed in all areas where the risk of shock from liquids exposure can occur.
- Before using electrical equipment, make sure that you are aware of the location of the circuit breaker, in case of an emergency.
- Extension and temporary power cords shall be heavy duty and grounded.
- Do not use extension cords that have splices, exposed wires or cracked or frayed ends.
- Do not use extension cords or other three-pronged power cords that have a missing prong.
- Do not remove the ground prong from electrical cords.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not overload circuits with equipment or extension cords.
- Electrical tools shall be grounded or double insulated.
- Do not plug equipment that is intended to run on 110V into a 220V outlet.
- Do not use electrical tools that have a cracked housing.
- Do not use electrical tools or equipment with defective or damaged cords.
- Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.
- Do not operate electrical tools with wet hands or while you are standing on wet surfaces.
- Only trained, qualified and authorized employees shall make repairs to electrical equipment and tools.

### **Elevating Work Platforms**

- Elevating work platforms are devices designed to elevate a work platform in a substantially vertical axis (vertical tower, scissor lift).
- An operators' manual must be available when the platform is in use.
- The following must be displayed on each unit:
  - Safe operating restrictions.
  - Manufacturer name, model, and serial number.
  - Rated capacity.
  - Maximum travel height.
  - Operating instructions.

- Statement – Compliance with American National Standards Institute.
- Only trained and authorized employees can use the platform.
- Platforms must have guardrails. When guardrails are less than 42 inches high, employees shall wear fall protection secured to the platform by a lanyard.
- Minimum platform width is 16 inches.
- Powered equipment must be equipped with an emergency lowering means.
- Powered units may have plainly marked upper and lower controls, guarded against accidental operation.
- Pinch and shear points must be guarded.
- The surface upon which the unit is being operated must be level, with no hazardous irregularities or accumulation of debris which may cause a platform to overturn.
- Do not operate equipment when exposed to high winds.

### **Hand Tools**

- Use the right tool for the job, if unsure ask your supervisor.
- Return tools and equipment to proper storage places after use.
- Report damaged or unsafe tools and equipment to your supervisor immediately. Damaged or unsafe tools and equipment are to be marked "Do Not Use" and secured.
- Use the tool for its intended purpose. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
- Files shall be equipped with handles and not used to punch or pry.
- A screwdriver shall not be used as a chisel.
- Keep cutting edges sharp so the tool will cut smoothly.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Knives and cutters should be retractable or covered in a sheath when not being used. They should never be left out where others can come in contact with them accidentally.
- Proper eye protection must always be worn.
- Always use the proper tool for the job. (Do not use a screwdriver as a chisel.)
- Do not use a hammer if your hands are oily, greasy, or wet.
- Keep the blade of all cutting tools sharp.
- Carry all sharp tools in a sheath or holster.
- Do not use impact tools such as hammers that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears, or other cutting tools, cut in a direction away from your body.
- Do not carry sharp or pointed hand tools in your pockets unless it is sheathed.

- Do not throw tools.
- Do not strike nails with the “cheek” of the hammer.
- Do not strike one hammer against another.

### **Hearing & Noise Protection**

- Employees are required to wear hearing protection if any of the following conditions are true:
  - You cannot hear someone that is less than two feet from you, without shouting.
  - The noise in your work area is irritating.
  - Your hearing is muffled or dull after you leave a noisy area.
  - You have a ringing in your ears after exposure to noise.
- Let your supervisor know immediately if you need hearing protection.

### **Heat Exhaustion & Heat Stress**

- Heat is a recognized hazard of our work environment.
- Take breaks in cooler areas to relieve the body of excessive heat.
- Drink plenty of clear liquids during your breaks.
- Inform your supervisor if you feel lightheaded or sick from the heat.
- Read and comply with JDE Construction, Inc.’s Heat Illness and Injury Prevention materials and policy.

### **Housekeeping**

- Keep your work areas free of debris, materials, tools, equipment, or other potential trip hazards.
- Spilled liquids or other materials must be cleaned up immediately.
- Sharp protruding nails and wire must be removed or bent.
- Fabric scraps or damaged pieces need to be cleaned up periodically, so they do not create a tripping hazard for others working in the area.

### **Ladders**

- Ladders must be placed on a flat stable surface.
- Never work from the two top steps of a stepladder, or from any of the top 3 steps of a straight or extension ladder.
- Never move a ladder while someone is on it.
- Metal ladders must not be used when working on or near electrical circuits. Use fiberglass ladders.
- Step ladders more than 10 feet high must be held by another worker.
- If a straight ladder is used to climb onto a work platform, it must extend at least 3’ above the working level.
- Straight ladders should have grippers or cleats and be lashed at the top to prevent slippage.
- Lower the top section of an extension ladder before you move it.

