

Abbreviated IIPP & Safety Policy



Tim Messer Construction, Inc.
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Safety Policy Statement

It is the policy of Tim Messer Construction, Inc. that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Tim Messer Construction, Inc.'s management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to management and/or the Responsible Safety Officer as soon as possible.

Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Sincerely,

A handwritten signature in blue ink that reads "Tim Messer".

Tim Messer

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General

- 1) **This Booklet** Your Company cares about your safety. This booklet is part of your company's effort to inform you of hazards and more importantly measures to take to avoid or protect yourself from hazards in the workplace. Since it's impossible for your company to supervise your actions 100% of the time, you need to be informed and responsible for your own safety. This booklet is yours to keep. It should be kept with you for reference on safety issues.
- 2) **Acknowledgement** Please review this guide completely, making note of any specific company policy differences in the back of this guide. Understand that this is an abbreviated version of our full safety program/policy, etc. Please detach, sign and return the Receipt and Acknowledgement form in the back of this guide to your supervisor to verify you understand and have reviewed this booklet.

General Jobsite Rules & Procedures

- 1) **Emergency Action Plan** Your employer is required to have a company Emergency Action Plan specific to every jobsite. Review this plan to know your duties and/ or actions to take in an emergency.
- 2) **Reporting** Any unsafe conditions or procedures you see on the jobsite should be reported to your supervisor- immediately if a dangerous condition exists. Accidents or injuries, regardless of their nature or severity should be reported immediately. Any jobsite injuries requiring medical attention after working hours shall be reported to your supervisor the next regular workday.
- 3) **Medical Care** Medical Attention should be obtained from a physician or medical facility approved by your insurance company as required by state law.
- 4) **Conduct** Set a good example. Demonstrate safety in your work habits and personal conduct. Anticipate hazards, which may arise from changes in equipment or methods.
 - a) Use or possession of intoxicating beverages, unprescribed or illegal drugs or drug paraphernalia, or weapons is prohibited on the premises.
 - b) No one shall engage in practical jokes, wrestling, fighting, scuffling, horseplay, or any other act, which may have an adverse influence on safety.
 - c) Seat belts shall be worn while moving in all equipment and vehicles.
 - d) If you or another worker removes, displaces, or damages any safety equipment (*except personal items*), your supervisor must be notified.
- 5) **Inability to Perform Certain Work** If you have a known physical handicap, such as diabetes, impaired eyesight or hearing, back trouble, hernia, heart condition, or aversions to height, respirators, or confined spaces, or are taking medication that may impair your ability to work and the like, notify your supervisor so you will not be required to do work that might injure you or someone around you.
- 6) **Training** As your employer, we are responsible for training you in the recognition, avoidance, and correction of unsafe conditions on the jobsite, and of applicable OSHA and other regulations.
- 7) **Housekeeping** A messy workplace is distracting, unsafe, unsanitary, and even a violation of OSHA regulations. Remove, collect, or stockpile debris periodically- especially from stairs, walkways, and exits to keep the jobsite clean and safe.

First Aid / Emergencies

- 1) **Before an Accident Occurs** Know where your First Aid kit is located. Know who has First Aid/ CPR training. Know where MSDS's and fire extinguishers are located.
- 2) **If an Accident Occurs**
 - a) **Check** Check the scene for safety. Rushing into a dangerous situation may cause you injury and delay or prevent help from reaching the original accident victim(s). If you can reach the victims safely, quickly determine the number of victims and severity of injuries. Move victims only for their or your imminent safety. Do not start treating the victims unless someone else is calling for help.
 - b) **Call** The most important thing you can do in an emergency is to get professional help. Your first aid treatment can only go so far. Most areas use **911** for emergency response.
 - c) **Care** After **911** has been called, treat the victims. At least one person per crew should be trained in First Aid/ CPR.
- 3) **Reporting** Accidents or injuries, regardless of their nature should be reported immediately to your supervisor. Any jobsite injuries requiring medical attention after working hours shall be reported to your supervisor the next regular workday.