- If a ladder is placed near a door or aisle, a second worker should hold it at the bottom.
- Keep your weight centered over the center of the ladder, do not overreach.
- Always maintain three-point contact with the ladder – either one hand and two feet or two hands and one foot.
- Inspect the ladder before usage. Do not use a damaged ladder. Do not attempt to repair a damaged ladder.
- Use the proper ladder for the job. Do not use an “A” frame as a straight ladder.
- Ladders shall be placed on hard level surfaces only. Never place ladders on a slippery surface.
- Do not place ladders in passageways, doorways, or other areas they might be hit or bumped by passersby.
- Ladder rungs and steps shall be kept free of oil, grease, or other slippery substances.
- Straight ladders shall be tied off at the top.
- Straight ladders shall extend at least 36 inches above the level being accessed.
- Never stand on or above the second rung from the top of the ladder.
- Do not step or stand on a ladder’s cross bracing.
- Always climb facing the ladder, always keeping a three-point contact with the ladder.
- Do not carry tools and equipment when climbing ladders.
- Be aware of objects below and above you. Move or cover sharp objects below in case of a fall.

## **Lifting**

- Do not attempt to lift loads that appear too heavy. Ask for help.
- Wear gloves when lifting sharp edged, hot, or rough objects.
- Lift with your legs, not with your back.
- Keep your load close to your body.
- Do not twist your body when lifting.
- Set loads down by reversing the lifting technique.
- Use mechanical lifting devices when transporting heavy objects.
- Plan the move before lifting; remove obstruction from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- Get assistance from a coworker(s) if necessary, to handle a heavy or awkward load. Coordinate and communicate your movements with your coworker.
- Position your feet shoulder width apart with one foot slightly in front of the other.
- Bend at the knees and keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when they are present.
- Do not lift anything if your hands are greasy or wet.
- Hold objects as close to your body as possible.

- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

### **Lock Out/Tag Out**

- The following may be subject to lock out/tag out:
  - Broken or faulty equipment and tools.
  - Damaged electrical cords.
  - Air hoses.
  - Vehicles and heavy equipment (forklifts).
- The following steps shall be taken when any of the above are found to be unsafe:
  - Unsafe item is to be pulled from service.
  - Red tag item and lock if necessary.
  - Report item to maintenance / facilities for repair or replacement.
    - Do not use or attempt to use equipment that has been red tagged or locked.
    - Do not remove or tamper with any red tag or lock out device.
    - Immediately notify a supervisor if you observe others tampering with, using, or attempting to use any locked or red tagged equipment.

### **Material Handling**

- Follow all company vehicle and driving policies.
- Use protective pads or gloves when handling rough- or sharp-edged materials. If nails protrude, remove them.
- Use special care when storing or stacking materials.
- Proper lifting techniques must be used, and back belts can be worn for frequent lifting activities.
- Do not throw or drop materials in the vicinity of others.
- Do not operate any equipment that you have not been trained to use.
- Do not block access and egress to the shop or job site.

### **Personal Protective Equipment (PPE)**

- Use the correct PPE for each job assignment.
- Proper Clothing shall always be worn while on the jobsite.
- Long black pants, company t-shirts and leather work boots with rubber soles are to be worn by the field employees. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- PPE shall be inspected daily and maintained in good condition.

- Damaged or broken PPE must be replaced immediately.
- Safety glasses must always be worn.
- Employees shall use issued gloves when handling sharp edged, rough, hot, or hazardous materials.
- Issued hard hats are always to be worn unless otherwise stated.
- The appropriate gloves shall be worn when handling hazardous substances or items with sharp edges, splinters, etc. that can cause injury to your hands.
- The appropriate gloves, goggles face, and/or body protection shall be worn when handling hazardous substances.
- Keep your PPE in good condition. Report problems with your equipment to your supervisor.
- Use the correct PPE for each job assignment. If you don't know, ask.

### **Power Tools & Equipment**

- Do not use power tools or equipment that you have not been trained to use.
- Inspect tools and cords prior to use.
- Keep all safety guards operational and in place.
- Keep power cords away from the path of cutting equipment.
- Do not leave tools and equipment that are "on" unattended.
- Do not carry plugged in tools and equipment with your finger on the switch.
- Unplug all tools and equipment prior to changing bits, wheels, or blades.
- Never leave chuck keys in tools or equipment during operation.
- Turn tools and equipment off before unplugging them.
- Disconnect tools and equipment from the outlet by pulling on the plug, not the power cord.
- Do not lift, carry, or lower tools and equipment by their power cord.
- Return all tools and equipment to their proper place after use.

### **Scaffold Safety**

- A survey must be made of the job site prior to the erection of the scaffold. Hazards, such as untamped earth fills, ditches, debris, overhead wires, unguarded openings, and other conditions need to be identified, corrected, or avoided.
- Scaffolds must be inspected daily or at the beginning of each shift by a competent person. Unsafe conditions must be corrected before allowing workers on the scaffold.
- Equipment must not be used for purposes it was not intended.
- Scaffolds must be plumb and level.
- Use only access ladders, access steps, ladder frames designed for climbing, or the equivalent to access the scaffold. Do not climb cross braces.