Chemical & Material Health Hazards

- 1) **General** Many chemicals and materials on the jobsite can be dangerous or even deadly. Hazard Communication and Material Safety Data Sheets (*MSDS*) can help control the hazards.
- 2) **Toxic Chemicals** Toxic chemicals may cause immediate or latent health effects. Watch for routes of entry from inhaling, ingesting, and absorption through the skin or mucous tissues.
- 3) **MSDS** MSDS's provide information to protect your from toxic chemicals. MSDS's also explain the health and/ or physical hazards to be expected from the chemical or substance you're using. MSDS's should be read and understood before working with the chemical or substance for the following:
 - a) **What is It?** The MSDS will explain in detail the makeup of the substance you're working with.
 - b) **How Can it Hurt Me?** The MSDS will also explain the health or physical hazards of the substance
 - c) **How Can I Protect Myself?** The MSDS will provide information on what PPE or other precautions should be made when working with the substance.
- 4) **Hazard Communication** You should know at all times where the MSDS's are located along with your Company's Hazard Communication Program. These items are required to be readily available in the workplace.
- 5) **Ventilation** Usually, continuous ventilation is one of the best ways to lessen the hazard from working with or around hazardous chemicals or substances.
- 6) **Sanitation** Another way to protect yourself from hazardous chemicals or substances is to wash before eating, drinking, smoking, and before leaving work.

Confined Spaces

- 1) **General** Confined spaces are areas not designed for human occupancy where egress and exit are difficult, and have little or no ventilation. These spaces can be immediately deadly! Do not enter any confined space without proper precautions.
- 2) **Hazards** The types of hazards are typically:
 - a) **Oxygen Deficiency** Oxygen in a confined space can be reduced by being displaced by other gases, or being used up during combustive operations (*welding, etc.*), or oxygenation (*rust*).
 - b) **Flammable Gases** Flammable gases may be present from previous contents or coatings, welding gases, etc.
 - c) **Toxic Contaminants** Toxic gases or substances may be present from previous contents or coatings, or from application of new substances from your own work.
 - d) **Physical Hazards** Electrical, hydraulic, mechanical, water, and steam are energy sources that may be present and could be accidentally released.
- 3) **Procedures** Follow these procedures, or your company's procedures when working in confined spaces.
 - a) **Entry Permit** Obtain an entry permit before working in a confined space from your supervisor, or authorized Competent Person. At this point, safety procedures should be discussed to determine the hazards present and remedies or precautions to take.
 - b) **Lockout/ Tagout** Energy sources present that could affect your safety are required to be locked out and tagged to prevent accidental starting or release of energy.
 - c) **Ventilation** All confined spaces should be ventilated to remove harmful vapors, and/or to replenish oxygen levels. In most cases, continuous ventilation is preferred to maintain a safe environment, especially if your work involves chemicals, or combustion (*hot work*).
 - d) **Gas Tests** Before entering a confined space, gas testing should be performed to verify sufficient oxygen is present, and no harmful flammable or toxic gas concentrations are present. This testing may be performed continuously or periodically depending on your specific situation.
 - e) **Attendant** When any workers enter a confined space, an attendant with radio or telephonic ability to communicate with emergency responders should be present regardless of the safety of the environment.
 - f) **Special Breathing/ Protective Equipment** In some cases, hazards cannot be reduced to safe levels. In these cases, special equipment will be necessary to wear to protect workers in a confined space. This equipment should not be worn until sufficient training, fit testing, and medical evaluations have been performed.
 - g) **Retrieval/ Rescue Equipment** Depending on the specific situation, rescue equipment may be required onsite, and retrieval equipment may be required to be worn by workers in confined spaces. This is determined by the Competent Person.

Proper Lifting Techniques

- 1) **General** Back pain and injury is common in not only the workplace, but in your personal life. Injuries resulting from overtaxing your back is cumulative, that is poor lifting techniques can slowly injure your back over a period of time. Proper lifting techniques can and will minimize the effects of work on your back.
- 2) **Lifting Techniques** Take these simple steps to help protect your back.
 - a) **Check Your Route** The first thing you should think about is where you're going. Make sure your path is clear and negotiable. Make sure there's adequate lighting, and that you will be able to see over the load.
 - b) **Check the Load** Verify the load's weight and stability by trying to partially lift the item. If the load's unstable or too heavy, get help or breakdown the load. Make sure you can see over the load that you're planning to lift.
 - c) **Don't Overreach** When reaching out, try to support your upper body with one hand while dragging the object toward you before lifting the object. When reaching up, be careful the load is light, heavy loads can fall on you, or inadvertently place too much strain on your stretched back. A better way is to get up higher before making the reach.
 - d) **Bend Your Knees** Get close to the item - straddling it if possible, bend your knees, get a good grip, and lift slowly with your leg muscles.
 - e) **Keep Your Back Straight** While lifting, keep your head level- looking ahead. This will help keep your back straight and aligned.
 - f) **Don't Twist With the Load** Always keep items close to your body, turning with your feet.
 - g) **Set the Load Down Properly** Setting down the load should be the reverse of lifting, with keeping your head level and using primarily your leg muscles to set the load.