- Running scaffolds must be tied to the wall or structure when the height exceeds three times the minimum scaffold base dimension. The first vertical and longitudinal tie shall be placed at this point. Ties shall be repeated at intervals not greater than 26 feet vertical and 30 feet horizontal.
- Do not use ladders or makeshift devices on top of scaffolds to increase the height.
- Manufactures' recommended load rating should never be exceeded.
- All platforms must be equipped with proper guard-rails, mid-rails, and toe-boards along open sides and ends of scaffold platforms.
- Only lumber that is properly inspected, graded, and marked shall be used as scaffold plank.
- Planks must overlap at least 12 inches over frame support. At the end frame, the plank must overhang a minimum of six inches, and not more than 12 inches, or be cleated to prevent slipping.

## **Emergencies**

Employees are required to familiarize themselves with the emergency action plan established for the company and their specific project location.

## **Fire Extinguishers**

- Fire extinguishers are to be located as required at company headquarters and in company vehicles if required.
- Fire extinguishers are visually inspected monthly to ensure that they are always fully charged and operable.
- Fire extinguishers must have a documented annual inspection by a certified technician.

## **Fire Prevention**

- Do not leave oily waste, rags, gasoline, flammable liquids, or other combustible wastes lying around.
- Know where fire extinguishers are and ensure that access to fire extinguishers is always kept clear.
- Never use gasoline or flammable solvents for cleaning purposes.
- Flammable liquids must be stored in an approved container and labeled.
- Smoking is prohibited when working with or in the vicinity of flammable liquids or substances.
- Trash accumulation and debris can be a potential fire hazard, as well as a hindrance to evacuations. There should be a designated area for storage of pallets, crates, etc., and limit the stack height of pallets to 6 feet.

## **First Aid Kits**

- An adequate supply of first aid supplies will be kept in the first aid kit.
- First aid kits are in each company vehicle, main office, tool kit and project site.

## **Fit for Work**

- Employees are expected to report for work without physical or mental impairments that may endanger themselves or others.
- If an employee appears to be impaired or acting in an unsafe manner, report it to your supervisor immediately.

## **Safety Rules**

For the protection and safety of all employees, JDE Construction, Inc. has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

- All employees shall follow this Code of Safe Practices and make every effort to assist in the practice of safe operations.
- Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
- All unsafe conditions, accidents, injuries, or illnesses must be reported to your supervisor or Manager immediately.

- If you are unsure of the safe method to do your job, stop and ask your supervisor. Ignorance is no excuse for a safety violation.
- All employees are responsible for not working in an area that they feel is unsafe. Immediately report your safety concerns to your supervisor.
- You will not be required to perform a task that will jeopardize your safety or the safety of others.
- No one shall knowingly be permitted to work while their ability or alertness is impaired by fatigue or illness, prescription or over the counter medications, or by alcohol or illegal drugs. Anyone suspected to be impaired by any of these conditions shall be prohibited from working.
- Do not bring firearms, weapons, illegal drugs or alcoholic beverages on company or project property.
- Anyone known to be under the influence of, or in possession of any illegal drug, alcoholic beverage or any other intoxicating substance shall not be allowed on company property.
- Horseplay, scuffling, fighting and other acts which may have an adverse effect on the safety and wellbeing of others, are prohibited.
- All employees shall be given frequent accident prevention instructions through Periodic Safety Meetings and are required to attend such meetings.
- Work shall be well planned and supervised to prevent accidents and injuries.
- Immediately clean up spilled liquids.
- Always notify others in your area that may be endangered by the work you are doing.
- Do not operate any type of equipment for which you have not been trained in proper usage.
- Do not use any tools or equipment if the manufacturer's safety devices are not functioning properly.
- Properly maintain all hand tools and inspect them for defects daily.
- Do not bypass any manufacturer's safety devices.
- Do not use tools or equipment for purposes other than what the manufacturer designed them to be used for.
- All lockout / tag-out policies and procedures must be observed and obeyed.
- Do not tamper with or attempt to repair any electrical equipment or machinery unless specifically instructed to do so by a supervisor.
- When lifting heavy objects, use the large muscles of the legs instead of the smaller muscles of the back.
- Proper clothing and personal protective equipment shall always be worn while on the jobsite.
- Employees shall cleanse thoroughly after handling hazardous substances.
- Do not use gasoline or other flammable liquids for cleaning purposes.
- Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.

- Do not leave tools, materials or other objects on the ground or floor that may cause others to slip, trip or fall.
- Do not leave material, with nails protruding, in a manner that could cause injury to others.
- Do not run in the office, production or in any area around the shop.
- Always be aware of your surroundings and take care as to where you are stepping.
- Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
- Smoking is only allowed in designated areas.
- Do not use hot production equipment or materials for the purpose of cooking or heating food.
- Do not enter chambers, tanks, silos, or other confined spaces without written permission and proper preparation.
- Do not throw materials, tools, or other objects from one area to another.
- All work-related injuries and illnesses shall be reported immediately to your supervisor.
- Be aware of hazardous surroundings such as:
  - High heat equipment
  - Revolving or moving machinery
  - Nails or sharp objects protruding from materials.
  - Overhead hoists or equipment
  - Slippery floor surfaces

### **Office Safety**

- Use chairs properly. Do not use chairs as stepping stools. Do not lean or tip in chairs.
- Keep all file cabinet drawers closed when not in use. Only one drawer may be opened at a time.
- Keep aisles and walkways free from debris, cords and other objects that may cause trips, slips, or falls.
- Approach and open doors cautiously.
- Do not attempt to repair faulty or broken office equipment or machinery unless it is in your job description or have been instructed by a supervisor to do so.
- Keep desk drawers organized in a manner to prevent being injured by sharp or pointed objects.
- Walk, do not run.
- Keep fingers, ties, hair, and other loose objects out of, and away from, moving parts of office machines.
- Use “common sense”; if you are unsure of a safety procedure, ask a supervisor.

### **Safety Training**

- I. All workers, including managers and foreperson, shall have training and instruction on general and job-specific safety and health practices. Training and instruction are provided:
  1. When the IIPP is first established.
  2. To all new workers.
  3. To all workers given new job assignments for which training has not previously provided.
  4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
  5. Whenever the employer is made aware of a new or previously unrecognized hazard.
  6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
  7. To all workers with respect to hazards specific to each employee's job assignment.
- II. General workplace safety and health practices include, but are not limited to, the practices set forth in the IIPP. The IIPP includes our Code of Safe Practices, this IIPP manual, and the Employee Handbook. The IIPP includes but are not limited to:
  1. Implementation and maintenance of the IIPP.
  2. Emergency action and fire prevention plan.
  3. Provisions for access to medical services and first aid including emergency procedures.
  4. Prevention of musculoskeletal disorders, including proper lifting techniques.
  5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
  6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
  7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
  8. Proper reporting of hazards and accidents to supervisors.
  9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers if applicable.
  10. Proper storage and handling of toxic and hazardous substances if any including prohibiting eating or storing food and beverages in areas where they can become contaminated.

The goal of our safety training program is to develop safe work habits and attitudes.

### **Jobsite Inspections**

Inspection works because it is an essential part of hazard control. It is an important management tool. We will view inspections as a fact-finding process, not fault-finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace. When uncovered, potentially hazardous conditions will be corrected immediately, or a report will be filed.

Periodic planned inspections will be made by the Foreperson on each jobsite monthly. The report will be reviewed by management and action will be taken to correct issues.

## Safety meetings

All jobsites will hold a safety meeting on Monday of each week. All employees on that site will attend and sign a sign-in sheet showing they attended, and the topic will be on that same sheet. These sign-in sheets are forwarded to the office and saved on the server

## Safety Training sessions

Additional safety training will be held several times a year on various topics. These sessions can be held by management or outside companies.

In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow the instructions of their supervisor. Failure to comply with safety rules and procedures, or failure to wear the appropriate personal protective equipment, WILL result in disciplinary action up to and including termination.

## Accident investigations

The HR Manager, Foreperson, or other management will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated by the HR Manager.

The primary goal of the accident investigation program is the prevention of future similar accidents with knowledge derived from the investigation.

When an employee is injured at work, Foreperson is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The Foreperson must then begin to investigate the circumstances of the accident and report them to the HR Department.

The following procedures have been found to be effective when investigating accidents:

- **GO** to the scene of the accident at once.
- **TALK** with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions. LISTEN for clues in the conversations around you. Unsolicited comments often have merit and can be useful. ENCOURAGE people to give their ideas for preventing a similar accident. STUDY possible causes - unsafe conditions, unsafe practices.
- **WRITE** your accident report giving a complete, accurate account of the accident.
- **FOLLOW-UP** to make sure conditions are corrected. If they cannot be corrected immediately, report this to your Foreperson.
- **WHAT HAPPENED?** At the time of the accident - Indicate in detail what took place, describe the accident, the type of injury, the part or parts of the body affected, and whether the employee was wearing appropriate safety equipment.
- **WHAT CAUSED THE ACCIDENT?** - Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
- **What Can Be Done to Prevent a Similar Accident?** - Indicate corrective action to prevent recurrence.

## Fire Procedure

- Person assigned to evacuation plan-
- Notify office staff or field employees.
- Remove personnel from the building or jobsite.
- Notify the fire department.

The person reporting the fire to the fire department will provide them with the following information:

- Company Name
- Address
- What is burning (machines, paper, etc.)?
- Location of fire (roof, plant, office, etc.).
- Type of fire (electrical, liquid, etc.).

Additional assignments have been made to:

- Check driveways to see that they are clear for entry of firefighting equipment. See that gates are unlocked and open.
- Wait at the front entrance for arrival of firefighting equipment. Direct the firefighters to the fire if necessary.
- Re-entry onto the property will not be permitted until it is declared safe to do so by someone with Executive authority or by the local fire/law enforcement officials.