Personal Protective Equipment

- 1) **General** Personally owned safety equipment must be in good, sanitary condition and must meet all OSHA and company requirements. It is your employer's responsibility to determine the appropriate PPE required. PPE selected must be appropriate for the degree of hazard encountered. All PPE must be kept in reliable, sanitary condition.
- 2) **Head Protection** Hardhats should be worn at all times, but its use is mandatory when an overhead hazard exists. Hardhats shall not be worn backwards unless the suspension allows reversal, and the manufacturer approves its use. Hardhats shall not have holes drilled into it, or be altered in any manner. Any paint or stickers shall not cover the surface to the extent that defects cannot be seen.
- 3) **Eye Protection** Appropriate eye protection should be worn at all times, but their use is mandatory when a hazard exists. Safety glasses, goggles, face shields, and welding glasses are examples of eye protection to consider based on the hazard(s) expected. Oversized safety glasses should be worn over prescription glasses, and safety glasses shall be worn beneath face shields. Contact lenses

should not be worn in the workplace. Eyewash stations, or emergency eyewash bottles should be immediately available at all times.

- 4) **Hearing Protection** Hearing protection is required when noise over an 8 hour workshift is 90dB or more. Generally, if you cannot be heard at arm's length in a normal speaking voice, you should wear ear protection. Earmuffs, earbands, and foam inserts are all satisfactory methods of lessening damage from high noise environments.
- 5) **Respiratory Protection** Before you may wear any respiratory protection, you must have a medical evaluation, and be fit tested for the respirator to be worn. Be careful that the respirator cartridges, or filtering media are appropriate for the type and concentration of hazard present. Remember, only a supplied air respirator will protect you from low oxygen levels.
- 6) **Hand Protection** Rings, watches, bracelets or other jewelry shall not be worn to avoid having them and perhaps your hand and fingers caught in machinery or materials. Appropriate gloves (cloth, leather, rubber, etc.) shall be worn when working around chemicals, sharp objects, heat or other hazards.
- 7) **Foot Protection** Safety shoes are required at all times. Steel toes, steel shanks and metatarsal guards should all be considered when selecting footwear based on the hazards of your work.
- 8) **Body Protection** Wear appropriate clothing for the work you do. At a minimum, sleeved shirts and long pants should be worn at all times unless your employer specifically allows other clothing.

Fire Prevention & Fire Emergency Procedures

- 1) **General** All jobsites shall have at least 2A fire extinguishers located at key points throughout the site, but in no case less than every 3,000 SF in buildings, or more than 100 ft. of travel for any worker. At least one extinguisher shall be located on every floor at the stairwell. All extinguishers require annual inspections.
- 2) **Smoking** Obey all "No Smoking" signs and rules. Do not smoke with 50 ft. of any fueling operations.
- 3) **Fire Extinguishers** You should be aware of where fire extinguishers are on the job. However, fire extinguishers should only be used when the fire is relatively contained or blocking a worker's exit. You should get out and call for help for larger fires.
- 4) **Firewatch** When hot work using open flame is performed, a firewatch should be done for one hour before leaving the site. A final thorough check of the work area should be done before leaving.

Electrical

- 1) **General** Electrical safety is typically the avoidance of shock. This is typically from a "hot" wire or conductor touching either you or a metal part that you're touching. Electrical safety precautions discussed will protect you from this. Remember; however, that no safety devices or procedures can prevent shock from you touching both the "hot" and "neutral" wires at the same time.
 - a) **Tagging** All electrical equipment should be checked daily when used for defects. Any equipment found to have defects shall be immediately taken out of service until repaired.
 - b) **Guarding** All live electrical parts 50 volts or higher shall be guarded from accidental contact.