## **Earthquake**

In the event of an earthquake, the following procedures shall be followed:

- Assess damage and injuries.
- Give first aid as needed. Remember, after earthquake utilities, police and fire agencies may not be readily available. DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL.
- Notify executive management if any are away from the premises.
- Call the Fire Department only in the case of fire.
- The nearest hospital for treatment is:
  - MemorialCare Long Beach Medical Center
  - 2801 Atlantic Ave, Long Beach, CA 90806
  - (562) 933-2000
- Have damaged or potentially damaged utilities shut off at the main controls.
- Personnel are to be instructed during orientation for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility poles, block walls, etc., which might fall during aftershocks.
- Foreperson are cautioned to be alert for fallen high tension lines which may be touching metal objects on the ground.

- Have all areas of the building inspected for damage before allowing personnel to return to the building(s).
- Have gas, electrical, water and fuel systems checked for damage before allowing personnel to return to the building(s).
- Drinking water should be checked to determine that it is not contaminated. Water contained in toilet tanks can be boiled and used, if necessary, for drinking or treating injuries.

## Recordkeeping

III. Category 1. Our establishment has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIPP:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers. are recorded on a worker training and instruction form.

IV. Inspection records and training documentation will be maintained according to the following schedule:

- ◆ For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

All employees are made aware of JDE Construction, Inc.'s Injury and Illness Prevention Program (IIPP), including this IIPP manual, the Heat Illness Prevention Program, the Employee Handbook, and the Code of Safe Practices, during the new hire process and periodically thereafter, such as in trainings and upon any substantive revisions.

## Code of Safe Practices and Safety Rules Receipt

This is to certify that I have received a copy of JDE Construction, Inc. Injury and Illness Prevention Program and the Code of Safe Practices and Safety Rules. I have read these instructions, understand them, and will comply with them while working for JDE Construction, Inc.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment. I also understand that I am to report any injury to my supervisor immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I will not be discriminated against for reporting safety concerns.

---

Print Name                      /                      Signature & Date

## Employee Safety Orientation Checklist

This checklist is to be completed by the supervisor with all new employees or existing employees transferred or given a new job assignment.

Employee Name		Supervisor	
Employee Number		Department	
Position	New Hire	Transferred	Other
Date Start Orientation		Date Completed Orientation	

I. General Safe Work Practices		Employee Initials	Supervisor Initials
1. Reviewed IIPP/safety policy statement/employee responsibilities			
2. Reviewed safety policy enforcement procedures			
3. Reviewed accident reporting procedures			
4. Reviewed hazard reporting procedures			
5. Reviewed Code of Safe Work Practices			
6. Reviewed lifting techniques			
7. Conducted facility tour—review processes, fire extinguisher location and use, emergency exit, emergency equipment, etc.			
8. Reviewed emergency procedures			

II. Specific Safe Working Practices	Employee Initials	Supervisor Initials
1. Issued and instructed on proper care and use of the following personal protective equipment:		
_____		
_____		
2. Reviewed specific machinery/tools/equipment employee will work on with and how to operate it safely. List machinery/tools/		
_____		
_____		
_____		
3. As required by position—the following training programs were administered:		
◆ Hazard Communication Program (N.A. ____)		
◆ Lock-out/Tag-out (N.A. ____)		
◆ Bloodborne Pathogens (N.A. ____)		
◆ Respirator Protection (N.A. ____)		
◆ Forklift Operator (N.A. ____)		
◆ Other Training—Administered or Needed (N.A. ____)		
_____		
_____		
_____		

The above general and specific safe work practices have been explained to me and I understand them and what is expected of me in terms of workplace safety.

Employee's Signature:	Date:
Supervisor's Signature:	Date:

## Supervisor Accident Report

Name of Injured Person \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(Circle one)      Male      Female

Date of Event. \_\_\_\_\_ Time of Event \_\_\_\_\_

Exact location of event. \_\_\_\_\_

\_\_\_\_\_

What part of the body was injured? Describe in detail. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the nature of the injury? Describe in detail. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of all Witnesses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What caused the event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were safety regulations in place and used? If not, what was wrong? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee went to Clinic/Hospital (please circle one)

Clinic Name \_\_\_\_\_

Clinic Address: \_\_\_\_\_  
\_\_\_\_\_

Hospital Name \_\_\_\_\_

Hospital Address: \_\_\_\_\_  
\_\_\_\_\_

Recommended preventive action to take in the future to prevent reoccurrence.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature:

\_\_\_\_\_

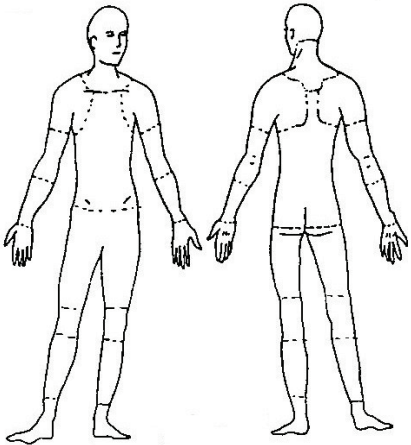
Date: \_\_\_\_\_

# Incident Investigation Report

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a:		<input type="radio"/> Death	<input type="radio"/> Lost Time	<input type="radio"/> Dr. Visit Only	<input type="radio"/> First Aid Only	<input type="radio"/> Near Miss
Date of incident:	This report is made by: <input type="radio"/> Employee <input type="radio"/> Supervisor <input type="radio"/> Team <input type="radio"/> Other_____					

**Step 1: Injured employee (complete this part for each injured employee)**

Name:	Sex: <input type="radio"/> Male <input type="radio"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one) <ul style="list-style-type: none"> <li><input type="checkbox"/> Abrasion, scrapes</li> <li><input type="checkbox"/> Amputation</li> <li><input type="checkbox"/> Broken bone</li> <li><input type="checkbox"/> Bruise</li> <li><input type="checkbox"/> Burn (heat)</li> <li><input type="checkbox"/> Burn (chemical)</li> <li><input type="checkbox"/> Concussion (to the head)</li> <li><input type="checkbox"/> Crushing Injury</li> <li><input type="checkbox"/> Cut, laceration, puncture</li> <li><input type="checkbox"/> Hernia</li> <li><input type="checkbox"/> Illness</li> <li><input type="checkbox"/> Sprain, strain</li> <li><input type="checkbox"/> Damage to a body system:</li> <li><input type="checkbox"/> Other _____</li> </ul>	This employee works: <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular full time</li> <li><input type="checkbox"/> Regular part time</li> <li><input type="checkbox"/> Seasonal</li> <li><input type="checkbox"/> Temporary</li> </ul>
		Months/ Years with employer
		Months/ Years doing this job:

## Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday?    o Entering or leaving work    o Doing normal work activities. <input type="checkbox"/> During meal period    o During break    o Working overtime    o Other _____	
Names of witnesses (if any):	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	



<b>Number of attachments:</b>	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials, and other important details.			
Description continued on attached sheets: o			
<b>Step 3: Why did the incident happen?</b>			
Unsafe workplace conditions: (Check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Inadequate guard</li> <li><input type="checkbox"/> Unguarded hazard</li> <li><input type="checkbox"/> Safety device is defective</li> <li><input type="checkbox"/> Tool or equipment defective</li> <li><input type="checkbox"/> Workstation layout is hazardous</li> <li><input type="checkbox"/> Unsafe lighting</li> <li><input type="checkbox"/> Unsafe ventilation</li> <li><input type="checkbox"/> Lack of needed personal protective equipment</li> <li><input type="checkbox"/> Lack of appropriate equipment / tools</li> <li><input type="checkbox"/> Unsafe clothing</li> <li><input type="checkbox"/> No training or insufficient training</li> <li><input type="checkbox"/> Other: _____</li> </ul>		Unsafe acts by people: (Check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Operating without permission</li> <li><input type="checkbox"/> Operating at unsafe speed</li> <li><input type="checkbox"/> Servicing equipment that has power to it</li> <li><input type="checkbox"/> Making a safety device inoperative</li> <li><input type="checkbox"/> Using defective equipment</li> <li><input type="checkbox"/> Using equipment in an unapproved way</li> <li><input type="checkbox"/> Unsafe lifting</li> <li><input type="checkbox"/> Taking an unsafe position or posture</li> <li><input type="checkbox"/> Distraction, teasing, horseplay</li> <li><input type="checkbox"/> Failure to wear personal protective equipment</li> <li><input type="checkbox"/> Failure to use the available equipment / tools</li> <li><input type="checkbox"/> Other: _____</li> </ul>	
Why did the unsafe conditions exist?			
Why did the unsafe acts occur?			
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? o Yes o No If yes, describe:			
Were the unsafe acts or conditions reported prior to the incident? o Yes o No			
Have there been similar incidents or near misses prior to this one? o Yes o No			

#### Step 4: How can future incidents be prevented?

What changes do you suggest preventing this incident/near miss from happening again?

- ☐ Stop this activity      ☐ Guard the hazard      ☐ Train the employee(s)      ☐ Train the supervisor(s)
- ☐ Redesign task steps    ☐ Redesign workstation    ☐ Write a new policy/rule    ☐ Enforce existing policy
- ☐ Routinely inspect for the hazard    ☐ Personal Protective Equipment    ☐ Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets: ☐

#### Step 5: Who completed and reviewed this form? (Please Print)

Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

## Accident Investigation Witness Statement

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Worksite: \_\_\_\_\_ Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_

Thank you for helping us analyze this incident so that we can help prevent someone from getting hurt or sick in the future. Accuracy is very important in helping us get to the root cause of this incident.

### **Please describe what you saw and heard in chronological order.**

What were you doing just before the incident?

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What were you doing when the incident occurred?

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What did you do after the incident occurred?

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### **Please answer the following questions:**

What was the condition of the tools, equipment, machinery, and materials involved in the incident?

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What was the work environment like? Was it very hot or cold, wet, slippery, windy, etc.?

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What was the type and condition of the Personal Protective Equipment (PPE) being used by the injured person when the incident occurred?

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What was the instruction or training you and others received like on the task being performed when the incident occurred? Please describe the training you received.

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What was the direction of travel, fall, or final resting place of the vehicle or equipment and individual involved in the accident (draw a diagram, if appropriate.)