- c) **Clearances** No work shall be performed within 3 feet of insulated conductors 300 volts or less, or within 10 feet of uninsulated conductors and conductors over 300 volts up to 50,000 volts- unless you're qualified and authorized to perform work inside these clearances.
 - d) **Other hazards** Look around your worksite. Water on floors or other surfaces can conduct electricity. Look for sharp edges that can cut insulation when cords are laid on or dragged over them. Keep cords clear of hot surfaces, and clear of travel.
- 2) **Extension and Power tool Cords** All extension cords, and power tool cords for grounded (*not double-insulated*) tools are required be three-wire, containing a ground. All cords shall be round, heavy-duty type.
- a) **Ground Pins and Wires** The most common method of preventing shock is through maintaining an effective, complete ground path from where you plug in your cord to the tool you use. Never remove the ground pin on a tool or extension cord, because you lose the only safe path for electrical current to flow in the case of an accidental ground fault condition.
 - b) **Adapters** If it is necessary to connect a three-prong cord to a two-prong receptacle, an adapter shall be used. The ground wire from the adapter shall be attached to a known ground, and should be verified with a tester.
- 3) **Ground Fault Circuit Interrupters** GFCI's are one method of preventing shock from ground fault. The GFCI senses a fault to ground at a very low current- before a severe shock level occurs, and shut off the circuit before a high shock current can occur. A GFCI's operation should be checked every day. GFCI's should be placed first in the circuit before extension cords, or power tools.
- 4) **Assured Equipment Grounding Conductor Program** In lieu of using GFCI's employers may elect to use an AEGC Program. This involves verifying ground continuity on all extension and power tool cords periodically. Check with your employer if this program is used for your specific company's procedures.

Lockout / Tagout Procedures

- 1) **General** Working on any existing equipment or lines requires locking out and tagging out, except in rare cases. Adherence to the Company's Lockout/ Tagout procedure must be followed.
- 2) **Hazards** Most equipment will involve one energy source, but there are some equipment that have more than one type of energy source.
 - a) **Electric** Electrical power circuits are an obvious source, but also look for energized control circuits that may have a different power source. Also make sure any stored electrical energy, such as capacitors have been drained.
 - b) **Pneumatic** Most pneumatic lines are low pressure, but should still be considered working on equipment.
 - c) **Hydraulic** Equipment with hydraulics will need to have any parts lowered or blocked. Check for accidental release points of fluid the may have to be bled or blocked before work starts.
 - d) **Steam, etc.** Certain equipment and lines can and will have many types of pressurized liquid and gaseous elements that need shut off.

- e) **Gas** Gasoline, diesel, natural gas, propane, etc. are all possible energy sources to consider.
 - f) **Kinetic** Equipment components may be in raised positions that could release unexpectedly. Springs could snap back or unwind. Make sure all components are lowered, at rest, or blocked.
- 3) **Procedures** Follow your Company's procedure; however, some basics to remember are:
- a) **Identify Power Sources**
 - b) **Locate Isolation Points**
 - c) **Notify Authorities of Lockout/ Turn off**
 - d) **Lockout/ Tagout Equipment**
 - e) **Verify Equipment is De-Energized**
 - f) **Work on Equipment**
- 4) Re-energizing the equipment is the reverse process, except that the equipment should be thoroughly checked to ensure all tools, debris, and materials are removed. Also, the person locking out the equipment is the only person who can unlock the equipment. Verify no persons are in harm's way when restarting.

Hand & Power Tools

- 1) **General** All tools shall be kept in good working condition through regular inspection, maintenance, and repair. All blades, bits, and other cutting or grinding components shall be kept clean and sharp. Never lift or carry tool by their electrical cord or pneumatic hose. Disconnect any power tools from the power source before servicing, or changing blades, bits, etc. Remember that most hand and power tools require some form of personal protective equipment. You should also be trained in every tool's use before working with that tool.
- 2) **Hand Tools** Most danger in hand tools result from improper usage of the tool, or forcing the tool to do more than it can. Use the proper tool for the job.
- 3) **Power Tools** Power tools should be inspected daily for wear, defects, lubrication, and electrical integrity. Again using the proper tool for the job and using it properly will limit the danger. Never remove or defeat any safety device or interlock.
- 4) **Guards** All tools made with a guard shall never have the guard removed while using the tool. Power tools with rotating or reciprocating parts which do not have guards shall not be used, or have an appropriate guard installed before use.