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Who else witnessed or heard the incident?

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How do you think we can prevent this incident in the future?

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I certify that statement is true and accurate to the best of my recollection.

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Signature

---

Date

**THANK YOU FOR COMPLETING THIS INCIDENT REPORT**

# Construction Safety Inspection Checklist

PROJECT SAFETY INSPECTION CHECKLIST									
LOCATION					CONDUCTED BY				
DATE & TIME					ACCOMPANIED BY				
PPE Items					General site conditions				
All employees wearing hard hats			YES	NO	Fire extinguishers on site?			YES	NO
Violations noted-					Violations noted-				
All employees wearing safety glasses			YES	NO	First aid kit onsite? Stocked?			YES	NO
Violations noted-					Violations noted-				
All employees wearing proper footwear			YES	NO	Lock out tag out kit onsite?			YES	NO
Violations noted-					Violations noted-				
All employees wearing hearing protection (when required)			YES	NO	Work areas clean and clear of hazards?			YES	NO
Violations noted-					Violations noted-				
All PEI employees wearing gloves (when required)			YES	NO	Extension cords in good repair?			YES	NO
Violations noted-					Violations noted-				
COMPANY TOOLS AND EQUIPMENT					Eyewash station available (location? Action plan?)				
Ladders (use, storage, in good repair)?			YES	NO	Violations noted-			YES	NO
Violations noted-					Violations noted-				
Fall protection (use, storage, in good repair)?			YES	NO	Rebar caps available and being used?			YES	NO
Violations noted-					Violations noted-				
Tools in good working order?			YES	NO	Scaffolding meets minimum requirements			YES	NO
Violations noted-					Violations noted-				
Tools stored properly?			YES	NO	Lighting adequate for activities?			YES	NO
Violations noted-					Violations noted-				
Face shields available / used?			YES	NO	Hazard storage available?			YES	NO
Violations noted-					Violations noted-				
Tools inspected?			YES	NO	Company Required documents onsite?			YES	NO
Date:					Violations noted-				
By who:									
Site visit Notes									
Name of primary inspector:					Signature of primary inspector:				

## Site Safety Inspection Checklist

Please check "S" for satisfactory, "U" for unsatisfactory, or "N/A" for not applicable.

	S	U	N/A
<b>1. Postings / Records</b>			
• OSHA Poster is displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency phone numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Injury and Illness Prevention Program is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• OSHA Log 300A form posted during months of Feb. / March / April.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Notice of Workers Compensation poster displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency Evacuation Routes displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Signs indicating capacity of mezzanine storage areas displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Confined spaces properly posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>2. First Aid</b>			
1. First Aid Kit permanently mounted and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• First Aid Kit properly supplied and includes letter from physician authorizing contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bloodborne Pathogens protection kit provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>3. General Environment</b>			
1. All work/sales floor areas are clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walking surfaces are dry and free of slip/trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Restrooms clean and sanitary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lighting is adequate to provide safe working conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Employees eating in designated area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Absorbent material available for spill clean-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Stairways in good condition—well lighted—with handrails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Workstations clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	S	U	N/A
<b>4. Hazardous/Flammable Materials</b>			
1. Material Safety Data Sheets are available for all hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hazardous material containers properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hazardous materials properly stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proper PPE worn to protect employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• No use of beverage containers for hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Oily rags stored in U.L. approved self-closing cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency eyewash and showers accessible and functioning properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Approved safety cans or acceptable containers for flammable liquids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>5. Electrical</b>			
1. Electrical panels are accessible with clearance of 36" maintained around them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All electrical breaker panel switches identified as to where they provide power.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Breaker and conduit openings in electrical panel covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cover plates installed around all wall receptacles and switches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Extension cords in good condition and not used to provide power to permanently installed equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Multiple plug adapters prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Flexible cords or cables free of cuts, damage, splices, tape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ground pins in place on plugs where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conduit in good condition—no exposed wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>6. Machine Guarding</b>			
1. Band saw blade guards adjusted to height of stock.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fans completely enclosed with gaps in guards no greater than ½ inch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• No loose clothes, jewelry, or long hair around moving equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Machine activation foot pedals are covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Belt sander guards in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency shut-off buttons accessible and clearly identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interlock switches functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All machines or operations that expose employees to rotating parts, pinch points, flying chips, particles, or sparks adequately guarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>7. Grinders</b>			
1. Tool rest adjusted to 1/8" from wheel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Tongue guard adjusted to ¼" from wheel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Side guards and shields in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pedestal / bench grinders permanently mounted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Eye protection worn when using grinder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>8. Hand Tools and Portable Power Tools</b>			
1. Tools in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Handles on files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical cords in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proper guarding in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>9. Welding Area</b>			
1. Flash screens available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walkways clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Welding rod removed from holder when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Valves, hoses in good condition—free of grease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PPE available/worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>10. Compressors and Compressed Air</b>			
1. Pressure gauge and safety valve operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Belt / pulley guarded properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Operating permit from Division of Occupational Safety and Health posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If compressed air used for cleaning off clothing, pressure is at 10 p.s.i. or lower and eye protection is worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>11. Compressed Gas Cylinder</b>			
1. Cylinders legibly marked as to contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Valve protectors in place when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Cylinders secured to prevent falling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Oxygen cylinders stored at least 20 feet away from flammable gas cylinders or separated by firewall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cylinder storage area marked as "Full" or "Empty."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>12. Hoists</b>			
1. Rated capacity clearly visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Crane inspection and maintenance records maintained and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Safety latches installed and functional on hooks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Chains in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hoist controls clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>13. Ladders</b>			
1. Ladders in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Non-slip safety feet on extension ladders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rungs free of grease and oil.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Portable metal ladders marked “CAUTION—Do not use around electrical equipment.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>14. Work Practices</b>			
1. Proper PPE worn (hard hat, fire shield, safety glasses, steel-toe shoes, respirator, hearing protection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• No evidence of rushing or horseplay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proper body mechanics when lifting items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Forklifts driven at proper speed and in accordance with safe work policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>15. Emergency Equipment</b>			
1. Fire extinguishers are properly marked and hung on the wall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Access to fire extinguishers is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Each extinguisher is properly charged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Service tag on fire extinguisher indicates monthly inspection—and confirmed by initials of inspector for each month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency lights tested monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	S	U	N/A
<b>16. Exits</b>			
1. All exits properly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Doors, passageways that neither exit nor provide access to an exit are appropriately marked "Not an Exit."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency exits are unlocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