Gas & Arc Welding / Cutting

- 1) **General** Read and follow any Company or manufacturer's instructions before using any welding or cutting equipment. Inspect all equipment for defects prior to every use. Always use proper PPE, such as goggles, gloves, flame-retardant sleeves, and shields. The area may need to be ventilated, or a respirator worn.

- 2) **Oxygen** Treat oxygen as the dangerous gas it is. Never use oxygen as air to breathe or to spray around to dust off clothing or equipment, since it is a fire and explosion hazard.
- 3) **Tanks** All gas tanks are required to be stored, moved, and transported upright. All tanks should have caps on and secured to an upright support when not in use. Unused oxygen tanks should be stored 20 ft. away from any combustible or flammable materials.
- 4) **Regulators, Torches** Always unscrew the regulator screw until it's loose before turning on the gas. Always stand behind the regulator when turning the gas tank on or off. Never oil any part of a regulator or gas fitting. If any oil or grease contaminant is seen, do not use- have it checked and cleaned or replaced by a qualified person.
- 5) **Arc Welding** Take care to keep cables off the floor where possible. Unplug cables or protect electrode head when not in use. A ground return cable shall be used at all times to protect equipment parts.

Scaffolding

- 1) **General** Since there are many types of scaffolds, these are only general rules which should apply to most scaffolds, however check with your supervisor for rules for your particular scaffold.
- 2) **Base/ Footing** Scaffolds require a baseplate/ post on a solid, stable surface. Where necessary, provide timber sills below the baseplate.
- 3) **Assembly** All components used shall be compatible and fit together without forcing. All cross braces shall be used at all times. End frames shall be pinned together when there's a chance of uplift on the frames. No working/ walking platform shall be less than 18" with all working surfaces being fully decked.
- 4) **Access** Scaffolds shall be safely accessed by ladders, stairs, or ladder end frames at all times.
- 5) **Fall Protection** Workers on scaffolds shall be protected from falls at all times when the working/ walking platform is 10 ft. or higher. Workers in aerial lifts shall be protected by a Personal Fall Arrest System (PFAS) at all heights.
- 6) **Rolling Scaffolds** Workers should get off when moving scaffold. Rolling scaffolds shall not be built with a platform height higher than 4 times its smallest base dimension, including outriggers.

Fall Protection

- 1) **General** All workers on elevated surfaces 6 ft. or higher are required to be protected from falling onto the surface below. There are up to ten types of fall protection methods available for any situation. Check with your supervisor for the method(s) available to you for your particular situation.
- 2) **Falls & Falling Object prevention** Guardrails, toeboards, and floor & wall opening covers are methods used to protect the site.

- a) **Guardrails** On exposed edges of walking/ working surfaces 6 ft. or higher, guardrails shall be installed
 - b) **Toeboards** Where workers pass or work underneath open edges 6 ft. or higher, toeboards shall be installed.
 - c) **Floor Covers** Floor openings larger than 2" in any dimension are required to be covered.
- 3) **Fall Restraint, Capture and Arrest** Positioning Devices, Safety nets, and Personal Fall Arrest Systems are methods used to catch or arrest falling workers.
- a) **Positioning Devices** On formwork and rebar assemblies and the like where three-point contact may be done, positioning devices may be used up to 20 ft.; however, it's recommended to use PFAS as supplemental fall protection.
 - b) **Safety Nets** On exposed edges of walking/ working surfaces 6 ft. or higher, safety nets may be used in lieu of guardrails or other systems.
 - c) **Personal Fall Arrest Systems (PFAS)** Where other means of fall prevention and protection cannot be used, Personal Fall Arrest Systems may be used. Be careful of your tie off point- that it's high enough to prevent falling and hitting the surface below, and that it's strong *enough* (5,000 lb. Rating).
- 4) **Fall Controls** Warning lines, Controlled Access Zones, Safety Monitors, and Fall Protection Plans are methods used to limit exposure to falls to specific, trained workers.

Cranes & Rigging

- 1) **General** All cranes shall be fully inspected by an independent agent annually. Cranes shall be inspected at the start of each workshift by a Competent Person. All parts of the crane, including hoist and tag lines, and the load shall be kept a minimum of 10 ft. from electrical powerlines and equipment up to 50KV- up to 35 ft. from higher voltages.
- 2) **Rigging/ Lifting** Before a lift occurs, the Competent Person in charge needs to know:
- a) **Load Weight** The load weight must be calculated or otherwise verified.
 - b) **Rigging Capacity** Rigging must be inspected before a lift for defects and to determine its capacity. All rigging must have its capacity labeled.
 - c) **Crane Capacity** The capacity of the crane must be determined for the farthest, highest reach and turns expected before the lift occurs.
- 3) **Hand Signals** Only an appointed signal person who is well versed in hand signals shall direct a crane's operation- except for an emergency stop.

Hand Signals & Equipment

- 4) **General** Any employee and operator combination should ensure they both are aware of proper handsignals used to ensure safe operation of equipment.

Excavations

1) Before an Excavation Begins

- a) **Competent Person** A Competent Person is required to be onsite to direct an excavation project. He should make inspections at the start of each workshift, and when conditions change.
- b) **Marking** All utilities and other obstacles or structures need to be marked to avoid, support, or protect during the excavation.
- c) **Proper Equipment/ Protection** Know the extent of the work to get the proper equipment onsite before work starts. Some excavations may need special confined space equipment, or barricades, guardrails, lights, vests, etc. Check with the Competent Person before, and during the excavation work.

2) **Excavations Four Feet Deep** Excavations 4 ft. and deeper shall have ladders, ramps or other egress available within 25 feet of all workers. If the Competent Person determines hazardous gases are likely to be present, the excavation's atmosphere shall be tested prior to worker entry.

3) **Excavations Less than Five feet Deep** Excavations less than 5 ft. deep shall have protective systems installed where workers are present when the Competent Person determines there is a possibility of cave-in.

4) **Excavations Five Feet and Deeper** Workers in all excavations 5 ft. and deeper are required to be protected from cave-ins by sloping the excavation walls, shoring the excavation walls, or shielding the workers from cave-ins by the use of a trench box or trench shield.

5) **Excavations Twenty Feet or Deeper** Any excavation 20 ft. or deeper shall have the above worker protective systems designed by a qualified person, typically a registered professional engineer. This engineered, stamped design shall be on the worksite when the excavation work is proceeding.

Stairs & Ladders

1) Stairs

- a) **General** Stairs, ladders or ramps shall be provided at all elevation changes at the jobsite where the walking/ working level difference is 19" or more.
- b) **Guarding** Stairs require stairrails or handrails, including guardrails at landings or turns when stairs are either at least 4 risers or 30" in height.
- c) **Construction** Job built stairs shall have equal and regular treads & risers built within 30 and 50 degrees from horizontal. Landings shall allow at least 20" past the door swing.

2) Ladders

- a) **General** All ladders need to be periodically inspected by a Competent Person. Ladders having defects shall be removed from serviced or tagged "Do Not Use". Aluminum ladders shall not be used around electrical equipment or lines. Materials should never be carried up ladders, but hoisted up from below. When on a ladder, face the ladder at all times.

- b) **Stepladders** Stepladders shall only be used when in a fully opened, locked position with 4 feet on the floor. The top two steps of the ladder should never be used to step on, but rather to lean against. Never step on supports, always step and stand on rungs. Never lean too far on the ladder, move the ladder into a better position.
- c) **Extension/ Straight Ladders** Extension ladders shall be placed with the feet set approximately $1/4^{\text{th}}$ the distance from the wall as the working height. The ladder shall extend at least 3 ft. past the landing. Ladders shall be secured at the top and secured at the bottom if conditions are slippery or unstable.

Notes

Safety Policy & Abbreviated IIPP - Acknowledgement Page

Employee

This is to certify that I have received, read, and understand the instructions contained in the "Abbreviated Company Safety Manual" for Tim Messer Construction, Inc. and that I will observe and follow these instructions at all times during my employment. I also understand that a full version of the Company Safety Manual can be found at the office, on our website, and on the job site. Additionally, it is the duty of the employee to review company safety polices before commencing work.

Signed: _____ Date: _____

Print Name: _____

Foreman/ Supervisor/ Safety Director

I have instructed the above worker in the fundamentals of safe working practices, including the instructions contained in the "Company Safety & Health Program", as well as safety rules and practices applying specifically to his job.

Signed: _____ Date: _____

Print Name: **Stephen Ferguson**

Title: **Field Operations Mgr. / Safety Director**