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## Safety Meeting Attendance Sheet

Meeting Date:		Start Time:		End Time:	
Meeting Location:					
Name/Title of Employee Conducting Meeting:					
Meeting Topic(s):					
My signature below attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.					
Employees In Attendance					
Employee Name			Employee Signature		
Employee (s) Not Present:					

<b>Attach additional name and signature sheets if necessary.</b>	
<b>Suggestions/Recommendations to improve workplace safety and health:</b>	
<b>Actions</b>	
<b>Foremen Signature:</b>	
<b>Date:</b>	

# Truck Safety Inspection Report



Truck Inspection Report	
Vehicle ID#	
CLEAN INSIDE	
CLEAN OUTSIDE	
REG/INSURANCE	
LICENSE PLATES/TAGS	
SPARE TIRE	
EXTERIOR	
PASS SIDE BODY	
DRIVERS SIDE BODY	
FRONT END BODY	
REAR END BODY	
ROOF	
WINDSHIELD	
WINDOWS	
PASS SIDE MIRROR	
DRIVERS SIDE MIRROR	
TIRES/WHEELS FRONT	
TIRES/WHEELS REAR	
GAS CAP	
INTERIOR	
HORN	
DASH	
INTERIOR MIRROR	
GAUGES	
RADIO/CD/CASS	
WIPERS	
FRONT SEATS	
ROW 1 SEATS	
ROW 2 SEATS	
ROW 3 SEATS	
ROW 4 SEATS	
CARPET/FLOORS	
HEADLINER	
MECHANICAL	
OIL	
TRANS FLUID	
BRAKE FLUID	
WATER/COOLANT	
ENGINE BELTS	
BATTERY	
HEATER/AC	
LIGHTS	
TURN SIGNALS	
REVERSE LIGHTS	
HAZARD LIGHTS	
FUEL TANK	

PLEASE NOTE ON DIAGRAM AN S=SCRATCH D=DENT O=OTHER NA=NOT APPLICABLE

WRITE IN MILEAGE	OUT:	IN:
Notes:		
Staff Check-Out Signature	Date:	Staff Check-In Signature Date:
Inspector Check-Out Signature	Date:	Inspector Check-In Signature Date:

## Vehicle/Tools/Equipment Check-Off List



### **JDE Construction** **Company Provided Check-Off List**

Upon receipt of JDE vehicle, check the following:

Fire Extinguisher	_____
First Aid Kit	_____
Extension Ladder	_____
Security Cable	_____
Hardhat	_____
Knee pads	_____
Goggles	_____
Earplugs	_____
Gloves	_____

#### **Specialty:**

##### **Tile Vehicles**

Tile Chipper	_____
Tile Snapper	_____
Grinder	_____

#### **Welder Vehicle**

Welding Machine	_____
Welding Tanks	_____

#### **Miscellaneous:**

Extension Cord	_____
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Technician: \_\_\_\_\_ Vehicle # \_\_\_\_\_ Fleet Mngr: \_\_\_\_\_

## Hazard Report Form

HAZARD REPORT FORM		
Location (Procedure, equipment or process involved):		
What conditions(s) or practices(s) could cause injury or property damage?		
Did you observe this condition or practice?	Yes    No	
What could be done to improve these conditions or practices?		
Signed (optional):	Date:	
Managers comments:		
What has been done to correct these practices or conditions?		
Additional action is required as follows:		
Discussed with employees on (date) _____		
Managers Name:	Managers Signature:	Date: